

MEETING OF SPROWSTON TOWN COUNCILLORS – 2 DECEMBER 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 2 December 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

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

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mrs K Vincent	-	District Councillor Old Catton and Sprowston West

No members of the public were present

20/289. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs B J Lashley	20/294 (1) - Senior Citizens Bowls Team	Chairman

20/290. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton and Miss C T Rumsby.

20/291. RESIDENT'S QUESTIONS

As no residents were present at this time the Chairman moved to the next item of business.

20/292. 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:

20/292. PLANNING (CONTINUED)

2020/1937 - two storey rear extension (revised plan altering first floor window) at 6, Greenborough Road

2020/2155 - installation of two rapid electric vehicle charging stations along with associated equipment and works (revised proposal) (retrospective) at Starbucks, Chartwell Road

20/293. ASSET OF COMMUNITY VALUE – SPROWSTON SPORTS AND SOCIAL CLUB

The Town Clerk reported he had submitted an application to Broadland District Council to add Sprowston Sports and Social Club to the Assets of Community Value Register.

It was agreed that the Recreational Facilities Working Group:

- (1) contact Sprowston Sports and Social Club Committee (SSSC) for informal discussions, with a view to understanding more about the club's legal structure and governance;
- (2) consider if it was appropriate to suggest a Councillor attends their committee meetings in the capacity of an observer or liaison.
- (3) recommend a Councillor should the SSSC be in agreement to (2) above.

20/294. TO REVIEW FEES AND CHARGES FOR 2021/22

(1) Sports Hire Fees

RESOLVED that effective 1 April 2021 a 3% (rounded down to nearest whole pound) increase be applied to all sports hire fees, except cricket fees which remain unchanged.

(2) Cemetery and Memorial Fees

RESOLVED that effective 1 April 2021 a 3% (rounded down to nearest whole pound) increase be applied to all cemetery and memorial fees.

(3) Venue Hire Fees

In response to a question from Mrs B J Lashley the Town Clerk advised that whilst Sprowston Diamond Centre hire fees were at the upper end of the market it reflected the standard of the venue.

Regular customers were already returning and corporate customers were more concerned with the quality and range of facilities available to their clients and staff.

RESOLVED that effective 1 April 2021:

- (1) Corporate rate be renamed Standard Rate;
- (2) A 3% (rounded to nearest 50p) increase be applied to all venue hire fees.

20/294. TO REVIEW FEES AND CHARGES FOR 2021/22

(4) Allotment Rents and Water Charges

RESOLVED that effective 1 October 2021 allotment rents and water charges for 2021/22 remain unchanged.

20/295. COMPLIANCE AND ADMINISTRATION OFFICER

The Town Clerk reported that since being appointed he had noticed the increasing volume of work relating to health and safety, specifically play areas where there was greatest public usage.

Annual inspections were carried out by Council's insurers and quarterly inspections in house. Best practice required weekly inspections. Given the number of existing play areas and those Council expect to adopt there was no capacity for this time commitment within the current team.

In addition to play areas there were other regular scheduled compliance requirements.

He suggested a new post, which under the direction of the Town Clerk would have operational responsibility for administration of all compliance inspections.

The Town Clerk responded to Councillors questions as follows:

- whilst someone with a Health and Safety back ground would be preferable training could be given to a person with the right attitude;
- training would be both inhouse and external;
- he was confident 0.6 FTE would be sufficient but would monitor;
- a formal job description would be presented to Council for their consideration.

Mr M G Callam proposed, seconded by Mr J M Ward to authorise the Town Clerk to advertise and recruit for the new post of Compliance and Administration Officer.

20/296. DRAFT REVENUE AND CAPITAL EXPENDITURE PROGRAMME BUDGET 2021/22

Mrs B J Lashley commented on capital expenditure items not carried forward into the 2021/22 budget. Whilst she appreciated the prudence of this action, she suggested that if there was capacity at year-end Council consider reinstating them.

Mr W F Couzens queried where the income from Chestnut Nursery was listed.

The Town Clerk advised it was recorded under cost centre 4415 Diamond Centre - Hire of.

Referring to low numbers of children attending the nursery Mr W F Couzens asked if cost, or lack of marketing was impacting on attendance.

20/296. DRAFT REVENUE AND CAPITAL EXPENDITURE PROGRAMME BUDGET 2021/22
(CONTINUED)

The Town Clerk responded the nursery was currently at approximately 10% capacity, and had received assistance with marketing. A review of their reduced rate rental was due in September 2021 and he was monitoring their numbers.

With regard to parks the Town Clerk reported a recent inspection had identified the play tower and slide at Sparhawk Park needed replacing. He suggested taking £20,000 from play equipment reserves rather than increasing the precept.

Mr J M Ward proposed, seconded by Mr M G Callam Option A setting the precept for 2021/22 at £708,544.00 with £20,000 transferred from reserves. On being put to the vote the motion was CARRIED.

20/297. PRECEPT 2021/2022

RESOLVED to authorise the Town Clerk to submit, under Section 50 of the Local Government Finance Act 1992, a precept requirement to Broadland District Council of £708,544.00 to meet the Council's funding requirement for 2021/22.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 8.17pm.

6 January 2020

Town Mayor