

## **MEETING OF SPROWSTON TOWN COUNCILLORS – 11 JANUARY 2023**

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 11 January 2023, the following Councillors were present: -

Mr W F Couzens – Chairman

Mr A J Barton - Mrs B J Lashley  
Mr M A Booth - Mrs J Leggett  
Mr M G Callam - Mr J H Mallen  
Ms D Coleman - Mrs K Vincent  
Mr J F Fisher - Mr J M Ward

In attendance

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

No members of the public were present

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### **23/001. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Councillor</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mrs J Leggett	Minute 23/008 - Funding Dog Waste Bin on the White House Farm Estate	Broadland District Council - Portfolio Holder for Environmental Excellence

### **23/002. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr R J Knowles and Ms C T Rumsby.

### **23/003. RESIDENTS' QUESTIONS**

On the motion of Mr W F Couzens, seconded by Mr M G Callam 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.

As there were no residents' or councillors' questions the Chair reconvened the meeting.

### **23/004. MINUTES**

The Minutes of the Council's meeting held on 14 December 2022, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

## **23/005. ACTION FROM MINUTES**

### (1) Grant Application from Norwich Community First responders (CRF'S)

Further to Minute 22/336 (1), the Town Clerk reported he had advised Mr S Grint of the grant payment for purchase of a kit bag, funded from the members allowances of District Councillors representing Sprowston. He had also invited Mr Grint to attend a meeting of the Council to demonstrate the community first responder kit bag.

### (2) Gritting Atlantic Avenue

Further to Minute 22/337 (3), Mr J M Ward said he had contacted Norfolk County Council Chief Executive Tom McCabe with regard to the gritting of Atlantic Avenue. He had been advised there were problems in general with developers and adoption of highways. Also, current grit runs were almost to capacity.

Mrs B J Lashley proposed, seconded by Mr W F Couzens to write to the Norfolk Association of Local Councils to establish if this was a county or national problem and to lobby the appropriate authorities. On being put to the vote the motion was CARRIED.

Mrs J Leggett agreed to approach Broadland District Council.

Mrs K Vincent reported Norfolk County Council Highways will be carrying out a grit bin refill.

### (3) Hub and Connectors for Town and Parish Council

In response to a question from Mr A J Barton, Mrs Leggett advised she had spoken to one of Broadland District Council's Team Leaders who thought it was a good idea to write an article for inclusion in church and parish newsletters and would be contacting parish and town clerks.

## **23/006. CORRESPONDENCE**

### (1) Coronation of his Majesty The King, Charles III

Council noted there would be no beacon lighting event for the coronation of King Charles III. An official guide to taking part in D-Day 80 on 6 June 2024 would be available in the New Year.

### (2) Police Crime Commissioner Budget Consultation

Council noted the Police Budget Consultation for 2023-24 and it was agreed Councillors to respond on an individual basis.

## **23/007. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

## **23/007. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

- (1) A total of 27 new schools could be built across the county in the next 10 years as part of the Councils £308m Local Growth and Investment Plan. The biggest expansion area is North Norwich, Sprowston, Old Catton and Rackheath where there will be a number of new primary schools, a new secondary school and further existing school expansions.
- (2) Councillor Martin Wilby has stepped down from his role as Cabinet member for Highways, Transport and Infrastructures due to ill health. This role has been taken on by Deputy Leader Graham Plant. Councillor Fabian Eagle has joined the cabinet to take on the role of Cabinet Member for Growing the Economy, formally looked after by Councillor Graham Plant.
- (3) 10 housing with care flats are being used to support people who are medically fit but need care at home to leave hospital.
- (4) 40 new kerbside electric vehicle charging points will be installed this year in residential areas across Norwich.
- (5) Broadland District Council Energy Rebate Scheme ended in November. It helped 585 Broadland residents issuing £15,200 to help mitigate the impact of cost of living and keeping warm in winter.
- (6) At my Community, Housing and Planning Development Panel on 4 January 2023 we recommended to Cabinet that they form a company with other local district councils and Anglian Water to provide environmental credits to address nutrient neutrality. Developers would likely be charged £5k - £7k per property to obtain credits to get them to a position of nutrient neutrality.
- (7) The same committee also recommended Cabinet to approve the consultation on allocation of Gypsy and Travellers sites. A minimum of 31 new pitches are required but a larger number than this will be consulted on. There are none in our area.

Responding to a question from Mrs B J Lashley, Mr J F Fisher explained how new schools were funded and subsequently leased to academies.

Replying to a question from Mr J M Ward the Town Clerk explained electric charging points installed at Sprowston Diamond Centre would become operational when the engineer was available to connect them and a convenient date and time identified to temporarily switch off the electricity supply without causing disruption.

Mrs K Vincent verbally reported:

- (1) Broadland District Council's budget consultation will close on 14 January 2023.
- (2) Warm Home grants are available for renewable heating and insulation.
- (3) Whilst she had contributed some of her County Councillor highway allowance to the provision of electric vehicle charging points at the Viking Centre, she still had an amount remaining should Council have a suitable project to progress.

Mrs J Leggett verbally reported:

### **23/007. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

- (1) Full details of Nutrient Neutrality will be available on Broadland District Council's website.
- (2) Broadland District Council's Cabinet had agreed the Hackney Carriage maximum fares. There are currently no hackney carriages in the Broadland area.
- (3) The recently launched Bin app is proving very popular.

### **23/008. FUNDING DOG WASTE BINS ON WHITE HOUSE FARM ESTATE**

During discussion a number of comments were made including:

- The Town Council should provide dog bins as other authorities take too long;
- If the Town Council provided additional bins would the relevant authority take responsibility for emptying them as roads are adopted;
- Preferred locations;
- If Veolia is emptying the two existing bins on the estate, Broadland District Council must be funding this service;
- Broadland District Council should be urged to make a decision on whether they will fund additional bins or not;
- Would the Town Council be responsible for providing posts for additional bins if the District Council is willing to fund them.

**RESOLVED** Mrs J Leggett to obtain a definitive response from Broadland District Council on their funding of additional dog waste bins on White House Farm estate and an item be placed on the agenda at a future Council meeting.

### **23/009. WATER COURSE REVIEW AND FLOOD AWARENESS PREPAREDNESS PROJECT (SN&BDC)**

Council considered the invitation from Nathan Harris Flood and Water Management Officer South Norfolk and Broadland District Council to participate in an ordinary water course review and flood awareness/preparedness project.

Mr M G Callam proposed, seconded by Mr A J Barton to participate in this project. On being put to the vote the motion was CARRIED.

### **23/010. PLANTING TREES TO COMMEMORATE SERVICEMEN WHO DIED IN WWI**

Mrs B J Lashley commented that she would like to see substantial, mature trees planted to create a canopy for the future.

Mrs D Coleman explained why Wilks Farm Drive was not suitable for planting an avenue of trees, and expanded on the suggestion to plant copses of trees in the four Sprowston wards.

**23/010. PLANTING TREES TO COMMEMORATE SERVICEMEN WHO DIED IN WWI (CONTINUED)**

It was noted the Recreational Facilities Working Group were meeting on Friday 13 January 2023 to further discuss this subject and an item would be placed on the agenda for Council meeting to be held 1 February 2023.

**23/011. RESIGNATION OF COUNCILLOR BREANNE COOK - VACANCY IN THE OFFICE OF SPROWSTON TOWN COUNCILLOR**

Mr J M Ward proposed, seconded by Mr M G Callam to leave the vacancy in the office of Councillor for the Town Council vacant. On being put to the vote the motion was CARRIED.

**23/012. ADOPTION OF DRAFT "EYE TESTS FOR DISPLAY SCREEN EQUIPMENT (DSE) USERS POLICY**

Council considered the draft Eye Tests for Display Screen Equipment (DSE) Users Policy.

Mrs J Leggett proposed, seconded by Mr M G Callam to adopt the Eye Tests for Display Screen Equipment (DSE) Users Policy. On being put to the vote the motion was CARRIED.

**23/013. REPORT OF THE TOWN CLERK**

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

**1.1 Redecoration at Office and Sprowston Diamond Centre**

Council noted the grounds team had redecorated and carried out minor repairs to plasterwork at Councils properties during the winter period.

**CEMETERY**

**2.1 No matters were reported**

**STREET LIGHTING**

**3.1 No matters were reported**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 Internal Auditors**

The Town Clerk reported Council's newly appointed internal auditors Price Bailey would be attending 18 January 2023. Given the numerous changes in personnel and change of auditor he expected points for improvement to be highlighted.

**PLANNING AND TRANSPORTATION**

**5.1 Gritting - Atlantic Avenue (White House Farm Estate)**

### **23/013. REPORT OF THE TOWN CLERK (CONTINUED)**

Council noted Norfolk County Council's response not to include Atlantic Avenue on a gritting route.

### **23/014. MEETING ADJOURNMENT**

On the motion of Mr W F Couzens, seconded by Mr J H Mallen it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

### **23/015. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written or verbal reports were received.

### **23/016. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written or verbal reports were received.

### **23/017. 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:

20221136 - erection of single storey hipped roof north side extension and single storey flat roof south side garden room extension at Rackheath Lodge, Wroxham Road, Rackheath.

(b) to oppose the granting of planning application 20222003 - variation of condition 5 of planning permission 20191972 - updated arboricultural method statement and tree protection plan at Gresham House, Pinetrees Road, Sprowston on the grounds that existing trees should be protected during site works in accordance with Policies GC4 and EN2 of the Broadland Development Management DPD 2015. The pre-commencement condition requiring details of foundation design within the root area of tree T7 (as shown on the Tree Protection Plan within the Arboricultural Impact Assessment and Method Statement) to be submitted to and approved in writing by the planning authority, should remain in place.

(c) Council noted ENF/1783/EN appeal against enforcement notice ENF/1783/EN (appeal to the Planning Inspectorate) at Land at Salhouse Road, Rackheath.

### **23/018. PLANNING DECISIONS**

Council noted planning decisions for week ending 9 December 2022.

### **23/019. NAMED OFFICIALS AND SIGNATORIES FOR COUNCILS ACCOUNTS**

Having considered the report and verbal explanation of the Town Clerk Mr M G Callam proposed, seconded by Mr M A Booth to:

- (a) Confirm the appointment of Mr A J Barton, Mr M G Callam, Mr W F (Bill) Couzens, Mrs B J Lashley, Mr J M Ward as named Officials on all council's bank accounts (in addition to the existing arrangements for the Clerk and Responsible Officer)
- (b) Remove all other Signatories from all accounts, excepting existing arrangements for the Clerk and Responsible Financial Officer.

On being put to the vote the motion was CARRIED.

### **23/020. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments to 11 January 2023 totalling £ 15,597.92 was approved and noted.

### **23/021. PAYMENT OF ACCOUNTS 11 JANUARY 2023**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 11 January 2023 totalling £14,272.92.

On the motion of Mr G S Tingle, seconded by Mr M A Booth it was **RESOLVED** that payment of the accounts to 11 January 2023 totalling £14,272.92 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

The Town Clerk and Responsible Financial Officer presented the schedule of invoice payments made to 11 January 2023 totalling £1,140.00.

Responding to a question from Mr A J Barton the Town Clerk explained:

Invoice 13554 Westcotec was repair of two bus shelters following vandalism.

On the motion of Mr M G Callam, seconded by Mr A J Barton it was **RESOLVED** that the schedule of invoice payments to 11 January 2023 totalling £1,140.00 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs J Leggett.

### **23/022. EXCLUSION OF PRESS AND PUBLIC**

Mr W F Couzens proposed, seconded by Mr 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.

### **23/023. PLANNING ENFORCEMENT**

Council noted the closed and outstanding enforcement cases.

**23/024. STAFFING**

The Town Clerk confirmed the Council's Staffing Committee would be convened as soon as possible.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.09pm.

01 February 2023

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Chair

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