

## **MEETING OF SPROWSTON TOWN COUNCILLORS – 25 AUGUST 2021**

At the meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 25 August 2021, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton - Mr R J Knowles  
Mr M G Callam - Mrs B J Lashley  
Ms D Coleman - Mrs J Leggett  
Mr W F Couzens - Mr J H Mallen

In attendance

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

2 members of the public were present

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### **21/211. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Councillor</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mrs J Leggett	21/220 1.1 SYEP - Fun Day	Trustee

### **21/212. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mrs B Cook, Mr J F Fisher and Ms C T Rumsby and verbal apologies from Mr N Shaw.

### **21/213. MINUTES**

The Minutes of the Council's meeting held on 4 August 2021, having previously been circulated to all Councillors were confirmed and signed by the Chairman / Town Mayor of the Council.

### **21/214. ACTION FROM MINUTES**

(1) Direct Debit invoices for Street Lights April and June

Further to Minute 21/207, the Town Clerk reported that a secondary invoice had been received following an accurate metre reading.

### **21/215. POLICE LIAISON OFFICER'S REPORT**

Norfolk Constabulary's August Newsletter was not available.

## **21/216. CORRESPONDENCE**

- (1) Decision whether to accept Commemorative Gift to Parish Councils Honouring the Community Efforts Made in the Pandemic.

Mrs B J Lashley proposed, seconded by Mr A J Barton to wait until details of a plan to present to every parish in Norfolk a physical, permanent Memorial Token to serve as permanent reminder of the tremendous community spirit shown in the Covid -19 pandemic was unveiled in October. On being put to the vote the motion was CARRIED.

- (2) Decision whether to Support Offshore Transmission Network

**RESOLVED** to support the Norfolk parish movement's campaign for the design and implementation of an Offshore Transmission network and for the Town Clerk to send an email stating the Council's position.

- (3) Planning and Street Naming Updates

**RESOLVED** to strongly object to the change in street naming and numbering policy as follows:

- Council's view is that the naming policy should remain as before; where Broadland District Council first consulted town and parish councils (not developers) and offered councils the first opportunity to submit street names.
- This Council knows from experience that some developers will consult on street names with Council and that some will not.

Council asks that BDC/SNDC are able to take its views on the policy change into consideration.

- (4) Request for Trustees - Norwich Access Group

Mr Shraga expanded on his correspondence and gave a presentation on the work and aspirations of the Norwich Access Group, and need to appoint Trustees.

It was suggested that Mr Shraga also contact Just Sprowston for publicity.

### **RESOLVED**

- (1) Councillors to register their interest in becoming a Trustee with the Town Clerk;
  - (2) Council to publicise the group on the Council's Facebook page and website;
  - (3) Mr Shraga to prepare an article for inclusion in Sprowston Matters.
- (5) South Norfolk and Broadland District Council Accommodation Review Consultation

**RESOLVED** to respond as follows to the South Norfolk and Broadland District Council Accommodation Review Consultation

1. Do you feel the method of approach is fair?

## **21/216. CORRESPONDENCE (CONTINUED)**

- A. No
- 2. What particular needs do you have for the future premises that you may not have in the current premises?
  - A. Welcoming layout. Accessibility (including for those with sight impairment).
- 3. What are the top five issues you feel are most important for future office premises?
  - A. Accessibility (designed in consultation with disability and access groups):  
Should be located within Broadland;  
  
Location must have good public transport links;  
Regional offices throughout Broadland area - hub and spoke model;  
Accessible meeting rooms for private meetings with clients.
- 4. Do you have any other issues you would like to raise?
  - A. Consider possible requirements of a future workforce (e.g., increase/decrease in working from home) and the future needs of residents.

## **21/217. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

There will be a one-day temporary road closure of Cozens Hardy Road on 7 September 2021 to repair a manhole lid and frame.

Salhouse Road from its junction with Blue Boar Lane to the Broadland Northway will be closed from 6 September 2021 to 4 November 2021 for gas main replacement.

There is a further District Council vacancy for the second seat in Brundall as Mike Snowling is retiring due to ill health.

Some Afghan refugees will be settled in Norfolk with the support of all the District Councils.

They will be housed in whole properties and not in the homes of local residents.

Offers of furniture, bedding, clothing or money would be very welcome. Details at [www.gov.uk/help.refugees](http://www.gov.uk/help.refugees).

In response to queries on items mentioned in Mr Ward's written report Council was advised that:

- (1) the economic growth / development team was one team with a very wide and varied remit with two replacement Assistant Directors

## **21/217. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

(2) Sprowston Police Station would not close until a new centre at Postwick had been completed.

(3) The Summer School Programme was aimed at selected children.

Mrs J Leggett verbally reported she had discussed anti-social behaviour and drugs with Andy Terry the new Temporary Inspector at Sprowston Police Station who confirmed that crime rates in the area were quite low compared with elsewhere.

He also supported the Beat Manager system.

As a number of personnel would be on leave from August to October it was recommended contact be made via the enquiries email or dialling 101.

## **21/218. RESIDENTS QUESTIONS**

On the motion of Mr J M Ward, seconded by Mr W F Couzens 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 Chairman who would, assisted by the Town Clerk, reply.

Mr M Moore commented:

- a lot of young people particularly in the Stonehouse Road area were not aware of the Recreational Facilities Survey and wildlife areas was not their priority.

The Town Clerk responded the survey was delivered in Sprowston Matters to every household in Sprowston. It was also available on-line.

- A tree on North Walsham Road was overgrowing the bus stop.

Mr J M Ward replied this issue had been reported to Norfolk County Council who advised to remove large areas of bough would damage the tree and suggested Mr Moore contact the bus company.

- Mr Moore confirmed he contacted the bus company who referred him to Norfolk County Council.

The meeting was reconvened.

## **21/219. COUNCILLOR CASUAL VACANCIES**

The Town Clerk reported a By-election had been called in Sprowston West Ward, formally held by Councillor Walker.

A By-election had not as yet been called for the vacancy in Sprowston South East Ward, formally held by Councillor Mackie. If this vacancy was to be filled by co-option the Town Clerk would publicise an invitation for all eligible people to apply.

## **21/220. REPORT OF THE TOWN CLERK**

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

#### **1.1 Sprowston Youth Engagement Project (SYEP) - Fun Day**

Having noted the request from SYEP to hold a youth activity fun day on Edwards Road car park and area of Sprowston Recreation Ground it was

**RESOLVED** to give permission for the event to be held on 3 September 2021 subject to the cleaning of any related litter resulting from it.

#### **1.2 Footpaths and Public Rights of Way**

Council noted the Town Clerks preliminary (non-binding) discussions with Norfolk County Council regarding the Town Council taking over vegetation cutting on Sprowston's footpaths under a delegated function. Detailed plan to be brought to a future meeting of the Council for consideration and decision.

### **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**

### **PLANNING AND TRANSPORTATION**

#### **5.1 Salhouse Road Temporary Road Closure**

Council noted Norfolk County Council had made a Temporary Traffic Order affecting Salhouse Road from its junction with Blue Boar Lane and its junction with the A1270 Broadland Northway.

## **21/221. MEETING ADJOURNMENT**

Due to the early hour, it was **RESOLVED** not to adjourn the meeting and move to the next item of business.

## **21/222. 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**

## **21/222. PLANNING (CONTINUED)**

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

2021/1403 - single storey rear extension with flat roof at 28, Foxburrow Road.

2021/1428 - removal of rear conservatory and addition of a rear two storey extension comprising of three ensuite bedrooms and one lounge at Gryphon Place, 36, Wroxham Road.

2021/1459 - removal of existing conservatory and replacement with single storey flat roof extension with roof lantern at 32, Neville Road.

2021/1465 - single storey lean-too extension to the rear at 175, Wroxham Road.

## **21/223. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

Mrs J Leggett verbally reported that following a presentation by Kirsty Burns and Emma Cross on Tiny Forests the Recreational Facilities Working Group had put in an expression of interest on behalf of the Council.

The working group were looking to identify land in suitable areas and of an appropriate size for such an undertaking.

The group had also discussed the Architects first drawing for redevelopment of the Viking Centre which had generated many questions and a further meeting was to take place with Jason Menezes.

Councillor D Coleman and the Town Clerk were producing a draft policy for re-wilding of verges.

With regard to the skatepark the group were awaiting views on things not previously considered such as floodlighting.

The visit to the 3G to all-weather pitch at Open Academy football pitch had been cancelled pending receipt of a joint proposal from Sprowston FC, Sprowston Rugby Club and Sprowston cricket Club.

The Town Clerk was liaising with City Runners to identify suitable locations for adult gym equipment.

A dog-safe gate is proposed to be fitted to the main entrance to Barkers Lane field to prevent dogs running onto the main road and benefit the safety of other users.

Minutes of the meeting to be circulated when produced.

## **21/224. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Mrs B J Lashley verbally reported on her attendance at Broadland District Councils Overview and Scrutiny Committee with regard to consultation with parish and town councils on future developments.

## **21/225. PAYMENT OF ACCOUNTS 25 AUGUST 2021**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 25 August 2021 totalling £14,777.76.

In response to a question from Mr J H Mallen the Town Clerk advised that:

Invoice No. 3241 - Elcons Employment Law Annual fees related to updates on employment law, health and safety and helpline.

On the motion of Mr J M Ward, seconded by Mr J H Mallen it was **RESOLVED** that payment of the accounts to 25 August 2021 totalling £14,777.76 be approved and the schedule authorising payment signed.

## **21/226. SCHEDULE OF DIRECT DEBIT PAYMENTS**

In response to Councillors questions the Town Clerk advised that:

Invoice No. 14844360721 - PDQ Machine charges related to monthly fees and minimum billing transactions.

Invoice 243777132/21 streetlights - July the Town Clerk to confirm figures.

The schedule of direct debit payments to 25 August 2021 totalling £17,864.99 was approved and noted.

## **21/227. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 25 AUGUST 2021**

In response to Councillors questions the Town Clerk advised that:

Invoice No. 2107535 Amazon - Dummy Security Cameras were for the Public Toilets at Sparhawk Park and Sprowston Recreation Ground.

Invoice No. 30620 Grant Haze - Keys for nursery were replacements for lost keys which would be re-charged to Chestnut Nursery.

Invoice No. 575096 Cromwell - Spillage Granules for Fuel Tank, following a regular inspection it was suggested a fuel spill kit be available on site.

The schedule of credit card and Barclay Visa Debit payments to 25 August 2021 totalling £231.63 was approved and noted.

## **21/228. EXCLUSION OF PRESS AND PUBLIC**

Mr J M Ward proposed, seconded by Mr W F Couzens to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them and on being put to the vote the motion was **CARRIED**.

## **21/229. PLANNING ENFORCEMENT**

Council considered the outstanding planning enforcements and comments were made regarding the lack of urgency in following up on non-compliance.

With regard to enforcement reference 2021ENF149 it was suggested that the planning authority should ascertain if planning permission for hours of operation were still valid.

The site was being used for outside storage and large lorries were reversing onto School Lane.

The Town Clerk reported he had been in contact with enforcement officers with reference to previous issues at this site.

It was agreed the Town Clerk contact planning enforcement concerning the length of time between updates and the site referred to in enforcement reference 2021ENF149.

There being no other necessary business the Chairman / Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 9.24pm.

15 September 2021

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Town Mayor