



THORPE ST ANDREW TOWN COUNCIL

Thorpe St Andrew Town Council

Minutes of the Town Council Extraordinary meeting held on Monday 28 September 2026 at 7.30pm at Roxley Hall, Yarmouth Road, Thorpe St Andrew, NR7 0QF

Members' Present:

Cllr S Snelling (Town Mayor)
Cllr P Berry
Cllr J Ward
Cllr J Bailey

Cllr J Emsell
Cllr C Eden
Cllr C Ferris

Cllr T Garner
Cllr F Bowe
Cllr D Buck

In attendance: Mrs S Bristow (Town Clerk), Father James and 3

The Mayor welcomed everyone to the meeting.

1 Apologies considered:

It was resolved to accept the apologies of Cllr Fisher, Cllr Friend, Cllr Court, Cllr Wiseman, Cllr Pointer & Cllr Barrett

2 Declarations of interest in items on the agenda.

Cllr Bailey gave an Interest in Items 10 & 13, Cllr Emsell gave an interest in agenda item 20.

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.

Harvest Events

Father James advised that it was getting very autumnal outside and that the church had held their Harvest Supper on Saturday night and a good time was had by all. He had conducted his first school Harvest Celebration at Hillside, and the Church Harvest Festival will be on the 4 October at 10:30 start. This is a celebration of all gifts and fruits of the life of Thorpe St Andrew all skills and talents welcome.

Autumn Fair

This will take place on the 17 October between 10:30 and 2.00pm. Father James hoped that people would support and come along.

The Mayor advised that he and Father James had attended the wedding of the Mother of the late Tanya who unfortunately was murdered and after her husband was sentenced for her murder on Friday. So, some light after a dark time for the family.

The Chair thanked Father James for his report.

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

Tel: 01603 701048 Email: office@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

4 Minutes of the Finance Committee Meeting held on 3 August 2026.

4.1 It was resolved to accept the Minutes of 6 July 2026 and duly signed by the Mayor as a true and accurate record.

5 Christmas Lights

The Clerk advised that the quote for the lights just at the River Green of lights on our lamp columns and pennants on the six main streetlights. This included all the electrics which worked off a phone and did not require us to mess around with censors and electrics within our streetlights. Several questions were asked, mainly about keeping up and storage etc. Cllr Bailey wanted the Clerk to investigate the Council staff taking them down and storing. The Clerk advised that they would need to be trained regarding working at height and hire equipment to undertake. Eg scissor lift or cherry picker. Cllr Bailey advised that it might be useful to purchase for other maintenance required. **It was resolved to order the lights so they could be guaranteed to be in place on time and to check regarding staff, instillation etc. going forward.**

6. Costings for Building Projects.

The Clerk advised that the Quantity Surveyor's figures have been received, and she was asking permission for herself and Cllr Snelling to arrange and meeting with Broadland to discuss what funding might be available. **It was agreed for the Clerk and Cllr Snelling to undertake.**

7. New Children's Bin for the Morse

The Clerk advised that the head with not stay in place on the current one and RoSPA have advised that it should be replaced. The Clerk had put some examples of new ones in the pack. **It was resolved for the Clerk to try and find a simple bin with a friendly face etc. but bigger capacity than the examples given.**

8. Quotes for Ship Playground Piece at the Fitzmaurice Park.

The Clerk advised that RoSPA had advised that the piece of play equipment to the immediate left as you enter the playground had come to its end of life. The Clerk, having assessed the area, realized that there was no imaginary play piece and thought of putting a boat because of the connection with the River Green. There were three quotes for three boats in the agenda pack. **After a long discussion the Councillors were unable to agree on a replacement. It was resolved for the Clerk to get pictures of the three boats in a proper playground so that Councillor can see them in perspective. It was resolved for this item to be deferred to next week's agenda.**

9 Security Systems

The Clerk advised that a decision must be made from the two quotes in the pack as it has been impossible to achieve a third and the work now needs to be completed. Cllr Snelling advised that they are both offering the same and very little in price. **It was resolved for the Staff who walked round with the companies to advise which they felt was the most suited out of the two and the Clerk to place the order.**

10 Footpath Morse and Allotment Entrance

The Clerk advised that one of the three quotes in the pack insisted that they would only undertake if the area to the right was also resurfaced so it was a Council decision if they wished the Clerk to ask the other suppliers to quote for that area or to dismiss the company that would not undertake as asked. Cllr Snelling proposed the company that has undertaken

the work outside the Roxley and the path at the Morse to undertake. **It was resolved for the Clerk to place the order.**

11. Future Electricity Contract

The Clerk advised that the Council instructed her last year to engage with Utility Aid regarding the electricity contract. The Clerk advised that at the time the council still had too much contract still in place to undertake. Utility Aid have come back this year as the Council are now in time to undertake. The figures are in the pack. The figures were not saved in the pack correctly. **It was resolved for the Clerk to produce in another format for next week's meeting.**

12. Dog Agility Area – Revamp

The Clerk advised that we have been receiving complaints of late regarding the state of the Dog Agility Area. The gap underneath the gate has been repairs and concrete put in place to stop dog scraping the soil away but as people are using the area more to protect their animals from animals on the park not on leads and not under control other areas of the fence require attention and some of the apparatus is very tired. **It was resolved for the Clerk to investigate a revamp.**

13. Allotment Fees – Revise

The Clerk advised that a year's notice is needed to raise the rent on the allotments and with the backdated charges from NCC due to them forgetting to increase in 2020 and 2023 there is £854.94 in backdated charges and an annual rate of £608.20 for Dussindale site. There was a proposal to make all allotments £52.00 per year plus water charge and a counter proposal to charge what they cost the council. **It was resolved for the Clerk to work on the figures etc. to send a holding letter to the holders and this item is to be on next week's agenda.**

14. Teen Shelter – Revamp

The Clerk advised that the Teen Shelter is not on a RoSPA report and as such has not been inspected. The Clerk advised that staff believe they can bring it up to standard and to paint it white to get rid of the graffiti etc. Cllr Snelling advised that it should be painted blue, Cllr Emsell advised that the school had undertaken the painting previously. **It was resolved for the Clerk to check the cost of repairing and to speak with the school about repainting.**

15. Asbestos Register

The Clerk advised that no building seems to have an asbestos register and one should be legally in place. The office was going out to tender to get this work achieved and had received one quote from three companies viewing. The Clerk continues to get the companies chased but the new H & S Company advised that they are able to undertake if required.

16. Bowls Club

The Clerk advised that at a recent meeting the Council voted to allow the Bowls Club to dump their green waste on the Council waste tip. The Club have recently had their end-of-year revamp of the lawn and there have been several tractor loads of green waste that they asked the grounds staff to collect and dump for them. The Grounds staff do not have the time to undertake when the Bowls Club needs, and do not currently have the means to move themselves. **It was resolved for the Clerk to speak with them regarding substantial waste going forward.**

The Clerk also advised that she had a call from a lady at the club demanding the asbestos register for the club house as BT were refusing to undertake moving a router without one.

The Clerk advised that she advised that they have not been undertaken. After discussion with the new H and S company they advised that it is down to them to produce the report if they are on a self-repairing lease. **It was resolved for the Clerk to discuss this with the Club and also other safety reports they should have in place.**

18 Urgent Payments

The Clerk advised that all the invoices were in the folder and the payment sheet has been handed out this evening. Cllr Berry asked about some training. **It was resolved for the payments to be made.**

19. Committees – Going Forward

The Clerk advised that with the meeting last week not being quorate there was a need to have tonight's meeting. Cllr Snelling advised that the Finance Committee were to take the work from Full Council but maybe having two Full Councils a month would allow everyone to understand and be involved in all decisions. The Clerk felt because Finance only meets when necessary, they are not a regular diary entry, and this had not helped. Several Councillors were not in agreement for planning to be combined in Full Council and felt that it was specialism that was best dealt with as a separate committee. **It was resolved for the Finance Committee to meet every third Monday of the month even for one or two items and the situation to be reviewed after a few months.**

20 Correspondence: (see associated papers) To review and consider any action necessary –

The Clerk advised Councillors regarding a hedge that had been cut down by a resident without permission and having been told not to undertake. The Clerk was asking for a decision going forward on people having access to the park from their houses. Cllr Snelling advised that they do not have a right and the boundary line is their fence line. Cllr Snelling advised of a young boy that had died from getting out of a park. Councillors felt that people always had a back gate onto the park and how do you police. **It was resolved to make the area as tidy as possible and for it to be kept under review.**

21 Items for Next Agenda

21.1 Items considered for the next Town Council agenda

None received please let the Clerk know at least a week before the next meeting.

22 Date, and Place of next meetings

Town Council Meeting Monday 5 October 2026 at 7.30 at Roxley Hall

EXCLUSION OF THE PRESS AND PUBLIC the following resolution was agreed: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission 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.

23 Leases

The Clerk reported that renewal might be overdue but new leases have been found so no further action.

24 NJC Cost of Living Award.

Cllr Snelling advised that this increase is in the staff contracts and has been backdated and paid in this month salary.

With no further business the meeting was closed at 21:19

Chairman _____

Date _____

Thorpe St Andrew Town Council

30 September 2026 (2026-2027)

PAYMENTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
Salaries	15/09/2026 - 15/09/2026				Confidential			26,647.94		26,647.94
358 Electricity	07/09/2026		Unity Trust	BACS	Electricity - Roxley Hall	British Gas	L	169.44	8.47	177.91
366 Music Licence	07/09/2026		Unity Trust		Music Licence - Roxley Hall	PPL PRS	S	468.00	93.60	561.60
361 Electricity	07/09/2026		Unity Trust	BACS	Electricity - River Green	British Gas	L	274.93	13.75	288.68
359 Electricity	07/09/2026		Unity Trust	BACS	Electricity - Town Hall	British Gas	S	416.05	83.21	499.26
360 Electricity	07/09/2026		Unity Trust	BACS	Electricity - Morse Pavilion	British Gas	L	134.97	6.74	141.71
362 Electricity	07/09/2026		Unity Trust	BACS	Electricity - Morse Pavilion	British Gas	S	517.18	103.43	620.61
365 Music Licence	07/09/2026		Unity Trust		Music	PPL PRS	S	1,422.40	284.48	1,706.88
363 Hillside maintenance	07/09/2026		Unity Trust		allotment maintenance	Travis Perkins	S	7.03	1.41	8.44
364 Maintenance contract	07/09/2026		Unity Trust	BACS	Streetlighting Contract	Cozens UK Ltd	S	400.00	80.00	480.00
357 Legal charges	07/09/2026		Unity Trust	BACS	Legal fees	NP Law	S	1,637.70	327.54	1,965.24
369 Tools & Equipment	08/09/2026		Unity Trust		Tools	B&Q	S	84.14	16.83	100.97
370 Tools & Equipment	08/09/2026		Unity Trust		Tools & Equipment	Screwfix	S	14.56	2.92	17.48
371 Tools & Equipment	08/09/2026		Unity Trust		Equipment	Screwfix	S	38.13	7.63	45.76
368 Building Maintenance	08/09/2026		Unity Trust		Paint & Tools	B&Q	S	15.21	3.04	18.25
374 Telephone	10/09/2026		Unity Trust	DD	Mobile Telephones	Three	S	34.35	6.87	41.22
373 Bottle Bank	10/09/2026		Unity Trust	DD	Bottle bank	URM UK	S	12.98	2.60	15.58
378 WiFi	10/09/2026		Unity Trust	BACS	WiFi	Virgin Media Business	S	48.32	9.66	57.98
372 Internet CCTV	10/09/2026		Unity Trust		Broadband	BT	S	52.95	10.59	63.54
372 Internet CCTV	10/09/2026		Unity Trust		Broadband	BT	X	40.00		40.00
374 Telephone	10/09/2026		Unity Trust	DD	Mobile Telephones	Three	S	34.36	6.87	41.23
377 Health & Safety	10/09/2026		Unity Trust		Signage	Start Safety	S	124.12	24.82	148.94
376 Building new	10/09/2026		Unity Trust		Architectural Work	Calvert Brain & Fraulo	S	1,875.00	375.00	2,250.00
375 Car Park Maintenance	10/09/2026		Unity Trust		resurfacing works	Ovamill	S	7,186.00	1,437.20	8,623.20
376 Building New	10/09/2026		Unity Trust		Architectural Work	Calvert Brain & Fraulo	S	1,875.00	375.00	2,250.00
389 Cleaning	14/09/2026		Unity Trust		Toilet rolls	Capital Cleaning	S	51.87	10.37	62.24
389 Cleaning	14/09/2026		Unity Trust		Toilet rolls	Capital Cleaning	S	51.87	10.37	62.24
389 Cleaning and cleaning	14/09/2026		Unity Trust		Toilet rolls	Capital Cleaning	S	51.86	10.38	62.24
389 Cleaning (Toilets)	14/09/2026		Unity Trust		Toilet rolls	Capital Cleaning	S	51.87	10.37	62.24
388 Energy charge	14/09/2026		Unity Trust	BACS	Streetlighting Contract	TotalEnergies Gas &	S	4,644.08	928.82	5,572.90
390 Bank charges	15/09/2026		Bank 1 Current	DD	Bank charges	LLoyds Bank	E	10.00		10.00
391 Grounds Machinery	15/09/2026		Unity Trust		Mower Repairs	NPN Mower Service	S	59.39	11.88	71.27
392 Health & safety	15/09/2026		Unity Trust		Call out repairs	Amey LG Ltd	S	384.30	76.86	461.16
394 Equipment Hire	15/09/2026		Unity Trust	DD	Lease payment	Novuna Business	S	654.00	130.80	784.80

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30 September 2026 (2026-2027)

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
403	Councillor Training	16/09/2026		Unity Trust		Councillors Training	LGA	S	810.00	162.00	972.00
404	Training and H & S	17/09/2026		Unity Trust		training staff	Eastec UK Ltd	S	548.75	109.75	658.50
405	Water rates	17/09/2026		Unity Trust	BACS	Water	Wave	Z	53.96		53.96
407	Bank charges	22/09/2026		Unity Trust		overdraft	LLoyds Bank	E	0.08		0.08
408	Electricity	22/09/2026		Unity Trust	BACS	Electricity - River Green	British Gas	L	112.32	5.62	117.94
409	Electricity	22/09/2026		Unity Trust	BACS	Electricity - River Green	British Gas	L	63.10	3.16	66.26
410	Electricity	22/09/2026		Unity Trust	BACS	Electricity - River Green	British Gas	L	511.62	25.58	537.20
411	Electricity	22/09/2026		Unity Trust	BACS	Electricity - River Green	British Gas	L	587.24	29.36	616.60
406	Vehicle Maintenance	22/09/2026		Unity Trust		Vehicle maintenance	Fast Fit	S	128.33	25.67	154.00
414	HR Costs	28/09/2026		Unity Trust		Data protection	RLS Computer Services	S	920.00	184.00	1,104.00
412	Water rates	28/09/2026		Unity Trust	BACS	Water charges - Morse	Wave	X	478.11		478.11
418	Electricity	28/09/2026		Unity Trust	BACS	Electricity - Morse Pavilion	British Gas	L	591.06	29.55	620.61
415	Hillside water charges	28/09/2026		Unity Trust		Water Charge - Hillside	Wave	E	138.79		138.79
416	Hillside water charges	28/09/2026		Unity Trust		Water Charge - Hillside	Wave	E	678.54		678.54
413	Cleaning bus shelters	28/09/2026		Unity Trust	BACS	Cleaning bus shelters	Mr R Marmoy	E	190.00		190.00
417	Fireworks	28/09/2026		Unity Trust		Banners	Dolphin Graphics	S	280.00	56.00	336.00
Total									55,581.90	5,102.20	60,684.10

