

## **COUNCIL MEETING – 15 MARCH 2017**

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 15 March 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr K Lashley
Mr R A Fowkes	-	Mr T Landamore
Mr R J Knowles	-	Mrs J Leggett
Mrs B J Lashley	-	Mr J M Ward

In attendance

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

3 Members of the public

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### **17/050. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Member	Minute No & Heading	Nature of Interest
Mrs J Leggett	Minute 17/062 4.1, Grant Aid - Sprowston Youth Engagement Project	Chairman of the Youth Advisory Board, Old Catton Parish Councillor Youth contact
Mr J M Ward	Minute 17/063 - Grass Verges in Sprowston	Norfolk County Councillor

### **17/051. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Ms G Landamore and verbal apologies from Mrs S L England, Mr J H Mallen, Mr C L Noble, Mrs J Poynter and Mr N Shaw.

### **17/052. MINUTES**

The Minutes of the Council meeting held on 22 February 2017, having previously been circulated to all Members were confirmed and signed by the Chairman.

### **17/053. POLICE LIASON OFFICER'S REPORT**

Members noted the crime updates from 1 - 28 February 2017 but felt unable to comment as it was difficult to differentiate between Old Catton and Sprowston.

Mrs J Leggett advised that she had written to the Police Commissioner expressing her displeasure.

### **17/054. PHASE 4 SPROWSTON DIAMOND CENTRE**

Jason Menezes of Bidwells, the Council's architect and Ben Lyng of Ingleton Wood LLP, Associate Building Services Engineer gave a detailed presentation on the Phase 4 development of Sprowston Diamond Centre and answered Members questions therefrom.

**17/054. PHASE 4 SPROWSTON DIAMOND CENTRE (CONTINUED)**

**RESOLVED**

To authorise the Town Clerk to progress, in conjunction with the Council's appointed consultants, the phase 4 development of Sprowston Diamond Centre as detailed in the planning application presented and the agreed budget with 10% contingency

**17/055. CORRESPONDENCE**

- (i) Invitation to Norwich Northern Distributor Road Forum at County Hall, Martineau Lane, Norwich on Thursday 23 March 2017, 6.00pm to 8.00pm.
- (ii) Digital Briefing Note
- (iii) Parish Precepts - National Association of Local Councils

**17/056. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) that at Thorpe Lodge at 10.00am on Monday 13 March 2017 he had raised the flag for Commonwealth Day reading an affirmation from the Commonwealth Secretary General and a message from the Queen.

The Commonwealth has some 2.5 billion people, a third of the world's population in its 52 member states. This year's theme is "A peace building Commonwealth" and flying the flag is an occasion to acknowledge publicly and collectively the continuing aspiration of the Commonwealth to build on common traditions and uphold our shared values of democracy, inclusion, development and respect for diversity.

- (2) that at Broadland District Council's Communities Committee on 8 March 2017 one of the agenda items was Trading Standards where members heard of their work in ensuring the quality and safety of the food chain, including animal food and fertilisers, safeguarding the standards of animal health and welfare, tackling the supply of alcohol, tobacco etc. to underage young people, ensuring the safety of consumer products and tackling rogue traders and scams.

Mrs J Leggett verbally reported that:

- (1) at the Environment Development and Transport Committee meeting there was a paper to bring forward the idea for Councillors to be given a budget of £6,000 to spend in the area they represent.
- (2) there was to be an independent enquiry into 16 - 18 years olds living in unregulated accommodation.

Mrs B J Lashley commented that she could understand how an individual budget could work for a Councillor who represented a small area but questioned how this would work for a Councillor representing several parishes.

Mrs J Leggett responded that every effort would be made to ensure fair distribution.

#### **17/057. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Mrs B J Lashley asked District Councillor's what additional services the District intended to provide given their increase in Council Tax.

Mr J M Ward replied that the increase was to maintain services and to purchase two properties to house homeless families.

#### **17/058. RESIDENT'S QUESTIONS**

On the motion of Mrs J Leggett, 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.

Mrs Tipple of Wroxham Road reported that she was representing the views of over 200 people who had voted on facebook regarding the state of the verges in Sprowston, commenting that she felt that the Town Council should take some responsibility to improve them.

Claire Lincoln, Lead Youth Worker Sprowston Youth Engagement Project (SYEP) asked the Council to support a funding application for £2,500. She gave a presentation on the group's activities, projects and successes and read a statement from one of the committee members.

Presentations were also received from Sam on his experience as an attendee at SYEP and Cath Evans, the longest running volunteer, who said she felt that young people had benefitted in many ways from this project including improved confidence, and that numbers were increasing with regularly over 40 attendees.

Reverend Canon Simon Stokes underlined what had been said stating that the model created had been seen as good practice across the county. He urged the Council to support SYEP commenting that they were trying to fund this in partnership with the Town Council and other groups in Sprowston.

#### **17/059. FULL COUNCIL MEETINGS**

Mr I Moncur proposed, seconded by Mr R J Knowles to commence Full Council Meetings at 7.00pm and on being to the vote the motion was **LOST**.

#### **17/060. PROVISION OF TREE IN HIGHWAY**

Mr J M Ward reported that he had been approached by a resident of 43, Tiercel Avenue regarding the replacement of a tree in the verge outside her property which was diseased and had blown down in the wind a while ago.

Norfolk County Council would like it replaced but does not have the funding however would have no objection to the Town Council purchasing and planting a replacement tree.

Mr J M Ward proposed, seconded Mr I Moncur to replace the tree outside 43, Tiercel Avenue.

Mrs B J Lashley felt it would set a precedent; it was not the right time of year for bare root planting and would require a pot contained tree which would have to be maintained by town council staff. Furthermore if the tree was diseased and the root and stump remained it could be difficult to replant.

**17/060. PROVISION OF TREE IN HIGHWAY (CONTINUED)**

On being put to the vote the motion was **LOST**.

**17/061. MEETING ADJOURNMENT**

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

The meeting was reconvened.

**17/062. REPORT OF THE TOWN CLERK**

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

**1.1 No matters were reported**

**CEMETERY**

**2.1 Headstone Damage**

Members noted the incident at Sprowston Cemetery, which resulted in damage to four memorials, had been reported as an insurance claim to the involved motorist's insurance company.

**STREET LIGHTING**

**3.1 No matters were reported**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 Grant Aid**

Mr R A Fowkes expressed concern that Sprowston Youth Engagement Project's request for grant aid appeared to be for general running costs and that he would prefer the Town Council to give a grant for a specific project but supported the request in principle. .

Mr T Landamore proposed, seconded by Mr K Lashley

- (i) that a grant of £2,500 be made to Sprowston Youth Engagement Project, to be vired from the 2017/18 Fete budget heading, and paid in two instalments, April and October 2017.
- (ii) to suggest that SYEP return with a three year business plan to ascertain if the Town Council could contribute from the 2018/19 budget.

On being put to the vote the motion was **CARRIED**.

**4.2 Wi-Fi Access**

**RESOLVED** to authorise the Town Clerk to increase the allocation of Wi-Fi access at Sprowston Diamond Centre to accommodate the usage available to customers at an additional cost of £10.00 per month.

## **17/062. REPORT OF THE TOWN CLERK (CONTINUED)**

### **4.3 Tree Replacement Tree Outside 43 Tiercel Avenue**

Members noted:

- (i) Norfolk County Council's requirements should the Council plant a tree in the verge outside 43, Tiercel Avenue.
- (ii) the budget for bare root trees and completion of this seasons planting.
- (iii) the Council's current tree policy.

### **4.4 Norfolk Pension Fund**

Having considered the Norfolk Pension Fund valuation for Sprowston Town Council it was

**RESOLVED** to authorise the Town Clerk to sign the acknowledgement requested by Norfolk Pension Fund..

### **4.5 UK Power Networks "help Vulnerable People in Your Community Access Free Extra Support during a Power Cut"**

Members noted a letter from UK Power Networks giving details of a Priority Services Register which vulnerable people could sign up to and that an article would be placed in Sprowston Matters with leaflets and associated pro-forma available from the Council office.

## **PLANNING AND TRANSPORTATION**

### **5.1 No matters were reported**

## **17/063. GRASS VERGES IN SPROWSTON**

Mr K Lashley commented on the state of the verges in Sprowston advising that he felt the Town Council should do something to improve the situation. He proposed that the Town Council consult with residents and discuss all their suggestions with Norfolk County Council's Highways Officer to ascertain what was acceptable and qualify what was available within the 50/50 scheme then present recommendations to full council.

Mr I Moncur proposed, seconded by Mr K Lashley that designated Councillors meet with Norfolk County Council's Highways Officer for Sprowston on Thursday 30 March 2017 at 9.00am. Members identified:

Mr W F Couzens	-	Mr K Lashley
Mr R A Fowkes	-	Mrs J Leggett
Mr T Landamore	-	Mr I Moncur

## **17/064. SUSPENSION OF STANDING ORDER 3W**

On the motion of Mr K Lashley, seconded by Mr W F Couzens it was **RESOLVED** to suspend Standing Order 3W to complete the business of the evening.

#### **17/065. 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:

2017/0232 - replacement single storey side and rear extension at 28, Corbet Avenue

2017/0247 - single storey rear extension at 17, Tiercel Avenue

2017/0254 - single storey rear extension to replace conservatory at 12, St Marys Grove

2017/0307 - two storey rear extension at 20, Glenburn Court

(b) to raise no objection to planning application 2017/0171 - part change of use from unit 7 from approved office use B1 to Children's Nursery D1 at White House Farm, Salhouse Road but express concern regarding access as a Nursery would increase traffic and currently the only access is via a narrow route from Blue Boar Lane.

(c) to oppose the granting of planning application 2017/0240 - erection of boundary fence - retrospective at 95, Foxburrow Road on the grounds that at least four panels facing Cozens Hardy Road should be reduced to a height appropriate to a front garden.

(d) to oppose the granting of planning application 2017/0279 - proposed new dwelling at Land adj. 60, Russell Avenue on the grounds that it is an over development of the site and out of keeping with the street scene.

#### **17/066. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

#### **17/067. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

#### **17/068. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 15 March 2017 totalling £55,611.27 and answered Members' questions arising therefrom.

On the motion Mr W F Couzens, seconded by Mr I Moncur it was

**RESOLVED** that payment of the accounts to 15 March 2017 totalling £55,611.27 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

**17/069. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £408.07 was approved and noted.

**17/070. SCHEDULE OF DIRECT DEBITS**

The schedule of Direct Debit payments totalling £825.00 was approved and noted.

**17/071. STAFF SALARIES 2017/18**

The 2017/18 staff salaries were noted.

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

**5 April 2017**

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**CHAIRMAN**