

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

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

- (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 ASSETS 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

TOWN MAYOR