

## COUNCIL MEETING – 20 FEBRUARY 2019

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 20 February 2019, the following Members were present:-

Mr I Moncur – Chairman

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

In attendance

|              |   |   |
|--------------|---|---|
| Mrs J Hunt   | - | Town Clerk and Responsible<br>Financial Officer |
| Mrs E Elliot | - | Committee Officer                               |

5 members of the public were present

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### **19/036. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

| <b>Member</b> | <b>Minute No. and Heading</b> | <b>Nature of Interest</b>            |
|---------------|-------------------------------|--------------------------------------|
| Mr N Shaw     | 19/040 (1)                    | Thorpe St. Andrew Town<br>Councillor |
| Mr J M Ward   | 19/040 (1)                    | Thorpe St. Andrew Town<br>Councillor |

### **19/037. APOLOGIES FOR ABSENCE**

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

### **19/038. MINUTES**

The Minutes of the Council's meeting held on 30 January 2019, having previously been circulated to all Members, were confirmed and signed by the Chairman of the Council.

### **19/039. POLICE LIAISON OFFICER'S REPORT**

Members noted the February Police Newsletter.

The Town Clerk reported that three break-ins had occurred at the cemetery with forced entry into the container. On the first occasion no further damage was caused, on the second occasion there was an attempted hot wire of the lawn tractor grass cutter resulting in approximately £2,000 of damage and stolen diesel. On the third occasion the trailer was moved into the allotment site. The Council's insurers had been informed and the Town Clerk was waiting for a response on whether the cost of repair was viable or if new equipment should be sourced given the age of the tractor, purchased 2003. All incidences had been reported to the Police.

## **19/040. CORRESPONDENCE**

### (1) Letter from Thorpe St. Andrew Town Council

Members considered the letter from Thorpe St. Andrew Town Council

A number of concerns were raised including future management issues, youth rivalry and distance from the majority of residents in Thorpe St. Andrew. Furthermore, should it become a destination skatepark, as suggested, it would attract larger numbers of users to the facility than planned and cause problems with parking and access through a residential estate.

Mrs B J Lashley proposed, seconded by Mr W F Couzens that the Council thank Thorpe St. Andrew Town Council for their offer but decline to take it up. On being put to the vote the motion was **CARRIED**.

### (2) Resignation of Groundstaff

The Town Clerk reported the resignation of Thomas Newenham, part time grounds person, and proposed that the Council agree for the appointment of a replacement to be postponed until the new Council and possible Council employees' structure is identified at that time.

On the motion of Mr I Moncur, seconded by Mr K Lashley it was **RESOLVED** to agree to keep the position open but postpone an appointment until after council elections.

## **19/041. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (1) Broadland District Council had agreed to adopt new legislation which will see council tax on long-term vacant homes quadruple in 2021. This is currently 50% for homes empty for 2 years. This will rise to 100% on 1 April 2019 and 200% in April 2020 for homes empty 5 years and 300% in 2021 for homes empty 10 years.
- (2) protesters from Extinction Rebellion occupied the Council Chamber for over 4 hours on 11 February 2019. Four people were arrested, 3 received a caution and one has been charged with a public order offence. The Council finally set its revenue budget at £409.3m which includes £31.1m of savings and a 2.9% council tax increase. The tax increase will add £40.00 to the annual tax bill for a Band D property.
- (3) Councillor Garrod has resigned from the Council and there will be a by election for his Wroxham seat.
- (4) Norfolk County Councils Trading Standards department have successfully prosecuted a Mr Ping of Notykin Street, Norwich for assembling counterfeit tobacco products. 29.5 large bin bags of tobacco were seized along with tobacco pouches and boxes. The haul has a retail value of £300k.

## **19/041. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Mrs J Leggett verbally reported:

- (1) that as Chairman of Broadland District Council she had attended the launch of the Great British Cycling Festival which will take place in Norfolk in June 2019.
- (2) a charity event "Songs, Music and Mirth" will be taking place on 9 March 2019 at Hellesdon Community Centre to raise funds for Leeway, her chosen charity of the year.

Mr W F Couzens asked Mr Ward, given the charges at recycling centres had this led to an increase in fly tipping and at what cost to land owners, farmers and the Council?

Mr Ward responded that there was no evidence to suggest an increase in fly tipping.

## **9/042. 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.

Ben Jervis thanked the Council for appointing both Christine Hipperson and himself to the position of Tree Wardens for Sprowston. He said he was looking forward to working with Members and to contact him if they had any queries.

The meeting was reconvened.

## **19/043. REPORT OF THE TOWN CLERK**

### **COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES**

#### **1.1 Make Music Day 2019 - Broadland District Council**

Members noted the Make Music Day event to be held on Friday 21 June 2019.

#### **1.2 Tree Health and Safety Survey**

Having considered the Tree Health and Safety Survey and following a number of questions it was **RESOLVED**

To authorise the Town Clerk to programme, work as identified and in accordance with the risk criteria against cost to be carried out.

#### **1.3 Request to place a bench at Sprowston Recreation Ground in the Play Area**

The Town Clerk explained that there was adequate provision of seating in the small play area at Sprowston Recreation Ground and additional furniture could cause a safety hazard given the space required around play equipment. She suggested that a plaque could be placed on an existing bench and the funds raised to pay for a new bench be given to the charity being setup by Sophies parents.

## **19/043. REPORT OF THE TOWN CLERK (CONTINUED)**

Mr J M Ward proposed, seconded by Mr W F Couzens to discuss the idea of a plaque on an existing bench with the applicant and on being put to the vote the motion was **CARRIED**.

### **1.4 Windsor Park Gardens**

**RESOLVED** to accept the quotation from G&G Fencing to supply and erect 254.6 metres of 500mm high knee rail fencing at Windsor Park Gardens at a total cost of £6,950.60 plus VAT.

## **CEMETERY**

### **2.1 Consecration of Ground at Sprowston Cemetery**

**RESOLVED** to consecrate the prepared portion of the cemetery extension and authorise the Town Clerk to prepare a Consecration Sentence and Petition at a cost of £250.00 plus VAT.

## **STREET LIGHTING**

### **3.1 Streetlighting Column Test**

The Town Clerk reported the completion of the column survey carried out by the Council's lighting contractor Cozens (UK) Ltd, and the ongoing work to analyse the columns which had failed testing. A comprehensive report with recommendations would be brought to the new Council for consideration.

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Council's Insurance**

**RESOLVED** to renew the Council's insurance with Zurich Insurance PLC on a 5 year agreement subject to clarification of the cost.

### **4.2 Request for donations to the Broadland Tree Warden Network**

**RESOLVED** to make a one-year subscription to Broadland Tree Warden Network at a total cost of £25.00.

## **PLANNING AND TRANSPORTATION**

### **5.1 Norfolk County Council Overstrand Way, Sprowston - Double Yellow Lines**

Members noted Norfolk County Council's consultation letter regarding the proposed implementation of double yellow lines at Overstrand Way.

### **6.1 ENCLOSURES**

- (i) **Sapientia Education Trust**
- (ii) **Amended Schedule of Town Council Meetings 2018/19**

**19/044. MEETING ADJOURNMENT**

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

The meeting was reconvened.

**19/045. 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:

2019/01113 - part exchange of use of office (B1) to gym and sports rehabilitation centre (D2) at Unit H, Sapphire House, Roundtree Way

2019/0184 - two storey rear extension and front porch at 17, Chenery Drive

(b) to oppose the granting of planning application 2019/2131 - single storey side and front extension and single storey rear extension (revised proposal) at 54, Lone Barn Road on the grounds that there is no significant change to the original proposal and the positioning of the garage continues to be out of keeping with the street scene and had not been set further back from the highway.

**19/046. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

A written report was received from Sprowston Heritage Group. Mr B Osborne clarified points within the notes.

**19/047 REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**19/048. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 20 February 2019 totalling £65,395.90 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur seconded by Mr R A Fowkes it was **RESOLVED** that payment of the accounts to 20 February 2019 totalling £65,395.90 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr R J Knowles.

**19/049. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £21.52 was approved and noted.

**19/050. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £6,677.70 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.

**13 March 2019**

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**CHAIRMAN**