THORPE ST ANDREW TOWN COUNCIL

Thorpe St Andrew Town Council
Minutes of the Town Council meeting held on 7 July 2025 at 7:30pm

Present:

Mr S Snelling (Town Mayor)
Mr S Court (Deputy Town Mayor)
Mr T Garner
Ms J Bailey
Ms C Ferris
Mrs M Friend
Mr J Ward
Mr J Emsell
Mr D Wiseman
Mr C Eden
Mr D Buck
Mr R Pointer
Mrs L Barrett
Mr F Bowe

In attendance: Mrs S Bristow (CEO/RFO), Mrs L Weston (Administration and Committee Officer) and 3 members of the public.

1 **Apologies considered:** Cllr Fisher and Cllr Berry, apologies accepted.

2 **Declarations of interest in items on the agenda** – Cllr Bailey and Cllr Eden declared an interest in item 13.

3 **Adjournment of meeting to allow for public questions. (15 mins, max 5 mins per speaker)**

The meeting was adjourned to allow members of the public to speak.

Father James was delighted to welcome another new business to Yarmouth Road but stressed the importance to the Council in trying to resolve the parking issues at River Green. Father James explained how the Church is a prime example of a good community partnership, if it bore any relation to item 15 on the agenda. In reference to item 12 on the agenda, the very successful celebrations at River Green and Fitzmaurice Park, expressing his thanks to all those involved. He reminded everyone re a Church Summer Fete, also celebrating the 80th anniversary of VE Day, is on 19 July at 11-3 pm.

4 **To Receive Councillor Reports**

4.1 County Councillors

Cllr Fisher – Report included in pack

Cllr Ward – Report as in the pack but with the following additions. The switch to LED street lighting in the county has saved 25.7 million pounds, lowered energy use and

reduced CO^2 emissions by 30,000 tons. Norwich Castle, a 'Royal Palace Reborn', opens to the public on 7th August. The Children's Summer Reading Challenge has commenced, details from local libraries. Norfolk County Council (NCC) has been recognized as one of the best places in the country for apprenticeships. An electrical vehicle event takes place outside the Forum on 18th July; test drives are available. Parish and Town Councils can apply for funding to improve bus shelters; 80% funding is available, details from the Travel Development Officer at County Hall.

4.2 District Councillors Reports

Cllr Bailey – Members are aware of the proposed single unitary council that NCC are proposing, to give balance, Cllr Bailey informed members of the Broadland District Council (BDC) perspective, which is for a 3 unitary model. Although acknowledging a single unitary would deliver the highest savings, it would be in the short term and mainly through redundancies.

Cllr Bowe – Nothing to add

Cllr Emsell – As a Thorpe St Andrew Councillor, Cllr Emsell disagrees with the BDC position on a 3 unitary council. Cllr Buck commented that the unitary survey he'd seen wasn't fit for the purpose intended.

Cllr Eden – Supported the comments made by Cllr Bailey.

5 Announcements (for information only)

5.1 The Town Mayor has been supporting some residents with issues but hasn't attended any formal events this past month.

5.2 The Town Clerk – Report as tabled, some questions from Cllrs followed. Cllr Wiseman raised a bike theft at River Green and CCTV.
Cllr Emsell raised a tree issue and asked for an update on the tree audit. Concern is raised, given the recent incident in Southend and some of the older/larger trees on the Morse Park. Cllr Bailey asked for clarification on the process and responsibilities.
Cllr Eden, on behalf of the residents of Montrose Court, if the funfair returns next year, that the funfair workers' vehicles and caravans are located away from the residential properties. Cllr Snelling confirmed that the funfair workers positively evaluated the event before leaving and would agree with positioning around the Pound Lane area if they came again. Also checking that the funfair H&S and Risk Assessments were in place, which the Town Clerk confirmed they were.
Cllr Snelling also mentioned the businesses badly affected by the lengthy roadworks at the Yarmouth Road mini roundabout and that the work will be ongoing until 22nd August.
Cllr Emsell also voiced concerns from residents about the new shop which has opened in place of the butchers on Yarmouth Road.

6 Minutes of the Annual Town Council Meeting held on 9 June 2025.

6.1 The minutes were considered, and an amendment noted. It was **RESOLVED** to accept the amended minutes of 9 June 2025 and duly signed as a true and accurate account.

Item 19.1 - It was **agreed** with a unanimous show of hands to complete the restoration of the sign at a cost of £250 for materials.

6.2 Matters arising – nothing received to note.

7 Finance: (reports attached)
To review and consider any action necessary

7.1 Monthly Accounts for Payment – The Town Clerk advised members of two additional invoices received. All other invoices were circulated prior to the meeting.

Members **approved** payment of the payments list.

7.2 Money Received – As reported.

7.3 Bank Rec April/May/June 2025 – Paperwork provided in pack.

Members **approved** the April, May and June 2025 bank reconciliation statements.

7.4 Hirers Agreement/Hirers Rent/Leases – The Town Clerk asked for a resolution to this item, to allow the hirers to pay. Cllr Snelling advised the Town Clerk to invoice hirers based on previous agreements, and adjustments to be made when new Agreements/Leases confirmed. The review of the various leases and agreements is proving to be more involved than previously known. The item is deferred to the end of the meeting.

7.5 Building/Asset Valuation – Valuation will be undertaken when invoice is paid, it will take 7 days.

7.6 Quarterly Budget Report – Report included in pack, the Town Clerk asked Councillors to email with any queries and the report will be looked at in detail at the Finance Committee Meeting.

7.7 Councillor Quarterly Audit Trails – 1st quarter completed, therefore any Councillor that volunteered to do a walk through, please contact the Town Clerk to arrange a convenient time. Cllr Friend, Cllr Court and Cllr Bailey volunteered.

8 Agricultural Workshop Morse – Frustratingly, the Council is still waiting for planning permission from BDC. Cllr Snelling is to meet with the District Planning Officer to ascertain the reason for the delay. The Town Clerk is struggling to get a solid quote for the base; 13/14 contractors contacted in total so far. The company storing the workshop advised that it would start charging £500 per month for storage, therefore room has been made at the compound to house the unassembled building.

9 Disabled Accessibility of all Council Premises/Parks – Cllr Bowe has kindly agreed to support the Town Clerk in preparing a plan of works to ensure the Council parks and premises are accessible to all.

10 Nursery Kitchen Floor – The Town Clerk is obtaining quotes, one received, awaiting two others, to replace the kitchen floor in the nursery.

11 **Community Noticeboards** – There are 12 Town Council Noticeboards, with 7 currently in use. The Town Clerk would like to repurpose and relocate if possible, the unused boards for community notices only. It was resolved for the Town Clerk to investigate getting these boards moved.

12 **VE Day De-Brief** – A meeting is arranged for a de-brief on 16th July at 2pm, an invite will be sent out to those required to attend. A meeting with BDC concerning changes to health and safety regulations at events, is on 17 July.

13 **Football Goals & Nets** – The goal fixtures/struts have been damaged which has misaligned the wheels, making the goals very difficult to move around. The council needs to source an engineer who has the skill and equipment to repair the damage and re-enforce the housing that the wheels sit in. Cllr Pointer volunteered to take a look, and Cllr Bowe also has a contact that he will ask too.

14 **Morse Working Group** – A meeting is arranged for 6pm Monday 14 July.

15 **Parish Partnership ideas** – The Town Clerk asked members to send ideas to her, to make the most of this funding, which is 50/50.

16 **Governance:**
16.1 Any Training Requirement – Noted.

17 **Correspondence: (see associated papers) To review and consider any action necessary.**
17.1 Grasscutting and Biodiversity – Impossible to meet all residents' personal preferences but Cllr Buck suggested asking for ideas on areas to transform into meadowland for next year.

18 **Items for Next Agenda**
18.1 To consider items for the next agenda –
Cllr Wiseman – Location of the Whittlingham Sign.

19 **Date, and place of the next meeting.**
Town Council Meeting Monday 1 September 2025 at 7.30pm at Roxley Hall noted.

20 **EXCLUSION OF THE PRESS AND PUBLIC**

It was RESOLVED: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted". All members of the public left the meeting.

21 **Staffing Issues**

The Town Clerk received very little response to the advertised vacancies; the vacancies will now be advertised through Indeed and applications monitored.

It was also resolved for the Parks and Estates team members and the Administration and Committee Officer to be awarded a two-scale increment for all the extra work keeping the Council running whilst short staffed, it was much appreciated.

The Town Council has received a request from a resident to exercise their right to inspect the Invoices and Receipts re the External Audit. The preparation for this, to protect personal data, has taken an enormous amount of time and may also leave the council with a large bill from the external auditor if the parishioner feels that it is necessary to challenge any of the accounting statements.

The Town Clerk gave an update regarding the ongoing issue with an ex-staff member.

The meeting exceeded 2 hours therefore it was agreed to extend the meeting by 30 minutes

22 Car Parking – Areas

The Town Clerk attended a meeting with Cllr Mackie, the local Beat Police Officer PC Al Jennings, Steve Knightley Beat Sergeant, Richard Pearson NCC Highways Engineer and Father James to discuss a way forward with parking issues at River Green.
Three possible sites were identified, and the Council has been asked to investigate the feasibility of those sites.

It was **agreed**, with all in favour, to investigate the 3 options as a suitable car park for Thorpe St Andrew.

7.4 Hirers Agreement/Hirers Rent/Leases

On behalf of the Council, Cllr Court made a proposal to Thorpe St Andrew Football Club (TSAFC), to charge a fixed fee per annum for hire of the football pitches, to provide a more predictable income stream and reduce the office workload. The proposal was agreed in principle, at the recent AGM of TSAFC.

It was proposed by Cllr Court, seconded by Cllr Wiseman and with a unanimous show of hands, it was **RESOLVED** to charge Thorpe St Andrew Football Club an annual fixed fee, payable in instalments and an inflation rise on a yearly basis.

Meeting Closed at 9.47pm

Chairman _____

Date _____

Thorpe St Andrew Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
130	Hillside water charges	05/05/2025		Unity Trust		Allotment	Wave	Z	27.90		27.90
131	Equipment Hire	07/05/2025		Bank 1 Current	DD	Lease payment	Novuna Business	S	654.00	130.80	784.80
95	IT Support	22/05/2025		Unity Trust	BACS	IT Support	RLS Computer Services	X	40.00		40.00
96	IT Support	23/05/2025		Unity Trust		IT Support - Back up	RLS Computer Services	X	40.00		40.00
98	Computer/Photocopier	23/05/2025		Unity Trust		Toner Box	Aurora	S	9.99	2.00	11.99
99	Bottle Bank	23/05/2025		Bank 1 Current	DD	Bottle bank	URM UK	S	26.70	5.34	32.04
97	IT Support	23/05/2025		Unity Trust		It Monthly Maintenance	RLS Computer Services	S	260.00	52.00	312.00
99	Bottle Bank	23/05/2025		Bank 1 Current	DD	Bottle bank	URM UK	S	21.60	4.32	25.92
100	Building Maintenance	23/05/2025		Unity Trust		mortice lock	Screwfix	S	11.22	2.25	13.47
117	Photocopying	23/05/2025		Unity Trust	BACS	Photocopying	Aurora	S	240.00	48.00	288.00
119	Bank charges	28/05/2025		Bank 1 Current		Bank charges	LLoyds Bank	E	8.50		8.50
129	Bank charges	31/05/2025		Unity Trust	DD	Bank charges	Unity Trust Bank	S	4.04	0.81	4.85
132	Photocopying	01/06/2025		Unity Trust	BACS	Photocopying	Aurora	S	240.00	48.00	288.00
101	Cleaning bus shelters	05/06/2025		Unity Trust	BACS	Cleaning bus shelters	Mr R Marmoy	E	165.00		165.00
107	Cleaning	05/06/2025		Unity Trust	BACS	Cleaning Services	Norwich Cleaning	S	651.04	130.21	781.25
107	Cleaning and cleaning	05/06/2025		Unity Trust	BACS	Cleaning Services	Norwich Cleaning	S	651.04	130.21	781.25
104	Electricity	05/06/2025		Unity Trust	BACS	Electricity - Morse Pavilion	British Gas	L	15.89	0.79	16.68
106	Field Maintenance Contract	05/06/2025		Unity Trust	BACS	Grounds Maintenance	Norse	S	1,605.55	321.11	1,926.66
103	Fuel	05/06/2025		Bank 1 Current	DD	Fuel	Fuel Genie	S	47.34	9.47	56.81
102	Maintenance contract	05/06/2025		Unity Trust	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
103	Fuel & machinery	05/06/2025		Bank 1 Current	DD	Fuel	Fuel Genie	S	226.57	45.32	271.89
105	Electricity (Toilets)	05/06/2025		Unity Trust	DD	Electricity - River Green	British Gas	L	155.27	7.76	163.03
107	Cleaning (Toilets)	05/06/2025		Unity Trust	BACS	Cleaning Services	Norwich Cleaning	S	651.04	130.21	781.25
114	Audit	05/06/2025		Unity Trust		Internal Audit	Dr J D Miller	Z	2,640.00		2,640.00
120	Training and H & S	05/06/2025		Unity Trust		Allotment Training	Yorkshire Local	Z	27.40		27.40
108	Electricity	05/06/2025		Unity Trust	BACS	Electricity - Morse Pavilion	British Gas	L	582.89	29.14	612.03
116	Materials, fixtures &	05/06/2025		Unity Trust		cement	Travis Perkins	S	17.70	3.54	21.24
111	Roxley Hall Loan	05/06/2025		Bank 1 Current		Loan Payment	Public Works Loan	Z	9,352.30		9,352.30
110	River Green Lights	05/06/2025		Bank 1 Current		River Green Lights	Public Works Loan	Z	1,783.14		1,783.14
115	Building Maintenance	05/06/2025		Unity Trust		Marine Plywood	Travis Perkins	S	52.00	10.40	62.40
113	Building Maintenance	05/06/2025		Unity Trust		Plumbing repairs	B & Q	S	16.67	3.33	20.00

Thorpe St Andrew Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
112	VE Day	05/06/2025		Unity Trust		Event Entertainment	Olly Day	Z	600.00		600.00
109	IT Support	05/06/2025		Unity Trust		IT Support - Back up	RLS Computer Services	S	33.33	6.67	40.00
125	Staff Salary	05/06/2025		Unity Trust		Salary	Staff	X	10312.91		10312.91
126	Staff Pension	05/06/2025		Unity Trust		Pensions	Norfolk Pension Fund	X	736.75		736.75
126	Employers Pensions	05/06/2025		Unity Trust		Pensions	Norfolk Pension Fund	X	2,947.84		2,947.84
127	Employees PAYE	05/06/2025		Unity Trust		HMRC Payments	HMRC	X	1,890.80		1,890.80
127	Employee NI	05/06/2025		Unity Trust		HMRC Payments	HMRC	X	564.23		564.23
127	Employers NI	05/06/2025		Unity Trust		HMRC Payments	HMRC	X	1,652.45		1,652.45
128	Bank charges	06/06/2025		Unity Trust		Bank charges	Unity Trust Bank	X	17.25		17.25
118	Training and H & S	08/06/2025		Unity Trust	BACS	Conference	SLCC	S	111.67	22.33	134.00
134	Bank charges	11/06/2025		Bank 1 Current	DD	Bank charges	LLoyds Bank	E	8.50		8.50
133	Telephone	11/06/2025		Bank 1 Current	DD	Mobile Telephones	Three	S	44.91	8.98	53.89
137	Telephone	11/06/2025		Bank 1 Current	Credit Card	Microsoft Teams	Microsoft	E	23.00		23.00
137	Telephone	11/06/2025		Bank 1 Current	Credit Card	Microsoft Teams	Microsoft	E	19.68		19.68
138	Telephone	11/06/2025		Bank 1 Current	Credit Card	Internet Services	Smarty	X	18.00		18.00
138	Telephone	11/06/2025		Bank 1 Current	Credit Card	Internet Services	Smarty	X	18.00		18.00
135	Subscriptions	11/06/2025		Bank 1 Current	Credit Card	Adobe Subscription	Adobe	X	19.97		19.97
139	Park maintenance	11/06/2025		Unity Trust		Bedding plants	Moat Road Nursery	S	125.00	25.00	150.00
140	Park maintenance	11/06/2025		Unity Trust		Bedding plants	John T Campion & Son	S	82.00	16.40	98.40
133	Telephone	11/06/2025		Bank 1 Current	DD	Mobile Telephones	Three	S	20.88	4.18	25.06
136	WiFi	11/06/2025		Bank 1 Current	BACS	WiFi	Virgin Media Business	S	39.00	7.80	46.80
141	Building Maintenance	11/06/2025		Unity Trust		Toilet Part	Norfolk Discount and	S	8.83	1.77	10.60
							Total		**39,991.68**	**1,288.14**	**41,279.82**