

COUNCIL MEETING – 7 NOVEMBER 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Tuesday 7 November 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens - Mr K Lashley
Mr R A Fowkes - Mrs J Leggett
Mr R J Knowles - Mr B Osborne
Mrs B J Lashley - Mr N Shaw
Mr J M Ward

In attendance

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

No members of the public were present

17/261. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Member	Minute No & Heading	Nature of Interest
Mr I Moncur	Minute 17/276 4.2.1 - Grant Aid - The Royal British Legion	President of the Sprowston Branch of The Royal British Legion
	Minute 17/278 - Planning Application 2017/1777	the applicant had been in contact with Mr Moncur via email

17/262. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs S L England, Ms G Landamore and Mrs J Poynter and verbal apologies from Mr T Landamore.

17/263. MINUTES

The Minutes of the Council meeting held on 19 October 2017, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

17/264. POLICE LIAISON OFFICER'S REPORT

Having noted the Police Newsletter for October 2017 Members queried the publication date as the SNAP meeting advertised had already taken place.

It was agreed to send congratulations to the local Police Team for the quick arrest and court appearance of the offenders of the burglary in Linacre Avenue, Sprowston.

17/265. COUNTY COUNCILLOR BUDGET

There was a lengthy debate with regard to the purchase of speed indicator equipment (SAM 2) from Mr Ward's County Councillor's budget to monitor speeding

17/265. COUNTY COUNCILLOR BUDGET (CONTINUED)

including; responsibility for moving the equipment, risk assessments, maintenance, battery life and how to download data.

It was **RESOLVED** to postpone a decision to the next meeting of the Council until further details could be obtained.

17/266. SPROWSTON YOUTH ENGAGEMENT PROJECT

This item was rescheduled to the next meeting of the Council to be held on 28 November 2017.

17/267. SPROWSTON POLICE STATION

Further to Minute 17/250, the Town Clerk reported that she had requested Broadland District Council to consider adding Sprowston Police Station to the Community Asset Register.

17/268. GRIT BINS

Further to Minute 17/251, the Town Clerk reported that Norfolk County Council's Highways Engineer had advised that the article in the EDP referred to a possible saving offered to County Councillors however, this was not taken up. Norfolk County Council would be filling grit bins this year as normal (one fill up ahead of winter and a top up later in the season if required). The Highways Engineer was not aware of any change to this but if it were to be revisited in future years he would anticipate that it would be widely publicised to parishes with clear instructions in terms of what the options would be.

17/269. SPROWSTON DIAMOND CENTRE

Further to Minute 17/252, the Town Clerk played two videos detailing the progress of Phase 4 development works at Sprowston Diamond Centre.

17/270. STRATEGIC AVIATION SPECIAL INTEREST GROUP (SASIG)

Further to Minute 17/253, Mr N Shaw advised that the next meeting of SASIG would be held on 16 November 2017 and he would update the Council at their next meeting.

17/271. IN GOOD COMPANY

Further to Minute 17/257, the Town Clerk reported that "In Good Company" was open for applications, and having looked at the criteria she felt it would be suitable for carers and volunteers who deliver the Dementia Café. The other qualifying area would be the cinema however, this would fall into the category "running events or activities targeted at lonely people" and she was not sure how attendees of the cinema would react to that criteria.

17/272. MEMBER OF STAFF - ACCIDENT

The Town Clerk reported that a member of staff had fallen over at Sprowston Diamond Centre and was currently off sick for at least three weeks. The incident had been recorded in the accident book.

17/273. PLANNING APPLICATION 2017/1610

Mr I Moncur reported that the deadline for calling in planning application 2017/1610 - erection of a car repair/car spray centre at Tesco Stores, Blue Boar Lane had been missed.

Members felt that as an extension had been requested and granted for the Council's comments to be forwarded to the relevant planning officers this should have been reflected in the cut-off date for a call-in and this matter should be raised with the planning authority.

17/274. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (a) more than £40m of school building programmes are underway across Norfolk. The total Capital Programme is £162m. Since 2013 3600 extra school places have been provided.
- (b) £2.75m has been put aside to relocate the Mile Cross Recycling Centre, probably just north of Norwich Airport. The preferred option is for a Norwich Depot Hub to integrate the recycling centre with a highway maintenance and storage depot and a new large park and ride, which would replace those at Sprowston and the airport with the Sprowston site being earmarked for a new secondary school.

Mr K Lashley commented that there had been a report in the press regarding the school at Manor Park, Sprowston becoming an academy yet the Town Council had not been informed.

Referring to Mr Ward's written report Mr W F Couzens asked if the land to develop housing needed by communities was all affordable.

Mr Ward replied that it was not.

Mr W F Couzens also asked if early help for families in crisis was a commitment from Norfolk County Council.

Mr Ward responded that this had been included in the proposals for Norfolk County Council's future plan outlined by Cliff Jordan.

Referring to Mr Ward's written report Mrs B J Lashley commented on the greater use of technology in frontline services stating that technology can add to the stress some people experience and it was more helpful to speak face to face.

Mrs Leggett remarked that front line staff could be more efficient if they had use of technology such as an Ipad.

Mr W F Couzens reported that there had been another accident at Barkers Lane/Church Lane roundabout noting that the roundabout was only identified by one sign and the road markings had worn away. He asked Mr Ward if Norfolk County Council could do anything to improve the situation.

Mr Ward replied that the lines had been remarked the previous year and in view of the reduction in traffic along this route expected on the opening of the Norwich Northern Distributor Road the Council were not prepared to carry out any further highway measures.

17/274. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

It was agreed that the Town Clerk contact Norfolk County Council Highways to try and get the lines remarked again.

17/275. RESIDENT'S QUESTIONS

As there were no residents present the Chairman moved to the next item of business.

17/276. 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 Christmas Holidays

Members considered the report of the Town Clerk and Mr I Moncur proposed that staff be given a half day on Friday 22 December 2017 as Christmas Eve fell on a Monday. There was no seconder for this motion.

RESOLVED that the Council mirror Broadland District Council's Christmas holidays with closure of the office and parks on Monday 25 and Tuesday 26 December 2017 and Monday 1 January 2018.

4.2.1 Grant Aid - Royal British Legion

RESOLVED that a donation of £300 be made to The Royal British Legion.

4.2.2 Grant Aid - Norfolk Citizens Advice Bureau Office

RESOLVED that a donation of £100 be made to Norfolk Citizens Advice Bureau.

4.3 Personnel

Members noted the resignation of Kurt Massen from the post of Caretaker/Cleaner effective 15 November 2017 and authorised the Town Clerk to fill this vacancy.

4.4 Community Infrastructure Levy (CIL) payment from Broadland District Council to the Town Council

Members noted the list of planning applications attracting the Community Infrastructure Levy and it was

RESOLVED that all receipts received from the Community Infrastructure Levy be allocated to Phase 4 Sprowston Diamond Centre development.

17/276. REPORT OF THE TOWN CLERK (CONTINUED)

4.5 General Data Protection Regulations (GDPR)

Members noted that the General Data Protection Regulations would become enforceable from 25 May 2018 requiring compliance with these regulations and the existing Data Protection Act 1998. There would also be a requirement for the appointment of a new statutory post of Data Protection Officer which cannot be an employee or Councillor.

The Town Clerk reported that she had attended training and will be updating the Town Councils policies to reflect this legislation, and reviewing the personal data presently held in digital and paper formats.

4.6 Norfolk Association of Local Councils Annual General Meeting

Members noted the date of the Norfolk Association of Local Councils Annual General Meeting and agenda. Mrs B J Lashley advised that the Council had two votes at the meeting and following a revised agenda there was only one nomination for vice-president. Two motions had been requested and the Town Clerk would send details to anyone interested.

4.7 Safer Neighbourhood Action Panel

Having considered the report of the Town Clerk Mr J M Ward proposed, seconded by Mr I Moncur that a room be provided free at Sprowston Diamond Centre on a maximum of two occasions per annum to the Sprowston Safer Neighbourhood Action Panel. On being put to the vote the motion was **LOST**.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

17/277. MEETING ADJOURNMENT

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

The meeting was reconvened.

17/278. 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 planning applications:

2017/1763 - display of 2 externally illuminated fascia sign & 7 non illuminated signs at Homepage, Roundtree Way.

2017/1871 - installation of weather protection canopy within existing garden centre (revised scheme) and installation of polycarbonate semi-translucent panels to existing garden centre canopy at Homepage, Roundtree Way.

17/278. PLANNING (CONTINUED)

2017/1781 - two & single storey side/rear extension (amends withdrawn planning application No. 2017/1196) at 35, Rushmore Close.

2017/1776 - single storey rear extension at 19, Blenheim Crescent.

2017/1844 - garage extension & porch to front at 49, Corbet Avenue.

2017/1862 - two storey side and rear extension at 39, Russell Avenue.

2017/1375 - first floor south-west side extension (amended plan) at 156, Wroxham Road.

(b) to oppose the granting of planning application 2017/1777 - alterations and extensions to front, side and rear at 57, Mousehold Lane on the grounds that it is out of keeping with the adjoining property, an unneighbourly form of development and not subservient to the original dwelling. Concern was also expressed with regard to availability of off road parking.

(c) to oppose the granting of planning application 2017/1827 - remodel dwelling by raising eaves and ridge; erecting two storey east side/rear extension, single storey east side/rear extension and two storey west side extension; and adding external wall insulation (revised proposal) on the grounds that it is out of keeping with the street scene and an unneighbourly form of development. Furthermore there were no plans for the proposed second floor.

17/279. SUMMARY OF INCOME AND EXPENDITURE

The Town Clerk presented the summary of income and expenditure and balance sheet to 30 September 2017 and answered Members questions therefrom.

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

RESOLVED to accept the summary of income and expenditure and balance sheet to 30 September 2017.

17/280. SCHEDULE OF FIXED LOAN REPAYMENTS

The Town Clerk presented the schedule of fixed loan repayments and answered Members questions therefrom.

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

RESOLVED to accept the schedule of fixed loan repayments.

17/281. CAPITAL PROJECTS

The following capital projects were suggested for inclusion in the 2018/19 budget:

- i) Community Facility
- ii) Bus shelters on North Walsham and Wroxham Road
- iii) Footway light on Church Lane

17/282. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

17/283. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

17/284. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 7 November 2017 totalling £169,175.02 and answered Members' questions arising therefrom.

On the motion of Mrs J Leggett, seconded by Mr K Lashley it was

RESOLVED that payment of the accounts to 7 November 2017 totalling £169,175.02 be approved and the schedules authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

17/285. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £256.61 was approved and noted.

17/286. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £91,435.21 was approved and noted.

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

28 November 2017

CHAIRMAN