

COUNCIL MEETING – 16 MAY 2018

At the Annual meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 16 May 2018, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mr K Lashley
Mrs S L England	-	Mr J H Mallen
Mr R A Fowkes	-	Mr B Osborne
Mr R J Knowles	-	Ms C T Rumsby
Mrs B J Lashley	-	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

18/099. 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.

Mr J M Ward proposed and Mr K Lashley 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.

18/100. 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.

18/101. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR.

Mr I Moncur proposed and Mr N Shaw 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.

18/102. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

18/103. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms G Landamore and Mrs J Leggett and verbal apologies from Mr T Landamore.

18/104. ANNUAL TOWN MEETING MINUTES

The Minutes of the Annual Town Meeting held 25 April 2018, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

18/105. MINUTES

The Minutes of the Council's meeting held on 25 April 2018, having previously been circulated to all Members were confirmed subject to the following amendment

Page 4 delete 4 April 2018 and insert 25 April 2018.

signed by the Chairman of the Council.

18/106. BIDWELLS

Mr Jason Menezes of Bidwells LLP Ltd gave a detailed report on an offer of £30,000 from Catch 22 to break their lease for the Council's property at Sprowston Recreation Ground two months early and in full and final settlement of dilapidations and rent. Mr Menezes answered Members questions therefrom.

A discussion took place regarding the re-occupation of the building by staff and it was

RESOLVED to instruct the Town Clerk

- (a) to organise the refurbishment of the Council's office building at Sprowston Recreation Ground to current health and safety standards, engaging professional services from Bidwells LLP Ltd and Birketts Solicitors, and building services from Omnis Construction.
- (b) to defer a decision on the refurbishment of the interior Council chamber walls until completion of a site visit by Members.
- (b) to procure IT equipment and new and lockable office storage using the Council's reserves budget.

18/107. POLICE LIAISON OFFICER'S REPORT

Members noted the May 2018 Newsletter and Mr W F Couzens asked if PC Rob Devlin had taken over from PC Andy Mason as the Engagement Officer.

18/108. TRAILER - WROXHAM ROAD

Referring to Minute 18/089 (4), Mr J M Ward commented that he was surprised that the trailer chained to a drain on Wroxham Road was not considered an obstruction.

18/109. BLUE BOAR LANE OPEN SPACE (UNADOPTED)

Further to Minute 18/091 1.2, the Town Clerk reported that she had contacted Norfolk County Council regarding the provision of safety railings on Blue Boar Lane adjacent the open space and had been advised that this would only be considered as part of the 50/50 scheme. Mr I Moncur suggested funding could be sourced from the parish funding budget held by County Councillors representing Sprowston. On the motion of Mr I Moncur, seconded by Mr W F Couzens it was

18/109. BLUE BOAR LANE OPEN SPACE (UNADOPTED) (CONTINUED)

RESOLVED

to authorise the Town Clerk to investigate the provision and funding of railings on Blue Boar Lane.

18/110. WORLD WAR I CENTENARY GROUP

Further to Minute 18/095, the Town Clerk advised that Mr Sneddon had a copy of the War Memorial book and he was in liaison with Reverend Canon Stokes. She had also given grant application details to The Royal British Legion

18/111. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) after a successful lottery bid, Norfolk County Council has secured £1.25m to further develop its work to support children to safely live at home with their families and prevent them coming into care.
- (2) Sprowston library is now open 7 days a week under open plus. People need to sign in so they can access the library when it is unstaffed e.g. Sundays

Referring to the Rackheath Master Plan mentioned in Mr Ward's written report Mr W F Couzens asked the percentage ratio of affordable homes.

Mr Ward advised that he did not know.

Regarding the Ring of Steel (automatic number plate recognition) Mr W F Couzens asked how this information was used. Mr I Moncur gave an example.

Mr W F Couzens also asked how many of the 140 houses to be built in Acle were social.

Mr Ward responded that the aim was 30% but he was not aware of the exact number.

Mrs B J Lashley requested Mr Ward to raise this issue at any appropriate meetings he attends.

Mr J H Mallen commented that it was nice to see the popularity of the County's museums.

18/112. RESIDENT'S QUESTIONS

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

A member of the public:

- (1) asked if the Thieves Beware signage at Wilks Farm Drive belonged to the Council and was advised that the signage was owned by Norfolk County Council.

18/112. RESIDENT'S QUESTIONS (CONTINUED)

- (2) informed Members that two of three bus stops situated at Anglia Square to Old Catton and Sprowston had been knocked down. One was waiting replacement parts and there was a lack of funding for the second stop.

The Chairman advised him that the bus stops were the responsibility of Norwich City Council.

The meeting was reconvened.

18/113. 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

18/114. 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
Mr K Lashley

18/115. REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS

Having reviewed the Standing Orders it was

RESOLVED

- (a) to re-adopt the Standing Orders with the amendments as indicated in red.

18/116. REVIEW AND ADOPTION OF APPROPRIATE FINANCIAL REGULATIONS

Having reviewed the Council's Financial Regulations it was

RESOLVED to re-adopt the Financial Regulations without amendment.

18/117. 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.

18/118. REVIEW AND ADOPTION OF COUNCIL'S POLICIES AND PROCEDURES

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

RESOLVED re-adopt the Policies and Procedures without amendment.

18/119. BUDGET ALLOCATIONS 2018/19

Members reviewed the 2018/19 draft budget allocations and it was

RESOLVED to accept the 2018/19 budget allocations without amendment

18/120. REVIEW OF THE COUNCIL AND OR/STAFF SUBSCRIPTIONS TO OTHER BODIES

Members reviewed and agreed the Council's current subscriptions.

18/121. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre Regular Hirers Advertisements

Members considered the sample totem poles for advertising regular customers at Sprowston Diamond Centre to be positioned on the corner of School Lane and Neville Road within the curtilage of the centre.

On the motion of Mrs S L England, seconded by Mr R J Knowles it was

RESOLVED to authorise the Town Clerk to work with Bidwells LLP Ltd towards a suitable design and submit a planning application to Broadland District Council.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Norfolk Local Councils Summer Conference

Members noted Norfolk County Council's summer conference to be held 15 June 2018 at Carrow Breck football ground.

4.2 Norfolk Pension Fund - Pay Strain Schedule of Results

Members noted the Norfolk Pension Fund Pay Strain calculations of £11,000 undertaken by the Fund Actuary for 2016-17 scheme year.

PLANNING AND TRANSPORTATION

5.1 Broadland District Council - Planning Training

Mrs S L England expressed an interest in attending Planning Training at Broadland District Council.

18/121. REPORT OF THE TOWN CLERK (CONTINUED)

5.2 Broadland Council - Feasibility Study into Collaborative Working

RESOLVED that Councillors respond individually to the public consultation on the South Norfolk/Broadland Council Feasibility Study.

5.3 Norwich Western Link Public Consultation

Members noted the public consultation on the Norwich western link.

5.4 Phase 2, White House Farm, Sprowston

Mr F A Fowkes expressed concern regarding the shopping area being so close to a busy junction at Salhouse Road and the Link Road.

5.5 Broadland District Council's Gambling Policy Review

Members noted Broadland District Council's Gambling Policy review.

18/122. 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.

18/123. 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:

2018/0621 - proposed single storey front extension, rear first floor extension and new pitched roof over existing garage at 36, Rushmore Close
2018/0650 - erection of single storey conservatory extension to existing palliative care home at Gryphon House, 36, Wroxham Road
2018/0634 - change of use from B1/C & BB to D2 Assembly & Leisure at 1 - 2, Roundtree Close

- (b) to oppose the granting of planning application 2018/0667 - EIA Screening Option at Phase 2 Development, White House Farm on the grounds that in view of the nature of this development the developer should carry out an EIA Assessment. Furthermore the document indicates that S106 would be at officer level and the Council considered that this should be decided by Members. Concern was also expressed about the local centre being so close to the junction of the Salhouse Road and Link Road.
- (c) to oppose the granting of planning application 2018/0701- two storey rear extension and garage/workshop at 194, Wroxham Road on the grounds that it is an unneighbourly form of development. However if the Planning Authority is minded to grant permission the Council would request that conditions be applied to the workshop regarding times of use and types of machinery to be used.

18/124. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

18/125. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Members noted the Minutes of the WWI Centenary Meeting.

18/126. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts and supplementary accounts to 16 May 2018 totalling £34,735.71 and £90,683.11 and answered Members' questions arising therefrom.

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

RESOLVED that payment of the accounts and supplementary accounts to 16 May 2018 totalling £34,735.71 and £90,683.11 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J H Mallen.

18/127. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule and supplementary schedule of direct debit payments totalling £83,176.93 and £5,315.57 was approved and noted.

18/128. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £537.72 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.

6 June 2018

CHAIRMAN