

## **MEETING OF SPROWSTON TOWN COUNCILLORS – 17 FEBRUARY 2021**

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 17 February 2021, the following Councillors were present: -

Mr J M Ward – Town Mayor

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

Mr S C Walker

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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### **21/036. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable or pecuniary and other interests were received.

### **21/037. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mrs B Cook, Mr I J Mackie and Ms C T Rumsby.

### **21/038. MINUTES**

The Minutes of the Council's meeting held on 27 January 2021, 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.

### **21/039. BROADLAND DISTRICT COUNCIL OVERVIEW AND SCRUTINY COMMITTEE**

Council noted that Broadland District Councils Overview and Scrutiny Committee had agreed for the topic suggested by the Town Council to be placed on their work program.

### **21/040. POLICE LIAISON OFFICER'S REPORT**

(1) Community Update COVID

Council noted Norfolk Constabulary's Community Update COVID.

(2) Old Catton and Sprowston West

## **21/040. POLICE LIAISON OFFICER'S REPORT (CONTINUED)**

Council noted the Old Catton and Sprowston West crime updates from 1 to 31 December 2020.

### **(3) Sprowston Central and East**

Concern was expressed about the high number of domestic incidents.

Mrs J Leggett reported that she had requested more information concerning incidents of Public fear, alarm and distress but had not as yet received a response,

She had also contacted Vicky Bailey regarding future Safer Neighbourhood Action Panel (SNAP) meetings, which she had been advised would likely commence the end of March in the new format.

## **21/041. CORRESPONDENCE**

### **(1) Growth Triangle Link Road**

Mrs B J Lashley commented that in the past Council looked at old maps to see what farms or plantations had previously occupied the land and used their names, giving historic relevance to the roadway.

Mrs J Leggett said she had looked up names of aeroplanes made by Bolton and Paul a theme used on part of the White House Farm development. Three currently not in use were Partridge, Phoenix and Balliol.

Having considered these names it was,

**RESOLVED** to suggest to Broadland District Council the Growth Triangle Link Road be named Phoenix Avenue subject to Old Catton Parish Council's agreement.

## **21/042. WHITE HOUSE FARM PLAY EQUIPMENT AND AMENITY LAND**

### **(1) Play Equipment**

The Town Clerk reminded Council this item had been discussed at a previous meeting where the recommendations to be tended for had been accepted subject to Council's final approval, and proposals for the reinstatement of a football pitch to be considered by the Recreational Facilities Working group. Whilst the group had discussed the suitability of this area for football a recommendation could not be made as pitch sizes were unavailable at the time.

### **(2) 7v7s Junior Football Pitch**

Council considered the revised layout for phase 1 play areas and open space provision including a 60m x 42m football pitch with 3m runoff.

The Town Clerk reported that Sprowston FC had expressed a need for additional pitches of this size for use at weekends during the football season. The area could then be used as general open space at all other times.

## **21/042. WHITE HOUSE FARM PLAY EQUIPMENT AND AMENITY LAND (CONTINUED)**

The cost of providing such a pitch would be approximately £20,000 to be deducted from the S106 commuted sum earmarked for the skate park and other equipment. There is other funding available for the skate park.

The Town Clerk also referred Council to a request from the Head Groundsman for the installation of a water standpipe.

Mrs B J Lashley said whilst she appreciated the need for additional football pitches it seemed that all green open space in this location was being covered with equipment and activities. The skate park was supposed to be where young people could hang out.

She questioned how long it would be before there was pressure to provide a building with changing rooms, storage and toilets, and ease of maintenance given the distance from Sprowston Recreation Ground storage and maintenance building.

Mrs J Leggett suggested asking Sprowston FC for their comments and if they saw any disadvantaged with the proposed location and lack of changing facilities.

As to maintenance grounds staff already transported their equipment to maintain other parks and open spaces in Sprowston.

Mr M G Callam reiterated that a football pitch would only be used for matches during the season and available to other users the rest of the time. People were now advised to arrive and leave in their playing kit so there was no longer a requirement for changing facilities.

He agreed with Mrs Leggett that the movement of material and equipment was no different from that already being undertaken by grounds staff.

He fully supported the request the provision of a standpipe.

The Town Clerk advised that it would not be a 24/7, 365-day pitch, the space would be used in a similar way to Sprowston Recreation Ground.

The sub-committee had established there was limited open space available in Sprowston and a big surge in the requirement for football pitches. This would help meet that requirement.

Mr W F Fisher agreed with the provision of a football pitch stating it met the current demand. If future demand diminished the Council could relook at its use. He accepted the need for a standpipe.

Mr J M Ward proposed, seconded by Mr M G Callam to agree to the provision of:

- (1) One U9/U10 plus 7 aside grassed 60m x 42m football pitch with 3m runoff areas all round and fencing across bund to separate football pitch from car park at a cost of approximately £20,000;
- (2) a stand pipe to be located adjacent White House Farm school at a cost of £1,132.80

**21/042. WHITE HOUSE FARM PLAY EQUIPMENT AND AMENITY LAND (CONTINUED)**

To be deducted from S106 commuted sum.

On being put to the vote the motion was CARRIED.

**21/043. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

I attended a webinar hosted by Norfolk Association of Local Council's about the Armed Forces Covenant. Norfolk County Council had signed up some years ago and Broadland District Council signed last year. Now all Districts, Towns and Parishes are being asked to sign the pledge. I hope Sprowston Town Council will agree to sign. It needs to be put formally on the agenda and I have asked the Clerk to do this for the next meeting.

Mrs J Leggett verbally reported that Sprowston Supporting Our Community Together (SSOCT) had 132 requests in January from 99 households.

41 - Shopping  
12 - Prescriptions  
10 - Travel and befriending  
69 - Food Hub

She thanked the Town Council on behalf of SSOCT for their support and getting them established.

Mr J F Fisher verbally reported that Norfolk County Council had now fully met the demand for laptops across the county as a result of the "Every Child Online" campaign.

In some area's connectivity was still an issue and 1000 dongles had been provided however, if a child could not get online arrangements were made for them to attend school or other buildings.

Traveller families are being offered 1 - 1 support and pens and pencils where necessary.

Norfolk Libraries were assisting parents and carers with setting up for home learning and advice on where to get further help, or help to improve their own skills.

Referring to Falcon Road School Mr Fisher reported that Norfolk County Council had approved financial support to clean, redecorate and get the school operational. Mobile classrooms would also be removed. Whilst the planned reopening of the school is September it was hoped to be sooner.

In response to Councillors questions Mr Fisher advised that the "Every Child Online" campaign included college students who were prioritised in the first wave.

## **21/043. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Flooding at Falcon Road school was caused by a number of issues comprising of drainage issues, internal gutters and blanked off systems. Everything had now been surveyed and tested.

## **21/044. RESIDENT'S QUESTIONS**

On the motion of Mr J M Ward, seconded by R J Knowles 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 questions from residents the Chairman moved to the next item of business and the meeting was reconvened.

## **21/045. REPORT OF THE TOWN CLERK**

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

**1.1 No matters were reported**

### **CEMETERY**

**2.1 No matters were reported**

### **STREET LIGHTING**

**3.1 No matters were reported**

### **CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 No matters were reported**

### **PLANNING AND TRANSPORTATION**

**5.1 No matters were reported**

### **CORONAVIRUS UPDATE**

#### **6.1 Sprowston Supporting Our Community Together (SSOCT)**

It was noted that SSOCT's new transactions system was now operational and Council had been able to cease financial transactions on behalf of supported residents and SSOCT volunteer shoppers.

Since the scheme's inception in April 2020, up to its close in January 2021, Sprowston Town Council had facilitated 643 financial transactions for shopping and other key services between vulnerable residents and SSOCT volunteers. The total amount transacted was £21,049.45.

The Town Council had no further direct financial involvement with SSOCT.

## **21/045. REPORT OF THE TOWN CLERK (CONTINUED)**

Ms D Coleman reported that over 50% of requests to Sprowston Supporting Our Community Together (SSOCT) was for food and she asked if Council should support the food hub with premises and storage in the future.

Council agreed to offer future assistance if required and for the Town Clerk to monitor the situation.

Mrs B J Lashley thanked the Town Clerk and office staff for their work in assisting (SSOCT) and endorsed Councillor Coleman's request for Council to support more vulnerable people in the community.

## **ATTACHMENTS**

### **7.1 None**

## **21/046. 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:

2021/0086 - conversion of loft space to create bedroom and bathroom using a front and rear dormer at 26, Lone Barn Road, Sprowston.

2021/0131 - single storey rear extension at 5, Lowry Cole Road, Sprowston.

2021/0139 - proposed change of use of unused storage building to car workshop at The Workshop, Laundry Lane, Sprowston.

2021/0196 - two storey side extension and single storey rear extension at 171, Wroxham Road, Sprowston.

Sprowston Community Academy - Proposed scheme for a 14 Classroom new build extension, expanded car park and Multi Use Games Area,

Mrs B J Lashley was pleased to see additional provision of sixth form accommodation and a library however, she commented that part of the green open space to the rear of the school belonged to Cecil Gowning and Falcon Road Junior Schools and expressed concern as to whether there would be adequate space remaining to support the increased number of pupils attending.

Ms D Coleman questioned the use of cladding and hoped it would be of an appropriate material.

Mr M G Callam noted there was 41 temporary parking spaces and queried if there would be sufficient parking in future given the additional staffing required.

**21/047. BROADLAND DISTRICT COUNCIL - PLANNING DECISIONS**

Council noted Broadland District Councils planning decisions for week commencing 18 and 25 January 2021.

**21/048. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written or verbal reports were received.

**21/049. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written or verbal reports were received.

**21/050. SIX-MONTH BANK RECONCILIATION AS AT 31 DECEMBER 2020**

Mr J M Ward proposed, seconded by Mr J H Mallen to approve and adopt the Bank Reconciliation to 31 December 2020. On being put to the vote the motion was CARRIED.

**21/051. SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 30 SEPTEMBER 2020**

In response to Councillors' questions the Town Clerk responded:

- only 46% and 40.6% of the Parks and Street Scene budget was spent as a sizeable part was wages and this would increase by year end. There were also a number of large purchases in abeyance pending confirmed income. If these items were not purchased in the 2020/21 financial year, they would be rolled over into the 2022/23 budget.
- the memorial wall overspend was due to the inclusion of bench purchases held in stock for resale. Benches did not, at the moment, have their own cost centre code.

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet to 31 December 2020.

**21/052. PAYMENT OF ACCOUNTS 17 FEBRUARY 2021**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 17 February 2021 totalling £15,171.84.

In response to Councillors questions the Town Clerk advised that:

- (1) Invoice 4132 - Altus Technical Service Ltd was the annual testing of a safety system for working at heights installed at Sprowston Diamond Centre.
- (2) Invoice 9376 - Broadland Security Alarms, cameras were located at Sprowston Recreation Ground.

(3) Invoice 927076 - Heritage Contract Services was for additional opening of parks during the Christmas and New Year holidays.

**21/052. PAYMENT OF ACCOUNTS 17 FEBRUARY 2021 (CONTINUED)**

(4) Invoice 705736 - Intouch Systems purchase of 4 Dell laptops was to enable home working using Council's equipment.

(5) Invoice - 1224 SAW HOME Improvements was to provide anchorage for screw attachment and repair and replace the closing mechanisms of a number of the automatic fire doors at Sprowston Diamond Centre.

(6) Invoice 31486 - Telshore (UK) Ltd was purchase of additional shoring to stabilise walls when excavating burial plots for safe working.

On the motion of Mr J M Ward, seconded by Mr J H Mallen it was **RESOLVED** that payment of the accounts to 17 February 2021 totalling £15,171.84 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity.

**21/053. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 17 February 2021 totalling £1,126.14 was approved and noted.

**21/054. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 17 FEBRUARY 2021**

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

Invoice No. 139744 - Amazon UK was a replacement printer for a member of staff who had been using their own printer, primarily for Council work since May 2020, which had broken.

The schedule of credit card and Barclay Visa Debit payments to 17 February 2021 totalling £178.93 was approved and noted.

**21/055. 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**.

**21/056. PURCHASE OF EX-VIKING PUBLIC HOUSE**

**RESOLVED** to authorise the Town Clerk to:

(1) commission a contamination and asbestos survey of the property, at standard market price.

**21/056. PURCHASE OF EX-VIKING PUBLIC HOUSE (CONTINUED)**

(2) to appoint Jason Menezes of Bidwells LLP in the role of Project Manager to manage the repair, refurbishment, and if required, the new build of a rear hall extension, all at the former Viking public House, tills Road as per fee proposal letter dated 10 February 2021, subject to the property purchase proceeding.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 8.54pm.

10 March 2021

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Town Mayor