

COUNCIL MEETING – 27 APRIL 2016

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 27 April 2016, the following Members were present:-

Mr I Moncur – Chairman

Mr J W Bracey	-	Mr K Lashley
Mr W F Couzens	-	Mrs J Leggett
Mr R A Fowkes	-	Mr J H Mallen
Mr T Landamore	-	Mr N Shaw
Mrs B J Lashley	-	Mr J M Ward

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

2 members of the public were present

Mr K Leggett	-	Chairman Broadland District Council
Mr L Powell	-	EDP Reporter

16/096. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

16/097. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr R J Knowles, Ms G Landamore, Mr C L Noble and Mrs J Poynter.

16/098. MINUTES

The Minutes of the Council's meeting held on 6 April 2016, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

16/099. POLICE LIAISON OFFICER'S REPORT

Members noted the instances recorded in the crime statistics for Sprowston since the last meeting.

16/100. SKATE PARK DESIGN

Having viewed plans presented by Norfolk Homes for a proposed skatepark at Blue Boar Lane Members did not feel they could make a decision at the meeting as there was insufficient detail on equipment, landscaping, noise attenuation, siting of the park within the allocated area, distance from adjacent housing and S106 funding.

RESOLVED to invite a representative from Norfolk Homes and Broadland District Council to attend a future meeting of the Council to clarify specific details.

16/101. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

16/101. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (1) that Broadland District Council's Tax collection rate was 98.97%, one of the best in Norfolk, as was the collection of business rates at 99.17%.
- (2) last year Norfolk County Council was successful in its bid for £9.1 million to fund surface water drainage in the city and the north city fringe area. The Council is contributing an additional £1.2 million to the costs of this scheme. The first phase commences in Sprowston and involves the installation of a large network of carrier pipes linked to existing soakaways and boreholes which will discharge into existing watercourses. This will involve work between May and September in the following roads:

Cozens Hardy,
Foxburrow,
Dixon,
Edwards,
Adams,
Rushmore,
Recreation Ground,
Stonehouse,
Blenheim Road, Crescent and Close
Elizabeth Close.

- (3) that a free conference was being arranged in Norwich on 13 May 2016 for business people and investors in Norfolk to recognise the potential offered by our older population and to develop products aimed at this market.

Mrs J Leggett reported:

- (1) that she had attended a meeting of the Road Casualty Reduction Partnership Board where last year's road safety figures were reviewed. In the year to the end of January there were 371 people reported killed or seriously injured on the roads, which was a 20pc drop from a baseline figure of 462 from 2005-2009. Norfolk had its lowest number of motorcyclist fatalities, just 3 in 2015 the number of incidences involving pedestrians was also reducing but there was no change in the numbers involving elderly or young people.
- (2) that the Safer Neighbourhood Action Panel had met on 20 April 2016, the minutes of which would be circulated when available. Mrs Leggett advised that Broadland District Council was taking the lead on parking issues outside schools. Smiley Sid had been deployed in Old Catton and Sprowston and speed monitoring would continue on Proctor Road, Gage Road and Linacre Avenue. With the lighter nights anti-social behaviour in parks and open spaces would also be targeted.

Mr N Shaw reported:

- (1) that on 14 April 2016 the Strategic Aviation Special Interest Group (SASIG) had met with the Secretary of State where Norwich Airport was discussed, and the promotion of more work within regional airports. He had also attended a Technical Group meeting which was looking at noise pollution stating that noise from helicopters was the biggest problem at Norwich Airport.
- (2) that he was trying to get a bus service in the north east of Sprowston where a lot of elderly people lived who did not drive.

16/102. RESIDENT'S QUESTIONS

On the motion of Mr I Moncur, seconded by Mr K Lashley 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.

Helen Ollett-Nash of the Norfolk Association of Local Councils presented the Chairman with the Local Council Quality Gold Award and congratulated the Town Council on their achievement.

Broadland District Council Chairman, Mr K Leggett also congratulated Sprowston Town Councillors and staff on achieving this prestigious award and hoped that other Town and Parish Councils in the Broadland area would follow Sprowston's lead.

Marie Newson, expressed concern with regard to the provision of a skatepark on land adjacent to Blue Boar Lane and the impact it would have on nearby residents. The Chairman of the Council advised that this item was on the agenda and would be discussed by Council later in the meeting.

The meeting was reconvened.

16/103. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Harrisons Plantation

The Town Clerk reported that Broadland District Council was to hold an event on 11 May 2016 to launch the opening of Harrisons Woodland, however signage asking people not to enter the woodland had already been removed following confirmation that the District Council's insurance included public liability for this area of open space.

1.2 Sprowston Youth Engagement Project

Members noted with thanks the report from Sprowston Youth Engagement Project Leader Clare Lincoln.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 (i) Falcon Road West

Members considered a request to improve the street lighting at Falcon Road West together with a quotation from the Council's contractor Cozens (UK) Ltd.

A number of suggestions were made including asking Norfolk County Council to cut back the trees before considering additional lighting columns and to prepare a phased plan to increase lighting stock, to be implemented when funds became available in a future budget.

Following a debate it was

16/103. REPORT OF THE TOWN CLERK (CONTINUED)

RESOLVED to obtain a quotation for the installation of one lighting column to be erected between columns 2935 and 2925.

(ii) Quotation for installation of new post top LED 19W Lanterns for street lighting stock

Having considered the Town Clerk's report and quotations for changing the Council's lighting stock from sodium to LED it was agreed not to progress with any changes to lanterns until the scheduled column survey had been completed.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Broadland Overview and Scrutiny Committee Work Programme Survey

RESOLVED that Mr K Lashley be registered to attend the training event "Basics of Overview and Scrutiny" to be organised by Broadland District Council.

4.2 Appraisals and Schedule of Identified Training

Members noted the schedule of identified training following appraisals and it was

RESOLVED to authorise the Town Clerk to select priority areas of training to the value of £2,000 in financial year 2016/17 and schedule the remaining training for the financial year 2017/18.

4.3 Personnel

Further to Minute 16/053 it was

RESOLVED to confirm the appointment of Mr Mark Anderson as Caretaker/Cleaner (15 hours per week) commencing 18 April 2016 at SCP 16.

PLANNING AND TRANSPORTATION

5.1 Broadland District Council - Community Infrastructure Levy

Members noted the demand of £8,562.50 made by Broadland District Council under regulation 65, Community Infrastructure Levy Regulations (2010) as development had commenced at Sprowston Diamond Centre.

5.2 Broadland District Council - Consultation on revised Statement of Community Involvement

Mr N Shaw commented that there was no Broadband provision within the new housing developments adjacent to Blue Boar Lane.

6.1 ENCLOSURES

16/104. MEETING ADJOURNMENT

On the motion of Mr K Lashley, seconded by Mrs B J Lashley it was **RESOLVED** to adjourn the meeting for a short break.

16/104. MEETING ADJOURNMENT (CONTINUED)

The meeting was reconvened.

16/105. 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:

2016/0492 - single storey front and rear extension at 126, Wroxham Road

2016/0519 - single and two storey side extension and two storey rear extension at 42, Rushmore Close

2016/0504 - single storey front extension at 96, Cozens Hardy Road

2016/0557 - change of use of class B2 industrial site to bus depot and modification to existing adjoining bus depot.

2016/0545 - single story rear extension at 11A, Blenheim Crescent

2016/0499 - outline planning permission is sought for part of the proposed orbital link road south of Salhouse Road to facilitate link to Plumstead Road

2016/0560 - first floor rear extension to No. 12 and two storey rear extension and single storey front extension to No. 14 at 12 and 14, Blue Boar Lane

2016/0546 - change of use from B8 (storage distribution) to D2 (Gym) at Unit 8, Caston Industrial Estate, Salhouse Road

2016/0638 - sub-division of plot and erection of 1 No. residential dwelling at 52, Blackwell Avenue

2016/0636 - loft conversion with dormer windows to front and rear at 13, Carleton Road

(b) had no objection to the granting of planning application 2016/0540 - first floor side extension and garage conversion at 15, Plantation Drive but expressed concern about the reduction in available off road parking.

(c) had no objection to the granting of planning application 2016/0498 - proposed residential development of a minimum 803 dwellings with access roads and associated infrastructure, site for new primary school, land for bus rapid transport (BRT) scheme 4, section of orbital link road and retained areas of woodland and creation of open space (outline) at Lane South of Salhouse Road subject to the new development being kept completely separate from the existing development at Greenborough Road/Hammond Way and Harrisons Drive.

16/106. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

16/107. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

16/108. INCOME AND EXPENDITURE AND BALANCE SHEET 2015/16

This item was deferred to a future meeting of the Council.

16/109. REVIEW OF ASSET INVENTORY LIST

Members reviewed the inventory of land and assets including buildings and equipment and it was

RESOLVED to adopt without amendment.

16/110. BUDGET ALLOCATIONS 2016/17

Members reviewed the 2016/17 budget allocations and it was

RESOLVED to accept without amendment.

16/111. REVIEW OF ACTION PLAN 2016/17

Members reviewed the 2016/17 action plan and it was

RESOLVED to adopt without amendment.

16/112. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Members reviewed the Council's insurance cover and it was

RESOLVED to accept the arrangements for insurance cover in respect of all risks contained within the current policy with Zurich Municipal.

16/113. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 27 April 2016 totalling £56,648.04 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur, seconded by Mr K Lashley it was

RESOLVED that payment of the accounts to 27 April 2016 totalling £56,648.04 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley. .

16/114. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card and supplementary credit card payments totalling £38.85 was approved and noted.

16/115. EXCLUSION OF PRESS AND PUBLIC

RESOLVED to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

16/116. SUSPENSION OF STANDING ORDER 1Y

On the motion of Mrs B J Lashley, seconded by Mr K Lashley it was **RESOLVED** to suspend Standing Order 1Y to complete the business of the evening.

16/117. STAFFING

(1) Financial Officer

The Town Clerk reported the resignation of the Council's part-time Finance Officer. In view of this the Council felt it inappropriate to consider the personal application for regrading previously submitted..

The Town Clerk also reported that following the resignation in May 2014 of the Assistant Clerk and Senior Finance Officer, Mr R Worlidge had been, with the Council's permission, providing financial training advice and consultancy. She requested the Council give permission for this to continue until the new member of staff and she was fully self-sufficient, which it was hoped to be at year end 16/17.

The Town Clerk then verbally presented the rational for increasing the hours of the Financial Officer post to full-time to accommodate for growth and additional administrative responsibilities.

During the debate it was suggested that the financial element of the post be replaced with like for like, additional administrative duties be included and the Town Clerk test the market.

RESOLVED

- (i) that Mr R Worlidge continue to provide the Council with financial training advice and consultancy.
- (ii) that the Town Clerk test the market through Hays employment agency.
- (iii) to authorise the Town Clerk to appoint a full-time Financial and Administrative Officer subject to (ii) above.

(2) Head Groundsman

Members considered the request from the Council's Head Groundsman for a salary increase.

The Town Clerk advised that the Council's staffing structure had been reviewed within the last two years for office staff and caretaker /cleaners but not grounds staff.

RESOLVED

- (i) to form a working group to review the structure of grounds staff.
- (ii) that the following Members serve on this Working Group:

Mr K Lashley
Mrs J Leggett
Mr J H Mallen
Mr I Moncur

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

18 May 2016

CHAIRMAN