

MEETING OF SPROWSTON TOWN COUNCILLORS – 5 AUGUST 2020

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 5 August 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr M G Callam	-	Mrs J Leggett
Mr W F Couzens	-	Mr I J Mackie
Mr J F Fisher	-	Mr J H Mallen
Mr R J Knowles	-	Mr N Shaw
Mrs B J Lashley	-	Mr S C Walker

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mrs N Harpley	-	Broadland District Councillor - Sprowston Central

2 members of the public

20/179. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs J Leggett	20/189 - Application for a Premises Licence	Broadland District Council - Portfolio Holder

20/180. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Ms D Coleman, Mrs B Cook and Ms C T Rumsby.

20/181. MINUTES

The Minutes of the Council's meeting held on 15 July 2020, having previously been circulated to all Councillors were confirmed subject to the following amendments

Minute 20/167 (3), **delete** to put their own measures in place and **insert** any traffic measures installed would be at their own expense.

Minute 20/171, **delete** FIANANCE and **insert** FINANCE

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

20/182. ACTIONS FROM MINUTES

Planning Application 2019/1875, Land at Lushers Loke, Sprowston NR7 8TH

20/182. ACTIONS FROM MINUTES (CONTINUED)

Council noted that planning application 2019/1875, Land at Lushers Loke Sprowston NR7 8TH had been withdrawn.

20/183. POLICE LIAISON OFFICER'S REPORT

Having received an update from PC Gill Mrs J Leggett verbally reported:

- there had been an incidence of arson at Sparhawk Park;
- an increase in anti-social behaviour weekends and evenings;
- an increase in neighbourly disputes;
- the road policing unit were still dealing with speeding issues and three special constables were being trained.

20/184. CORRESPONDENCE

Norwich Western Link Local Access Consultation

Council noted the Western Link Local Access Consultation was launched on 27 July 2020 and it was agreed that Councillors respond on an individual basis.

20/185. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

Norfolk County Council

- (1) A planning application has been submitted to build a £1.9m recycling centre on part of the Harford Park and Ride site. This will replace one at Ketteringham and will complement the new Norwich North recycling centre. These will replace the current Mile Cross recycling centre in 2021.
- (2) In June, 27,895 Norfolk residents claimed Universal Credit, this is 5.2% of the resident population.
- (3) Norfolk County Council and business leaders have agreed to fund £2.225m tourism support package from the Norfolk Strategic Fund to be led by Norfolk County Council in partnership with the seven district councils.
- (4) The Linacre Avenue Bus Route: - I am pleased to report that following representations our MP Chloe Smith, Councillor Leggett, Councillor Harpley, myself and the Town Council, the County Council has arranged for Konect Bus company to take on this route from 7 September 2020 with an hourly service Monday - Friday.

Broadland District Council

- (1) Since the lockdown in March, Broadland District Council and South Norfolk District Council have awarded more than £50m in grant payments to local businesses from Government funding, and processed more than 4,000 business grants.

20/185. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (COUTINUED)

Councillor N Harpley verbally reported "As I'm sure you are now all aware, planning application 20191875 has now been withdrawn, with the developer citing local residents' concerns for safety and noise. I would like to thank the residents who I have been working with to oppose this development. This is a great result for community campaigning. There are still some unresolved questions regarding the site's interim use and I am currently in communication with the local planning officer about them."

Mrs B J Lashley advised she had received an email from a resident of School Lane regarding Colby Commercials erecting "Residents Only" signage.

Councillor Harpley responded, there was ongoing issues as no one was claiming ownership of the Byway and she was trying to ascertain under what terms it could be used. The Planning Authority were unaware and she was now approaching Norfolk County Council Highways.

20/186. RESIDENT'S QUESTIONS

On the motion of Mr J M Ward, seconded by Mr R J Knowles 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 Town Mayor who would, assisted by the Town Clerk, reply.

Mr K Lashley commented that it was good news regarding Lushers Loke thanks to the hard work of residents and Councillor Harpley.

The owner of land at Lushers Loke is now putting forward an application for housing, the trans-shipment site has been a huge car park since its operation was closed, Colby Commercials have told the telecoms company to move their mast and planning permission has been given for a new location on Chartwell Road.

He went on to say is this not a great opportunity to achieve this element of the Neighbourhood Plan and asked what the Town Council was doing to move the plan forward.

Mr J M Ward replied the Town Council would aim to implement the Neighbourhood Plan but questioned whether the remaining business could be moved.

The meeting was reconvened.

20/187. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre

Further to his written report the Town Clerk advised that Sprowston Diamond Centre was now fully operational and had been well received by returning customers. He was hopeful of further regular customers returning.

20/187. REPORT OF THE TOWN CLERK (CONTINUED)

Referring to the fitness group trialling use of Barkers Lane Mrs B J Lashley requested consideration be given to events taking place at St. Mary and St. Margarets Church to avoid any disturbance.

1.2 Football Teams using Sprowston Recreation Ground

The Town Clerk further reported that Sprowston youth teams appreciated use of the Diamond Field however, usage was reducing as other venues re-opened.

With regard to adult and youth teams from outside Sprowston allegedly using Sprowston Recreation Ground Councillors enquired as to which teams were playing, how often, why they were gravitating to Sprowston and if it was causing a nuisance?

The Town Clerk advised he had not conducted a survey but had seen large numbers of participants engaged in organised football training sessions. It was a difficult situation given Sprowston teams were recently asked to move off the park. He said they might feel it unfair if non-Sproston teams were not requested to do the same.

Council did not feel Barkers Lane was a suitable location for formal football as it was originally purchased for use as an open space. It could deter other users and be a nuisance to neighbouring properties.

Council did not feel a decision could be made until further information was available and it was

RESOLVED

- (1) To remove Option 4: Identify these clubs and offer the use of Barkers Lane open space at the standard rate of £15 per hour, or a reduced rate of Council's choosing, or free of charge.
- (2) Town Clerk to find out more details

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 Annual Street Lighting Contract

In answer to a Councillors question the Town Clerk advised that the £600.00 plus VAT monthly fee included all call outs and routine repairs. Specialist parts and repairs were additional.

On the motion of Mr J M Ward, seconded by Mrs B J Lashley it was proposed to renew the annual contract with Cozens UK at a cost of £600.00 plus VAT per annum and on being put to the vote the motion was CARRIED.

20/187. REPORT OF THE TOWN CLERK (CONTINUED)

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Personal Injury Claim by a Member of Staff

Mr J H Mallen enquired as to progress of the personal injury claim by a member of staff.

The Town Clerk reported it was too early to comment as defence was submitted at the end of July however, he was confident there was no case to answer to.

He would update Council when more details were available.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

SPROWSTON CORONAVIRUS UPDATE

6.1 Sprowston Coronavirus Help Group (SCHG)

The Town Clerk reported that SCHG had been successful in their application for a £1000 grant from Clarion Housing.

Mrs J Leggett reported that the group were looking to move forward with their own Governance and Bank Account.

Also, Broadland District Council were no longer paying for travel expenses however, she understood there was still some grant money left to cover this.

20/188. 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:

2020/1166 - single storey rear extension (retrospective) at 10, Neville Road.

2020/1290 - two storey extension at 156, North Walsham Road.

2020/1296 - erection of two storey rear extension at 50, Blackwell Avenue.

2020/1318 - demolish existing rear conservatory and new single-storey extension with flat roof at 32, Greenborough Road.

2020/1334 - alteration including demolition and replacement of existing garage at 18, Recreation Ground Road.

20/188. PLANNING (CONTINUED)

2020/1413 - single storey rear extension on the back of an existing extension, work to include a new flat roof to existing at 32, Allens Lane.

2020/1409 - proposed change of use of part ground floor of dwelling to 2 small business units. 1 - One Sensory Therapy. 2 Pottery Studio.

- (b) not to oppose the granting of planning application 2020/1390 subject to the illumination of signage being restricted to opening hours of the business.
- (c) not to oppose the granting of planning application 2020/1143 - 7 Avian Way but expressed concern with regard to the availability of male and female toilet facilities and increased traffic movements.

20/189. APPLICATION FOR PREMISES LICENCE UNDER LICENCING ACT 2003

Council were opposed to the granting of a premises licence at 3, Hanson Close on the grounds of Prevention of Public Nuisance.

A cocktail and delivery service was considered to be an inappropriate activity in a residential close.

Preparation of cocktails would be carried out in a spare bedroom of a terraced house and could cause noise nuisance for neighbours of adjoining properties, particularly with additional movements up and down stairs, loading and deliveries.

20/190. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett reported the Recreational Facilities Working group had met on 31 July 2020 and had:

- prepared a map with catchment areas of major facilities within a 10-minute walk (approximately)
- identified land at White House Farm phase 2 which the Town Clerk was to establish ownership
- looked at green areas across the parish suitable for recreational use
- commented on a survey to be completed by residents
- considered revising the Neighbourhood Plan and awaiting the Town Clerk to clarify the correct procedure to follow.

Mr M G Callam commented that a few areas had been identified as some distance from facilities and a planning application just considered by Council for change of use to football was in one of these locations.

Mrs B J Lashley asked the group to consider provision of disabled facilities during their deliberations.

20/191. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr W F Couzens reported the Senior Citizens Club was now open for a limited number of groups and activities

The Sprowston Coronavirus Help Group had changed their name to Sprowston Supporting Our Community Together. Numbers of residents requiring help was reducing but work was still ongoing and they now offered a befriending service.

Mrs B J Lashley reported that:

- (1) guidance documentation was available from the National Association of Local Councils which referred to changes in legislation for Local Authorities and Police and Crime Panels.
- (2) Tree Charter Day is on 28 November 2020 and the National Association of Local Councils was offering 420 free trees to plant in the local community. Applications to be made by 14 August 2020.

Mrs B J Lashley enquired about the activity of Tree Wardens in Sprowston.

It was agreed the Town Clerk contact Tree Wardens Christine Hipperson and Ben Jervis.

20/192. FIRST QUARTER (30 JUNE) 2020 BANK RECONCILIATION

The First Quarter (30 June) 2020 Bank Reconciliation was received and noted.

20/193. SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 30 JUNE 2020

The Town Clerk responded as follows to Councillors queries on the Income and Expenditure and Balance Sheet:

1. The majority of Council's income is from the Precept which is paid in two instalments;
2. Annual charges are paid at the beginning of the financial year;
3. Rates are well above 25% as they are paid in two instalments;
4. Sprowston Diamond Centre Loan Charges (nominal code 7411) is paid twice yearly.
5. There had been no transactions within the Dementia Café and Heritage Fund however, held funds had to be represented within the summary.

RESOLVED to approve and adopt the Summary of Income and Expenditure and Balance Sheet to 30 June 2020.

20/194. PAYMENT OF ACCOUNTS 5 AUGUST 2020

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 5 August 2020 totalling £7,383.16.

The Town Clerk responded as follows to a Councillors query on the Schedule of Accounts:

20/194. PAYMENT OF ACCOUNTS 5 AUGUST 2020 (CONTINUED)

Invoice No. INO1175 Seal (Part) Roof Diamond Centre - were repairs to an area of unsealed flat roof and glass skylight which had been leaking on and off. This had been taken up with the Architect and original roofing contractor to no avail.

The cost of repairs will be reimbursed from the contingency fund held by the Council.

The roof over the kitchen and storage cupboards will require replacement and quotations for various options have been received at approximately £10k - £12k. Further quotations will be sought. These costs will also be reimbursed from the contingency fund.

The project manager is aware however, the construction company OMNIS is in administration.

There has been no communication from the Receivers.

On the motion of Mr J M Ward, seconded by Mrs J Leggett it was **RESOLVED** that payment of the accounts to 5 August 2020 totalling £7,383.16 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity

20/195. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 5 AUGUST 2020

The Town Clerk responded as follows to Councillors queries on the Schedule of Credit Card Payments and Barclay Visa Debit:

1. Invoice 167606 4 Hand Sanitising Stations - These are touch-free sanitising stations installed at Sprowston Diamond Centre. Due to vandalism of Council's public toilets and high cost of hand sanitising stations, units were not installed at public toilets. Additional handwashing signage was displayed in the public toilets instead.
2. Invoice nos. 100058148 and 10058196 - Fritillary bulbs and English Bluebells were planted in various locations including the Millennium Woodland and Blue Boar Lane open space. It was hoped that local Girl Guides would be able to help with planting however, this was unlikely given current COVID-19 restrictions.

The schedule of credit card payments totalling £1,513.06 was approved and noted.

20/196. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments totalling £3,696.19 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 8.56pm.

26 August 2020

Town Mayor