

COUNCIL MEETING – 14 MARCH 2018

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 14 March 2018, the following Members were present:-

Mr K Lashley – Chairman

Mr W F Couzens	-	Mrs B J Lashley
Mrs S L England	-	Mrs J Leggett
Mr R A Fowkes	-	Mr J H Mallen
Ms G Landamore	-	Mr B Osborne
Mr T Landamore	-	Mr N Shaw

In attendance

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

2 members of the public were present
Mr J Fisher Broadland District and Norfolk County Councillor

18/049. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

18/050. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr R J Knowles, Mr J M Ward and verbal apologies from Mr I Moncur.

18/051. MINUTES

The Minutes of the Council meeting held on 21 February 2018, having previously been circulated to all Members were, subject to the following amendment

Minute 18/037, **insert** Mr W F Couzens asked why the 50% cuts in Children's Services were not included in Mr Ward's report.

Mr Ward responded that Children's Services would not be affected by the cuts.

confirmed and signed by the Chairman of the Council.

18/052. CO-OPTION OF TOWN COUNCILLOR

The Chairman explained that as five applications had been received for the position of Town Councillor ballot papers would be circulated for Members to vote for one candidate. A second ballot would take place for the three candidates with the majority of votes. Balloting would continue until one candidate had more than 50% of the votes.

Referring to the centenary of the Representation of the People Act 1918 Mr W F Couzens commented that when Janet Poynter resigned from her position on the Council it left three women and eleven men. He felt that women should be properly represented.

18/052. CO-OPTION OF TOWN COUNCILLOR (CONTINUED)

Mr N Shaw stated that Mr J Fisher would be an ideal candidate as he was already a County and District Councillor and a Councillor at Thorpe St. Andrew, and had a lot of experience which makes a difference.

Mrs B J Lashley thought it was good to have as many people from Sprowston representing the community as possible. Norfolk County and Broadland District Councillors have gained experience but if they wanted to know what goes on in Sprowston they could attend the meetings and listen to what the residents have to say. Whilst everybody has their merits she agree with the equality point raised by Mr Couzens

Mr J H Mallen said he was delighted that there were five candidates for the vacancy of a Sprowston Town Councillor.

Following the first ballot Mr J Fisher had 5 votes, Ms C T Rumsby 3 and Mrs C Couzens 3. The Chairman had the casting vote and Ms Rumsby was put through to the second ballot. The second ballot resulted in Ms C T Rumsby being co-opted onto the Council.

18/053. POLICE LIAISON OFFICER'S REPORT

Members noted the March 2018 Newsletter.

Mr W F Couzens and Mrs J Leggett expressed their concerns about the number of incidences of residential burglaries and possession of controlled substances.

Mr W F Couzens also commented that despite this increase in crime there was no additional Police support.

With regard to the dissolution of the Police Community Support Officer's, Mrs S L England observed that only 17 had not been redeployed within the force.

18/054. CORRESPONDENCE

The Town Clerk:

- (1) reported the resignation of Mr B Thomas from his post as Caretaker/Cleaner advising that she would bring a report to a future meeting of the Council.
- (2) circulated Broadland YAB News - Spring 2018
- (3) circulated copy email from Sprowston Youth Engagement Project - Invitation to Teddy Bear's Picnic and land for gardening project
- (4) reported that Broadland District Council Planning Authority
 - (4.1) Planning Application 2018/0017 - variation of condition 16 following grant of planning permission 2015/1802 - highway improvements works at former Royal Observer Corps, Chartwell Road had been withdrawn at the applicants request.
 - (4.2) Planning application 2018/0094 - change of use from offices to children's day care centre (class D) and associated alterations at 12, Corbet Avenue had been refused planning permission.

18/054. CORRESPONDENCE (CONTINUED)

- (4.3) Planning application 2018/0133 - double sided internally illuminated totem sign at 185, Wroxham Road had been refused planning permission.
- (4.4) Planning Application 2018/0208 - two storey side and rear extension at 58, Rosemary Road had been granted under delegated authority as the call-in was not made until after the closing date.

18/055. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Members noted the written report from County Councillor K Vincent regarding the North Walsham Road closure.

A written report was received from District and County Councillor Mr J M Ward.

Mr K Lashley questioned the building of 22 homes for £160,000.

Mrs Lashley asked if there were events to be held in Old Catton to celebrate the bicentenary of Humphry Repton as Catton Hall Estate was his first commission as a landscape gardener.

Mrs J Leggett advised that there was a guided walk and exhibition in Hayman Lodge, Catton Park.

Mr R A Fowkes commented on the number of accidents at the roundabouts on the Norwich Northern Distributor Route and felt that it was due to a design problem as the chevrons cannot be seen from the outside lane.

Mr K Lashley remarked on the lack of lane markings.

Mr N Shaw said there should be Reduce Speed Now signage before the approach to each roundabout.

With regard to the 36% affordable housing mentioned in Mr Ward's report Mr Lashley asked if Broadland District Council was building houses for profit.

Mr R A Fowkes asked if the developers who reneged on the percentage of affordable housing they were supposed to build contributed financially to this project.

Mrs B J Lashley asked if there would be any social housing included within the development and conditions for local people.

Mrs J Leggett agreed to bring a response to these questions at the next meeting of the Council.

Mrs J Leggett reported that there had been an increase in contributions to the disabled facilities grant which she advised was to help residents to adapt their homes commenting that it was a means tested scheme.

Mr W F Couzens asked if there was a cap.

Mrs Leggett replied that some elements such as the Handyman Plus Scheme was capped.

Mrs Leggett requested an article be placed in the next edition of the Sprowston Newsletter to advertise the Disabled Facilities Grant and Handyman Plus Scheme.

18/056. RESIDENT'S QUESTIONS

On the motion of Mr T Landamore, seconded by Mr N Shaw 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.

County Councillor J Fisher reported that:

- (1) gritting services across Norfolk had been well attended and the main roads were kept open as much as possible during the recent snow.
- (2) Broadland District Council's refuse collection service was up to date by Monday 12 March 2018. Their next publicity drive will be to prevent contamination of recycle bins by targeting midwives and young families to not put nappies into the recycling.

18/057. COUNCILLOR PRIVACY NOTICE AND CONSENT

The Chairman reminded Members to sign and return the Councillor Privacy Notice Consent Form to ensure that the Council complied with the General Data Protection Regulation to be implemented on 25 May 2018.

18/058. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre

The Town Clerk reported that due to freezing temperatures the new pipework at Sprowston Diamond Centre ruptured with resultant damage caused to the St. Quintin room and adjacent hallway. The decision was taken to either cancel, or move those room hirings that could be accommodated elsewhere, however it took a day to repair the damage to the pipework and the drying out considerably longer. Recompense for the damage was being progressed with the Council's contractor.

1.2 Sprowston Pavilion

The Town Clerk reported that as a result of adverse weather conditions burst pipes caused damage to the disabled toilet at Sprowston Recreation Ground. A schedule of repairs had been prepared and commenced.

The Altro flooring at the pavilion showers had become raised due to either failure of water pipes, blocked drains or excessive laying water. Investigations and exploratory quotations to establish repairs were being sought and action to repair the damage would be carried out.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Broadland Youth Advisory Board

18/058. REPORT OF THE TOWN CLERK (CONTINUED)

Members noted the invitation to join the Broadland Youth Advisory Board on Wednesday, 4 April 2018, 4 - 6pm.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

18/059. REVIEW AND ADOPTION OF COUNCIL'S POLICIES

(1) Fair Processing Notice - Employee Data

(2) Computer and Telephone Misuse Policy

(3) Information and Data Policy

- Quality Policy Statement
- Information & Communications Technology (ICT) Policy

(4) Information Protection Policy

(5) Information Security Incident Policy

(6) Social Media Policy

(7) Retention of Documents Policy

(8) Social Media and Electronic Communication Policy

RESOLVED to approve the above policies subject to the inclusion of (GDPR) Data Protection Bill 2017, Ransomware and the abbreviation WARP (Warning, Advice and Reporting Point) to be written in full where appropriate.

18/060. MEETING ADJOURNMENT

On the motion of Mr N Shaw, seconded by Mr W F Couzens it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

18/061. 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

(1) to raise no objection to the following planning applications:

2018/0142 - removal of hedge to improve access for farm machinery at Hill Farm, Wroxham Road

2018/0266 - single storey side extension at 64, Wroxham Road

2018/0295 - demolition of single storey side extension and erection of new dwelling at 14, Adams Road

18/061. PLANNING (CONTINUED)

2018/0302 - two storey side and rear extension at 29, Rosemary Road

2018/0304 - first floor/two storey rear extension and single storey south-west side extension at 307, Wroxham Road

- (2) to remain opposed to the granting of planning application 2018/0063 - two storey side extension and single storey front and rear extensions at 47, Cozens Hardy Road on the grounds that the design of the front elevation (the large flat area next to the garage) is out of keeping with the street scene. Should the front elevation be redesigned to include a window in this area in keeping with the rest of the house, the Council would be minded not to oppose a future amended plan with these alterations.
- (3) to oppose the granting of planning application 2018/0344 - front porch, rooms in roof including hip to side gable and front dormer windows and rear extension with rooms in roof at 57, Mousehold Lane on the grounds that it is an over development of the site, not subservient to the original dwelling and unneighbourly in terms of scale given that the property is a semi-detached dwelling.

18/062. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

18/063. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs S L England gave a verbal report on her attendance at the National Association of Local Councils.

18/064. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule and supplementary schedule of accounts to 14 March 2018 totalling £382,218.25 and £29,568.00 and answered Members' questions arising therefrom.

On the motion of Mr N Shaw, seconded Mrs J Leggett it was

RESOLVED that payment of the accounts and supplementary accounts to 14 March 2018 totalling £382,218.25 and £29,568.00 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J H Mallen.

18/065. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule and supplementary schedule of credit card payments totalling £624.71 and £104.91 were approved and noted.

18/066. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule and supplementary schedule of direct debit payments totalling £1,178.68 and £4,334.65 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.

4 April 2018

CHAIRMAN