

## **COUNCIL MEETING – 10 JUNE 2015**

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 10 June 2015, the following Members were present:-

Mr I Moncur – Chairman

Mr J W Bracey	-	Mrs B J Lashley
Mr R A Fowkes	-	Mr K Lashley
Mr R J Knowles	-	Mrs J Leggett
Mr T Landamore	-	Mr N Shaw

Mr M Ward

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

7 Members of the public

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### **15/140. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **15/141. APOLOGIES FOR ABSENCE**

Written apologies for absence were accepted by the Council from Ms G Landamore, Mr J H Mallen and Mr C L Noble and verbal apologies from Mr W F Couzens.

### **15/142. MINUTES**

The Minutes of the Council's Annual meeting held on 20 May 2015, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

### **15/143. POLICE LIAISON OFFICER'S REPORT**

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

Mr T Landamore enquired if some incidences of domestic violence were being logged under other headings, in which case trends could not be identified.

PCSO Kasburn stated that he would raise this issue with the sector that prepared the report.

### **15/144. LANPRO SERVICES EXHIBITION**

The Town Clerk reported that Lanpro Services would be holding an exhibition on 24 June 2015 at Sprowston Diamond Centre regarding the land located to the west of Harrisons Drive and Greenborough Road, GT7 within the Broadland District Council Growth Triangle Action Plan.

## **15/145. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mrs J Leggett and Mr J Ward, District and County Councillors.

Mrs Leggett further reported that she had been in contact with representatives from Norfolk County Council who had expressed an interest in attending a meeting of the Council to discuss schooling in Sprowston. Members agreed to their attendance and Mrs Leggett would request they contact the Town Clerk to arrange a suitable date.

## **15/146. RESIDENT'S QUESTIONS**

On the motion of Mr R J Knowles, seconded by Mr M Ward 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 Howes enquired if the Council had any input in to the Draft Consultation "Help Develop the Local Flood Risk Management Strategy" and was advised that this item was to be discussed in the Town Clerks' report.

Mr Tovell commented that concerns raised by Members with regard to expenditure at the cemetery and IT should be directed to the previous administration and not the Town Clerk.

The meeting was reconvened.

## **15/147. TENDERS FOR PAVILION**

Having considered the report of the Town Clerk, as attached, and the rationale behind Mr Sibley of GS Designs recommendation it was

**RESOLVED** to accept the quotation from T Gill and Sons at a cost of £134,401.00 and £5,000 for possible new consumer unit plus VAT and the Town Clerk to work within a contingency of 10%.

## **15/148. REPORT OF THE TOWN CLERK**

### **COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES**

#### **1.1 Sprowston Recreation Ground Pavilion Changing Room Facilities**

On the Motion of Mr M Ward, seconded by Mr K Lashley it was

**RESOLVED** to accept the quotation from GS Designs to carry out project management of the refurbishment of Sprowston Recreation Ground Pavilion Changing Rooms at a cost of £1,700 plus VAT.

### **CEMETERY**

#### **2.1 No matters were reported**

### **STREET LIGHTING**

## 15/148. REPORT OF THE TOWN CLERK (CONTINUED)

### 3.1 Wroxham Road and Blue Boar Lane Spine Road Footway Lighting

Members considered the proposed lighting scheme for the spine road linking Wroxham Road and Blue Boar Lane to service the Norfolk Homes development and it was

**RESOLVED** to adopt the lighting scheme proposed.

## CENTRAL ADMINISTRATION AND PERSONNEL

### 4.1 Grow Your Community - Sprowston Workshop

Members noted the report of the Town Clerk regarding the success of the Grow Your Community Health Fair and initial workshop held at Sprowston Diamond Centre, the next stage being to progress the incentives materialising from the workshop and feed into the work already being produced to support the development of Sprowston Diamond Centre as a community facility with sports hall.

### 4.2 Council Meeting - Rescheduled Date

Mr K Lashley proposed and Mrs B J Lashley seconded that the date of the next meeting of the Council be held on the on 1 July 2015 and not rescheduled. Mrs B J Lashley requested a recorded vote.

On being put to the vote the Motion was **LOST** with Councillors voting as follows:

#### For

Mr F A Fowkes  
Mrs B J Lashley  
Mr K Lashley.

#### Against

Mr J W Bracey  
Mr R J Knowles  
Mr T Landamore  
Mrs J Leggett  
Mr I Moncur  
Mr N Shaw  
Mr J Ward

### 4.3 Match-Funded PCSO Scheme Norfolk Constabulary

Having considered the invitation from Norfolk Constabulary to participate in a 50/50 PCSO match funded partnership scheme together with the report of the Town Clerk it was

**RESOLVED** not to participate in the scheme.

### 4.4 Sprowston By-Election South East Ward

The Town Clerk reported that the By-Election for election of a Councillor for the South East Ward would be held 16 July 2015.

## **15/148. REPORT OF THE TOWN CLERK (CONTINUED)**

### **PLANNING AND TRANSPORTATION**

#### **5.1 Rackheath Neighbourhood Plan**

Members noted that Rackheath Parish Council had made an application to Broadland District Council to designate a Neighbourhood Area, for the purpose of developing a Neighbourhood Plan.

#### **5.2 Norfolk County Council - Draft Consultation "Help Develop the Local Flood Risk Management Strategy"**

**RESOLVED** that Mr N Shaw participate in the development of the County local flood risk management strategy on behalf of the Council.

#### **5.3 Norfolk County Council - Temporary Traffic Order**

Members noted the temporary traffic order at Allens Lane prohibiting traffic from 15 June to 24 July 2015 to facilitate footway reconstruction work.

#### **5.4 The Planning Inspectorate - Norfolk County Council Order Granting Development Consent for the Norwich Northern Distributor Road (NDR)**

Members noted that permission for development approval for the Norwich Northern Distributor Road (NDR) had been granted subject to any legal challenge within six weeks, period ending mid-July.

### **ENCLOSURES**

- 6.0 (i) Solar Together Launch**
- (ii) Grow Your Community Project News**

## **15/149. MEETING ADJOURNMENT**

On the motion of Mr K Lashley, seconded by Mrs B J Lashley it was

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

The meeting was reconvened.

## **15/150. FINANCE**

- (i) Annual Statement Section 1 Accounting Statements 2014/15

Having reviewed the annual return for the year ended 31 March 2015 it was

**RESOLVED** to adopt 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 2015 on behalf of the Council.

- (ii) Income and Expenditure and Balance Sheet 2014/15

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure for the year ended 31 March 2015.

- (iii) Financial Statement, Asset Valuations and Variance notes 2014/15

**15/150. FINANCE (CONTINUED)**

**RESOLVED** to approve the Financial Statement, Asset Valuations and Variance notes 2014/15.

- (iv) Annual Statement Section 2 Annual Governance Statement 2014/15

Having reviewed the annual return for the year ended 31 March 2015 it was

**RESOLVED** to adopt the Annual Governance Statement for the year ended 31 March 2015 and authorise the Chairman to sign all accounting documents and supporting statements to the accounts for the year end 31 March 2015 on behalf of the Council.

- (v) To receive the Internal Audit Report 2014/15

**RESOLVED** to accept the report of the Internal Auditor 2014/15, noting there were no recommendations to action.

- (vi) To complete the Internal Audit Review Checklist part 1 & 2 (and Report)

Having reviewed the Internal Audit Review Checklist 2015 parts 1 & 2 it was

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

- (vii) To review the Financial Risk Assessments for 2015/16 and Approve the Terms of Reference as listed under Internal Audit Assurance including Insurance Detail

Having reviewed the Financial Risk Assessment for 2015/16 and subject to the inclusion of the Council's personnel consultant it was

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

Mrs B J Lashley commented that the staff involved in preparing the accounts should be congratulated particularly in view in the change of personnel during the financial year.

**15/151. 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:

2015/0749 - first floor side extension over existing garage and single storey rear extension at 21, Woodside Road

2015/0757 - proposed new boundary wall at 147, Wroxham Road

2015/0799 - loft conversion & single storey front extension at 6, Varvel Avenue

**15/151. PLANNING (CONTINUED)**

- (b) had no objection to planning application 2014/2051 - submission of details pursuant to the requirements of condition 3 (siting, design, external appearance of 75 dwellings & road layout) of planning permission 920758; as amended by condition by condition 2 of planning permission 000898 & planning permissions 20111213, Phase 4, Blue Boar Lane but would reiterate their concerns with the round house, which was felt to be out of keeping with any development in Sprowston, obtrusive in such a prominent location and contrary to the Sprowston Neighbourhood Plan.

**15/152. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 10 June 2015 totalling £108,081.92 and answered Members' questions arising therefrom.

On the motion of Mr K Lashley, seconded by Mr N Shaw it was

**RESOLVED** that payment of the accounts to 10 June 2015 totalling £108,081.92 be approved and the schedule authorising payment signed by Mr R J Knowles and Mrs B J Lashley.

**15/153. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £53.65 was approved and noted.

**15/154. SCHEDULE OF DIRECT DEBITS**

The schedule of direct debit payments totalling £4,430.80 was approved and noted

**15/155. REPORTS FROM COUNCIL'S WORKING GROUPS**

No written reports were received.

**15/156. 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.

2 July 2015

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CHAIRMAN