

COUNCIL MEETING – 20 MAY 2015

At the Annual meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 20 May 2015, the following Members were present:-

Mr I Moncur – Chairman

Mr J W Bracey	-	Mrs B J Lashley
Mr W F Couzens	-	Mr K Lashley
Mr R A Fowkes	-	Mrs J Leggett
Mr R J Knowles	-	Mr J H Mallen
Ms G A Landamore	-	Mr C L Noble
Mr T Landamore	-	Mr N Shaw

Mr J Ward

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mr S Dunn	-	Norfolk County Councillor

6 Members of the public

15/104. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR

The Chairman of the Council, Mr K Lashley, occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

Mr N Shaw proposed and Mr J Ward seconded the nomination of Mr I Moncur.

There being no other nominations and on being put to the vote it was **RESOLVED** that Mr I Moncur be appointed Chairman of the Council for the ensuing year.

15/105. DECLARATION OF ACCEPTANCE OF OFFICE

Mr I Moncur signed the Declaration of Acceptance of Office as Chairman of the Council in the presence of the Town Clerk, thanked Members for his appointment and then held the office of Chairman for the rest of the meeting

15/106. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR

Mr J Ward proposed and Mr N Shaw seconded the nomination of Mr R J Knowles and Mr C L Noble proposed and Mr K Lashley seconded the nomination of Mr W F Couzens.

On being put to the vote it was **RESOLVED** that Mr R J Knowles be appointed Vice-Chairman of the Council for the ensuing year.

15/107. COUNCILLORS TO SIGN ACCEPTANCE OF OFFICE AND THE DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

The Town Clerk reported that 14 Councillors had signed the Declaration of Office and the Declaration of Pecuniary Interests however she had received, on personal grounds, the resignation of Mr D Arkwright and advised that the notice of Casual Vacancy would be issued on 21 May 2015.

15/108. TO RECEIVE COUNCILLORS DISPENSATION REQUESTS

The Town Clerk reported that she had granted dispensation to discuss financial matters appertaining to Sprowston to the following Councillors:

Mr J W Bracey
Mr W F Couzens
Mr R A Fowkes
Mr R J Knowles

Mrs B J Lashley
Mr K Lashley
Mr J H Mallen
Mr C L Noble

15/109. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

15/110. APOLOGIES FOR ABSENCE

No written or verbal apologies for absence were received.

15/111. MINUTES

The Minutes of the Council's meeting held on 22 April 2015, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

15/112. POLICE LIAISON OFFICER'S REPORT

The Chairman welcomed to the meeting, PC Lambert who elaborated on some of the instances recorded in the crime statistics for Sprowston since the last meeting.

PC Lambert advised of a change in reporting procedures which had an impact on the number of incidences recorded in the report.

15/113. CARETAKER/CLEANER

Referring to Minute 15/092, Mrs B J Lashley asked if all the recently advertised Caretaker/Cleaner posts had been filled. The Town Clerk responded that she would be reporting on this item during the report of the Town Clerk.

15/114. NORFOLK ASSOCIATION OF LOCAL COUNCILS - CHAIRMANSHIP TRAINING

RESOLVED that Mr I Moncur attend the Chairmanship training and that his proper expenses be met in accordance with the Members scheme of allowances.

15/115. NORFOLK ASSOCIATION OF LOCAL COUNCILS - INTRODUCTORY TRAINING FOR CLERKS AND COUNCILLORS

RESOLVED that Ms G Landamore, Mrs J Leggett and Mr I Monncur attend the Introductory training for Clerks and Councillors course and that their proper expenses be met in accordance with the Members scheme of allowances.

15/116. RESIDENT'S QUESTIONS

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

15/116. RESIDENT'S QUESTIONS (CONTINUED)

Mrs M Howes expressed concern that flooding in Sprowston had not been mentioned in the Norfolk County Council "Have Your Say On How Flood Risks Are Managed In Norfolk" poster and asked if the Town Council had been asked to comment.

The Town Clerk advised that Sprowston Town Council had not been consulted on the detailed report however she would make enquiries with Norfolk County Council and place an item on the agenda for the next Council meeting.

The meeting was reconvened.

15/117. APPOINTMENT OF MEMBERS TO SERVE ON THE STAFF DISCIPLINE, GRIEVANCES AND CLERK'S REVIEW PANEL FOR THE ENSUING YEAR

RESOLVED that appointments be made to serve on the Staff, Discipline, Grievances and Clerk's Review Panel as follows:

Mr T Landamore
Mr K Lashley

Mrs J Leggett
Mr N Shaw

15/118. APPOINTMENT OF MEMBERS TO SERVE ON THE STAFF APPEALS PANEL FOR THE ENSUING YEAR

RESOLVED that appointments be made to serve on the Staff Appeals Panel as follows:

Mr W F Couzens
Mr R J Knowles

Mr T Landamore
Mr J Ward

15/119. APPOINTMENT OF MEMBERS TO REPRESENT THE COUNCIL ON THE FOLLOWING ORGANISATIONS FOR THE ENSUING YEAR

RESOLVED that Members be appointed to serve on the following external organisations for the ensuing year as follows:

(a) Norwich Airport Consultative Committee

Mr T Landamore (Substitute Mr I Moncur)

(b) Senior Citizens Welfare Committee

Mr J W Bracey and Mr K Lashley

15/120. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS, INCLUDING A PROPOSAL TO CHANGE 5E TO TOWN MAYOR

Having reviewed the Standing Orders it was

RESOLVED to re-adopt them without amendment.

15/121. REVIEW AND ADOPTION OF APPROPRIATE FINANCIAL STANDING ORDERS

Mrs B J Lashley proposed and Mr W F Couzens seconded an amendment to the Financial Standing Orders as follows:

Any Town Councillor who is also a Member of another town or parish, district or county council body and attends a training course, meeting etc. which those other

15/121. REVIEW AND ADOPTION OF APPROPRIATE FINANCIAL STANDING ORDERS (CONTINUED)

bodies are entitled to attend, must divide the expenses claim equally between those bodies. The Clerk will seek reimbursement accordingly of the cost of any course or conference fees etc. incurred by this Council.

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

15/122. TO REVIEW THE ELIGIBILITY TO EXERCISE THE GENERAL POWER OF COMPETENCE FOR THE ENSUING TERM OF OFFICE

Having reviewed the Council's eligibility to exercise the General Power of Competence it was agreed that the criteria, of the number of Councillors elected equalled two thirds of the total number of Councillors and the employment of a qualified Clerk, remained in place and it was

RESOLVED to adopt the General Power of Competence as prescribed in the order 2012.

15/123. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDING AND OFFICE EQUIPMENT

Members reviewed the inventory of land and assets including buildings and office equipment and

RESOLVED to adopt it without amendment.

15/124. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Members reviewed the Council's insurance cover and it was

RESOLVED to accept the arrangements for insurance cover in respect of all risks contained within the current policy with Zurich Municipal.

15/125. REVIEW OF THE COUNCIL AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

Members reviewed and agreed the Council's current subscriptions.

15/126. REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

Having reviewed the Council's complaints procedure it was

RESOLVED to re-adopt it without amendment.

15/127. REVIEW OF THE COUNCIL'S PROCEDURE FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

Having reviewed the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 it was

RESOLVED to re-adopt it without amendment.

15/128. REVIEW OF THE COUNCILS POLICY FOR DEALING WITH THE PRESS/MEDIA

Having reviewed the Council's policy for dealing with the press/media it was

RESOLVED to adopt it without amendment.

15/129. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE ANNUAL MEETING OF FULL COUNCIL

RESOLVED that all ordinary Council meetings would be held at Sprowston Diamond Centre commencing at 7.30pm, up to and including the Annual meeting of full Council.

15/130. TO RECEIVE, REVIEW AND ACCEPT THE BUDGET ALLOCATIONS FOR 2015/16

RESOLVED to accept the budget allocations for 2015/16 without amendment.

15/131. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sparhawk Park Leased Land

Having considered the report of the Town Clerk, Mrs B J Lashley proposed and Mr T Landamore seconded that the Council reject the terms of the Norfolk County Council lease and authorise the Town Clerk and Chairman to meet with NPS to put forward a counter proposal to purchase the land and if the proposal to purchase was rejected to negotiate a counter lease.

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

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Personnel

Further to Minute 15/067, the Town Clerk reported that Mr P Forbes had been appointed to the 37 hour post of Caretaker/Cleaner commencing 5 June 2015 and Mr B Perry to the part-time (15 hours per week) Caretaker/Cleaner with effect 28 May 2015. Mr P Greener had agreed to accept a severance payment as notice and his employment with the Council terminated on 30 April 2015.

4.2 Norfolk Association of Local Councils

(i) Annual Joint Summer Conference

15/131. REPORT OF THE TOWN CLERK (CONTINUED)

Members noted that the Annual Joint Summer Conference was to be held on Tuesday 7 July 2015 at Norwich City Football Club and **RESOLVED** to authorise the Town Clerk to attend.

(ii) **Training - Understanding your Council's Finances**

RESOLVED that Mr T Landamore and Mr J H Mallen attend the Understanding your Council's Finance Workshop to be held on Thursday 10 September 2015 at County Hall, Norwich and that their proper expenses be met in accordance with the Members scheme of allowances.

(iii) **Election of Members of the Norfolk Association of Local Councils Executive Committee**

RESOLVED to nominate Mrs B J Lashley as the Council's candidate in the election to serve on the Norfolk Association of Local Councils Executive Committee.

4.3 **MAP (Mancroft Advice Project) Youth Advocate**

RESOLVED that Mrs J Leggett and Mr I Moncur be nominated as Youth Advocates and attend the launch event on Thursday 11 June 2015 at Sprowston Diamond Centre.

PLANNING AND TRANSPORTATION

5.1 **Community Infrastructure Levy (CIL)**

Mr W F Couzens proposed and Mr J Ward seconded that current and future CIL payments collected on behalf of the Council and outstanding residual recycling credits from previous years identified as community use be allocated to the development of Sprowston Diamond Centre.

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

5.2 **Phase 4, Blue Boar Lane, Public Open Space Provision**

Members discussed ideas for the public open space provision at Blue Boar Lane and it was

RESOLVED

- (a) to defer a decision until a future meeting of the Council when more detail was available.
- (b) that the Town Clerk facilitate individual Members, on request, a tour of the Council's facilities across Sprowston.

5.3 **Harrisons, Breck and Boar Plantations**

Following a request from Broadland District Council to name the combined Harrison Plantation, The Breck and The Boar Plantations it was

RESOLVED to name the woodland Harrison's Wood.

15/131. REPORT OF THE TOWN CLERK (CONTINUED)

ENCLOSURE

6.1 National Association of Local Councils - Letter from Councillor Ken Browse

15/132. MEETING ADJOURNMENT

On the motion of Mr K Lashley, seconded by Mr J H Mallen it was

RESOLVED to adjourn the meeting for a short break.

The meeting was reconvened.

15/133. 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 objection to the following applications:

2015/0531 - single storey side & rear extension at 53, Tills Road

2015/0557 - two storey rear & side extension at 33, Foxburrow Road

2015/0571 - single storey rear extension with accommodation in the roof space and alteration at 59, North Gage Close

2015/0624 - proposed single storey side & rear extensions at 75, Stonehouse Road

2015/0647 - single storey rear extension at 2, Kestrel Road

(b) to oppose the granting of planning application 2015/0555 - single storey front/side extension at 2, Blenheim Crescent on the grounds that it is an over development of the site and detrimental to the street scene.

(c) to oppose the granting of planning application 2015/0568 - sub-division of site and erection of 2 storey dwelling and associated parking at 3, Alford Grove on the grounds that it is an over development of the site, detrimental to the street scene, compromises the footprint of plot 3 and is contrary to the Sprowston Neighbourhood Plan.

15/134. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 20 May 2015 totalling £78,234.69 and answered Members' questions arising therefrom.

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

RESOLVED that payment of the accounts to 20 May 2015 totalling £78,234.69 be approved and the schedule authorising payment signed by Mr R J Knowles and Mr J H Mallen.

15/135. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £90.00 and £14.49 was approved and noted.

15/136. SCHEDULE OF DIRECT DEBITS

The schedule of direct debit payments totalling £11,065.29 was approved and noted

15/137. REPORTS FROM COUNCIL'S WORKING GROUPS

No written reports were received.

15/138. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Written reports were received from Mr J Ward, County Councillor.

15/139. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

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

10 June 2015

CHAIRMAN