

## **MEETING OF SPROWSTON TOWN COUNCILLORS – 1 FEBRUARY 2023**

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 1 February 2023, the following Councillors were present: -

Mr W F Couzens – Chairman

Mr A J Barton - Mrs B J Lashley  
Mr M A Booth - Mrs J Leggett  
Mr M G Callam - Mr G S Tingle  
Mr J F Fisher - Mrs K Vincent  
Mr J M Ward

In attendance

Mr G Ranaweera - Town Clerk and Responsible  
Financial Officer  
Mrs E Elliot - Committee Officer  
Mr S Andrews - Norwich Bystanders Cricket Club  
Mrs K Andrews - Norwich Bystanders Cricket Club  
Mr T Chambers - Norwich Bystanders Cricket Club

1 member of the public was present

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### **23/025. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Councillor</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mr M A Booth	23/041 Planning	Customer of the cattery

### **23/026. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Ms D Coleman, Mr R J Knowles and Ms C T Rumsby.

### **23/027. RESIDENTS' QUESTIONS**

On the motion of Mr W F Couzens, seconded by Mr M G Callam it was **RESOLVED**, that the meeting be adjourned to receive residents' and councillors' questions on matters concerning the town. Residents and councillors were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

### **23/028. MINUTES**

The Minutes of the Council's meeting held on 11 January 2023, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

### **23/029. ACTION FROM MINUTES**

(1) Gritting Atlantic Avenue

## **23/029. ACTION FROM MINUTES (CONTINUED)**

Further to Minute 23/005 (2), the letter to the Norfolk Association of Local Council (NALC) to establish if problems with developers and adoption of highways was a county or national problem was being drafted.

Town Clerk had spoken with NALC County Officer; they were not aware if this was a national problem.

### **(2) Funding Dog Waste Bins on White House Farm Estate**

Further to Minute 23/008, Mrs J Leggett reported she had spoken to Broadland District Council's Contract Officer. They agreed to speak to the developers who are responsible for funding dog waste bins on the White House Farm Estate.

### **(3) Nutrient Neutrality**

Further to Minute 23/007 (6), Mr J M Ward reported that Broadland District Council's Cabinet had resolved to form a company with other local district councils and Anglian Water to provide environmental credits to address nutrient neutrality.

### **(4) Allocation of Gypsy and Travellers sites**

Further to Minute 23/007 (7), Mr J M Ward reported Broadland District Council's cabinet had approved the consultation on allocation of Gypsy and Travellers sites.

### **(5) D-Day 80<sup>th</sup> Anniversary**

Referring to Minute 23/006 (1), Mr M G Callam asked if the official Guide to Taking Part in D-Day 80 had been received, to which the Town Clerk advised it had not as of yet.

## **24/030. NORWICH BYSTANDERS CRICKET CLUB**

Mr Steven Andrews, 1<sup>st</sup> Team Captain, Youth Coach and Committee member of Norwich Bystanders Cricket Club gave a detailed presentation on the history, ethos, success and aspirations of the club.

In response to Councillors' questions:

### **(1) Mr Andrews advised:**

- he would inform the league that the cricket square would be unavailable on 29 July 2023 as Sprowston Summer Fete was being held on the Recreation Ground.
- the cricket square would be made safe for play prior to commencement of the 2023 season. However, a majority of the work required to bring the square up to standard would take place at the end of the season.

### **(2) The Town Clerk confirmed:**

- he had allocated 16.5 days for grounds maintenance which the team could manage once up to complement.

## **24/030. NORWICH BYSTANDERS CRICKET CLUB (CONTINUED)**

- Sprowston Pavilion could hold up to 35 people which was sufficient for the cricket club.

Mr M G Callam proposed, seconded by Mrs B J Lashley to permit Norwich Bystanders Cricket Club to use Sprowston Recreation Ground as its home ground, subject to agreement of an appropriate seasonal hire contract fee.

On being put to the vote the motion was CARRIED.

Mrs K Vincent proposed, seconded by Mr M G Callam Hire Fee Model 1 for the first year:

- Free youth sport (Matches and pavilion for youth free of charge. Pay for adult usage only): 26 x adult matches @ £75.00 plus VAT (£1,950 plus VAT):
  - Cost to hirer = £2,340 (Inc. VAT)
  - Income to Council = £1,950
  - VAT (to HMRC) = £390.00

On being put to the vote the motion was CARRIED

## **23/031. CORRESPONDENCE**

### (1) Safety Fencing to verge outside White Woman Lane Junior School

Having considered a request for safety fencing to be erected on the verge outside of White Woman Lane School Councillors made the following comments:

- This is not the first request made for fencing outside White Woman Lane School;
- Does the proposed position go over the speed humps;
- Erecting a fence so close to the road could impact on the safety of cyclists as they can currently escape onto the kerb if crowded by moving vehicles;
- Who would be responsible for maintenance of the fence?
- Parents or carers should be responsible for children in their care;
- Norfolk County Council could be asked to assess the safety and practicality of erecting a fence and if they feel it is viable, they can pursue the request;
- It is a good idea and County Councillor Karen Vincent has an amount remaining in her County Council Highway allowance.

Mr M G Callam proposed, seconded by Mrs K Vincent to request Norfolk County Council to evaluate the safety and practicality of erecting a fence on the verge outside White Woman Lane Junior School.

Mrs K Vincent asked to be involved in any meetings arising from this request.

### (2) Anglia Water

#### (i) New Water Pipe Works Adjacent Broadland Northway

Council noted the 4km water pipe to be constructed adjacent the Northern Broadway from the junction at Salhouse Road to the junction at North Walsham Road.

### **23/031. CORRESPONDENCE (CONTINUED)**

(ii) Salhouse Road Closure Map

Council noted the Salhouse Road closure for two weeks commencing 3 April 2023 and map of diversion route.

(iii) Footpath Closure Map

Council noted the footpath closure between Salhouse Road and Newman Bridge for 21 weeks commencing 6 February 2023 and map of diversion.

### **23/032. SOUTH NORFOLK AND BROADLAND DISTRICT COUNCIL MINDFUL TOWNS AND VILLAGES INITIATIVE**

Council considered a request from Michaela Beaumont Community Capacity Officer South Norfolk and Broadland District Councils to advertise and provide a venue for training on Mindful Towns and Villages.

It was noted this project was externally funded.

**RESOLVED** South Norfolk and Broadland District Council were welcome to hire facilities at Sprowston Diamond Centre for training purposes at the appropriate rate.

### **23/033. POLICE PRIORITY POSTER**

Council noted Sprowston and Old Catton Neighbourhood Team priority poster.

### **23/034. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) Any Norfolk County Council Care Leavers who move into a property in Broadland or South Norfolk can take advantage of 3 hours free "Handyperson-Service" for DIY works.
- (2) I asked our Highways engineer for two fixed VAS signs on Falcon Road West and Cannerby Lane, as requested by this Council using my £10,000 Councillor Grant, He said these are normally only positioned at accident sites and he would prefer us to use a SAM2, but these use a lot of Council resource to move about so I have asked if he will make an exception for us and he is looking into it.

I have also asked him for two more bollards on the triangle at the junction of Salhouse Road and Falcon Road East to stop the cars which are still parking there. He has agreed to put these in place.

- (3) I have chased up the small animal signs we requested at the junction of Pioneer Road and North Walsham Road and am awaiting a reply from the highways engineer.

## **23/035. CORONATION TRAIL PROPOSAL**

Council considered the Recreational Ground Facilities Working groups proposal to celebrate the Coronation of King Charles III by inviting residents to take part in a garden or window display competition and trail.

It was suggested Council's choice be sustainable and the competition open to residential and commercial properties in Sprowston.

Mr A J Barton proposed, seconded by Mrs K Vincent to approve the proposed garden or window display competition for residential and businesses in Sprowston and Council's choice to be sustainable. On being put to the vote the motion was CARRIED

## **23/036. REPORT OF THE TOWN CLERK**

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

#### **1.1 Installation of New Cold-Water Main to the Recreation Ground**

In response to a question from Mr W F Couzens the Town Clerk said he was hopeful that the proposed water fountain would be installed for summer 2023.

### **CEMETERY**

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

### **STREET LIGHTING**

#### **3.1 Street Lighting Maintenance Budget - Projected Overspend**

Noted and discussed under item 23/044 (3).

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Interim Audit**

Council noted Price Bailey had completed their first (interim) 2022/23 audit of Council's finances and controls on Wednesday 18 January 2023. The report to be presented to Council when available.

#### **4.2 Recruitment of Ground Staff**

Council noted the Town Clerk was advertising two full-time posts for Grounds Staff.

### **PLANNING AND TRANSPORTATION**

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

## **23/037. MEETING ADJOURNMENT**

On the motion of Mr W F Couzens, seconded by Mrs B J Lashley it was **RESOLVED** to adjourn the meeting for a short break.

### **23/037. MEETING ADJOURNMENT (CONTINUED)**

The meeting was reconvened.

### **23/038. COUNCIL MEETING DATES MUNICIPAL YEAR 2023-2024**

Mr M G Callam proposed, seconded by Mr M A Booth to approve the proposed schedule of meeting dates for municipal year 2023-2024. On being put to the vote the motion was CARRIED.

### **23/039. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Minutes of the Recreational Facilities Working Group held 13 January 2023 were circulated prior to the meeting.

Mrs J Leggett asked for an update on development at the Viking Centre.

The Town Clerk advised Norfolk County Council were querying the Highway boundary which could cause delays. He would bring a report to a future meeting of the Council.

Mrs K Vincent offered to contact Norfolk County Council Highways.

### **23/040. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Council noted the written report from Mr W F Couzens.

### **23/041. 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 application:

20230038 - single storey rear extension, conversion of garage into habitable area and internal and external alterations at 1A, Greenborough Close, Sprowston.

20230082 - 2 x single display signs for the "Redmayne Playing Field" (Norwich School) located approximately 50m either side of the vehicle access road and fixed 600mm into the ground at Redmayne Field, North Walsham Road, Sprowston.

20230110 - infill single storey extension to the rear with wrap around canopy and render of the entire property at 58, Greenborough Road, Sprowston.

20230110 - two storey rear extension at 150, Wroxham Road, Sprowston.

20230117 - single storey rear extension with lanterns to replace existing and raise existing garage roof at 58, Barkers Lane, Sprowston.

### **23/041. PLANNING (CONTINUED)**

20230152 - new garden building to serve as four additional cattery pens at 23, Blithemeadow Drive, Sprowston.

- (b) to make no comment on the Pre-consultation Proposed Radio Base Station Installation at NOR26716 Footway of Mousehold Lane, Norwich NR7 8HP NGR E: 624426 N:310780

### **23/042. PLANNING DECISIONS**

Council noted planning decisions for week ending 20 January 2023.

### **23/043. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 11 January 2023 totalling £ 15,597.92 was approved and noted.

### **23/044. FINANCIAL REPORTS 202-2023 AS OF 31 DECEMBER 2022**

#### **(1) Third Quarter Income and Expenditure**

Responding to Councillors' questions the Town Clerk clarified:

Cost Centre 4101 - Allotment Rental Variance to Annual Total should be - 51.

Cost Centre 4102 - Water Charges Received Variance to Annual Total should be - 58.

Cost Centre 4103 - Admin Charge Variance to Annual Total should be 19.

Cost Centre 4091 - Precept Variance to Annual Total should be 0.

Total Variance to Annual Total should be 90.

Cost Centre 5202 Cemetery - Sundries and Contingencies overspend was due to the Church wall survey.

Cost Centre 7408 Diamond Centre - Maintenance 85.2% budget spent due to underground leak and subsequent drainage works and new flooring.

Viking Centre Community Hub Development overspend is due to professional fees however, the overall budget is on track. In-year budget is really just for guidance as it is impossible to know costs and timings until quantity surveyed project plan is available.

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet to 31 December 2022 subject to the above amendments.

#### **(2) Bank Reconciliation**

**RESOLVED** to approve and adopt the Bank reconciliation to 31 December 2022.

#### **(3) Projected Overspend on Street Scene Cost Centre 2022-2023**

Responding to Councillor's questions the Town Clerk explained:

## **23/044. FINANCIAL REPORTS 202-2023 AS OF 31 DECEMBER 2022 (CONTINUED)**

- (i) There had been an unprecedented number of column replacements due to vehicle collisions, and faulty sodium lamps replaced with LED.
- (ii) The 2023 - 2024 budget was increased to £60,000 to take into account escalating energy prices.
- (iii) Council is locked into a contract with ESPO for energy supply.

Mrs B J Lashley proposed, seconded by Mr J F Fisher to fund from General Reserves, any reasonable overspend in the 2022/23 Street scene Cost Centre.

## **23/045. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 1 February 2023 totalling £16,289.89 was approved and noted.

## **23/046. PAYMENT OF ACCOUNTS 1 FEBRUARY 2023**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to Pay to 1 February 2023 Invoices to Pay totalling £35,051.44.

On the motion of Mr A J Barton, seconded by Mrs K Vincent it was **RESOLVED** that payment of the schedule of invoices to 1 February 2023 totalling £35,051.44 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

The Town Clerk and Responsible Financial Officer presented the schedule of invoice payments made to 1 February 2023 totalling £7,676.68.

The Town Clerk explained payments to 1<sup>st</sup> Sprowston Guides and SYEP were made in accordance with Council's powers under section 137 of the Local Government Act 1972.

On the motion of Mr M G Callam, seconded by Mr J F Fisher it was **RESOLVED** that the schedule of invoice payments made to 1 February 2023 totalling £7,676.68 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

## **23/047. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT**

The schedule of credit card and Barclay Visa Debit payments to 1 February 2023 totalling £1,491.43 was approved and noted.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.09pm.

22 February 2023

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Chair