

## **COUNCIL MEETING – 11 MARCH 2015**

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 11 March 2015, the following Members were present:-

Mr K Lashley – Chairman

|                  |   |                 |
|------------------|---|-----------------|
| Mr J W Bracey    | - | Ms M Ho         |
| Mr W F Couzens   | - | Mr R J Knowles  |
| Mr R B Dyball    | - | Mrs B J Lashley |
| Mrs S A A Dyball | - | Mr C L Noble    |
| Mr R A Fowkes    | - | 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 |

6 Members of the public

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### **15/046. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **15/047. APOLOGIES FOR ABSENCE**

Written apologies for absence were accepted by the Council from Mrs A Harper and verbal apologies from Ms C T Rumsby.

### **15/048. MINUTES**

The Minutes of the Council's meeting held on 18 February 2015, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

### **15/049. POLICE LIAISON OFFICER'S REPORT**

The Chairman welcomed to the meeting, PCSO Kane Kasburn who elaborated on some of the instances recorded in the crime statistics for Sprowston since the last meeting.

### **15/050. NORFOLK CONSTABULARY - PCSO**

Referring to Minute 15/034, Mr C L Noble asked if a response had been received from Norfolk Constabulary with regard to attending a future meeting of the Council to discuss 50/50 match funding PCSO support. The Town Clerk advised that she had not received a reply to her request to date.

**15/051. 50/50 PARISH PARTNERSHIP SCHEME / NORFOLK COUNTY COUNCIL - TEMPORARY SPEED AWARENESS MESSAGING**

Referring to Minute 15/035, Mr C L Noble asked if a response had been received from the Council's lighting contractor with regard to the maintenance of temporary speed awareness messaging signs. The Town Clerk advised that she had not received a reply to her request to date.

**15/052. SPROWSTON WANDERERS FOOTBALL CLUB**

Referring to Minute 15/038 1.1 (b), and in response to an enquiry from Mr C L Noble the Town Clerk advised that Sprowston Wanderers were refurbishing their temporary dug outs over the closed season.

**15/053. HARRISON'S, THE BRECK AND BOAR PLANTATIONS WOODLAND PARK - WOODLAND MANAGEMENT PLAN**

Further to Minute 15/038 5.2, the Town Clerk reported that the rescheduled visit to Harrison's Plantation was Thursday 9 April 2015 at 11.00am, weather permitting, meeting at Cottage Plantation.

**15/054. PLANNING APPLICATION 2015/0091**

Mr W F Couzens reported that as a District Councillor he had called in planning application 2015/0091 - erection of detached dwelling at 17, Dixon Road, which had subsequently been refused.

**15/055. RESIDENT'S QUESTIONS**

On the motion of Mr 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.

Mrs Leggett reported:

- that Norfolk was the first County to sign up to the national youth action campaign aimed at getting at least 50% of young people involved in youth social action by 2020, the campaign encourages voluntary work including peer support and fundraising, as well as involvement in local democracy.

Mr Ward reported:

- live fire training at Scottow Enterprize Park (former RAF Coltishall) had been given approval by Norfolk County Council Planning Committee. This training facility will ensure the fire crews and fire fighters are trained to the highest standard.
- the Ofsted report on adult education had been published and Norfolk County Council was graded at 4, inadequate. Grading was on three sections, two scoring 3 and one scoring 4, giving an overall rating of 4. Officers and a working group of councillors are studying the findings and will make recommendations. There will be another inspection within 3 months and in the meantime an Ofsted representation will be visiting periodically to offer advice.
- Falcon Road West will be closed from a point 23m north of Leveson Road for 30m north, for approximately 3 days from 30 March 2015 for manhole replacement works.

## **15/055. RESIDENT'S QUESTIONS (CONTINUED)**

Mr Couzens apologised for omitting his usual written report and reported:

- that this was due to the unexpected return of the Beyond Green planning application to the planning committee which he needed to investigate further. He explained that he had attended a number of meetings since submitting his last report and there were two important democratic decisions that had successfully been agreed to by Cabinet as a result of his attendance. The first was to uphold the right of the Overview and Scrutiny Committee to have a separate communications channel to the corporate one, in line with current legislation. The second was to change Broadland's policy for the Norfolk Strategic Planning Group. This is a discussion forum consisting of representatives from eight Norfolk authorities to discuss the issues of strategic planning. It is not a decision making body but at present it meets behind closed doors and Cllr Couzens convinced both the Overview and Scrutiny Committee and the Cabinet that this was not open democracy, particularly as they were asking each council to pay approximately £20,000 into a pot for staffing and consultation costs. All meetings should be open to members at the very least and formal minutes must be available when spending public money. This view will now be taken back to the forum. He said that the Town Clerk, three residents and himself had asked the planning committee to defer the Beyond Green application until a full assessment of the application s106 agreement in light of the Neighbourhood Plan had been carried out. The head of planning stated this was not necessary in spite of an earlier application for a site at Acle being deferred for exactly the same reason.

The meeting was reconvened.

## **15/056. 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 Norfolk Association of Local Councils**

Members noted the area meeting looking at Emergency Response Plans to be held at Broadland District Council Offices on Thursday 12 March 2015 commencing 6.30pm.

### **PLANNING AND TRANSPORTATION**

#### **5.1 Sale and use of Chinese Lanterns**

Having considered a request from Broadland District Council to support the National Farmers' Union Campaign to the Government to ban the sale of and public use of releasing sky lanterns into the environment, and to prohibit the release of sky lanterns from land in the Town Council's ownership it was

**15/056. RESIDENT'S QUESTIONS (CONTINUED)**

**RESOLVED** to support this request.

**5.2 Co-Op, 57, Cannerby Lane, Sprowston**

**RESOLVED** not to oppose the application to permit a premises licence at the refurbished Beehive Public House on behalf of the Co-Op for the sale of alcohol.

**5.3 Broadland District (Emerging) Local Plan: Development Management Development Plan Document (DPD) - Consultation on Proposed Modifications**

The Chairman encouraged Members to read the Development Management Development Plan Document (DPD) and make their comments to Broadland District Council as appropriate and if required request an item to be placed on the Agenda at the next meeting of the Council.

**5.4 Broadland District Council - application 20121516**

The Town Clerk reported on her attendance at Broadland District Council's Planning Committee meeting held Tuesday 10 March 2015 where planning application 20121516 was discussed advising that she had presented the Council's views on this development.

She felt the S106 agreement relating to this application was weak and commented that the level of affordable housing provision, as detailed in the Sprowston Neighbourhood Plan, was below the developers own target and the District Council had not made reference to the Plan when determining this application.

**6.1 ENCLOSURES**

Broadland District Council - Parish Pages Issue No. 66 February 2015.

**15/057. PROVISION OF CONSTRUCTION SERVICES AT SPROWSTON CEMETERY**

The Council received a report as attached from Martin Lilley Associates, the Council's Cemetery Consultant, and the Town Clerk explained the rationale behind his recommendation.

Having considered the report and following a number of questions Members

**RESOLVED** to accept the quotation from Dunnella Ltd at a cost of £250,915.70 plus VAT subject to the company meeting the final assessment of the tender process.

**15/058. MEETING ADJOURNMENT**

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

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

The meeting was reconvened.

## **15/059. 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 objection to the following applications:

2015/0189 - single storey side extension at 54, Pioneer Road

2015/0178 - two storey side and rear extension at 35, Russell Avenue

2015/0248 - single storey rear extension at 22, Wilks Farm Drive

2015/0250 - application for approval of details reserved by condition 27 of planning permission 20080367 - pollution control to the water environment at land at Blue Boar Lane

2015/0252 - application for approval of details reserved by condition 26 of planning permission 20080367 - foul water drainage at Land at Blue Boar Lane

2015/0255 - application for approval of details reserved by condition 25 of planning permission 20080367 - surface water drainage at Land at Blue Boar Lane

2015/0258 - application for approval of details reserved by conditions 31 & 33 of planning permission 20080367 - traffic management & wheel cleaning facilities at land at Blue Boar Lane

(b) not to oppose planning application 2015/0221 - approval of details reserved by conditions 4 & 21 (landscaping) of planning permission 20080367 at Land at Blue Boar Lane but expressed concern with regard to who would be responsible for maintaining the flora and fauna in the areas indicated on the application. If it was the responsibility of the householder planting could be removed and it was suggested that something should be put in place to prevent this from happening.

(c) were not opposed to planning application 2015/0256 - application for approval of details reserved by condition 13 of planning permission 20080367 - roadways, footpaths, cycle ways and external lighting at land at Blue Boar Lane but expressed a preference for LED lighting.

## **15/060. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 18 February 2015 totalling £46,003.25 and answered Members' questions arising therefrom.

On the motion of Mr R J Knowles, seconded by Mrs S A A Dyball it was

**RESOLVED** that payment of the accounts to 11 March 2015 totalling £46,003.25 be approved and the schedule authorising payment signed by Ms M Ho and Mr R J Knowles.

## **15/061. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £45.58 was approved and noted.

**15/062. REPORTS FROM COUNCIL'S WORKING GROUPS**

No written reports were received.

**15/063. 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.

**15/064. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**15/065. EXCLUSION OF PRESS AND PUBLIC**

On the motion of Mrs S A A Dyball, seconded by Mrs M R Roberts 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 15/060.

**15/066. SUSPENSION OF STANDING ORDER 1Y**

On the motion of Mr R J Knowles, seconded by Mr C L Noble it was

**RESOLVED** to suspend Standing Order 1Y to complete the business of the evening.

**15/067. CARETAKER / CLEANER**

Having carefully considered the report of the Town Clerk and following a lengthy debate it was

**RESOLVED** to

- (i) delete the existing posts of Caretaker and Park Supervisors from the Council's establishment;
- (ii) implement the job description of new Caretaker / Cleaner
- (iii) appoint two contracted 40 hours (37 part time) and 1 (22 part time) and 1 (15 part time) Caretaker / Cleaners at a salary of SCP16 £16,969 per annum (pro rata 37 hours per week);
- (iv) fill one vacant post with existing Cleaner changing to Caretaker / Cleaner
- (v) authorise the Town Clerk to implement the changes and recruitment process, by advertising locally and at Jobcentre Plus.

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

1 April 2015

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CHAIRMAN