



**Minutes of the Sprowston Town Council meeting held Wednesday 25 October 2023  
at the Council Chamber, Recreation Ground Road, Sprowston.**

**Councillors (Cllrs.) Present:** W F Couzens (Chair),

B Baby	-	A L Parker
M A Booth	-	A R Tipple
S D Booth	-	E H Tovell
M G Callam	-	R H Tovell
J H Mallen	-	K Vincent

**Officers:** G Ranaweera (Town Clerk and Responsible Financial Officer)

**Norfolk County Councillor:** J M Ward

**Members of the Public:** Two members of the public were present

---

**23/275. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

**23/276. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Cllrs. J Leggett, D Coleman and H W Tarlton

**23/277. RESIDENTS' QUESTIONS**

On the motion of Cllr. W F Couzens, seconded by Cllr. J H Mallen, 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.

Mr K Lashley of Neville Road passed on a suggestion from a resident of Cannerby Lane who had requested grass verges be removed in favour of tarmac. The resident felt mud from the verges washed into the drains and blocked them up.

Mr Lashley himself had noted road gullies did not seem to be swept as often as in the past. Rubbish and debris is washed into the gullies, causing blockages. He requested Norfolk County Council (NCC) sweep gullies and clear drains more frequently.

## **23/277. RESIDENTS' QUESTIONS (CONTINUED)**

Cllr. W F Couzens observed that when he had reported whole roads of blocked drains and gullies to NCC, NCC had instructed him to report only single gullies at a time.

PC Graham Gill, Beat Manager gave an overview of crime statistics for Sprowston.

- 6 Criminal Damage, including 2 domestic
- 14 Theft, including 3 by the same suspect suspected of stealing medication from a parent; 4 thefts from vans where several thousands of pounds worth of tools were stolen (several similar incidences had also been reported in Norwich)
- 3 Public Order
- 3 Anti-Social Behaviour

PC Gill also advised: In response to complaints about parking, he had submitted reminder letters to all local schools; Two tickets had been issued for pavement parking offenses; Speeding checks had taken place on Barkers Lane and North Walsham Road; Norfolk County Council has confirmed H bars on the South side of Wroxham Road will be painted by end of the financial year.

Cllr. W F Couzens commented that two canisters of catering Nitrous Oxide abandoned on Church Lane had been reported by a member of the public.

Mr Moore enquired if anti-climb paint could be painted on the rails outside the Recreation Ground toilets as children were swinging on them. Mr Moore also asked if a bench could be provided outside the doctors' surgery on Aslake Close.

In response to Mr Moore, Cllr W F Couzens replied anti-climb paint was not a practicable idea as other users of the toilets would come into contact with it. Aslake close is private land, hence the Town Council cannot install a bench there. Any requests for a bench or similar would be best directed to the surgery itself.

## **23/278. MINUTES**

The Minutes of the Council's meeting held on 27 September 2023, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

## **23/279. ACTION FROM MINUTES**

### (1) D-DAY 80 Beacon

Referring to Minute 23/256, Cllr. W F Couzens has contacted the Church, which has agreed to host an event on 6 June 2024 at 9.15pm. The Town Clerk has contacted the air cadets to ask if they wish to participate. Event planning will commence shortly.

### (2) Viking Centre

Further to Minute 23/257 1.3, The Town Clerk confirmed sealed tenders will be opened at 12.30pm on Friday 1 December 2023.

### (3) Appointment of Sprowston Neighbourhood Plan Review Working Group

## **23/279. ACTION FROM MINUTES (CONTINUED)**

Further to Minute 23/259, the Town Clerk confirmed an online training session with Broadland District Council (BDC) officers had been arranged for the group, for 7.00pm, Thursday 2 November 2023. The Clerk thanked Cllr. M A Booth for putting him in touch with the appropriate officers at BDC.

## **23/280. CORRESPONDENCE**

### (1) Broadland and South Norfolk Business Awards

Council noted the poster and information for the Broadland and South Norfolk Business Awards.

Cllr. M A Booth advised the award ceremony would be held on 5 March 2024.

### (2) Western Link

Council noted the email and information therein regarding the Western Link, from NCC Cabinet Member for Highways, Transport and Infrastructure, Cllr. Graham Plant.

## **23/281. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Cllr. M A Booth.

Cllr. M A Booth verbally reported:

The dog waste bins on the White House Farm Estate have finally been emptied, but the waste bins hadn't. Broadland Officers are ringing the developers every day.

The cycle and pedestrian way on Salhouse Road should commence work at the end of the month. The cycle and pedestrian way will eventually meet up with the footpaths on Blue Boar Lane.

A written report was received from Norfolk County Councillor J M Ward.

Cllr. Ward verbally reported:

Norfolk Adoption Service is looking for people to be adoptive parents to 20 children still looking for homes. Anybody interested should contact Norfolk Adoptive Service at Norfolk County Council.

The County Council in partnership with Busseys are making available £10,000 to community organisations in Norfolk who would like to plant trees to provide a tangible community benefit. Details at [www.norfolk.gov.uk/busseyscommunitygrant](http://www.norfolk.gov.uk/busseyscommunitygrant)

Norfolk County Council's annual budget consultation runs from 20 October 2023 to 1 December 2023. The budget planning is based on an assumption of a 4.99% increase (2.9% general and 2% adult social care). Details at [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget)  
A number of bus services are now running more often thanks to money than Norfolk County Council secured from the Department of Transport. More evening services will be provided on routes 11/11a/12/23/24.

## **23/281. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Any of you that use Riverside Leisure Centre, as I do, will be pleased to hear that the management contract between Places Leisure and Norwich City Council has been extended for another 5 years.

In response to Cllr Ward's verbal report, Cllr M G Callam observed it was a shame that First Bus had moved their number 13 service to clash with Saunders' number 55 service instead of off-setting it by 15 minutes, which would have been better for passengers.

Cllr. K Vincent verbally reported:

Norfolk County Council are looking for foster carers. Anyone interested can enquire with NCC on 01603 306649, or see NCC's website for details. Information events will also be held at John Lewis.

Cllr. R H Tovell asked Cllr. K Vincent if yellow lines were to be painted in the bus stop outside White Woman Lane School. Cllr. Vincent replied funds were available through the Parish Partnership Scheme, and possibly through NCC Members' remaining funds.

## **23/282. MEETING ADJOURNMENT**

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

The meeting was reconvened.

## **23/283. REPORT OF THE TOWN CLERK**

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

#### **1.1 Millennium Woodland - The Conservation Volunteers (TCV) Norfolk**

Councillors noted the Town Clerk's invitation to visit the Millennium Woodland at 11.00am on 14 November 2023 and speak with the volunteers.

#### **1.2 Summer Fete, Saturday 13 July 2024 - Budget**

Councillors noted the Clerks written report and the suggestion by the Recreational Facilities Working Group to increase the budget for the 2024 Summer Fete to £17,000.

#### **1.3 Sprowston Diamond Centre - Upgrade to School Room Cinema and Sound System**

Councillors noted the Clerks written report about Sprowston Diamond Centre.

### **CEMETERY**

#### **2.1 Flint and Lime Wall at St. Mary and St. Margarets Church Yard**

Councillors noted the Clerk's written report about the extra repair works required to the Flint and Lime Wall at St. Mary and St. Margarets Church Yard.

## **23/283. REPORT OF THE TOWN CLERK (CONTINUED)**

### **STREET LIGHTING**

3.1 No matters were reported

### **CENTRAL ADMINISTRATION AND PERSONNEL**

4.1 Grounds Team Vacancy and Welfare Facilities

Councillors noted the Clerk's written report about the Grounds Team Vacancy and Welfare Facilities.

### **PLANNING AND TRANSPORTATION**

5.1 No matters were reported

### **ATTACHMENTS**

6.1 None

## **23/284. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

(1) Recreational Facilities Working Group

Cllr. W F Couzens verbally reported on the Recreational Facilities Working Group meeting of 10 October 2023:

The next online meeting with Broadland District Council (BDC) planning officers, about the Beeston Park development, is 14 November 2023. Full Council needs to identify and agree the requirements for recreational facilities on Beeston Park. An item to that effect will be placed on an upcoming Council meeting agenda.

The group discussed taking on grass cutting and bin emptying on the Whitehouse Farm Estate but recognised the issues would be a matter for discussion at full Council.

The area designated for the skate park has been cleared ready for construction of the car park. Given the unsatisfactory play equipment installed on White House Farm area L5, the Working Group recommends not allowing the developer to procure and install the play equipment. Instead, the Town Council should ask the developer for the full amount of funds specified for play equipment in the section 106 agreement. Town Council could then source and install the equipment ourselves, to our satisfaction.

Pedestrian crossing on Atlantic Avenue and Salhouse Road are being pursued with the relevant County Councillors.

(2) Heritage Working Group

Cllr. B Baby confirmed he and Cllr. H Tarlton were continuing to research alternative websites for the Heritage archive.

## **23/285. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS**

Council noted the written report from Cllr. W F Couzens.

Cllr. K Vincent verbally reported: Sprowston Youth Engagement Project (SYEP) had recently held an extraordinary meeting in order to resolve some staffing issues. SYEP's relationship with Ascend Adventures has now ended.

Cllr. M A Booth verbally reported: he was at the Airport Consultative Committee (ACC) this afternoon. The ACC comprises representatives from all town and parish Councils around the airport, plus the airport's Managing Director.

The airport had passed its' annual Civil Aviation Authority inspection.

The number of helicopter flights had been reduced by boarding more passengers on each flight.

Winter season starts this week. A report on passenger numbers indicated actual and anticipated numbers as follows:

22/23: 344,000  
23/24: 380,000  
24/25: 400,000+  
25/26: 500,000+

## **23/286. 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:

2023/3040 - single storey rear extension including new window to side within existing wall and new porch to front at 2, Addey Close, Sprowston

(b) Council noted the following application stated an address of 43 Lone Barn Road, but in actuality the correct address was 43 Lowry Cole Road:

2023/3077 - proposed single storey side and rear extension at 43, Lone Barn Road, Sprowston

Having considered the application under its correct address, the Council **RESOLVED** to raise no objection.

## **23/287. PLANNING DECISIONS**

Council noted Broadland District Council's planning decisions for week ending 22 September, 29 September and 6 October 2023.

### **23/288. APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 2023-24**

On the motion of Cllr. M A Booth, seconded by Cllr. B Baby it was **RESOLVED** to appoint J Miller of Norfolk ALC as its internal auditor for financial year 2023/24.

### **23/289. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 25 October 2023 totalling £96,431.76 was approved and noted.

### **23/290. PAYMENT OF ACCOUNTS**

#### **(1) Invoices to pay 25 October 2023**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 25 October 2023 totalling £30,430.32.

On the motion of Cllr. R H Tovell, seconded by Cllr. B Baby, it was **RESOLVED** that payment of the schedule of invoices to 25 October 2023 totalling £30,430.32 be approved.

#### **(2) Invoice payments made 25 October 2023**

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 25 October 2023 totalling £10,750.49.

On the motion of Cllr. M A Booth, seconded by Cllr. B Baby, it was **RESOLVED** that payment of the schedule of invoices paid to 25 October 2023 totalling £10,750.49 be approved.

### **23/291. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT**

The schedule of credit card and Barclay Visa Debit payments to 25 October 2023 totalling £557.07 was approved and noted.

### **23/292. EXCLUSION OF PRESS AND PUBLIC**

Cllr. W F Couzens proposed, seconded by Cllr. 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.

### **23/293. PLANNING ENFORCEMENT**

Council noted the list of current and closed planning enforcements

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 8.48pm

22 November 2023

---

Chair