

MEETING OF SPROWSTON TOWN COUNCILLORS – 13 MAY 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 13 May 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton - Mrs B J Lashley
Mr M G Callam - Mrs J Leggett
Ms D Coleman - Mr I J Mackie
Mr W F Couzens - Mr J H Mallen
Mr J F Fisher - Ms C T Rumsby
Mr R J Knowles - Mr N Shaw
Mr S C Walker

In attendance

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

20/110. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs B J Lashley	20/120 1.5, Report of the Town Clerk, Civic Spaces	Chairman of Sprowston Senior Citizens Bowls Club

20/111. APOLOGIES FOR ABSENCE

Verbal apologies for absence were received and accepted by the Council from Mrs B Cook.

20/112. MINUTES

The Minutes of the Council's meeting held on 22 April 2020, having previously been circulated to all Councillors were subject to the following amendments

Minute 20/097 (3), **delete** changes status and **insert** change date

Minute 20/099 1.4, **insert** and Mr A J Barton

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

20/113. ACTIONS FROM MINUTES

Further to Minute 20/064, Council noted the written response from Ben Burgess Major Teams Manager, Broadland District Council on Drainage and Flooding in Sprowston.

20/114. POLICE LIAISON OFFICER'S REPORT

Council noted the Police Liaison Officers report and Temporary Assistant Chief Constable 's Community Update COVID-19.

Mrs J Leggett reported that the milk thief had been caught and Police were increasing patrols and reminding people to lock sheds, garages and bicycles.

Mrs B J Lashley observed there were no crime statistic figures available and enquired if Police were aware of increased reports of theft in Sprowston.

Ms D Coleman commented that the milk thief had been affiliated to other crimes in the area.

20/115. CORRESPONDENCE

Having considered a donation request from Norfolk and Norwich Association for the Blind (NNAB)

it was **RESOLVED** that due to current circumstances any donations from the Town Council should be given to local charities in Sprowston but welcome NNAB to re-apply in six months.

20/116. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

(1) There is currently an unauthorised encampment at Sprowston Park and Ride.

They have been made aware that there is an injunction preventing encampments at this site.

Officers of Norfolk County Council will carry out the necessary procedures. The gypsy travellers were given until Sunday 11 May 2020 to vacate the site but 7 caravans were still there on Monday morning.

There will be a court hearing on 19 May 2020 at which an order for fines and vehicle seizures could be made.

- (2) Norfolk County Council's Economic Development Department has sourced 800 suppliers of Personal Protection Equipment (PPE) so there should be no need for shortages in Norfolk.
- (3) Norfolk County Council has spent £1m on PPE for its care homes and private care homes can now order from the council.
- (4) The "Teams" system (similar to Zoom) which is on all Norfolk County Council's laptops is being used by up to 6000 staff a day to ensure the continued smooth running of the council during lockdown.

20/116. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (5) A new distribution centre for food and PPE is being run by Norfolk County Council on behalf of Norfolk Resilience Forum. Staff from the Museum and Library service have been drafted in to help with this. 350 food boxes a day are being sent out to shielded people via the District Councils.
- (6) The western link road scheme has been put back by 6 months. Start date is now 2023 with opening 2025.
- (7) The individual County Councillors £6,000 Highways Budget is available this year for small roadwork schemes, trods etc.
- (8) A new £14m 100 bed ward block and a £7m Interventional Radiology Unit at the Norfolk and Norwich University Hospital is nearing completion and will be taking its first patients in June 2020.
- (9) Eight of the larger recycling centres re-opened on Monday 11 May 2020. Our nearest one open is Mile Cross.
- (10) Fostering fortnight runs from 11 - 25 May 2020. There are 350 foster caring households in Norfolk helping to transform the lives of over 1,100 vulnerable and looked after children. For details of foster care recruitment go to <https://www.norfolk.gov.uk/fostering>.

Mrs J Leggett verbally reported that:

- (1) The bulk waste collection service and provision of new brown bins had resumed.
- (2) Levels of Fly Tipping had remained at the same standard during lockdown.
- (3) Sprowston Youth Engagement Project were raising funds for the Brickmakers. Activities included a 30-mile run, bike challenge, quiz and live stream.
- (4) She continued to help Sprowston Community Help Group together with Councillor Coleman and Councillor Couzens advising that the process continued to be refined but as demand had lessened the phonenumber opening hours had now been reduced.
- (5) The library service had been seconded to help volunteers and volunteering Norfolk.
- (6) Broadland District Council were looking for suppliers of suitable masks for those volunteers requesting them.
- (7) She had been advised at a Governing Body meeting that 10% of families needed food boxes in the area.

Mr J M Ward thanked everyone involved with supporting the Sprowston Community Help Group.

Mr J F Fisher verbally reported that:

- (1) It was hoped the Foster Fortnight campaign would gain publicity and encourage more foster carers.

20/116. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (2) Attendance by vulnerable children at school had increased since Easter.
- (3) Referrals into Norfolk County Council's "Front Door" service had reached 50%. A Campaign with text messages and post cards to children had increased referral rates but there was still concern that children in danger were not coming forward.
- (4) It was hoped to get the new building up and running at Falcon Road School now that construction had resumed. Site opening hours had been extended to allow the workforce to be more socially spread and to help with child care.

Children would only be returning to the new building not the main School in September.

Ms C T Rumsby queried if the food bank at Falcon Road school was now available to the wider community of Sprowston.

Mr Fisher replied that no changes had been made.

20/117. RESIDENT'S 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 O Hanbury requested Council to repair a hole in fencing between Barkers Lane Playing Field and the Cricket Ground to prevent dogs getting through and offered to supply the chain link.

It was agreed that the Town Clerk investigate the situation.

20/118. STANDING ORDERS

Following review, it was **RESOLVED** to adopt the Standing Orders subject to the following amendments:

Standing Order:

3 i - **delete** and stand when speaking

23 b - **delete** 22 (a) and **insert** (23a)

27 a - **delete** maybe and **insert** may be

27 d after the Mayor **insert** or if not available the Vice-Chairman

20/119. FINACIAL REGULATIONS

RESOLVED to adopt the unmodified draft Financial Regulations.

20/120. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Coronavirus Help Group (SCHG)

The Town Clerk added to his written report advising that 1000 leaflets had been printed and supplied by Sprowston Town Council.

Mr M G Callam asked if he could help with delivery.

Mr W F Couzens advised that leaflets were being distributed to leafleteers on Thursday and would be delivered within the week.

Mrs J Leggett said she had put forward Mr J M Ward and Mr A J Barton as volunteers to help deliver leaflets however they had not been called on as a group of runners were carrying out deliveries as part of their training.

1.2 Payments between residents and volunteers

It was noted that Sprowston Town Council had acted as financial go-between for 124 shopping transactions between residents and volunteers, totalling almost £2000.00.

1.3 Food bank at St Cuthbert's Church

Council noted the Town Clerk's report on St. Cuthbert's Church Food Bank.

1.4 Funding and support for community groups

Council noted purchases made using the Norfolk Community Foundation grant together with the organisations supported.

1.5 Civic spaces

Further to his written report the Town Clerk confirmed that following recent Government guidance all-weather tennis courts at Sprowston Recreation Ground would open to the public on Friday 15 May 2020. Two grass tennis courts would open 21 May 2020 following grounds maintenance with remaining grass courts opening on a successional basis each week. Notices would be erected reminding users to observe social distancing requirements.

The Town Clerk advised that he had received requests to open the Bowls Green.

As Bowls was a team sport Council did not feel social distancing could be achieved and did not support the opening of the Bowls Green.

1.6 Broadland / South Norfolk (BDC/SN) - Town and Parish briefing

Council noted the Town Clerks attendance at the Broadland / South Norfolk Town and Parish briefing.

20/120. REPORT OF THE TOWN CLERK (CONTINUED)

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Financial Year End and Annual Governance Accountability Return (AGAR)

Council were pleased to note the Financial Year End and Annual Governance Accountability Return was well underway and would be presented to them within six weeks.

PLANNING AND TRANSPORTATION

5.1 Highway Inspection Town and Parish Visit

Council noted works to be carried out in Sprowston by Norfolk County Council following a Highway Inspection.

ATTACHMENTS

- A. Questions and Answers, and briefing summary**
- B. TPC briefing 010520**
- C. Service Status Tracker BDC MASTER 30-04-20 Final**

20/121. 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:

2020/0859 - first floor side extension at 122, Wilks Farm Drive.

2020/0914 - proposed side extension, detached garage, new boundary wall and dropped kerb at 38, Linton Crescent.

2020/0913- single storey rear extension to replace conservatory, wider dual pitch roof to replace existing dual pitch roof on the existing, front porch detail, render over brick detailing and fascia board to existing front extension, side window insertion at 38, Blackwell Avenue.

20/121. PLANNING (CONTINUED)

- (b) Had no objection to the granting of planning application 2020/0838 - third floor extension to existing offices, 2 new roofs, removal of asbestos cement sheeting and installation of new composite panel roof at Aalco Metals Ltd, Rountree Way on condition that the proposed extension windows did not overlook neighbouring residential properties, sufficient parking spaces were available for any additional staff this development might attract and appropriate protection be provided if asbestos was present during building works.
- (c) Had no objection to the granting of planning application 2020/0475 - annexe at 52, Wroxham Road subject to a condition that the annex always remained integral to the main residents of the property to prevent the plot being sub-divided and annex sold as a separate dwelling.
- (d) Had no objection to the granting of planning application 2020/0457 - variation of condition 2 following grant of planning permission 20190425 - to amend the design of the retail unit at former Royal Observer Corps, Chartwell Road but expressed concern about the location of the bins being adjacent, and close to a resident's property.

20/122. BOUDICCA BREWING CO LTD - APPLICATION FOR NEW PREMISES LICENCE

RESOLVED to raise no objection to the application by Boudicca Brewing Co Ltd for a premises licence (supply of alcohol) to be granted under the Licensing Act 2003 at St. Georges House, Salhouse Road, Sprowston.

20/123. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett confirmed she had drafted and sent Terms of Reference to the members of the Recreational Facilities Working Group for consideration.

Members of the working group approved the proposals and it was agreed that Mrs J Leggett send the Terms of Reference to the Town Clerk and arrange a Zoom meeting with group members.

20/124. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley reported that Active Norfolk were offering free exercise at home physical activity packs to support vulnerable adults who are isolating at home and did not have access to the internet.

She also reported that that NALC was working with the University of Plymouth who are surveying local councils to ascertain what they are doing to help support people living with dementia in their communities.

The Town Clerk confirmed he had ordered some physical activity packs should local help groups want to contact him for supply.

20/125. PAYMENT OF ACCOUNTS 13 MAY 2020

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 13 May 2020 totalling £8,177.20 and answered a query as follows:

Invoice No. 926263 referred to large size multi pack toilet rolls

Following a request from Mrs B J Lashley it was agreed that finance information sheets be presented in a separate PDF and in landscape orientation to aid reading on electronic devices.

On the motion of Mr J M Ward, seconded by Mr J F Fisher it was **RESOLVED** that payment of the accounts to 13 May 2020 totalling £8,177.20 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity.

20/126. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 13 MAY 2020

In response to a query on invoice No.1009324711 - Decorating Materials the Town Clerk explained that it was decorating equipment and materials to repaint the corridors at Sprowston Diamond Centre whilst it was closed to the public.

The schedule of credit card payments totalling £491.13 was approved and noted.

20/127. SCHEDULE OF DIRECT DEBIT PAYMENTS

In response to a query on Invoice No. 748306 - Vodafone the Town Clerk advised that all groundsmen's mobile phones were part of the Anglia Farmer contract, office staff were on pay as you go.

The schedule of direct debit payments totalling £5,239.55 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 at 9.00pm.

03 June 2020

Town Mayor