



## 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 5 June 2019 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 Annual Council meeting held on 15 May 2019. Pages 1 - 9
4. To receive any Police Liaison Officer's report.
5. To receive correspondence & agree action/response arising from the minutes.
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 10
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
8. To accept the Internal Audit Report (Final) 2018/19 Pages 11 - 21
9. To receive the report of the Town Clerk and make decisions on: Pages 22 - 25
  - 1.1 School Lane Nursery
  - 5.1 Spixworth Parish Council Neighbourhood Plan
10. Adjourn the meeting for a short break.
11. To consider planning applications to 5 June 2019. Pages 26 - 27
12. To receive any written/verbal reports from the Council's Committees and Working Groups.
13. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
14. To confirm the payment of accounts to 5 June 2019 (to be tabled).
15. To receive the schedule of credit card payments (to be tabled).
16. To receive the schedule of direct debits (to be tabled).

**Guy Ranaweera**  
Town Clerk

**30 May 2019**

Council Office, Sprowston Recreation Ground . Recreation Ground Road Sprowston . Norwich.NR7 8EW  
Tel: 01603 408063 . Email: townclerk@sprowston-tc.gov.uk

Footnote:

<sup>1</sup> Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

*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](http://www.broadland.gov.uk) and follow the links through to planning.*

*It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) 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.sprowston-tc.gov.uk](http://www.sprowston-tc.gov.uk) (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.*

*In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.*

## ANNUAL COUNCIL MEETING – 15 MAY 2019

At the Annual meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 15 May 2019, the following Members were present:-

Mr I Moncur – Chairman

Mr A J Barton	-	Mrs B J Lashley
Mr M G Callam	-	Mrs J Leggett
Ms D Coleman	-	Mr I J Mackie
Mrs B Cook	-	Mr J H Mallen
Mr W F Couzens	-	Ms C T Rumsby
Mr J F Fisher	-	Mr N Shaw
Mr R J Knowles	-	Mr S C Walker

Mr J M Ward

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mr G Ranaweera	-	Town Clerk Designate
Mrs E Elliot	-	Committee Officer
Mr K Leggett	-	District Councillor Old Catton and Sprowston West

3 members of the public were present

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### **19/105. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

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

Mrs B J Lashley proposed and Ms C T Rumsby seconded the nomination of Mr W F Couzens.

Mr N Shaw proposed and Mrs J Leggett seconded the nomination of Mr J M Ward.

On being put to the vote it was **RESOLVED** that Mr J M Ward be appointed Chairman of the Council for the ensuing year.

### **19/106. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN OF THE COUNCIL**

Mr J M Ward signed the Declaration of Acceptance of Office as Chairman of the Council in the presence of the Town Clerk and stated "that under the Local Government Act 1972 245 (6) in a parish that has the status of a Town the Chairman of the Council shall be entitled to be called the Town Mayor and I therefore wish to be known as Town Mayor" and then held the office of Town Mayor for the rest of the meeting.

**19/107. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

Mr J M Ward proposed and Mr I J Mackie seconded the nomination of Mrs J Leggett

Mrs B J Lashley proposed and Mr M G Callam seconded the nomination of Mr W F Couzens.

On being put to the vote it was **RESOLVED** that Mr W F Couzens be appointed Vice-Chairman of the Council for the ensuing year.

**19/108. COUNCILLORS DECLARATIONS OF OFFICE**

The Town Clerk reported that she had received signed Declarations of Office from all 15 elected Town Councillors.

**19/109. DISPENSATIONS OF COUNCILLORS**

The Town Clerk reported that she had given formal dispensation to Mr M G Callam, Ms D Coleman, Mrs B Cook, Mr W F Couzens, Mr R J Knowles, Mrs B J Lashley, Mr J H Mallen and Ms C T Rumsby.

**19/110. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

**19/111. APOLOGIES FOR ABSENCE**

No written or verbal apologies for absence were received.

**19/112. POLICE LIAISON OFFICER'S REPORT**

Members noted Norfolk Constabulary's Newsletter.

Mrs B J Lashley commented on the number of incidences of theft from motor vehicles and suggested an article be placed in Sprowston Matters and to ask for further details on these occurrences.

Mrs J Leggett advised that the Safer Neighbourhood Action Panel meeting to be held on 21 May 2019 had been cancelled as it clashed with Broadland District Councils Annual General Meeting, but would be rearranged.

**19/113. MINUTES**

The Minutes of the Council's meeting held on 24 April 2019, having previously been circulated to all Members, were confirmed and signed by the Chairman of the Council.

**19/114. NORFOLK CONSTABULARY CRIME REPORT FOR SPROWSTON**

Further to Minute 190/91, the Town Clerk reported that the Local Beat Manager PC Tupper had confirmed statistics given in the Police's Sprowston crime report pertain to the 3 District Wards of Old Catton and Sprowston West; Sprowston Central and Sprowston East.

## **19/115. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (1) at the full Norfolk County Council Annual General Meeting on 7 May 2019 Councillor Margaret Stone handed over to the new Chairman of the Council Harry Humphrey. The Vice Chairman is Councillor Keith Kiddie.

The Cabinet as I reported on 14 April 2019 was confirmed and the Chairman of the committees are as follows:

Steve Morphew: Scrutiny  
Karen Vincent: Corporate Select Committee  
Barry Stone: Infrastructure and Development Select Committee  
Shelagh Gurney: People and Communities Select Committee  
Colin Foulges: Planning  
Ian Mackie: Audit  
Mark Kiddle-Morris: Standards  
Andrew Proctor: Employment  
Judy Oliver: Pension

I am personally on the Corporate and Standards Committees, the Highways Agency and the Norfolk Joint Museums Committee of which I am currently Chairman.

- (2) there is a free teachers conference at Norwich Castle on 17 July 2019, 9.30am - 12.30pm.

Booking by 5 July 2019, email [jenni.williams@norfolk.gov.uk](mailto:jenni.williams@norfolk.gov.uk)

- (3) I have just come from a YMCA event at Norwich castle. The Norfolk Museum Service have an embedded post within the YMCA to support the delivery of the innovative "Kick the Dust" programme. 245 young people from the YMCA have so far engaged with this project.
- (4) consultation responses (of which there were 1900) on the Norwich Western Link to connect the A47 to the Broadland Northway are continuing as are the ecological and environmental considerations.

A preferred route will be reported to cabinet on 15 July 2019 when a decision will be made.

- (5) the Council faces a funding gap of £70.8m over the next 2 years. Councillor Proctor is having another meeting with the Local Government Minister shortly and the Cabinet are developing plans to bridge the gap.
- (6) I hope the Council will join all me in congratulating the 24-year old, Rebecca Stone from Sprowston who won a gold medal in the British Ice-Skating Championships this week.

Referring to Minute 19/101, Mr Ward asked if Mrs B J Lashley had any further information regarding financial assistance for electric car charging points.

**19/115. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Mrs B J Lashley confirmed that she had asked the County Officer but would follow up a response.

Referring to the article on the Action for Children charity in Mr Ward's report, Mrs Lashley asked what part of Norfolk County Council would be monitoring the contract and was advised that it would be County Councillor J F Fisher in his capacity as Cabinet Minister for Children's Services.

Mrs J Leggett verbally reported:

- (1) she was nearing the end of her Chairmanship at Broadland District Council however, she had recently met Prince Edward at the Horstead Residential Centre to mark its 50th anniversary and attended a Big C event at the Norwich Research Park, which was very impressive.
- (2) that Broadland District Council would be holding their Annual General Meeting on Tuesday 21 May 2019 where a new Chairman would be appointed.

**19/116. RESIDENTS' QUESTIONS**

On the motion of Mr J M Ward, seconded by Mr R J Knowles 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.

The meeting was reconvened.

**19/117. TRAINING OF COUNCILLORS**

Members noted the upcoming training courses for Councillors provided by Norfolk Association of Local Town & Parish Councils and the Town Mayor suggested that Members contact the Town Clerk to arrange training.

**19/118. APPOINTMENT OF MEMBERS TO SERVE ON THE STAFFING PANEL**

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

Mr M G Callam	Mrs J Leggett
Mr W F Couzens	Mr N Shaw
Mr J F Fisher	Mr J M Ward

**19/119. APPOINTMENT OF MEMBERS TO SERVE ON EXTERNAL ORGANISATIONS FOR THE ENSUING YEAR**

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

**(a) Senior Citizens Welfare Committee**

Mr A J Barton and Mr W F Couzens

**(b) Sprowston Heritage Group**

**19/119. APPOINTMENT OF MEMBERS TO SERVE ON EXTERNAL ORGANISATIONS FOR THE ENSUING YEAR (CONTINUED)**

Mr W F Couzens and Mrs J Leggett

**(c) Grow Your Community Group**

Mr W F Couzens, Mrs B J Lashley and Mrs J Leggett

**19/120. NORFOLK ALC - NOMINATION TO EXECUTIVE**

Mr W F Couzens proposed, seconded by Mr R J Knowles the nomination of Mrs B J Lashley as Norfolk Association of Local Councils Executive and on being put to the vote the motion was CARRIED.

Mrs B J Lashley advised Council that the letter circulated from Norfolk ALC was incorrect and she explained the correct process for selection.

**19/121. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS**

Having reviewed the Standing Orders it was

**RESOLVED** to adopt the Standing Orders unamended subject to additional wording of Town Mayor.

**19/122. REVIEW OF INVENTORY OF LAND ASSESTS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

Referring to page 12, Mrs B J Lashley queried the number of bus shelters and was advised that the page would be amended to reflect the nine bus shelters owned by the Town Council.

Mr J M Ward proposed, seconded by Mr N Shaw to accept the inventory of land assets including buildings and office equipment subject to the above amendment and on being put to the vote the motion was CARRIED.

**19/123. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

Mr J F Fisher proposed, seconded by Mr N Shaw to confirm the arrangements for insurance cover in respect of all insured risks and on being put to the vote the motion was CARRIED.

**19/124. REVIEW OF STAFF SUBSCRIPTIONS/OTHER BODIES**

Members reviewed and agreed the following subscriptions:

- (i) Norfolk ALC
- (ii) SLCC Clerk
- (iii) ICCM
- (iv) Broadland Tree Network
- (v) Anglia Farmer Yearly Subscription
- (vi) Creative Arts

**19/125. REVIEW OF THE COUNCILS COMPLAINTS PROCEDURE**

Members reviewed and agreed the Complaints Procedure without amendment.

**19/126. REVIEW OF THE COUNCILS POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**

Members reviewed and agreed the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection without amendment.

**19/127. REVIEW OF COUNCIL POLICY FOR DEALING WITH PRESS AND MEDIA**

Members reviewed and agreed the policy for dealing with press and public without amendment.

**19/128. REVIEW OF COUNCILS EMPLOYMENT POLICIES AND PROCEDURES**

Members reviewed and agreed the following Employment Policies and Procedures without amendment:

- (1) Staff Handbook
- (2) Grievance Policy
- (3) Disciplinary Policy

**19/129. MEETING ADJOURNMENT**

On the motion of Mr M G Callam, seconded by Mr J M Ward it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

**19/130. FINANCE**

- (i) **Statement of Accounts (Income & Expenditure) and Balance Sheet for the year ended 31 March 2019**

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure for year ended 31 March 2019, together with the loan schedule.

- (ii) **Statement of Petty Cash for the year ended 31 March 2019**

**RESOLVED** to approve the Statement of Petty Cash for the year ended 31 March 2019.

- (iii) **Annual Governance and Accountability Return (AGAR) 2018/19 (Section 1)**

Having considered a sound system of internal control and arrangements for the preparation of the accounting statements the AGAR Section 1 was completed, question 1 to 8 in the affirmative and 9 not applicable.

**RESOLVED** to adopt the Annual Governance and Accountability Return and authorise the Chairman of the meeting to sign all accounting documents and supporting statements to the accounts for year ended 31 March 2019 on behalf of the Council.

- (iv) **Annual Governance and Accountability Return 2018/19 (Section 2)**



**19/130. FINANCE (CONTINUED)**

Having reviewed the Annual Governance and Accountability Return for the year ended 31 March 2019 it was

**RESOLVED** to adopt the Annual Governance and Accountability Return for the year ended 31 March 2019 and authorise the Chairman of the meeting to sign all accounting documents and supporting statements to the accounts for the year ended 31 March 2019 on behalf of the Council.

**(v) to receive the Internal Audit Report 2018/19**

**RESOLVED** to accept the report of the Internal Auditor 2018/19.

**(vi) to complete the Internal Audit Review Checklist 2019 part 1 & 2 (and report)**

Having reviewed the Internal Audit Review Checklist parts 1 & 2 it was

**RESOLVED** to authorise the Chairman of the meeting 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 2019 would be advertised.

**(vii) Appointment of Internal Auditor**

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

**(viii) to review Financial Risk Assessments 2019/20 and approve the Terms of Reference as listed under Internal Audit Assurance**

Having reviewed the Financial Risk Assessments for 2019/20 it was

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

**19/131. REPORT OF THE TOWN CLERK**

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

**1.1 No matters were reported.**

**CEMETERY**

**2.1 No matters were reported**

**STREET LIGHTING**

**3.1 No matters were reported**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 Broadland District Council - Community Infrastructure Levy (CIL)**

Mrs B J Lashley proposed, seconded by Mr W F Couzens to allocate the CIL receipts to Sprowston Diamond Centre capital expenditure.

## **19/131. REPORT OF THE TOWN CLERK (CONTINUED)**

### **4.2 Norfolk Pension Fund**

**RESOLVED** not to participate in the HM treasury consultation on the exit cap which is open to LGPS scheme employers.

### **4.3 Personal Injury Claim against the Council**

Members noted that a claim against the Council as employer for negligence had been made and passed to the Council's insurers in accordance with the Council's insurance policy.

## **PLANNING AND TRANSPORTATION**

### **5.1 No matters were reported**

## **19/132. 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:

2019/0645 - single storey rear extension at 27, Varvel Avenue

2019/0668 - two storey rear extension at 20, Tills Road

2019/0712 - single storey conservatory to rear at 9, Virginia Close

2019/0722 - single storey rear extension at 9, Cannerby Lane

2019/0720 - first floor side and two storey front extension an front porch at 20, Blenheim Crescent

2019/0691 - pitched roof replacing existing flat roof over side extension at 62, Blenheim Crescent

2019/0692 - two storey rear extension and new first floor window in existing side elevation at 41, Tills Road.

2019/0698 - single storey rear extension at 1, Stillington Close

(b) to oppose the granting of planning applications 2019/0637 and 2019/0588 Change of Use from B1 (Business) to D1 (State Funded School) - Prior Notification at Unit 3 and Suite 1A Sapphire House, Roundtree Way on the grounds that it is an inappropriate location for a school given the industrial nature of the area and close proximity to a bus depot. Access is via a cul de sac with heavy traffic volumes and large vehicles (buses), as there is no pedestrian access this was considered dangerous particularly for children.

Given there is no public transport to the location, the nearest drop off point being on Salhouse Road, it was felt that this would encourage vehicular transport to School and increase traffic volumes in an age when walking and

**19/132. PLANNING (CONTINUED)**

cycling should be prioritised. Furthermore, there was concern regarding safeguarding as there are no details on the usage of other buildings and areas on this estate.

- (c) to oppose the granting of planning application 2019/0392 - use of pool and approved pool building (under planning permission 20181670) for private hire at 25, Chenery Drive on the grounds that it is an unneighbourly form of development, detrimental to residential amenities and highway issues given the additional traffic this proposal will attract in a narrow cul de sac.

**19/133. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

**19/134. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**19/135. REVIEW AND ADOPTION OF THE 2019 -2020 BUDGET**

Members reviewed the 2019 - 2020 budget and Mr J H Mallen proposed, seconded by Mr N Shaw to adopt the 2019 - 2020 budget without amendment and on being put to the vote the motion was **CARRIED**.

**19/136. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts and supplementary schedule of accounts to 15 May 2019 totalling £48,644.58 and £2,529.28 and answered Members' questions arising therefrom.

On the motion of Mr I J Mackie, seconded by Mr N Shaw it was **RESOLVED** that payment of the accounts and supplementary accounts to 15 May 2019 totalling £48,644.58 and £2,529.29 be approved and the schedule authorising payment signed by Mr R J Knowles and Mrs B J Lashley.

**19/137. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments and supplementary schedule of credit card payments totalling £174.28 and £287.81 was approved and noted.

**19/138. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments and supplementary schedule of direct debit payments totalling £8,244.18 and £3,817.50 was approved and noted.

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

05 June 2019

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TOWN MAYOR

26<sup>th</sup> May 2019

## **Report from Councillor John Ward**

### **Broadland District Council**

At the AGM on 21<sup>st</sup> May, Shaun Vincent was confirmed as Leader of the Council with Trudy Mancini Boyle his Deputy. Karen Vincent was confirmed Chairman of the Council with Roger Foulger being Vice Chairman. Judy Leggett is a member of the Cabinet with the portfolio of Environmental Excellence and I am Vice Chairman of the Planning Committee (Chairman Sue Lawn). I am also a member of the Awards Panel, Standards, and Place Shaping. 21 new Members of the Council took their seats for the first time.

The next Safer Neighbourhood Action Panel meeting will be at Gage Road Chapel on Monday 3<sup>rd</sup> June at 7pm.

### **Norfolk County Council**

Church Lane from Aslake Close to Wroxham Road will be subject to a one way restriction, east bound, from 3<sup>rd</sup> June to 1<sup>st</sup> July for gas main replacement works.

NCC Trails has secured more than £30k to carry out improvements to the Wherryman's Way, a heritage trail that runs from Norwich to Great Yarmouth. It is a beautiful 33 mile walk which I did a few years ago – over 3 days.

NCC has put in an outline application for 4000 new homes next to Attleborough on land currently part of the Norfolk County Farms Estate (extra farmland for the estate has been acquired to compensate for this loss and to ensure the estate always stays above 16,000 acres). The Council hopes to develop the site through its own Company, Repton Homes.

£200k has been awarded by the Council to the YMCA to develop their new HQ and outreach centre on Aylsham Road. This was the former Royal British Legion Jubilee Hall and was purchased by the Lind Trust to be given to the YMCA together with £500k towards the redevelopment.

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**Sprowston Town Council**

*Internal Audit Report 2018-19 (Final update)*

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*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 the areas examined during our final audit visit in relation to the 2018-19 financial year, which took place on 14<sup>th</sup> May 2019. It updates the report that we issued following our interim audit visit in December 2018.

### Internal Audit Approach

In undertaking 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 internal audit programme 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 audit programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' on Page 3 of the AGAR, which requires independent assurance over a number of internal control objectives.

### Overall Conclusion

On the basis of the programme of work we have undertaken, we have concluded that the Council has continued to maintain an adequate and effective system of internal control. We have completed and signed the 'Annual Internal Audit Report' in the 2018-19 AGAR. In doing so, we have concluded that, in all significant respects, the control objectives as set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

We are pleased to report that there are no matters arising from our final audit testing that require a formal comment or recommendation for action. In the course of our audit visit, we have also confirmed that appropriate action has been taken to address the matters raised in our interim report.

In the sections below we have explained the objectives of each area of our audit, summarising the work we have undertaken during the year and our findings.

<p>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.</p>
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# 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. As at 31<sup>st</sup> March 2019, there were five bank accounts in operation. Of these, 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 have been invested in two Fixed Term Treasury Deposits with Barclays. The first of these, for six months, matured shortly after the year-end and has been rolled forward to October 2019. The second, which is fixed for one year, matures in January 2020.

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 year-end;
- Confirmed that the cost centre and nominal ledger income and expenditure coding structure remains appropriate;
- Checked and agreed the detail in all of the Sage cashbooks, verifying two sample months' transactions (June 2018 and March 2019) to relevant bank statements;
- Checked and agreed the detail on the bank reconciliation as at 30<sup>th</sup> September 2018 and 31<sup>st</sup> March 2019 and confirmed that daily reconciliations continue to be prepared by the Finance/Administrative Officer;
- Confirmed that the overall balances as at 31st March 2019 have been recorded correctly in Section 2, Line 8 of the AGAR (total value of cash and short-term investments), and
- Confirmed that daily back-up of the Sage software is undertaken and that this is being tested on a periodic basis.

At our interim visit, we highlighted the need to ensure that, in line with the Financial Regulations, the Chairman reviews the bank reconciliations on a quarterly basis, signing the reconciliations and the original bank statements as evidence of verification, with the reconciliation schedule then reported to the Council. At our final audit visit, we confirmed that this control is now in place and that the review had recently been completed for the year-end bank reconciliation.

### **Conclusion**

***On the basis of our audit work, we have confirmed that the controls in place in this area are adequate and continue to operate effectively. There are no issues arising from our audit work that require a formal comment or recommendation.***

## **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 16<sup>th</sup> May 2018, with an update to the Standing Orders approved at the Council meeting on 26<sup>th</sup> September 2018;
- At the 16<sup>th</sup> 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 completed our review of the Council minutes for the year. We are pleased to record that we have not identified any issues that we consider might 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. There are no issues arising from our audit work that require a formal comment or recommendation.***

## **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;

- 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 completed 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 40<sup>th</sup> cashbook transaction irrespective of value. In all, we examined 72 payments, totalling £925,963, which equates to 85% of non-pay related payments processed.

We confirmed that VAT returns have been submitted on a regular basis each quarter. We checked and agreed the second and fourth quarter re-claims to the relevant nominal ledger control account balance.

### **Conclusion**

*On the basis of our audit work, we are satisfied that the arrangements in place for the coding and authorisation of payments are sound, with appropriate supporting documentation present for all payments in our test sample, and that appropriate action has been taken with regard to re-claiming VAT. There are no matters arising that require a formal comment or recommendation.*

## **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 16<sup>th</sup> May 2018, with the Financial Risk Assessment for 2018-19 approved on 6<sup>th</sup> June 2018;
- The insurance policy with Zurich Municipal expired on 31<sup>st</sup> March 2019. At its meeting in February 2019, the Council resolved to enter into a new 5-year agreement with Zurich. The new policy includes Public Liability cover of £15 million; Employer's Liability of £10 million, Fidelity Guarantee at £500,000 and Business Interruption cover of £75,000, all of which would appear to be adequate 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 16<sup>th</sup> 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.

We have confirmed with the Town Clerk that, as recommended in our interim report, the results of the annual inspections of the play areas (from June 2019) will be reported to the Council.

### **Conclusion**

*On the basis of our audit work, we consider that the controls in place in relation to risk management are adequate and are operating effectively. There are no matters arising that require a formal comment or recommendation.*

## **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 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.

From our minutes review, we confirmed that the Council received detailed budget monitoring reports for 2018-19, from the half year onwards. We have confirmed with the Town Clerk that, as recommended in our interim audit report and in line with the Financial Regulations, budget monitoring reports for all four quarters will be presented to Members in 2019-20.

The annual budget and Precept requirements for 2019-20 were determined at the Council meeting on 12<sup>th</sup> December 2018. As in previous years, the Town Clerk provided a detailed report to inform the decision-making process. The Precept was set at £650,355 (£623,000 for 2018-19). As there had been a significant increase in the tax base from the previous year, this only represented is an increase of 1.99% for Band D properties.

The Council's reserve requirements were considered during the course of the year and as part of the budget setting process. As at 31<sup>st</sup> March 2019, the total reserves stood at £616k (compared to £1,127k at the previous year-end). The main reason for the change was the utilisation of reserves set aside for completion of the Diamond Centre project, leaving only a retention sum of £50k. The overall balance of other earmarked reserves has increased to £179k (£114k), principally as the result of the establishment of a capital projects reserve.

The General Fund/Contingency Reserve balance at the year-end amounted to £337k (£313k). Although this balance remains slightly below the Council's target of £400k, it equates to approximately 52% of the annual precept, which is not unreasonable for the size and complexity of the Council.

### **Conclusion**

*There are no matters arising from this area of our audit work that require a formal comment or recommendation.*

## **Review of Income**

In this area of our audit, 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.

During the course of our visits, we undertook the following audit work:

- 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 20<sup>th</sup> December 2017, as part of the budget setting process - with the allotment increases to apply from 1<sup>st</sup> October 2018. The fees and charges for 2019-20 were similarly reviewed as part of that year's budget setting process, in December 2018 (Minute 18/295);
- Cemetery and related expenditure: We reviewed the Burial Register and the Register of the Grants of Exclusive Rights of Burial for the period 1<sup>st</sup> April to 30<sup>th</sup> 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 29<sup>th</sup> 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 1<sup>st</sup> October 2018 had been raised on a timely basis. From the Sales Ledger and Aged Debtors Report as at 5<sup>th</sup> 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 Reports as at 30<sup>th</sup> November 2018 and 31<sup>st</sup> March 2019, we 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 months of June 2018 and March 2019 to relevant cashbooks and bank statements, with no issues arising.

At our interim visit, we noted that changes were due 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 had already been addressed for allotment holders, with "consent forms" received back for the majority of tenants. At our final audit visit we confirmed that the hall hire agreements have been amended appropriately.

### **Conclusion**

***On the basis of our audit work, we consider the controls in place in relation to income to be adequate and to be operating effectively. There are no matters arising that require a formal comment or recommendation.***

## **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 confirmed 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 makes use of a commercial Barclaycard, which has largely superseded the use of the petty cash account. The card is held by the Town Clerk and has been used for internet purchases and the purchase of 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. A further

Barclaycard account, in the name of the Town Clerk Designate, was opened in March 2019 and the original account will be closed when the current Town Clerk retires.

At our final audit visit, we reviewed the transactions on both Barclaycard accounts for March 2019 and confirmed 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.*

## **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 25<sup>th</sup> April 2018;
- Confirmed that a signed contract of employment is held for the Town Clerk Designate;
- 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.*

## **Asset Register/Inventory**

Councils are required to maintain an asset register and to report the overall value of fixed assets held in the AGAR each year. Whilst the “Practitioners’ Guide” does not specify a particular basis of accounting for fixed assets, it stresses that the approach taken from year to year should be consistent and that the value of individual assets held should not normally change from one year to another - with the only changes being the inclusion of new assets purchased or removal of assets disposed of. In most cases, assets are recorded at their purchase cost, or at a suitable proxy where that value is not known. However, assets gifted at nil cost or other assets held which have no intrinsic value (often referred to as community assets) are normally included at a nominal £1.

The asset register is maintained using a spreadsheet and is updated on a regular basis for purchases and disposals. At our final audit visit, we reviewed the asset register and confirmed that it had been updated for all purchases and disposals in the year.

We have confirmed that the total value of fixed assets at the year-end, £4,307,297 (£2,849,847), has been reported correctly in the Statement of Accounts (Section 2, line 9 of the AGAR).

### **Conclusion**

*There are no matters arising from our audit work in this area 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.

We have confirmed that:

- At present, the Council does not hold any long-term investments (which are defined as investments of more than one year);

- The Council's Treasury Management (Investment) Policy was formally reviewed and re-adopted in May 2018;
- The payments of capital and interest made during 2018-19 on the Council's loans (£180,232) agree to the third-party direct debit settlement advice notes issued by the PWLB, and
- The payments of capital and interest made during the year and the outstanding balance as at 31<sup>st</sup> March 2019 (£2,013,478) have been reported correctly in the AGAR (Section 2, lines 5 and 10 respectively).

### ***Conclusion***

***There are no matters arising from our audit work in this area that require a formal comment or recommendation.***

## **Statement of Accounts and AGAR**

We have examined the detailed accounts prepared from the Sage accounting system and also the draft of the statutory "Accounting Statements 2018-19" that the Council is required to complete and approve at Section 2 of the AGAR. We have agreed the detail to the supporting accounting records and other related documentation.

### ***Conclusions***

***There are no matters arising from this area of our review that require a formal comment or recommendation. We look forward to receiving a copy of the finalised AGAR (Sections 1 and 2), once the document has been approved by the Council.***

***On the basis of the work undertaken during the course of our review for the year, we have completed and signed the Annual Internal Audit Report on Page 3 of the AGAR, assigning positive assurances in all areas of internal control***

## **COUNCIL MEETING – 5 June 2019**

### **Report of the Town Clerk**

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

##### **1.1 Collaboration with Norfolk Wildlife Trust**

For members information; we will be working with Norfolk Wildlife Trust to identify small areas of public land around Sprowston suitable for insect friendly 'wild planting'. Wild planting is a method of managing land to increase habitats for insects and small wildlife by leaving selected areas to grow naturally and enhancing them by planting sympathetic native flowers and plants. This will be carefully managed in such a way as to enhance the appearance of the spaces whilst not encouraging dog fouling or reducing usable recreational space.

##### **1.2 Sprowston Diamond Centre usage**

On Sunday 26<sup>th</sup> May Sprowston Diamond Centre sports hall was used by Broadland District Council as a counting centre for the European Elections.

##### **1.3 School Lane Nursery**

Further to minute 19/060 (3<sup>rd</sup> April 2019) and minute 19/077 (24<sup>th</sup> April 2019) referencing Sprowston Diamond Centre Nursery. Working with Norfolk County Council Children's Services Improvement and Development Team, Chestnut Nursery (Norfolk) Ltd has been identified as a potential tenant for the nursery building. Chestnut Ltd currently runs several successful Good and Outstanding rated nurseries in Norfolk and the London area. The new nursery would open 8am to 6pm, 5 days a week, all year round and as such would offer residents a greater availability of childcare than previously available. Subject to Council approval, Chestnut Ltd have requested a 5 year agreement with an annual rental of £37,000, with a 'start-up business' sliding scale rent reduction based on occupancy levels, for the first 2 years.

**Recommendation: To give authority to the Town Clerk to draw up and sign a lease or license with Chestnut Nursery Ltd on the basis above.**

#### **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 Spixworth Parish Council Neighbourhood plan**

The council has received the attach notification of the above. Draft plan available with response form can be found at:

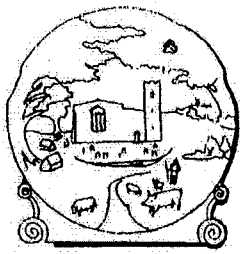
<https://spixworthparishcouncil.norfolkparishes.gov.uk/welcome-to-spixworth-parish-council/neighbourhood-plan/>

**Option: To comment on the draft neighbourhood plan**

## **ENCLOSURES**

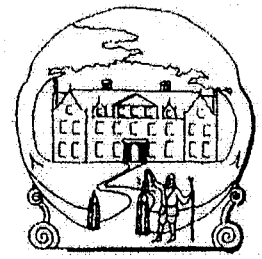
- Letter from Spixworth Parish Council (22nd May 2019)
- Email from PC Russell Tupper, Beat Manager Sprowston & Old Catton (26<sup>th</sup> May 2019)

**Guy Ranaweera  
Town Clerk**



# Spixworth Parish Council

Clerk to the Council: Mrs C Lake  
Council Office, Village Hall, Crostwick Lane  
Spixworth, Norwich, NR10 3NQ  
Tel:01603 890290  
Email: [spc.clerk@spixworth-pc.org.uk](mailto:spc.clerk@spixworth-pc.org.uk)



22<sup>nd</sup> May 2019

Dear Stakeholder

## Neighbourhood Plan for Spixworth

We are writing to notify you of the six-week consultation on the 'Pre-submission' draft Spixworth Neighbourhood Plan. This begins 23<sup>rd</sup> May and closes on Friday 5<sup>th</sup> July 2019.

The draft Neighbourhood Plan and consultation response form is available to download from our website at: [www.spixworthparishcouncil.norfolkparishes.gov.uk](http://www.spixworthparishcouncil.norfolkparishes.gov.uk)

We would also like to take this opportunity to invite you to 'drop-in' and join us at our community event to see and comment on the draft Neighbourhood Plan and ask any questions you may have. This takes place on **Saturday 1<sup>st</sup> June from 11:30-3:30pm** at Spixworth Village Hall, Crostwick Lane, NR10 3NQ.

Your views on future development in Spixworth are important and welcomed. We would appreciate your views and comments on the draft Neighbourhood Plan to help enhance our village for the whole community.

We hope to see you on 1<sup>st</sup> June and look forward to receiving your comments on the draft Neighbourhood Plan. If you are unable to join us please return your completed response form by email to [neighbourhoodplan@spixworth-pc.org.uk](mailto:neighbourhoodplan@spixworth-pc.org.uk) or post to the above address **no later than 5<sup>th</sup> July 2019**.

In the meantime, if you have any questions or would like to know more please get in touch at [neighbourhoodplan@spixworth-pc.org.uk](mailto:neighbourhoodplan@spixworth-pc.org.uk) or ring 01603 890290.

Yours sincerely,

Parish Clerk  
Spixworth Parish Council

*PS. If you are able to RSVP that would be appreciated, although not essential this will help us to cater for refreshments.*

## Guy Ranaweera

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**From:** Tupper, Russell <Russell.Tupper@norfolk.pnn.police.uk>  
**Sent:** 26 May 2019 20:22  
**To:** Guy Ranaweera  
**Subject:** RE: Crime statistics 1st – 30th April 2019

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Guy

In reply to your request, the areas concerned are as follows:

-Church Lane, Sprowston - Unknown person(s) have smashed the victims car's front passenger window with a stone & taken a handbag that was on the passenger seat containing bank cards.

18/04/2019 Harrison's Wood, Blue Boar Lane, Norwich -Victim was walking the dogs in Harrison's Wood, the car had been left parked with her car in the front passenger seat. The near side window has been smashed with a rock and the bag taken.

23/04/2019 Woodland Blue Boar Lane -Informant reporting the passenger window of her vehicle has been smashed and her handbag containing various items has been stolen.

26/04/2019 Coot Drive, Sprowston, Norwich - During early hours unknown persons have entered the rear doors of a Van by cutting the lock. They have taken Tools from vehicle.

26/04/2019 Coot Drive, Sprowston, Norwich, Norfolk - Unknown person/s have broken to the lock to the victims front driver's door and have entered the vehicle where a quantity of power tools was stolen from the vehicle

26/04/2019 Greenborough Road, Norwich - Two males have entered the victims motor vehicle which was parked on the victims drive way and stolen tools.

26/04/2019 Shelduck Way, Sprowston, Norwich – Unknown persons have entered the victims motor vehicle which was parked on the victims drive way and stolen tools.

26/04/2019 Mallard Way, Norwich, Norfolk – Unknown person broke into van of victim and stolen tools

26/04/2019 Swan Lane, Norwich, Norfolk – Unknown person broke into van of victim and stolen tools

26/04/2019 Bolton Road, Norwich, Norfolk - Unknown person broke into van of victim and stolen tools

26/04/2019 Avocet Rise, Sprowston, Norwich, Norfolk - Unknown person broke into van of victim and stolen tools

29/04/2019 Harrison's Drive, Norwich, Norfolk - Unknown person broke into van of victim and stolen tools

29/04/2019 Blue Boar Lane, Sprowston – Drivers window smashed and bag stolen from vehicle

Most of these are still being investigated, but they are all similar m/o and most are on the same day/night. 1 of them was from Rackheath so unsure why that was under sprowston.

As you can appreciate, there are limits to what I can tell you.

I hope this is ok for you all.

Kind regards

Russ

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 5 JUNE 2019**

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**Broadland DC App.No.**  
2019/0425

**Location**

Former Royal Observer Corps, Chartwell Road, Sprowston, NR6 7RB

**Classification:** Retail  
**Type:** Full Permission

**Description:** Variation of Condition 2 of Permission 2015/1802 – Alterations to the Elevations and Floorplans for Proposed A3 Unit

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**Broadland DC App.No.**  
2019/0758

**Location**

Land to the South of Salhouse Road, Sprowston

**Classification:** Major development  
**Type:** Reserved Matters

**Description:** Reserved Matters Application following grant of Outline Planning Permission 2016/0498 for the Phase 1 Residential Development comprising 251 Houses and Associated Infrastructure and Details Reserved by Conditions 25 (Landscaping), 26 (Tree Protection), 27 (Ground investigation) and 28 (Archaeology) (EIA Application)

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**Broadland DC App.No.**  
2019/0768

**Location**

Former Royal Observer Corps, Chartwell Road, Sprowston, NR6 7RB

**Classification:** Advertisement Application  
**Type:** Full Permission

**Description:** Directional Signage with the Site 4 x Fascia Signs and 1 x Totem Sign

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**Broadland DC App.No.**  
2019/0786

**Location**

153 Moore Avenue, Sprowston, NR7 7LQ

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

**Description:** Hip to Gable Conversion, Front and Rear Dormers and Erection of Front Porch

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**Broadland DC App.No.**  
2019/0800

**Location**  
11 Falcon Road East, Sprowston, NR7 8XZ

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

**Description:** Variation of Condition 2 of Planning Permission 2018/1000 -- Add Dormer with High Level Windows to North-West Roof Slope of Rear Extension

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**Broadland DC App.No.**  
2019/0814

**Location**  
Sprowston Retail Park, Salhouse Road, Sprowston, NR7 9AZ

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

**Description:** Construction of a Drive-Thru Coffee Shop, Alterations to Car Park, Construction of New Accesses, Bin Stores, and Plant Areas, Provision of Outside Seating Areas, Alteration to Landscaping and other Associated Works

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