

COUNCIL MEETING – 20 DECEMBER 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 20 December 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr K Lashley
Mrs S L England	-	Mrs J Leggett
Mr R A Fowkes	-	Mr J H Mallen
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

17/309. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

17/310. APOLOGIES FOR ABSENCE

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

The Council also received the resignation of Mrs J Poynter. The Town Clerk was instructed to advertise the vacancy in the appropriate manner in accordance with the Councils policy.

17/311. MINUTES

The Minutes of the Council meeting held on 28 November 2017, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

17/312. POLICE LIAISON OFFICER'S REPORT

Members noted the Police Newsletter for December 2017.

17/313. PHASE 2 RESIDENTIAL DEVELOPMENT - LAND AT WHITE HOUSE FARM

James Alflatt, Bidwells and Robert Eburne, Hopkins Homes gave a presentation on Phase 2 residential development on land at White House Farm and answered Members questions therefrom.

17/314. BUS GATE WHITE HOUSE FARM

The Town Clerk reported that Broadland District Council's Planner Ben Burgess had advised that the bus gate at White House Farm trigger for the provision of the bus gate had actually passed. However, it was not the fault of the developer that it had not yet been provided as it had been tied up with the proposed cycleway along

17/314. BUS GATE WHITE HOUSE FARM (CONTINUED)

Blue Boar Lane and other matters. Mr Burgess expected that both the cycleway and bus gate would be constructed early in the New Year.

He also stated that the Highways Engineer leading on this at Norfolk County Council initial thinking was number plate recognition i.e. cameras rather than

physical measures to control misuse of the bus gate; but on speaking to their traffic signals team regarding misuse of other sites in the city their view was enforcement was not likely to be required at Sprowston.

The radius entering the bus gate will make left turns from the Tesco's direction very difficult. There will be no right turn markings when travelling from the Salhouse Road direction so it will not feel like a natural manoeuvre either. This leaves only the straight direction from Linacre Avenue, which hopefully the lining and signing would take care of. If there were reports of misuse once open this could be assessed again.

17/315. NORFOLK CITIZENS ADVICE

The Town Clerk reported a thank you from Norfolk Citizens Advice for the £100 donation from the Council which was much appreciated and would be put to good use.

17/316. SPEED INDICATOR EQUIPMENT (SAM2)

The Town Clerk reported that the Memorandum of Understanding between Sprowston Town and Norfolk County Council Highways regarding use of SAM2 had been signed and investigation of mounting positions on Parana Road, Falcon Road West, School Lane, Wroxham Road, North Walsham Road, Linacre Avenue and Church Lane had been requested.

Mr W F Couzens requested Barkers Lane be added to the list.

17/317. PLANNING APPLICATION 2017/1610

Members noted that planning application 2017/1610 erection of car repair/car spray centre had been withdrawn at the applicant's request.

17/318. BROADLAND DISTRICT COUNCIL'S ANNUAL TOWN AND PARISH MEETING

Members noted that Broadland District Council's Annual Town and Parish Meeting would be held on Wednesday 24 January from 7pm to 9pm.

17/319. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (a) Phil Courtier's position as Head of Planning for Broadland and South Norfolk District Council's is interim.
- (b) there will be a meeting of the Norfolk Association of Local Councils on 24 January 2018 at Thorpe Lodge to discuss the GNLP consultation. There are 70 questions to which a response is required but only 25 of these are important to Broadland.

17/319. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (c) Norfolk's recycling centres will be running normal opening hours over the festive period apart from closing on Christmas Day, Boxing Day and New Year's Day.
- (d) following a complaint which he had taken up with Norfolk County Council's highway Engineer, the dead tree on the roundabout on Parkland Road had been removed and the other tree trimmed. Two new trees would be planted in 2018.

Mrs J Leggett verbally reported that she had attended a small businesses visit which included White House Farm and a fish business in Hainford who imported Koi Carp from Japan.

17/320. RESIDENT'S QUESTIONS

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

17/321. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Cottage Plantation

Having considered the report of the Town Clerk it was

RESOLVED to monitor the situation and wait for the outcome of the planning application at Racecourse Plantation.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Notification of External Auditor Appointment for 2017/18 Financial Year

Members noted the appointment of external auditor PKF LittleJohn LLP for 2017/18 and that the Annual Return would now be known as the Annual Governance and Accountability Return, to be completed in accordance with "proper practices" as set out in the "Governance and Accountability for Smaller Authorities in England, a Practitioners Guide".

4.2 Caretaker/Cleaner

Having considered the report of the town Clerk it was

RESOLVED

to implement a salary scale of SCP 16 to SCP 21 for the post of Caretaker/ Cleaner and to move the existing post holder to SCP17 effective 01 January 2018 and SCP 18 effective 01 April 2018.

17/321. REPORT OF THE TOWN CLERK (CONTINUED)

PLANNING AND TRANSPORTATION

5.1 APP/K2610/D/17/3190339 Appeal against Broadland District Council Decision

Members noted the appeal against Broadland District Council's decision.

5.2 Norfolk County Council Budget Consultation 2018/19

Members noted Norfolk County Council Budget Consultation 2018/19.

ENCLOSURES

6.1.1 Sprowston Senior Citizens Club Newsletter Winter 2017

6.1.2 Broadland YAB News Autumn 17

17/322. 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.

17/323. 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:

2017/2040 - two story side extension at 2, Park Cottages, Wroxham Road

2017/2075 - single storey rear extension at 9, Tiercel Avenue

(b) to make no comment with regard to planning application 2017/2033 - display of 1 no. non illuminated temporary "V" sign as this application had already been determined by the Planning Authority.

(c) to raise no objection to the granting of planning application 2017/2103 - 1 illuminated 7.5m high totem sign, 3 illuminated freestanding billboard signs, 1 illuminated wall mounted billboard sign and 23 wall mounted fascia signs.

17/324. TO REVIEW FEES AND CHARGES FOR 2018/19

(a) Cemetery and Memorial Fees

RESOLVED that effective 1 April 2018 a 3% increase be applied to all cemetery and memorial fees rounded.

(b) Sports Hire Fees

RESOLVED that effective 1 April 2018 a 3% increase be applied to all sports hire fees rounded.

17/324. TO REVIEW FEES AND CHARGES FOR 2018/19 (CONTINUED)

(c) Facility Hire Fees

RESOLVED that effective 1 April 2018 a 3% increase be applied to all room hire fees rounded and colour photocopying increase to 50p per copy.

(d) Allotment Rents and Water Charges (Current Fees - rent £35.00/ Water £5.00)

RESOLVED that effective 1 October 2018 allotment fees increase by £1.00 to £36.00 per annum and £5.00 water fee remain unchanged at £5.00 per annum.

17/325. TO CONSIDER THE DRAFT REVENUE AND CAPITAL EXPENDITURE PROGRAMME FOR 2018

Having considered the 2018/19 draft budget against the Council's reserves, and following a lengthy debate it was

RESOLVED to

(a) remove Harrisons Wood Trim Trail £20,000, the Shelter on Sprowston Recreation Ground £3,000 and Leased Building Replacement Windows £5,000 from the draft revenue and capital expenditure budget.

(b) apply for a loan to fund Streetlight replacements should the Council progress this scheme within the 2018/19 budget.

(c) agree a 1.98% increase on the previous year based on a Tax Base for 2018/19 of 5,350.

17/326. PRECEPT 2018/19

RESOLVED to authorise the Town Clerk to submit, under Section 50 of the Local Government Finance Act 1992, a precept requirement to Broadland District Council of £623,000.00 to meet the Council's funding requirement for 2018/19.

17/327. INTERNAL AUDIT REPORT 2017 - 2018 (INTERIM)

RESOLVED to accept the Internal Audit Report Interim for 2017/18 and for the Chairman to diary periodic evidencing of the salaries.

17/328. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

A written report was received from Mrs J Leggett and Mr B Woolner regarding the Heritage Working Group meeting.

17/329. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

17/330. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 20 December 2017 totalling £252,244.68 and answered Members' questions arising therefrom.

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

17/330. PAYMENT OF ACCOUNTS (CONTINUED)

RESOLVED that payment of the accounts to 20 December 2017 totalling £252,244.68 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr J H Mallen.

17/331. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £287.87 was approved and noted.

17/332. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments 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.

10 January 2018

CHAIRMAN