

## COUNCIL MEETING – 17 MAY 2017

At the Annual meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 17 May 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr T Landamore
Mrs S L England	-	Mrs B J Lashley
Mr R J Knowles	-	Mrs J Leggett
Mr J H Mallen		

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mrs K Vincent	-	Broadland District and Norfolk County Councillor
Mr K Leggett	-	Broadland District Councillor

4 members of the public were present

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### **17/110. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

The Chairman of the Council, Mr I Moncur, occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

Mrs J Leggett proposed and Mr T Landamore seconded the nomination of Mr I Moncur.

There being no other nominations and on being put to the vote it was **RESOLVED** that Mr I Moncur be appointed Chairman of the Council for the ensuing year.

### **17/111. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN OF THE COUNCIL**

Mr I Moncur signed the Declaration of Acceptance of Office as 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 meeting

### **17/112. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR.**

Mr I Moncur proposed and Mr T Landamore seconded the nomination of Mr K Lashley.

There being no other nominations and on being put to the vote it was **RESOLVED** that Mr K Lashley be appointed Vice-Chairman of the Council for the ensuing year.

### **17/113. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

#### **17/114. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Ms G Landamore, Mr K Lashley, Mr N Shaw and Mr J M Ward and verbal apologies from Mr R A Fowkes and Mrs J Poynter.

#### **17/115. ANNUAL TOWN MEETING MINUTES**

The Minutes of the Annual Town Meeting held 26 April 2017, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

#### **17/116. MINUTES**

The Minutes of the Council's meeting held on 27 April 2016, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

#### **17/117. POLICE LIAISON OFFICER'S REPORT**

Mr W F Couzens commented on the rise in incidences of crime however it was noted that the crime figures also incorporated the parish of Old Catton.

#### **17/118. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

Further to Minute 17/106, the Town Clerk confirmed that the Council's insurance Policy with Zurich Municipal did cover movable equipment.

#### **17/119. REVIEW OF ASSET INVENTORY REGISTER**

Further to Minute 17/102, the Town Clerk clarified that:

- (a) land at Barkers Lane playing field was purchased from Norfolk County Council at a cost of £24,000.
- (b) land at Sprowston Recreation Ground was purchased in 1971 from Hackett Builders via Broadland District Council at a cost of £10,000.

#### **17/120. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mrs J Leggett verbally reported on items including:

- (1) the Food Hub
- (2) Rackheath Parish Council's request for the advancement of £250,000 Community Infrastructure Levy
- (3) the Mancroft Advice Project

#### **17/121. RESIDENT'S QUESTIONS**

On the motion of Mr I Moncur, seconded by Mr T Landamore 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.

As no questions were received the meeting was reconvened.

**17/122. APPOINTMENT OF MEMBERS TO SERVE ON THE STAFFING COMMITTEE**

**RESOLVED** that appointments be made to serve on the Staffing Committee as follows:

Mr W F Couzens  
Mrs S L England  
Mr K Lashley

Mrs J Leggett  
Mr I Moncur  
Mr N Shaw

**17/123. APPOINTMENT OF MEMBERS TO SERVE ON EXTERNAL ORGANISATIONS FOR THE ENSUING YEAR**

**RESOLVED** that Members be appointed to serve on the following external organisations for the ensuing year as follows:

**(a) Norwich Airport Consultative Committee**

Mr N Shaw (Substitute Mr I Moncur)

**(b) Senior Citizens Welfare Committee**

Mr W F Couzens and Mr K Lashley

**17/124. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS**

Having reviewed the Standing Orders it was

**RESOLVED**

(a) to re-adopt the Standing Orders without amendment

**17/125. REVIEW AND ADOPTION OF APPROPRIATE FINANCIAL STANDING ORDERS**

Having reviewed the Council's Financial Standing Orders it was

**RESOLVED** to re-adopt them without amendment.

**17/126. TO REVIEW THE ELIGIBILITY TO EXERCISE THE GENERAL POWER OF COMPETENCE FOR THE ENSUING TERM OF OFFICE**

Having reviewed the Council's eligibility to exercise the General Power of Competence it was agreed that the criteria, of the number of Councillors elected equalled two thirds of the total number of Councillors and the employment of a qualified Clerk, remained in place and it was

**RESOLVED** to adopt the General Power of Competence as prescribed in the Order 2012

**17/127. REVIEW AND ADOPTION OF COUNCIL'S POLICIES AND PROCEDURES**

Having reviewed the Council's Policies and Procedures as listed, it was

**RESOLVED**

(a) to adopt the amended Crime and Disorder Policy

(b) to adopt the amended Treasury Management Strategy

(c) to adopt the Street Naming Policy subject to the following amendments:

**17/127. REVIEW AND ADOPTION OF COUNCIL'S POLICIES AND PROCEDURES  
(CONTINUED)**

**Delete** The Street Name and Numbering team will use these guidelines when agreeing a street name. Developers and Town and parish Councils should follow those guidelines for any suggested street names, in no particular order and **insert** The Council will adopt these guidelines when agreeing a street name in no particular order.

**Insert** The Council may wish to consult local groups from time to time.

Bullet point 13, **delete** if possible and **insert** especially

Bullet point 14, **add** Loke to suffixes

(d) to re-adopt the Policies without amendment

**17/128. REVIEW OF THE COUNCIL AND OR/STAFF SUBSCRIPTIONS TO OTHER BODIES**

Members reviewed and agreed the Council's current subscriptions.

**17/129. REPORT OF THE TOWN CLERK**

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

**1.1 Blue Boar Lane Open Space**

Having considered the report of the Town Clerk and suggestions made by residents of Hall Wood Road for the future use of the open space at Blue Boar Lane it was **RESOLVED**

that up to £50,000 of the commuted sum be spent on landscaping the open space on Blue Boar Lane using native species, ensuring it is in keeping with the remaining area of open space, and that £50,000 be retained for a skate park or other community facility in Sprowston together with any unspent commuted sum for this area.

**CEMETERY**

**2.1 No matters were reported**

**STREET LIGHTING**

**3.1 No matters were reported**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1** The Town Clerk reported that the latest edition of the Good Councillors Guide 2017 was available as a hard copy from the Norfolk Association of Local Councils at a cost or as a download on request from the Council office.

**PLANNING AND TRANSPORTATION**

**5.1 No matters were reported**

### **17/130. MEETING ADJOURNMENT**

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

The meeting was reconvened.

### **17/131. 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:

2017/0580 - single storey side extension and loft conversion with rear dormer at 56, Moore Avenue

2017/0614 - single storey north-east side and south-east rear extension at 72, Wroxham Road

2017/0651 - rear extension with accommodation within loft space and conversion of existing loft space at 21, Falcon Road East

2017/0659 - first floor extension and front porch at 24, Neville Road

2017/0689 - single storey rear extension at 19, Tills Road

2017/0713 - change of use to facilitate a child minding business at 37, Peregrine Road

2017/0716 - single storey rear extension at 2, Addey Close

2017/0754 - two storey rear extension at 178, Blithewood Gardens

(b) to oppose the granting of planning application 2017/0627 - two storey north - east side extension and alterations to roof over workshop to provide accommodation within at 144, North Walsham Road on the grounds that is an over development of the site, out of keeping with the surrounding area, unneighbourly and there would be a lack of off street parking for such a large property on a busy main road.

(c) to oppose the granting of planning application 2017/0642 - conversion of existing unit to mixed A3/A ( restaurant and hot food takeaway) usage, reconfiguration of part existing retail park car park to provide a "drive-thru" facility and cycle parking, creation of mezzanine floor, alterations to existing elevations, new plant and both elevation and freestanding advertisements at Unit 11B, Sprowston Retail park, Salhouse Road on the grounds that as a fast food outlet in an age of obesity its location is too close to a school and would encourage children to cross a busy road. It is also an unneighbourly form of development with unsocial operating hours, smell, and an increase in traffic and noise.

(d) to oppose the granting of planning application 2017/0661 - associated signage to proposed "drive-thru" restaurant and take-away comprising 1 no. 8m totem sign, 1 no lit logo sign, 2 no internally lit lettering signs, trough illuminated cladding and various ground level directional and parking signage at Unit 11B, Sprowston Retail Park, Salhouse Road on the grounds that it is an unneighbourly form of development and would create further light pollution and change the nature of the site.

**17/131. PLANNING (CONTINUED)**

- (e) to oppose the granting of planning application 2017/0712 - erection of Close Board Timber Fence to side of Corner Plot to Enclose Garden at 5, Hornbeam Close on the grounds that Hornbeam Close is in an open plan area.

**17/132. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Mrs S L England gave a verbal report on her attendance at Broadland's Dementia Alliance Group.

**17/133. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**17/134. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 17 May 2017 totalling £42,586.84 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur, seconded by Mrs J Leggett it was

**RESOLVED** that payment of the accounts to 17 May 2017 totalling £42,586.84 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J H Mallen.

**17/135. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £10,680.61 was approved and noted.

**17/136. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card and supplementary credit card payments totalling £772.90 was approved and noted.

**17/137. 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.

**17/138. VERBAL REPORT OF THE TOWN CLERK - PLANNING**

**RESOLVED** to accept the confidential verbal report of the Council and to instruct the Town Clerk to accept and progress a commuted sum of £40,000 to use on phase four development of Sprowston Diamond Centre.

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

7 June 2017

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CHAIRMAN