

**Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 7 October 2024 at 7:30pm**

1 Present:

Mr F Bowe (Town Mayor)	Mr J Emsell
Mr S Snelling (Deputy Town Mayor)	Ms J Bailey
Mr P Berry	Mrs M Friend
Mr S Court	Mr C Eden
Mr J Fisher	Ms C Ferris
Mr D Buck	Ms L Barrett

Apologies: Mr T Garner, Mr D Wiseman, Mr J Ward, Mrs L Skinner

In attendance: Mrs R McCarthy (RFO and OM), Mrs D Wheatley (Administrative and Communication Officer), Mr J Calver (Parks and Estates Manager), Mrs L Weston (Administration and Committee Officer) and 4 members of the public.

2 Declarations of interest in items on the agenda – None.

3 To confirm the minutes of the Town Council meeting held on 9 September 2024.
The minutes of the meeting held on 9 September 2024 were signed and approved as a true record.

4 Announcements

4.1 On the 13 September the Town Mayor, with support from Jason Calver, raised the RAF ensign for the Battle of Britain Day. He attended the 150th Railway Disaster Anniversary church service on 15th September, which was very well supported.

4.2 Town Clerk – Follow up to a previous meeting, the Operational Manager (OM) confirmed a speeding report published for Norfolk was written several years ago. The issue has been flagged with the council's contact at Norfolk Police, also waiting to hear from the Parish Partnership regarding the matter.
An ongoing issue with an ornate hedge impeding pedestrian access on Yarmouth Road has been dealt with by Norfolk County Highways. It will be part of their regular inspections to ensure the resident complies with the trimming request. Also, correspondence received from Cllr Mackie on the verge parking issue in the same area clarified that funding was initially provided for the grass matting therefore the installation of bollards in the verge wouldn't be supported by County Council.
The original providers of the bench on Harvey have confirmed they will purchase a replacement. The office will ascertain who owns the land and seek permission prior to install.
The office has received the first proof of the next newsletter and will endeavour to get it delivered to residents before the 2 November. The Licencing application at Fitzmaurice Park received 3 comments at the deadline, one was from BDC which the OM was able to respond to. The Broads Authority removed a boat overstaying at River Green, charging the council approximately £800 for the service. The office has completed the end of allotment year, with 190 tenants and 9 nonpayers, which will be followed up.
The OM wished to commend Jason Calver for his quick and selfless action responding to a report of a hedge fire at the Sir George Morse Park. The Fire Service struggled to gain access to the fire, which was safely extinguished by Jason, averting a far more serious incident occurring.

5 Public Participation – To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 mins each.

5.1 Norfolk Constabulary – Report from PC Jennings noted.

5.2 County and District Councillors – Report from Cllr Ward noted. Cllr Berry informed members that BDC were offering Carbon Literacy training sessions, if interested contact Cllr Berry, Cllr Eden or Cllr Bailey.

5.3 Members of the public

A member of the public informed Cllr Snelling that the Standard Bearer for Remembrance was unavailable, and asked how to report problems with streetlights.

Father James thanked all councillors who attended the two services to commemorate the Train Disaster's 150th anniversary. Notice was given of Thorpe Players performance in October based on the rail disaster, which is sold out. Thanks also to those that attended the Harvest Thanksgiving and Harvest Lunch. Notice given of the Autumn Fair, 26th Oct 11-3pm at the St Andrews Centre.

6 Finance

6.1 Payments List VR's 444 - 530 – Noted. Cllr Berry queried lines 456 and Cllr Court the regularity of the streetlighting bills.

6.2 Bank Reconciliation Statement – The statement was approved and signed as a true record.

6.3 Application for Business Debit Card – A verbal explanation to recent events leading to this request was given by the RFO. It was **RESOLVED**, with 9 in favour and 3 against, to authorise the RFO to apply for a business debit card.

6.4 Disposal of Asset – The RFO gave a verbal report for the disposal of the Avant. It was **RESOLVED** with a unanimous show of hands to approve the disposal of the asset.

6.5 Compact Tractor Lease – Brief outline of the report attached given by the Parks & Estates Manager. Conversation followed from Cllrs around pros and cons of lease versus purchase, and the best overall financial option. It was proposed by Cllr Snelling, seconded by Cllr Court, with a unanimous show of hands **RESOLVED** to choose option C of the report and the cheapest of the two methods provided.

Action – Parks & Estates Manager to clarify the position at end of lease for option C.

7 Events update

Car Boot Sale – A successful event, well attended with 49 stalls, interest shown for these to continue next year,

Book Sale – Saturday 12 October, 10 –1 pm, all books 50p.

Fireworks - Ticket sales going very well at this stage, maximum attendance 7,500.

VE Day – The office met with a representative from 'Lives of the Past' regarding the VE Day 80th Anniversary, which will be a 'Country Fair' event to be held on 8 May 2025, with a street party vibe. Cllr Buck asked Father James to check the church archives, for anything referring to the original VE Day that might be useful.

8 Projects Overview

The OM presented the Projects Overview Report included in the pack and Cllr Berry thanked the OM for bringing matters to Cllrs attention.

It was **RESOLVED** to set up a working group to oversee the Morse Regeneration project, with the following councillors volunteering; Cllr Bailey, Cllr Fisher, Cllr Ferris, Cllr Buck, Cllr Berry and Cllr Snelling.

Support for continuing to proceed with River Green matters in conjunction with purchase of the car park to the rear of the Rushcutters was discussed. It was **RESOLVED** that Cllr Emsell would speak to Politis Consulting regarding the contractual position.

Cllr Emsell volunteered to lead on the Anglia in Bloom project, if support is willing from the community.

- 9 Appointment of Health & Safety/HR Consultants** – The OM gave an overview of the attached report.
It was proposed by Cllr Berry, seconded by Cllr Emsell and with a show of hands, nine in favour, two against and one abstention, it was **RESOLVED** to support the recommendation, option B for 36months, with the OM to ascertain if a break clause could be agreed.
- 10 It was RESOLVED To Exclude Press And Public From The Meeting Under The Public Bodies (Admission To Meetings) Act 1960, As Amended By The Local Government Act 1972, Due To The Disclosure Of Personal Information Exclusion of Press and Public -**
All members of the public left the meeting.
- 11 Extension to overtime arrangements**
The OM asked members to consider an extension to the end of the year given the current exceptional circumstances.
It was proposed by Cllr Emsell, seconded by Cllr Berry, with a unanimous show of hands it was **RESOLVED** to agree to the extension.
- 12 Personnel Matters**
The Town Mayor updated members on the personnel matter in hand, which was extensively discussed.

It was proposed by Cllr Bailey, seconded by Cllr Ferris and a unanimous show of hands, it was **RESOLVED** to offer an apology to the officers affected, and commence a full process review.

Future Agenda Items (Not for Discussion)

River Green lease/company

Meeting Closed at 9.50pm

Chairman _____

Date _____

Thorpe St Andrew Town Council

18 January 2025 (2024-2025)

PAYMENTS LIST - OCTOBER 2024

Vouch e	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
596	Electricity	01/10/2024		Bank 1 Current A/ BACS		Electricity - Roxley Hall	British Gas	L	132.84	6.64	139.48
597	Bottle Bank	02/10/2024		Bank 1 Current A/ DD		Bottle bank	URM UK	S	43.20	8.64	51.84
542	Miscellaneous	04/10/2024		Bank 1 Current A/ BACS		Staff expenses	Staff	S	12.45	2.49	14.94
542	Telephone	04/10/2024		Bank 1 Current A/ BACS		Staff expenses	Staff	X	18.00		18.00
542	Telephone	04/10/2024		Bank 1 Current A/ BACS		Staff expenses	Staff	S	10.00	2.00	12.00
543	Telephone	04/10/2024		Bank 1 Current A/ BACS		Petty Cash Refund	Staff	X	1.00		1.00
735	Subscriptions	04/10/2024		Bank 1 Current A/ Credit Card		Adobe Subscription	Adobe	X	19.97		19.97
533	Water rates	04/10/2024		Bank 1 Current A/ BACS		Water charges - Town Hal	Wave	Z	169.76		169.76
534	Photocopying	04/10/2024		Bank 1 Current A/ BACS		Photocopying	Aurora	S	240.00	48.00	288.00
536	Electricity	04/10/2024		Bank 1 Current A/ BACS		Electricity - River Green	E.on	S	371.74	74.35	446.09
540	Park maintenance	04/10/2024		Bank 1 Current A/ BACS		Tools & Equipment	GAP Group Hire Solutio	S	176.80	35.36	212.16
540	Park maintenance	04/10/2024		Bank 1 Current A/ BACS		Tools & Equipment	GAP Group Hire Solutio	S	14.52	2.90	17.42
531	Cleaning bus shelters	04/10/2024		Bank 1 Current A/ BACS		Cleaning bus shelters	Mr R Marmoy	X	140.00		140.00
532	Water rates	04/10/2024		Bank 1 Current A/ BACS		Water charges - Morse	Wave	X	93.90		93.90
537	Field Maintenance Contract	04/10/2024		Bank 1 Current A/ BACS		Grounds Maintenance	Norse	S	1,475.69	295.14	1,770.83
538	Dussindale water charges	04/10/2024		Bank 1 Current A/ BACS		Water Charges - Dussinda	Wave	X	23.28		23.28
539	One Off Payments	04/10/2024		Bank 1 Current A/ BACS		Tools & Equipment	Bullders Equipment	S	312.10	62.42	374.52
543	One Off Payments	04/10/2024		Bank 1 Current A/ BACS		Petty Cash Refund	Office	S	13.69	2.14	15.83
543	Cleaning and cleaning mater	04/10/2024		Bank 1 Current A/ BACS		Petty Cash Refund	Office	S	6.65	1.33	7.98
545	Equipment Hire	04/10/2024		Bank 1 Current A/ BACS		Skip Hire	PSH Environmental	S	275.00	55.00	330.00
535	Legal charges	04/10/2024		Bank 1 Current A/ BACS		Legal fees	Norfolk County Council	S	238.50	47.70	286.20
535	Legal charges	04/10/2024		Bank 1 Current A/ BACS		Legal fees	Norfolk County Council	S	-79.50	-15.90	-95.40
541	Fireworks	04/10/2024		Bank 1 Current A/ BACS		Sound Engineer Services	KSD Events	X	2,550.00		2,550.00
542	Roxley Hall	04/10/2024		Bank 1 Current A/ BACS		Staff expenses	Staff	S	29.58	5.92	35.50
543	Additional Events	04/10/2024		Bank 1 Current A/ BACS		Petty Cash Refund	Staff	X	47.36		47.36
544	Morse Pavilion	04/10/2024		Bank 1 Current A/ BACS		Tools & Equipment	Panks	S	2.94	0.59	3.53
546	Roxley Hall	04/10/2024		Bank 1 Current A/ BACS		Key safe	Trade UK	S	133.33	26.66	159.99
547	Fireworks	04/10/2024		Bank 1 Current A/ BACS		Toilet hire	Toilets+	S	1,267.00	253.40	1,520.40
733	Additional Events	04/10/2024		Bank 1 Current A/		Landlife Wildflowers	Wild Flower	X	94.99		94.99
737	Roxley Hall	04/10/2024		Bank 1 Current A/ Credit Card		Miscellaneous	Homebase	X	92.00		92.00
598	Equipment Hire	07/10/2024		Bank 1 Current A/ DD		Lease payment	Novuna Business Finan	S	654.00	130.80	784.80
734	Fireworks	09/10/2024		Bank 1 Current A/ Credit Card		Miscellaneous	Amazon	X	20.39		20.39
734	Fireworks	09/10/2024		Bank 1 Current A/ Credit Card		Miscellaneous	Amazon	X	19.16		19.16
734	Fireworks	09/10/2024		Bank 1 Current A/ Credit Card		Miscellaneous	Amazon	X	7.99		7.99
734	Fireworks	09/10/2024		Bank 1 Current A/ Credit Card		Miscellaneous	Amazon	X	5.98		5.98
734	Fireworks	09/10/2024		Bank 1 Current A/ Credit Card		Miscellaneous	Amazon	X	12.64		12.64
709	Bank charges	10/10/2024		Bank 1 Current A/ DD		Bank charges	Lloyds Bank	E	7.00		7.00
553	WiFi	10/10/2024		Bank 1 Current A/ BACS		WiFi	Virgin Media Business	S	39.00	7.80	46.80
554	Training and H & S	10/10/2024		Bank 1 Current A/ BACS		Training Course	SLCC	S	70.00	14.00	84.00
548	Rent and deposit	10/10/2024		Bank 1 Current A/ BACS		Allotment deposit refund	Tenant	X	25.00		25.00
549	Rent and deposit	10/10/2024		Bank 1 Current A/ BACS		Allotment deposit refund	Tenant	X	5.00		5.00
550	Repairs	10/10/2024		Bank 1 Current A/ BACS		Streetlighting Contract	Cozens UK Ltd	S	790.00	158.00	948.00
550	Maintenance contract	10/10/2024		Bank 1 Current A/ BACS		Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
555	Rent and deposit	10/10/2024		Bank 1 Current A/ BACS		Allotment deposit refund	Tenant	X	25.00		25.00
555	Rent and deposit	10/10/2024		Bank 1 Current A/ BACS		Allotment deposit refund	Tenant	X	25.00		25.00
551	Xmas Event	10/10/2024		Bank 1 Current A/ BACS		Event Entertainment	Miss R Kelly	X	160.00		160.00

552	Fireworks	10/10/2024	Bank 1 Current A	BACS	Fireworks	Skyfit Pyrotechnics	X	5,000.00		5,000.00
556	Staff Salaries	10/10/2024	Bank 1 Current A	BACS	Salary	Staff	X	17,601.09		17,601.09
564	HMRC - Staffing	10/10/2024	Bank 1 Current A	BACS	PAYE etc	HMRC	X	4,436.65		4,436.65
580	Staff Pension	10/10/2024	Bank 1 Current A	BACS	Staff Pension	Norfolk Pension Fund	X	5,559.36		5,559.36
599	Gas	11/10/2024	Bank 1 Current A	BACS	Gas - Morse Pavilion	British Gas	L	79.61	3.98	83.59
600	Fuel	15/10/2024	Bank 1 Current A	DD	Fuel	Fuel Genie	S	99.27	19.85	119.12
600	Fuel & machinery maintainar	15/10/2024	Bank 1 Current A	DD	Fuel	Fuel Genie	S	32.73	6.54	39.27
601	Electricity	17/10/2024	Bank 1 Current A	BACS	Electricity Refund	SSE	S	-51.83	-10.37	-62.20
602	Gas	17/10/2024	Bank 1 Current A	BACS	Gas Refund	SSE	S	-154.34	-176.62	-330.96
602	Gas	17/10/2024	Bank 1 Current A	BACS	Gas Refund	SSE	L	-24.53	0.28	-24.25
602	Gas	17/10/2024	Bank 1 Current A	BACS	Gas Refund	SSE	L	57.44	2.87	60.31
602	Gas	17/10/2024	Bank 1 Current A	BACS	Gas Refund	SSE	L	4.98	0.25	5.23
603	Electricity	17/10/2024	Bank 1 Current A	BACS	Electricity - Morse Pavilion	British Gas	S	475.56	95.11	570.67
604	Electricity (Toilets)	18/10/2024	Bank 1 Current A	DD	Electricity - River Green	British Gas	L	80.90	4.04	84.94
738	Fireworks	18/10/2024	Bank 1 Current A	Credit Card	Miscellaneous	Lights4fun	X	186.29		186.29
606	Uniform	19/10/2024	Bank 1 Current A	BACS	Uniform/Sundries	Trade UK	E	59.99		59.99
608	Training and H & S	19/10/2024	Bank 1 Current A	BACS	Fire Safety Training	Norfolk Safety CIC	S	472.50	94.50	567.00
610	HR Costs	19/10/2024	Bank 1 Current A	BACS	H&S & HR Subscription	THSP	S	1,797.00	359.40	2,156.40
605	Hillside water charges	19/10/2024	Bank 1 Current A	BACS	Water Charges - Hillside A	Wave	X	321.57		321.57
606	Materials, fixtures & fittings	19/10/2024	Bank 1 Current A	BACS	Uniform/Sundries	Trade UK	S	9.99	2.00	11.99
610	Health & Safety	19/10/2024	Bank 1 Current A	BACS	H&S & HR Subscription	THSP	S	2,200.00	440.00	2,640.00
607	Newsletter	19/10/2024	Bank 1 Current A	BACS	Newsletter Design	Finch Design Company	S	480.00	96.00	576.00
609	Memorial Donation	19/10/2024	Bank 1 Current A	BACS	Memorial plaque	Phoenix Engraving	S	27.00	5.40	32.40
739	Fireworks	19/10/2024	Bank 1 Current A	Credit Card	Miscellaneous	QD Beccles	X	43.37		43.37
625	Electricity	23/10/2024	Bank 1 Current A	BACS	Electricity - Roxley Hall	British Gas	L	203.68	10.18	213.86
626	Electricity	23/10/2024	Bank 1 Current A	BACS	Electricity - Morse Pavilion	British Gas	L	98.47	4.92	103.39
740	Fireworks	23/10/2024	Bank 1 Current A	Credit Card	Facebook Advertising	Facebook Ads	X	9.70		9.70
613	Bank charges	28/10/2024	Bank 1 Current A	Credit Card	Cashback Credit	Lloyds Bank	X	-5.23		-5.23
621	Bank charges	28/10/2024	Bank 1 Current A	DD	Bank charges	Lloyds Bank	E	7.00		7.00
614	Office equipment	28/10/2024	Bank 1 Current A	Credit Card	Office Equipment	Amazon	S	7.74	1.55	9.29
614	Office equipment	28/10/2024	Bank 1 Current A	Credit Card	Office Equipment	Amazon	S	6.04	1.21	7.25
612	Telephone	28/10/2024	Bank 1 Current A	DD	Mobile Telephones	Three	S	39.89	7.98	47.87
618	Telephone	28/10/2024	Bank 1 Current A	Credit Card	Internet Services	Smarty	X	18.00		18.00
620	Telephone	28/10/2024	Bank 1 Current A	Credit Card	Microsoft Teams	Microsoft	E	19.68		19.68
620	Telephone	28/10/2024	Bank 1 Current A	Credit Card	Microsoft Teams	Microsoft	E	24.60		24.60
614	Stationery	28/10/2024	Bank 1 Current A	Credit Card	Office Equipment	Amazon	S	17.41	3.48	20.89
615	Subscriptions	28/10/2024	Bank 1 Current A	Credit Card	Adobe Subscription	Adobe	S	16.64	3.33	19.97
615	Subscriptions	28/10/2024	Bank 1 Current A	Credit Card	Adobe Subscription	Adobe	X	546.84		546.84
615	Subscriptions	28/10/2024	Bank 1 Current A	Credit Card	Adobe Subscription	Adobe	X	27.99		27.99
616	Stationery	28/10/2024	Bank 1 Current A	Credit Card	Stationery	Sainsburys	X	24.50		24.50
612	Telephone	28/10/2024	Bank 1 Current A	DD	Mobile Telephones	Three	S	24.90	4.98	29.88
619	Buildings & amenity areas	28/10/2024	Bank 1 Current A	Credit Card	Planning Fee	Broadland District Cour	E	289.00		289.00
624	Wheeled/litter/dog bins	28/10/2024	Bank 1 Deposit A	DD	Commercial Waste	Veolia	S	196.11	39.22	235.33
624	Wheeled/litter/dog bins	28/10/2024	Bank 1 Deposit A	DD	Commercial Waste	Veolia	S	148.99	29.80	178.79
617	Xmas Event	28/10/2024	Bank 1 Current A	Credit Card	Goods Xmas Event	Highway Garden & Let	X	29.99		29.99
623	Electricity	29/10/2024	Bank 1 Current A	BACS	Electricity - Town Hall	British Gas	S	182.55	36.51	219.06
622	Electricity (Toilets)	29/10/2024	Bank 1 Current A	DD	Electricity - River Green	British Gas	L	149.20	7.46	156.66
741	Fireworks	30/10/2024	Bank 1 Current A	Credit Card	Events Trailer Maintenance	Broadland Towbar & Ti	X	90.00		90.00
743	Fireworks	31/10/2024	Bank 1 Current A	Credit Card	Miscellaneous	Morrisons	X	33.64		33.64
Total								51,194.88	2,399.23	53,594.11