



NOTICE OF MEETING

The meeting of Sprowston Town Council
will be held by remote means on Wednesday 1 April 2020 at 7.30pm

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council meeting held on 11 March 2020. Pages 1 - 8
4. To agree action/response arising from the minutes:
5. Broadland and South Norfolk District Council -Town and Parish
Coronavirus briefing - For Information. Pages 9 - 18
6. Sprowston Town Council's Community Support During Coronavirus
Pandemic - For Information Page 19
7. To receive any written/verbal reports from Sprowston County and
District Councillors. Page 20
8. To receive the report of the Town Clerk Pages 21 - 22
9. To consider planning applications to 1 April 2020. Pages 23 - 24
10. To receive any written/verbal reports from the Council's Committees and Working Groups.
11. To receive any written and verbal reports from Members representing the Council on or at
outside organisations.
(1) Safer Neighbourhood Action Panel Report (Mrs J Leggett) Page 25
12. To confirm the payment of accounts to 1 April 2020 Pages 26 - 27
13. To receive the schedule of credit card payments. Page 28
14. To receive the schedule of direct debits. Page 29

Guy Ranaweera
Town Clerk

27 March 2020

Council Office, Sprowston Recreation Ground . Recreation Ground Road Sprowston .
Norwich.NR7 8EW

Tel: 01603 408063 . Email: townclerk@sprowston-tc.gov.uk

Footnote:

¹ Although this meeting is not a town council meeting under the terms of the Local Government Act 1972, Members are encouraged to adhere to all duties that would apply at an ordinary council meeting, including declaring any personal or prejudicial interest they have in items contained in the above agenda.

Town Councillors are reminded that at an ordinary council meeting they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as both Councillors are on the Planning Committee of Broadland District Council, they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.

Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

COUNCIL MEETING – 11 MARCH 2020

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 11 March 2020, the following Members were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mr R J Knowles
Mr M G Callam	-	Mrs B J Lashley
Ms D Coleman	-	Mr I J Mackie
Mr W F Couzens	-	Mr J H Mallen

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mr R Craggs	-	Sprowston Resident

2 members of the public were present

20/057. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of disclosable pecuniary and other interests.

20/058. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mrs B Cook, Mrs J Leggett, Ms C T Rumsby and Mr I J Walker and verbal apologies from Mr J F Fisher and Mr N Shaw.

20/059. MINUTES

The Minutes of the Council's meeting held on 19 February 2020, having previously been circulated to all Members were confirmed and signed by the Town Mayor of the Council.

20/060. ACTIONS FROM MINUTES

- (1) Option to agree revised Section 38 street lighting scheme for Land to the South of Salhouse Road, Barrett David Wilson Homes Development draft 3.**

Further to Minute 20/041 (3), having considered the revised street lighting scheme Mrs B J Lashley suggested that potential buyers should be advised in advance of roadways without footway lighting.

Mr J M Ward proposed, seconded by Mr I J Mackie to accept the revised Section 38 street lighting scheme for Land to the South of Salhouse Road, Barrett David Wilson Homes development and on being put to the vote the motion was CARRIED.

20/060. ACTIONS FROM MINUTES (CONTINUED)

(2) Barkers Lane - Proposal for New Dog Waste Bin

Further to Minute 19/046 1.1, Ms D Coleman reported that the dog bin located at the entrance to Barkers Lane open space opposite Church Green was larger than the bin on the corner of Church Lane and Bakers Lane, and less used. She suggested the two bins be swapped.

RESOLVED that the 25 litre and 40 litre dog bins at Barkers Lane be swapped.

20/061. DEVELOPERS SPORTS AND ALLOTMENTS OFF-SITE CONTRIBUTIONS

Apologies were received from Sally Hoare, Broadland District Council Community Infrastructure Coordinator who had been scheduled to speak about developer off-site contributions for formal sports and allotment provision.

The Town Clerk instead gave a brief overview of the situation faced by Sprowston and Town Council:

- Multiple developments of several hundred homes each had been approved in the Sprowston area
- Developments are required to provide formal recreational or allotment facilities, but Broadland District's current planning guidance has meant these do not have to be provided within their development sites
- Developers will instead be allowed to make financial contributions to fund Town Council to provide the required facilities elsewhere in Sprowston
- In the not too distant future Town Council will receive several million pounds in developer contributions for off-site formal recreation and allotment facilities
- Given the scale of expected contributions it is highly likely Council will need to purchase land to provide these facilities in the most appropriate locations
- Available land in Sprowston is already scarce. It is becoming scarcer and more expensive
- Council needs to act now to identify appropriate ways to spend this money otherwise it will have to be paid back to developers
- One option is to engage with partner organisations, such as Norfolk FA who can help explore creating new football facilities in Sprowston

Ian Grange, Norfolk Football Association gave a detailed presentation on Football Facility Investment.

Explaining:

- The role of Norfolk County Football Association
- Local Football Facility Plans
- Norfolk's Local Football Facility Plans
- What the Local Football Facility Plan would mean for Sprowston
- The operation of a 3G pitch

In answer to Councillors questions Mr Grange responded:

- 3G pitches were third generation artificial grass with LED lighting and fencing
- All weather pitches could extend the playing season

20/061. DEVELOPERS SPORTS AND ALLOTMENTS OFF-SITE CONTRIBUTIONS
(CONTINUED)

- 3G pitches would be subject to planning permission which would take into account issues relating to light pollution, noise pollution, car parking etc.
- A Sink fund is required for maintenance and replacement costs This would be taken into account when assessing if the business plan was viable
- Revenue would be generated form hire of the pitch
- A 3G pitch could be used for other activities providing the correct footwear was worn

Mr J M Ward advised Council that a working group was to be formed to assess all recreational facilities across Sprowston.

RESOLVED that the following Councillors serve on the working group:

Mr M G Callam, Ms D Coleman, Mrs J Leggett and Mr J H Mallen.

The Town Mayor thanked Mr Grange for his attendance.

20/062. POLICE LIAISON OFFICER'S REPORT

Norfolk Constabulary's March Newsletter was not available.

20/063. CORRESPONDENCE

(1) Sprowston Day Centre

Council considered a request from Sprowston Day Care for financial assistance with entertainment costs.

Mrs B J Lashley proposed, seconded by Mr A J Barton to award £330.00 the remaining amount in the 2019/2020 budget.

RESOLVED that a donation of £330.00 be made to Sprowston Day Centre to help fund entertainment costs in accordance with it powers under Section 137 of the Local Government Act 1972.

(2) Priscilla Bacon Hospice

Having considered the request for financial assistance from Priscilla Bacon Hospice it was **RESOLVED** not to contribute on this occasion but consider any future request in the next financial year.

20/064. RESIDENTS' QUESTIONS

On the motion of Mr J M Ward, seconded by Mr M G Callam 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 Town Mayor who would, assisted by the Town Clerk, reply.

Mr R Craggs, invited to the meeting by the Town Clerk, offered to answer Councillors questions on flood risk in Sprowston in relation to the draft Greater Norwich Local Plan.

20/064. RESIDENTS' QUESTIONS (CONTINUED)

He expressed concern with regard to the development adjacent Blue Boar Lane as a main drain ran through this area, which he hoped would not be blocked.

It was agreed that the Town Clerk make enquiries regarding the culvert and respond to Mr Craggs.

Mr M Moore reported that the street light on the semi-circle green at Tills Close was out.

He also asked if Council knew about the existence of a marsh garden as a number of people had mentioned this to him.

It was suggested the Town Clerk make enquiries with a former Heritage Group Member to see if there was any information in the archives regarding a marsh garden.

The meeting was reconvened.

20/065. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

1. All 6,000 miles of Norfolk's County Roads, excluding the A11 and A47, will be managed by a single service from 1 April 2020 when Norwich City highways team transfers to Norfolk County Council. The City Council will continue to manage parking and city owned street lights.
2. On 1 April 2020 the five Clinical Commissioning Groups merge to become one which will be called The Norfolk and Waveney CCG. The Chairman will be Dr Anoop Dhesi, a GP in Stalham and previously Chairman of North Norfolk CCG since 2013.
3. Norfolk County Council is transforming its Music service which is currently losing £700,000 per annum. Tutors will be reduced from 44 to 21 and tuition costs will rise from £34.00 to £40.00 per hour. There will in future be more group tuition instead of one to one. All pupils will still be able to hire an instrument free of charge.
4. Anglian Water are investing £1.9m in new water and sewerage pipes on Salhouse Road to serve the new developments. A rolling road closure will be in place and work should be completed by December 2020. There is a drop-in session at Thorpe End village hall Friday 13 March 2020, 5.00pm - 7.30pm which explains the scheme.

Referring to Mr Ward's written report Mrs B J Lashley commented that Repton Property Developments Ltd should be encouraged to build affordable homes.

Ms D Coleman expressed concern regarding the rolling closure of Salhouse Road.

20/066. INTERNAL AUDIT REPORT (INTERIM UPDATE)

Council congratulated the Team and **RESOLVED** to accept the Internal Audit Report (Interim Update).

20/067. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters were reported

CEMETERY

2.1 Cemetery Footpath

Council noted the £500.00 contribution from the Parochial Church Council towards the £1,700 cost of resurfacing the footpath at St Mary and St Margaret's closed churchyard.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Norfolk Association of Local Councils (NALC) - Spring Conference

Mr J M Ward proposed, seconded by Mr W F Couzens that Mrs B J Lashley attend the Norfolk Association of Local Council Spring Conference to be held Saturday 4 April 2020 on behalf of the Council and that her proper expenses be met in accordance with the Members Scheme of Allowances

4.2 Corona Virus COVID-19

Council noted the briefing paper from ELCONS Employment Law Consultants Ltd on the Corona Virus current information and advice from both the Health and Safety Executive and Public Health England.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

- A. Norfolk Association of Local Councils AGM programme (NorfolkALC)**
- B. Corona Virus Help and Advice - Briefing paper (ELCONS Ltd)**

20/068. 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:

20/068. PLANNING (CONTINUED)

2020/0349 - 1. change of use of dwelling (C3) to children's nursery (D1), including demolition of outbuildings, proposed extensions and alterations and realignment of existing driveway to provide additional 'drop off' parking spaces. 2. change of use of existing children's nursery (D1) back to retail use (A1) at The White House, White House Farm, Salhouse Road

2020/0352 - extension to front of existing garage to form study/en-suite at 10, Yew Court

2020/0353 - two storey side extension, extension to front porch and single storey rear extension at 60, Blenheim Road

2020/0355 - single storey side and part rear extension at 41, Meadow Gardens

2020/0371 - two storey side extension at 8, Cannerby Lane

- (b) were opposed to the granting of planning application 2020/0331 - single storey flat roof extension to replace the existing conservatory to rear at 52, Blackwell Avenue on the grounds that the proposed extension is not well related to the property and there appears to be no internal access to the existing building.
- (c) were opposed to the granting of application 2020/0365 - two storey side extension and single storey rear extension at 50, Blenheim Road on the grounds that it is out of keeping with the surrounding area, loss of parking to the original property,
- (d) were opposed to the granting of application 2020/0393 - sub-division of garden and erection of 2no semi-detached dwellings with associated parking and amenity space at 9, Lowry Cole Road on the grounds that it is out of keeping with the surrounding area, loss of parking to the original property, cramped form of development and creates a dangerous vehicular access on the corner of Lowry Cole and Addey Close.
- (e) were opposed to the granting of planning application 2020/0394 - two storey side extension, front porch and conversion of existing garage at 9, Wilks Farm Drive on the grounds that it is not subservient to the original dwelling, out of keeping with neighbouring properties and would increase traffic movements at a busy junction.
- (f) were opposed to the granting of planning application 2020/0396 - prior approval notification for change of use from offices (Class B1(a)) to residential 2 bedroom flat (Class C3) at Norwich Motor Company, 1, Wroxham Road on the grounds that it is an inappropriate site for a residential property and given the extremely busy and commercial position of this premises there would be parking issues and additional traffic movements in a difficult location.
- (g) were opposed to the granting of planning application 2019/1370 - residential development of up to 516 dwellings, a local centre comprising up to 0.25ha of A1-A5 & D1 uses, with associated infrastructure & landscaping at Land at White House Farm, Salhouse Road on the following grounds:

20/068. PLANNING (CONTINUED)

- Amenity spaces are disjointed and too small to promote activities such as informal ball games
- Play area locations are not central or overlooked by housing for the safety of children. One location border a main road
- The definition of public open space is not met. Footpaths and verges should not count towards public open space, be it formal or informal
- The area allocated for the local centre is too small for all its possible uses and should be located in more central, convenient position near White House Farm. This could then serve other housing sites
- There is no provision for community buildings with adequate parking
- The development is not well planned and is spread out
- Inconvenience and dangerous for pedestrians: Sections of Salhouse Road footway are not paved. This means pedestrians wishing to access the development from that direction would be required to walk on unmade muddy footways or on the road itself. Unless the inadequate footway on Salhouse Road is addressed, the likely increase in pedestrian numbers on Salhouse Road caused by this development would be unsafe

20/069. MEETING ADJOURNMENT

On the motion of Mr J M Ward, seconded by Mr J H Mallen it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

20/070. GREATER NORWICH LOCAL PLAN CONSULTATION (GNLP)

RESOLVED

1. to approve the Town Clerk's draft response to the GNLP sites specific documents.
2. that individual Councillors send their comments on strategy Sections 3 and 4 and strategy policies 1 to 7.5 to the Town Clerk for collation and response to the GNLP.

20/071. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

20/072. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley referred Council to a fund-raising day to be held at Sprowston Library on Saturday 21 March 2020 with proceeds to the Sensory Garden project.

20/073. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 11 March 2020 totalling £15,792.80.

20/073. PAYMENT OF ACCOUNTS (CONTINUED)

On the motion of Mr J M Ward, seconded by Mr I J Mackie it was **RESOLVED** that payment of the accounts to 11 March 2020 totalling £15,792.80 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J M Ward.

20/074. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAYS VISA DEBIT

The schedule of credit card payments totalling £79.86 was approved and noted.

20/075. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £11,447.05 was approved and noted.

20/076. EXCLUSION OF PRESS AND PUBLIC

Mr J M Ward proposed, seconded by Mr M G Callam to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them and on being put to the vote the motion was **CARRIED**

20/077. CONFIDENTIAL REPORT OF THE TOWN CLERK

Council considered the confidential report of the Town Clerk and Mr J M Ward proposed, seconded by Mr I J Mackie to align the Finance and Administrative Officer's salary scale to the comparable posts.

There being no other necessary business the Town Mayor of the Council thanked Members for their attendance and declared the meeting closed.

1 April 2020

Town Mayor

Appendix A

Covid-19 – Our response working together

Town and Parish Council Briefing

Two Councils
One Team

Broadland
District Council

South Norfolk

Central Government Support

Hardship Fund

Emergency support for rough sleepers

Ban on evictions and protections for renters and home owners

£2.9bn funding to strengthen care for the vulnerable

Business Rates holiday for 1 year

Grants for businesses

Loans for businesses

Changes in rules for pubs/restaurants

Statutory Sick Pay

Delivery of Support – Ward Clusters

- To deliver support, we have created small Community Hubs based on clusters of Town/Parish Councils
- Clusters will be responsible for delivery of support within their areas
- There are 5 clusters, which are further broken down into 33 smaller areas across Broadland and South Norfolk

The role of Town and Parish Councils

- Identify local need in your areas, including any funding support required by local networks
- Identify vulnerable people who are not picked up by the official lists
- Provide support to vulnerable residents, working with Community Hubs and clusters to co-ordinate the support
- Collate key information such as volunteer groups and support
- Norfolk Community Foundation is asking for help from Town & Parish Councils to publicise their new fund which will enable fast distribution of funds to assist the small local groups trying to help in this crisis - Look out for information on this from NALC

Prioritising our Support – Health and Economic Vulnerability

Economic vulnerability

Health vulnerability

e.g. Assisted bin collection, vulnerable children, domestic abuse victims, people with high health needs

High risk group

Proactive identification, Council staff support, targeted intervention, hardship payment if required

e.g. Over 70, underlying health needs, live on own

Medium risk group

Coordinated activity, media promotion about support available, trusted volunteers / council staff intervention if required

e.g. self isolating Families, retired couples, good health

Low risk group

Community empowerment to provide localised support

Appendix B

Community Hubs – Cluster A

Cluster A
NN3

Lead officers
Matt Allen & Pete Seal
Contact number – 01508 533914
Contact Email – communities@5-norfolk.gov.uk

Area 2	Area 5	Area 6	Area 7	Area 8	Area 10	Area 11	Area 13
Aylsham Blickling Burgh and Tuttington Marsham Oulton	Brampton Buxton with Lamas Frettenham Coltishall Corstwick Horstead with Stanninghall	Drayton North Drayton South	Cawston Foulsham Themilthorpe Guestwick Heydon Salle Wood Dalling	Attlebridge Morton on the Hill Weston Longville Alderford Booton Braniston Haveringland Little Witchingham Swannington Great Witchingham Honningham Ringland Reepham	Hainsford Hevingham Stratton Strawless Beeston St Andrew Spixwörh Horsham and Newton St Faiths	Felthorpe Horsford	Belaugh Rackheath Salhouse Wroxham
Area 19	Belaugh Rackheath Salhouse Wroxham						

Community Hubs – Cluster B

Cluster B
NN4

Lead officers
Debra Baillie-Murdon & Rob Adams
Contact number – 01603 430597
Contact Email – communities@s-norfolk.gov.uk

Area 1

Area 3

Area 4

Acle
Lingwood and
Burlingham

Blomfield
Hemblington
South Walsham
Upton with Fishley
Woodbastwick
Great Plumsted
Little Plumstead
Thorpe End

Brundall
Cantley
Postwick
Strumpshaw
Beighton
Freethopre
Halvergate
Reedham

Community Hubs – Cluster C

Cluster C
Norwich

Lead officers
Louise Simmonds & Trudi Head
Contact number – 01508 535328
Contact Email – communities@s-norfolk.gov.uk

Area 9	Area 12	Area 14	Area 14	Area 16	Area 17	Area 18	Area 30
Hellesdon North Hellesdon South	Old Catton Sprowston West	Sprowston Central	Sprowston North	Taverham North Taverham South	Thorpe St Andrew North and West	Thorpe St Andrew East and South	Easton Marlingford Great Melton

Area 31

Costessey

Community Hubs – Cluster D

Cluster D
SNHIP

Lead officers
Jake Kubala & Andrea Owen
Contact number – 01508 533826
Contact Email – communities@s-norfolk.gov.uk

Area 20	Area 21	Area 22	Area 23	Area 24	Area 25	Area 26	Area 27
Burgh St Peter Wheatacre Alderby Toft Monks Haddiscoe Thurlton Norton Subcourse Gillingham Geldeston Stockton Ravensingham Hales Heckingham Kirby Cane Ellingham Loddon Sisland	Claxton Ashby St Mary Carleton Thurton Chedgrave Langley with Hardley Surlingham Kirby Bedon Bramerton Rockland St Mary Hellington Yelverton Alpington Holverston Howe Brooke Kirstead Bergh Apton Seething Mundham	Hedenham Ditchingham Brooke Thwaite Earsham Denton Alburgh Wortwell Topcroft Moringthorpe Hempall Woodton Shelton Bedingham	Redenhall with Harleston Pulham Market Pulham St Mary Starston	Tivetshall St Margaret Tivetshall St Mary Dickleburgh Scole Brockdish and Thorpe Abbots	Diss Roydon	Bressingham Shelfanger Heywood Winfarthing Burston Gissing Carleton Rode Bundwell Tibham Aslacton	Fornsett Ashwellthorpe Tacolneston Wacton Tharston Long Stratton
			Area 34	Mulbarton, Ketteringham, East Carlton, Swardeston, Bracon Ash, Wreningham, Flordon, Newton Flotman, Swainsthorpe, Tasburgh, Saxlingham Nethergate, Shotesham		Area 35	Trowse with Newton, Stoke Holy Cross, Bixley, Caistor St Edmunds, Poringland, Framingham Plgot Framingham Earl

Community Hubs – Cluster E

Cluster E
Ketts Oak

Lead officers
Julie Ringer & Barbara Howard
Contact number – 01508 533747
Contact Email – communities@s-norfolk.gov.uk

Area 28	Area 29	Area 32	Area 33
Spooner Row Wymondham Town (East Wymondham) Wymondham Town (South Wymondham) Wymondham Town (North Wymondham) Wymondham Town (Central)	Morley Wicklewood Kimberley Barnham Broom Runhall Hingham Deopham	Bawburgh Little Melton Colney Cringleford Keswick	Hethersett

Sprowston Town Council (STC)

Community support during Coronavirus pandemic - For Information

As of 27/03/2020 Broadland and South Norfolk Help Hub confirms that they, through local volunteers have been able to respond to all requests for assistance received to date. Where a resident faces hardship through lack of funds, the Help Hub is able to send out a food package.

The Help Hub is currently working with Sprowston Coronavirus Help Group (SCHG) which is a volunteer organisation set up by Sprowston resident Carol Pennycook.

SCHG volunteers purchase shopping with their own funds and receive reimbursement from the resident being supported. This is usually in the form of cash. Ideally cash would be taken out of the equation - for reasons of infection control and financial security.

STC is offering to act as a financial go-between for SCHG volunteers and residents so that risk can be transferred from individuals to the Town Council.

Outline of proposed go-between process:

1. SCHG notifies STC of shopping request and name of assigned volunteer.
2. Volunteer buys shopping for a resident and sends photo of receipt to STC.
3. Volunteer delivers shopping to resident, leaves receipt and asks resident to phone STC office to make card payment over the phone.
4. Resident phones STC to pay for shopping by card over the phone - amount will be checked against photo of receipt. STC reimburses volunteer by BACS transfer within 24 hours.
5. If resident does not phone STC to make payment within 24 hours, **STC will still reimburse the volunteer** and contact resident to politely request payment (resident becomes a STC debtor).

As with any endeavour of this nature (especially those set up very quickly) a small risk of fraud will remain. However, the risk and sums involved are small and should not impact on Council's overall financial position. The scheme will be constantly reviewed to ensure funds are safeguarded.

Other support measures STC may be able to implement:

- Application to the Norfolk Community Foundation Covid-19 Community Response Fund grant for £1000, to pay travel expenses to volunteers and ameliorate any financial loss to STC
- Print leaflets publicising Help Hub number and deliver to all Sprowston homes
- Councillor volunteers to support shopping and/or leaflet delivery

22nd March 2020

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

Cabinet has recommended to Council to establish a Community Lottery for the purpose of raising funds to support good causes that benefit our residents.

BDC will be introducing charging for pre-application planning advice. This will be reviewed in 12 months

Cabinet has also recommended increasing the annual budget for the Bure Valley Railway and Path to £29k p.a. Maintenance costs for the BVR site will be covered by their annual rental of £30k p.a. A separate allowance of £9k p.a. will be made for Marriotts Way.

Norfolk County Council

NCC's Chief Legal Officer has advised that all NCC Council, Cabinet and Committee meetings are cancelled until the AGM in May 2020 and we are informed that the Government will shortly legislate on the holding of AGMs and other meetings virtually. Cabinet agenda matters will be dealt with by individual decision notices and emergency decisions will be taken by the Head of Paid Service,

All 47 of NCC's libraries closed on 21st March but On-line services are maintained. The Records Office is also closed.

All schools closed as from 23rd March but the most vulnerable children and those of Key Workers can still attend.

All 10 of NCC's Museums closed on March 19th.

The Norwich Western Link Local Access Consultation is postponed

COUNCIL MEETING – 01 April 2020

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Coronavirus

In light of the Government's latest health guidance to practice social distancing and avoid gatherings, I have implemented the following measures across all Council owned properties to safeguard staff, customers and members of the public:

- All public toilets in parks (Sparhawk park, Recreation ground) have been closed. Cleaning public toilets now poses a virus health risk to our cleaners. (Sparhawk toilets have also recently suffered major vandalism by groups of teenagers).
- Tennis courts, the bowls rink, the bicycle track and all children's play areas (swings, slides climbing frames etc) have been closed and locked wherever possible. Play areas that cannot be locked have had signage put up to ask people not to use them. **Parks and open spaces themselves will remain open** in accordance with the Governments directive that people utilise parks for exercise.
- Allotments will remain open and signage has been placed to remind allotment holders to maintain social distancing at all times.
- Public buildings (Sprowston Diamond Centre, Cricket Pavilion, Council Office and Chamber) have been closed to the public, hirers and other user groups. Full refunds will be given to cancelled hirers

CEMETERY

2.1 Church Lane Cemetery

In line with current Government advice, Church Lane Cemetery will stay open and staff remain ready to accommodate interments.

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Staffing during coronavirus pandemic

In accordance with current Government advice to stay at home whenever possible, eliminate non-essential travel and implement strict social distancing; the Council office has closed and all office staff are working from home. Urgent queries to the office phone and email are being dealt with.

Non-essential grounds maintenance has been scaled back with only the parks, open spaces and cemetery receiving regular maintenance. Other non-essential activities (such as verge cutting) will be reviewed periodically to prevent health and safety hazards occurring.

The sum of the above, plus the general slow-down across the community means regular Council activity of all kinds has significantly decreased. My opinion is that asking staff to come to work for non-essential reasons or sit by their computer at home when their days work has been completed is not justified and undermines morale.

Therefore, I have taken advice from Norfolk ALC, checked guidance from the Local Government Association (LGA) and the National Joint Council (NJC), and investigated laying off staff through the Government's job retention scheme (furloughed staff cannot work at all). As Council unfortunately cannot presently vote on the matter, I have considered the situation and directed all staff to reduce their weekly working hours to 50% and remain on their standard salary until further notice. This is on the explicit understanding that staff **continue to work until either all required work is done or they reach 100% of a full working week - whichever comes first**. In addition, staff may at any time be called upon to do more than 50% hours; they may at any time be told to return to full time working; or they may be asked to undertake different duties as required. The situation will be monitored closely.

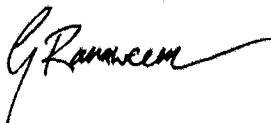
This is a complex situation but I feel my approach strikes a balance between staff safety and service delivery, and also sends a clear signal that Council values its employees.

PLANNING AND TRANSPORTATION

5.1 No matters to report

ATTACHMENTS

None



Guy Ranaweera
Town Clerk

Sprowston Town Council
PLANNING APPLICATIONS – 2020

Broadland DC App. No.: 20200155

Location: 16-22, Linacre Avenue, Sprowston

Type: Reserved Matters

Description: Reserved matters application following grant of planning permission - 20190969 - demolition of existing shop and erection of 3 chalet bungalows

Broadland DC App. No.: 20200446

Location: Park House, Wroxham Road, Sprowston

Type: Householder

Description: Two single storey front extensions, new porch extension to side, single storey rear extension to replace existing conservatory and new conservatory and rear balcony

Broadland DC App. No.: 2020447

Location: Land south of Salhouse Road

Type: Reserved Matters

Description: Proposes residential development of a minimum 803 dwellings with access roads and associated infrastructure 2. Site for a new primary school 3. Lane for Bus Rapid Transit (BRT) scheme 4. Section of orbital link road 5. Retained areas of woodland and creation of open space (Reserved Matters) (20160498)

Broadland DC App. No.: 20200463

Location: 77, Cromwell Road, Sprowston

Type: Householder

Description: Two storey side extension

Sproston Town Council
PLANNING APPLICATIONS – 2020

Broadland DC App. No.: 20200487

Location: 85, Foxburrow Road, Sproston

Type: Householder

Description: Demolish redundant garage, erection of two storey side extension and single storey lean-to at rear

SNAP

Meeting with Inspector Kersty Brooks and chairs of the Aylsham, Thorpe and Old Catton and Sprowston Safer Neighbourhood Action Panels.

Sprowston Police Station February 24th 2020.

The invitation went to the chairs of all the panels in Broadland but some chairs had not bothered to reply to the invitation or Insp Brooks had arranged to meet them on a 1:1 basis.

Insp Brooks had called the meeting to discuss the operation of the panels within the area. The local panels operate in different ways especially regarding administration and chairing the meeting. Neither the chair of Thorpe or of Aylsham had been in post for more than a year. Statutory, the police must have two meetings a year when they can be held to account by their residents.

We discussed our meetings and Insp Brooks described a format which had been used in other parts of Norfolk.

For these meetings the invitation goes out to a wider area e.g. the Norwich urban fringe.

The meeting is led by the local Inspector who gives a 15 - 20-minute overview of Policing in the area, number and types of crime and Anti-Social Behaviour. There is an opportunity for questions.

The residents would then split into groups with their Beat managers to discuss local issues and residents' concerns.

After discussions we agreed to having a new type of meeting as a trial and to have two meetings in Broadland, one for the urban fringe and one for the more rural areas. Thus, it was decided to have one in Sprowston and one in Aylsham.

We suggested the Diamond Centre as a venue and that it is essential to ensure the meeting is widely publicised.

The Sprowston and Old Catton SNAP meetings have been run in the same way for at least 10 years, so it did not seem unreasonable to trial a different format.

As our planned SNAP April meeting has been cancelled the Diamond Centre has been booked for Wednesday 10th June 2020.

Judy Leggett
Broadland District Councillor
Sprowston East

Sprowston Town Council		Payments	Meeting	Date: 1st April 2020	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	Collier Turf Care Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/03/2020	152110	<u>Details</u> Lawnsand,Wetting Agent,Chikara,Round up.	543.36	108.67	652.03	1
<u>Invoice Date</u>	<u>Invoice No.</u>	Copy it Digital Solutions	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/03/2020	8070712909	<u>Details</u> Photocopies:31/01/2020-28/02/2020	60.50	12.10	72.60	2
<u>Invoice Date</u>	<u>Invoice No.</u>	Cozens (uk) Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
05/03/2020	4961	<u>Details</u> Street Lighting Maintenance: February 2020	600.00	120.00	720.00	3
<u>Invoice Date</u>	<u>Invoice No.</u>	Ernest Doe	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
23/03/2020	J54052	<u>Details</u> Husqvarna Service	653.43	130.70	784.13	4
23/03/2020	J54053	John Deere Gator:Service +Tyres	811.92	162.38	974.30	
23/03/2020	J54054	Additional Work: Husqvarna	1,333.23	266.66	1,599.89	
			2,798.58	559.74	3,358.32	
<u>Invoice Date</u>	<u>Invoice No.</u>	ESPO	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
02/03/2020	5589065	<u>Details</u> Centrefeed Roll,Paper Towels	40.65	8.13	48.78	5
<u>Invoice Date</u>	<u>Invoice No.</u>	Intouch Systems	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
08/03/2020	684702	<u>Details</u> Server back up 18/03/2020-18/04/2020	49.00	9.80	58.80	6
01/04/2020	684544	A/N Support Agreement:01/04/2020-31/03/2020	1,792.20	358.44	2,150.64	
			1,841.20	368.24	2,209.44	
<u>Invoice Date</u>	<u>Invoice No.</u>	Norfolk association of Local Councils	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
12/03/2020	3963	<u>Details</u> RFO Training	60.00	12.00	72.00	7
12/03/2020	3971	Preparing for Year End & Agar	70.00	14.00	84.00	
			130.00	26.00	156.00	

<u>Invoice Date</u> 03/04/2020	<u>Invoice No.</u> SI-9829	Pest Express Ltd <u>Details</u> Pest Control Monitoring April 20-March 21	<u>Net</u> 480.00	<u>VAT</u> 96.00	<u>Amount</u> 576.00	<u>BACS</u> 8
<u>Invoice Date</u> 23/03/2020	<u>Invoice No.</u>	Sprowston Day Centre <u>Details</u> Grant towards Entertainment	<u>Net</u> 330.00	<u>VAT</u>	<u>Amount</u> 330.00	<u>BACS</u> 9
<u>Invoice Date</u> 01/04/2020	<u>Invoice No.</u> Grant Aid	Sprowston Youth Engagement Project <u>Details</u> Youth Community Outreach Worker (1of 4)	<u>Net</u> 2,500.00	<u>VAT</u>	<u>Amount</u> 2,500.00	<u>BACS</u> 10

TOTAL OF INVOICES 9,324.29 1,298.88 10,623.17 Trf 66

Transfer: STC Drawings a/c to Petty Cash 50.00 - 50.00

Transfer: STC Active a/c to STC Drawings a/c 9,374.29 1,298.88 10,673.17

Transfer: 10,673.17 Trf 66

STC Active a/c to Salaries a/c Trf

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Councillor
Councillor
Town Clerk

Sprowston Town Council	Barclaycard Payments	Meeting	Date: 1st April 2020
<u>Invoice Date</u> 24/03/2020	Goldstar Norwich Ltd <u>Invoice Detail</u> Finance officer: Laptop, Files	<u>Net</u> 41.50	<u>Amount</u> 41.50
			<u>VAT</u>
<u>Invoice No.</u> 38343			
<u>Invoice Date</u> 13/03/2020	Progress Fuels <u>Invoice Detail</u> unleaded fuel	<u>Net</u> 91.51	<u>Amount</u> 109.81
			<u>VAT</u> 18.30
	Total of Payments	133.01	151.31
	Due by Direct Debit		

Sprowston Town Council	Direct Debit Payments	Meeting	Date: 1st April 2020
	The AF Group Ltd		
<u>Invoice Date</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT</u>
29/02/2020	Vodafone February 2020	194.00	2.33 DEBIT
29/02/2020	Npower :Recreation grd 26/11/2019-27/02/2020	1,012.14	1,214.59
29/02/2020	Screwfix: Washers, Cable Ties, Stop Cock, Fuse	42.86	51.43
29/02/2020	Haven Power Cemetary 01/12/2019-29/02/2020	60.05	63.31
29/02/2020	Haven Power Sparhawk 01/12/2019-29/02/2020	111.53	117.59
		1,420.58	1,449.25
	Angel Springs Ltd (T/A Waterlogic)		
<u>Invoice Date</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT</u>
29/02/2020	Bottled Water February 2020	62.60	75.12 DEBIT
11/03/2020	Sanitisation. Cooler Rental	34.23	41.08
		28.37	34.04
	Anglian Water Business		
<u>Invoice Date</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT</u>
15/03/2020	Alloiments :21/01/2020-14/03/2020	77.87	77.87 DEBIT
15/03/2020	Cemetery : 15/12/2019-14/03/2020	38.83	38.83
		116.70	116.70
	Barclaycard		
<u>Invoice Date</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT</u>
29/02/2020	PDQ Rental, Transaction Charges	32.50	35.00 DEBIT
	Broadland District Council		
<u>Invoice Date</u>	<u>Details</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT</u>
08/03/2020	Cemetery & Premises	1,210.15	1,210.15 DEBIT
08/03/2020	Recreation Ground Council Offices	3,680.25	3,680.25
08/03/2020	Sprowston Diamond Centre	7,734.00	7,734.00
08/03/2020	Sprowston Recreation Ground	3,555.75	3,555.75
		16,180.15	16,180.15

<u>Invoice Date</u>		<u>Invoice No.</u>	<u>Net</u>		<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
01/03/2020		NWS00172421	20.00		4.00	24.00	
Norse Waste Solutions							
<u>Details</u>							
Bin Rental, Recycling Waste Removal							
Total Gas & Power							
<u>Details</u>							
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>		<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>	
11/03/2020	3004806090	8.95		0.45	9.40		
11/03/2020	3004722699	3,234.01		646.80	3,880.81		
11/03/2020	3004806101	323.28		64.65	387.93		
		3,566.24		711.90	4,278.14		
Veolia Enviromental Services							
<u>Details</u>							
All sites skip hire							
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>		<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>	
29/02/2020	SIO1171837	229.80		45.96	275.76		
Total Direct Debits							
					782.55	22,393.04	