

COUNCIL MEETING – 02 SEPTEMBER 2015

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 2 September 2015, the following Members were present:-

Mr I Moncur – Chairman

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

In attendance

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

15/219. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

15/220. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs J Poynter and verbal apologies from Ms G Landamore.

15/221. MINUTES

The Minutes of the Council's meeting held on 12 August 2015, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

15/222. POLICE LIAISON OFFICER'S REPORT

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

15/223. FIRST BUS SERVICE

Further to Minute 15/203, the Town Clerk reported First Bus's response to the Council's enquiry with regard to the cessation of the 11A service as follows:

"The passenger numbers who board along Cozens Hardy Road, Barkers Lane and Church Lane is less than on Linacre Avenue and Falcon Road and with the number 12 now serving Sprowston and running every 20 minutes there is no demand for the 11A anymore, so it makes sense to the company to run a service which does not see high enough passenger numbers to justify the running costs. The 11 and 12 services serve the stops at the bottom of Cannerby Lane and Cozens Hardy Road so they justify a bit of a walk with these two services at the Wroxham End of Cozens Hardy Road. For those nearer Barkers Lane there is the 13 route which runs down North Walsham Road, so again there is an option there."

15/223. FIRST BUS SERVICE (CONTINUED)

She also advised that Cozens Hardy Road had been added to the Sanders 32 route to partly replace the First 11A and that Greenborough Road would no longer be served on the Sanders 32 service due to low passenger numbers.

15/224. RECYCLING

Further to Minute 15/205 2.4, Mr K Lashley reported that the recycle bin situated at the Senior Citizens Club would now only accept clean wearable clothing and shoes in bags.

Mr I Moncur advised that Dawn's Horizons on Cannerby Lane would take clothing, shoes and other materials.

Mr J M Ward commented that Barnados on Pound Lane would also accept almost anything.

The Town Clerk reported that Norfolk County Council's Capital Programme Manager Children's Services, Isabel Horner would be presenting at the next meeting of the Council and requested Members forward any questions they would like directed to the speaker.

15/225. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward, District and County Councillor.

Mr C L Noble commented on Mr Ward's report stating that he hoped the automated system introduced at Acle library would not be adopted in Sprowston and he would reject any non-manning or remote opening of Sprowston library, which he felt was held in high regard.

Mr J M Ward replied that it was to extend the opening hours and not reduce manned hours.

Mrs B J Lashley expressed concern with regard to safety.

Mr J M Ward advised that CCTV was installed and residents had to sign up for the service.

(1) Mrs J Leggett reported:

(1.1) on her attendance at the Youth Advisory Board meeting who were seeking to improve their communications particularly their use of social media.

(1.2) that Norfolk County Council Resources Committee had met and was looking at how to resolve their current budget overspend. They had also referred the issue of charging employees to park in the Council's car park to a Working Group.

(1.3) she had attended a meeting where social care to enable elderly people to stay in their homes as long as possible was discussed.

(2) Mr N Shaw reported that:

he had attended a Norfolk County Council meeting where additional funding for the NDR had been agreed.

15/226. 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.

15/227. EXTERNAL AUDITORS REPORT 2014/2015

Members noted the report of the External Auditor for 2014/15 and congratulated the Town Clerk.

15/228. DRAFT POLICIES AND STRATEGIC DOCUMENTATION

The Town Clerk explained the new policies being introduced and revision of existing with amendments.

1. Accessibility Policy
2. Appraisal Policy
3. Appraisal Guidelines
4. Child Protection Policy
5. Community Engagement Strategy
6. Complaints Procedure
7. Corporate Business Continuity Plan
8. Corporate Governance Policy
9. Customer Service Policy
10. Equal Opportunities Policy
11. Filming at Council Meetings
12. Graffiti Policy
13. Principles of Grant Aid
14. Health and Safety Policy.
15. Health and Safety Policy Statement
16. ICT Policy
17. Information and Data Protection Policy
18. Management of Outdoor Surfaces in Severe Weather Conditions
19. Managing Money
20. Media Relations Policy
21. Information Publication Scheme
22. Public Question Time Guidance
23. Quality Policy Statement
24. Retention of Documents Policy
25. Risk Management Strategy
26. Risk Register
27. Safeguarding Children and Vulnerable Persons Statement
28. Scheme of Delegation
29. Training 'Statement of Intent'
30. Tree Policy
31. Values and Behaviours Charter

RESOLVED that the above policies and the appraisal procedure be accepted subject to the following amendments:

(1.1) Appraisal Policy

- appraisal documents to be kept centrally
- objectives to be agreed for the following year
- insert additional box for appraise comments

15/228. DRAFT POLICIES AND STRATEGIC DOCUMENTATION (CONTINUED)

(1.2) Child Protection Policy

- references to other documents and contact details to be updated
- after designated officer insert or Chairman
- after allegations against staff insert or Councillors

(1.3) Corporate Business Continuity Plan

- page 3 loss of investment money insert establish likely recovery

(1.4) Health and Safety Policy

- opening statement to read Councillors
- companies to read Town Council

(1.5) Public Question Time Guidance

- Register of Members Interests change issue number of Quality Policy Statement

(1.6) Risk Register

- cross reference to tree policy.

(1.7) Training 'Statement of Intent'

- insert Institute of Cemetery Management

Mr J H Mallen left the meeting following this item.

15/229. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sparhawk Park

RESOLVED that the Council accept the Heads of Terms Schedule from Norfolk County Council for a 20 year lease of an area of pathway at Sparhawk Park, subject to the new perimeter school fence being of a transparent nature.

CEMETERY

2.1 Cemetery Extension - Consecration of Burial Plots

RESOLVED that the Town Clerk places an item on the agenda during spring 2016 for further consideration.

CENTRAL ADMINISTRATION AND PERSONNEL

3.1 Broadland District Council - Council Tax Reduction

Members noted that Broadland District Council's Council Tax Reduction Scheme consultation was now open.

15/229. REPORT OF THE TOWN CLERK (CONTINUED)

3.2 School Lane Pre-School

Members noted that School Lane Pre-School had been awarded a grant of £3,000 towards the extension of the nursery premises by Broadland District Council and a second application had been made to Geoffrey Watling.

3.3 Big Lottery Fund

The Town Clerk reported that the Council had not been accepted for the next round of submission towards receipt of a grant for Sprowston Diamond Centre from the lottery fund however, was awaiting information regarding a grant submission to Sport England.

3.4 New Homes Bonus

Mrs B J Lashley proposed, seconded by Mr K Lashley that the £5,274.97 New Homes Bonus be allocated to Harrisons Wood.

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

Mr I Moncur proposed, seconded by Mr R A Fowkes that the £5,274.97 New Home Bonus be allocated to Sprowston Diamond Centre

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

3.5 Norwich Fringe Project

RESOLVED that a grant of £250 be made to the Norwich Fringe Project.

15/230. MEETING ADJOURNMENT

On the motion of Mr I Moncur seconded by Mr R J Knowles it was

RESOLVED to adjourn the meeting for a short break.

The meeting was reconvened.

15/231. PLANNING

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on 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:

- 2015/1307 - proposed single storey side extension at 12, Russell Avenue
- 2015/1308 - extension to side & rear of existing semi-detached house at 56, Blenheim Road
- 2015/1368 - demolition of existing extension and erection of single storey extension at 60, Rosemary Road
- 2015/1374 - single storey front extension at 48, Cozens Hardy Road
- 2015/1339 - single storey rear extension at 34, Blue Boar Lane

15/232. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 2 September 2015 totalling £58,632.56 and answered Members' questions arising therefrom.

On the motion of Mr R J Knowles, seconded by Mr R A Fowkes it was

RESOLVED that payment of the accounts to 2 September 2015 totalling £58,632.56 be approved and the schedule authorising payment signed by Mr R J Knowles and Mrs B J Lashley.

15/233. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £343.46 was approved and noted.

15/234. SCHEDULE OF DIRECT DEBITS

The schedule of direct debit payments totalling £12,823.49 was approved and noted.

15/235. REPORTS FROM COUNCIL'S WORKING GROUPS

No written reports were received.

15/236. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr K Lashley - left a copy of the Senior Citizens News Letter for Members information and the Town Clerk was requested to send an electronic copy to interested Councillors.

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

23 September 2015

CHAIRMAN