

## MEETING OF SPROWSTON TOWN COUNCILLORS – 1 APRIL 2020

At the remote meeting of the Sprowston Town Councillors held by telephone conference call on Wednesday 1 April 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mr J F Fisher
Mr M G Callam	-	Mrs B J Lashley
Ms D Coleman	-	Mrs J Leggett
Mr W F Couzens	-	Ms C T Rumsby
Mr N Shaw		

In attendance

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

*Note: This meeting does not qualify as a Council Meeting under the terms of the Local Government Act 1972. However, in order to uphold transparency and best practice, formal Council procedure was followed as closely as possible, although any votes taken were for indicative purposes only.*

---

### **20/078. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **20/079. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Councillors from Mrs B Cook, Mr R J Knowles, Mr I J Mackie and Mr J H Mallen.

### **20/080. MINUTES**

The Minutes of the Council's meeting held on 11 March 2020, having previously been circulated to all Councillors were subject to the following suggested amendments

Minute 20/060 - second paragraph **delete** out

Minute 20/061 **insert RESOLVED** that the following Councillors serve on the Recreational Facilities Working Group: Mr M G Callam, Ms D Coleman, Mrs J Leggett and Mr J H Mallen.

Minute 2019/067 4.1 **delete** March and **insert** April

Minutes to be formally confirmed at next Council Meeting and signed by the Town Mayor of the Council.

## **20/081. ACTIONS FROM MINUTES**

### **(1) Greater Norwich Local Plan Consultation (GNLP)**

Further to Minute 20/070, the Town Clerk confirmed that Council's comments relating to the Greater Norwich Local Plan Consultation had been submitted.

### **(2) Installation of Posts to Address Dangerous Parking on the Grass Verge Outside Falcon Road Junior School**

Further to Minute 2020/046 5.1, the Town Clerk reported that erection of wooden posts on the verge at Falcon Road opposite the School had been postponed.

## **20/082. BROADLAND AND SOUTH NORFOLK DISTRICT COUNCIL - TOWN AND PARISH CORONOVIRUS BRIEFING**

Councillors noted the Covid-19 - Our response working together briefing. The Town Clerk reported that since its publication Broadland District Council had sent letters all households explaining to residents the process for contacting the authorities for assistance.

## **20/083. SPROWSTON TOWN COUNCIL'S COMMUNITY SUPPORT DURING CORONAVIRUS PANDEMIC**

The Town Clerk reported that Norfolk County Council were acting as a one number doorway feeding requests to district and local volunteers such as Sprowston Coronavirus Help Group (SCHG) set up by Sprowston resident Carol Pennycook.

He explained the main problem was cash and outlined the process for Sprowston Town Council to act as a financial go-between for SCHG.

The Town Clerk asked Councillors to contact him if they felt able to help with volunteering work i.e. shopping etc.

Mrs B J Lashley suggested SCHG apply for a grant from the Covid-19 Community Response Fund. Whilst they did not normally give grants to un-constituted charities they could assist if associated with a parish or town council.

The Town Clerk confirmed that an application had already been prepared.

Ms C T Rumsby asked what help there was for people with no money and if there was a local foodbank facility.

Mr J M Ward advised that residents could ring Broadland District Council for assistance who could also arrange food parcels to be sent.

The Town Clerk reported that Carol Pennycook had already been contacted regarding the creation of a foodbank. There were delays however he had offered Sprowston Pavilion as a possible venue.

Ms C T Rumsby said she could probably locate food for this project.

## **20/083. SPROWSTON TOWN COUNCIL'S COMMUNITY SUPPORT DURING CORONAVIRUS PANDEMIC (CONTINUED)**

The Town Clerk agreed to request Carol Pennycook to contact Mrs Leggett, Ms Rumsby and Mr Ward directly.

Mrs B J Lashley told Council that the Senior Citizens Club were ringing all members to ensure their safety and advising them that Sprowston Parish Churches had a contact number on their Facebook page for people in difficulty.

Ms D Coleman said she was an Admin on the Coronavirus Sprowston Page and was very concerned that someone might be missed particularly those people who do not ask for help and not on social media.

It was agreed that Councillors contact the Town Clerk with any future ideas, the Town Clerk update Council on a weekly basis and to pass on Council's thanks to Carol Pennycook.

## **20/084. 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 County Council has arranged with bus operators to allow use of concessionary bus passes before 9.30am on weekdays to allow residents to visit shops that are operating early opening hours for vulnerable people.
- (2) Household waste, recycling centres and Park and Rides are now closed
- (3) Weddings held on Norfolk County Council owned land have been cancelled
- (4) Citizenship ceremonies have been postponed.
- (5) Parents of children who are entitled to free school meals will now receive a weekly £15.00 food voucher
- (6) Norfolk Fire and Rescue are in talks with East of England Ambulance Trust to allow Fire Fighters to assist in driving ambulances to retrieve bodies
- (7) Trevor Holden is coordinating the support plan for vulnerable people working with councils and the voluntary sector across the county.
- (8) A hardship fund has been provided by the Government with measures to help individuals. Anyone who needs help should visit their local council website. Businesses in need of support should visit the New Anglia Local Enterprise Partnership website.
- (9) Broadland District Council is setting up an emergency committee which could make council decisions should regular meetings be unable to take place. The emergency committee will comprise of six members, including cabinet chair and vice-chair Shaun Vincent and Trudy Mancini-Boyle, opposition leader Steve Riley, portfolio

## **20/084. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

holder for housing and wellbeing Fran Whymark, and two other members who will be selected for "political balance".

Mrs B J Lashley asked if the Government had given guidance regarding the holding of Annual General Meetings. Mr Ward replied they had not as of yet.

## **20/085. REPORT OF THE TOWN CLERK**

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

#### **1.1 Coronavirus**

Councillors noted that in line with the Government's latest guidance to practice social distancing and avoid gatherings the Town Clerk had closed the public toilets on Sprowston Recreation Ground and Sparhawk Park, tennis courts, bowls green, bicycle track and children's play areas, public buildings including Sprowston Diamond Centre, Cricket Pavilion, Council Office and Chamber.

Hirers and other user groups had received a full refund for cancellations.

Whilst allotments remained open signage had been placed to remind allotment holders to maintain social distancing.

Mrs B J Lashley asked if allotment holders had use of the taps to which the Town Clerk said he would clarify if the water had been turned on.

### **CEMETERY**

#### **2.1 Church Lane Cemetery**

Councillors noted that in line with current Government advice, Church Lane cemetery would remain open and staff remain ready to accommodate interments.

Mrs B J Lashley asked if there was a limit on the number of mourners allowed at grave side, and if the visitor centre was open to the public.

The Town Clerk responded that the Association for Funeral Directors were recommending 10 whereas the Government's advice was close family members only. He would clarify if the visitor centre remained locked when interments took place.

The Town Clerk explained that staff would not enforce a reduction in mourners at graveside as this would require close interaction or possibly raised voices from a distance, which he felt was inappropriate.

He commented that in some area's cemeteries had turned into social hubs and had subsequently been closed to the public. This was not the experience at Sprowston cemetery but he would closely monitor and if necessary, close the cemetery to the public except for when an interment took place.

## **20/085. REPORT OF THE TOWN CLERK (CONTINUED)**

### **STREET LIGHTING**

#### **3.1 No matters were reported**

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Staffing during coronavirus pandemic**

The Town Clerk reiterated the contents of his report with regard to staffing during the coronavirus pandemic.

In response to Councillors questions he advised that cutting of verges would be regularly reviewed and that the Government guidance did not expect public funded staff to be furloughed except in very rare circumstances.

### **PLANNING AND TRANSPORTATION**

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

## **20/086. 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 Councillors

Passed indicative votes:

### **RESOLVED**

(a) to raise no objection to the following applications:

2020/0446 - two single storey front extensions, new porch extension to side, single storey rear extension to replace existing conservatory and new conservatory and rear balcony at Park House, Wroxham Road

(b) to oppose the granting of planning application 2020/0155 - reserved matters application following grant of planning permission - 20190969 - demolition of existing shop and erection of 3 chalet bungalows at 16-22, Linacre Avenue on the grounds that it is an overdevelopment of the site, dangerous to the highway as one driveway exits on a bend and two are opposite a busy junction. Concern was also expressed about the building of a dwelling over a main sewer.

(c) to oppose the granting of planning application 2020/0447 - proposed residential development of a minimum 803 dwellings with access roads and associated infrastructure 2. Site for a new primary school 3. Land for a Bus Rapid Transit (BRT) scheme 4. Section of orbital link road 5. Retained areas of woodland and creation of open space (Reserved Matters) (20160498) at Land south of Salhouse Road on the grounds that there is a lack recreational space and insufficient parking provision. Council felt that verges should not be included within the allocation for public open space as they were not usable for play or recreational activities.

## **20/086. PLANNING (CONTINUED)**

Furthermore, the wooded area had been deemed of ecological importance what access would be available to the public.

- (d) to oppose the granting of 2020/0463 - two storey side extension at 77, Cromwell Road on the grounds that issues relating to foul water drainage and the boundary wall should be resolved before permission granted.
- (e) whilst not opposed to the granting of planning application 2020/0487 - demolish redundant garage, erection of two storey side extension & single storey lean-to at rear at 85, Foxburrow Road concern was expressed about building to the boundary wall which would create a terracing effect.

## **20/087. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

## **20/088. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

A written report was received from Mrs J Leggett regarding the Safer Neighbourhood Action Panel Meetings trialling a different format.

Mrs B J Lashley verbally reported that the Norfolk Association of Local Council - Spring Conference to be held 4 April 2020 had been cancelled.

## **20/089. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 1 April 2020 totalling £10,673.17.

The schedule of accounts was noted.

## **20/090. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAYS VISA DEBIT**

In answer to a question the Town Clerk explained that payment of £41.50 to Goldstar Norwich Ltd on 24 March 2020 was a taxi fare for the Finance Officer to take equipment and files to Lowestoft for home working.

The schedule of credit card payments totalling £151.31 was noted.

## **20/091. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £22,393.04 was noted.

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

22 April 2020

---

Town Mayor