

MEETING OF SPROWSTON TOWN COUNCILLORS – 22 APRIL 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 22 April 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mr J F Fisher
Mr M G Callam	-	Mr R J Knowles
Ms D Coleman	-	Mrs B J Lashley
Mrs B Cook	-	Mrs J Leggett
Mr W F Couzens	-	Mr J H Mallen
Mr N Shaw		

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

20/092. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

20/093. APOLOGIES FOR ABSENCE

No apologies for absence were received.

20/094. MINUTES 11 MARCH 2020

The Minutes of the Council's meeting held on 11 March 2020, having previously been circulated to all Councillors were subject to the following amendments

Minute 20/060 - second paragraph **delete** out

Minute 20/061 **insert RESOLVED** that the following Councillors serve on the Recreational Facilities Working Group: Mr M G Callam, Ms D Coleman, Mrs J Leggett and Mr J H Mallen.

Minute 2019/067 4.1 **delete** March and **insert** April

were confirmed and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

20/095. MINUTES 1 APRIL 2020

The Minutes of the Council's or Town Councillors meeting held on 1 April 2020, having previously been circulated to all Councillors were confirmed and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

20/096. ACTIONS FROM MINUTES

Recreational Facilities Working group

Referring to Minute 20/061, Mrs J Leggett asked who would prepare the Terms of Reference for the Recreation Facilities Working Group.

Mr J M Ward requested Mrs Leggett to write the Terms of Reference for the Recreation Facilities Working Group and send to the Town Clerk.

20/097. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) A Broadland District Council officer has been assigned to the Old Officers Mess at Coltishall to work with residents there to find a permanent solution to their homelessness.
- (2) People with potential coronavirus symptoms are asked to complete the status checker at <https://www.nhs.uk/coronavirus.status-checker>
- (3) The changes ^{date} ~~status~~ for the charging policy for social care due to take place on 6 April 2020 have been put back 16 weeks.

The Minimum Income Guarantee therefore remains at £165.00 and P11 Daily living remains at £19.95 per week. This has been possible by extra funding from the Government due to Covid-19.

- (4) A temporary mortuary has been set up at Scottow Enterprise Park in an aircraft hangar. This will be a short-term centre to support the whole county. The mortuary was dedicated on 16 April 2020 by the Right Reverend Graham Usher, Bishop of Norwich.
- (5) The Broadland District Council 0344 Help Hub number is currently taking about 500 calls a day. 30 council staff have been redeployed from other duties to assist with this.
- (6) Broadland District Council is working closely with Saffron Housing and local pharmacies and working with many local volunteer groups. Between 24 March and 14 April 2020 staff and volunteers were redeployed on 2500 occasions to assist local residents.

Mrs J Leggett verbally reported:

- (1) Most waste services were operating normally except for the bulky waste collection service which had been suspended, new applications for brown bins were not being fulfilled and there is presently no additional provision of litter or dog waste bins.

20/097. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (2) Travellers were currently not being moved on as quickly given current circumstances.

Mr J F Fisher verbally reported:

- (1) a county- wide campaign See Something, Hear Something, Say Something was launched in April calling on the public to look and listen out for children and call the council with any concerns.

Reports from children had reduced by 50% since the lockdown whereas it had been expected to rise given the confined atmosphere.

With schools closed and reduced visits there are concerns that children who might be at risk do not get the help they need.

A new support line was now available.

- (2) Falcon Road School will be the first site brought back into use after the lock down. Norfolk County Council was still trying to establish the issue with flooding but if this could not be resolved a new temporary school would be erected on the site.

Referring to Mr Ward's written report Mrs B J Lashley asked if any businesses in Sprowston had applied to the Anglia Growth Hub to which Mr Ward responded that he did not know details of individual businesses who had applied.

Mrs B J Lashley also commended a Norfolk County Council webpage for young people up to 25 about mental health issues.

Mr J F Fisher asked Councillors to raise the profile and promote the information available to protect young people.

Referring to Mrs Leggett's verbal report Mr W F Couzens commented that recycling centres were still closed.

Mrs Leggett replied that recycling centres were managed by Norfolk County Council. The Council were aware of the public's desire for the centres to open but would wait for Government guidance before taking any action.

Referring to Mr Fisher's verbal report Mr J H Mallen queried the timescale for the erection of a new school.

Mr Fisher confirmed it would take six weeks to build from start to completion.

Mr Mallen asked how it would remain flood free given the problems with the existing school.

Mr Fisher advised that the new school would be erected on the same site but on the edge of the playing field and have separate services.

20/098. RESIDENT'S QUESTIONS

As no residents were in attendance the Town Mayor moved onto the next item of business.

20/099. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Help for Those in Self Isolation

It was noted that the Council had acted as financial intermediary for 30 shopping collections so far between vulnerable residents and the Sprowston Coronavirus Help Group volunteers who purchased and delivered shopping for them totalling £841.89.

1.2 Coronavirus Grant Funding

Council was pleased to note their application to Norfolk Community Foundation for a grant to fund local Coronavirus volunteer groups supporting residents in self-isolation had been successful.

1.3 Coordinators Needed

Having considered the report of the Town Clerk.

Mrs J Leggett reported that Sprowston Coronavirus Help Group (SCHG) was going well and a new rota would be available tomorrow, however more volunteers would be helpful.

She had spoken to Reverend Canon Simon Stokes and it was agreed that the food bank would be run separately from SCHG with Reverend Stokes managing all administration.

Mrs Leggett requested a £100.00 donation be given to the Church Food Bank from the Coronavirus Grant Fund to assist with the purchase of food, bags and other related items.

She also advised that more leaflets would be delivered around the parish soon.

Mrs D Coleman commented that the Food Bank was more of a hub as people did not have to be referred from official organisations, it was for the people of the parish with no food or money.

She reported that several businesses had contributed but she was shocked at the number of people needing assistance.

Mrs Coleman thanked the Town Clerk for his hard work and support to SCHG.

She also observed that action had been taken at an early stage at street level with District and County Councils weeks behind suggesting this should be considered by those Councils involved for future reference.

20/099. REPORT OF THE TOWN CLERK (CONTINUED)

Mr W F Couzens volunteered to be an administrator or whatever assistance would be most helpful to the group.

Mrs Lashley thanked Mrs Leggett, Mrs Coleman and everyone who had helped set up the help group and also supported the proposal of a £100.00 donation to the church food bank. She suggested the church make an application of their own to the Covid-19 Community Response Fund.

RESOLVED that £100.00 be given to the Church Food Bank from the Coronavirus Grant Fund to help with purchases of food, bags and other related items.

1.4 Sprowston Coronavirus Help Group (SCHG) Leaflets

Council noted the request for assistance with the delivery of leaflets.

Mr J M Ward offered his help with the distribution of leaflets.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Proposal for Additional Standing Order

Having considered the Town Clerk's proposal for an additional standing order in the event of Council not able to meet a quorum during disruptive events it was

RESOLVED to accept the Town Clerks proposal subject to the inclusion of "or in the absence of the Town Mayor the Vice-Chairman".

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

A. Coronavirus on call Version 1.doc

20/100. 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

20/100. PLANNING (CONTINUED)

(a) to raise no objection to the following applications:

2020/0404 - erection of fence with concrete posts at 154A, Wroxham Road.

2020/0791 - single storey side and rear extension at 96, Linacre Avenue.

2020/0800 - proposed single storey front extension and two storey side extension at 19, Fairstead Road.

(b) to oppose the granting of planning application 2020/0706 - proposed front and rear dormers with two Juliette balconies (to rear) and a single storey rear extension at 58, Alford Grove on the grounds that the Juliette balconies were an unneighbourly form of development.

20/101. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

20/102. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

20/103. CENTRAL ENGLAND CO-OPERATIVE LTD - APPLICATION FOR NEW PREMISES LICENCE

RESOLVED to raise no objection to the application by Central England Co-operative for a premises licence to be granted under the Licensing Act 2003 at Unit 2, Chartwell Road, Sprowston.

20/104. PAYMENT OF ACCOUNTS 1 APRIL 2020

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 1 April 2020 totalling £10,673.17 and answered Councillors queries as follows:

Invoice No. 152110 Collier Turf Care Ltd - Chikara is a herbicide

Invoice No. J54052 Ernest Doe - were repairs to the Husqvarna not included in the annual service comprising shaft assembly, oils, belts, bearings, gear box and other small items.

Invoice No. 684544 Intouch Systems - was the Annual Service Agreement

On the motion of Mr R J Knowles, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts to 1 April 2020 totalling £10,673.17 be approved and the schedule authorising payment to be signed by the appropriate signatories at the first opportunity.

20/105. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 1 APRIL 2020

The schedule of credit card payments totalling £151.31 was approved and noted.

20/106. SCHEDULE OF DIRECT DEBIT PAYMENTS TO 1 APRIL 2020

The schedule of direct debit payments totalling £22,393.04 was approved and noted.

20/107. PAYMENT OF ACCOUNTS 22 APRIL 2020 TO 1 APRIL 2020

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 22 April 2020 totalling £33,752.62 and answered Councillors queries as follows:

Invoice No. 926245 Heritage Contract Services Ltd - he was reviewing their contract with a view to reducing payments however, they were taking this opportunity to carry out deep cleaning.

With regard to loss of revenue the Town Clerk advised this was not covered by the Councils insurers.

Invoice Nos 684991, 686488, 686489, 686528 Intouch Systems - costs to arrange homeworking for two members of staff.

The Town Clerk agreed to investigate if these costs could be re-claimed through Government schemes.

On the motion of Mr J M Ward, seconded by Mr R J Knowles it was **RESOLVED** that payment of the accounts to 22 April 2020 totalling £33,752.62 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity.

20/108. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 22 APRIL 2020

The schedule of credit card payments totalling £419.67 was approved and noted.

20/109. SCHEDULE OF DIRECT DEBIT PAYMENTS

In response to a question the Town Clerk confirmed that the cemetery visitor centre remained locked and not open for public use.

The schedule of direct debit payments totalling £67608.66 was approved and noted.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed

13 May 2020

Town Mayor