

## **COUNCIL MEETING – 31 AUGUST 2016**

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 31 August 2016, the following Members were present:-

Mr J Ward – Chairman

Mr W F Couzens	-	Mr T Landamore
Mr R A Fowkes	-	Mrs J Leggett
Mr R J Knowles	-	Mr J H Mallen
Ms G Landamore	-	Mr C L Noble
Mr N Shaw		

In attendance

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

3 members of the public were present

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### **16/196. APPOINTMENT OF CHAIRMAN OF THE COUNCIL**

Mr R J Knowles proposed and Mr N Shaw seconded the nomination of Mr J M Ward to Chair the meeting.

There being no other nominations and on being put to the vote it was **RESOLVED** that Mr J M Ward chair the meeting.

### **16/197. OBITUARY**

The Chairman of the Council reported the death of Mr John Bracey who became a Town Councillor in 2011 and also served on the District Council working extremely hard on behalf of the residents of Sprowston. Members stood for a minutes silence out of respect for the late Mr Bracey.

### **16/198. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Member	Minute No & Heading	Nature of Interest
Mr C L Noble	Minute 16/211 Planning Application - 2016/1407	Former employee of Anglian Water Services Ltd and in receipt of pension

### **16/199. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mrs B J Lashley, Mr K Lashley and verbal apologies from Mr I Moncur.

### **16/200. MINUTES**

The Minutes of the Council meeting held on 20 July 2016, having previously been circulated to all Members were confirmed and signed by the Chairman.

**16/201. POLICE LIAISON OFFICER'S REPORT**

PC Nick Roberts introduced himself as the new Beat Manager for the area and reported that Inspector Lisa Hooper would be taking over from Inspector Graham Dalton.

PCSO Kane Casburn elaborated on some of the instances recorded in the crime statistics for Sprowston since the last meeting and answered Members questions therefrom.

**16/202. PRESENTATION - QUATRO**

Representatives from Quatro gave a detailed presentation on a proposed housing development in Thorpe Woods, Thorpe St. Andrew and answered Members questions therefrom.

**16/203. CORRESPONDENCE**

- (a) Socially Conscious Capital
- (b) Parish/Town Council consultation meeting for devolution of Norfolk & Suffolk
- (c) Plan Eat Save
- (d) Norfolk Association of Local Councils Great Yarmouth Area Meeting
- (e) Norfolk Association of Local Councils - The Future of Health and Social Care in Norfolk and Waveney

**16/204. ALLOTMENTS RODENT CONTROL**

Referring to Minute 16/173 1.2, the Town Clerk reported that during the process of terminating their contract Pest Express had offered a revised cheaper quotation than CGM Group with an additional saving of £294 plus VAT, and a further saving next year of £654 plus VAT.

**RESOLVED** to extend the Council's contract with Pest Express.

**16/205. RESIGNATION OF CARETAKER/CLEANER**

The Town Clerk reported the resignation of Mark Anderson from the position of caretaker cleaner and future retirement of Alan Colk.

**RESOLVED** to authorise the Town Clerk to advertise and fill the posts of Caretaker/Cleaner at 15 hours per week and 22 hours per week.

**16/206. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (1) The County Library Service can now be 24/7 with the help of a free app which can be down loaded onto smartphones or tablets. This allows users to search for books, download e-books and manage their library account.
- (2) A new exhibition of 160 years of YMCA history opens on 6 September 2016 at Bridewell museum, Norwich.
- (3) Drainage works will take place on Cere Road, 50 metres both sides of the junction with Bewit Road from 16 - 21 September 2016.

## **16/206. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Mrs J Leggett reported that:

- (1) she had spoken to various people regarding busses using Allens Lane and was waiting to see if this issue was now resolved.
- (2) the Police had been targeting parking on Merlin and Sparhawk Avenue.
- (3) PCSO Sarah McCue would not be returning to Sprowston, PCSO Steve Downs would continue in his role.
- (4) the proposed school on land at Home Farm, Blue Boar Lane is to be a primary school with nursery provision. A Stakeholder and Cluster Schools meeting was scheduled to be held on 12 September 2016 to discuss the schools needs under the free school presumptive guidance.

Mr Shaw reported that

- (1) he had chaired Broadland District Councils final accounts meeting and the recommendation from the external auditors was good.
- (2) issues relating to potholes, verges, trees etc. could be reported to Norfolk County Council on-line.

## **16/207. RESIDENT'S QUESTIONS**

On the motion of Mr J M Ward, seconded by Mr R J Knowles 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.

No questions were received and the meeting was reconvened.

## **16/208. REPORT OF THE TOWN CLERK**

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

#### **1.1.1 Land between Gurney Drive and Cottage Plantation and Amenity Area at Rowan Court**

Having considered the report of the Town Clerk it was

**RESOLVED** to formally adopt land between Gurney Drive and Cottage Plantation and Amenity Area at Rowan Court, currently owned by West Norfolk Tomatoes Limited Title Deed NK633660, at nil purchase cost and individual disbursements

#### **1.1.2 Cottage Plantation**

Having considered the report of the Town Clerk it was

**RESOLVED** to formalise a peppercorn lease of Cottage Plantation from the Gurney family, at the same time as adoption of Harrisons Woodland.

**1.2 Sprowston Pavilion Recreation Ground Road**

Members noted the recent damage to Sprowston Pavilion Roof and other acts of vandalism to Council property and it was suggested that the Town Clerk investigate the cost of CCTV.

**1.3 Wilks Farm Drive Larger Play Area**

In view of the 2011 annual inspection and further acts of vandalism to the multi-play junior unit at Wilks Farm Drive it was

**RESOLVED** to authorise the Town Clerk to accept the quotation of £1,853.40 from FLP Outdoor Play Solutions to remove the multi-play junior unit at Wilks Farm Drive, and to consider provision of play equipment in this area when preparing the Council's budgets.

**CEMETERY**

**2.1 No Matters were reported**

**STREET LIGHTING**

**3.1 No matters were reported**

**CENTRAL ADMINISTRATION**

**4.1 Appointment of Ground Maintenance Person**

Members noted the appointment of Mr David Bircham to the post of Grounds Maintenance Person at a salary commencement of spinal column point 21 to 25 commencing 1 September 2016.

**4.2 Greater Norwich Growth Board - Loan**

Members compared the financial terms of the Greater Norwich Growth Board and Public Works Loan Board (PWLB) to fund the development of Sprowston Diamond Centre. After a comprehensive debate it was agreed that the Council's preferred funding stream for £1.5m was the PWLB and it was

**RESOLVED** to agree that that the Council's preferred funding stream was a loan of £1.5m from the PWLB and that the period of borrowing time be referred to Councillors Mr I Moncur, Mr R A Fowkes, Mr K Lashley, Mr J H Mallen and Mr N Shaw, and for them to report to the next meeting of the Council.

**4.3 Financial Regulations**

In view of changes to banking arrangements under Minute 16/193, and in accordance with advice from Auditing Solutions Limited it was

**RESOLVED** that

(a) 6.21b) of the Council's Financial Regulations be changed to:

"Income received from casual sports hire may at the discretion of the Responsible Financial Officer be paid into the petty cash float"

**16/208. REPORT OF THE TOWN CLERK (CONTINUED)**

resulting in a saving of bank charges on depositing the funds and drawing petty cash from the bank account.

(b) 9.5 of the Council's Financial Regulations be changed to:

"All sums received on behalf of the council shall be banked intact as directed by the RFO with the exception of 6.21 b) above. In cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary."

**PLANNING AND TRANSPORTATION**

**5.1 Broadland District Council - Community Workshop**

Members noted the flyer giving details of a workshop "From Drought to Downpours - Preparing for Severe Weather in Broadland"

**5.2 Broadland District Council - Community at Heart 2016**

Members noted the email from the Communications Officer at Broadland District Council, requesting nominations for the Broadland Community at Heart Awards 2016.

**5.3 Broadland District Council - Greater Norwich Local Plan - Broadland Town and Parish Council Issues Workshop**

Members noted the invitation from the Greater Norwich Local Plan Team to a workshop session being held at Thorpe Lodge on Wednesday 21 September 2016 between 7.00pm and 9.00pm.

**5.4 Norwich Northern Distributor Local Authority Forum**

Members noted the email from the Community Liaison Officer (NDR) advising of the second forum to be held at County Hall (Edwards Room) on Wednesday 14 September 2016 at 6.30pm.

**ENCLOSURES**

**6.1.1 Sprowston, Spixworth and Old Catton draft SNAP meeting minutes 6 July 2016**

**6.1.2 Paston Footprints press release and flyer**

**16/209. QUARTERLY REVIEW OF 2016 - 2017 ACTION PLAN**

Members carefully considered the 2016 - 17 Action Plan and reviewed the ranking, budget and update against each activity. The Town Clerk answered Members questions relating to specific items and it was

**RESOLVED** to accept the 2016 - 17 Action Plan update.

**16/210. MEETING ADJOURNMENT**

On the motion of Mr J M Ward, seconded by Mr T Landamore it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

## **16/211. 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:

2016/1133 - Variation of Conditions 1, 2, 3, 4, 5, 6, 7, 8, 9, 15, 17, 21, 23, 24, 25 & 29 of Planning Permission 20130363 at Site 4, Norwich International Airport, Amsterdam Way

2016/1230 - Side & Rear Extension & Conversion of Roof Space at 8, Cuthbert Close

2016/1223 - Change of Use from Office to Hair & Beauty Salon at 1B, Cannerby Lane

2016/1243 - Attached Garage to Side and New Front Boundary Wall/Gates at 28, North Walsham Road

2016/1246 - Single Storey Side Extension at 13, Chenery Drive

2016/1248 - Construction of a Temporary Vehicular Access on Salhouse Road in order to serve Parcel 3, Blue Boar Lane

2016/1288 - Single Storey Extension to Side at 118, St. Margarets Drive

2016/1337 - Erection of Single Storey Rear Extension at 85, Moore Avenue

2016/1407 - Reserved Matters Application - Submission of Details Pursuant to Condition 26 of Outline Planning Permission 20080367 relating to the Appearance & Layout of the Sewage Pumping Station at 6, Edwards Road

2016/1431 - Pitched Roof Extension to Front at 5, Edwards Road

2016/1435 - 4 No. Internally Illuminated Fascia Signs, 6 Poster Frames (Including 2 Entrance Vinyls) on Front Elevation at Dunelm Mill, 1 - 2, Sprowston Retail Park, Salhouse Road

2015/1802 - Demolition of Existing Buildings, Redevelopment to Provide an A1 (Shop) Unit and an A3 Drive -Through Café, Alterations to Vehicular Access, Parking, Landscaping and External Works at Former Royal Observer Corps, Chartwell Road subject to the access from Clabon Road being removed, no turning in/out across the carriageway and a reduction in opening hours to 10.00pm it was also noted that this would be a Broadland District Council officer delegated decision.

Y/5/2016/5015 - Removal of condition 3 attached to planning permission Y/5/2016/5005 at Sparhawk Infant & Nursery School, Sparhawk Avenue

(b) whilst the Council had no objection to the granting of planning application 2016/1204 - Single Storey Extensions to Front, Side and Rear and Addition of First Floor Dormer at 1, Gage Road concerns were expressed with regard to the size of the extension on this corner plot and visual impact on the street scene.

## **PLANNING (CONTINUED)**

- (c) whilst the Council had no objection to the granting of planning application 2016/1382 - Erection of Lidl Store (Use Class A1) & Associated Works including Parking & Landscaping Members were extremely disappointed that this area of land is not now to be used for community use. It was also felt that a store of this nature would attract a lot of pedestrian shoppers and there was a need for an additional pedestrian crossing on Blue Boar Lane between the Wroxham Road Roundabout and the second roundabout, to accommodate this increase.

### **16/212. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

### **16/213. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

A written report was received from Mr W F Couzens and Mr C L Noble on their attendance at the Parish/Town Council consultation meeting for devolution of Norfolk & Suffolk.

### **16/214. EXTERNAL AUDITORS REPORT 2015/16**

Members noted the report of the External Auditor for 2015/16 and congratulated the Town Clerk.

### **16/215. SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 30 JUNE 2016**

Members noted the summary of income and expenditure and balance sheet to 30 June 2016.

### **16/216. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 31 August 2016 totalling £23,143.13 and answered Members' questions arising therefrom.

On the motion of Mr R A Fowkes, seconded by Mr J M Ward it was

**RESOLVED** that payment of the accounts to 31 August 2016 totalling £23,143.13 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr J H Mallen.

### **16/217. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £835.42 was approved and noted.

### **16/218. SCHEDULE OF DIRECT DEBITS**

The schedule and supplementary schedule of direct debit payments totalling £13,648.32 was approved and noted.

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

21 September 2016

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CHAIRMAN