

MEETING OF SPROWSTON TOWN COUNCILLORS – 2 FEBRUARY 2022

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 2 February 2022, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr M G Callam	-	Mrs J Leggett
Ms D Coleman	-	Mr J H Mallen
Mrs B Cook	-	Ms C T Rumsby
Mr W F Couzens	-	Mr G S Tingle

In attendance

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

5 members of the public were present

22/022. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

22/023. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mr J F Fisher, Mrs B J Lashley and Mrs K Vincent and verbal apologies from Mr R J Knowles.

22/024. RESIDENTS 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 Chairman who would, assisted by the Town Clerk, reply.

Mr T Toomer, committee member of Sprowston Sports and Social Club thanked the Council for their involvement in the successful nomination for the club to be considered as an asset of community value and added to Broadland District Council's Community Asset Register.

The meeting was reconvened.

22/025. MINUTES

The Minutes of the Council's meeting held on 12 January 2022, having previously been circulated to all Councillors were subject to the following amendments

22/017 **delete** "15 December 2021" and **insert** "12 January 2022"

22/025. MINUTES (CONTINUED)

21/019 **delete** "21/019" and **insert** 22/019"

confirmed and signed by the Chairman / Town Mayor of the Council.

22/026. ACTION FROM MINUTES

(1) Sprowston Sports and Social Club

Council was pleased to note the successful nomination of Sprowston Sports and Social Club to be considered as an asset of community value and added to Broadland District Council's Community Asset Register for a period of five years.

(2) Police Liaison Officers Report

Referring to Minute 22/006, Mr W F Couzens commented that incidences of crime recorded on Norfolk Constabulary's website bore no correlation to those listed in the crime statistics presented to Council.

Mrs J Leggett offered to send a written complaint to Norfolk Constabulary.

22/027. TO RECEIVE CORRESPONDENCE

(1) Norwich Western Link Update

Council noted Norfolk County Council's Norwich Western Link project update.

Ms C T Rumsby commented there had since been a further update suggesting the proposed route will have to be altered due to bats being found in the vicinity of the current plan.

(2) St. Georges Hill and School Lane Closure

Council noted the public information update on the new pedestrian crossings, traffic light improvement works and road resurfacing at Constitution Hill, Sprowston.

(3) Norwich Citizens Advice - Grant Request

RESOLVED that a donation of £500.00 be made to Norfolk Citizens Advice to support them in providing a vital service in accordance with the Council's powers under section 137 and 139 of the Local Government Act 1972.

22/028. 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 Police are now recruiting Special Constables across Norfolk and will be holding an on-line information evening on 9 February 2022, 7 - 8.30pm. For details go to bespecial@norfolk.police.uk

22/028. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (2) A petition in favour of the Norwich western link has already attracted over 3,000 signatories. The petition was started by the Vice-Chairman of Costessey Town Council and is supported by the County Council Cabinet Member of Highways.
- (3) Digifest 2022 will give children age 4 - 14 the chance to get hands-on with fun digital tech during February at libraries throughout Norfolk. Details available at Norfolk County Council Website or in libraries.
- (4) The Norfolk County Council Cabinet have finalised their budget proposals which are for a 2.99% rise which is 1% less than is permissible. This rise will give an increase in the net budget of £25m to £464.3m. The final discussion on the budget will be taken at Full Council on 21 February 2022.
- (5) Yesterday Councillor Leggett and I attended a briefing by EQUINOR on the Sheringham Shoal and Dudgeon Offshore Wind Farm Extension projects. This extension will triple the size of the windfarms and provide electricity for an additional 785,000 homes. The cable will make landfall at Weybourne coming west of Taverham and Aylsham to the Norwich Main near Mulbarton. The main construction compound will be at Attlebridge and the cable corridor will generally be 60m wide.

Mrs J Leggett verbally reported:

- (1) Broadland District Council's Cabinet will be discussing their budget plan, the Council Tax Assistance Scheme and delivery plan for the Norfolk Green Infrastructure and Recreational Avoidance and Mitigation Strategy at their meeting to be held Tuesday 8 February 2022.
- (2) There will be a green infrastructure corridor from Thorpe Woods via Harrison's Woodland to Dobbs Beck.
- (3) The Broadland District Council's Community at Heart Lottery raised £2,782 for Sprowston organisations.
- (4) Reports of fly tipping on Atlantic Avenue equated to one freezer.

Mr N Shaw verbally reported:

- (1) No toilet facilities will be provided at Broadland Country Park however it will be monitored.
- (2) There is a new Homelessness and Rough Sleeping Strategy funded by central Government to support the county in rehousing people. Only one person has been identified as homeless in Broadland.

In response to a question from Mr W F Couzens Mr J M Ward advised the figure of £55k relating to Adult Social Care in his written report were incorrect and he would clarify and bring details to the next Council meeting.

22/029. SUMMER FETE 2022

Council considered the Town Clerk's report and copies of Local Flavours presentation slides.

Mrs J Leggett felt it would be a good idea to invite Local Flavours to participate in the Summer Fete as they had an established list of contacts, were aware of organisations the Council was not, their services would be at no cost to Council and it did not preclude the Council from inviting other local businesses and voluntary organisations.

Council considered the zones recommended by the Recreational Facilities Working Group and it was

RESOLVED to invite Local Flavours to participate in the Sprowston Summer Fete 2022 and provide stall holders within the selected zones recommended by the Recreational facilities Working Group.

22/030. QUEEN'S PLATINUM JUBILEE - 2 JUNE 2022

Mrs J Leggett reported:

- Reverend Canon Stokes had advised her the Church had a Beacon which was available for use. She had no specific details on where the beacon could be lit or of any associated activities to be planned.
- The Church were holding a service on Sunday 5 June 2022 followed by a picnic in celebration of the Queen's Platinum Jubilee and asked if Council were interested in participating in the event.

Mr W F Couzens said it was a good idea and suggested Sprowston Recreation Ground with bands.

It was noted the church service and picnic was to be held on Sunday 5 June 2022 whereas the official Beacon lighting was to take place on Thursday 2 June 2022.

Mr J M Ward proposed, seconded by Mr M G Callam to support the church with their celebration of the Queen's Platinum Jubilee on Sunday 5 June 2022, to progress with a Beacon lighting event on Thursday 2 June 2022, and for Mrs J Leggett and the Town Clerk to liaise with Reverend Canon Stokes to arrange. On being put to the vote the motion was CARRIED.

Mrs J Leggett suggested Council physically mark this very rare occasion and it was agreed Councillors send their suggestions to the Town Clerk and an item be placed on the next Agenda.

22/031. FOOD AND DRINK VENDOR TRIAL - SPROWSTON RECREATION GROUND

Having considered the report of the Town Clerk it was

RESOLVED to delegate authority to the Town Clerk to administer a trial of a suitable food and drink vendor at Sprowston Recreation Ground.

22/032. MENTAL HEALTH AND STRESS POLICY AND PROCEDURE

Referring to the draft Stress and Mental Health Policy and Process the Town Clerk advised there was a helpline option at £150.00 per month. As Council's staffing compliment was eight people it was suggested referrals should be made to appropriate charitable organisations as listed in the policy.

Mr J H Mallen referred to designated mental health first aiders to which the Town Clerk responded this was part of the training process and he was likely to be the first aider.

Mrs J Leggett said regular appraisals should be included within the policy.

Mr W F Couzens suggested Citizens Advice be added to the contact list of appropriate organisations.

Mr J M Ward proposed, seconded by Mr W F Couzens to adopt the Stress and Mental Health Policy subject to the inclusion of regular appraisals and Citizens Advice. On being put to the vote the motion was CARRIED.

22/033. WHITE HOUSE FARM ESTATE SECTION 106 DEED OF VARIATION

The Town Clerk explained the difference between the existing Section 106 requirements for the play projects and the proposed new requirements together with the suggestion to vary the s106 legal agreement so that provision and maintenance contributions were combined into a single on-site contribution.

Mr W F Couzens said in view of inflation rates developers should provide greater financial provision.

Town Clerk responded that when the s106 was signed the agreement at that time provided for costs be index linked.

Council questioned how long the maintenance fund would last, although noted further housing development would generate additional income.

Mr J M Ward proposed, seconded by Mr M G Callam to agree to vary the section 106 legal agreement between Broadland District Council the developer and Sprowston Town Council to combine all developer contributions into a single on-site recreation contribution to be spent in favour of public facilities in the White House Farm Estate in any manner of Sprowston Town Council's choosing. On being put to the vote the motion was CARRIED.

22/034. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Tiny Forests - Sprowston Recreation Ground

Further to his written report the Town Clerk confirmed the perimeter fencing for the tiny forest would be installed on 7 February 2022 and community planting event would take place on 14 February 2022.

22/034. REPORT OF THE TOWN CLERK (CONTINUED)

1.2 Sparhawk Park - Replacement of Play Tower

Council noted works to replace the play tower at Sparhawk Park with a broken slide would commence 21 February 2022.

1.3 Harrison's Wood - Tree and Safety Works Quotation & Management Fund

Mr M G Callam observed that 50% of Harrisons Woodland Management Fund had already been spent and transfer of ownership to Council had still not taken place. Future maintenance costs would have to be carefully considered by Council.

Mrs J Leggett reported that Harrisons Wood had been identified as a public open space asset making an important contribution to the green infrastructure network. In view of this she suggested Council contact Broadland District Council to ascertain if there were any grants available.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Existing Personal Injury Claim

Council noted the court was not able to hear this claim in July 2021 and the new court date set for 3 February 2022.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

6.1 Harrisons Wood Tree Safety Quotation

Further to his written report the Town Clerk advised he had received confirmation from Norwich City Council that the Town Council would be consulted if an application was received for a McDonalds restaurant on Mousehold Lane.

22/035. MEETING ADJOURNMENT

On the motion of Mr J M Ward, seconded by Mr J H Mallen it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

22/036. 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:

20212320 - single storey rear and front extension at 7, Woodcroft Close, Sprowston.

20212328 - rear and side extensions to existing detached house at 1, Merlin Avenue, Sprowston.

20212334 - build an extension over the existing garage and extend out over the alley and garden. Giving increasing living space downstairs and adding two bedrooms and a bathroom upstairs at 74, Greenborough Road, Sprowston.

20212337 - loft conversion at 85, Colindeep Lane, Sprowston.

20212341 - installation of illuminated sign for vehicle charging point and non-illuminated two flag pole signs (retrospective) at Tesco Stores Ltd, Blue Boar Lane, Sprowston.

20220009 - erection of two storey side and rear extension. The shape of the front bay window to be altered as per drawings, front elevation of existing house to be rendered to match extension roof tile to be changed at 125, Salhouse Road, Sprowston.

(b) whilst Council had no objection to the granting of planning application FUL/01847/F retirement living development comprising 45 flats for social rent at former 28, Mousehold Lane, Norwich it was felt consideration should be given to reducing the speed limit from 40mph to 30mph on Mousehold Lane in view of the likely increase in traffic movements entering and exiting the premises of this, other and proposed developments in close proximity.

22/037. PLANNING DECISIONS

Council noted planning decisions for week ending 19 November 2021 and 10 December 2021.

22/038. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Minutes of the Recreational Facilities Working Group (RFGW) meeting held 18 January 2022 were previously circulated. Referring to the RFGW minutes Mr W F Couzens asked for clarification on the letter to Broadland District Council and update Sprowston Neighbourhood Plan.

Mrs J Leggett explained the:

**22/038. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS
(CONTINUED)**

- letter was to reiterate the need for the District Council to involve parish and town councils at an early stage of major developments to ensure sufficient provision of amenity space.
- Town Clerk was updating the actions in the Sprowston Neighbourhood Plan for presentation to full Council.

It was noted that Barkers Lane had previously been informally used by Rugby Clubs.

22/039. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written or verbal reports were received.

22/040. BANK RECONCILIATION, FINANCIAL QUARTER TO 31 DECEMBER 2021

The Town Clerk presented the Bank Reconciliation to 31 December 2021 and it was **RESOLVED** to approve and adopt the Bank Reconciliation to 31 December 2021.

22/041. SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 31 DECEMBER 2021

The Town Clerk presented the Summary of Income and Expenditure to 31 December 2021.

Mr W F Couzens was pleased to note Sprowston Diamond Centre income was above target.

The Town Clerk responded to Councillor's questions as follows:

- Street Scene expenditure would increase as three months heat, light, maintenance fees and loan charges were still to be invoiced.
- The overspend in Cost Centre 5311 was due to additional outreach work by Sprowston Youth Engagement Project during the summer months, as agreed by Council.

RESOLVED to approve and adopt the Statement of Accounts and Balance Sheet to 31 December 2021.

22/042. INTERIM INTERNAL AUDIT REPORT

The Town Clerk responded to Councillor's comments as follows:

- The internal audit had been completed by different auditors from previous years albeit the same company.
- Day to day financial control was carried out by the Finance Officer, however he had ultimate responsibility and would implement all recommendations.

22/042. INTERIM INTERNAL AUDIT REPORT (CONTINUED)

- Refunds of grants to the District Council had subsequently been recorded in the Sage accounts as a contra to income rather than an expense.
- Council could consider placement of surplus funds in alternative banking institutions however this would attract fees higher than the interest earned. It was agreed the Town Clerk to place an item on the agenda of a future meeting of the Council.

Council thanked all staff involved for their hard work.

RESOLVED to accept the Internal Audit Report: 2021-22 (Interim).

22/043. PAYMENT OF ACCOUNTS 2 FEBRUARY 2022

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 2 February 2022 totalling £9,261.21.

On the motion of Mr J M Ward, seconded by Mr J H Mallen it was **RESOLVED** that payment of the accounts to 2 February 2022 totalling £9,261.21 be approved and the schedule authorising payment signed by Mr J M Ward and Mrs J Leggett.

22/044. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 2 February 2022 totalling £5,994.77 was approved and noted.

22/045. EXCLUSION OF PRESS AND PUBLIC

Mr J M Ward proposed, seconded by Mr G S Tingle to exclude the Press and Public from the meeting for the remaining business because otherwise information prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to meetings Act) 1960 Section 1 (2) would be disclosed to them.

22/046. PLANNING ENFORCEMENT

Council noted:

- (1) Planning Enforcement closed cases.
- (2) Planning enforcement outstanding cases.

There being no other necessary business the Chairman / Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 9.00pm.

23 February 2022

Town Mayor