

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