



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 16 May 2018 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
25 April 2018. Pages 1 - 3
7. To confirm the minutes of the Council's meeting held on
25 April 2018. Pages 4 - 8
8. Jason Menezes - Bidwells (Council Office & Town Clerks
report item 1.1)
9. To receive any Police Liaison Officer's report.
10. To receive correspondence & agree action/response arising
from the minutes.
11. To receive any written/verbal reports from Sprowston County
and District Councillors. Page 9
12. To adjourn the meeting to allow members of the public &
Councillors with prejudicial interests to speak'.
13. Appointment of Members to serve on the Staffing
Committee (6 Members)
14. 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)
15. Review and adoption of appropriate Standing Orders (previously circulated
amendments in red).
16. Review and adoption of appropriate Financial Regulations (available to view
on the Council's website no proposed amendments).
17. To review the eligibility to exercise the General Power of Competence for the
ensuing term of office.
18. Review and adoption of the Council's Policies and Procedures (available to
view on the Council's website) - Index of Policies. Page 10
19. Review and adoption of the 2018 - 2019 Budget (enclosed)
20. Review of the Council and or/staff subscriptions to other bodies.
21. To receive the report of the Town Clerk and make
decisions on: Pages 11 - 22
1.1 Sprowston Diamond Centre Regular Hirers
Advertisements

- 4.1 Norfolk Local Councils Summer Conference
- 5.1 Broadland Council - Planning Training
- 5.2 Broadland Council - Feasibility Study into Collaborative Working
- 5.3 Norwich Western Link Publication
- 5.5 Broadland District Council's Gambling Policy Review
- 22. Adjourn the meeting for a short break.
- 23. To consider planning applications to 16 May 2018. Pages 23 - 24
- 24. To receive any written/verbal reports from the Council's Working Groups.
- 25. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (Proformer Enclosed)
Minutes of WWI Centenary Meeting Pages 25 - 26
- 26. To confirm the payment of accounts to 16 May 2018. Pages 27 - 28
- 27. To receive the schedule of Direct Debits Page 29
- 28. To receive the schedule of credit card payments. Page 30

June Hunt

**June Hunt
Town Clerk**

11 May 2018

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:

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.

COUNCIL MEETING – 25 APRIL 2018

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 4 April 2018, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mrs J Leggett
Mr R A Fowkes	-	Mr J H Mallen
Mrs B J Lashley	-	Mr B Osborne
Mr K Lashley	-	Mr N Shaw

In attendance

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

1 member of the public was present

Mr K Leggett - Broadland District Councillor Old Catton and
Sprowston West Ward

18/084. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Member	Minute No. and Heading	Nature of Interest
Mr I Moncur	Minute 18/091 4.2 Grant Aid - Norfolk Age UK	Delivers Newspapers

18/085. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs S L England, Mr R J Knowles, Mrs G Landamore, Ms C T Rumsby and Mr J M Ward and verbal apologies from Mr T Landamore.

18/086. MINUTES

The Minutes of the Council meeting held on 4 April 2018, having previously been circulated to all Members were subject to the following amendment

Minute 18/080, **delete** Mrs K Leggett and **insert** Mrs J Leggett

confirmed and signed by the Chairman of the Council.

18/087. POLICE LIAISON OFFICER'S REPORT

Members noted Norfolk Constabulary's April Newsletter.

18/088. CORRESPONDENCE

(1) 2018 - 2019 Salary Agreement

The Town Clerk referred Members to the 2018 and 2019 salaries circulated at the meeting advising of the Local Government two-year pay increase and changes to be made to the NJC scale points in 2019.

(2) Norfolk County Council - Consultation on the draft Norfolk Access Improvement Plan

18/088. CORRESPONDENCE (CONTINUED)

Members noted the consultation on the draft Norfolk Access Improvement Plan from March 16 to June 15 2018.

18/089. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mrs J Leggett verbally reported:

- (1) that she had represented Broadland District Council at the Stars of Norfolk and Waveney 2018 held in the Archant offices. She commented that it was a good scheme to publicise as it celebrates those that deserved recognition for the invaluable contribution they make to the lives of others.
- (2) that Broadland and South Norfolk District Councillors had a social meeting to discuss and share ideas with regard to the management team.
- (3) Minutes of the Safer Neighbourhood Action Panel meeting have been circulated.
- (4) that the trailer chained to a drain on Wroxham Road had been investigated by the Police and under regulation 103 and 86 and it is only an offence if it causes an unnecessary obstruction. As the trailer is not causing an obstruction it is not an offence.

Mr K Leggett reported on Broadland District Council's free information event held at Hellesdon Community Centre on How to make your community event a success.

18/090. RESIDENT'S QUESTIONS

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

Referring to the request for grant aid from Norfolk Age UK a member of the public advised that they gave assistance to all age groups.

18/091. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Windsor Park Gardens Open Space Paths

Having studied the two quotations for the resurfacing and edging of the paths on the open space at Windsor Park Gardens it was

RESOLVED to accept the quotation from A Waterfield & Sons Ltd at a total cost of £17,865.00 plus VAT.

1.2 Blue Boar Lane Open Space (Unadopted)

Members considered the report of the Town Clerk regarding the landscaping of the Blue Boar Lane open space and a number of suggestions were discussed.

18/091. REPORT OF THE TOWN CLERK (CONTINUED)

Mr N Shaw was concerned about the location of the front gate and felt that there should be safety railings on the edge of the pavement adjacent to the highway or the entrance moved away from this position.

Mr W F Couzens felt that if the scheme presented was to be agreed then railings should be erected adjacent the highway between the two pedestrian pads forcing people to use the crossing points.

Mrs J Leggett said that a front gate was essential for the benefit of the wider community.

Mr R A Fowkes thought the bank and dyke was dangerous to children, two litter bins were insufficient and he would like to see a hard surfaced path from point A, B, C.

In response to comments about the land being waterlogged the Town Clerk advised that Norfolk Homes would be verti-draining the site.

Mr K Lashley suggested deferring the provision of benches at the site given the Council's previous experience of attracting anti-social behaviour and current complaints from residents.

Following further debate regarding the pathways Mrs J Leggett proposed, seconded by Mrs B J Lashley to accept the scheme as presented with a hard surface pathway from A to C and that Norfolk County Council Highways be requested to erect safety railings adjacent to the highway between the pedestrian pads.

Mr R A Fowkes proposed an amendment to include a hard surface pathway between A, B and C, seconded by Mr K Lashley.

On being put to the vote the amendment was **LOST**.

On being put to the vote the substantive motion was **CARRIED**.

Mr I Moncur reported on a meeting he attended with the Town Clerk and the consortium of developers to discuss open space uses.

CEMETERY

2.1 Child Burial Fees Waived in England

The Council noted that the costs of child burials were to be waived in England and met by a new Children's Funeral Fund for children under 18 years of age.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grant Aid - Sprowston Youth Engagement Project

RESOLVED that a grant of £2,500 be made to Sprowston Youth Engagement Project, to be paid in two instalments, May and October 2018.

18/091. REPORT OF THE TOWN CLERK (CONTINUED)

4.2 Grant Aid - Norfolk Age UK

RESOLVED that a grant of £100 be made to Norfolk Age UK.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

18/092. 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.

18/093. 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 planning applications:

- (a) 2018/0434 - replacement casement windows - opening parts only at Sprowston Court, 90, Wroxham Road
- (b) 2018/0529 - two storey side and rear extension at 53, Cozens Hardy Road
- (c) 2018/0563 - single storey rear extension and hip to gable at 4, Sursham Avenue

18/094. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mr W F Couzens reported that the Heritage Group had not met since the last Council meeting however, the Council had achieved their original commitment as all data had been transferred and was accessible in some way. He commented that Mr Shaw had provided a link with possible software but both he and Mr Woolner had not been able to work this out. Mr Shaw would attend the next meeting of the Heritage Group to assist with this issue.

18/095. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr K Lashley, having attended a meeting of the WWI commemorating Group, reported that Reverend Canon Simon Stokes would like a copy of the memorial book put together by the Heritage Group. If the Town Clerk had a digital copy of it the Church would like a reprint. The Town Clerk was requested to ascertain the cost of this. The group wanted permission to use some of the photos and text to be enlarged for display purposes. Mr W F Couzens enquired as to how many copies and who would pay for the initial printing.

Mr Moncur commented that he as working with Mrs Hill of The Royal British Legion and they were arranging for someone to look at the memorial and he requested the Town Clerk to apply for a grant to pay for the work.

18/096. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 25 April 2018 totalling £9,803.86 and answered Members' questions arising therefrom.

On the motion of Mr N Shaw, seconded Mrs J Leggett it was

RESOLVED that payment of the accounts to 25 April 2018 totalling £9,803.86 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

18/097. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £209.75 was approved and noted.

18/098. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £5,173.04 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.

16 May 2018

CHAIRMAN

6th May 2018

Report from Councillor John Ward

Broadland District Council

The North Rackheath Masterplan was approved. This will provide around 3000 new homes. Details are contained within the Council papers for 17.4.18.

Broadland District Council staff are receiving a 2% pay increase and a 1.3% Performance Related Pay Bonus.

At Full Council on 17.4.18 we had a presentation from the Police. In all Norfolk we have 103 Sergeants and 511 PCs there are also another 14 Sergeants and 93 PCs involved in Community Policing. Deployment in Broadland and North Norfolk is One Chief Inspector, 5 Inspectors, 24 Sergeants and 144 PCs. All PCSOs were withdrawn on 1.4.18. All officers are now wearing body video cameras. A 'Ring of Steel' now protects Norfolk with Automatic Numberplate Recognition Cameras on all major routes into the County.

Norfolk County Council

Repton Property Developments, a company 100% owned by NCC is building 140 houses at Acle.

The 10 Museums across Norfolk, run by the County Council enjoyed record numbers over the last year with 426,110 visitors compared to 387,610 last year.

The County Council is running a public consultation from 8th May to 3rd July on the Norwich Western Link of the Broadland Northway. Details at www.norfolk.gov.uk/nwl Consultation events will also be held at The Forum on 13th & 14th June.

Norfolk Libraries are looking for volunteers 13-25yrs to get involved in this year's Beano-themed Mischief Makers Summer Reading Challenge. Details at www.norfolk.gov.uk/libraryvolunteers

INDEX OF POLICIES

Sprowston Town Council Business Plan 2015-2019
 Sprowston Town Council Standing Orders
 Sprowston Town Council Financial Regulations
 Members Allowances Scheme

1. Accessibility Policy
2. Appraisal Policy / Appraisal Guidelines
3. Child and Vulnerable Adult Protection Policy / Safeguarding Children and Vulnerable Adult Statement
4. Closed Circuit Television (CCTV) Policy
5. Community Engagement Strategy
6. Complaints Procedure
7. Corporate Business Continuity Plan
8. Corporate Governance Policy
9. Councillor Casual Vacancy Policy
10. Crime Disorder and Community Policy
11. Customer Service Policy
12. Efficiency and Value for Money Policy
13. Environmental Policy / Environmental Policy Statement / Biodiversity Statement
14. Equal Opportunity Policy
15. Graffiti Policy
16. Grant Policy
17. Health and Safety Policy / Health and Safety Policy Statement
18. Lone Working Policy
19. Management of Outdoor Surfaces in Severe Weather Conditions
20. Managing Money
21. Media Relations Policy
22. Publication Scheme / ICO Model Publication Scheme
23. Protocol for Reporting at Council Meetings / Public Question Time Guidance / Annual Parish Council Guidance Notes
24. Recording of Decisions made by officers (delegated decisions) Policy
25. Risk Management Strategy, Appendices and Register
26. Scheme of Delegation
27. Statement of Internal Control
28. Strategic Aims & Objectives
29. Street Naming Policy
30. Training 'Statement of Intent'
31. Treasury Management Strategy
32. Tree Policy
33. Values and Behaviours Charter

COUNCIL MEETING – 16 MAY 2018

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre Regular Hirers Advertisements

Regular hirers of Sprowston Diamond Centre are requesting the display of banners on the front of the building, in one case a condition of the hire of the facility. Whilst wishing to encourage the increase of business the display of numerous plastic banners is both environmentally, aesthetically and collectively in breach of planning regulations for advertisements and furthermore the front aspect of the building will be open plan except for the car park. Attached, is a possible solution to solve this issue which is presented to Councillors for consideration.

The display could be two sided or one and would hold several sectional places for hirers to display, at their cost, advertisements of their business and when activities would take place at Sprowston Diamond Centre. This would be as an alternative to the traditional notice board and is considered easier to read and located in one place. A possible location for this would be on the corner of Neville Road and School Lane to attract sight from both directions.

It is envisaged that there will be an internal display directing patrons of the centre to individual rooms.

Recommendation: to discuss the provision of external advertising in order to present an application to the planning authority.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Norfolk Local Councils Summer Conference

The above conference will be held on 15 June 2018 at Carrow Road football ground. The cost of attendance is £49.50 per person.

Option: Members wishing to attend this conference to identify their requirements so that a booking can be made.

4.2 Norfolk Pension Fund – Pay Strain Schedule of Results

Attached, to report and for Members information, is an email and explanatory notes sent by Norfolk Pension Fund regarding the pay strain calculations undertaken by the Fund Actuary for the 2016-17 scheme year. This shows that the actual increase in pensionable pay was 4.4% versus the allowance of

2.7% and there is an impact on liabilities of the increase in pensionable pay higher than the valuation assumption which is £11,000.

An invoice for this amount will follow shortly.

PLANNING AND TRANSPORTATION

5.1 Broadland Council – Planning Training

Provisional planning training has been offered to the towns and parishes of Broadland, to be held on arranged dates in June. Broadland has said this training is offered so that councils can “maximise the opportunities of the planning system in their local area. It would be applicable to anyone who does not feel they have a good grasp of planning.”

Option: any Members wishing to participate in this training to identify their requirements so that a booking can be made.

5.2 Broadland Council – Feasibility Study into Collaborative Working

A progress report on the South Norfolk/Broadland Council Feasibility Study, which can be found at <https://www.broadland.gov.uk/progress-report> is out for public consultation feedback by completing a short survey. A copy has been downloaded and is available on request.

Broadland Council have reported that the Members of that Council have considered a report on the progress made on the feasibility study into collaborative working to which no major issues have been identified to suggest a collaborative approach won't work, or fail to deliver on that Council's ambitions. Further, a successful collaboration through shared management arrangement in planning and ability to have a greater influence on the wider stage has been recognised by central government and rewarded with a £220,000 grant for a rural engagement project.

Option: for Members to comment on Broadland Council's feasibility study ahead of a decision by that Council in June/July.

5.3 Norwich Western Link Public Consultation

Attached, is detail of the public consultation on the Norwich western link which can be found at www.norfolk.gov.uk/nwl. There will be nine consultation events carried out by Norfolk County Council listed on the attached flyer.

Option: to respond to the consultation.

5.4 Phase 2, White House Farm, Sprowston

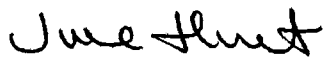
The phase 2 White House Farm consortium, consisting of Hopkins Homes, Persimmon Homes and Taylor Wimpey have delivered to the residents of Sprowston a leaflet and feedback form prior to the submission of an outline planning application. This application is for up to 516 homes on the land allocated in the Growth Triangle Area Action Plan under GT20 – White House Farm Phase 2.

Councillors will recall that Bidwells, as planning consultant, attended a town council meeting outlining plans for this development. A planning application has not been submitted for this development.

5.5 Broadland District Council's Gambling Policy Review

All Council's throughout England and Wales are required to review their Gambling Policy every 3 years and Broadland's expires in January 2019. That authority is therefore carrying out a public consultation on the Policy document and invites comments to be received by 27 July 2018. The Policy can be found at www.broadland.gov.uk/gamblingpolicyreview.

Option: to respond to the consultation.



June Hunt
Town Clerk



The Old Surgery

01603 360 360

oldsurgerynorwich.co.uk

The Doctors Laser Clinic

01603 360 360

laserdocs.co.uk
Established 5 years



Laser Hair Removal

Laser Tattoo Removal

Fillers & Frown Lines

DEVINE BEAUTY Fully Qualified
Beauty Therapists



2100mm by 1220mm
overall



Sprowston
Town Council

Tel: 01603 408063
e: townclerk@sprowston-tc.gov.uk
www.sprowston-tc.gov.uk

name slat

1075mm x 100mm

name slat

name slat

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name slat

350mm from first
slat to ground level

JHunt

From: Younger, Alexander <alexander.younger@norfolk.gov.uk>
Sent: 04 May 2018 16:19
To: JHunt
Cc: Ayling, Sam
Subject: Norfolk Pension Fund - pay strain analysis 2016-17
Attachments: 171129 Sprowston Parish Council - Salary Strain Schedule of Results (1).pdf

Dear June

The Norfolk Pension Fund has now completed its own checks on the final tranche of pay strain monitoring calculations undertaken by the Fund Actuary for the 2016-17 scheme year. This forms part of our Funding Strategy Statement where a lower pay increase assumption was agreed by the actuary at the 2016 Valuation but with strain cost recovery in place if actual increases by employers to pensionable pay are higher than the valuation allowance.

All employers acknowledged and signed off on this mechanism as part of the process to present the employer contribution rates arising from the 2016 Valuation, which set employer rates payable for the period 1 April 2017 to 31 March 2020. To be clear using this lower salary increase assumption allowed the Fund Actuary to sign off lower employer contribution rates than would otherwise have been the case.


I attach the results of this work for the council. This shows that the actual increase in pensionable pay was **4.4%** versus the allowance of **2.7%**. We have checked that the data matches your annual submissions (form SR56) for 31 March 2016 (the baseline valuation data) and 31 March 2017. The calculated strain due to reflect the impact on liabilities of the increase in pensionable pay higher than the valuation assumption is **£11,000**. The strain calculated is a function of the size of the increase and the value of the past accrual to which the final higher salary will now apply (pre April 2014 service).


We will invoice this amount shortly.

Please do not hesitate to contact us if you have any queries.

Kind regards

Alex Younger
Investment & Actuarial Services Manager

 Norfolk Pension Fund, 4th Floor Lawrence House, 5 St Andrews Hill, Norwich, NR2 1AD

 01603 222995

 alexander.younger@norfolk.gov.uk

www.norfolkpensionfund.org or helpline 01603 495923

Please note the Norfolk Pension Fund is not registered under the Financial Services Act to offer "financial advice". If you require financial advice you should contact an Independent Financial Adviser.

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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

Results of salary strain analysis

Addressee

This paper has been commissioned by Norfolk County Council in its capacity as Administering Authority to the Norfolk Pension Fund ('the Fund'). It has been prepared by Hymans Robertson LLP in our capacity as actuaries to the Fund. The Administering Authority may share this schedule in its entirety with Sprowston Parish Council ('the Employer') for information purposes only.

Purpose

This paper has been prepared to analyse the salary increase experience between 1 April 2016 and 31 March 2017 for the Employer. In particular, this paper compares actual salary awards against expectations based on the 2016 valuation assumptions and details any funding strains resulting from pay awards that exceed assumptions.

Background

At the 2013 formal valuation of the Fund, the salary increase assumption was set at a level lower than in previous valuations to recognise the extended freeze on public sector pay increases. This assumption was adopted on the basis that the Fund put a risk mitigation mechanism in place to protect itself against salary increases being greater than expected in the future.

A lower salary increase assumption benefits employers in that the value placed on their past service liabilities is reduced, resulting in a lower deficit to be recovered by contributions. The lower salary increase assumption is a risk as the likelihood of pay awards being higher than expected is increased. All other things being equal, higher than expected pay increases would result in liabilities increasing by more than assumed. This funding strain, also known as a 'salary strain', means that the current contribution rate is insufficient to cover the Employer's liabilities. The funding strategy therefore requires an additional contribution (equal to the salary strain) to be made where pay increases awarded are in excess of that assumed at the previous formal valuation.

For the purposes of this year's analysis, the expected salary increase is as per the allowance made for future salary growth at the 2016 valuation. This consisted of two elements, namely:

- General salary growth, which was set equal to the long term rate of RPI-0.7% at 31 March 2016 (2.5%). This was a lower assumption than under the 2013 valuation approach which was RPI (3.3%); and
- Promotional salary growth, where members are assumed to receive an age-related increase with the allowance higher at younger ages and lower or flat at older ages.

Data, methodology and assumptions

Please see the Appendix for information regarding the data, methodology and assumptions used in preparing this advice.

Results

The salary strain results are shown in the table below. This salary strain covers the period 1 April 2016 to 31 March 2017.

Actual Average Salary Increase (%)	Expected Average Salary Increase (%)	Salary Strain Due (£000's)
4.4%	2.7%	11

Recharging pay strain

Under the Funding Strategy Statement the Employer is obliged to pay an additional top-up contribution to cover the strain of any excessive pay awards.

At the 2019 formal valuation any such payments will be reflected in the Employer's funding position.

Reliance and Limitations

This report should not be released or otherwise disclosed to any third party without our prior consent, in which case it should be released in its entirety. Hymans Robertson LLP accepts no liability to any other party unless we have expressly accepted such liability.

Any party must accept full responsibility for establishing that the advice in this report is appropriate for the purpose to which they want to use it and any decisions that are taken based on its content. We cannot be held responsible for any losses sustained as a result of third parties relying on the information provided, or if the advice is used for any inappropriate purpose.

The following Technical Actuarial Standards¹ are applicable in relation to this report:

- TAS 100; and
- TAS 300

This report complies with each of the above standards.

This report and the 2016 valuation report dated 30 March 2017 comprise the aggregate report for this advice.

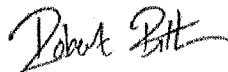
Prepared by:-



Gemma Sefton FFA

Fund Actuary

29 November 2017



Robert Bilton FFA

Actuary

For and on behalf of Hymans Robertson LLP

¹ Technical Actuarial Standards (TASs) are issued by the Financial Reporting Council (FRC) and set standards for certain items of actuarial work, including the information and advice contained in this report.

Appendix – Data, Methodology, Assumptions and Individual Member Analysis

Data

In order to assess the impact of the level of pay awards between 1 April 2016 and 31 March 2017, we have been provided with individual member full time equivalent ('FTE') salaries (LGPS 2008 scheme definition of pay) at the start and end of the financial year (31 March 2016 and 31 March 2017). For members who joined or left an employer throughout the year, we have been provided with the FTE pay at the date of joining/leaving. This is the salary data that we have used in our analysis. The data was provided by the Administering Authority on 7 September 2017 via encrypted email.

For the analysis we have also relied on the membership data provided for the 2016 formal valuation provided by the Administering Authority on 8 July 2016.

The data supplied for this exercise is summarised below. For details on the 2016 valuation membership data, please refer to the 2016 valuation report dated 30 March 2017.

Total Year End Pay 2015/16 (£)	Total Year End Pay 2016/17 (£)
£189,000	£197,000

* Please note that the year end pay figures above relate only to members present at the 2016 valuation.

Methodology

In order to assess the amount of additional liability incurred as a result of excess pay awards i.e. salary strain, we have compared:

- 1) The member's actual FTE salary at the year end (31 March 2017) or date of leaving (if earlier)
- 2) The member's expected FTE salary at the year end or date of leaving (if earlier). Expected salaries are calculated by uplifting the FTE salary at the year start in line with our 2016 valuation pay growth assumption (including allowance for any promotional increases).

Note we have included members with final salary linked benefits only.

With this information, we have then worked out the overall actual and expected salary increase (as a percentage) for each employer in the Fund. The calculation of the actual salary strain amount is:

$$\text{Employer's final salary linked active liability at year end} \times (1 + \text{Actual salary increase}) / (1 + \text{Expected salary increase}) - 1$$

The Employer's final salary linked active liability at the year end is calculated via a roll-forward methodology from the 2016 formal valuation.

Limitations

We have not sought to identify any missing members or inconsistencies in the data supplied. In particular:

- We have assumed that all salary data is full time equivalent.
- If there are any FTE pay figures that imply an hourly wage below the National Minimum Wage we have confirmed with the Fund that these records are likely in relation to casual workers and apprentices.
- If there are any records where the 2015/16 FTE salary is £0, we have confirmed with the Fund that these cases are likely to be a result of members having aggregated records. We have set the start pay at 31 March 2016 to equal the end pay at 31 March 2017.

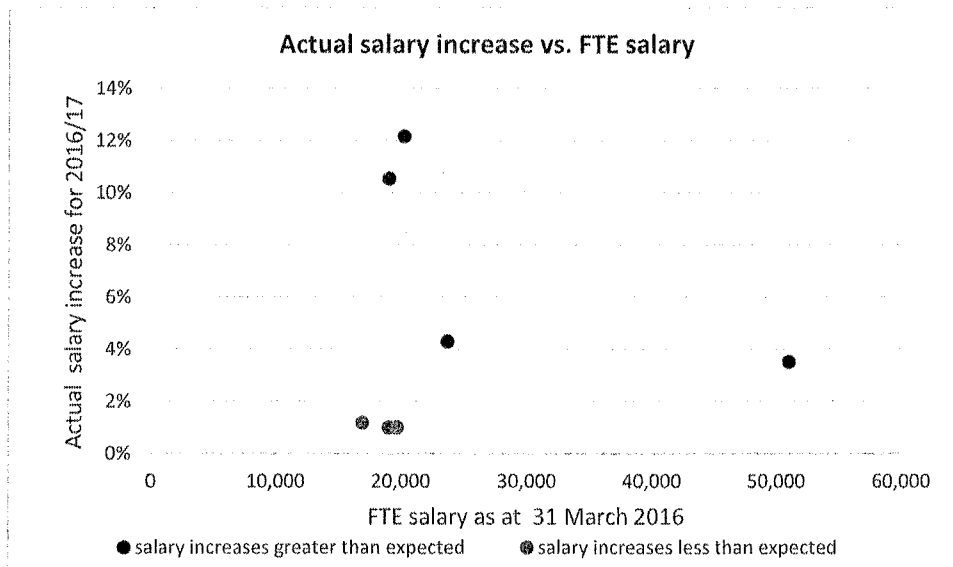
Please let me know as a matter of urgency if the data is in anyway incomplete or inaccurate.

Assumptions

The financial and demographic assumptions we have used to calculate the Employer's active liability (and therefore salary strain amount) at 31 March 2017 are as per the assumptions at the 2016 formal valuation of the Fund. This is consistent with the approach used to set regular contributions shown on the Rates & Adjustments certificate. For full details of the assumptions, please refer to the Fund's 2016 formal valuation report dated 30 March 2017.

Individual Member Analysis

The following chart details the actual salary increase between 1 April 2016 and 31 March 2017 plotted against Full Time Equivalent salary at 31 March 2016. Each data point corresponds to the experience of an individual member. The chart provides a visual understanding of the salary increase experience for the Employer and the distribution of increases across the membership.



The salary strain of £11k has arisen as a result of members receiving higher than expected pay increases over the period. The orange dots show individuals who have received pay increases greater than expectations. A list of the affected members has been provided separately to the Administering Authority.

Dear Sir or Madam

Norwich Western Link public consultation

I am writing to let you know that next Tuesday (8 May) Norfolk County Council is launching a public consultation on whether there is a need to tackle transport issues to the west of Norwich.

When we announced plans to build the Norwich Northern Distributor Road (now 'Broadland Northway') north and east of the city, a lot of people said they were concerned about congestion, rat-running and other issues to the west of the city. Many wanted us to fill in what they saw as a 'missing link' between the Fakenham Road (A1067) and the A47.

And since plans to build the NDR were confirmed in 2015, some major changes to the area west of Norwich have been announced. Highways England intend to dual the A47 between North Tuddenham and Easton by 2022 and a food-related enterprise zone, known as the Easton Food Hub, is due to be established just south of the A47 at Easton.

At this stage, we want to know people's views and experiences of any transport issues that exist to the west of the city and what, if anything, they believe needs to be done to improve travel in this area.

The public consultation will run from Tuesday, 8 May to Tuesday, 3 July and people can respond online at www.norfolk.gov.uk/nwl or in person at one of nine consultation events being held throughout May and June. You can find details of these events at www.norfolk.gov.uk/nwl.

Once the consultation closes, we'll analyse the responses over the summer and let people know the results later this year and what, if anything, we propose to do to tackle any of the transport issues identified.

If you have any questions now or throughout the consultation, please get in touch via norwichwesternlink@norfolk.gov.uk.

Best wishes



David Allfrey
Infrastructure Delivery Manager
Norfolk County Council
Norwich Western Link
E-mail: norwichwesternlink@norfolk.gov.uk
NWL Website: www.norfolk.gov.uk/nwl



Norwich Western Link consultation

Norfolk County Council
public consultation

**Tuesday 8 May –
Tuesday 3 July 2018**

**Come and speak to us at
our consultation events
10.30am – 8pm (each day)**

Visit
www.norfolk.gov.uk/nwl
to let us know what
you think about
transport issues to the
west of the city

Ringland Village Hall
Thursday 10 May

Hockering Village Hall
Thursday 17 May

Hall for All, Weston Longville
Tuesday 22 May

Easton Village Hall
Thursday 31 May

Taverham Village Hall*
Tuesday 5 June

The Forum, Norwich
Wednesday 13 & Thursday 14 June

Costessey Community Centre
Monday 18 June

Hellesdon Parish Office
Tuesday 26 June

*10.30am – 7pm

Visit www.norfolk.gov.uk/nwl for more
information and to respond to the consultation online

 **Norfolk** County Council

Sprowston Town Council
PLANNING APPLICATIONS – 16 MAY 2018

Broadland DC App.No. 2018/0621	Applicant Mr & Mrs James as location	Location 36 Rushmore Close, Sprowston, NR7 8QS
Classification: Minor dwellings Type: Full Permission	Description: Proposed single storey front extension, rear first floor extension and new pitched roof over existing garage	
Broadland DC App.No. 2018/0650	Applicant Swanton Care & Community as location	Location Gryphon Place, 36 Wroxham Road, Sprowston NR7 8TY
Classification: Minor dwellings Type: Full Permission	Description: Erection of Single Storey Conservatory Extension To Existing Palliative Care Home	
Broadland DC App.No. 2018/0667	Applicant Bidwells LLP as location	Location Phase 2 Development, White House Farm, Sprowston
Classification: Major development Type: Full Permission	Description: EIA Screening Opinion	
Broadland DC App.No. 2018/0634	Applicant Mattressman as location	Location 1-2 Roundtree Close, Sprowston, NR6 8SX
Classification: Minor dwellings Type: Full Permission	Description: Change of Use from B1/C & BB to D2 Assembly & Leisure	

Broadland DC App.No.
2018/0701

Applicant
Mr and Mrs Douglas
as location

Location
194 Wroxham Road, Sprowston, NR7 8DE

Classification: Minor dwellings
Type: Full Permission

Description: Two Storey Rear Extension and Garage/Workshop Building in Rear Garden

Minutes WW1 Centenary meeting

19.4.18

Present: Simon Stokes (St. M & St. C) Michaels Graves (Gage Rd Chapel), Ian Moncur (Chairman Town Council), Dean Akrill (St. M & St. C), Alistair McDougall (Scouts), Bill Sayer (Scouts), Ken Lashley (Sprowston Town Council), Rosemary Clarke (St. Cuthbert's), Roy Hill, Valerie Hill (British Legion).

Apologies: Karen Goldsworthy, Chris Anderson, Val Kibble, Kirsty Deary, Stephen Butterfield (Boys Brigade Captain)

The following comments pick up on tasks from the previous meeting:

- Dean has written a short piece for parish magazine asking for personal stories/artefacts – awaiting responses. People already shown interest in the performance. Dean will contact Norwich community choir (Alistair mentioned they have said they are available).
- Sparhawk - under way
- ARC – under way
- Kirsty contacting library?
- Chris Anderson confirmed RAF is happy to go in to school if and when asked.
- Air Cadets?
- Philip to liaise with Bill to arrange school poster competition. Simon has spoken to Sparhawk, Cecil, Falcon and Sprowston Junior who all wish to be involved. Valerie offered crosses/poppies if required for school use.
- Ken working on contacting the Regiment museum
- Alistair has contacted film archive – dvd has been produced – he has a copy. Could be played on loop during the event – must not be charged to view. (DVD must be returned).
- Peter Sneddon confirmed Sprowston Heritage has been handed over to the council, therefore council may need to be asked to organise a print run of the book. Ken was asked to follow this through. We need to confirm exactly who owns what rights so we know who to check with regards using the book material for display.
- Ken has contacted Val Kibble from the history group – she was uncertain what was required - Michael Graves will talk to her again.
- Avenue of trees – path near play area at Wilkes farm drive – potential but may not take all the trees. Ian confirmed a plaque would be arranged so people understood what the trees represent.

- Bill Sayers showed examples of suggested flyers for the schools to design. A4 better than A5. Children's designs would be superimposed with text giving info about arrangements in Sprowston. Philip and Bill will continue the discussion and decide on a way forward.
- Ian will talk to June about coordinating events in the Diamond Centre.
- Alistair showed samples of the poppies that the scouts are making. Alistair will prepare them to be finished at camp.
- Simon will email the list of WW1 names to Alistair and Ken.
- Ian asked about restoring the memorial at St. Cuthbert's. Val will investigate funding sources for this work. Val will approach a professional company to cost repairs. Simon and the council will work together on this.
- Val mentioned the GP (Grand Parade) 90 where Norfolk standard bearers will join many others at the Menin Gate. The schools will be involved in writing the card which will be on the wreath taken by the Sprowston representatives.
- The peal of bells may be supplemented by beacons being lit across the country.
- Rosemary suggested the poppies (from the scouts) and wooden crosses with the battle names could line the path to St. M & M. By the porch a wheelbarrow (or Bier) could be used to display the poppies (spilling over). Sprowston Hub could be approached to make the crosses – Rosemary will talk to Toni at the Hub.
- Rosemary will speak to Norfolk Knitters to make knitted poppies for the St. Cuthbert's memorial.

Simon thanked everyone for attending

Date of next meeting

Thursday 14th June 5pm

St. Cuthbert's

Sprowston Town Council

<u>Invoice Date</u>	<u>Invoice No.</u>
18/04/2018	46654
18/04/2018	46655
18/04/2018	46656
<u>Invoice Date</u>	<u>Invoice No.</u>
30/04/2018	26072
<u>Invoice Date</u>	<u>Invoice No.</u>
18/04/2018	76879
<u>Invoice Date</u>	<u>Invoice No.</u>
03/05/2018	3425
<u>Invoice Date</u>	<u>Invoice No.</u>
01/04/2018	SC038
<u>Invoice Date</u>	<u>Invoice No.</u>
24/04/2018	994287
<u>Invoice Date</u>	<u>Invoice No.</u>
26/04/2018	219506
<u>Invoice Date</u>	<u>Invoice No.</u>
30/04/2018	639994
30/04/2018	640021

Payments

The Alarm Company	
<u>Details</u>	
A/n security maintenance Sparhawk	
A/n security maintenance Recreation Ground	
A/n security maintenance Pavilion	
	182.00
Broadland Group Ltd	
<u>Details</u>	
Refurbishment Survey Council Offices	
	300.00
Contractors Equipment Sales Ltd	
<u>Details</u>	
Annual Service: Mini Excavator EC15 XTV	
	311.02
Cozens (U.K) Ltd	
<u>Details</u>	
Maintenance-April 2018	
	600.00
Creative Arts East	
<u>Details</u>	
Basic Membership April 18-March 19	
	20.00
Eyre Group	
<u>Details</u>	
Attend to water leak:Pavilion	
	105.00
Flameskill Ltd	
<u>Details</u>	
Annual service fire equipment:Recreation grou	
	198.40
Intouch Systems	
<u>Details</u>	
Filestream yearly Maintenance Support	
Goflex hard drive adaptor	
	687.00
	18.00
	705.00

Meeting Date: 16th May 2018

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
54.00	10.80	64.80	23
64.00	12.80	76.80	
64.00	12.80	76.80	
182.00	36.40	218.40	
<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
300.00	60.00	360.00	24
<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
311.02	62.21	373.23	25
<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
600.00	120.00	720.00	26
<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20.00	4.00	24.00	27
<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
105.00	21.00	126.00	28
<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
198.40	39.68	238.08	29
<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
687.00	137.40	824.40	30
18.00	3.60	21.60	
705.00	141.00	846.00	

Sprowston Town Council

Direct Debit Payments

Meeting Date: 16th May 2018

Invoice Date	Invoice No.	PWLB Details	Net	VAT	Amount	DIRECT DEBIT
10/05/2018	Loan 489751	Bowls Pavilion & Works	3,490.66		3,490.66	
10/05/2018	Loan 491908	Machinery Store	3,074.57		3,074.57	
10/05/2018	Loan 497743	Cemetery Extension	3211.00		3211.00	
10/05/2018	Loan 498274	Cemetery Extension	1,898.20		1,898.20	
10/05/2018	Loan 498275	Rec.Grd BMX & play	6,911.88		6,911.88	
10/05/2018	Loan 499162	Acquisition School Lane	11,487.69		11,487.69	
10/05/2018	Loan 499163	Renovation School Lane	5,448.00		5,448.00	
10/05/2018	Loan 505463	STC Phase 4	46,819.22		46,819.22	
			82,341.22		82,341.22	

PHS Group

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT DEBIT
28/04/2018	65799856	Recreation Ground 01/06/2018-31/08/2018	60.13	12.03	72.16	
28/04/2018	65799857	Sparhawk Park 01/06/2018-31/08/2018	60.13	12.03	72.16	
28/04/2018	65799858	Diamond Centre 01/06/2018-31/08/2018	311.16	62.23	373.39	
			431.42	86.29	517.71	

Siemens Financial Services

Invoice Date	Invoice No.	Details	Net	VAT	Amount	DIRECT DEBIT
18/04/2018	A8458652	Lease rental:Photocopier	265.00	53.00	318.00	

Total Direct Debits

83,037.64 139.29 83,176.93

Meeting 16/05/2018

Barclaycard Payments

Sprowston Town Council

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/04/2018	76852038	Amazon UK Side mirror gator	10.37	2.08	12.45	
23/04/2018	2018-14106	Hoop & loop self adhesive dots	3.00	0.60	3.60	
30/04/2018	6301956	Slazenger Cricket stumps snr.	31.14	6.23	37.37	
27/04/2018	2018-40377	Ling Handled Dustpan & Brush	16.66	3.33	19.99	
			61.17	12.24	73.41	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
25/04/2018	392056	Currys Hotpoint Washer dryer	316.66	63.33	379.99	
26/04/2018	2898084957	Toolstation Ltd WD40, Graffiti remover, Bit piece set	31.78	6.36	38.14	
26/04/2018	ON2898243852	Toolstations Norwich WD40, Graffiti remover, Bit Set	31.78	6.36	38.14	
01/05/2018	ON2900819792	Cutting Disc, Plate Washer,	6.70	1.34	8.04	
			38.48	7.7	46.18	
			448.09	89.63	537.72	

Total Payments
Due by Direct Debit 27 May 2018