

COUNCIL MEETING – 21 FEBRUARY 2018

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 21 February 2018, the following Members were present:-

Mr K Lashley – Chairman

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

In attendance

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

1 member of the public was present

18/031. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

18/032. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr J H Mallen and verbal apologies from Mr I Moncur.

18/033. MINUTES

The Minutes of the Council meeting held on 31 January 2018, having previously been circulated to all Members were subject to the following amendment

Minute 18/026 **delete** from Windows 10 and **insert** to Windows 10

confirmed and signed by the Chairman of the Council.

18/034. CO-OPTION OF COUNCILLOR

Having considered an application from Christine Rumsby for the position of Town Councillor Mrs B J Lashley proposed, seconded by Mr B Osborne to co-opt Ms Rumsby on to the Council and on being put to the vote the motion was **LOST**. Mrs B J Lashley requested a recorded vote and Members voted as follows:

For

Mr W F Couzens
Mr R A Fowkes
Mrs B J Lashley
Mr K Lashley
Mr B Osborne

Against

Mrs S L England
Mr R J Knowles
Mrs G Landamore
Mr T Landamore
Mrs J Leggett
Mr N Shaw
Mr J M Ward

18/034. CO-OPTION OF COUNCILLOR (CONTINUED)

Following a query the Town Clerk read an extract from the Council's "Councillor Casual Vacancy Policy" and the Chairman moved to the next item of business.

18/035. POLICE LIAISON OFFICER'S REPORT

Members noted the February 2018 Newsletter.

The Chairman clarified the instances of public fear, alarm or distress.

Mrs J Leggett requested more information regarding the incidences of criminal damage querying if these were individual or related.

Mrs B J Lashley brought Members attention to the Safer Neighbourhood Panel (SNAP) advertised as being held on Monday 16 April 2018 at Old Catton.

18/036. CORRESPONDENCE

- (1) The Town Clerk reported that she had received the resignation of Groundsman David Bircham and it was

RESOLVED to authorise the Town Clerk to fill the vacancy.

- (2) A Vision of Norfolk in 2021 - Norfolk County Council

18/037. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) Norfolk Community Biodiversity awards nominations are now open, closing date 30 April 2018. They are looking for wildlife heroes across 5 award categories; Saving Species; Groups; Young People's Achievement; Nature for Health and Wellbeing and Churchyards and Cemeteries. Details at www.norfolkbiodiversity.org
- (2) A programme of more than 40 events and activities to celebrate the bicentenary of the death of the great landscape gardener Humphry Repton has been brought together by a number of organisations including Broadland District Council.

The launch will take place at Aylsham Parish Church on 23 March 2018. Details at www.norfolk.humphryrepton.org.uk
- (3) Permanent changes to roads in the Plumstead area come into effect on Monday 19 February 2018 when Plumstead Road and Middle Road reopen and Smee Lane and Low Road close permanently.
- (4) From 1 April 2018 there will be a charge for anybody taking DIY waste to council tips.

Mrs Lashley asked why the money generated from the additional precept of 3% in Adult Social Care was being transferred into reserves rather than helping people?

Mr Ward replied that Norfolk County Council was spending it next year when it would be needed more.

18/038. RESIDENT'S QUESTIONS

As there were no residents present at this point of the meeting the Chairman moved to next item of business.

18/039. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Non Turf Cricket Pitch

Having considered the draft service level agreement between Sprowston Town Council, Norfolk Cricket Board and Active Norfolk it was

RESOLVED to authorise the Town Clerk to sign the agreement subject to the removal of the reference to individual types of groups.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Appointment of Data Protection Officer

Members noted the requirement for the Council to appoint a Data Protection Officer to comply with Data Protection Regulation changes on 25 May 2018 and having considered the report of the Town Clerk it was

RESOLVED to appoint, with immediate effect, the Town Clerk as the Council's Data Protection Officer with a remuneration reward for the additional responsibility of one spinal point.

PLANNING AND TRANSPORTATION

5.1 Broadland District Council Food Waste Service

Members noted that Broadland District Council was extending their food waste collection service by 1080 properties.

18/040. MEETING ADJOURNMENT

Due to the early hour it was **RESOLVED** not to adjourn the meeting for a short break.

18/041. 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:

18/041. PLANNING (CONTINUED)

2018/0151 - single storey side and rear extension and addition of lean-to-roof over existing flat roof single storey side extension at 26, Blenheim Road

2018/0153 - single storey front extension at 62, Blithewood Gardens

2018/0187 - single storey extension to side and rear at 5, Dixon Road

2018/0199 - single storey rear extension at 49, Moore Avenue

2018/0205 - single storey rear extension at 104A, Moore Avenue

2018/0228 - single storey front, two storey and single and two storey rear extensions at 40, Cozens Hardy Road

- (b) 2018/0067 - extend existing dwelling and subdivide curtilage to form new dwelling at 45, Tills Road

18/042. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

18/043. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

- (a) Mr W F Couzens reported on his attendance at the Heritage Working Group advising that Mr B Woolner was working on aligning pictures and notes before transferring the information to the Council. He suggested continuing with the current administrator for the following year at a cost of £80.00. The group was experiencing difficulties with the transferral of data and Mr N Shaw agreed to advise them regarding suitable software and would also contact Norfolk County Council to see if they had an update.

RESOLVED that the Town Council cover the cost of the Administrator for the period of one year at a cost of £80.00.

- (b) Members noted the minutes of the WWI Centenary meeting attended by Mr K Lashley.

A number of suggestions were put forward on how to mark the WWI Centenary with the planting of trees being the preferred option. Mr Lashley agreed to advise the WWI Centenary group of the Council's preference.

17/044. GREATER NORWICH DEVELOPMENT PARTNERSHIP

Mr R A Fowkes felt the priority should be to build on existing allocations of land before considering other green sites. He commented that allocations should be as close to communities as possible and that some of the suggested sites were not connected, GLNP being the worst as it was separate from any existing community and GNL0172 and GNL0095 were likely to be detached from the rest of Rackheath. He added that everything in the Neighbourhood plan should be adhered to.

Following discussion it was **RESOLVED**

to oppose site allocations GNL0172 as it is likely to be detached from the main village and it's amenities being dissected by the Norwich Northern Distributor, GNL0042 and GNL0095 due to their isolation from existing communities.

18/045. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Members reviewed the Councils insurance cover and it was

RESOLVED to accept the arrangements for insurance cover in respect of all risks contained within the current policy with Zurich Municipal.

18/046. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 21 February 2018 totalling £67,443.17 and answered Members' questions arising therefrom.

On the motion of Mr T Landamore, seconded by Mr W F Couzens it was

RESOLVED that payment of the accounts to 21 February 2018 totalling £67,443.17 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr R J Knowles.

18/047. SHCEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments were approved and noted.

18/048. 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.

14 March 2018

CHAIRMAN