ANNUAL COUNCIL MEETING – 15 MAY 2013

At the Annual meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 15 May 2013, the following Members were present:-

Mr K Lashley – Chairman

Mr J W Bracey - Ms M Ho

Mr W F Couzens - Mrs B J Lashley

Mr R B Dyball - Mr J H Mallen

Mrs S A A Dyball - Mr C L Noble

Mrs A Harper - Mrs M R Roberts

Mrs H Tovell

In attendance

Mrs J Hunt - Town Clerk and Responsible Financial

Officer

Mrs E Elliot - Committee Officer

Mrs J Leggett - County Councillor Old Catton and

Sprowston West

Mr J Ward - County Councillor Sprowston Central

and South East

7 Members of the public

The Chairman of the Council reported the death of Mrs Muriel Yarnall who served on the Council from 1979 to 1995 and presided as Chairman from 1991 to 1995. Mr Lashley commented that she had been a stalwart member of the community and had been a Church Warden, Chairman and Treasurer of Sprowston Senior Citizens Club as well as taking part in many other community activities. Members stood for a minutes silence out of respect for the late Mrs Yarnall.

**13/110.** **APPOINTMENT OF CHAIRMAN**

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

On the motion of Mrs S A A Dyball, seconded by Mr J W Bracey it was

**RESOLVED** that Mr K Lashley be elected Chairman of the Council for the ensuing year.

**13/111. DECLARATION OF ACCEPTANCE OF OFFICE**

Mr K Lashley signed the Declaration of Acceptance of Office of 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 evening.

**13/112. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

**13/113. APOLOGIES FOR ABSENCE**

Written apologies were received from Mr R J Knowles and Ms C T Rumsby.

**13/114. APPOINTMENT OF VICE-CHARIMAN**

On the motion of Mrs B J Lashley, seconded by Mr R B Dyball it was

**RESOLVED** that Mr R J Knowles be re-elected Vice-Chairman of the Council for the ensuing year.

**13/115. MINUTES**

The Minutes of the Council’s meeting held on 24 April 2013, having previously been circulated to all Members, were subject to the following amendments

Minute 13/103, **delete** 4 April 2013 and **insert** 24 April 2013

confirmed and signed by the Chairman of the Council.

**13/116. POLICE LIAISON OFFICER’S REPORT**

The Chairman welcomed to the meeting PC Lambert who elaborated on some of the incidences recorded in the crime statistics for Sprowston, previously circulated.

**13/117. RESIDENT’S QUESTIONS**

On the motion of Mrs M R Roberts, seconded by Mrs H Tovell 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.

Mr J Ward reported:

* that the Conservative Party no longer held a majority at Norfolk County Council. Hilary Cox had been appointed Chairman and James Joyce as interim Vice-Chairman until the next Council meeting where it is hoped that some agreement could be reached to form a cabinet and appoint a leader.

Mrs J Leggett reported

* that an outstanding Care Home run by NorseCare specialising in dementia was to be visited by Norman Lamb MP.
* Norfolk County Council has been recognised as one of the top ten Council’s to do business with for its efforts to make it easier for small businesses to win contracts.

Mrs M Howes made reference to Sprowston Neighbourhood Plan and indicated she would be submitting formal comments in due course.

Mr G Tingle enquired if the Council would be issuing polling cards should there be an election. The Town Clerk responded that she was awaiting information from Broadland District Council, which will be available at the next meeting of the Council.

Mr Simon Rose spoke on behalf of Richard Still in support of the family’s appeal against non-residency fees being applied to the exclusive rights purchase and interment of Liam Still.

The meeting was reconvened.

**13/118. APPOINTMENT OF MEMBERS TO SERVE ON STAFF DISCIPLINE, GRIEVANCES AND CLERK’S REPORT PANEL**

**RESOLVED** that appointments be made to serve on the Staff, Discipline, Grievances and Clerk’s Review Panel as follows:

Mr R B Dyball Mrs S A A Dyball

Mrs M R Roberts Mrs H Tovell

**13/119. APPOINTMENT OF MEMBERS TO SERVE ON THE STAFF APPEALS PANEL**

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

Mr W F Couzens Mrs S A A Dyball

Mr R J Knowles Mr C L Noble

**13/120**. **APPOINTMENT OF MEMBERS TO SERVE ON EXTERNAL ORGANISATIONS**

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

1. **Norwich Airport Consultative Committee**

Mrs B J Lashley (substitute Mr J W Bracey)

1. **Sprowston Senior Citizens Welfare Committee**

Mr K Lashley

**13/121. APPEAL AGAINST APPLICATION OF NON-RESIDENCY FEES**

Members considered the appeal against non-residency fees being applied to the purchase of exclusive rights and interment of Liam Still and it was

**RESOLVED:**

1. to confirm the actions of the Town Clerk was correct in accordance with the Town Council’s Policy.
2. that this matter be referred back to the Town Clerk

**13/122.** **REPORT OF THE TOWN CLERK**

**ALLOTMENTS PARKS AND OPEN SPACES**

* 1. **No matters were reported**

**CEMETERY**

**2.1 No matters were reported**

**STREET LIGHTING**

**3.1 No matters were reported**

**13/122.** **REPORT OF THE TOWN CLERK (CONTINUED)**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 New Homes Bonus Payments Oct 11 - Sept 12**

Members noted the £14.954.75 New Homes bonus payment for October 2011 to September 2012 to be allocated, in accordance with the Council’s Policy, to the budget for Sprowston Diamond Centre.

**4.2 Annual Conference Norfolk Association of Local Councils**

Members noted that Norfolk Association of Local Council’s Summer Conference would be held 4 July 2013 at Norwich City Football Ground, Carrow Road, Norwich.

**4.3 Sprowston Diamond Centre Alarm**

Having considered the report of the Town Clerk it was

**RESOLVED**

to instruct Bidwells, as project managers, to obtain quotations and manage the implementation of an appropriate alarm system at Sprowston Diamond Centre on behalf of the Council.

**PLANNING AND TRANSPORTATION**

* 1. **Norwich City Council**

**Notification of Submission of a Local Plan: Norwich City Council Site Allocations and Site Specific Policies Development Plan Document and Norwich Development Management Policies Development Plan Document.**

Members noted that Norwich City Council had formally submitted the above local plan document to the Secretary of State for Communities and Local Government (the Secretary of State) for independent examination.

* 1. **Broadland District Council - Planning Application Appeals**

Members noted that Norfolk County Council had appealed against the Planning Authority’s decision to refuse planning permission for the following planning applications:

2012/1652 - Sponsorship Advertisements (Site No.11) at Roundabout off Chopyngs Dole Close

2012/1653 - Sponsorship Advertisements (Site No. 12) Wroxham Road/Hall Wood Road

* 1. **Broadland District Council - Growth Triangle Area Action Plan Issues & Options Consultation**

Member’s response to the Growth Triangle Area Action Plan Issues and Options Consultation on options was as follows:

Q26 Do you agree the Core Development Area CA2 is best placed to accommodate future growth in the South-East Sector of the Growth Triangle?

**13/122.** **REPORT OF THE TOWN CLERK (CONTINUED)**

A No as growth could be spread out. There are other areas of less intrinsic beauty that could be used.

Q27Do you think land adjacent to Red Hall Farm should be considered for development as part of Core Area CA2?

A No as this would take development to the edge of the NDR where there should be a green buffer. Land being allocated to housing, which is not already included in CA2, should be resisted and farmland should not be encroached upon if not required for housing. Furthermore, some of this land is within the airports public safety risk zone.

Q28 Do you think that land adjacent to the Airport Industrial Estate should be considered for development as an extension to Old Catton?

A Yes housing developed adjacent to the airport employment hub would make it more sustainable. Land should then be released to increase the green space around St Mary and St Margarets Church, Millennium Woodland and the Allotments. Green corridors should be created to Beeston Park and between Wroxham Road and North Walsham Road.

Any housing built in this area should be noise attenuated to a high standard given the close proximity to the airport.

Q29 Do you think that land adjacent to Hill Farm House should be considered for development?

No the area is too isolated, would create sporadic development and take development to the edge of the NDR.

Q30 Do you support the provision of a low traffic speed link road to support development between Wroxham Road and Spixworth Road, which is open to all traffic?

No to a link road but accept the proposed east-west high street as part of the Beyond Green development. However, the park and ride should be moved closer to the NDR and the High Street spurred off the existing park and ride roundabout, thus removing the proposed dog leg on the Wroxham Road.

Q31 Do you support the provision of an all traffic link road between Spixworth Road and the Airport Industrial estate?

No to an all traffic link road, but yes to a bus, cycle and pedestrian route.

Q32 Do you agree that Beeston Park should be identified as an urban edge country park?

Yes but not to the detriment of other areas. There should be greater provision of recreational areas and formal open space to accommodate children’s play and organised sporting activities throughout the development.

Q33 Do you think that other requirements should be specified in the policy for western sector, or that any specified requirements should be removed?

**13/122.** **REPORT OF THE TOWN CLERK (CONTINUED)**

CA2 should be revisited in terms of scale and housing types. Housing should be more in keeping with existing parts of Sprowston and feel sub-urban as opposed to urban. Areas should be cycle and pedestrian friendly and the provision of social, functional centres should not require the realignment of the North Walsham Road.

**5.4 Sprowston Neighbourhood Plan**

The Town Clerk reported that thedraftNeighbourhood Plan was now out to public consultation.

**13/123. MEETING ADJOURNMENT**

On the motion of Mr R B Dyball, seconded by Mrs M R Roberts it was

**RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

**13/124. ANNUAL REVIEW OF FINANCIAL REGULATIONS**

It was **RESOLVED**

to approve the Financial Regulations subject to the following changes:

1. 5.4 (iii), after The **insert** credit
2. 11.1 (b) (i), **delete** £100,000 and **insert** £125,000 to reflect the Town Council’s Standing Orders.

**13/125. PLANNING**

The Town Clerk reported that observations had been requested by the District Council’s Head of Development Management & Conservation on planning applications received since the last meeting.

Having considered each application and the accompanying plans the Council

**RESOLVED**

1. to raise no observations or objection to the granting of the following applications:

2013/0542 - two storey side extension at 24, Foxburrow Road

2013/0564 - demolition of existing conservatory and erection of single storey rear extension, demolition of existing garage and erection of replacement garage at 107, Harrisons Drive

**13/126. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 15 May 2013 totalling £86,697.00 and answered Members’ questions arising therefrom.

On the motion of Mr R B Dyball, seconded by Mr J H Mallen it was

**13/126. PAYMENT OF ACCOUNTS (CONTINUED)**

**RESOLVED** that payment of the accounts to 15 May 2013 totalling £86,697.00 be approved and the schedule authorising payment signed by Ms M Ho and Mrs B J Lashley.

**13/127. REPORTS FROM COUNCIL’S WORKING GROUPS**

No written reports were received.

**13/128. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

Written reports were received from Mr W F Couzens, District Councillor and Mr J Ward, County Councillor.

**13/129. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**13/130. QUESTIONS UNDER STANDING ORDER NO. 8**

No questions under Standing Order 8 were received.

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

**5 June 2013 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHAIRMAN**