

MEETING OF SPROWSTON TOWN COUNCILLORS – 24 JUNE 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 24 June 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr M G Callam	-	Mrs B J Lashley
Ms D Coleman	-	Mrs J Leggett
Mrs B Cook	-	Mr J H Mallen
Mr W F Couzens	-	Ms C T Rumsby
Mr R J Knowles	-	Mr N Shaw

In attendance

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

20/144. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations or disclosable pecuniary and other interests were received.

20/145. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mr J F Fisher and Mr I J Mackie.

20/146. MINUTES

The Minutes of the Council's meeting held on 3 June 2020, having previously been circulated to all Councillors were subject to the following amendment

Minute 20/142, **delete** 13 May 2020 and **insert** 3 June 2020

confirmed and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

20/147. ACTIONS FROM MINUTES

(1) Planning Application 2019/1875 - Land at Lushers Loke

Further to Minute 20/135, the Town Clerk reported that timber posts were to be erected at the entrance to the byway with signage defining types of vehicle permitted to use it. However, he was not aware of any private access arrangements that could have been made.

Mrs J Leggett commented on the high level of activity on site but had been advised by the planning officer of no further development with the planning application.

20/147. ACTIONS FROM MINUTES (CONTINUED)

Mrs B J Lashley suggested Norfolk County and Broadland District Councils be asked to challenge drivers of vehicles non-compliant with the definition attempting to use the byway to demonstrate they have a private access agreement.

(2) Sprowston Cricket Ground / Barkers Lane Open Space - Hole in Fence

Referring to Minute 20/131, Mr J H Mallen asked if repairs to the fence had been completed.

The Town Clerk responded that work had been programmed but not carried out.

(3) Sprowston Park and Ride - Gypsy Travellers

Referring to Minute 20/132, Mr J H Mallen expressed surprise that security was not in place to prevent travellers moving from Sprowston to Costessey Park and Ride.

Mr Ward responded that it was a Police matter.

Mrs B J Lashley commented there used to be a Gypsy Traveller forum when local authorities were obliged to provide sites for travellers. She asked if sites were still available.

Mr Ward replied it was a Norfolk County Council obligation and there were a number of sites across the county.

Mrs J Leggett advised there was a great deal of liaison between Broadland District Council, Norfolk Constabulary and Travellers known and unknown but given the current circumstances with COVID-19 travellers were not being pursued rigorously to move.

(4) Track and Trace COVID -19

Referring to Minute 20/134 (3), Mr W F Couzens asked if there was an update on the Track and Trace announced in Norfolk.

Mr Ward advised that Track and Trace was manually operational in Norfolk but not available using the App.

(5) Developing / Facilitating Community Support in Sprowston

Further to Minute 20/136, Mrs J Leggett reported that Mr K Lashley had approached Carol Pennycook about joining the Grow Your Community Group. It was felt a bit premature as Carol Pennycook was organising the team into a recognised group with its own bank account.

(6) Play Areas and Public Toilets

In response to a question the Town Clerk advised that following risk assessment, appropriate signage in place and hand sanitiser the Council's public toilets would be open within 10 days.

20/147. ACTIONS FROM MINUTES (CONTINUED)

(7) Sprowston Bowls Green

Mr J H Mallen enquired about usage of the bowls green.

The Town Clerk confirmed that a timetable was in place and members of two clubs were playing on the green.

20/148. POLICE LIAISON OFFICER'S REPORT

Council noted Norfolk Constabulary's June newsletter and crime updates.

The Town Clerk commented that although recorded crime offences were lower than on the previous report it was not surprising given the current circumstances domestic instances had increased.

Mrs Leggett reported that PC Gill had requested Police assistance with regard to traffic issues on Greenborough Road and North Walsham Road. PC Gill was concentrating on neighbour complaints such as youth football in schools and issues in residential gardens etc.

Mr W F Couzens expressed surprise that only 1 incidence of theft from a motor vehicle and 2 theft of pedal cycle had been recorded given it was well known there were more occurrences than indicated.

It was agreed that the Town Clerk would raise these concerns with Norfolk Constabulary.

Mr J H Mallen asked if a Safer Neighbourhood Action Panel (SNAP) meeting had been scheduled to agree the Neighbourhood Priorities.

Mrs J Leggett agreed to enquire as to when a meeting would be arranged now that COVID-19 lock down rules were easing.

20/149. CORRESPONDENCE

No correspondence was received.

20/150. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) This week will see the first of 1800 disadvantaged Norfolk pupils receive a laptop as part of the Government's scheme to support young people to learn remotely during the pandemic and help tackle digital exclusion.
- (2) Shops across Norfolk are being asked to support young carers with access for shopping slots for vulnerable people. "Heroes at Home" is the name of the campaign that was launched recently in Carers Week. Datils available at www.norfolk.gov.uk

20/150. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (3) The Government's decision to give free school meals vouchers during the summer holidays to those who qualify will benefit 14,000 in Norfolk.
- (4) Norfolk is to get £3.72m to support the new Coronavirus NHS Test and Trace service. There could be local lockdowns if outbreaks are identified.
- (5) The Parish/Town Partnership Scheme which has run for 7 years is to be repeated in 2021/22. Norfolk County Council (NCC) has allocated £325k on a 50/50 basis with an upper limit of £25k per bid for highways projects which need to be approved by NCC Highways Engineer. There is a closing date of 4th December 2020.
- (6) Due to extensive building work the post office at 201, Wroxham Road will close temporarily from 12.30pm, Saturday 27 June 2020, reopening at 9.00am on Friday 17 July 2020.

Mrs J Leggett verbally reported that:

- (1) Broadland District Council's Environmental Strategy will be considered at the Cabinet meeting in July.
- (2) Broadland District Council meetings could be viewed on YouTube.

20/151. RESIDENT'S QUESTIONS

As no members of the public were present the Town Mayor moved to the next item of business.

20/152. REVIEW OF INVENTORY OF LAND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

Mrs J Leggett proposed, seconded by Mrs B J Lashley to accept the inventory of land assets including buildings and office equipment subject to the following amendments:

Asset No. B001 delete (Rented)

Asset No. B003 delete repeated words maintenance store

On being put to the vote the motion was CARRIED.

20/153. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

In answer to Councillors questions the Town Clerk responded:

- (1) He would check if the premium had changed from previous year.
- (2) Valuations of Council's assets were rebuilding costs provided by the project manager.

20/153. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS (CONTINUED)

- (3) A claim could not be made for loss of revenue at Sprowston Diamond Centre as Coronavirus was not listed on the Statutory Notifications of Infectious Diseases (SNID) when the Policy Schedule was prepared. He would revisit the SNID to ascertain recent additions to the list and clarify with Zurich if the Council could claim for any future outbreaks of COVID-19 causing loss of revenue.
- (4) The buildings sum insured for Sparhawk maintenance store was higher than Sprowston Recreation Ground maintenance store due to its more expensive brick construction.

20/154. FINANCE

(1) To review and adopt:

(1.1) Corporate Governance Policy 2020-21

Council reviewed and adopted the Efficiency and Value for Money 2020-21 Policy without amendment.

(1.2) Efficiency and Value for Money Policy 2020-21

Council reviewed and adopted the Efficiency and Value for Money 2020-21 Policy subject to the following amendment:

4 (b) **delete** lone and **insert** long.

(1.3) Managing Money Policy 2020-21

Council reviewed and adopted the Efficiency and Value for Money 2020-21 Policy without amendment.

(1.4) Risk Register and Risk Management Strategy 2020-21

Council reviewed the Risk Register and Risk Management Strategy 2020-21.

In response to Councillors questions the Town Clerk advised:

- (1) He would clarify and include if appropriate Grants to local community bodies and Proper document control in the Risk Assessment given, they were not registered as having an impact or likelihood.
- (2) Current emergency legislation covered Minutes not being signed during the COVID-19 pandemic.

RESOLVED to adopt the Risk Register and Risk Management Strategy 2020-21 subject to (1) above.

- (2) **To review Financial Risk Management 2020-21 document and approve the Terms of Reference for Internal Audit as listed under Internal Audit Assurance section therein**

20/154. FINANCE (CONTINUED)

Council reviewed the Financial Risk Assessments for 2020/21.

In response to Councillors questions the Town Clerk confirmed:

- (1) Council had a preferred list of suppliers.
- (2) Administrative officers were trained to undertake a wide range of tasks and Council was covered in the event of annual leave or sickness.
- (3) The Risk Register was updated annually unless material changes took place during the year.

RESOLVED to approve the Assessment and Terms of Reference as listed under the Internal Audit Assurance including insurance details checklist.

(3) To review the Internal Audit Checklist 2020-2021 Parts 1 and 2

Having reviewed the Internal Audit Review Checklist parts 1 & 2 it was

RESOLVED to authorise the Chairman of the meeting to complete all questions in the affirmative and sign on behalf of the Council.

(4) Appointment of the Internal Auditor for the ensuing year

RESOLVED to confirm the appointment of Auditing Solutions Ltd as the Council's Internal Auditors for the ensuing year.

20/155. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre - Loss of revenue due to Coronavirus lockdown

Council noted Sprowston Diamond Centre loss of revenue for April and May due to UK Coronavirus lockdown.

The Town Clerk reported delaying the streetlight replacement programme to ensure no impact on Council's revenue.

The Government has given emergency funds directly to County and District Councils but not to Town and Parish Councils. The National Association of Local Councils is lobbying Government to extend emergency funding to Town and Parish Councils.

Mrs B J Lashley advised that Norfolk Association of Local Councils were holding an extraordinary meeting next week and would be asking Broadland District Council for any available Government funds to help with loss of revenue, and at the very least relief on business rates.

20/155. REPORT OF THE TOWN CLERK (CONTINUED)

1.2 Sprowston Diamond Centre - Reopening and advanced bookings

Council noted that provisional advanced bookings would be taken for Sprowston Diamond Centre from 20 July 2020 onwards, subject to Government guidelines to be announced 4 July 2020.

COVID-secure measures would be taken to protect hirers, users and staff.

Cancellation fees for cancelled bookings had been temporarily waived to give hirers financial reassurance should they not receive enough interest to make their sessions viable.

A majority of those customers who had expressed an interest would be returning in September.

1.3 Public Toilets

Council noted the Town Clerk was liaising with Broadland District Council and cleaning contractors with regard to opening public toilets at the Councils parks as soon as possible.

1.4 Football Teams using Sprowston Recreation Ground

Council considered the report of the Town Clerk and felt it was important to support local teams to play football where possible. However, it was noted that it could be off putting for other users of the Recreation Ground if the park was full of teams training.

Following a long debate, it was

RESOLVED

- (1) To encourage use of Sprowston Diamond Field for football training.
- (2) Not to raise a hire fee for use of Sprowston Diamond Field for Football training.
- (3) To raise a hire fee of £10.00 per evening for hire of Sprowston Recreation Ground for Football training.

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

20/155. REPORT OF THE TOWN CLERK (CONTINUED)

PLANNING AND TRANSPORTATION

5.1 No matters were reported

20/156. 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

to raise no objection to the following applications:

2020/0992 - reserved matters application for access and a car parking area pursuant to outline planning permission 20080367 at Land at Blue Boar Lane

2020//1123 - loft conversion, rear deck and rear first floor extension at 13, Moore Avenue

2020/1210 - erection of front porch at 4, Corbett Avenue

20/157. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett reported that the Recreational Facilities Working Group had made good progress at their first meeting held on 23 June 2020. It had been agreed to survey residents to identify their needs for recreational facilities in Sprowston using various means, with responses to be made by 30 September 2020. A further meeting of the group had been arranged for the 14 July 2020.

20/158. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley reported that whilst there had been no official meeting of the Norfolk Association of Local Councils' they were still progressing with becoming a co-operative.

Mr W F Couzens reported that Sprowston Senior Citizens Welfare Committee continued to remote meet monthly and members were being contacted to ensure their health and safety.

Mr R J Knowles reported that Broadland Older Peoples Partnership meetings had been cancelled due to COVID-19 until further notice.

20/159. PAYMENT OF ACCOUNTS 24 JUNE 2020

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 24 June 2020 totalling £4,573.60 and answered a Councillors queries as follows:

- (1) Invoice 54483 The Alarm Company - regular testing of the burglar alarm at Sprowston Recreation Ground would be scheduled.

20/159. PAYMENT OF ACCOUNTS 24 JUNE 2020U (CONTINUED)

- (2) IN1161 S.A.W Home Improvements & Maintenance Services - were substantial repairs to part of Sparhawk building roof which had previously been reported as requiring replacement in future; repair to toilets following vandalism at Sparhawk Park, and a change of lock and toilet repairs at Sprowston Diamond Centre.

In answer to a question regarding Sprowston Youth Engagement Project (SYEP) second instalment: Outreach Worker, Mrs J Leggett reported that SYEP were running online sessions and she would arrange for a report to be presented at the next Council meeting.

On the motion of Mr J H Mallen, seconded by Mr R J Knowles it was **RESOLVED** that payment of the accounts to 24 June 2020 totalling £4,273.60 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity.

20/160. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 24 JUNE 2020

The schedule of credit card payments totalling £249.56 was approved and noted.

20/161. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £5,490.93 was approved and noted.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 9.04 pm.

15 July 2020

Town Mayor