

## **MEETING OF SPROWSTON TOWN COUNCILLORS – 28 OCTOBER 2020**

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 28 October 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
Mrs B Cook	-	Mr I J Mackie
Mr W F Couzens	-	Mr J H Mallen
Mr R J Knowles	-	Ms C T Rumsby

Mr N Shaw

In attendance

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

1 member of the public was present

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### **20/250. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **20/251. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Ms D Coleman and Mr J F Fisher.

### **20/252. MINUTES**

The Minutes of the Council's meeting held on 8 October 2020, having previously been circulated to all Councillors were confirmed subject to the following amendments

Minute - 20/230, delete Bartram and insert Barton

Minute - 20/233, paragraph 9, delete a and insert are

Minute - 20/233, paragraph 11, delete Chief Inspector and insert Superintendent

Minute - 20/247, paragraph 6, delete welcomed and insert invited

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

### **20/253. ACTIONS FROM MINUTES**

(1) Minute 20/233 - Police Liaison Officer's Report

Mrs J Leggett reported:

## **20/253. ACTIONS FROM MINUTES (CONTINUED)**

- she had only received responses from Mr J M Ward and Mr J H Mallen to attend a meeting with PC G Gill.
- She had not yet written to the Superintendent.

Mr W F Couzens indicated he would also like to participate in any future meeting with PC Gill.

Mrs J Leggett advised she had three agreed dates and would liaise with Mr Couzens, Mr Mallen and Mr Ward to ascertain which was the most suitable.

### **(2) Minute 20/236 - Reports from County and District Councillors**

Mr J F Fisher submitted a written response to concerns regarding the proposed extension at Sprowston Community Academy, advising that he had raised this with officers who had assured him that the proposals would not have an impact on playing fields and there would be an opportunity to comment when the formal plans were submitted, which should be March/April 2021.

Mr J M Ward reported he had visited the Papillon project website where Sprowston Academy was featured. A polytunnel had been purchased and other work carried out around it.

### **(3) Minute 20/249 - Confidential Report of the Town Clerk**

Mrs J Leggett reported:

- she had been advised there was no immediate requirement to move forward with an offer.
- the Town Clerk had prepared a questionnaire for community groups to complete.
- Sally Hoare, Broadland District Council Community Infrastructure Coordinator had offered to forward a survey to colleagues with community group contacts.
- grants were available for not for profit schemes.

## **20/254. POLICE LIAISON OFFICER'S REPORT**

Mr M G Callam was pleased to see Old Catton and Sprowston West Community Update included in the agenda and noted the low level of crimes recorded.

He thanked Mrs J Leggett for arranging this.

Mr A J Barton commented on the high level of Public fear, alarm or distress statistics and asked if there was any further information.

Mr J H Mallen asked where the two incidences of Anti-social Behaviour had occurred.

## **20/254. POLICE LIAISON OFFICER'S REPORT (CONTINUED)**

The Town Clerk reported he had received no further information on crime updates but would contact PC Gill for further details.

## **20/255. CORRESPONDENCE**

No correspondence was received.

## **20/256. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) Norfolk library, borrowing rules change from 1 November 2020. The "Lockdown" arrangements come to an end and books will no longer be automatically renewed and the book borrowing limit drops from 45 to 20.
- (2) Consultation on Norfolk County Council's budget proposals will take place up until 14 December 2020 at [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget)
- (3) Testing of staff at Cranswick Foods at Watton has revealed a significant Covid-19 outbreak with 14 positive cases from the 300 tested

Our Public Health department is monitoring the situation and has stepped up tracing and leafletting in the Watton area.

- (4) The £4.65m recycling centre projects have moved forward with planning permission being granted at the Norwich South site and construction starting at the Norwich North site on 9 November 2020.

In response to Councillors' questions Mr J M Ward:

- confirmed that Costessey recycling centre was replacing Mile Cross, Frettenham remained open at the moment.
- explained that Broadland District Council's new telephone system required recipients to use their computer to answer calls.

## **20/257. 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 G Clements commented that good cycling infrastructure was needed in Sprowston but expressed concern with regard to Norfolk County Council's proposals for Blue Boar Lane.

Shared space with pedestrians and cyclist creates conflict particularly at junctions and crossings.

## **20/257. RESIDENT'S QUESTIONS (CONTINUED)**

The scheme required cyclists to cross a busy road on two occasions which he felt to be dangerous and inconvenient.

The meeting was reconvened.

## **20/258. REPORT OF THE TOWN CLERK**

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

#### **1.1 Recreational Facilities Survey**

Mr A J Barton, Mr W F Couzens, Mrs J Leggett, Mr J H Mallen and Mr J M Ward volunteered to insert A4 surveys in to the next edition of Sprowston Matters.

### **CEMETERY**

#### **2.1 No matters were reported**

### **STREET LIGHTING**

#### **3.1 No matters were reported**

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Council Office and Coronavirus**

Council noted the office remained closed to the public, except by appointment and those visiting were required to wear a face covering.

One member of staff was working from home, remaining office staff could observe social distancing and working arrangements for the grounds team and caretaking staff already incorporated adequate social distancing measures.

### **PLANNING AND TRANSPORTATION**

#### **5.1 No matters were reported**

### **REMEMBRANCE SUNDAY**

#### **6.1 Poppy Wreath and Donation to the Royal British Legion (RBL)**

The Town Clerk reported that Reverend Cannon Simon Stokes would be holding an outdoor socially distanced Remembrance Day service on Sunday 8 November 2020, time to be confirmed.

Mrs B J Lashley proposed, seconded by Mr J M Ward a donation of £300.00 be made to the Royal British Legion provided sufficient funds were available. On being put to the vote the motion was CARRIED.

## **20/258. REPORT OF THE TOWN CLERK (CONTINUED)**

### **CORONAVIRUS UPDATE**

#### **7.1 Sprowston Supporting Our Community Together (SSOCT), formerly Sprowston Coronavirus Help Group (SCHG)**

Council noted at close of business on 21 October 2020, the Town Council had acted as facilitator for 522 financial transactions for shopping and other key services between vulnerable residents and SSOCT volunteers. The total amount transacted being £17,144.72.

#### **7.2 Donation to St. Cuthbert's Foodbank**

**RESOLVED** that a box of sweets left over from February half term children's cinema be offered to St. Cuthbert's Foodbank.

## **20/259. 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:

2020/1666 - removal of existing wooden building at top of garden and installation of new wooden frame/composite cladded building at 32, Blenheim Crescent, Sprowston

2020/1742 - side and rear two storey extension at 17, Blenheim Crescent, Sprowston.

2020/1860 - erection of porch on the front of house at 48, Lambert Road, Sprowston

2020/1873 - single storey rear extension, raise existing garage roof at 13, Allens Lane, Sprowston.

2020/1937 - two storey rear extension at 6, Greenborough Close, Sprowston

2020/1959 - demolition of existing buildings and proposed extension to the garden centre, reconfiguration of the car park and alterations to the service yard, and associated landscaping.

(b) to welcome proposals to implement a footway/cycle facility and crossing at Blue Boar Lane however, felt it was unreasonable to expect cyclists to cross a busy road twice in order to use this facility.

Pathways were also considered too narrow to avoid conflict between pedestrians and cyclists particularly when used with prams and pushchairs etc.

**20/259. PLANNING (CONTINUED)**

The boundary between the path and roadway should be clearly distinguished as the white line denoting shared use facilities can appear, at night and in poor visibility conditions, to be the edge of the carriageway.

Council felt there should be a footway/cycle facility on both sides of Blue Boar Lane.

(c) to oppose the granting of planning application 2020/1880 - on the grounds that

- it would be detrimental to amend 18 affordable family homes to private dwellings and replace with 16 shared ownership flats;
- the percentage of affordable and shared ownership is less than District Council Policy;
- open space in the northern area of the scheme is negligible.
- removal of garage spaces will increase on-street and pavement parking.
- it is an overdevelopment of the site.

**20/260. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Mrs J Leggett reminded members of the Recreational Facilities Working Group that a tour of the 3G all-weather football pitches at Open Academy was planned for 4 November 2020.

**20/261. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Referring to Norfolk Association of Local Council's co-operative status, Mrs B J Lashley advised that under the scheme every Council could nominate a representative and requested an item be placed on the Agenda at the next Council meeting.

It was **RESOLVED** that Mrs B J Lashley continued as the Town Council's representative until the agenda item had been discussed.

**20/262. SIX-MONTH BANK RECONCILIATION AS AT 30 SEPTEMBER 2020**

In response to a question from Mr J H Mallen, the Town Clerk explained that a small amount of money was held in the Salaries Account in the event of overtime or expenses. As there were none it would be transferred to the General Account.

Mr J M Ward proposed, seconded by Mr R J Knowles to approve and adopt the Bank Reconciliation to 30 September 2020. On being put to the vote the motion was CARRIED.

**20/263. SUMMARY OF INCOME AND EXPENDATURE AND BALANCE SHEET TO 30 SEPTEMBER 2020**

In response to Councillors' comments the Town Clerk advised:

- column heading 2 on page 21 should read Annual Budget

**20/263. SUMMARY OF INCOME AND EXPENDATURE AND BALANCE SHEET TO 30 SEPTEMBER 2020 (CONTINUED)**

- the underspend for time of year was a reaction to the decrease in income as a result of the Coronavirus pandemic. Discretionary spending had been reduced accordingly. Loan repayments still to be made in November 2020 would increase percentage spend.
- Street lights with repeat faults were only replaced with new LED lamps if they were located in remote areas with no other columns nearby as it was more cost effective to continue with repairs.

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet to 30 September 2020

**20/264. TO RECEIVE THE SCHEDULE OF PUBLIC WORKS LOAN BOARD REPAYMENTS**

The schedule of Fixed Loan Repayments was approved and noted.

**20/265. PAYMENT OF ACCOUNTS 28 OCTOBER 2020**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 28 October 2020 totalling £13,216.10.

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

SIN037596 - Cable Zip Wire/Brakes, were replacement parts following routine inspection;

4331 - Emptying Septic Tank, the tank is located at the cemetery;

21656 - 16,000 Dog Bag Gloves, an increase in people visiting the park without dogs had been noted;

RSIN0349528 - Line Marker, is used to line out football pitches and tennis courts at Sprowston Recreation Ground.

On the motion of Mr J M Ward, seconded by Mr J H Mallen it was **RESOLVED** that payment of the accounts to 28 October 2020 totalling £13,216.10 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity

**20/266. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 16 SEPTEMBER 2020**

In response to a question from Mr J H Mallen, the Town Clerk confirmed that

W3332998 - Dulux Paint was used to paint the corridors at Sprowston Diamond Centre.

The schedule of credit card and Barclay Visa Debit payments to 16 September 2020 totalling £199.02 was approved and noted.

**20/267. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 28 OCTOBER 2020**

In response to questions from Mr J H Mallen, the Town Clerk reported that:

Invoice 6797133 - Adobe Systems Software Subscription was purchased to improve the legibility of Councillors agenda papers, particularly planning;

Invoice 1755-85577 - Petrol is used for portable equipment such as strimmer's, lawn mowers etc. Vehicles were run on diesel.

The schedule of credit card and Barclay Visa Debit payments to 28 October 2020 totalling £227.11 was approved and noted.

**20/269. SCHEDULE OF DIRECT DEBIT PAYMENTS**

In response to a Councillor's 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 £71,327.44 was approved and noted.

**20/270. 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

**20/271. CONFIDENTIAL REPORT OF THE TOWN CLERK**

Council considered the confidential report of the Town Clerk and Mr M G Callam proposed, seconded by Mr J M Ward to lock the Church Lane car park gates at 4.00pm each day commencing 1 October to 31 March and 8.00pm from 1 April to 30 September and thereafter each year.

On being put to the vote the motion was CARRIED.

In the current year 4.00pm closing would be introduced in November, after a suitable notice period communicated with signage at the park.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 8.38pm.

**18 November 2020**

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**Town Mayor**