

ANNUAL COUNCIL MEETING – 14 MAY 2014

At the Annual meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 14 May 2014, the following Members were present:-

Mr K Lashley – Chairman

Mr J W Bracey	-	Mr R J Knowles
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
Mr R A Fowkes	-	Mrs M R Roberts
Ms M Ho	-	Ms C T Rumsby

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

5 Members of the public

14/105. 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 Mr R J Knowles, seconded by Mrs S A A Dyball it was

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

14/106. DECLARATION OF ACCEPTANCE OF OFFICE

Mr 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.

14/107. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

14/108. APOLOGIES FOR ABSENCE

Written apologies for absence were received from Mrs A Harper.

14/109. APPOINTMENT OF VICE-CHAIRMAN

On the motion of Mrs S A A Dyball, seconded Mrs M R Roberts it was

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

14/110. MINUTES

The Minutes of the Council's meeting held on 23 April 2014, having previously been circulated to all Members, were confirmed and signed by the Chairman of the Council.

14/111. POLICE LIAISON OFFICER'S REPORT

The Chairman welcomed to the meeting PCSO's Kane Casburn and Janet Moore who elaborated on some of the incidences recorded in the crime statistics for Sprowston, previously circulated.

Referring to a query with regard to a crime listed as racially/religiously aggravated fear of violence, Members were advised that as the victim was of ethnic origin the crime had to be recorded in this category.

14/112. WROXHAM ROAD

The Town Clerk referred Members to a copy letter received from Mr A Tovell with regard to Norfolk County Council's response to the Town Council regarding potential improvements to the A1151 Wroxham Road.

14/113. NORWICH NORTHERN DISTRIBUTOR ROAD

Further to Minute 14/059 5.4, the Town Clerk reported that the Planning Inspectorate had advised that the Development Consent Order preliminary meeting will be held on Monday 2 June 2014, 2:00pm at Blackfriars Hall, St Andrews Street, Norwich. Attendance at this meeting must be advised by 27 May 2014 and details with a full programme of events are available for Members on request.

14/114. ST. CUTHBERT'S WAR MEMORIAL

Referring to Minute 14/093 2.1, the Town Clerk reported that a second meeting had taken place and the group had a clear objective to move the memorial plaques inside with new glass doors.

14/115. RESIDENT'S QUESTIONS

On the motion of Mrs M R Roberts, seconded by Mr J H Mallen 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.

Mrs J Leggett reported:

- 7 out of 10 schools in Norfolk had been rated as good or better
- Norfolk Children's University was being promoted and passport holders benefitted from free entry into a number of Norfolk museums
- Norfolk County Council's Cabinet had agreed to rent a site at RAF Coltishall to a private solar farm developer
- Norfolk County Council had become a member of the National Scams Hub
- work on Proctor Road was being delayed until June/July

Mr Tovell commented on the poor state of grass verges in Cannerby Lane.

14/115. RESIDENT'S QUESTIONS (CONTINUED)

The Town Clerk advised that Norfolk County Council's Rangers had seeded the verges twice but they had been subsequently driven over. Due to financial constraints there was no intention by County Council to plant trees or erect posts to prevent parking.

Mrs Taylor remarked on the state of the pavement along Leveson Road particularly at the junction with Falcon Road.

The Chairman advised that Leveson Road was listed on Norfolk County Council's resurfacing schedule.

The meeting was reconvened.

14/116. APPOINTMENT OF MEMBERS TO SERVE ON STAFF DISCIPLINE, GRIEVANCES AND CLERK'S REPORT COMMITTEE

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

Mr R B Dyball
Mrs M R Roberts

Mrs B J Lashley
Mrs H Tovell

14/117. APPOINTMENT OF MEMBERS TO SERVE ON THE STAFF APPEALS COMMITTEE

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

Mr W F Couzens
Mr R J Knowles

Mrs S A A Dyball
Mr C L Noble

14/118. 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:

(a) Norwich Airport Consultative Committee

Mrs B J Lashley (Substitute Mr J W Bracey)

(b) Sprowston Senior Citizens Welfare Committee

Mr J W Bracey and Mr K Lashley

14/119. MEETING ADJOURNMENT

On the motion of Mr R B Dyball, seconded by Ms M Ho it was

RESOLVED to adjourn the meeting for a short break.

The meeting was reconvened.

14/120. 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

- (a) to raise no observations or objection to the granting of the following applications:

14/0689 - replacement porch to front, enlargement of existing front and rear dormers and single storey rear extension at 25, Chenery Drive

14/0723 - single and two storey rear extension at 16, Blenheim Close

14/0736 - single storey front, single storey side and two storey rear extensions at 18, Corbet Avenue

14/0747 - single storey front and side extensions and two storey side extension at 76, Cozens-Hardy Road

14/0749 - first floor rear extension at 38, Allens Lane

- (b) to oppose the granting of planning application 14/0669 - first floor rear extension at 26, Gage Road on the grounds that it is out of keeping with the surrounding area and an unneighbourly form of development

- (c) not to oppose the granting of planning application 14/0701 - change of use of PH to retail food store with first floor residential unit, single storey rear extension and associated alterations to existing building at The Beehive, 57, Cannerby Lane subject to conditions being applied to restrict any increase in lighting and signage and to limit delivery times and size of delivery vehicles.

- (d) to strongly oppose the granting of planning application 14/0712 - single storey flat roof side and rear extension (amended Plan) at 40, Russell Avenue on the grounds that it is an over development of the site having to be sited hard up against the boundary, access is very narrow and it is out of character with the surrounding area.

14/121. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 14 May 2014 totalling £71,146.42 and answered Members' questions arising therefrom.

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

RESOLVED that payment of the accounts to 14 May 2014 totalling £71,146.42 be approved and the schedule authorising payment signed by Ms M Ho and Mr R J Knowles.

14/122. CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £156.77 was approved and noted.

14/123. REPORTS FROM COUNCIL'S WORKING GROUPS

No written reports were received.

14/124. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

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

14/125. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

14/126. QUESTIONS UNDER STANDING ORDER NO. 8

No questions under Standing Order 8 were received.

14/127. EXCLUSION OF PRESS AND PUBLIC

On the motion of Mr R J Knowles, seconded by Mrs H Tovell it was

RESOLVED to exclude the Press and Public in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act of 1960 due to the confidential nature of the business to be transacted under Minute 14/126.

14/128. REPORT OF WORKING GROUP

Further to Minute 14/104, Members considered the report presented by Mr K Lashley, Mr R J Knowles and Mr J H Mallen together with a letter from the Town Clerk and it was

RESOLVED

(i) to increase the hours of the Committee Officer to 37 and the Administrative and Finance Officer to 22.5 hours per week, for a trial period of 3 months working to the job descriptions as presented to Council. On conclusion of the trial period the administration staffing levels would be reviewed against the proposed job descriptions.

(ii) that the Town Clerk's grade would be reviewed after the above trial period.

(the Committee Officer left the meeting room for consideration of item (i) and (ii) and the Town Clerk left the meeting room for consideration of item (ii))

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

4 June 2014

CHAIRMAN