



NOTICE OF MEETING

AND SUMMONS TO ATTEND

The Annual Meeting of Sprowston Town Council
will be held in the St Quintin Room, at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 17 May 2017 at 7.30pm

AGENDA

Item No.

1. Appointment of Chairman of the Council for the ensuing year.
2. Declaration of Acceptance of Office of Chairman of the Council.
3. Appointment of Vice-Chairman of the Council for the ensuing year.
4. To receive declarations of interest.
5. To receive apologies for absence (proforma enclosed).
6. To confirm the Minutes of the Annual Town meeting held on 26 April 2017. Pages 1 - 4
7. To confirm the minutes of the Council's meeting held on 26 April 2017. Pages 5 - 9
8. To receive any Police Liaison Officer's report. Pages 10 - 11
9. To receive correspondence & agree action/response arising from the minutes.
10. To receive any written/verbal reports from Sprowston County and District Councillors. Page 12
11. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
12. Appointment of Members to serve on the Staffing Committee (6 Members)
13. Appointment of Members to represent the Council on the following organisations:
 - (a) Norwich Airport Consultative Committee (1 Member plus substitute)
 - (b) Senior Citizens Welfare Committee (2 Members)
14. Review and adoption of appropriate Standing Orders*.
15. Review and adoption of appropriate Financial Standing Orders*.
16. To review the eligibility to exercise the General Power of Competence for the ensuing term of office.
17. Review and adoption of the Council's Policies and Procedures - Index*. Pages 13 - 14
18. Review of the Council and or/staff subscriptions to other bodies.
19. To receive the report of the Town Clerk and make decisions on: Pages 15 - 17
 - 1.1 Blue Boar Lane Open Space
20. Adjourn the meeting for a short break.
21. To consider planning applications to 17 May 2017. Pages 18 - 20
22. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
23. To confirm the payment of accounts to 17 May 2017. Pages 21 - 23
24. To receive the schedule of Direct Debits Pages 24

25. To receive the schedule of credit card payments. Pages 25
26. The Chairman will move that the press and public be excluded from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.
27. The Town Clerk to present a verbal report on Planning.



June Hunt
Town Clerk

12 May 2017

Council Office. Sprowston Diamond Centre . Sprowston . Norwich.NR7 8TR
Tel: 0845 004 6227 or (01603 408063) . Fax: (01603) 418113 . Email: townclerk@sprowston-tc.gov.uk

Footnote:

- *Standing Orders, Financial Standing Orders and Policies have been previously circulated.
- *Street Naming policy enclosed
- *Crime and Disorder Policy to be amended to Police & Crime Plan for Norfolk 2016 - 2020
- *Treasury Management Strategy to be amended to Current Investments as at 31 March 2017 is as follows: £1m in Treasury Deposit

¹ Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

It should be noted that Councillors Mr Knowles, Mr Moncur (Chairman) and Mr Ward will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as all three Councillors are on the Planning Committee of Broadland District Council they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

ANNUAL TOWN MEETING

At the Annual Meeting of the Town of Sprowston held at Sprowston Diamond Centre, School Lane, Sprowston on 26 April 2017, the following were present:-

Mr I Moncur - Chairman of the Council
Mrs J Hunt - Town Clerk and Responsible Financial Officer
Mrs E Elliot - Committee Officer

5 Local Government Electors of the Town

17/01. MINUTES

The Minutes of the Annual Town Meeting held on 27 April 2016, having been circulated to all residents present, were confirmed and signed by the Chairman of the Council.

17/02. MATTERS ARISING

There were no matters arising.

17/03. ANNUAL REPORT OF THE SPROWSTON TOWN COUNCIL

The Chairman of Sprowston Town Council, Mr I Moncur presented the Annual Report of the Council for the year ending 31 March 2017.

Whilst it gives me great pleasure to present the annual report of Sprowston Town Council for the year 2016-17 it is tinged with sadness as two of our serving Members, Mr John Bracey and Mr Christopher Noble both died in hospital following health complications.

Mr Bracey, the oldest serving member of the Council represented the residents of Sprowston on both the District and Town Council and was also a member of the Broadland Older People's Partnership, History Group and Senior Citizens Welfare Committee.

Mr Noble served on the Council for 18 years two as Chairman. Chris had a particular interest in the development of Sprowston Diamond Centre for community use, was an ardent supporter for additional youth facilities including a skate park, and was a keen member of the working group responsible for organising many parish fetes

Both will be greatly missed by all that knew them.

On a brighter note I am pleased to welcome Councillor Samantha England who was elected to represent Sprowston South East Ward.

As to the work of the Council a £1.5m loan has been secured from the Public Loans Board and Phase 4 development plans for Sprowston Diamond Centre submitted to the Planning Authority. Tenders are currently being sought for work to commence this summer. Business will continue to operate as usual with disruption to our users kept to a minimum. The Diamond Field opposite the building will be opened for additional parking during building works.

17/03. ANNUAL REPORT OF THE SPROWSTON TOWN COUNCIL (CONTINUED)

Still with Sprowston Diamond Centre the construction of a £152,795 extension to the School Lane Pre-School was completed in time for the start of the summer term, doubling the amount of places available for 2 to 3 year olds. This scheme was supported by £6,000 in grants to the pre-school from The Geoffrey Watling Charity and Broadland District Council.

Continuing with buildings, following entry into Broadland District Council's 2016 Enhancement Awards I was pleased to accept a Certificate of Commendation on behalf of the Council in recognition of the work to extend Sprowston Pavilion to provide additional changing and shower facilities.

The Pavilion has since undergone further development with the removal of an internal wall to create a more spacious hall which has also had new flooring. As this building, with its enclosed outside play area, is ideally suited to children's parties the Council recently purchased appropriately sized tables and chairs for 3 - 7 years olds' and will be actively promoting hire of this facility.

Additional maintenance work on the windows and veranda is programmed for later this financial year.

To give further protection to our tenants and workforce additional safety call points and fire alarm have been installed at the Council's leased building and groundsmen's storage unit.

To identify efficiency and environmental savings a full engineering survey and assessment of the hot water heating and water supply services at Sprowston Recreation Ground and Sparhawk Park has been commissioned and work to implement the recommended improvements will be prioritised and carried out.

Moving on to our parks and open spaces, for safety reasons double yellow lines, speed humps, and a clear pedestrian walkway have been painted along the driveway into the Recreation Ground, and a large sign erected requesting motorists not to park in the driveway. Bays in the car park have also been relined to encourage more organised parking.

The Edwards Road car park has had the central island trees removed and the area levelled to provide additional parking, the drains cleared and car park resurfaced and lined at cost of £29,520.00 plus VAT.

Last summer we experienced an unprecedented amount of vandalism with damage to the Pavilion, Barkers Lane shelter, play equipment at various locations and the toilets at Sparhawk Park. Repair costs have been in excess of £9,500 and resulted in the installation of CCTV at the Pavilion which also monitors the groundsmen's storage unit and Bowls Pavilion.

Dog fouling continues to be a problem across the parish and the Council is trying to raise awareness by encouraging dog owners to clean up and keep public spaces foul free. It has already been agreed that if there is no significant improvement at Sprowston Recreation Ground the only option will be to introduce a control order requiring dogs to be kept on a lead.

On a more positive note the Council is consulting with residents regarding suitable play equipment for the refurbishment of the play area to the rear of Wilks Farm Drive.

17/03. ANNUAL REPORT OF THE SPROWSTON TOWN COUNCIL (CONTINUED)

A number of suggestions have been received including a slide, roundabout, zip wire and fencing. It is hoped to have a scheme in place by late summer.

As part of our ongoing tree maintenance program arboreal work was carried out at the Millennium Loke and Wilks Farm Drive to remove unsafe and damaged boughs; over 100 whips planted to infill hedges on the splays at the Wroxham Road/Blue Boar Lane roundabout and damaged trees replaced with saplings at Sprowston Recreation Ground.

The waiting list for an allotment garden is the shortest it has been in many years with current tenants being offered additional plots, subject to satisfactory cultivation of their existing allotment. If there are any residents interested in becoming a tenant please contact the Council office.

The cemetery continues to be maintained to a high standard and improved signage has been erected at the gates to clarify opening/closing times for vehicular access. Work to refurbish the railings will resume as the weather improves. Whilst we rarely incur damage at the cemetery unfortunately four memorials were demolished earlier this year following a vehicular accident. Relatives have been informed and further details are awaited.

As to delegated functions the Council continues to cut the verges on behalf of Norfolk County Council and have expanded the area to include the Wroxham Road/Blue Boar Lane roundabout and the verge outside numbers 299 - 303.

With regards to street lighting the Council maintains 842 columns and has received 137 fault reports, which have generally been repaired within the target of ten working days, and had one knockdown at Roundtree Way.

Following concerns regarding inadequate street lighting on Falcon Road adjacent to the woodland area the Council has had the lamps changed to LED at a cost of £1,860 plus VAT.

On a more general theme the Dementia café, which runs every third Thursday of the month at Sprowston Diamond Centre, has proved so successful that there has been an opportunity for a smaller group to explore the possibilities of a dementia town. This would involve contacting businesses and local groups to help make their premises more dementia friendly. The Town Council is to become part of this Dementia Friendly Community and Councillors will undergo Dementia Friends training in June, which will also be rolled out to all staff.

Now to financial matters, the Town Council has set its budget for 2017/18 and to meet its funding requirements has increased cemetery, memorial and sports hire fees by 3% and set the precept at £590,000. The cost of the Town Council's services to a band D property is £112.51 per year, an increase of 2.8%.

The Council has given £500 in grant aid to various organisations which serve the community including: East Anglia's Children's Hospices (EACH), Norfolk Citizens Advice Bureau and The British Legion.

Just as a note of interest the names of roadways on the new housing developments adjacent to Blue Boar Lane were chosen as subjects synonymous with the City of Norwich and surrounding Broadland area. The three themes suggested were wild fowl birds, Bolton and Paul and the shoe industry. The History Group kindly

17/03. ANNUAL REPORT OF THE SPROWSTON TOWN COUNCIL (CONTINUED)

researched the archives and submitted a list of names including Mallard, Shelduck, Atlantic, Bobolink, Ellis, Towler and Southall to name but a few.

Finally, I offer my sincere thanks to all my fellow Councillors and the Sprowston Town Council staff for all their advice, support and work on behalf of the town and the Council.

17/04. RESIDENTS, DISTRICT AND COUNTY COUNCILLORS QUESTIONS

Mrs K Vincent spoke on behalf of a resident of Redmayne View requesting that brambles impinging on the bus shelter at White Woman Lane be cut.

Mrs Vincent was advised this was a Norfolk County Council issue as the land was part of the highway.

Mr W F Couzens asked if there had been any further complaints regarding inadequate street lighting on Falcon Road since the lamps had been changed to LED.

The Town Clerk replied that no further complaints had been received.

Mr W F Couzens requested clarification with regard to the allotment waiting list.

The Town Clerk reported that those people currently on the waiting list were not ready to take on tenancy of an allotment garden at this time and had requested a deferral. An article was being prepared for inclusion in the next edition of Sprowtson Matters advertising the short waiting list and requesting any interested residents to contact the Council office.

17/05 CLOSE

There being no other necessary business the Chairman concluded by thanking residents for attending and then declared the meeting closed.

17 May 2017

Chairman

COUNCIL MEETING – 26 APRIL 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 26 April 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mrs B J Lashley
Mr R A Fowkes	-	Mr K Lashley
Mr R J Knowles	-	Mrs J Leggett
Mr T Landamore	-	Mr J Ward

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee and Administrative Officer
Mrs K Vincent	-	Broadland District Councillor - Old Catton and Sprowston West

No members of the public were present

17/087. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

17/088. APOLOGIES FOR ABSENCE

Written apologies were received and accepted by the Council from Mr J H Mallen, Mrs J Poynter and Mr N Shaw and verbal apologies from Mrs S L England.

17/089. MINUTES

The Minutes of the Council meeting held on 5 April 2017, having previously been circulated to all Members were confirmed and signed by the Chairman.

17/090. NAMING OF ROADS

RESOLVED that the Town Clerk research and draft a policy for the naming of future roads in Sprowston.

17/091. POLICE LIAISON OFFICER'S REPORT

The Town Clerk reported that she had written to the Police Commissioner regarding the change in crime statistic reporting but had not received a reply.

Mrs J Leggett advised that she had received a response from the Police Commissioner to her communication, assuring her that the Constabulary had actively consulted parish councils before making the decision to combine ward areas and standardise the process. She had also been informed that a website was available to view crime at street level.

17/092. CORRESPONDENCE

Members noted the invitation to attend the Norfolk Local Councils Summer Conference at Carrow Road on Friday 7 July 2017.

17/093. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that he had been informed by Norfolk County Council that signage at the Church Lane mini roundabout was considered adequate but road markings would be repainted.

Mrs J Leggett verbally reported:

On the Safer Neighbourhood Meeting held on 11 April 2017, the minutes of which were circulated at the meeting.

17/094. RESIDENT'S QUESTIONS

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

17/095. 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.

17/096. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters were reported.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grant Aid - Norfolk Family Mediation

Mrs B J Lashley proposed, seconded by Mr R J Knowles not to make a donation on this occasion and on being put to the vote the motion was **CARRIED**.

4.2 Appraisals and Schedule of Identified Training

Mrs B J Lashley proposed, seconded by Mr R J Knowles to endorse the schedule of training needs and that training opportunities take place as they become available, on being put to the vote the motion was **CARRIED**.

17/096. REPORT OF THE TOWN CLERK (CONTINUED)

PLANNING AND TRANSPORTATION

5.1 Broadland District Council - Design and Enhancement Awards

No buildings in Sprowston were nominated to be considered for Broadland District Council's Design Awards.

5.2 Community Infrastructure Levy (CIL) payment from Broadland District Council to the Town Council

RESOLVED to confirm the use of Community Infrastructure Levy receipts for Phase 4 Sprowston Diamond Centre development.

6.0 ENCLOSURE

Guideline and restrictions on decision making and publicity during the pre-election period (letter).

17/097. POLICIES

(i) Councillor Casual Vacancy

RESOLVED to adopt the Councillor Casual Vacancy Policy

(ii) Closed Circuit Television

RESOLVED to adopt the Closed Circuit Television Policy subject to the following amendments:

Page 1. Introduction **delete** monitored and
Page 3. second paragraph, fourth line, **delete** in respect

17/098. 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 to raise no objection to the following applications:

2017/0449 - proposed infill extension to rear of 31, Cromwell Road

2017/0461 - display of 1 No. set of vinyl graphics to front elevation at 8, Sprowston Retail Park, Salhouse Road

2017/0501 - single storey west side and north rear extension and addition of north rear dormer and west side hip to gable at 9, Cuthbert Close

2017/0507 - single storey side & rear extension at 59, Colindeep Lane

2017/0487 - proposed two storey extension & erection of garage to the rear at 13, Adams Road

2017/0490 erection of fence on the rear boundary (retrospective) at 110, Blithewood Gardens

2017/0545 - side conservatory (rear of garage) at 3, Sursham Avenue

17/099. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

17/100. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

17/101. STATEMENT OF ACCOUNTS (INCOME AND EXPENDITURE) AND BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2017

RESOLVED to approve and adopt the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure for the year ended 31 March 2017.

17/102. REVIEW OF ASSET INVENTORY REGISTER

Members reviewed the inventory of land and assets, including buildings and equipment, and following discussion the Town Clerk agreed to clarify the questions raised at the next meeting.

17/103. BUDGET ALLOCATIONS 2017/18

Members reviewed the 2017/18 draft budget allocations and it was

RESOLVED to accept without amendment.

17/104. REVIEW OF DRAFT ACTION PLAN 2016/17

Members reviewed the 2016/17 action plan and it was

RESOLVED to accept without amendment.

17/105. REVIEW OF DRAFT ACTION PLAN 2017/18

Members reviewed the 2017/18 draft action plan and it was

RESOLVED to accept without amendment.

17/106. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Members reviewed the Councils 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.

17/107. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 26 April 2017 totalling £10,147.31 and answered Members' questions arising therefrom.

On the motion Mr I Moncur, seconded by Mrs J Leggett it was

RESOLVED that payment of the accounts to 26 April 2017 totalling £10,147.31 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

17/108. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £274.47 was approved and noted.

17/109. SCHEDULE OF DIRECT DEBITS

The schedule of Direct Debit payments totalling £92,168.92 was approved and noted.

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

17 May 2017

CHAIRMAN



Newsletter

Date: May 2017



Message from Inspector Lisa Hooper

Welcome to the newsletter for Sprowston and Old Catton. Our aim is to ensure you receive regular updates on crime levels along with relevant news and crime prevention advice. We will inform you of any opportunities to meet the local policing team and encourage you to advertise these within your parish newsletters and magazines. Working together helps the police understand the issues and concerns that matter to the public helping us to maintain a place to live that we can all be proud of.

Crime Updates 1st – 30th April 17

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	3	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	2	Business and community Burglaries will include shops, businesses and other property. In general, the purpose for which a building is designed will determine whether it should be classified as 'Residential' or 'Business and Community'.
Burglary Residential	1	Residential Burglary will encompass entry to any building within the curtilage/boundary of a residence, e.g. garden sheds and garages.
Criminal Damage	10	A person destroys or damages property belonging to someone else.
Domestic	12	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	1	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	1	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	3	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	1	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	1	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	1	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place
Theft from a person	1	Purse being taken from a handbag, or a mobile phone from a



Message from your Engagement Officer

On Wednesday 1st March 2017 a new Law came into effect whereby drivers being found committing the offence of using a handheld mobile phone /device whilst driving or using a handheld mobile phone /device whilst supervising a learner driver, will now receive six points on their driving licence and a £200 fine. Driving while using a mobile phone /device is one of the 'fatal four' offences which makes you more likely to be killed or seriously injured in a collision; alongside speeding, drink driving and not wearing a seatbelt. If you would like any information about Community Speed Watch groups, Neighbourhood Watch, Police Support Volunteers, the Special Constabulary and the Volunteer Police Cadets you can contact me by e-mail masonad@norfolk.pnn.police.uk

You can also follow us on Twitter - @BroadlandPolice and Facebook – Broadland Police.

What is happening in your area

Street Surgeries

Old Catton - Tuesday 23rd May, 4pm-6pm, *Morrison's, The Paddocks*- PCSO Steve Downes

Sprowston - Saturday 20th May, 5pm-7pm, *Tescos, Blue Boar Lane* - PCSO Kane Casburn

SNAP

The next Public Engagement meeting for Sprowston and Old Catton will be held on Monday 17th July 2017, 7pm at Gage Road Chapel, Gage Road, Norwich

Neighbourhood Priorities

- Anti-social behaviour in Old Catton
- Speeding on St Faiths Road

Point of contact

Follow us on social media



@BroadlandPolice

www.crimestoppers.co.uk

www.norfolk.police.co.uk

SNTSproleston@norfolk.pnn.police.uk

Non Emergency: 101

Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



7th May 2017

Report from Councillor John Ward

Broadland District Council

An award has been received by the Council in recognition of its improved position in the Sunday Times Best 100 Not for Profit Companies to Work For and its continued recognition as “one to watch”. This was the 7th year the Council had participated in the Survey.

Cllr Proctor has again been elected chairman of the Greater Norwich Growth Board. One initiative has been the Youth Pledge Marque to encourage businesses to invest more in their future workforce. So far 50 companies have signed up. The LEP manifesto aimed for an additional 5000 apprenticeships by 2019 and already 75% of this number has been achieved.

The Small Business Rate Relief Scheme threshold has been increased from £6000 to £12000 taking 45% of businesses out of paying rates. The Council has received £1.6m to fund transitional relief for 1,777 businesses to phase in increases in rateable value.

Norfolk County Council

Following the election on 4th May the make up of the Council is as follows:-

55 Conservative

17 Labour

11 Lib Dem

1 Independent

The County electorate is 677,744 and turnout was 34.51%

Turnout in Sprowston was 32.9% and in Thorpe St. Andrew 36.4%

“Friends Against Scams” has been launched in Norfolk to protect residents from financial scams. It is open to anyone who wants to protect themselves or their loved ones. Details at www.friendsagainstscams.org.uk

Norfolk Trading Standards and Norfolk Police are warning residents to be on their guard for rogue traders operating in the Greater Norwich area selling power tools from a dark grey Ford Transit van. Any such incidents should be reported to the police on 101



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Treasury Management Strategy
Tree Policy
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COUNCIL MEETING – 17 MAY 2017

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Blue Boar Lane Open Space

Councillors will be recall that the Chairman and myself were given delegated authority to negotiate a commuted sum for the open space land at Blue Boar Lane.

The residents of Manor Reach completed a survey and made suggestions on the future use of this land, letter and results attached.

The Council is now asked to consider the requests of the residents and the siting of a future skatepark in another location. There is a commuted sum available of £100,000 to be spent on this and/or other locations.

Recommendation: to instruct the Town Clerk as to the Council's preferred option for the open space at Blue Boar Lane.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Good Councillors Guide 2017

The latest edition of the Good Councillors Guide 2017 is available in hard copy from the Norfolk Association of Councils at cost, or as a download on request from the office.

PLANNING AND TRANSPORTATION

5.1 No matters to report.



June Hunt
Town Clerk

Dear Resident

Re: Blue Boar Lane Open Space

A skatepark had been proposed for the open space on Blue Boar Lane. In conjunction with Norfolk Homes a group of residents from Manor Reach have opposed the skatepark. The Sprowston Town Council have listened to the views of the residents & have agreed to a counter proposal from Norfolk Homes to accept £50,000 to spend towards a skatepark on another site & £50,000 to be spent for the betterment of the residents of Manor Reach.

The Council have agreed to consider the residents views when choosing how to spend up to £50,000 on this site. This is your opportunity to have your say & shape how the open space is used.

A small group of residents have provided their views to the Council & Norfolk Homes & following discussions the following options have been suggested:

- 1) An Outdoor Gym
- 2) Play Equipment – E.g. Nest Swing / Obstacle Park with Zip Wire
Examples can be found at the following website links
www.sutcliffeplay.co.uk/productrange/trim-trail
www.sutcliffeplay.co.uk/equipment/cable-way
www.sutcliffeplay.co.uk/equipment/glide
www.sutcliffeplay.co.uk/equipment/basketball-goal
www.sutcliffeplay.co.uk/productrange/pod-youth-shelter
www.sutcliffeplay.co.uk/equipment/2-4-high-nest-swing
- 3) Landscaping – Along the end of the area, with trees acting as a buffer to the road
- 4) Leave the open space as it is
- 5) Other – Please specify

When considering what you would like the open space to be used for, please consider that it must be maintainable & when making a final decision future maintenance costs will be taken into account.

Please reply with your vote by 29th January 2017 to martin.greiller23@gmail.co.uk.

If you have any further questions please feel free to contact me at the above email address.

Kind Regards,

Martin Greiller

1 6 households.
 2 6 house holds.
 3 18 households.
 5 1 running track

Resident	Vote
1 Kate Massey	2/3
2 Steve Green	3
3 Malcolm Wright	3
4 Sally Kirk	3
5 Niall Horan	3
6 Richard Betts	3
7 Steve Pascoe	3
8 Fran Halliday	3
9 Hilary Wilson	3
10 Elaine Robertson	3
11 Murray Yeomans	2/3
12 Steve & Sally Clark	3
13 Inderjit Soor	5
14 Cary Ralph	1/2
15 Kate Myland	2/1
16 Charlotte Mann	3
17 Julia Callaghan	3
18 Marie Newson	3
19 Kevin Squirell	3
20 Rob & Amanda	3
21 Penny Brown	2
22 David Thompson	3/1
23 Stuart Johnson	1/3
24 Margaret Stoves	3/1
25 Victoria Hood	3
26 Martin Greiller	3/2

Sprowston Town Council
PLANNING APPLICATIONS – 17 MAY 2017

Broadland DC App.No. 2017/0580	Applicant Mr Chris Senior as location	Location 56 Moore Avenue, Sprowston, NR6 7LE
Classification: Minor dwellings Type: Full Permission		
Description: Single storey side extension and loft conversion with rear dormer		
Broadland DC App.No. 2017/0614	Applicant Ms Helen Hoye as location	Location 72 Wroxham Road, Sprowston, NR7 8EX
Classification: Minor dwellings Type: Full Permission		
Description: Single storey north-east side and south-east rear extension		
Broadland DC App.No. 2017/0627	Applicant Mr Paul Hannant as location	Location 144 North Walsham Road, Sprowston, NR6 7QQ
Classification: Minor dwellings Type: Full Permission		
Description: Two storey north-east side extension and alterations to roof over workshop to provide accommodation within		
Broadland DC App.No. 2017/0642	Applicant Mr William Barker as location	Location Unit 11B, Sprowston Retail Park, Salhouse Road NR7 9AZ
Classification: Retail Type: Full Permission		
Description: Conversion of existing unit to mixed A3/A5 (restaurant and hot food takeaway) usage, reconfiguration of part of existing retail park car park to provide a 'drive-thru' facility and cycle parking, creation of mezzanine floor, alterations to existing elevations, new plant and both elevation and freestanding advertisements		

Broadland DC App.No.
2017/0661

Applicant
Mr William Barker
as location

Location
Unit 11B, Sprowston Retail Park, Salhouse Road
NR7 9AZ

Classification: Retail
Type: Full Permission

Description: Associated signage to proposed 'drive-thru' restaurant and take-away comprising 1 no. 8m totem sign, 1 no lit logo sign, 2 no internally lit lettering signs, trough illuminated cladding, and various ground level directional and parking signage

Broadland DC App.No.
2017/0651

Applicant
Mr L Brydon
as location

Location
21 Falcon Road East, Sprowston, NR7 8XZ

Classification: Minor dwellings
Type: Full Permission

Description: Rear extension with accommodation within loft space and conversion of existing loft space

Broadland DC App.No.
2017/0659

Applicant
Mr J Smith
as location

Location
24 Neville Road, Sprowston, NR7 8DS

Classification: Minor dwellings
Type: Full Permission

Description: First floor extension and front porch

Broadland DC App.No.
2017/0689

Applicant
Mr A Fuller and Miss A Cohen
as location

Location
19 Tills Close, Sprowston, NR6 7QS

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Rear Extension

Broadland DC App.No. 2017/0712 **Applicant** Mr Robert Hitchcock as location **Location** 5 Hornbeam Close, Sprowston, NR7 8LN

Classification: Minor dwellings
Type: Full Permission

Description: Erection of Close Board Timber Fence to side of Corner Plot to Enclose Garden

Broadland DC App.No. 2017/0713 **Applicant** Mrs Michelle Drew as location **Location** 37 Peregrine Road, Sprowston, NR7 8JF

Classification: Minor dwellings
Type: Full Permission

Description: Change of Use to Facilitate a Childminding Business

Broadland DC App.No. 2017/0716 **Applicant** Edyta Dziwura as location **Location** 2 Addey Close, Sprowston, NR6 7QU

Classification: Minor dwellings
Type: Full Permission

Description: Single Storey Rear Extension

Broadland DC App.No. 2017/0754 **Applicant** Mrs Alison Utting as location **Location** 178 Blithewood Gardens, Sprowston, NR7 8PP

Classification: Minor dwellings
Type: Full Permission

Description: Two Storey Side Extension

Sprowston Town Council		Payments	Meeting	Date: 17th May 2017
<u>Invoice Date</u>	<u>Invoice No.</u>	Adcock Refrigeration A.C.	<u>Net</u>	<u>Amount</u>
24/04/2017	562786	<u>Details</u>	587.17	704.60
24/04/2017	562789	Fan Motor and Blade	355.33	426.40
		Air Conditioning Maintenance		
		Birketts LLP	942.50	1,131.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u>
25/04/2017	507620	Professional Charges:Lease Recreation Grou	1,853.00	2,223.00
		Ben Burgess & Co Ltd	<u>Net</u>	<u>Amount</u>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	64.52	77.42
30/04/2017	416796	Rear View Mirror	590.68	708.82
30/04/2017	416797	Gear Case		
		Contractors Equipment Sales Ltd	655.20	786.24
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u>
24/04/2017	71993	Annual Service: Mini Excavator EC15 XTV	183.29	219.95
		Copy IT Digital Solutions	<u>Net</u>	<u>Amount</u>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	22.70	27.24
09/05/2017	8041803864	Photocopies 20/03/2017-18/04/2017		
		Cozens (U.K) Ltd	<u>Net</u>	<u>Amount</u>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	440.00	528.00
04/05/2017	2642	New Led Lantern:Side 302 Wroxham Rd	75.00	90.00
04/05/2017	2644	Call Out:11 Bracey Avenue (Column Leaning)	600.00	720.00
11/05/2017	2668	Streetlighting:April 2017		
		Dazzle Cleaning Co.UK	1,115.00	1,338.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u>
09/05/2017	STC23	Bus Shelter cleaning May 2017	99.00	99.00
		DD Health & Safety Supplies Ltd	<u>Net</u>	<u>Amount</u>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	361.90	434.28
28/04/2017	162864	Boots,Sealtex Jackets,Trousers		

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30/04/2017	111046	EastAnglian Water Co	22.20	4.44	26.64	39
<u>Details</u> Bottled Water : April 2017						
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
13/04/2017	4400943	ESPO	173.96	34.78	208.74	40
28/04/2017	4412667	Centrefeed rolls,Gloves,Tea Towels,Clean.Mai Laminater Pouches,Photocopy paper,Bleach	42.92	8.59	51.51	
216.88 43.37 260.25						
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
25/04/2017	SIN021146	Fenland Play Solutions	5,469.13	1,093.83	6,562.96	41
11/05/2017	SCR000579	Play Equipment Repairs & Replacements Credit note re:Inv SIN021146	80.00	16.00	96.00	
5,389.13 1,077.83 6,466.96						
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
24/04/2017	12444	T.Gill & Son(Norwich) Ltd	397.00	79.40	476.40	42
<u>Details</u> Replace showerheads/arms inc.alter.pipework						
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
12/04/2017	2291370	Indespension Trailers Ltd	448.30	89.67	537.97	43
20/04/2017	2292793	Service tipper trailer / Hydraulic pump Service trailer /Axle braked	223.30	44.66	267.96	
671.60 134.33 805.93						
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30/04/2017	622284	Intouch Systems	670.00	134.00	804.00	44
02/05/2017	622394	Filestream A/n Maintenance 17/18 Office Internet May 2017	50.00	10.00	60.00	
05/05/2017	623318	Hosted Exchange x6 : 01/06/2017-01/07/2017	60.00	12.00	72.00	
780.00 156.00 936.00						

<u>Invoice Date</u>	<u>Invoice No.</u>	Moviola Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
08/05/2017	Moviola	Sully 08/05/2017	108.54	21.71	130.25	45
<u>Invoice Date</u>	<u>Invoice No.</u>	Norwich Electrical co.	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/04/2017	19625	Electrical Testing: lease agreement	149.00	29.80	178.80	46
28/04/2017	19815	Pavillion:Emergency Lighting & Floodlights	479.75	95.95	575.70	
			628.75	125.75	754.50	
<u>Invoice Date</u>	<u>Invoice No.</u>	Pear Technology Services Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
28/04/2017	117622	Technical Support & Updates to 30/04/2018	400.00	80.00	480.00	47
<u>Invoice Date</u>	<u>Invoice No.</u>	Rossi Long Consulting Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
27/04/2017	126118	Consultancy : Groundworks	745.00	149.00	894.00	48
<u>Invoice Date</u>	<u>Invoice No.</u>	Stimpson (Heating Engineers) Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
24/04/2017	12587	Removal of Calor Gas pipes.	81.00	16.20	97.20	49
TOTAL OF INVOICES			14,672.69	2,914.15	17,586.84	Trfr 274
Transfer:		STC Drawings a/c to Salaries a/c	25,000.00	-	25,000.00	Trfr 275
Transfer:		STC Drawings a/c to Petty Cash Imprest a/c	-	-	-	Trfr
			39,672.69	2,914.15	42,586.84	
Transfer:		STC General a/c to STC Drawings a/c			42,586.84	

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council		Direct Debit Payments		Meeting Date: 17th May 2017	
<u>Invoice Date</u>	<u>Invoice No.</u>			<u>Net</u>	<u>Amount</u>
20/04/2017	8055340884	Anglian Water Business (National) Ltd.		632.84	632.84
29/04/2017	8055454654	<u>Details</u> Recreation Ground:24/01/2017-18/04/2017 STC: 24/01/2017-18/04/2017		329.47	329.47
				962.31	962.31
<u>Invoice Date</u>	<u>Invoice No.</u>			<u>VAT</u>	<u>DIRECT DEBIT</u>
27/04/2017	64870377	PHS Group		-	
27/04/2017	64870378	<u>Details</u> Waste Collect/Sanitary Disposal Jun/Aug 17		15.21	91.26
27/04/2017	64870379	Waste Collect/Sanitary Disposal Jun/Aug 17		15.21	91.26
		Waste Collect/Sanitary Disposal Jun/Aug 17		49.42	296.52
				79.84	479.04
<u>Invoice Date</u>	<u>Invoice No.</u>			<u>Net</u>	<u>Amount</u>
26/04/2017	148077869/17	Total Gas & Power		2,387.52	2,865.03
05/05/2017	148340670/17	<u>Details</u> Streetlighting :01/02/2017-28/02/2017		236.8	284.16
05/05/2017	148340660/17	STC Diamond Ctr:01/04/2017-30/04/2017		11.16	11.72
28/03/2017		STC Flood Light:01/04/2017-30/04/2017		-£42.00	42.00
06/05/2017	148635206/17	Credit balance Br/fwd		£61.48	64.55
09/05/2017	148828520/17	Streetlighting :01/04/2017-30/04/2017		£2,406.71	2,888.05
10/05/2017	148899503/17	Streetlighting :01/03/2017-31/03/2017		£2,127.10	2,552.51
		Streetlighting :01/04/2017-30/04/2017			
				£7,188.77	£8,624.02
<u>Invoice Date</u>	<u>Invoice No.</u>			<u>Net</u>	<u>Amount</u>
30/04/2014	SIO1082738	Veolia Environmental Services Ltd		512.70	615.24
		<u>Details</u> All sites skip hire April 2017			
				<u>VAT</u>	<u>DIRECT DEBIT</u>
				102.54	
Total Direct Debits				9,062.98	10,680.61
				1,617.63	10,680.61

Sprowston Town Council		Barclaycard Payments		Meeting 17/05/2017		-
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
07/04/2017	6.009E+09	Dyson Limited C Y23 Animal & Tools	224.99	45.00	269.99	*
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
05/05/2017	220084	Hacel Lighting Ltd Breeze downlight glass	19.00	3.80	22.80	**
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
25/04/2017	4023886	Hayley Group Ltd Spa 1060 Cogged Belt	56.87	11.37	68.24	*
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/05/2017	530-89411	Progress Fuels Diesel	73.43	14.69	88.12	**
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
05/05/2017	226621	Rockwell Industries Ltd Sweat shirts, T. shirts	213.94	42.79	256.73	*
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
09/05/2017	409350	M D Thompson Electrical Wholesalers 16w2-D4 Pin Lights,Mastic,No Nails	24.52	4.90	29.42	**
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
10/05/2017	106434	Thomson Sawmills Gate post	13.25	2.65	15.90	**
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
08/05/2017	1472406	Transtools Ltd (Amazon) Blackfriar Road Line Marker Paint	18.08	3.62	21.70	**
			644.08	128.82	772.90	
Total Payments						
			Due by Direct Debit 27 May 2017			
			Due by Direct Debit 27 June 2017			

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