



NOTICE OF MEETING

AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council
will be held in the Council Chamber at the Council Office, Recreation Ground
Road, Sprowston NR7 8EW on Wednesday 19 December 2018 at 7.30pm

AGENDA

Item No.

1. To receive declarations of interest
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council meetings held
on 28 November and 12 December 2018. Pages 1 - 8
4. To receive any Police Liaison Officer's report. Pages 9 - 10
5. To receive correspondence & agree action/response arising
from the minutes.
6. To receive any written/verbal reports from Sprowston County
and District Councillors.
7. To adjourn the meeting to allow members of the public &
Councillors with prejudicial interests to speak¹.
8. To receive the report of the Town Clerk. Pages 11 - 18
 - 1.1 Windsor Park Gardens
 - 1.2 Proposed Public Spaces Protection Order for Broadland
 - 5.1 South Norfolk and Broadland District Council's - Joint Planning
Services
9. Adjourn the meeting for a short break.
10. To consider planning applications to 19 December 2018. Page 19 - 20
11. To receive any written/verbal reports from the Council's
Committees and Working Groups.
12. To receive any written and verbal reports from Members
Representing the Council on or at outside organisations
13. To receive the Internal Audit Report 2018 - 2019 (Interim) Pages 21 - 31
14. To confirm the payment of accounts to 19 December 2018. Pages 32 - 34
15. To receive the schedule of credit card payments. Page 35
16. To receive the schedule of direct debits Page 36

June Hunt
Town Clerk

14 December 2018

Council Office, Sprowston Recreation Ground, Recreation Ground Road Sprowston, Norwich, NR7 8EW
Tel: 01603 408063, 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 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 both 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.sproston-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 – 28 NOVEMBER 2018

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 28 November 2018, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr K Lashley
Mr R A Fowkes	-	Mr J H Mallen
Mr R J Knowles	-	Mr B Osborne
Ms G Landamore	-	Ms C T Rumsby
Mr T Landamore	-	Mr N Shaw
Mrs B J Lashley	-	Mr J M Ward

In attendance

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

No members of the public were present

18/271. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

18/272. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs S L England.

18/273. MINUTES

The Minutes of the Council's meeting held on 7 November 2018, having previously been circulated to all Members, were confirmed and signed by the Chairman of the Council.

18/274. POLICE LIAISON OFFICER'S REPORT

The November Newsletter had previously been received and circulated to Councillors.

The Town Clerk reported that she had not received a response to her questions regarding the increase in incidences of criminal damage during October.

18/275. COMMUNITY ORCHARD - MIKE ELLARD

Mr Mike Ellard gave a presentation on the importance of preserving old varieties of fruit trees, commenting on their reducing number, and how they were used to make new varieties.

He explained that root systems could grow as big as the canopy and felt the suggested location for an orchard on Sprowston Recreation Ground could support approximately 10 trees. He further observed that it was an ideal site as it was fenced and could be opened to the public when the trees matured and were fruiting.

18/275. COMMUNITY ORCHARD - MIKE ELLARD (CONTINUED)

Having answered a number of questions it was **RESOLVED**

- (1) to have a mix of fourteen fruit trees planted in the fenced area on Sprowston Recreation Ground behind the tennis courts, eleven to be purchased by the Council and three donated by Mr Ellard.
- (2) to request the Town Clerk to liaise with the Grow Your Community Project.
- (3) that Mr Ellard choose the varieties of fruit trees to be planted.
- (4) that Council Grounds staff plant, in liaison with Mr Ellard, the fruit trees this winter.

Mrs J Leggett joined the meeting.

18/276. PLANNING APPLICATION 2018/1082

The Town Clerk reported that Broadland District Council had refused planning application 2018/1082 - sub division of plot and erection of detached dwelling (outline) at 26, Rosemary Road.

18/277. APP/K2610/W/18/3201018 APPEAL AGAINST BROADLAND DISTRICT COUNCIL

The Town Clerk reported that the appeal made to the Secretary of State against the decision of Broadland District Council to refuse planning permission for demolition of existing lean-to garage and erection of detached house to side and detached double garage to rear at 1, Rushmore Road was not upheld.

18/278. RECRUITMENT OF TOWN CLERK

Further to Minute 18/270, the Town Clerk reported that the East of England Local Government Association had responded to negotiation and provided an initial members session and a reduction in the day rate from £7,685 to £7,125, a saving of £562.50 on the quotation as outlined in their proposal. The Chairman, on behalf of the Council, had agreed to the commencement of the process and the agreement had been signed.

A meeting had been arranged, as requested, for Councillors to meet Mr Hammond of East of England Local Government Association on Wednesday 12 December at 12.30pm in the Council Chamber.

Councillors were requested to consider two questions, to be circulated, prior to this meeting taking place.

It was **RESOLVED** that the interview panel would consist of the following members together with the Town Clerk and Mr Hammond:

Mr K Lashley
Mr J H Mallen

Mrs J Leggett
Mr I Moncur (Chairman)

18/279. COMMUNITY TABLE TENNIS SPECIAL OFFER

Further to Minute 18/260 1.1, the Town Clerk reported that table tennis tables were available to organisations to a maximum of 2 tables at £200.00 unless league players, additional tables were £290.00. As there was little savings on the original cost of the tables, she had ordered one.

18/280. CONROY CLOSE FOOTPATH

The Town Clerk circulated a map of the Council's open space at Blue Boar Lane situated adjacent Conroy Close, a private road, and a footpath which was still in the ownership of Norfolk Homes. She suggested in order to avoid confusion for residents accessing the open space from Conroy Close and surrounding housing development the Council takes ownership of the footpath.

RESOLVED to adopt the 2-metre footpath adjacent Conroy Close.

18/281. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (1) due to a burst water main, Allens Lane near the junction with North Walsham Road will be closed from 28 November to 4 December 2018 for repairs.
- (2) he had attended a Police presentation at County Hall on Drugs in Norfolk and The County Lines. There are currently 26 County Lines delivering drugs into Norfolk from London. 16 of these are in Norwich with the others being in Great Yarmouth and Kings Lynn. This total is down from 40 plus last year due to sustained Police activity. There have been 696 arrests in the last 2 years, a recent police operation called Cayman resulted in an undercover officer being offered drugs for sale by 119 different individuals in Norwich. Lots of people the drug dealers use are vulnerable children and a new Child Criminal Exploitation Unit has just been set up with part of a £700k Government Grant.
- (3) Councillor John Fisher had asked him to mention the Broadland District Council's Recycling Over Christmas Campaign which is about to be launched.
- (4) Lorne Green, the Norfolk police and Crime Commissioner has issued a press release saying that it is not the right time to submit a business case to the Secretary of State for a change of Governance of Norfolk Fire and Rescue.
- (5) Community Volunteers from Norfolk Fire and Rescue Service will be giving out safety advice to residents at certain libraries. In Norwich it will be the Millennium Library 10.00am - 2.00pm, Monday 10 and Tuesday 11 December 2018.
- (6) following the Sprowston Grow Your Own Community meeting yesterday, he visited Broadland District Council to enquire about someone from Broadly Active attending the Dementia Café to lead activities in a similar role as Earle Jacotine used to do with curling. He was informed that Julia Williams in Economic Development is now responsible for this area of activities and that a new person is being engaged and will be coming out to Dementia cafes from January 2019 to lead some sporting activities.

Mrs J Leggett verbally reported that:

- (1) as Chairman of Broadland District Council, she had attended the opening of Lidl now offering additional shopping facilities for residents.
- (2) the Broadland Remembers Exhibition at Whitwell Station had been successful.
- (3) the Youth Advisory Board 2018/19 Consultation with youth groups was underway

18/281. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (4) the design code for Beeston Park had been adopted, planning application - 2018/0412.

18/282. RESIDENT'S QUESTIONS

As there were no residents present the Chairman moved to the next item of business.

18/283. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Broadland Tree Warden Network

Having considered applications from Christine Hipperson and Ben Jervis to be appointed as Tree Wardens for Sprowston it was **RESOLVED**

to authorise the Town Clerk to liaise with John Fleetwood to obtain further details on the current Tree Warden scheme, now that it was no longer administered by Broadland District Council, and to invite Mr Fleetwood to a future meeting of the Council before appointing Tree Wardens in Sprowston.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Appraisals and Schedule of Identified Training

Members noted the completion of appraisals and it was

RESOLVED to include the schedule of identified training in the 2019/20 budget.

PLANNING AND TRANSPORTATION

5.1 Broadland District Council Stakeholder Workshop Invite

RESOLVED that Mr K Lashley and the Town Clerk attend the Broadland District Stakeholder Workshop to be held Friday, 30 November 2018.

5.2 WESTCOTEC DATA EQUIPPED SIGN (SAM 2)

Members noted the graph of average hourly speeds of vehicles on Pioneer Road over a two-week period. The Town Clerk clarified the number of vehicles travelling at various speeds advising that the data equipped sign would be relocated around the parish on roads identified by both Councillors and residents.

18/284. MEETING ADJOURNMENT

On the motion of Mr I Moncur, seconded by Mr K Lashley it was **RESOLVED** not to adjourn the meeting due to the early hour.

18/285. 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 oppose the granting of planning application 2018/1796 - single storey rear, front and side extension at 54, Lone Barn Road on the grounds that the positioning of the garage is out of keeping with the street scene.
- (b) to oppose the granting of planning application 2018/1762 - changes to the development parameters, height parameters and phasing plans at Site 4, Norwich Airport, Amsterdam Way on the grounds of access issues. The original application was for aviation related business and relevant modelling would have been based on traffic volumes this type of industry would generate. Whereas this application, to vary the conditions to those business uses shown on the application, will generate far greater business growth and associated increase in volumes of traffic (83% of staff using motorised vehicles). The original modelling would not have considered this traffic increase and the current road network cannot cope particularly at the North Walsham Road Broadland Northway roundabout and the A140, Cromer Road/Broadland Northway roundabout, both already heavily congested. There is no bus route to Norwich train station or additional public transport to this development and cycle routes, adjacent to the Broadland Northway are unlit. This variation should not be considered until completion of the Broadland Northway Western Link.

18/286. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

18/287. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

18/288. REVISED SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 30 SEPTEMBER 2018

RESOLVED to approve and adopt the revised Summary of Income and Expenditure to 30 September 2018.

18/289. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 28 November 2018 totalling £38,611.83 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur, seconded by Mr N Shaw it was

18/289. PAYMENT OF ACCOUNTS (CONTINUED)

RESOLVED that payment of the accounts to 28 November 2018 totalling £38,611.83 be approved and the schedule authorising payment signed by Mr R J Knowles and Mr J H Mallen.

18/290. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £54.24 was approved and noted.

18/291. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £6,603.63 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.

19 December 2018

CHAIRMAN

COUNCIL MEETING – 12 DECEMBER 2018

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 12 December 2018, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr J H Mallen
Mr R A Fowkes	-	Mr B Osborne
Mr R J Knowles	-	Ms C T Rumsby
Mrs B J Lashley	-	Mr N Shaw
Mr K Lashley	-	Mr J M Ward

In attendance

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

No members of the public were present

18/292. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received however the Town Clerk reported that she had granted formal dispensation to those Members who were Sprowston residents enabling them to fulfil their duties as a Member of Sprowston Town Council in relation to matters relating to the setting of Council Tax or a precept under the Local Government Act 1992.

18/293. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms G A Landamore and Mrs J Leggett and verbal apologies from Mrs S L England and Mr T Landamore.

18/294. RESIDENTS QUESTIONS

As there were no residents present the Chairman moved to the next item of business.

18/295. TO REVIEW FEES AND CHARGES FOR 2019/20

(a) Cemetery and Memorial Fees

RESOLVED that effective 1 April 2019 a 4% increase be applied to all cemetery and memorial fees rounded.

(b) Sports Hire Fees

RESOLVED not to apply an increase to sports hire fees effective 1 April 2019.

(c) Facility Hire Fees

RESOLVED to adopt the draft facility hire and photocopy fees effective 1 April 2019.

18/295. TO REVIEW FEES AND CHARGES FOR 2019/20 (CONTINUED)

(d) Allotment Rents and Water Charges

RESOLVED that effective 1 October 2019 allotment rents for 2019/20 be increased by £1.00, and water charges of £5.00 remain unchanged.

16/296. DRAFT REVENUE AND CAPITAL EXPENDITURE PROGRAMME 2019/20

Having considered the 2019/20 draft budget against the Council's reserves, and following a lengthy debate it was

RESOLVED to:

- (a) remove Harrisons Wood Car Park £50,000, Groundsmans Facilities £8,000, Skatepark £40,000 and Additional Bus Shelters plus Refurbishment £65,000.
- (b) amend from the 2019/20 budget the £4,004 (Sprowston Heritage) reflected in income.
- (c) transfer £32,035 from reserves.
- (d) agree a 1.99% increase on the 2018/19 precept based on an estimated tax base for 2019/20 of 5,558, which is an increase in precept of 4.39% on an estimated band D tax rate of £117.01, subject to review by Council should any changes in the housing tax base figures occur.

18/297. PRECEPT 2019/2020

RESOLVED to authorise the Town Clerk to submit, under Section 50 of the Local Government Finance Act 1992, a precept requirement to Broadland District Council of £650,355 to meet the Council's funding requirement for 2019/20.

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

19 December 2018

CHAIRMAN

Newsletter

Date: Dec 2018

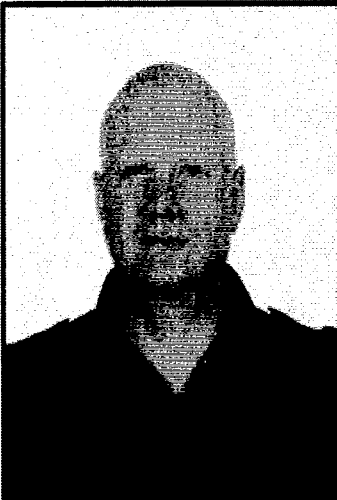


Message from T /Inspector Sarah Jope

Welcome to the newsletter for Sprowston. Our aim is to ensure you receive regular updates on crime levels along with relevant news and crime prevention advice. We will inform you of any opportunities to meet the local policing team and encourage you to advertise these within your parish newsletters and magazines. Working together helps the police understand the issues and concerns that matter to the public helping us to maintain a place to live that we can all be proud of.

Crime Updates 1st-30th Dec 2018

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	0	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	0	A person commits theft in a building or structure that is not lived in.
Burglary Residential	1	Entry and theft in a building or a structure that is lived in.
Criminal Damage	4	A person destroys or damages property belonging to someone else.
Domestic	9	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	4	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	1	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	7	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	5	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	2	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place.
Theft from a person	1	Purse being taken from a handbag, or a mobile phone from a shopping basket.



Engagement Officer, PC Rob Devlin

I am PC Rob Devlin and I work as the Engagement Officer for Broadland. My responsibilities include working alongside and promoting the Special Constabulary, Police Support Volunteers, Neighbourhood Watch and Community Speedwatch. If you are interested in volunteering for any of these roles please e-mail me at devlinr@norfolk.pnn.police.uk. I will also be attending Safer Neighbourhood Action Panel (SNAP) meetings when possible as well as other community events. These will all be promoted on the 'Broadland Police' Facebook page and Twitter account. You can also receive regular information by signing up to Police Connect.

What is happening in your area

This Christmas keep it safe and keep it secure :

Close curtains when it's dark to prevent thieves from looking in / Use timer switches so it looks like you are at home / remember to secure windows, doors and outbuildings / Record serial numbers, take photos of valuable items & mark them with a police approved marking system—it makes them worthless to thieves / Always lock your car and never leave belongings on show—especially in car parks / shred personal items to prevent possible identity theft / keep wallets, bags and any other valuables Hidden / Don't advertise new goods—never leave empty packaging by bins.

Hide it / lock it / keep it.

Neighbourhood Priorities

The area priorities adopted are:

- Tackling anti social behaviour on Barkers Lane playing field ,Sprowston and Taylors Lane, Old Catton .
- Speeding on Sprowston roads ; Cannerby Lane, Pioneer Road, Church Lane
-

Beat Manager, PC Nick Roberts



I am the local officer for Sprowston and Old Catton. I am based at Sprowston Police Station and can be contacted through the 101 number.

Point of contact



Follow us on social media

@BroadlandPolice
www.crimestoppers.co.uk
www.norfolk.police.co.uk

Non Emergency: 101

Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



COUNCIL MEETING – 19 DECEMBER 2018

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Windsor Park Gardens Open Space

At the Council meeting of 4 November 2015, a complaint was received from a resident on Windsor Park Gardens regarding the open space being used to park cars causing the land to sink and rut creating large puddles. The resolution of the Council was "that no further action be taken". A similar complaint has now been raised with the Council and photographs will be available at the meeting. For information this area is classified as open space.

Option: to instruct the Town Clerk to act on any resultant action.

1.2 Broadland District Council Anti-Social Behaviour, Crime and Policing Act 2014 Re: Proposed Public Spaces Protection Order for Broadland

Attached, is a letter from Leigh Booth, Interim Head of Housing and Environmental Services at Broadland District Council, setting out a proposal following the repealed Dogs (Fouling of Land) Act 1996 which excluded the requirement to clear up after dogs on land such as woodland and open space.

Recommendation: to respond to the consultation with the Council's views.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report.

PLANNING AND TRANSPORTATION

5.1 South Norfolk and Broadland District Council Joint Planning Services

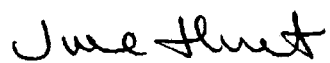
Attached, is a request from Stuart Pontin, Business Improvement Manager to respond to the consultation regarding joint planning services of the two District Councils.

Recommendation: to respond to the consultation with the Council's views.

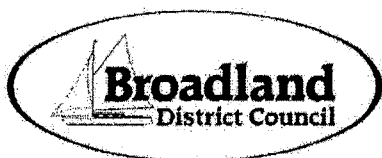
ENCLOSURES

Sprowston Senior Citizens Club Newsletter Issue 15 Winter 2018
Broadsheet – Broadland Tree Wardens magazine Issue 171 December 2018

Email Broadland Tree Warden Network Meeting – Wednesday 23 January 2019

A handwritten signature in black ink that reads "June Hunt". The signature is written in a cursive, flowing style.

June Hunt
Town Clerk



www.broadland.gov.uk

Please Ask For : Leigh Booth
Telephone : 01603-430435
E-mail : leigh.booth@broadland.gov.uk
Our Reference : 184543
Date : 10th December 2018

To: Clerk to the Parish / Town Council within the District of Broadland, Norfolk,

Dear Sir/ Madam

Anti-Social Behaviour, Crime and Policing Act 2014
Re: Proposed Public Spaces Protection Order for Broadland.

I write to inform you that Broadland District Council proposes to implement a Public Spaces Protection Order (PSPO) across the whole of its district requiring those in charge of dogs to clear up after them in areas open to the public.

The PSPO replaces the now repealed Dogs (Fouling of Land) Act 1996 which excluded the requirement to clear up after one's dog on land such as woodland, heath and highways subject to a speed restriction above 40mph.

The Council believes, in line with its duty to public health, that these and other exclusions should no longer apply. It therefore intends to remove them under the proposed PSPO and also increase the fixed penalty fine from £50 to £100 to reflect the severity of the offence.

The above legislation requires the Council to notify Parish, Town and County Councils. I would therefore appreciate your views (if any) on the attached proposal by 31st January 2019.

Please contact the Environmental Protection Team on 01603 430488 if you have questions regarding technical aspects of the Order.

I look forward to hearing from you.

Yours sincerely

Leigh Booth
Interim Head of Housing and Environmental Services

Broadland District Council.
Housing & Environmental Services
Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU.

Switchboard 01603 431133.



PROPOSED PUBLIC SPACES PROTECTION AREA

THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

BROADLAND COUNCIL PUBLIC SPACES PROTECTION ORDER NO.1/2018

1. This Order is made by Broadland Council ("the Council") under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act") and this Order may be cited as the Broadland Council Public Spaces Protection Order No.1/2018.
2. The Council is satisfied that:
 - (a) Activities being the fouling of land by dogs and the failure to remove dog faeces in the restricted areas as described below in article 5(1) have had or are likely to have a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the restricted areas and they will have such an effect.
 - (b) The effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature and is, or likely to be, such as to make the activities unreasonable and justifies the restrictions imposed by this Order.
 - (c) The restricted areas in respect of article 5(1) of this Order for the avoidance of doubt include but are not limited to all public highway including footway, verge and footpath, all public parks, pleasure grounds, sports grounds, recreation grounds, playing fields, cemeteries and play areas where these are open to the public as of right or by virtue of express or implied permission.
3. Under section 67 of the Act it is a criminal offence for a person without reasonable excuse to do anything that the person is prohibited from doing by a public spaces protection order, or to fail to comply with a requirement to which the person is subject under a public spaces protection order. A person does not commit an offence under section 67 of the Act by failing to comply with a prohibition or requirement that the local authority did not have the power to include in the public spaces protection order.
4. This Order comes into force at midnight on (insert date) for a period of 3 years unless extended under section 60 of the Act.
5. **REQUIREMENTS AND PROHIBITIONS**

5(1) FOULING - REQUIREMENT TO REMOVE DOG FAECES

Subject to article 7 below if within the administrative area of the Council a dog defecates at any time on land to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission the person who is in charge of the dog at the time shall remove the faeces from the land forthwith.

6. OFFENCE

A person failing to comply with the requirement set out in article 5(1) of this Order shall be guilty of an offence unless:-

- (a) he or she has a reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his or her failing to do so.

7. EXEMPTIONS

Nothing in article 5(1) of this Order shall apply to a person who:-

- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
- (b) has a disability which affects his or her mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a registered charity and upon which he or she relies for assistance. A registered charity means a charity registered with the Charity Commission for England and Wales

8. FOR THE PURPOSE OF THIS ORDER

- 8(1) A person who habitually has a dog in his or her possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.
- 8(2) Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land to satisfy the requirement of article 5(1).
- 8(3) The Council does not consider being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces is a reasonable excuse for failing to remove the faeces as required by article 5(1).

9. PENALTY

A person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

10. FIXED PENALTY NOTICE

- 10.1 A constable or an authorised officer of the Council or a person authorised by the Council in that regard may issue a fixed penalty notice to anyone who he or she believes has failed without reasonable excuse to comply with the requirement as set out in article 5(1) of this order and thus has committed an offence under section 67 of the Act.
- 10.2 The level of the fixed penalty shall be £100 save that if the fixed penalty is paid within 10 days following the date of the notice the amount payable is reduced to £80.
- 10.3 A person who pays the fixed penalty within the period of 14 days following the date of the notice may not be convicted of the offence in respect of which the fixed penalty notice was issued.

Draft

JHunt

From: Sarah Jeffery <Sarah.Jeffery@broadland.gov.uk>
Sent: 10 December 2018 12:29
To: 'paulinejames@aol.com'; 'trevor@trevorsmith.org'; Town Clerk;
'paulinejames@aol.com'; 'belaugh@btinternet.com'; 'jacinth.rogers@gmail.com';
'blofieldpc@gmail.com'; 'cadman.j@gmail.com'; 'bopc@hotmail.co.uk';
'mkrichardson1508@gmail.com'; 'brundallparishcouncil@hotmail.co.uk';
'burgh.tuttingtonparishcouncil@gmail.com'; 'council@buxtonwithlamas.co.uk';
'cantleyparishcouncil@gmail.com'; 'cawstonpc@yahoo.co.uk';
'coltclerk@gmail.com'; 'dolphin_62@hotmail.co.uk';
'clerk@draytonparishcouncil.org.uk'; 'felthorpe_pc@yahoo.co.uk';
'foulshamparishclerk@live.co.uk'; 'freethorpe.pc@gmail.com';
'frettenham.p.c@btinternet.com';
'mail@greatandlittleplumsteadparishcouncil.co.uk';
'greatwitchinghamparishcouncil@gmail.com'; 'rosiejensen@yahoo.co.uk';
'haynfordpc@live.co.uk'; 'pcclerk.halvergate@gmail.com';
'haveringland.clerk@gmail.com'; 'clerk.salhousepc@gmail.com';
'contact@hellesdon-pc.gov.uk'; 'hemblingtonpc@gmail.com';
'hevinghampc@live.co.uk'; 'teresa66.rogers@gmail.com';
'clerk.honinghampc@gmail.com'; 'horsfordpc@gmail.com'; 'stfaithpc@gmail.com';
'horsteadclerk@gmail.com'; 'sgdickinson@btinternet.com';
'marsham_pc@outlook.com'; 'magscarter@talktalk.net';
'clerk@oldcattonparishcouncil.co.uk'; 'oultonpc@gmail.com';
'su.allport@gmail.com'; 'clerk@rackheathparishcouncil.org.uk';
'reedhampc@outlook.com'; 'clerk@reephamtowncouncil.org.uk';
'parishclerk@ringlandparishcouncil.com'; 'grevesie@hotmail.com';
'debra.dennis@btconnect.com'; 'spc.clerk@spixworth-pc.org.uk'; JHunt;
'stclerk@hotmail.co.uk'; 'paulinejames@aol.com'; 'salwparishcouncil@gmail.com';
'clerk@taverhamparishcouncil.org.uk'; 'joy_konyn@hotmail.com'; 'office@thorpe-st-
andrew.norfolk.sch.uk'; 'paulinejames@aol.com'; 'weston.longville@yahoo.co.uk';
'kit.cator@gmail.com'; 'wooddallingpc@yahoo.co.uk';
'wroxhamparishcouncil@gmail.com'
Subject: Joint Planning Service
Attachments: Parish Council Consultation.docx

I am writing to you on behalf of South Norfolk Council and Broadland District Council.

You will have recently seen that Broadland District Council (BDC) and South Norfolk Council (SNC) are now working together to deliver services through one officer team.

As part of this, we are developing a new joint planning service with one officer team. We would welcome your views as to how we can deliver a more customer focussed service and would like to ask if you could take a few minutes to respond to the attached survey which seeks your views on the current service and how this could be developed in the future.

All replies will be treated anonymously and should be completed by Friday 21 December 2018.

Should you wish to discuss this further, please feel free to contact me

Regards

Stuart Pontin
Business Improvement Manager
t 01508 533796 e spontin@s-norfolk.gov.uk www.south-norfolk.gov.uk

What do we currently do well ?

What could we do better ?

How do you find out about applications ?

How do you find out about decisions ?

Is the reason for the decision clear ?

Any other comments ?

Please return to Stuart Pontin at spontin@s-norfolk.gov.uk
South Norfolk Council, Cygnet Court, Long Stratton, Norwich, NR7 8XH. 01508 533796

Sprowston Town Council
PLANNING APPLICATIONS – 19th DECEMBER 2018

Broadland DC App.No.
2018/1902

Location
49 Cromwell Road, Sprowston, NR7 8XJ

Classification: Minor dwellings Householder
Type: Full Permission

Description: Single Storey Front Extension with Tiled Roof

Broadland DC App.No.
2018/1755

Location
9 Rosemary Road, Sprowston, NR7 8ER

Classification: Minor dwellings Householder
Type: Full Permission

Description: Convert Garage and Erect Single Storey Side and Rear Extension

Broadland DC App.No.
2018/1949

Location
9 Corbet Avenue, Sprowston, NR7 8HS

Classification: Minor dwellings Householder
Type: Full Permission

Description: Single Storey Front Extension

Broadland DC App.No.
2018/1956

Location
Sprowston Manor Hotel, Wroxham Road, Sprowston, NR7 8RP

Classification: Amendment Section 73
Type: Full Permission

Description: Variation of Condition 1 of Planning Permission 20150975 to Allow For the Retention of The Marquee at Sprowston Manor Hotel for an Additional Period of 5 years

Broadland DC App.No.
2018/1970

Location
51 Merlin Mews, Sprowston, NR7 8BZ

Classification: Minor dwellings Householder
Type: Full Permission

Description: Two Storey Side Extension, Single Storey Side/Rear Extension and Front Porch Alterations

Broadland DC App.No.
2018/2000

Location
90 Blithemeadow Drive, Sprowston, NR7 8PZ

Classification: Minor dwellings Householder
Type: Full Permission

Description: Front Extension to Garage

Broadland DC App.No.
2018/2006

Location
14 Rosemary Road, Sprowston, NR7 8ER

Classification: Minor dwellings Householder
Type: Full Permission

Description: Two Storey Side Extension and Single Storey Side and Rear Extension

Norwich City App.No.
18/01772/F

Location
28 Mousehold Lane, Norwich, NR7 8HE

Classification: Development
Type: Full Permission

Description: Erection of a 79 bed Residential Care Home and 42 Supported Living Apartments (Class C2) with associated works

Sprowston Town Council

Internal Audit Report 2018-19 (Interim)

Stephen Christopher

for Auditing Solutions Ltd

Background and Scope

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control, and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has been appointed to provide this service to Sprowston Town Council.

This report sets out those areas examined during the course of our recent interim visit to the Council for 2018-19, which took place on 4th and 5th December 2018.

Internal Audit Approach

In commencing our internal audit work for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas, in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover is designed to provide assurance that the Council's financial systems are robust and are operating in a manner to ensure effective probity of transactions, and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken in the year to date, the Council continues to maintain adequate and effective internal control arrangements.

We have identified a few areas where we consider that the controls could be further improved. Details of the matters arising from our audit are set out in the body of the report, with the recommendations arising drawn together in the appended Action Plan. We ask that Members consider the content of this report and respond in due course to the recommendations set out in the Action Plan, indicating, where appropriate, the actions to be taken and the likely timescale for their implementation.

This report has been prepared for the sole use of Sprowston Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Accounting and banking arrangements

Our objective is to confirm that the accounting records are being maintained accurately and kept up to date, that no anomalous entries appear in cashbooks or financial ledgers and that appropriate banking arrangements are in place.

The Council's accounts are maintained on the Sage accounting software, which we consider to be adequate for its purposes.

The Council's banking arrangements are with Barclays Bank Plc. At present there are five bank accounts, of which the 'General Account', 'Drawings Account' and 'Salaries Account' are used for day to day business, with part of the Council's funds held in two instant access savings accounts. Further funds that are not required in the immediate future are held in a six-month fixed-interest Treasury Deposit with Barclays.

During the course of our audit visits, we have:

- Checked and agreed the opening balance for 2018-19 in the Sage accounting software with that in the 2017-18 Statement of Accounts and AGAR;
- Confirmed that the financial ledger remained "in balance" at the time of the interim visit;
- Confirmed that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Checked and agreed the detail in all of the Sage cashbooks, verifying one sample month's transactions (June 2018) to relevant bank statements;
- Checked and agreed the detail on the bank reconciliation as at 30th September 2018 as reported to the Council and confirmed that daily reconciliations continue to be prepared by the Finance/Administrative Officer; and
- Confirmed that daily back-up of the Sage software is undertaken and that this is being tested on a periodic basis.

Conclusion and recommendation

In overall terms, the controls in this area were found to be adequate and to be operating effectively. The one matter requiring further action is in relation to the periodic review of the bank reconciliation by the Council Chairman.

The Council's Financial Regulations require this to be done on a quarterly basis. (Financial Regulation 2.2 states that "at least once in each quarter ... the Chairman or a cheque signatory shall ... verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council"). However, we confirmed that whilst the position as at 30th September 2018 had been verified and reported, this was not done at the end of the first quarter of the 2018-19 financial year.

R1 In accordance with the Council's Financial Regulations, the Chairman should review the bank reconciliations on a quarterly basis, going forward, signing the reconciliations and the original bank statements as evidence of verification, and the reconciliation schedule should then be reported to the Council.

We will undertake further work in this area at our final visit, including verification of the accurate disclosure of year-end balances in the AGAR.

Review of Corporate Governance

Our objective is to confirm that the Council has robust corporate governance arrangements in place and that, as far as we may reasonably be expected to ascertain (as we do not attend Council meetings), all meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation.

We noted the following:

- Both the Standing Orders and the Financial Regulations were reviewed and re-adopted at the Council meeting on 16th May 2018, with an update to the Standing Orders approved at the Council meeting on 26th September 2018;
- At the 16th May 2018 meeting, the Council also re-adopted the General Power of Competence;
- The Council continues to ensure that its strategic aims and objectives are clearly documented, with a wide range of policies and strategic documents in place that are subject to review on a regular cycle. These include, in particular, a five-year business plan, supported by an outline financial plan for the period and a business plan for the Diamond Centre;
- A range of detailed financial procedures documents are in place, which underpin the Financial Regulations, and
- We have commenced our review of minutes for the year, examining those for the period to early November 2018. We are pleased to record that we have not identified any issues that may have an adverse effect on the Council's financial stability in the short, medium or longer term or that give us concern that the Council may either be considering, or have taken, decisions that might result in ultra vires expenditure being incurred.

Conclusion

On the basis of our review, we are satisfied that the Council continues to adopt a sound approach to its corporate governance responsibilities and there are no matters arising from our audit work to date that require a formal comment or recommendation. We will continue to monitor the approach at the final audit visit, also extending our review of minutes to cover the remainder of the financial year.

Review of Expenditure

Our objective is to ensure that:

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That an official order is raised where relevant: we acknowledge that this will not be necessary for all items of expenditure, which are regularly the subject of contracts (e.g. grounds maintenance) or legal requirements (e.g. non domestic rates);
- Any discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed, and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced our review of payments for the year, to check compliance with the above criteria. We selected a sample which included all individual payments over £2,500, together with a more random selection of every 40th cashbook transaction irrespective of value, for the financial year to date (30th November 2017). In all, we examined 49 payments, totalling £855,283, which equates to 88% of non-pay related payments processed.

We confirmed that VAT returns have been submitted for the first two quarters of the 2018-19 financial year and we checked and agreed the second quarter's claim to the relevant nominal ledger control account balance.

Conclusion

There are no matters arising from our audit work to date that require a formal comment or recommendation. We will extend our test sample to cover the remainder of the financial year at our final visit.

Assessment and management of Risk

Our objective is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We noted the following:

- The overall Risk Management Strategy was re-adopted at the Council meeting on 16th May 2018, with the Financial Risk Assessment for 2018-19 approved on 6th June 2018;
- The current insurance policy with Zurich Municipal (to 31st March 2019) includes Public Liability cover of £15 million; Employer's Liability of £10 million, Fidelity

Guarantee at £500,000 and Business Interruption cover of £30,000, all of which we consider to be appropriate to meet the needs of the Council;

- The Health & Safety Policy and Manual were updated in January 2018 with the Council's Policy Statement re-adopted on 16th May 2018;
- The grounds staff undertake regular inspections of the playground equipment (normally on a monthly basis). These are reported to the Committee/Administrative Officer, who is responsible for maintaining a record of issues identified and ensuring appropriate action is taken;
- In response to our recommendation last year, the Council has entered into a contract with Zurich to undertake annual inspections of the play areas, to check compliance with relevant health and safety standards. The first inspections were completed in June 2018, and
- The Council continues to receive support on health & safety matters from Elcons, including an annual health and safety audit.

Conclusion and recommendation

On the basis of our audit work to date, we consider that the controls in place in relation to risk management are adequate and are operating effectively.

The one area where we noted the potential for further action is in relation to the reporting of the results of the annual health and safety inspections of the play areas. As noted above, Zurich undertook its first annual inspections in June 2018, but the results of these have not been reported back to the Council. [NB The new play area at Windsor Park Gardens was not included, as this has been subject to a separate post-implementation inspection].

R2 The results of the annual inspection reports on the play areas should be reported to the Council, to ensure that Members are able to satisfy themselves that risks are being considered and managed appropriately, in accordance with their responsibilities as set out in the Health and Safety Policy Statement.

Budget setting, budgetary control and reserves

Our objective is to confirm that the Council has sound procedures in place for the determination of future budgetary requirements and the level of precept to be drawn down from the District Council and also that effective budget reporting and monitoring arrangements are in place. We also consider whether the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

Our interim review took place just before the Council was due to give formal consideration to the budgetary and precept requirements for 2019-20, although we noted that some initial discussions had taken place. We will review the process followed at our final audit visit, at which time we will also examine the year-end outturn against the budget for the current year and the overall reserves position.

From our minutes review, we noted that the Council received a detailed budget monitoring report for 2018-19, covering the half-year to 30th September 2018, which included details of the balances of the General Fund and specific earmarked reserves.

Conclusion and recommendation

The only matter arising from our audit work in this area to date relates to the frequency of the in-year reporting of budgetary performance to Members. As noted above, a report was taken to Council at the end of the half year. However, the Council's Financial Regulations (FR 4.8) state that budgetary performance should be reported quarterly.

R3 In accordance with the Financial Regulations, reports on budgetary performance should be made to the Council on at least a quarterly basis, going forward.

Review of Income

In this area of review, our objective is to ensure that income due to the Council is identified, invoiced (where applicable), recovered at the appropriate rate and within a reasonable timescale, and also that it is banked promptly in accordance with the Council's Financial Regulations.

The Council receives income from a variety of sources, including hire fees for use of the Diamond Centre, fees from the cemetery and related activities, allotment rentals, letting of sports facilities, bank interest and recoverable VAT.

At our interim audit visit, we undertook the following:

- ***Fees & charges:*** We confirmed that, in accordance with its Financial Regulations, the Council continues to review the scales of fees and charges for all its activities annually. The fees and charges for the 2018-19 financial year were approved at the Council meeting on 20th December 2017, as part of the budget process - with the allotment increases to apply from 1st October 2018;
- ***Cemetery and related expenditure:*** We reviewed the Burial register and the register of the grants of exclusive rights of burial for the period 1st April to 30th June 2018. We examined the related application forms and other documentation, the sales ledger invoices and Sage transactions to confirm that fees had been charged in accordance with the published scales and that monies had been received and banked in an accurate and timely manner. There were no matters arising;
- ***Hall hire:*** We examined a sample of sales ledger invoices for the various Diamond Centre room bookings for a sample week (w/c 29th October 2018) to confirm the fees charged were in accordance with the published scales and were settled in a timely manner. There were no matters arising. We also confirmed that hall hire agreements were in place for all customers;
- ***Allotment rents:*** We confirmed that all allotment renewal invoices effective from 1st October 2018 had been raised on a timely basis. From the Sales Ledger and Aged Debtors Report as at 5th December 2018, we confirmed that the rental income had been received from all allotment holders who wished to continue with their tenancy and that action was being taken to re-let out the few plots that had become vacant. We also checked the tenancy agreements for a sample of allotment holders to confirm these were in order;
- ***Outstanding debtors:*** From review of the Aged Debtors Report, we also confirmed that, as was the case last year, the total value of outstanding debtor balances of more

than one month remains very low, which demonstrates the effectiveness of the Council's debt management arrangements; and

- ***Banking of income:*** As noted earlier in this report, we checked and agreed all bank receipts arising in the sample month of June 2018 to relevant cashbooks and bank statements, with no issues arising.

From our discussions with the Town Clerk, we noted that changes are to be made imminently to the hall hire agreements, to ensure that they fully reflect the hirers' responsibilities when using the Diamond Centre (which is not manned) and also that they address the latest guidance on privacy of data. The latter issue has already been addressed for allotment holders, with "consent forms" received back for the majority of tenants. We will review progress at our final audit visit.

Conclusion

On the basis of our audit work, we are pleased to report that the systems for identification and recording of income appear to continue to work effectively and there are no matters arising that require a formal comment or recommendation. We will undertake any further testing that may be considered necessary, including the update of our year-on-year analysis of income arising across the various activities at our final visit.

Petty Cash and Barclaycard Account

When completing the 'Annual Internal Audit Report' in the AGAR, we are required to confirm that there are effective controls over the petty cash account operated by the Council. To meet that objective, we confirm that:

- Any petty cash accounts in operation are managed effectively and that all expenses incurred are appropriately supported by a trade invoice or relevant till receipt;
- Only low value expenditure is incurred from any petty cash account(s) in use;
- Where appropriate, VAT is identified and coded accordingly for periodic recovery from HMRC, and
- The physical cash held is periodically reconciled to the supporting records.

During the course of our interim audit, we reviewed the petty cash account and confirmed that it is being managed effectively and that the physical cash held at the date of the audit visit agreed to the underlying accounting records.

At our final audit visit, we will confirm the year-end balance of the petty cash float and that this had been included correctly in the overall cash and short-term investments balance reported in Section 2, line 8 of the AGAR.

The Council continues to make use of a commercial Barclaycard, which has largely superseded the use of the petty cash account. The Town Clerk is the sole holder of the card, which is mainly used for internet purchases and fuel for the Council's vehicle, with settlement by direct debit in full each month. Details of the transactions on this account continue to be presented to Members for approval in the same manner as all other supplier payments. At our final audit, we will review a sample of the monthly Barclaycard statements

to confirm that all payments were supported by receipts and that VAT had been correctly identified for recovery.

Conclusion

There are no matters arising from our audit work to date that require a formal comment or recommendation. As noted above, we will undertake further testing in this area at our final audit visit.

Review of Salaries

In examining the Council's payroll function, our objective is to confirm that extant employment legislation is being appropriately observed and that the requirements of HM Revenue and Customs (HMRC) as regards the deduction and payment over of income tax and NI contributions are complied with, together with meeting the requirements of the local government pension scheme.

To check compliance with the above criteria, we have:

- Confirmed that the Council reviews and approves pay scales for staff annually. All staff are on nationally agreed (NJC) pay scales and the Council confirmed the pay award for 2018-19 at its meeting on 25th April 2018;
- Undertaken detailed testing of salaries paid, by reference to the November 2018 payroll, which the Town Clerk continues to produce using bespoke Sage software, to confirm that:
 - Gross salaries were paid in accord with the approved SCP pay rates - full and part-time;
 - PAYE tax codes and National Insurance contribution tables were being accurately applied;
 - Pension contributions were being accurately computed in accord with the revised salary bandings for employee contributions;
 - Any additional hours and/or other relevant expenses were supported by appropriate timesheets and approved claim forms;
 - All net pay computations for the month agreed to the payslip details and to the resultant electronic BACS payments made;
 - The current HMRC regulations requiring monthly electronic payroll submissions (the Real Time Initiative) were being met;
 - The monthly payroll calculations are double checked by the Finance/Administrative Officer, and
- The payroll calculations are also subject to periodic review by the Council Chairman, as recommended previously. We confirmed that this independent review was carried out in April 2018 and, we understand, is due to be repeated for the December payroll)

Conclusion

The controls over the processing of salaries and wages were found to be adequate and to be

operating effectively. There are no matters arising that require a formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made; that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

The Council’s Treasury Management (Investment) Policy was formally reviewed and re-adopted in May 2018.

As noted earlier in the report, the Council does not have any long-term investments. Following the drawdown of a £1.5m loan from the PWLB in 2016-17 towards the costs of redevelopment of the Diamond Centre, part of the funds was invested in a six-month fixed interest Treasury Deposit with Barclays. This was rolled forward every six months as the project proceeded, but for a reducing amount. With the redevelopment nearing completion, £250k, which equates to balance of the Council’s general contingency reserve was reinvested in the Treasury Deposit from October 2018.

We have checked and agreed the instalment repayments of the Council’s PWLB loans for the year to date from the relevant bank statements to their third party direct debit settlement advice notes. At our final visit we will verify the accuracy of the disclosure of the year-end PWLB balances in the AGAR.

Conclusion

No issues have arisen in this area at present: we will undertake further work in this area at our final audit visit, including verifying the accurate disclosure of the year-end PWLB balances in the AGAR.

Action plan

10

Recommendation		Response
Accounting and banking arrangements		
R1	In accordance with the Council's Financial Regulations, the Chairman should review the bank reconciliations on a quarterly basis, going forward, signing the reconciliations and the original bank statements as evidence of verification, and the reconciliation schedule should then be reported to the Council.	
Assessment and management of Risk		
R2	The results of the annual inspection reports on the play areas should be reported to the Council, to ensure that Members are able to satisfy themselves that risks are being considered and managed appropriately, in accordance with their responsibilities as set out in the Health and Safety Policy Statement.	
Budget setting, budgetary control and reserves		
R3	In accordance with the Financial Regulations, reports on budgetary performance should be made to the Council on at least a quarterly basis, going forward.	

Sprowston Town Council		Payments	Meeting	Date: 19 December 2018
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
05/12/2018		APM Blinds Rollar Blinds + repairs	1,038.00	
				<u>Amount</u>
				1038.00
				<u>BACS</u>
				184
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
27/11/2018	38382	Bartlett Signs Diamond Centre, Car Park, Memorial	285.00	
				<u>Amount</u>
				342.00
				<u>BACS</u>
				185
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
13/12/2018	S118-13986	Bidwells professional Services Phase 4	471.10	
13/12/2018	S118-13987	Professional Services Council Offices	2,041.63	
				<u>Amount</u>
				565.33
				<u>BACS</u>
				2,449.95
			2,512.73	502.55
				3,015.28
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
30/11/2018	2401	A. T. Coombes Tree Survey	750.00	
				<u>Amount</u>
				900.00
				<u>BACS</u>
				187
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
12/12/2018	807005409	Copy it Digital Solutions Photocopies:31/10/2018-29/11/2018	26.09	
				<u>Amount</u>
				31.31
				<u>BACS</u>
				188
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
10/12/2018	3901	Cozens (uk) Ltd Street Lighting Maintenance:November 2018	600.00	
				<u>Amount</u>
				720.00
				<u>BACS</u>
				189
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
03/12/2018	TS18-064	East of England Apple & Orchards Project Apple trees	153.45	
				<u>Amount</u>
				153.45
				<u>BACS</u>
				190
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>
30/11/2018	5094839	ESPO Centrefeed Wiper rolls, Labels	32.64	
10/12/2018	5103138	Photocopy Paper	29.20	
				<u>Amount</u>
				39.17
				<u>BACS</u>
				191
				35.04
			61.84	12.37
				74.21

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
27/11/2018	226	HHTanking Services Ltd	117.00	23.40	140.40	192
		<u>Details</u>				
		Cem:Cess pit emptying 21/11/2018				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01/12/2018	925026	Heritage Contract Services Ltd	5,464.64	1,092.93	6,557.57	193
		<u>Details</u>				
		Caretaking/Cleaning Services Jan 2019				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
28/11/2018	653034	Intouch Systems	150.00	30.00	180.00	194
01/12/2018	654597	<u>Details</u>	60.00	12.00	72.00	
01/12/2018	654668	Diamond Centre: Wireless Issues	49.00	9.80	58.80	
01/12/2018	654827	Hosted Exchangex6:01/12/2018-01/01/2019	60.00	12.00	72.00	
04/12/2018	654174	Server Backup 18/11/2018-18/12/2018	150.00	30.00	180.00	
04/12/2018	654364	Hosted Exchangex6:01/01/2019-01/02/2019	50.00	10.00	60.00	
		Broadband:Recreation Ground Dec 2018	219.00	43.80	262.80	
		Broadband:Diamond Centre Dec 2018				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
04/12/2018	11540561	A.C. Leigh	10.50	2.10	12.60	195
		<u>Details</u>				
		3 Keys cut back door: Diamond Centre				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
04/12/2018		Moviola Ltd	96.04	18.21	114.25	196
		<u>Details</u>				
		The Happy Prince				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
12/12/2018	2375	Omnis	49,306.16	9,861.23	59,167.39	197
12/12/2018	2376	<u>Details</u>	13,944.89	2,788.98	16,733.87	
		New Sports Hall & Refurbishment Work	63,251.05	12,650.21	75,901.26	
		Recreation Ground Council Office				
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
05/12/2018	05972675640	Ridgeons Ltd	192.33	38.47	230.80	198
07/12/2018	05972684234	<u>Details</u>	35.58	7.12	42.70	
		Sand,Cement,Slabs	227.91	45.59	273.50	
		Paving Slabs				

Invoice Date Invoice No.
 26/11/2018 110587282
 26/11/2018 110587283

Watson Fuels

Details

1000 Litres Red Diesel
 4000 Litre Heating Oil

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
534.09	26.70	560.79	199
2,014.00	402.80	2,416.80	
2,548.09	429.50	2,977.59	

TOTAL OF INVOICES

77,361.34 15,152.88 92,514.22 Trf 32

STC Drawings a/c to Salaries a/c

Transfer:

Trf

STC Drawings a/c to Petty Cash

Transfer:

Trf

STC General a/c to STC Drawings a/c

Transfer:

-	-	-	-
77,361.34	15,152.88	92,514.22	Trf 32
77,361.34	15,152.88	92,514.22	Trf 32

.....
 Councillor

.....
 Councillor

.....
 Town Clerk

Sprowston Town Council		Barclaycard Payments		Meeting Date: 19/12/2018	
<u>Invoice Date</u> 13/12/2018	<u>Invoice No.</u> 1129275	Site Supply Group <u>Invoice Detail</u> High Vis Jackets, Wellington Boots	<u>Net</u> 420.77	<u>VAT</u> 63.56	<u>Amount</u> 484.33
<u>Invoice Date</u> 12/12/2018	<u>Invoice No.</u> 68635	Tesco <u>Invoice Detail</u> Lunch: Townclerk Recruitment mtg.	<u>Net</u> 23.30	<u>VAT</u>	<u>Amount</u> 23.30
<u>Invoice Date</u> 07/12/2018	<u>Invoice No.</u> 51C1717534	Wilco Motor Spares <u>Invoice Detail</u> Castrol Magnatec Oil	<u>Net</u> 22.08	<u>VAT</u> 4.41	<u>Amount</u> 26.49
Total of Payments Due by Direct Debit			466.15	67.97	534.12

Sprowston Town Council	Direct Debit Payments	Meeting	Date: 19 December 2018
<u>Invoice Date</u> 30/11/2018	<u>Invoice No.</u> 4688404	<u>Net</u> 35.57	<u>Amount</u> 42.68
	<u>Details</u> Angel Springs Ltd (T/A Waterlogic) Bottled Water November 2018	<u>VAT</u> 7.11	<u>DIRECT DEBIT</u>
<u>Invoice Date</u> 01/11/2018	<u>Invoice No.</u> 66254305	<u>Net</u> 42.00	<u>Amount</u> 50.40
	<u>Details</u> PHS Group Mini Evolution dispensers	<u>VAT</u> 8.40	<u>DIRECT DEBIT</u>
<u>Invoice Date</u> 08/12/2018	<u>Invoice No.</u> 181927366/18	<u>Net</u> 9.18	<u>Amount</u> 9.64
<u>Invoice Date</u> 08/12/2018	<u>Invoice No.</u> 181927377/18	344.71	413.66
<u>Invoice Date</u> 08/12/2018	<u>Invoice No.</u> 182009316/18	3,059.88	3,671.86
	<u>Details</u> Total Gas & Power Floodlights:Nov. 2018 Diamond Centre:Nov. 2018 Streetlights:Nov.2018	<u>VAT</u> 0.46 68.95 611.98	<u>DIRECT DEBIT</u>
		3,413.77	4,095.16
<u>Invoice Date</u> 30/11/2018	<u>Invoice No.</u> SIO1132133	<u>Net</u> 616.96	<u>Amount</u> 740.35
	<u>Details</u> Veolia Environmental Services All sites skip hire	<u>VAT</u> 123.39	<u>DIRECT DEBIT</u>
	Total Direct Debits	4,108.30	4,928.59