

**COUNCIL MEETING – 6 JUNE 2018**

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 6 June 2018, the following Members were present:-

Mr I Moncur – Chairman

Mr R A Fowkes - Mrs J Leggett  
Mrs B J Lashley - Mr J H Mallen  
Mr K Lashley - Mr B Osborne  
Mr J M Ward

In attendance

Mrs J Hunt - Town Clerk and Responsible  
Financial Officer  
Mrs E Elliot - Committee Officer  
Mr Ray Bond - Heritage Contract Services Ltd  
Mr Stephen Lambert - Heritage Contract Services Ltd  
Mr Bob Prior - Heritage Contract Services Ltd

3 members of the public were present

**18/129. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Member	Minute No. and Heading	Nature of Interest
Mrs B J Lashley	Minute 18/136 1.2, Bowls Green	Chairman - Senior Citizens Bowls Club

**18/130. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr W F Couzens, Mrs S L England, Mr R J Knowles, Ms G Landamore, Ms C T Rumsby and Mr N Shaw.

**18/131. MINUTES**

The Minutes of the Council's Annual meeting held on 16 May 2018, having previously been circulated to all Members were confirmed subject to the following amendment

Page 6 18/121 5.4, delete F A Fowkes and insert R A Fowkes

signed by the Chairman of the Council.

**18/132. HERITAGE CONTRACT SERVICES LTD**

Mr Bob Prior gave a detailed presentation regarding Heritage Contract Services Ltd facilities care service and proposed contract with Sprowston Town Council. Mr Prior and his colleagues then answered Member's questions including:

Current portfolio, hourly pay rates, age profile of employees, staffing structure, availability of environmental cleaning products, uniforms and logo, handling anti-social behaviour, public liability insurance, sub-contracting and various financial aspects of the business.

The Chairman thanked Mr Bond, Mr Lambert and Mr Prior for their attendance.

### **18/133. 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.

A member of the public raised concerns regarding noise nuisance from the Cricket Club on Barkers Lane, glass and litter in alleyways throughout Sprowston and a streetlight between Adams Road and Foxburrow Road.

The Chairman advised him to contact Broadland District Council's Environmental Services regarding noise nuisance issues and litter and that the Town Council were aware and resolving the issue with the streetlight.

The meeting was reconvened.

### **18/134. COUNCIL OFFICE RECREATION GROUND ROAD**

Members considered various designs for the Council chamber walls at Recreation Ground Road and on the motion of Mr I Moncur, seconded by Mrs J Leggett it was

**RESOLVED** to instruct the Town Clerk to arrange to clad two walls in the Council Chamber in light ash coloured soft wood in a geometrical design and to fit R32 air conditioning units in the office area, at an additional cost to the build specification.

### **18/135. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

(1) Mr Ward also verbally reported:

(1.1) Cliff Jordan had resigned as Leader of Norfolk County Council and will be replaced by Andrew Proctor with Graham Plant as Deputy.

(1.2) a new Leader will be elected to Broadland District Council following Andrew Proctor's resignation.

(1.3) on Share Museums East 2018 Volunteer Awards

(2) Mrs J Leggett reported that she was enjoying her Chairmanship of Broadland District Council.

(3) A written report was received from Norfolk County Councillor Mr J Fisher.

### **18/136. REPORT OF THE TOWN CLERK**

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

##### **1.1 Norwich Pickleball**

Having considered a request from the Norwich Pickleball Club to mark out a badminton court on one of the Council's hard tennis court with tape it was felt that this would be unsafe for other users and the courts were provided free for casual use not clubs.

**RESOLVED** to refuse this request and discourage the use of tennis courts for other activities.

JM

**18/136. REPORT OF THE TOWN CLERK (CONTINUED)**

**1.2 Bowls Green**

**RESOLVED** to confirm the actions of the Town Clerk to reduce the 2018/19 bowls hire fees by 3% following complaints about worn areas around the play area edge.

**1.3 Internal Audit Recommendation**

Members noted the recommendation of the Internal Auditor to implement an annual independent specialist's assessment of the Council's play equipment and considered two quotations.

On the motion of Mr R A Fowkes, seconded by Mrs B J Lashley it was **RESOLVED** to accept the quotation from Zurich Insurance Plc at a total cost of £636.50 plus VAT.

**1.4 Beryl Reed Sports Hall - Hire Fees**

Having considered the report of the Town Clerk it was

**RESOLVED** to set the hire fee of the Beryl Reed Sports Hall at:

Monday to Friday Hourly Fee: £21.00 plus VAT  
Saturday and Sunday Hourly Fee: £23.00 plus VAT  
Sessional Hire for Saturday (parties, weddings, dances and business hire)  
9.00am - midnight £265.00 plus VAT  
1.30pm - midnight £215.00 plus VAT  
6.30pm - midnight £161.00 plus VAT

**CEMETERY**

**2.1 No matters were reported**

**STREET LIGHTING**

**3.1 No matters were reported**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 No matters were reported**

**PLANNING AND TRANSPORTATION**

**5.1 Broadland District Council Food Waste Collection**

Members noted the expansion of Broadland District Councils' food waste doorstep collection service.

**18/137. MEETING ADJOURNMENT**

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

The meeting was reconvened.

**18/138. 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:

2018/0745 - single storey rear extension at 142, Blithewood Gardens

2018/0769 - 1 No. Vinyl externally applied glazing at Tesco Stores Limited, Blue Boar Lane

2018/0789 - extend existing dwelling & subdivide curtilage to form new dwelling - amends PP20180067 by extending first floor over single storey rear lean-to at 45, Tills Close

2018/0810 - first floor side extension at 27, Meadow Gardens

2018/0819 - change of use from class B1 (Business) to class A1 (Shop) at 12, Corbet Avenue

2018/0847 - single storey side extension (car port) and two storey side and rear extension at 24, Blenheim Crescent

(b) to raise concerns regarding planning application 2018/0708 - reserved matters for phase one strategic infrastructure at Land to the North of Sprowston and Old Catton between Wroxham Road and St Faiths Road including shared use of community land; sufficient vehicular access to schools; obscured splays; close location of open space to water; late phasing of the Health Centre and possible criminality resulting from private lanes.

**18/139. POLICE LIAISON OFFICER'S REPORT**

The June Newsletter was not available.

**18/140. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

**18/141. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**18/142. FINANCE**

(i) **Annual Governance and Accountability Return 2017/18 (Section 1)**

Having reviewed the Annual Governance and Accountability Return for the year ended 31 March 2018 it was

**RESOLVED** to adopt the Annual Governance and Accountability Return and authorise the Chairman to sign all accounting documents and supporting statements to the accounts for year ended 31 March 2018 on behalf of the Council.

**18/142. FINANCE (CONTINUED)**

- (ii) **Statement of Accounts (Income & Expenditure) and Balance Sheet for the year ended 31 March 2018**

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure for year ended 31 March 2018.

- (iii) **Statement of Petty Cash for the year ended 31 March 2018**

**RESOLVED** to approve the Statement of Petty Cash for the year ended 31 March 2018.

- (iv) **Annual Governance and Accountability Return 2017/18 (Section 2)**

Having reviewed the Annual Governance and Accountability Return for the year ended 31 March 2018 it was

**RESOLVED** to adopt the Annual Governance and Accountability Return for the year ended 31 March 2018 and authorise the Chairman to sign all accounting documents and supporting statements to the accounts for the year ended 31 March 2018 on behalf of the Council.

- (v) **To receive the Internal Audit Report 2017/18 (Page 5)**

**RESOLVED** to accept the report of the Internal Auditor 2017/18.

- (vi) **to complete the Internal Audit Review Checklist 2018 part 1 & 2 (and report)**

Having reviewed the Internal Audit Review Checklist parts 1 & 2 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 2018 would be advertised.

- (vii) **to review Financial Risk Assessments 2018/19 and approve the Terms of Reference as listed under Internal Audit Assurance**

Having reviewed the Financial Risk Assessments for 2018/19 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.

**18/143. SUSPENSION OF STANDING ORDER 3X**

On the motion of Mrs B J Lashley seconded by Mr J H Mallen it was **RESOLVED** to suspend Standing Order 3X to complete the business of the evening.

**18/144. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 6 June 2018 totalling £5,941.83 and answered Members' questions arising therefrom.

On the motion of Mrs J Leggett, seconded by Mr J M Ward it was

**RESOLVED** that payment of the accounts to 6 June 2018 totalling £5,941.83 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

**18/145. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £106.61 was approved and noted.

**18/146. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £1,702.07 was approved and noted.

**18/147. 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.

**18/148. REPORT OF THE TOWN CLERK**

**RESOLVED** to accept the quotation from Heritage Contract Services Ltd at a cost of £64,140 plus VAT per annum year 1, £66,835 plus VAT year 2, £69,640 plus VAT year 3 for a contract period of 3 years subject to an amended Service Level Agreement, bus shelters to be included in the quotation and contract verified by the Council's solicitor.

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

27 June 2018

  
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CHAIRMAN