

MEETING OF SPROWSTON TOWN COUNCILLORS – 26 APRIL 2023

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 26 April 2023, the following Councillors were present:

Mr W F Couzens – Chairman

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

In attendance

Mr G Ranaweera - Town Clerk and Responsible
Financial Officer
Mrs E Elliot - Committee Officer
Clare Lincoln and four young representatives of Sprowston Youth
Engagement Project and two accompanying parents

One member of the public was present

23/109. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs J Leggett	Minute 23/114 - Sprowston Youth Engagement Project Annual Report April 2022 to March 2023	Trustee of Sprowston Youth Engagement Project

23/110. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mr M A Booth, Mr G S Tingle and Mrs K Vincent.

23/111. 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.

As there were no residents' or councillors' questions the Chair reconvened the meeting.

23/112. MINUTES

The Minutes of the Council's meeting held on 5 April 2023, having previously been circulated to all Councillors were subject to the following amendments

Minute 23/096, paragraph 4, **delete** he and **insert** Mr W F Couzens

23/112. MINUTES (CONTINUED)

Minute 23/101, **delete** CENTRAL ADMINISTRATION AND PERSONNEL and **insert** CENTRAL ADMINISTRATION AND PERSONNEL

Delete Minute 20/105 and insert Minute 23/105

confirmed and signed by the Chair of the Council.

23/113. ACTION FROM MINUTES

(1) Referring to Minutes 23/059 and 23/096, Mr J H Mallen asked if the hedgehog signage had been received.

Mrs J Leggett advised the signs had not been forthcoming.

(2) Further to Minutes 23/074 and 23/096,

(i) Mrs J Leggett provided an extract from Broadland District Council's constitution outlining when a planning application is decided under delegated powers or committee.

(ii) Mr W F Couzens explained the Planning Application submitted by Persimmon Homes on GT20 allocated development at White House Farm had been withdrawn as their Option Agreement on the land had expired. Landowners were in the early stages of preparing a fresh planning application for the site.

(3) Further to Minute 23/101 1.5, Mrs B J Lashley asked if Council intended to arrange a professional inspection of Sprowston Pavilion to clarify if there was an issue with the foundations.

(4) In response to questions from Mr J H Mallen with regard to Minute 23/103 (3), (4) and (5), the Chairman advised he had no further update at the moment.

The Town Clerk reported PC Gill had proposed some dates for a meeting with Town Councillors and Norfolk County Council Highways and was awaiting a response.

23/114. SPROWSTON YOUTH ENGAGEMENT PROJECT - ANNUAL REPORT APRIL 2022 TO MARCH 2023

Clare Lincoln Sprowston Youth Engagement Project (SYEP) youth supporter thanked Council for their support over the years and gave a comprehensive report on the delivery of community outreach with Ascend Adventure for the financial year 2022/2023, commenting on both the challenges and successes the group had faced.

She was pleased to report SYEP had engaged with 548 young people including one-off contacts and retained engagement.

Going forward, in view of the increase in the cost of living, she requested Council consider increasing their funding to £24,795.00 an additional £3,295.00 on the previous year.

23/114. SPROWSTON YOUTH ENGAGEMENT PROJECT - ANNUAL REPORT APRIL 2022 TO MARCH 2023 (CONTINUED)

A number of young people also spoke about their positive experiences and personal development because of SYEP.

In answer to Councillors questions Clare:

- (1) Confirmed SYEP had a good relationship with Sprowston Academy and regularly attended the school.
- (2) The minimum age for contact is eleven however only young people in year seven and above can engage in the project.

Mr J H Mallen suggested a decision to increase funding to SYEP be made by the incoming elected Council which was supported by Mr R J Knowles.

Mr W F Couzens proposed, seconded by Mr M G Callam Council increase funding to SYEP by £3,295.00 in financial year 2023/24 under section 137 of the Local Government Act 1972. On being put to the vote the motion was CARRIED.

The Chair thanked Clare for her attendance and report.

23/115. CLOSURE OF ASLAKE COMMUNITY GLASS HOUSE GROWERS

The Town Clerk explained the Community Glass House Growers had been under the impression Independent Matters wanted them to vacate the glasshouses. However, it appears that refurbishment of the glasshouses created an interest in some members of Independent Matters who would now like to become involved and share the resource.

The two organisations were in the process of trying to work together. It will offer an opportunity to integrate the hub with the wider community.

Mrs J Leggett suggested the group might benefit from Broadland District Councils £300.00 keep going grant.

23/116. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) Bystanders Cricket Club have been awarded a £300.00 "Get it Started" Grant by Broadland District Council. The money will be used to purchase equipment.
- (2) Improvement works to Ketts Hill roundabout are starting week commencing 3 July 2023 and will last for seven weeks. Gurney Road and Ketts Hill will be closed.
- (3) Persimmon's outline planning application for the "GT20" site at White House Farm off Atlantic Way has been withdrawn as their Option Agreement on the land has expired. The landowners are committed to bringing forward development on this site and will be preparing a new application.

23/116. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

(4) As a Governor of Cecil Gowing Infant school, I was pleased to be on the Panel this week that appointed a new Head Teacher Aimee Bulman who will be starting in September, replacing Isabel Stubbs who is retiring after 8 years as Head Teacher at the school.

In response to a question from Mrs B J Lashley regarding his written report and closure of Thorpe Lodge Mr Ward advised the new Horizon building could be accessed via the same bus service as Thorpe Lodge, there was a large car park and the building was fully DDA friendly.

Mrs J Leggett verbally reported she had been speaking to a resident relating to planting on Cannerby Green and asked the Town Clerk if he had received a response from Norfolk County (NCC) Highways with regard to underground crates.

The Town Clerk advised he was awaiting a response from NCC's engineers, although he had been told like for like replacement of trees was acceptable.

23/117. MEETING ADJOURNMENT

On the motion of Mr W F Couzens, seconded by Mr M G Callam it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

23/118. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Public Toilets at the Recreation Ground and Sparhawk Park

Council noted the persistent vandalism of toilets at Sprowston Recreation Ground and Sparhawk Park and the Town Clerk's decision to close them at 6.00pm each day and the additional visits to the area by PC Gill and SYEP.

1.2 Repaint of Barkers Lane Youth Shelter

Council noted repainting of the shelter at Barkers Lane had been completed.

CEMETERY

2.1 Car Park Resurfacing

Council considered the report of the Town Clerk and quotation from A. Waterfield and Sons Ltd to resurface the central car park at Sprowston cemetery.

Mr R J Knowles proposed, seconded by Mr J F Fisher to accept the quotation to repair the cemetery car park at a total cost of £2,200.00 plus VAT. On being put to the vote the motion was CARRIED.

Mrs B J Lashley commented that the car park adjacent section 11 at the cemetery was often covered in water.

23/118. REPORT OF THE TOWN CLERK (CONTINUED)

The Town Clerk to request underground pipes be rodded.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Staff Mobile Phone “Round Sum Allowance” - Proposal

Council considered the proposal to grant staff who work away from the office a small nominal allowance.

Mr R J Knowles proposed, seconded by Mr J M Ward that staff who work away from the office be paid £1.00 per month, in recognition of staff using their personal devices for Council business equating to:

£72.00 plus Employer NI Contribution @ 13.8% plus Employer Pension Contribution @ 23.5%, a total of £98.86 per annum.

On being put to the vote the motion was CARRIED.

PLANNING AND TRANSPORTATION

5.1 Highway Inspection Parish Visit - Sprowston

Mrs B J Lashley suggested keeping gutters clear would assist with drainage issues.

ATTACHMENTS

6.1 Photographs of repainted youth shelter on Barkers Lane

6.2 Quotation for cemetery car park repairs

6.3 Email RE “Highway Inspection Parish Visit - Sprowston

23/119. REPORTS FROM COUNCIL’S COMMITTEES AND WORKING GROUPS

Mrs J Leggett verbally reported on the meeting of the Recreational Facilities Working Group (RFWG) held 11 April 2023.

- (1) Planning application 20221985 redevelopment of the Viking Centre is still being considered by the Planning Authority;
- (2) A catch-up meeting to discuss Beeston Park has been held;
- (3) There is no further update with regard to the summer fete;
- (4) We are waiting for the work to commence on three areas of public open space at White House Farm development which are due to be ready for use by the summer holidays;
- (5) Painting of Barkers Lane shelter has been completed;
- (6) Commemorative trees and flowers were discussed;

23/119. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS
(CONTINUED)

(7) Hedgehog signage has not materialised;

(8) The proposed pop-up café on Sprowston Recreation Ground is still on the to do list.

She recommended the newly elected Council support continuation of the Recreational Facilities Working Group.

The Town Clerk advised design and specification notes from the meeting held at the Viking Centre on 21 April 2023 would be circulated.

Mrs B J Lashley commented that the purpose of ad hoc meetings should be explained when inviting Councillors to attend.

23/120. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

A written report was received from Mr W F Couzens on his attendance at the South Norfolk and Broadland District Town and Parish Council meeting held 26 April 2023.

23/121. 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:

20230758 - proposed loft conversion at 42, Russell Avenue, Sprowston.

20230819 - rear pitched roof, single storey infill extension with roof windows at 57, Corbet Avenue, Sprowston.

23/122. PLANNING CONSULTATION - MAST AT WHITE WOMAN LANE

In general Council had no objection to the proposed base station installation at White Woman Lane SW of North Walsham Road however, were concerned as to why an additional mast was required given two existing masts were located within a short distance of this site offering the possibility of shared facilities. Furthermore, the proposed location for the mast is in Sprowston and any reference to Beeston St. Andrew should be removed from the address.

23/123. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 24 March 2023, 31 March 2023 and 14 April 2023.

23/124. SCHEDULE OF DIRECT DEBIT PAYMENTS

In response to Councillors' questions the Town Clerk advised:

Invoice Nos. 36535724 and 116004286 Council Tax Bill for 2023/2024 - Viking Centre Non - Domestic Rate for Restaurant and Premises, the change of use would be recognised when the planning application had been approved. He hoped Council would be eligible for a pro-rated refund.

The schedule of direct debit payments to 26 April 2023 totalling £96,793.61 was approved and noted.

23/125. PAYMENT OF ACCOUNTS - INVOICES TO PAY 26 APRIL 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 26 April 2023 totalling £32,084.79.

On the motion of Mr R J Knowles, seconded by Mr J H Mallen it was **RESOLVED** that payment of the schedule of invoices to 26 April 2023 totalling £32,084.79 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

23/126. PAYMENT OF ACCOUNTS - INVOICES PAID 26 APRIL 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 26 April 2023 totalling £287.95.

On the motion of Mr M G Callam, seconded by Mr R J Knowles it was **RESOLVED** that payment of the schedule of invoices paid to 26 April 2023 totalling £287.95 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

23/127. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

The schedule of credit card and Barclay Visa Debit payments to 26 April 2023 totalling £1,593.02 was approved and noted.

23/128. EXCLUSION OF PRESS AND PUBLIC

Mr W F Couzens proposed, seconded by Mr M G Callam 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.

23/129. PLANNING ENFORCEMENT

Council considered the list of current and closed planning enforcements and questioned if monthly meetings were taking place with Broadland District Council Majors team and developers.

The Town Clerk advised the planning enforcement team were using a new reporting system and he expected the next version to be more detailed.

23/130. PERSONNEL

Mrs J Leggett reported a complaint received from a member of the public regarding a member of staff.

The Town Clerk updated Council on another staffing matter.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.50pm.

17 May 2023

Chair

DRAFT