

COUNCIL MEETING – 27 JUNE 2012

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 27 June 2012, the following Members were present:-

Mr K Lashley – Chairman

Mr J W Bracey	-	Mr R J Knowles
Mr W F Couzens	-	Mrs B J Lashley
Mr C E Cutting	-	Mr J H Mallen
Mr R B Dyball	-	Mr C L Noble
Mrs S A A Dyball	-	Mr M R Roberts
Ms M Ho	-	Mrs H Tovell
Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs M Cook	-	Senior Finance Officer & Assistant Clerk
Mrs E Elliot	-	Committee Officer
Mrs J Leggett	-	County Councillor Old Catton and Sprowston West

3 Members of the public

12/140. DECLARATIONS OF INTEREST

No declarations of interest were received.

12/141. APOLOGIES FOR ABSENCE

Written apologies for absence were received from Mrs A Harper and Ms C T Rumsby.

12/142. MINUTES

The Minutes of the Council meeting held on 6 June 2012, having previously been circulated to all Members, were confirmed and signed by the Chairman of the Council.

12/143. POLICE LIAISON OFFICER'S REPORT

The Chairman welcomed to the meeting PC Keith Lambert and PC Chris Groves, who elaborated on some of the incidents recorded in the crime statistics for Sprowston, previously circulated.

PC Lambert thanked both the Council and Town Clerk for their co-operation in providing additional parking on Barkers Lane playing field for mourners attending a recent funeral which took place at St Mary and St Margaret's Church.

In response to a question from Mr C E Cutting regarding the regularity of roadside checks on heavy good vehicles PC Lambert advised that VOSA (Vehicle and Operator Services Agency) carried out regular checks particularly on the Ring Road close to the testing station.

Mrs S A A Dyball reported a resident's complaint about indiscriminate parking on Linacre Avenue during school term restricting the public bus service. PC Lambert advised that this was one of SNAP's (Safer Neighbourhood Action Panel) priorities. He had been to all the schools in the area to talk about this issue and would be returning to issue Fixed Penalty Notices for unnecessary obstruction where

12/143. POLICE LIAISON OFFICER'S REPORT (CONTINUED)

appropriate as the Police no longer had responsibility for issuing other types of parking tickets.

Mr W F Couzens as Chairman of the Safer Neighbourhood Action Panel gave details of the next meeting.

12/144. BEYOND GREEN BRIEFING

An invitation to an informal briefing presented by Beyond Green to be held on Thursday 26 July 2012 commencing 6:30pm at Thorpe Lodge was circulated at the meeting.

12/145. LOCAL POLICING SUMMARY PLAN 2012 - 2015

A copy of the Local Policing Plan Summary 2012 - 2015 was circulated at the meeting.

12/146. REPORT OF ANTI-SOCIAL BEHAVIOUR

Referring to Minute 12/130 Mr C L Noble enquired as to whether there had been a reply from CfBT Education Trust with regard to the complaint about anti-social behaviour of students. The Town Clerk advised that she had received an apology from both the tutors and Head Office who will also carry out further investigations.

Mr Noble also asked about the relocation of the Pavillion Playgroup. The Town Clerk confirmed that the Playgroup would be moving into Sprowston Infant School in January 2013.

12/147. PLANNING APPLICATION 2012/0741 - SPROWSTON DIAMOND CENTRE

Further to Minute 12/133, the Town Clerk reported that planning permission had been granted for the alterations and extension at Sprowston Diamond Centre.

12/148. COMMUNITY FESTIVAL WORKING GROUP

Referring to Minute 12/135, Mr C L Noble asked when there would be a meeting of the Community Festival Working Group. The Town Clerk advised that now June salaries had been paid the financial cost of the fete could be calculated and a meeting arranged.

12/149. RESIDENT'S QUESTIONS

On the motion of Mr R J Knowles, seconded by Mrs M R Roberts it was **RESOLVED** that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Mrs J Leggett reported that

- White Woman Lane Junior School and Old Catton Church of England had now confederated with a governing body of 20.
- Norfolk County Council were in consultation over the purchase of RAF Coltishall
- Bridewell Museum would re-open on 3 July 2012
- she now had a monthly newsletter on her webpage
- internet and paper applications were available for Blue Badge requests
- the Olympic Torch would be passing locally starting on 4 July 2012

12/149. RESIDENT'S QUESTIONS (CONTINUED)

The meeting was reconvened.

12/150. REPORT OF THE TOWN CLERK

ALLOTMENTS, PARKS AND OPEN SPACES

1.1 New Homes Bonus - Broadland District Council

Having considered the report of the Town Clerk with regard to the New Homes Bonus allocation of £37,893 and caveat that it must provide "added value" to the local community it was

RESOLVED to allocate the money to be spent on phase 1 of the development of Sprowston Diamond Centre.

1.2 Sprowston Diamond Centre - Bidwells Consultancy

There was a lengthy debate on the proposal from Bidwells for the redevelopment of Sprowston Diamond Centre and a number of concerns were raised with regard to consultancy costs and lack of detail. In view of this it was

RESOLVED

to only accept Bidwells proposals at this point in time:

- (a) for phase 1 East Wing with likely budget costs of £125,000.00 plus VAT and consultancy fees of £15,000 plus VAT
- (b) to obtain outline planning for one or two plots at Post Mill Close at a consultancy cost of £2,575 plus VAT

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Staffing

(i) Park Supervisors

RESOLVED to confirm the offer of employment to:

Mr Warren Moore NJC Scales Spinal Point 4 - Park Supervisor
Mrs Carolyn Wright NJC Scales Spinal Point 4 - Park Supervisor

(ii) Administrative and Finance Officer (p/t)

Having noted the resignation of Mrs Christine Sayer, Administrative and Finance Officer, Mrs B J Lashley proposed, seconded by Mr C E Cutting that the Job Description and Person Specification be reviewed for this Post and that a Member of the Council be included on the interview panel.

12/150. REPORT OF THE TOWN CLERK (CONTINUED)

On being put to the vote the motion was **LOST**.

Mr R J Knowles proposed, seconded by Mr R B Dyball to authorise the Town Clerk to advertise and interview for an Administrative and Finance Officer (p/t 17 hours per week).

On being put to the vote the motion was **CARRIED**.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

12/151. MEETING ADJOURNMENT

On the motion of Mr R J Knowles, seconded by Mr R B Dyball it was

RESOLVED to adjourn the meeting for a short break.

12/152. PLANNING

The Town Clerk reported that observations had been requested by the District Council's Head of Development Management & Conservation on planning applications received since the last meeting.

Having considered each application and the accompanying plans the Council

RESOLVED

(a) to raise no observations or objection to the granting of the following applications:

12/0692 - erection of single storey dwelling at 309, Wroxham Road

12/0754 - new chalet bungalow with garage at land adj. 19, Church Lane

12/0812 - single storey rear extension and demolition of garage at 9, Lambert Road

12/0827 - alterations to shop front at Harveys Ltd 6, Sprowston Retail Park, Salhouse Road

12/0884 - single storey rear extension at 21, Foxburrow Road

(b) to raise no objection to the granting of planning application 12/0870 - 3 no. internally illuminated fascia signs & 1 no. non-illuminated goal post effect entrance sign subject to the lights being turned off when the shop closes

12/153. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 27 June 2012 totalling £14,581.57 together with supplementary schedule of accounts totalling £4,628.75 and answered Members' questions arising therefrom.

On the motion of Mr R J Knowles, seconded by Mrs H Tovell it was

RESOLVED that payment of the accounts to 6 June 2012 totalling £14,581.57 and supplementary payment of accounts totalling £4,628.73 be approved and the schedules authorising payment signed by Ms H Ho and Mr R J Knowles.

12/154. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £270.97 was approved and noted.

12/155. STATEMENT OF ACCOUNTS AND BALANCE SHEET AND DETAILED INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2012

RESOLVED that the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure for the year ended 31 March 2012 be approved and adopted.

12/156. INTERNAL AUDIT REPORT 2011/2012

RESOLVED to accept the report of the Internal Auditor, noting there were no recommendations to action.

12/157. ANNUAL GOVERNANCE STATEMENT FOR YEAR ENDED 31 MARCH 2012

Having reviewed the Annual Return for the year ended 31 March 2012

RESOLVED to adopt the Annual Governance Statement for the year ended 31 March 2012 and authorise the Chairman to sign all accounting documents and supporting statements to the accounts for the year end 31 March 2012 on behalf of the Council. .

12/158. INTERNAL AUDIT REVIEW CHECKLIST

Having reviewed the Internal Audit Review Checklist 2012 parts 1 and 2 it was

RESOLVED to authorise the Chairman to complete in the affirmative and sign on behalf of the Council.

12/159. APPOINTMENT OF INTERNAL AUDITOR

RESOLVED

To confirm the appointment of Auditing Solutions Ltd as the Council's Internal Auditors for the ensuing year.

12/160. FINANCIAL RISK ASSESSMENT FOR 2011/2012

Having reviewed the Financial Risk Assessment for 2011/12 it was

RESOLVED to approve the assessment and to approve the Terms of Reference as listed under the Internal Audit Assurance.

12/161. SUSPENSION STANDING ORDER 1Y

On the motion of Mr R J Knowles, seconded by Mr K Lashley it was

RESOLVED to suspend Standing Order 1Y to complete the business of the evening.

12/162. REPORTS FROM COUNCIL'S WORKING GROUPS

Members accepted the report from the Allotment Holders Liaison Group, which were circulated at the meeting.

12/163. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Written reports were received from Mr W F Couzens, District Councillor and Mr J Ward, County Councillor.

12/164. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

12/165. QUESTIONS UNDER STANDING ORDER NO. 8

No questions under Standing Order 8 were received.

There being no other necessary business the Chairman of the Council thanked Members for their attendance and declared the meeting closed.

18 July 2012

CHAIRMAN