



## NOTICE OF MEETING

### AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council  
will be held in the St. Quintin Room, at Sprowston Diamond Centre, School Lane  
Sprowston on Wednesday 07 June 2017 at 7.30pm

**Dementia Training for Councillors will commence at - 6.30pm**

### AGENDA

Item No.

1. To co-opt a Councillor to the vacancy of Town Councillor (letter enclosed).
2. To receive declarations of interest
3. To receive apologies for absence (proforma enclosed).
4. To confirm the minutes of the Annual Council meeting held on 17 May 2017. Pages 1 - 6
5. To receive any Police Liaison Officers Report.
6. To receive correspondence & agree action/response arising from the minutes.
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 7
8. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
9. To respond to the following questions from Mr Andy Bunter:
  1. Would it be possible to engage with the Town Council in a dialogue over how "Church" is delivered on the new development site?
  2. How would the Council like to see "Church" being delivered on the new development site?
  3. Are the Town Council open to supporting the provision of State Church Services and opening a dialogue on how this could be done?
10. Adjourn the meeting for a short break.
11. To consider planning applications to 7 June 2017. Pages 8 - 10
12. To receive any written/verbal reports from the Council's Working Groups.
13. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
14. Finance to approve and sign
  - (i) the Annual Governance Statement 2016/17 (Section 1) Page 11
  - (ii) the Statement of Accounts (Income & Expenditure) and Balance Sheet for the year ended 31 March 2017. Pages 12 - 19
  - (iii) the statement of Petty cash for the year ended 31 March 2017. Pages 20 - 22
  - (iv) the Accounting Statement 2016/17 (Section 2) Page 23

- (v) the Internal Audit Report 2016/17 (Page 5) Page 24 - 25  
(vi) and complete the Internal Audit Review Checklist 2017  
part 1 & 2 (and report) Pages 26 - 27  
(vii) and review the Financial Risk Assessments for 2017/18  
and approve the Terms of Reference as listed under Internal  
Audit Assurance. Pages 28 - 32  
(viii) and to confirm the appointment of the Internal Auditor for the ensuing  
year.
15. To approve and adopt the Health and Safety Policy and Manual (enclosed)  
16. To confirm the payment of accounts to 7 June 2017. Pages 33 - 34  
17. To receive the schedule of credit card payments. Page 35  
18. To receive the schedule of direct debits Page 36  
19. 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.  
20. The Town Clerk to present a verbal personnel report.



**June Hunt**  
**Town Clerk**

**02 June 2017**

Council Office. Sprowston Diamond Centre . Sprowston . Norwich.NR7 8TR  
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**Footnote:**

*<sup>1</sup> 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.*

*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](http://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](http://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.*

## COUNCIL MEETING – 17 MAY 2017

At the Annual meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 17 May 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr T Landamore
Mrs S L England	-	Mrs B J Lashley
Mr R J Knowles	-	Mrs J Leggett
Mr J H Mallen		

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mrs K Vincent	-	Broadland District and Norfolk County Councillor
Mr K Leggett	-	Broadland District Councillor

4 members of the public were present

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### **17/110. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

The Chairman of the Council, Mr I Moncur, occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

Mrs J Leggett proposed and Mr T Landamore seconded the nomination of Mr I Moncur.

There being no other nominations and on being put to the vote it was **RESOLVED** that Mr I Moncur be appointed Chairman of the Council for the ensuing year.

### **17/111. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN OF THE COUNCIL**

Mr I Moncur signed the Declaration of Acceptance of Office as Chairman of the Council in the presence of the Town Clerk, thanked Members for his appointment and then held the office of Chairman for the rest of the meeting

### **17/112. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR.**

Mr I Moncur proposed and Mr T Landamore seconded the nomination of Mr K Lashley.

There being no other nominations and on being put to the vote it was **RESOLVED** that Mr K Lashley be appointed Vice-Chairman of the Council for the ensuing year.

### **17/113. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

#### **17/114. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Ms G Landamore, Mr K Lashley, Mr N Shaw and Mr J M Ward and verbal apologies from Mr R A Fowkes and Mrs J Poynter.

#### **17/115. ANNUAL TOWN MEETING MINUTES**

The Minutes of the Annual Town Meeting held 26 April 2017, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

#### **17/116. MINUTES**

The Minutes of the Council's meeting held on 27 April 2016, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

#### **17/117. POLICE LIAISON OFFICER'S REPORT**

Mr W F Couzens commented on the rise in incidences of crime however it was noted that the crime figures also incorporated the parish of Old Catton.

#### **17/118. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

Further to Minute 17/106, the Town Clerk confirmed that the Council's insurance Policy with Zurich Municipal did cover movable equipment.

#### **17/119. REVIEW OF ASSET INVENTORY REGISTER**

Further to Minute 17/102, the Town Clerk clarified that:

- (a) land at Barkers Lane playing field was purchased from Norfolk County Council at a cost of £24,000.
- (b) land at Sprowston Recreation Ground was purchased in 1971 from Hackett Builders via Broadland District Council at a cost of £10,000.

#### **17/120. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mrs J Leggett verbally reported on items including:

- (1) the Food Hub
- (2) Rackheath Parish Council's request for the advancement of £250,000 Community Infrastructure Levy
- (3) the Mancroft Advice Project

#### **17/121. RESIDENT'S QUESTIONS**

On the motion of Mr I Moncur, seconded by Mr T Landamore 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.

As no questions were received the meeting was reconvened.

**17/122. APPOINTMENT OF MEMBERS TO SERVE ON THE STAFFING COMMITTEE**

**RESOLVED** that appointments be made to serve on the Staffing Committee as follows:

Mr W F Couzens  
Mrs S L England  
Mr K Lashley

Mrs J Leggett  
Mr I Moncur  
Mr N Shaw

**17/123. APPOINTMENT OF MEMBERS TO SERVE ON EXTERNAL ORGANISATIONS FOR THE ENSUING YEAR**

**RESOLVED** that Members be appointed to serve on the following external organisations for the ensuing year as follows:

**(a) Norwich Airport Consultative Committee**

Mr N Shaw (Substitute Mr I Moncur)

**(b) Senior Citizens Welfare Committee**

Mr W F Couzens and Mr K Lashley

**17/124. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS**

Having reviewed the Standing Orders it was

**RESOLVED**

(a) to re-adopt the Standing Orders without amendment

**17/125. REVIEW AND ADOPTION OF APPROPRIATE FINANCIAL STANDING ORDERS**

Having reviewed the Council's Financial Standing Orders it was

**RESOLVED** to re-adopt them without amendment.

**17/126. TO REVIEW THE ELIGIBILITY TO EXERCISE THE GENERAL POWER OF COMPETENCE FOR THE ENSUING TERM OF OFFICE**

Having reviewed the Council's eligibility to exercise the General Power of Competence it was agreed that the criteria, of the number of Councillors elected equalled two thirds of the total number of Councillors and the employment of a qualified Clerk, remained in place and it was

**RESOLVED** to adopt the General Power of Competence as prescribed in the Order 2012

**17/127. REVIEW AND ADOPTION OF COUNCIL'S POLICIES AND PROCEDURES**

Having reviewed the Council's Policies and Procedures as listed, it was

**RESOLVED**

(a) to adopt the amended Crime and Disorder Policy

(b) to adopt the amended Treasury Management Strategy

(c) to adopt the Street Naming Policy subject to the following amendments:

**17/127. REVIEW AND ADOPTION OF COUNCIL'S POLICIES AND PROCEDURES  
(CONTINUED)**

**Delete** The Street Name and Numbering team will use these guidelines when agreeing a street name. Developers and Town and parish Councils should follow those guidelines for any suggested street names, in no particular order and **insert** The Council will adopt these guidelines when agreeing a street name in no particular order.

**Insert** The Council may wish to consult local groups from time to time.

Bullet point 13, **delete** if possible and **insert** especially

Bullet point 14, **add** Loke to suffixes

(d) to re-adopt the Policies without amendment

**17/128. REVIEW OF THE COUNCIL AND OR/STAFF SUBSCRIPTIONS TO OTHER BODIES**

Members reviewed and agreed the Council's current subscriptions.

**17/129. REPORT OF THE TOWN CLERK**

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

**1.1 Blue Boar Lane Open Space**

Having considered the report of the Town Clerk and suggestions made by residents of Hall Wood Road for the future use of the open space at Blue Boar Lane it was **RESOLVED**

that up to £50,000 of the commuted sum be spent on landscaping the open space on Blue Boar Lane using native species, ensuring it is in keeping with the remaining area of open space, and that £50,000 be retained for a skate park or other community facility in Sprowston together with any unspent commuted sum for this area.

**CEMETERY**

**2.1 No matters were reported**

**STREET LIGHTING**

**3.1 No matters were reported**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1** The Town Clerk reported that the latest edition of the Good Councillors Guide 2017 was available as a hard copy from the Norfolk Association of Local Councils at a cost or as a download on request from the Council office.

**PLANNING AND TRANSPORTATION**

**5.1 No matters were reported**

### **17/130. MEETING ADJOURNMENT**

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

The meeting was reconvened.

### **17/131. 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:

2017/0580 - single storey side extension and loft conversion with rear dormer at 56, Moore Avenue

2017/0614 - single storey north-east side and south-east rear extension at 72, Wroxham Road

2017/0651 - rear extension with accommodation within loft space and conversion of existing loft space at 21, Falcon Road East

2017/0659 - first floor extension and front porch at 24, Neville Road

2017/0689 - single storey rear extension at 19, Tills Road

2017/0713 - change of use to facilitate a child minding business at 37, Peregrine Road

2017/0716 - single storey rear extension at 2, Addey Close

2017/0754 - two storey rear extension at 178, Blithewood Gardens

- (b) to oppose the granting of planning application 2017/0627 - two storey north - east side extension and alterations to roof over workshop to provide accommodation within at 144, North Walsham Road on the grounds that is an over development of the site, out of keeping with the surrounding area, unneighbourly and there would be a lack of off street parking for such a large property on a busy main road.
- (c) to oppose the granting of planning application 2017/0642 - conversion of existing unit to mixed A3/A ( restaurant and hot food takeaway) usage, reconfiguration of part 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 at Unit 11B, Sprowston Retail park, Salhouse Road on the grounds that as a fast food outlet in an age of obesity its location is too close to a school and would encourage children to cross a busy road. It is also an unneighbourly form of development with unsocial operating hours, smell, and an increase in traffic and noise.
- (d) to oppose the granting of planning application 2017/0661 - 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 at Unit 11B, Sprowston Retail Park, Salhouse Road on the grounds that it is an unneighbourly form of development and would create further light pollution and change the nature of the site.



**17/131. PLANNING (CONTINUED)**

- (e) to oppose the granting of planning application 2017/0712 - erection of Close Board Timber Fence to side of Corner Plot to Enclose Garden at 5, Hornbeam Close on the grounds that Hornbeam Close is in an open plan area.

**17/132. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Mrs S L England gave a verbal report on her attendance at Broadland's Dementia Alliance Group.

**17/133. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**17/134. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 17 May 2017 totalling £42,586.84 and answered Members' questions arising therefrom.

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

**RESOLVED** that payment of the accounts to 17 May 2017 totalling £42,586.84 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J H Mallen.

**17/135. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £10,680.61 was approved and noted.

**17/136. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card and supplementary credit card payments totalling £772.90 was approved and noted.

**17/137. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 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.

**17/138. VERBAL REPORT OF THE TOWN CLERK - PLANNING**

**RESOLVED** to accept the confidential verbal report of the Council and to instruct the Town Clerk to accept and progress a commuted sum of £40,000 to use on phase four development of Sprowston Diamond Centre.

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

7 June 2017

\_\_\_\_\_  
CHAIRMAN

28<sup>th</sup> May 2017

## **Report from Councillor John Ward**

### **Broadland District Council**

At the Council's AGM on 11<sup>th</sup> May I handed over my Chairman's Chain of Office to Cllr David Ward, and Cllr Judy Leggett was confirmed as Vice Chairman. The Chairman's Charity for the year is Age UK Norfolk.

Staff in the Democratic Services Department have been working very hard in the run-up to the June 8<sup>th</sup> elections preparing and despatching approx 20,000 postal votes.

Economic Development staff have been working with Aylsham & District Team Ministry, Norfolk Museum Service, and various local groups to put together "12 Towers Festival" which will operate throughout June across West Broadland.

### **Norfolk County Council**

At the Council's AGM on 15<sup>th</sup> May I had the honour and privilege of being elected Chairman of the Council. Cllr Margaret Stone was elected Vice Chairman. My theme for the year is Volunteering with Young People with the emphasis on Scouts, Guides & Cadets.

Cllr Jordan was again elected Leader of the Council with Cllr Alison Thomas as his Deputy.

The Leader stated that a move back to the Cabinet System from the present Committee system was needed as soon as possible but this could take 2 years under present legislation. He would be writing to the Secretary of State to request an immediate return to the Cabinet System.

"Together to the Workhouse Door" is a unique creative writing and music project inspired by the stories of Gressenhall Workhouse. There will be public performances on 7<sup>th</sup> & 8<sup>th</sup> June and local schools will be participating.

This year's Libraries Summer Reading Challenge is called Animal Agents and 150 volunteers aged 13-25 are being sought to assist Norfolk Library Service at our 47 libraries. Details at [volunteercontact@norfolk.gov.uk](mailto:volunteercontact@norfolk.gov.uk)

**Sproston Town Council**  
**PLANNING APPLICATIONS – 7 JUNE 2017**

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**Broadland DC App.No.** 2017/0750      **Applicant** Mr and Mrs Toomer as location      **Location** 20 Blue Boar Lane, Sproston, NR7 8RS

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description:** Single Storey Rear Extension

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**Broadland DC App.No.** 2017/0763      **Applicant** U C P Crown Zeller as location      **Location** Salhouse Road, Sproston, NR7 9AL

**Classification:** Business  
**Type:** Full Permission

**Description:** Erection of 6 Silos

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**Broadland DC App.No.** 2017/0776      **Applicant** Persimmon Homes (Anglia) On Behalf of the Consortium as location      **Location** Land Adjoining White House Farm, Salhouse Road Sproston

**Classification:** Major development  
**Type:** Full Permission

**Description:** Variation of Condition 10 of Planning Permission 20080367 (Spine Road Amendments)

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**Broadland DC App.No.** 2017/0795      **Applicant** Mr and Mrs Parvin as location      **Location** 32 Dixon Road, Sproston, NR7 8QJ

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description:** Rear Conservatory

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**Broadland DC App.No.**  
2017/0822

**Applicant**  
Mr & Mrs W Dugdale  
as location

**Location**  
87 Proctor Road, Old Catton, NR6 7PQ

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description: Single Storey Rear Extension**

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**Broadland DC App.No.**  
2017/0805

**Applicant**  
P Curtis and S Burch  
as location

**Location**  
34 Allens Lane, Sprowston, NR7 8EJ

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description: Single Storey Rear Extension of Dwelling, Alteration of Garage Roof and Single Store Side/Rear Extension of Garage**

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**Broadland DC App.No.**  
2017/0852

**Applicant**  
Mr Mike Ware  
as location

**Location**  
70 Pioneer Road, Sprowston, NR6 7PB

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description: Two Storey Side Extension**

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**Broadland DC App.No.**  
2017/0872

**Applicant**  
Mr and Mrs S Hills  
as location

**Location**  
20 Inman Road, Sprowston, NR7 8JT

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description: Rear Extension of Car Port and Side Extension of North-West Gable End Over to Provide Accommodation**

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**Broadland DC App.No.**  
2017/0887

**Applicant**  
Mr A Wardle  
as location

**Location**  
13 Hammond Way, Sprowston, NR7 9HP

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description:** Single Storey Side/Rear Extension

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