

## **COUNCIL MEETING - 04 JUNE 2014**

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 04 June 2014, the following Members were present:-

Mr K Lashley – Chairman

Mr J W Bracey	-	Ms M Ho
Mr W F Couzens	-	Mr R J Knowles
Mr R B Dyball	-	Mr J H Mallen
Mrs S A A Dyball	-	Mr C L Noble
Mr R A Fowkes	-	Mrs M R Roberts

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mrs J Leggett	-	County Councillor Old Catton and Sprowston West
Mr J Ward	-	County Councillor Sprowston Central and South East

3 Members of the public

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### **14/129. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **14/130. APOLOGIES FOR ABSENCE**

Written apologies for absence were received from Mrs A Harper, Mrs B J Lashley, Ms C T Rumsby and Mrs H Tovell.

### **14/131. MINUTES**

The Minutes of the Council's Annual meeting held on 14 May 2014, having previously been circulated to all Members were, subject to the following amendment

Minute 14/109, delete Chariman and insert Chairman

confirmed and signed by the Chairman of the Council.

### **14/132. POLICE LIAISON OFFICER'S REPORT**

A written report was not available at the time of the meeting.

### **14/133. WROXHAM ROAD**

Further to Minute 14/112, the Town Clerk referred Members to a further copy letter received from Mr A Tovell with regard to Norfolk County Council's response to his original letter.

It was agreed that the Council contact Norfolk County Council in support of Mr Tovell's suggestion.

#### **14/134. ST. CUTHBERT'S WAR MEMORIAL**

Further to Minute 14/114, Mrs S A A Dyball advised Members that an article was to be placed in the parish magazine to publicise a suggestion to move the memorial plaques inside St. Cuthbert's Church.

#### **14/135. 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 Leggett reported:

- that consultation was taking place on plans to build a new school at Old Buckenham and relocate Attleborough's Chapel Road School;
- an animated film, aimed at children under seven, had been launched explaining what life is like for children in care.
- Make a Noise in Libraries Fortnight, an annual campaign was taking place between Monday 2 June - Sunday 15 June 2014, aimed at improving access to books and information for blind and partially sighted people.
- Better Broadband had reached more than 50,000 premises and funding was being sought for beyond the current programme.
- that Cllr George Nobbs had been elected Leader of Norfolk County Council, Brian Hannah as Chairman and Rex Parkinson-Hare as Vice Chairman.
- that a multi-million pound project to help transform care across the Norwich area had been launched.

Mrs Howes expressed concern with regard to recent flooding in the Sprowston area commenting that the District Planning Authority were unaware of this issue and asked if the Town Council could do anything to ensure they were informed.

The Chairman advised Mrs Howes to give details of affected areas to the Town Clerk who would inform Norfolk County Council, as the responsible consultee on planning applications with regard to flooding, so that they could alert the planning authority of flooding issues relating to planning applications in the Sprowston area.

Mr A Tovell enquired as to whether the Neighbourhood Plan had been adopted and was advised that it had been formally adopted within Broadland District Council's Local Development Framework in May 2014.

Mr Bracey commented that Sprowston History Group was presenting the Headmaster's Daughter, the lives of a family in Sprowston from 1900 to 1930 as told by Michael Dolding at Gage Road Chapel, Gage Road on Wednesday 18 June 2014 commencing 7:00pm.

The meeting was reconvened.

#### **14/136. REPORT OF THE TOWN CLERK**

##### **ALLOTMENTS PARKS AND OPEN SPACES**

##### **1.1 S.C.E.N.T (Sprowston Care for the Environment and Nature Team) Request for Conservation Area**

Having considered the request from S.C.E.N.T for an area the group could cultivate it was agreed that the Council hold this request should future areas be identified as suitable for wild flower conservation.

## **14/136. REPORT OF THE TOWN CLERK (CONTINUED)**

### **1.2 Sprowston Wanderers Football Club**

Having carefully considered the request from Sprowston Wanderers Football Club Members agreed that the Council were unable to accommodate their requirements.

## **CEMETERY**

### **2.1 Cemetery Building Alterations and Outside Area**

Having considered the report of the Town Clerk and following a lengthy debate it was

#### **RESOLVED**

- (a) that the cost to purchase and erect a memorial plaque for a period of 25 years be set at £120 for 2014/15.
- (b) that the cost to renew a memorial plaque for a period of 25 years be set at 50 percent of (a) above.
- (c) to allow controlled strewing of ashes at a one off cost of £40.00

## **STREET LIGHTING**

### **3.1 No matters were reported**

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Norfolk ALC/SLCC Annual Summer Seminar**

Members noted the Norfolk ALC/SLCCs Annual Summer Seminar to be held on Tuesday, July 1 2014 at Carrow Road Football Ground.

### **4.2 New Homes Bonus**

Members were advised that Cllr Couzens and the Town Clerk had met with Broadland District Council's Monitoring Officer to clarify how the 2012/13 New Homes Bonus was arrived at.

### **4.3 Parliamentary Outreach - Public Bill Seminar - Norwich 19 June 2014**

Members noted the Public Bill Seminar to be held Thursday 19 June 2014, 4:00pm - 6:00pm, at the Forum, Millennium Plain, Norwich.

## **PLANNING AND TRANSPORTATION**

### **5.1 No matters were reported.**

## **14/137. BUDGET BOOK 2014 - 2015**

The budget book for 2014 - 2015 was circulated prior to the meeting.

The Town Clerk asked Members to consider how they would like reports presented in the future and requested permission to streamline the current process by placing administration staff salaries into Admin with no allocation by percentage to other departments, and budgets altered accordingly. She advised that anomalies had

**14/137. BUDGET BOOK 2014 - 2015 (CONTINUED)**

appeared in the existing budgets and accounting procedures and making changes now, although time consuming, would make reporting easier in the future.

**RESOLVED** to authorise the Town Clerk to reallocate some of the agreed 2014/15 budget allocations.

**14/138. REVIEW OF STANDING ORDERS**

**RESOLVED** to adopt the model standing orders subject to the following change:

Page 14, section 17, Accounts and Accounting Statements c and d to read:

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 September in each year a statement to summarise:
  - i the council's receipts and payments;
  - ii the council's aggregate receipts and payments for the year to date;
  - iii the balances held at the end of the half year being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end and at 31 March, the Responsible Financial Officer shall provide:
  - i each councillor with a statement summarising the council's receipts and payments for the last year and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

**14/139. ANNUAL REVIEW OF FINANCIAL REGULATIONS**

**RESOLVED** to adopt the Financial Regulations.

**14/140. MEETING ADJOURNMENT**

On the motion of Mr R J Knowles, seconded by Mrs M R Roberts it was

**RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

**14/141. STATEMENT OF ACCOUNTS AND BALANCE SHEET AND DETAILED INCOME AND EXPENDITURE AND ASSET VALUATIONS FOR THE YEAR ENDED 31 MARCH 2014**

Mr K Lashley queried the leisure, parks and open space miscellaneous income on page 59. The Town Clerk advised she would arrange for a copy of the details.

**RESOLVED**

- (a) to approve and adopt the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure for the year ended 31 March 2014.
- (b) to accept the Asset Valuations subject to the name and address details being amended to reflect the Council's change of name and address.

**14/142. INTERNAL AUDIT REPORT 2013/14**

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

**14/143. ANNUAL GOVERNANCE STATEMENT FOR YEAR ENDED 31 MARCH 2014**

Having reviewed the Annual Return for the year ended 31 March 2014 it was

**RESOLVED** to adopt the Annual Governance Statement for the year ended 31 March 2014 together with the Accounting Statements (page 2) and authorise the Chairman to sign all accounting documents and supporting statements to the accounts for the year end 31 March 2014 on behalf of the Council and congratulate the staff involved.

**14/144. TO COMPLETE THE INTERNAL AUDIT REVIEW CHECKLIST 2014 PART 1 & 2**

Having reviewed the Internal Audit Review Checklist 2014 parts 1 and 2 it was

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

**14/145. FINANCIAL RISK ASSESSMENT FOR 2014/15 AND APPROVE THE TERMS OF REFERENCE AS LISTED UNDER INTERNAL AUDIT ASSURANCE INCLUDING INSURANCE DETAILS CHECKLIST**

Having reviewed the Financial Risk Assessment for 2014/15 it was

**RESOLVED** to approve the Assessment and Terms of Reference as listed under the Internal Audit Assurance including insurance details checklist

**14/146. TO CONFIRM THE APPOINTMENT OF THE INTERNAL AUDITOR FOR THE ENSUING YEAR**

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

**14/147. 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**

to raise no observations or objection to the granting of planning applications:

- (a) 14/0821 - retention of portable building at Sprowston Police Station, 107, Wroxham Road
- 14/0836 - conservatory to rear at 37, Linacre Avenue
- 14/0847 - conservatory to rear at 15, Allens Lane
  
- (b) To oppose the granting of planning application 14/0337 - extension & alterations to provide No. 4 residential apartments at 5, Mousehold Lane on the grounds that it is an over development of the site, unneighbourly, insufficient parking, access is via busy junction and it would set a precedent.

**14/147. PLANNING (CONTINUED)**

(c) Members noted Planning Inspectorate Appeal APP/K2610/A/14/2218197 - sub - division of curtilage erection of bungalow (outline) at land to rear of Nos. 40 & 42, Russell Avenue

**14/148. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 4 June 2014 totalling £49,324.36 and answered Members' questions arising therefrom.

On the motion of Mr J H Mallen, seconded by Mr W F Couzens it was

**RESOLVED** that payment of the accounts to 4 June 2014 totalling £49,324.36 be approved and the schedule authorising payment signed by Mr R J Knowles and Ms M Ho.

**14/149. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £181.48 was approved and noted.

**14/150. REPORTS FROM COUNCIL'S WORKING GROUPS**

No written reports were received.

**14/151. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

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

**14/152. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**14/153. 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.

25 June 2014

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CHAIRMAN