

COUNCIL MEETING – 8 JUNE 2016

At the Annual meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 8 June 2016, the following Members were present:-

Mr I Moncur – Chairman

Mr J W Bracey	-	Mr K Lashley
Mr R A Fowkes	-	Mrs J Leggett
Mr R J Knowles	-	Mr J H Mallen
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

No members of the public were present

Luke Powell	-	EDP Reporter
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16/147. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

16/148. APOLOGIES FOR ABSENCE

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

16/149. MINUTES

The Minutes of the Annual Council meeting held on 18 May 2016, having previously been circulated to all Members were, subject to the following amendments

Minute 16/126 (1), delete Alison Jordon and insert Alison Thomas
Minute 16/127, paragraph 9 delete heed and insert heed
Minute 16/129 (b), delete ascetically and insert aesthetically

confirmed and signed by the Chairman of the Council.

16/150. POLICE LIAISON OFFICER'S REPORT

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

16/151. CEMETERY DEVELOPMENT SERVICES

Further to Minute 16/085 2.1, the Town Clerk reported that solicitors professional advice on copyright had resulted in an amicable non-financial settlement for this Council.

16/152. SKATE PARK PRESENTATION

The Town Clerk reported that Norfolk Homes was holding a public meeting at Sprowston Diamond Centre on 30 June 2016 and had requested a representative of the Town Council be present.

RESOLVED that Mr R A Fowkes, Mr T Landamore, Mrs J Leggett and the Town Clerk attend this meeting.

16/153. ALLOTMENTS

The Town Clerk reported that four evictions had been served on allotment tenants due to lack of cultivation.

16/154. GREATER NORWICH LOCAL PLAN

The Town Clerk reported the Greater Norwich Local Plan: commencement of the "Call for Sites" process, commenting that she had reminded the plan team that two sites had already been identified in the Sprowston Neighbourhood Plan.

16/155. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mrs J Leggett reported that:

- (1) the Policy Resource Committee had decided
 - 1.1 to support Baxters of Thetford with a loan of up to £4m.
 - 1.2 to recommend that a decision be made by full Council about participation in the Syrian Vulnerable Person's Refugee Crisis.
 - 1.3 that having noted the new arrangements for unaccompanied asylum-seeking children, to seek the advice of the Children's Services Committee on the County Council's response.
- (2) there will be a writing competition during the summer to support the reading challenge.
- (3) County Hall renovations had now been completed and Norfolk County Council was to dispose of excess properties and some small parcels of land.

Mrs B J Lashley expressed concern with regard to security arrangements at County Hall, commenting that she had difficulty exiting the building following her attendance at a meeting. Mrs J Leggett agreed to investigate.

16/156. RESIDENT'S QUESTIONS

As there were no residents present the Chairman moved to the next item of business.

16/157. SPROWSTON PAVILION

Members considered three quotations for redevelopment work at Sprowston Pavilion, and Mr T Landamore proposed, seconded by Mr J M Ward to award the contract to contractor 1 for the sum of £15,580.00 plus VAT.

16/157. SPROWSTON PAVILION (CONTINUED)

On being put to the vote the motion was CARRIED and the Council was advised that the contractor was (N.D. Willan)

The Chairman of the Council moved to item 10.

16/158. 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:

2016/0812 - first floor rear extension at 9, Trendall Road
2016/0828 - first floor rear extension at 21, Tusting Close
2016/0880 - single storey rear extension at 13, Allens Lane
2016/0929 - proposed side 2 storey extension and single storey rear extension at 8, Lambert Road

- (b) to make no comment on the following applications:

2016/0913 - reserved matters application for the erection of 109 No. residential dwellings pursuant to the outline planning permission 20080367 at Parcel P4 Lane Blue Boar Lane
2016/0914 - reserved matters application for the erection of 144 No. residential dwellings pursuant to the outline planning permission 20080367 at Parcel P3 Land Blue Boar Lane
2016/0932 - reserved matters application for submission of details pursuant to condition 4 of outline planning permission 20080367 relating to layout, appearance, landscaping and scale for 254 dwellings in phase 2/development parcels HH3 and HH4

- (c) whilst not opposed to planning application 2016/0911 - reserved matters application for the erection of 109 No. residential dwellings pursuant to the outline planning permission 20080367 at Parcel P4 Land Blue Boar Lane the Council expressed concern with regard to tandem parking and the close proximity of housing to natural drainage.
- (d) whilst not opposed to planning application 2016/0912 - reserved matters application for the erection of 144 No. residential dwellings pursuant to the outline planning permission 20080367 at Parcel 3 Land Blue Boar Lane the Council expressed concern with regard to tandem parking.
- (e) whilst not opposed to planning application 2016/0928 - reserved matters application for the submission of details pursuant to condition 4 of outline planning permission 20080367 relating to layout, appearance, landscaping and scale for 150 dwellings at Parcel TW2 Land Blue Boar Lane the Council expressed concern with regard to the design of some properties particularly the three storey buildings, which were considered to be austere and not aesthetically pleasing.
- (f) whilst not opposed to the granting of planning application 2016/0930 - reserved matters application for submission of details pursuant to condition 4 of outline planning permission 20080367 relating to layout, appearance,

16/158. PLANNING (CONTINUED)

landscaping and scale for 128 dwellings at Parcel TW3 and TW4 Land Blue Boar Lane the Council expressed concern with regard to the design of some properties particularly the three storey buildings which were considered to be austere and not aesthetically pleasing.

The Chairman of the Council moved to item 9.

16/159. MEETING ADJOURNMENT

On the motion of Mr K Lashley, seconded by Mr I Moncur it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

Mr R J Knowles left the meeting following this item.

16/160. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

16/161. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

16/162. FINANCE

- (i) Annual Governance Statement 2015/16 (Section 1)

Having reviewed the annual return for the year ended 31 March 2016 it was

RESOLVED to adopt the Annual Governance Statement and authorise the Chairman to sign all accounting documents and supporting statements to the accounts for the year ended 31 March 2016 on behalf of the Council.

- (ii) Statement of Accounts (Income and Expenditure) and balance sheet for the year ended 31 March 2016

RESOLVED to approve and adopt the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure for year ended 31 March 2016.

- (iii) Statement of Petty Cash for the year ended 31 March 2016

RESOLVED to approve the Statement of Petty Cash for the year ended 31 March 2016.

- (iv) Accounting Statement 2015/16 (Section 2)

Having reviewed the annual return for the year ended 31 March 2016 it was

RESOLVED to adopt the Accounting Statement for the year ended 31 March 2016 and authorise the Chairman to sign all accounting documents and supporting statements to the accounts for the year end 31 March 2016 on behalf of the Council.

- (v) To receive the Internal Audit Report 2015/16

16/162. FINANCE (CONTINUED)

RESOLVED to accept the report of the Internal Auditor 2015/16, noting there were no recommendations to action.

- (vi) To complete the Internal Audit Review Checklist 2016 part 1 & 2

Having reviewed the Internal Audit Review Checklist parts 1 & 2 and subject to Part 1, section 5, date to be amended to 26 May 2016 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 2016/17 and approve the Terms of Reference as listed under Internal Audit Assurance including Insurance detail

Having reviewed the Financial Risk Assessments for 2016/17 and subject to the realignment of Evidence Control on page 37 it was

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

- (viii) To confirm the appointment of the Internal Auditor for the ensuing year

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

16/163. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 8 June 2016 totalling £33,335.58 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur, seconded by Mr N Shaw it was

RESOLVED that payment of the accounts to 8 June 2016 totalling £33,335.58 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

16/164. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card and supplementary credit card payments totalling £210.42 was approved and noted.

16/165. SCHEDULE OF DIRECT DEBITS

The schedule of direct debit payments totalling £2,819.87 was approved and noted.

16/166. STAFFING

- (a) Staff Salaries 2016/17 and 2017/18

Staff Salaries were noted.

- (b) Staffing

The Town Clerk reported that following the Council's decision to agree a reduction of hours for one of the groundsperson there was a requirement to

16/166. STAFFING (CONTINUED)

recruit a part-time groundsperson. A current Easton College student, who had previously carried out work experience with the Council, was available to work two days a week.

Following discussion:

Mr J M Ward proposed seconded by Mr N Shaw to offer the student employment subject to suitability on spinal column 15.

Mr K Lashley proposed an amendment to seek advice from Easton College on appropriate remuneration and if appropriate refer back to the Chairman, which was accepted, and it was

RESOLVED to authorise the Town Clerk to offer the student employment subject to suitability and seek advice from Easton College on appropriate remuneration and refer back to the Chairman if required.

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

29 June 2016

CHAIRMAN