

COUNCIL MEETING – 7 JUNE 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 7 June 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mrs B J Lashley
Mrs S L England	-	Mr K Lashley
Mr R A Fowkes	-	Mr J H Mallen
Mr R J Knowles	-	Mr B Osborne

In attendance

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

Reverend Michael Graves
Reverend Melanie Hider
Reverend Canon Simon Stokes

No members of the public were present

17/139. CO-OPTION TO THE VACANCY OF TOWN COUNCILLOR

An application was received from Mr B Osborne to fill the vacancy of Town Councillor.

Mr I Moncur proposed, seconded by Mr K Lashley to co-opt Mr B Osborne to the position of Town Councillor, and on being put to the vote the motion was **CARRIED**.

17/140. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

17/141. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs J Leggett and Mr J M Ward and verbal apologies from Ms G Landamore, Mr T Landamore and Mr N Shaw.

17/142. MINUTES

The Minutes of the Annual Council meeting held on 17 May 2017, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

17/143. POLICE LIAISON OFFICER'S REPORT

Members noted the instances recorded in the crime statistics from 15 May - 6 June 2017.

17/144. PHASE 4 SPROWSTON DIAMOND CENTRE

Further to Minute 17/054, the Town Clerk reported that there had been a delay with the issuing of tenders for the Phase 4 development of Sprowston Diamond Centre as engineers had carried out revised drawings.

17/144. PHASE 4 SPROWSTON DIAMOND CENTRE (CONTINUED)

The tenders would now be issued to contractors on 8 June 2017 with a tender period of 4.5 weeks to enable the contractors to provide a robust price and give sufficient time for tenders to be returned by 12 July 2017 and still be on target for completion by 31 March 2018.

17/145. PLANNING APPLICATION 2017/0642

Further to Minute 17/131 (c), Mr W F Couzens expressed his disappointment that Broadland District Council had granted planning permission for a restaurant and hot food takeaway on Sprowston Retail Park without referring it to committee.

Mr Moncur reported that 16 objections had been received by the Planning Authority and this was not considered sufficient to refuse the application.

Mrs Lashley remarked that one of these objections was probably from the school which represented approximately 400 children.

Mr Moncur advised that the District Council did not have a policy with regard to this type of application near schools and that, as a District Councillor, he had requested one to be put in place.

Mr W F Couzens commented that the call in date was a Sunday which reduced the amount of time available for a call in to be made.

17/146. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr R A Fowkes expressed his disappointment that Norfolk County Council was to move from the present Committee system to a Cabinet system and felt it was a retrograde step.

Mr W F Couzens commented that it would lead to a lack of representation with decisions being made by a few.

Mrs B J Lashley asked what Mr Ward's charity had been when he was Chairman of Broadland District Council and how much had been raised during his term in office.

Mr I Moncur advised that it was the MS Society and approximately £700 had been raised.

Mrs Lashley also observed that as the now Chairman of Norfolk County Council Mr Ward's theme for the year was volunteering with Young People with emphasis on Scouts, Guides and Cadets. These were all uniformed organisations and as such there was a level of resources required to participate and she asked if grants were available to encourage diversity.

17/147. RESIDENT'S QUESTIONS

On the motion of Mr I Moncur, seconded by Mr K Lashley 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.

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Mr R A Fowkes	-	Mr J H Mallen
Mr R J Knowles	-	Mr B Osborne

In attendance

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As no questions were received the meeting was reconvened.

17/148. QUESTIONS FROM ANDY BUNTER

Mr R J Knowles proposed, seconded by Mr K Lashley to suspend Standing Orders to allow open debate with Reverend Graves, Reverend Hider and Reverend Canon Stokes.

A lengthy discussion took place regarding, what Mr Bunter meant by "Church", community engagement, funding and how working together would be mutually beneficial to all current and future residents of Sprowston, particularly in view of the extensive development proposed for the town.

However it was noted that the community facilities identified, in principle, in the outline planning permission would be run by a management group.

The Town Clerk was instructed to ascertain the current position of Broadland District Council's Beeston Park Programme Board.

RESOLVED that when information was received by the Town Council it would be communally shared with the idea of working with Sprowston Community Churches.

Mr K Lashley requested that the Town Clerk places this item on the agenda every six months or as information came forward if sooner, to review if it was time to formally engage with Sprowston Community Churches.

17/149. MEETING ADJOURNMENT

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

The meeting was reconvened.

17/150. 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:

- 2017/0750 - single storey rear extension at 20, Blue Boar Lane
- 2017/0763 - erection of 6 silos at U C P Crown Zeller, Salhouse Road
- 2017/0776 - variation of condition 10 of planning permission 20080367 (spine road amendments) at Land adjoining White House Farm, Salhouse Road
- 2017/0795 - rear conservatory at 32, Dixon Road
- 2017/0822 - single storey rear extension at 87, Proctor Road, Old Catton
- 2017/0805 - single storey rear extension of dwelling, alteration of garage roof and single storey side/rear extension of garage at 34, Allens Lane
- 2017/0852 - two storey side extension at 70, Pioneer Road
- 2017/0872 - rear extension of car port and side extension of north-west gable end over to provide accommodation at 20, Inman Road
- 2017/0887 - single storey side/rear extension at 13, Hammond Way

Mr R J Knowles left the meeting.

17/151. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

17/152. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

A written report was received from Mrs B J Lashley on Sprowston Grow Your Community which was circulated at the meeting.

17/153. FINANCE

(i) Annual Governance Statement 2016/17 (Section 1)

Having reviewed the annual return for the year ended 31 March 2017 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 year ended 31 March 2017 on behalf of the Council.

(ii) Statement of Accounts (Income & 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 year ended 31 March 2017.

(iii) Statement of Petty Cash for the year ended 31 March 2017

RESOLVED to approve the Statement of Petty Cash for the year ended 31 March 2017.

(iv) Accounting Statement 2016/17 (Section 2)

Having reviewed the annual return for the year ended 31 March 2017 it was

RESOLVED to adopt the Accounting Statement for the year ended 31 March 2017 and authorise the Chairman to sign all accounting documents and supporting statements to the accounts for the year ended 31 March 2017 on behalf of the Council.

(v) to receive the Internal Audit Report 2016/17 (Page 5)

RESOLVED to accept the report of the Internal Auditor 2016/17.

(vi) to complete the Internal Audit Review Checklist 2017 part 1 & 2 (and report)

Having reviewed the Internal Audit Review Checklist parts 1 & 2 and subject to Part 1, section 2, **insert** yes to Reports are made in own name to management, it was

RESOLVED to authorise the Chairman to complete all questions in the affirmative and sign on behalf of the Council.

Councillors were advised that the Notice of Conclusion of Audit and rights to inspect the Annual Return year ending 31 March 2017 would be advertised.

(vii) to review Financial Risk Assessments 2017/18 and approve the Terms of Reference as listed under Internal Audit Assurance

17/153. FINANCE (CONTINUED)

Having reviewed the Financial Risk Assessments for 2017/18 it was

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

(viii) Appointment of Internal Auditor

RESOLVED to confirm the appointment of Auditing Solutions Ltd as the Council's Internal Auditors for the ensuing year.

17/154. HEALTH AND SAFETY POLICY AND MANUAL

Members considered the Health and Safety Policy and Manual and the following amendments were noted for the Town Clerk to discuss with Elcons Employment Law Consultants Ltd:

Page 16 - paragraph 1, line 2 **delete** he and **insert** the

P 24/ 25 - form to be printed on 1 page

Page 30 - ladders and steps point 3 **delete** (1:4) and **insert** (4:1) and point 5 **insert** footing the ladder

Page 35 - second paragraph **delete** with the exception of suicides

Page 36 - **add** asbestos and tinnitus

Page 54 - an employer must take the following action: **delete** if they ask for it
The company to be changed to Town Council throughout the document

The appointment of a First Aider was discussed.

RESOLVED to accept the Health and Safety Policy and Manual subject to Elcons Employment Law Consultants Ltd reviewing the suggested amendments and recommendations regarding First Aid cover.

17/155. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 7 June 2017 totalling £77,622.73 and answered Members' questions arising therefrom.

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

RESOLVED that payment of the accounts to 7 June 2017 totalling £77,622.73 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr J H Mallen.

17/156. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £80.79 was approved and noted.

17/157. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £2,690. 57 was approved and noted.

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

17/158. PERSONNEL REPORT OF THE TOWN CLERK

Agenda items 19 and 20 were deferred to the next meeting of the Council.

28 June 2017

CHAIRMAN