



**Minutes of the Annual Sprowston Town Council meeting held Wednesday 22 May 2024  
at the Council Chamber, Recreation Ground Road, Sprowston.**

**Councillors (Cllrs.) Present:** W F Couzens (Chair),  
J Leggett (Vice-Chair)

B Baby	-	A L Parker
M A Booth	-	H W Tarlton
S D Booth	-	R H Tovell
M G Callam	-	J Vasco
D Coleman	-	K Vincent

**Officers:** G Ranaweera (Town Clerk and Responsible Financial Officer)  
E Elliot (Committee Officer)

**Norfolk County Councillors:** J M Ward

**Members of the Public:** Two members of the public were present

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**24/097. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

The Chairman of the Council, Cllr. W F Couzens, occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

Cllr. M A Booth proposed, seconded by Cllr. B Baby the nomination of Cllr. W F Couzens.

There being no other nominations and on being put to the vote it was **RESOLVED** that Cllr. W F Couzens be appointed Chairman of the Council for the ensuing year.

**24/098. DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. W F Couzens signed the Declaration of Acceptance of Office as Chairman of the Council in the presence of the Town Clerk, thanked Members for his appointment and then held the office of Chairman for the rest of the meeting.

**24/099. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL**

Cllr. K Vincent proposed, seconded by Cllr. H Tarlton the nomination of Cllr. J Leggett.

There being no other nominations and on being put to the vote it was **RESOLVED** that Cllr. J Leggett be appointed Vice-Chairman of the Council for the ensuing year.

#### **24/100. DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. J Leggett signed the Declaration of Acceptance of Office as Vice-Chairman of the Council in the presence of the Town Clerk, thanked Members for her appointment and then held the office of Vice-Chairman for the rest of the meeting.

#### **24/101. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests.

#### **24/102. APOLOGIES FOR ABSENCE**

Written apologies for absence were received from Cllr's. J H Mallen and E H Tovell, and verbal apologies were received from Cllr. A R Tipple.

#### **24/103. MINUTES**

The Minutes of the Council's meeting held on 24 April 2024, having previously been circulated to all Councillors were subject to the following amendment

Minute 24/090, **delete** attend and **insert** will be attending

confirmed and signed by the Chair of the Council.

#### **24/104. ACTION FROM MINUTES**

Answering a question from Cllr. W F Couzens the Town Clerk advised he had received a response from Matthew Wright with regard to the White House Farm development play areas and open space and would circulate this to Councillors.

#### **24/105. POLICE UPDATE**

There were no Police updates available.

#### **24/106. RESIDENTS' AND COUNILLORS' QUESTIONS**

On the motion of Cllr. W F Couzens, seconded by Cllr. M G Callam it was **RESOLVED**, that the meeting be adjourned to receive residents' and councillors' questions on matters concerning the town. Residents and councillors were reminded that their name could appear in the minutes and their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Referring to Agenda item 15 (1) Section 137 Expenditure cost code 5307 Mr K Lashley questioned if Council was still giving an annual donation to the Royal British Legion.

Council **RESOLVED** that a donation of £200 be made to The Royal British Legion in accordance with the Council's powers under Section 137 of the Local Government Act 1972.

Mrs B J Lashley asked when WWI commemorative trees would be planted in the four Sprowston Wards as previously agreed by Council.

Cllr. J Leggett replied trees would be planted during autumn 2024.

## **24/106. RESIDENTS' AND COUNILLORS' QUESTIONS (CONTINUED)**

The meeting was reconvened.

## **24/107. CORRESPONDENCE**

(1) Broadland District Council - Pride in Place Workshop

**RESOLVED** Cllrs. A L Parker, W F Couzens, J Leggett and K Vincent attend the Pride in Place workshop to address Youth Anti-Social Behaviour, to be held Wednesday 10 July 2024, 9.30am - 12.00pm at South Norfolk and Broadland Council Offices, The Horizon Centre, Broadland Business Park.

(2) Burrage Way Safety Measures - Request for Grant Aid

**RESOLVED** that a grant of £35.00 be made to Neighbourhood Watch Coordinator for Burrage Way to purchase four Neighbourhood Watch lamp post signs in accordance with the Council's powers under Section 137 of the Local Government Act 1972.

## **24/108. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Cllr. J M Ward.

Cllr. J M Ward also verbally reported:

Norfolk County Council has been appointed by Arts Council England to lead the Norfolk and Suffolk Music Hub to provide high quality music education to all children and young people with the aid of a £2m DFE grant plus a further £662k to invest in new musical instruments and technology.

Every year Norfolk County Council is given a few tickets for Councillors for the Royal Garden Parties. I was fortunate enough to be chosen and attended Buckingham Palace yesterday with my daughter.

The Royals present were Prince William, Princess Beatrice and Eugene, Zara Tindall and husband Mike and the Duke and Duchess of Gloucester. We did not get a chance to speak to any of them personally but enjoyed the beautiful grounds and excellent afternoon tea.

Cllr. W F Couzens enquired if Youth Parliament representatives would be visiting Councils. Cllr. J M Ward advised they were not however, suggested Cllr. Couzens contact Norfolk County Council.

Cllr. K Vincent commented that she had already met two representatives and would be meeting them again on 5 June 2024. As Council's representative to SYEP she would ensure they were introduced to the Town Council.

## **24/109. REVIEW AND ADOPT STANDING ORDERS**

**RESOLVED** to adopt the Standing Orders unamended.

## **24/110. REVIEW AND ADOPT FINANCIAL REGULATIONS**

Cllr. J Leggett questioned why changes had been made to the Financial Regulations.

The Town Clerk explained the National Association of Local Councils had provided an up-to-date model template, mostly to clarify ambiguities and include updates since the original model was published.

**RESOLVED** to adopt the Financial Regulations.

## **24/111. FINANCIAL YEAR ENDED 31 MARCH 2024**

### **(1) 2023-24 Statement of Accounts (Income and Expenditure)**

In response to Councillors' questions the Town Clerk clarified:

Cost Code 7030 - Chairmans Allowance is spent on hospitality, largely refreshments at Council meetings.

Cost Code 5202 - Cemetery Sundries and Contingencies was for repairs to the flint and lime wall at St. Mary and St. Margarets Church and rebuilding of the brick pillar at the cemetery gate; knocked down by a lorry for which a reimbursement was awaited.

Cost Code 5422 - equipment/purchases was the purchase and installation of a projector and cinema sound system in the School Room.

Cost Code 7403 - heat and light, the price cap did not apply to commercial heating and lighting.

Cllr. M G Callam was pleased to note Cost Code 4417 - Cinema Receipts were above the annual budget.

The Town Clerk reported that, excluding loan payments Sprowston Diamond Centre was on the cusp of breaking even.

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet for year ended 31 March 2024.

### **(2) 2023-24 Bank Reconciliation**

**RESOLVED** to approve and adopt the Bank Reconciliation to 31 March 2024.

### **(3) 2023-24 Petty Cash Report**

**RESOLVED** to approve the Statement of Petty Cash for the year ended 31 March 2024.

### **(4) 2023-24 - Schedule of Public Works Loan Board Loans (PWLB)**

**RESOLVED** to approve the 2023-24 Schedule of PWLB Loans.

### **(5) 2023-24 Changes to Asset Register**

## **24/111. FINANCIAL YEAR ENDED 31 MARCH 2024 (CONTINUED)**

The Town Clerk explained changes to the Asset Inventory list were due to revaluation of Council's property, new insurers requesting full reinstatement values and inclusion of minor assets such as replacement equipment for grounds staff.

**RESOLVED** to accept the 2023-24 Asset Register.

## **24/112. FINANCIAL YEAR TO END 31 MARCH 2025**

### **(1) Direct Debits**

**RESOLVED** to approve the Schedule of Direct Debits.

### **(2) Publication Scheme**

**RESOLVED** to approve and adopt the Publication Scheme.

### **(3) Reserves, Treasury Management and Investments Policy**

**RESOLVED** to adopt the Reserves, Treasury Management and Investment Policy.

### **(4) Risk Register**

There was a discussion on exploring cloud-based alternatives such as the OneDrive internet-based storage platform. Cllr. H Tarlton recommended protecting against data loss by using a mixed system.

**RESOLVED** to adopt and approve the Risk Register as at 22 May 2024.

### **(5) Financial Risk Assessments**

Having reviewed the Financial Risk Assessments for 2024/25 it was

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

### **(6) Appointment of Named Officials to Serve as Council's Bank Signatories, for Municipal Year 2024/2025**

**RESOLVED** to appoint the following Councillors to serve as bank signatories, for municipal year 2024-2025:

Cllr. M A Booth  
Cllr. M G Callam  
Cllr. W F Couzens  
Cllr. J H Mallen  
Cllr. A L Parker

## **24/113. INSURANCE COVER**

### **(1) Employers Liability Certificate**

## **24/113. INSURANCE COVER (CONTINUED)**

- (2) Public Liability
- (3) Certificate of Motor Insurance
- (4) Policy Schedule

**RESOLVED** to confirm the arrangements for insurance cover in respect of all insured risks.

## **24/114. REPORT OF THE TOWN CLERK**

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

#### 1.1 Viking Centre Redevelopment - Steel Signing Ceremony

Councillors noted the Steel Signing Ceremony which took place at the Viking Centre community building on 14 May 2024

### **CEMETERY**

#### 2.1 No matters were reported

### **STREET LIGHTING**

#### 3.1 No matters were reported

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### 4.1 Official .gov Email Address for Councillors

Following debate, it was **RESOLVED** that the Town Council provide official .gov email addresses for all Councillors.

### **PLANNING AND TRANSPORTATION**

#### 5.1 No matters were reported

## **24/115. MEETING ADJOURNMENT**

On the motion of Cllr. W F Couzens, seconded by Cllr. M G Callam it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

## **24/116. APPOINTMENT OF COUNCILLORS TO SERVE ON COMMITTEES AND WORKING GROUPS FOR MUNICIPAL YEAR 2024/2025**

### **(1) Staffing Committee**

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

**24/116. APPOINTMENT OF COUNCILLORS TO SERVE ON COMMITTEES AND WORKING GROUPS FOR MUNICIPAL YEAR 2024/2025 (CONTINUED)**

Cllr. J Leggett (Chair)  
Cllr. M A Booth  
Cllr. M G Callam  
Cllr. J H Mallen  
Cllr. A L Parker  
Cllr. R H Tovell

**(2) Recreational Facilities Working Group**

**RESOLVED** those appointments be made to serve on the Recreational Facilities Working Group as follows:

Cllr. J Leggett (Chair)  
Cllr. M A Booth  
Cllr. S D Booth  
Cllr. M G Callam  
Cllr. D Coleman  
Cllr. W F Couzens  
Cllr. J H Mallen  
Cllr. A R Tipple  
Cllr. J Vasco

**24/117. APPOINTMENT OF COUNCILLORS TO REPRESENT THE COUNCIL ON THE FOLLOWING ORGANISATIONS FOR MUNICIPAL YEAR 2024/2025**

**RESOLVED** those appointments be made to represent the Council on the following Groups as follows:

**(1) Senior Citizens Welfare Committee**

Cllr. W F Couzens  
Cllr. M G Callam

**(2) Sprowston Heritage**

Cllr. B Baby  
Cllr. W F Couzens  
Cllr. J Leggett  
Cllr. H W Tarlton

**(3) Grow Your Community Group**

Disbanded

**(3) Norfolk ALC**

Cllr. J Leggett

**(5) Sprowston Youth Engagement Project**

**24/117. APPOINTMENT OF COUNCILLORS TO REPRESENT THE COUNCIL ON THE FOLLOWING ORGANISATIONS FOR MUNICIPAL YEAR 2024/2025 (CONTINUED)**

Cllr. K Vincent

**(6) Neighbourhood Plan Review Working Group**

Cllr. W F Couzens (Chair)

Cllr. B Baby

Cllr. M G Callam

Cllr. J H Mallen

Cllr. J Leggett

Cllr. A R Tipple

**24/118. REVIEW OF STAFF SUBSCRIPTIONS / OTHER BODIES FOR MUNICIPAL YEAR 2024-2025**

**RESOLVED** to continue with the following subscriptions:

**(i) Norfolk ALC**

**(ii) SLCC Clerk**

**(iii) Institute of Cemetery and Crematorium Management**

**24/119. 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:

2024/1329 - proposed single storey extension, extending 6m from rear wall of original dwelling house, with maximum height of 3.27m and maximum eaves height of 3m at 36, Cromwell Road, Sprowston.

2024//1340 - single storey rear extension at 244, Wroxham Road, Sprowston.

2024/1397 - garage replacement at 11, Moore Avenue, Sprowston

2024/1263 - single storey rear extension (replacing conservatory) at 17, Trendall Road, Sprowston

2024/1360 - extension to temporary planning permission 2022/0358 at Thurne Middeby, Pintrees Road, Sprowston.

2024/1452 - rear extension at 13, Foxburrow Road, Sprowston



## **24/119. PLANNING (CONTINUED)**

2024/1460 - amendment to rear dormer (based on approved scheme 2021/0483 at 17, Greenborough Road, Sprowston

- (b) to remain opposed to the granting of planning application 2023/1591 - full application for the conversion of an existing police station into 3 dwellings at 105-109, Wroxham Road, Sprowston on the same grounds as before:

A change of use from Sui-Generis to private residential would result in the loss of a public building with potential public amenity.

In addition to council's previous comments, Council noted the current plan is incomplete. There is no indication as to the intended use of the large area to the north west of the site which appears to have been segregated.

Sprowston Town Council suggests this area of land be donated to the adjacent Senior Citizens Club for community use.

- (c) to agree with the conclusion of the Planning Officer who is minded to oppose the granting of planning application 2023/2646 - sub-division of curtilage to provide new dwelling, including porch to existing dwelling at 82, Blithewood Gardens, Sprowston.

## **24/120. PLANNING DECISIONS**

Council noted Broadland District Council's planning decisions for weeks ending 26 April and 3 May 2024.

## **24/121. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Cllr. J Leggett referred Councillors to the Minutes of the Recreational Facilities Working Group (RFGW) meetings held 22 March and 25 April 2024, previously circulated, and asked the Town Clerk for an update on planning application 2023/1943 White House Farm development (WHF).

The Town Clerk responded that representatives from Persimmon Homes had said various works on the play areas and open spaces at WHF had been completed, which in his opinion had not. This had been discussed with Broadland District Council officer Chris Raine.

It was suggested Council's reservations be uploaded to the Planning Authority's online portal for residents to view.

Cllr. M A Booth had been in contact with County Councillor J F Fisher regarding adoption of Atlantic Avenue who had confirmed developers were causing the delay.

The Town Clerk said he was in receipt of the RoSPA report.

**RESOLVED** to update Broadland and South Norfolk District Council's planning portal with Council's reservations on the standard of equipment and workmanship at the White House Farm development for residents to view.

## **24/121. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS (CONTINUED)**

The Town Clerk updated Councillors on progress of the fete and Viking Centre. He referred Councillors to an area of grass to the south west of the Viking Centre adjacent the public footpath, which had no registered ownership according to the Land Registry.

He is currently taking legal advice as to the possibility of Council registering for ownership of this land which would be useful for additional parking.

**RESOLVED** to allocate £45,000 from Council's Community Infrastructure Levy budget to cover costs for legal advice, changes to the original plan, planning permission and additional parking.

## **24/122. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Further to Cllr. Couzens written report he commented on the successful Sprowston Heritage event held at Sprowston Library earlier in the day organised by Cllrs. B Baby and H Tarlton.

Referring to Community Nature Recovery mentioned in Cllr. Couzens report, Cllr. D Coleman suggested the RFWG add this to their topics to explore on behalf on the Council.

## **24/123. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 22 May 2024 totalling £95,918.36 was approved and noted.

## **24/124. PAYMENT OF ACCOUNTS**

### **(1) Invoices to pay 22 May 2024**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 22 May 2024 totalling £32,429.67.

In answer to a question from Cllr. J Leggett the Town Clerk explained invoice numbers 4872 and 4464 was for the completion of all moderate tree works across the Council's portfolio identified in the current Health and Safety Survey.

On the motion of Cllr. M G Callam, seconded by Cllr. A L Parker it was **RESOLVED** that payment of the schedule of invoices to 22 May 2024 totalling £32,429.67 be approved and the schedule authorising payment signed by Cllr. W F Couzens and Cllr. J Leggett.

### **(2) Invoice payments made 22 May 2024**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 22 May 2024 totalling £163,592.52.

**24/124. PAYMENT OF ACCOUNTS (CONTINUED)**

On the motion of Cllr. R H Tovell, seconded by Cllr. H Tarlton it was **RESOLVED** that payment of the schedule of invoices paid to 22 May 2024 totalling £163,592.52 be approved.

**24/125. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments to 22 May 2024 totalling £776.62 was approved and noted.

**24/126. EXCLUSION OF PRESS AND PUBLIC**

Cllr. W F Couzens proposed, seconded by Cllr. M G Callam to exclude the Press and Public from the meeting for the remaining business because otherwise information prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to meetings Act) 1960 Section 1 (2) would be disclosed to them.

**24/127. PLANNING ENFORCEMENT**

Council Noted the list of current and closed planning enforcements.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.53pm.

26 June 2024

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Chair