

MEETING OF SPROWSTON TOWN COUNCILLORS – 7 OCTOBER 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 7 October 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

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

In attendance

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

1 member of the public was present

20/229. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Ms D Coleman	20/234 - Fund Raiser for Dementia UK	Friend
Mr W F Couzens	20/234 - Fund Raiser for Dementia UK	Volunteer at Dementia Café Use the services of Admiral Nurses Member of Grow your Own Community Group
Mrs B J Lashley	20/234 - Fund Raiser for Dementia UK	Volunteer at Dementia Café Member of Grow Your Own Community Group
Mrs J Leggett	20/234 - Fund Raiser for Dementia UK	Volunteer at Dementia Café Member of Grow Your Own Community Group

20/230. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Bartram, Mrs B Cook, Mr I J Mackie and Mr N Shaw.

20/231. MINUTES

The Minutes of the Council's meeting held on 16 September 2020, having previously been circulated to all Councillors were confirmed subject to the following amendment

Minute 20/225 - second paragraph insert **be** between, to and retained.

20/231. MINUTES (CONTINUED)

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

20/232. ACTIONS FROM MINUTES

The Town Clerk reported that Broadland District Council had approved 21 of 24 Chaplains and Curates surnames for the naming of roadways within the Barratt David Wilson Homes development.

A further three suggestions were put forward by Reverend Canon Simon Stokes.

Robert Stafford, Chaplain in 1428
Frederick Gillion (1954 to 1962)
Alan Coldwells (1962 to 1973)

“Mr W F Couzens clarified that his question in minute 20/220 was aimed at highlighting the involvement of residents in the campaign to reinstate a bus service along Linacre Avenue”.

20/233. POLICE LIAISON OFFICER'S REPORT

It was noted that Old Catton and Sprowston West ward crime updates had been included in the Agenda.

Mr J H Mallen questioned when Safer Neighbourhood Action Panel (SNAP) meetings would resume and why the Police Service did not use Zoom or similar.

Mrs J Leggett advised the Police Service were not allowed to use Zoom or similar, only SKYPE. However, PC Gill had suggested a socially distanced meeting with six Councillors. She asked if the Council Chamber could be used for this purpose and who would like to attend.

The Town Clerk confirmed the Council Chamber was available subject to social distancing requirements.

It was agreed Mrs J Leggett to organise a meeting with PC Gill, Councillors could then express their interest and availability to attend.

Mrs Leggett also advised that PC Gill would like bollards and No Parking signage erected on verges outside schools.

Mrs B J Lashley commented that the Police Service must be engaging with people without using Zoom and if they were forbidden to make contact the Town Council should raise this as an issue.

She understood the Police Commissioner was holding meetings across Norfolk.

The idea of SNAP meetings is they a public meeting. If only six people are in attendance it would not be publicly inclusive.

Mrs J Leggett advised it would not be a SNAP meeting, it would be a meeting of Councillors and Police.

20/233. POLICE LIAISON OFFICER'S REPORT (CONTINUED)

She would write to the Chief Inspector with the Town Councils concerns regarding Police engagement.

The Town Clerk reported he had received no further information on crime updates but confirmed that PC Gill was focussing on road traffic, particularly outside White Woman Lane, Sparhawk Avenue and Falcon Road Schools.

20/234. FUNDRAISER FOR DEMENTIA UK - SANDRA HUGHES SPONSORSHIP

Council noted the sponsored walk being undertaken by Sandra Hughes to raise funds for Dementia UK the charity responsible for funding Admiral nurses.

Ms D Coleman advised that Sandra Hughes had raised £540.00 so far and a donation of £60.00 would make an even £600.00.

RESOLVED that a donation of £60.00 be made to Dementia UK to help fund Admiral Nurses who support the Dementia Society in the community, in accordance Council's powers under Section 137 of the Local Government Act 1972.

20/235. ANGLIA WATER - WORK ON SALHOUSE ROAD

Mr J H Mallen commented that he had struggled with elements of the key as papers were not in colour and asked if there was any further information.

The Town Clerk responded that papers had been received in colour but accidentally copied in greyscale but there were no further details.

20/236. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

Broadland District Council

Sara Utting, the Senior Governance and Deputy Monitoring Officer at Broadland District Council has left after 33 years to take up a position with the Broads Authority.

Norfolk County Council

Our Highways Department received over 1000 emergency calls over the previous weekend, including one from me about the tree on Leveson Road. 203 emergency tree works were carried out by 12 crews (normally there are only 2 crews on call). There were also 36 road traffic collisions which Highways attended in addition to flooding incidents, damaged traffic lights and streetlights. The clear up operation continues.

The Department of Transport has confirmed that Norfolk County Council will receive £323m from the Transforming Cities Fund. This will deliver vital infrastructure improvements and will give First Eastern Counties the confidence to invest another £18m in its fleet. Details of projects covered are at www.norfolk.gov.uk/transformingcities

20/236. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

There are proposals for a two storey 14 classroom new build extension to Sprowston Community Academy which will include a new library, staffroom and offices.

The work is programmed for a planning application in March 2021 with work to begin in August 2021 and completion October 2022.

The second project is for a new MUGA with 2 or 4 new pitches scheduled for completion July 2021.

Mrs J Leggett verbally reported that she had nominated Sprowston Youth Engagement Project (SYEP) and Sprowston Supporting our Community Together (SSoCT) for Broadland District Council's 2020 Community at Heart awards.

Mr J M Ward nominated Dawns New Horizon.

Mr J F Fisher verbally reported there were issues with the existing drainage at Falcon Road School. Work was scheduled for completion within twelve months when students would return to internal classrooms.

Referring to Mr Ward's written report, Mrs B J Lashley expressed concern regarding the impact of Broadland District Council's Community at Heart Lottery on local charities as there was a limited amount of money to go round.

She also asked if Norfolk County Council was happy to accept 400,000 Euros when the UK Government was exiting the European Union (EU).

Mr Ward's response was that the UK Government was currently still contributing into the EU.

With regard to Mr Ward's verbal report Mrs B J Lashley advised there had been difficulties with previous plans to build a block of classrooms at Sprowston Community Academy due to insufficient open space and they had to be modified. She suggested Norfolk County Council ensure adequate open space for children as it was shared with other schools.

Mr J M Ward replied there was to be a consultation prior to a planning application being submitted in March 2021.

Mr Ward was asked how Broadland District Council was dealing with increased calls regarding homelessness.

Mr Ward advised there was little homelessness in Broadland, calls related more to people threatened with homelessness.

Mr M G Callam commented that it was good to see Broadland District Council had the best recycling rates in Norfolk however, was Mr Ward confident that waste was not being sent to third world countries.

Mr J F Fisher responded that contracts were only made with authorised and regulated companies. Paper and card were exported to India but to registered partners.

20/236. REPORTS FROM COUNTY AND DISTRICT COUNCILLORSU (CONTINUED)

Ms D Coleman said it had been one-year since a donation was made to the Papillon project but nothing had happened.

Mr Ward agreed to investigate.

20/237. 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.

As there were no resident's questions the Chairman moved to the next item of business and reconvened the meeting.

20/238. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre

Council noted the additional necessary repairs to Sprowston Diamond Centre roof at a cost of £1,340 plus VAT to be deducted from the builders' retention sum.

The Town Clerk explained the leak was historical and temporary repairs had been made. There were issues with seals and flashing not applied to the flat roof, and permanent repairs were now required.

1.2 Tree damage at Pine Court

It was noted that strong winds had caused a large branch from a tree on Council owned land to fall onto a car at Pine Court. The Town Clerk would update Council with details of any possible insurance claim.

CEMETERY

2.1 Consecration of new cemetery extension, Church Lane, Sprowston

Mrs B J Lashley expressed her disappointment that all members of Council were not informed of or invited to the consecration of the cemetery extension.

Mr J M Ward explained that COVID-19 restricted numbers in attendance to six people.

Mrs Lashley felt it would have been polite to advise Councillors of the event as they could have watched from a distance.

STREET LIGHTING

3.1 No matters were reported

20/238. REPORT OF THE TOWN CLERK (CONTINUED)

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Staffing

Grounds Team

Council considered the report of the Town Clerk and requested he pass on their best wishes to the retiring groundsman.

Council acknowledged the Town Clerks intention to recruit a full time (1 FTE) Groundsman in January/February 2021 bringing the grounds team back up to their historical full staffing level of 5 FTE's.

Finance and Administration Officer

Council queried why the position of Finance Officer was increasing from 0.8 to full time following the retirement of the current post holder.

The Town Clerk explained the position had been full time and reduced to 0.8 at post holder's request. Being a very experienced, knowledgeable Finance Officer, a new person would take considerable time to achieve a similar standard.

The Council's business is also expanding with intense development providing increased income via the precept which will offset additional costs.

The current post holder is at top of grade whereas a new employee would commence at a lower level.

Mr W F Couzens commented on the Financial Officers excellent work.

Mr J H Mallen felt it prudent to have a three-month handover particularly at end of financial year.

Mrs B J Lashley recommended Norfolk Association of Local Council's training services for people without knowledge of Council Finances.

Proposal for new part time post - Compliance and Administration Officer

Referring to the proposed new part time post of Compliance and Administration Officer the Town Clerk advised that it would be a hybrid position with outside work and administration. He would class it as an office position with a field role.

He reported there were no costings at present but these would be presented at Council's precept meeting in December 2020.

PLANNING AND TRANSPORTATION

5.1 Road safety around schools

White Woman Lane

20/238. REPORT OF THE TOWN CLERK (CONTINUED)

Council noted the parking related issues at White Woman Lane and Norfolk County Council's agreement to install H Bar markings (white lines) to provide passing points. It was also noted that PC Gill had added this area to his patrol.

Falcon Road East Schools (Falcon Road Junior, Cecil Gowing Infant)

The Town Clerk reported that he had met with Norfolk County Council's Highways engineer and been advised that installation of posts at Falcon Road East would most likely be December 2020.

Council noted the additional cost of installation due to Norfolk County Council carrying out works following advice that a street working qualification was required and not held by Town Council grounds staff, and Mr J M Ward's offer to fund the installation from his NCC Member's Highways allowance with the Town Council contributing any additional funding should it be required.

20/239. 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:

2020/1623 - A 4260mm wide x 4000mm projection extension with a gable ended pitched roof to the front of an existing single storey extension and 3725mm wide x 3000mm projection extension with a flat roof to the rear at 7, Peregrine Mews, Sprowston.

2020/1636 - proposed first floor side extension at 11A, Blithewood Gardens, Sprowston

2020/1645 - two storey side extension at 10, Swan Lane, Sprowston

2020/1705 - proposed alterations to include roof dormers and single storey flat roof rear extension at 106, Linacre Avenue, Sprowston.

(b) Whilst not opposed to the granting of planning application 2020/1650 concern was expressed with regard to:

- the loss of employment opportunities with another business property changing to residential use;
- only twelve parking spaces available to eight dwellings;
- no footpaths on site for access to the main road.

Council would request the retention of the Public House signage to maintain the history of the area, similar to when the Beehive Public House became a co-operative retail shop.

20/240. DEVELOPMENT PROPOSAL - SPROWSTON GARDEN CENTRE, BLUE BOAR LANE

Council supported the development proposals to extend and improve Sprowston Garden Centre, Blue Boar Lane to include provision of additional retail floorspace, new café, indoor children's play area including café, offices, warehouse space and reconfiguration of the existing car park and service yard.

20/241. CONSULTATION ON PLANNING WHITE PAPER; PLANNING FOR THE FUTURE

Council thanked Mr M G Callam for his comprehensive response to the Consultation on Planning White Paper; Planning for the Future.

Mr J F Fisher proposed, seconded by Mrs B J Lashley to put forward these comments as the collective response of the Town Council subject to adding District Councils should continue the practice of passing on CIL money to Town and Parish Councils to the response to question 22a. On being put to the vote the motion was CARRIED.

20/242. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett reported that the Recreational Facilities Working Group had been invited to a tour of the 3G All Weather football pitches at Open Academy Football pitches which would take place on 4 November 2020.

Having reviewed the Assets of Community Value the group noted that two requests had been made for Sprowston Sports and Social Club to be added to the list and on both occasions refused.

Group members felt that this premises should be listed and would ask Council to support another application

Mrs J Leggett proposed, seconded by Mrs B J Lashley to apply to Broadland District Council in writing to add Sprowston Sports and Social Club to the Assets of Community Value and request their response in writing. On being put to the vote the motion was CARRIED.

20/243. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley reported that Norfolk Association of Local Councils (Norfolk ALC) had registered as a Cooperative Society and requested the Town Clerk to circulate the explanatory email to Councillors.

Mr W F Couzens reported that whilst the Senior Citizens Club was not used for normal activities it was open for hire and some regular hirers had already returned.

20/244. PAYMENT OF ACCOUNTS 7 OCTOBER 2020

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 7 October 2020 totalling £5,138.79.

The Town Clerk responded as follows to Councillors' queries on the Schedule of Accounts:

20/244. PAYMENT OF ACCOUNTS 7 OCTOBER 2020 (CONTINUED)

Invoice No. 5273 - Elec. Maintenance Diamond Centre, Recreation Ground Road were electrical works unable to be rectified under guarantee as OMNIS went into bankruptcy. All works will be paid for from the retention fund of which approximately £30,000 remained of the initial £40,000.

SI-11162 and SI-11166 removal of wasp nests Sparhawk Park were two separate nests in different locations.

On the motion of Mr J M Ward, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts to 7 October 2020 totalling £5,138.79 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity

20/245. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 7 OCTOBER 2020

Council noted from the schedule of credit card payments that no transactions had taken place since the last Council meeting.

20/246. SCHEDULE OF DIRECT DEBIT PAYMENTS

In response to a Councillors question the Town Clerk reported that:

Invoice No. 772417 Screwfix: Anti Climb paint was applied to the walls at Sprowston Recreation Ground Compound to dissuade youths from climbing on the Pavilion Roof following vandalism the previous summer.

The schedule of direct debit payments totalling £3,791.95 was approved and noted.

20/247. RECREATIONAL FACILITIES WORKING GROUP

Mrs J Leggett explained that a paper copy of the Recreational Facilities survey would be delivered to residents with Sprowston Matters as a number of people would not use a survey monkey.

Residents' views had not been sought since the Neighbourhood Plan.

Mrs B J Lashley was pleased to note that residents would receive a paper survey and suggested it include a Privacy Policy.

She queried how Council would know if individuals responded more than once.

Whilst Mrs Leggett agreed it relied on good-will she hoped duplicates would be minimal as it was considered too expensive and complicated to put preventative measures in place.

Mrs Leggett welcomed Councillors to send their ideas to the Town Clerk for possible inclusion.

Council noted the survey costings based on the number of responses.

20/247. RECREATIONAL FACILITIES WORKING GROUP (CONTINUED)

Mrs J Leggett proposed, seconded by Mr J M Ward to agree the content of the survey subject to the inclusion of a Privacy Policy. On being put to the vote the motion was CARRIED.

20/248. 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

20/249. CONFIDENTIAL REPORT OF THE TOWN CLERK

Council considered the confidential report of the Town Clerk and Mrs J Leggett proposed, seconded by Mr M G Callam to:

- (1) investigate the possibility of purchase;
- (2) ascertain if other stakeholders would support the Council's bid;
- (3) approach Broadland District Council for assistance with preparing a business case.

On being put to the vote the motion was CARRIED.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 9.17pm.

28 October 2020

Town Mayor