

MEETING OF SPROWSTON TOWN COUNCILLORS – 18 MAY 2022

At the Annual meeting of the Sprowston Town Council held at the School Room, Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 18 May 2022, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mr W F Couzens
Mr M G Callam	-	Mr J F Fisher
Ms D Coleman	-	Mrs B J Lashley
Mrs B Cook	-	Mrs J Leggett

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mr B Jervis	-	Broadland Tree Warden

1 member of the public was present

22/125. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR

The Chairman / Town Mayor of the Council, Mr J M Ward, occupied the Chair and invited nominations for the appointment of Chairman / Town Mayor of the Council for the ensuing year.

Mrs J Leggett proposed and Mr J F Fisher seconded the nomination of Mr J M Ward.

Mrs B J Lashley proposed and Ms D Coleman seconded the nomination of Mr W F Couzens.

On being put to the vote it was **RESOLVED** that Mr W F Couzens be appointed Chairman / Town Mayor of the Council.

22/126. DECLARATION OF ACCEPTANCE OF OFFICE

Mr W F Couzens accepted the Office as Chairman of the Council. The Declaration of Acceptance of Office form to be signed in the presence of the Town Clerk.

Mr W F Couzens thanked Councillors for his appointment and then held the office of Chairman for the rest of the meeting.

22/127. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL

Mr J M Ward proposed and Mr M G Callam seconded the nomination of Mrs J Leggett.

There being no other nominations and on being put to the vote it was **RESOLVED** that Mrs J Leggett be appointed Vice-Chairman of the Council for the ensuing year.

22/128. DECLARATION OF ACCEPTANCE OF OFFICE

Mrs J Leggett accepted the Office of Vice-Chairman. The Declaration of Acceptance Office form to be signed in the presence of the Town Clerk.

Mrs J Leggett thanked Councillors for her appointment and then held the office of Vice-Chairman for the rest of the meeting.

22/129. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

22/130. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr R J Knowles, Mr J H Mallen, Ms C T Rumsby, Mr N Shaw, and Mrs K Vincent and verbal apologies from Mr G S Tingle.

22/131. 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' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chair who would, assisted by the Town Clerk, reply.

Referring to the payment of £3,840.00 to Bidwells LLP presented to Council on 15 December 2021 Mr K Lashley asked at what meeting did Council appoint Jason Menezes of Bidwells LLP as project manager for the redevelopment of the former Viking Public House.

In response the Town Clerk referred to Minute 21/056 (2) where it was **RESOLVED** to appoint Jason Menezes of Bidwells LLP in the role of Project Manager to manage the repair, refurbishment, and if required, the new build of a rear hall extension, all at the former Viking Public House, tills Road as per fee proposal letter dated 10 February 2021, subject to the property purchase proceeding.

Mr M G Callam advised the Methodist Church were holding a jubilee event on Saturday 4 June 2022 to which all were welcome.

The meeting was reconvened.

22/132. PRESENTATION VIKING CENTRE - JASON MENEZES BIDWELLS

Jason Menezes of Bidwells LLP gave a detailed presentation on revised plans for the Viking Centre incorporating residents and Councillors suggestions made during the public consultation.

Mrs B J Lashley expressed concern with regard to the number and location of disabled parking spaces and their shared use of electric vehicle charging points.

Mr W F Couzens suggested a cable be laid under the car park whilst development was taking place to provide additional electric vehicle charging points in the future.

22/132. PRESENTATION VIKING CENTRE - JASON MENEZES BIDWELLS (CONTINUED)

In response to Councillors questions Mr Menezes advised that blinds could be incorporated into rooflights of the new hall and the acoustics will be considered as part of the design.

Mr Menezes also explained the cellar would contain storage bays for users of the facility, accessed by a new set of stairs.

M G Callam proposed, seconded by Mrs B J Lashley to agree the plans presented and proceed with submission of a planning application. On being put to the vote the motion was CARRIED.

22/133. MINUTES

The Minutes of the Council's meeting held on 27 April 2022, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

22/134 ACTION FROM MINUTES

(1) Broadland District Council Overview and Scrutiny Panel 2

Further to Minute 21/224, Council noted the guidance prepared by Broadland and South Norfolk District Council setting out the key stages in the planning process and details of how parish and town councils can be involved in discussions relating to the form of development.

(2) Sprowston Sports and Social Club - Confirmation of Asset of Community Register

Council was pleased to note Sprowston Sports and Social Club continued to be listed as an asset of community following a review by South Norfolk and Broadland District Council's Senior Governance Officer.

22/135. TO RECEIVE CORRESPONDENCE

(1) Planning Press Notice

Council noted Broadland District Council's intention to amend the day on which planning applications are advertised. The Town Clerk to ascertain which day advertising will take place.

22/136. TO RECEIVE THE POLICE LIAISON OFFICERS REPORT

(1) Old Catton & Sprowston West Ward (Sprowston SNT) April

Council noted Old Catton and Sprowston West Ward crime updates from 1 - 28 February 2022 and 1 - 31 March 2022.

(2) Sprowston Central & East Ward (Sprowston SNT) April

Council noted Sprowston Central & East Ward crime updates from 1 - 28 February 2022 and 1 - 31 March 2022.

22/136. TO RECEIVE THE POLICE LIAISON OFFICERS REPORT (CONTINUED)

(3) Police and Crime Commissioners Newsletter - March / April 2022

Council noted the Police and Crime Commissioners Newsletter - March / April 2022.

22/137. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

Norfolk Fire and Rescue Service are looking to recruit 16 full-time firefighters. Applications are invited at www.norfolk.gov.uk/fire. Closing date is 29 May 2022.

Norfolk County Council's Composting Campaign is back to encourage more people to switch to composting. To mark the campaign launch 50 free compost bins are being given away. To register win a bin go to www.norfolkrecycles.com/win-a-compost-bin.

One year ago, Norfolk County Council's Targeted Youth Support Service was launched. It has successfully reduced the is of exploitation in 70% of the young people it has worked with.

At a special meeting of the full Broadland District Council on 12 May 2022 it was agreed to proceed with the purchase of the "Horizon" (ex Aviva) building on Broadland Business Park as the new offices of both Broadland and South Norfolk District Councils. The old buildings will be sold / developed.

Going forward the new building will give substantial revenue and capital cost savings and will reduce our carbon footprint by 84%.

The £150.00 energy rebate has now been paid out to 40,409 households in Broadland at a cost of £6,061,350. Those for whom the Council does not hold bank details are now being contacted so that payments can be facilitated.

A consultation (closing date 5 July 2022) has been launched asking for resident's views on bus services in Norfolk to help decide where £50m government funding should be spent. Go to <https://norfolk.citizen.space.com/consultation/bsip/>

Mr J F Fisher verbally reported on Norfolk Children and Young People Strategic Alliance's (CYPSA) official launch of the Flourishing in Norfolk Strategy and the Flourish Pledge.

22/138. FORMAL CONSULTATION FOR PUBLIC SPACE PROTECTION ORDER

RESOLVED to fully support the proposed District of Broadland Public Spaces Protection Order No. 2.

22/139. REVIEW AND ADOPT STANDING ORDERS

RESOLVED to:

(1) Adopt Standing Orders sections 1 - 3 and 5 - 26.

22/139. REVIEW AND ADOPT STANDING ORDERS (CONTINUED)

- (2) Form a time and task working group to consider section 4 and report recommendations to the next meeting of the Council.
- (3) Appoint Mr M G Callam, Mr W F Couzens, Mrs B J Lashley and Mrs J Leggett to the time and task working group.

22/140. REVIEW AND ADOPT FINANCIAL REGULATIONS

RESOLVED to adopt the Financial Regulations.

22/141. FINANCIAL YEAR ENDED 1 MARCH 2022

(1) 2021-22 Internal Audit Final Update Report 2021 - 22

Responding to a question from Mrs B J Lashley the Town Clerk advised the increase in recommendations made by the auditor related to a new member of staff and a change in auditors. However, he did not consider all recommendations were necessary.

(2) 2021-22 Statement of Accounts (Income and Expenditure)

In response to Councillor's questions the Town Clerk advised that:

- (1) A majority of the £246,586.00 surplus was Community Infrastructure Levy (CIL) receipts.
- (2) Cost centre 6202 related to Employers National Insurance Contributions
- (3) Cost centre 4203 positive variance of £37,838.00 was due to increasing numbers of pre-purchased burial plots.
- (4) Cost Centre 4204 positive variance of £4,815.00 resulted from a greater number of interments than anticipated however, there is adequate room within the existing cemetery.
- (5) Cost Centre 5709 he hoped to recoup a proportion of the rates when the District Council recognised there was no longer an element of residential use.

RESOLVED to approve and adopt the Statement of Accounts and Balance Sheet for year ended 31 March 2022.

(3) 2021-22 Bank Reconciliation

RESOLVED to approve and adopt the Bank Reconciliation to 31 March 2022.

(4) 2021-22 Petty Cash Report

RESOLVED to approve the Statement of Petty Cash for the year ended 31 March 2022.

(5) 2021-22 - Schedule of Public Works Loan Board Loans (PWLb)

22/141. FINANCIAL YEAR ENDED 1 MARCH 2022 (CONTINUED)

RESOLVED to approve the 2021-22 Schedule of PWLB Loans.

(6) 2021-22 Changes to Asset Register

The Town Clerk confirmed the John Deer Compact 4066R Tractor was purchased as a part exchange.

RESOLVED to accept the 2021-22 Asset Register.

22/142. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021-22

(1) Annual Internal Audit report

RESOLVED to accept the Internal Audit Report 2020/21.

(2) Section 1 - Annual Governance Statement

Having considered a sound system of internal control and arrangements for the preparation of the accounting statements the AGAR Section 1 was completed, question 1 to 8 in the affirmative and 9 not applicable.

RESOLVED to adopt the Annual Governance and Accountability Return and authorise the Chairman of the meeting to sign the Annual Governance Statement for year ended 31 March 2022 on behalf of the Council.

(3) Section 2 - Accounting Statements

Having reviewed the Annual Governance and Accountability Return Accounting Statements for the year ended 31 March 2022 it was

RESOLVED to authorise the Chairman of the meeting to sign all accounting documents and supporting statements to the accounts for the year ended 31 March 2022 on behalf of the Council.

(4) Section 2 - Explanation of Significant Variations

Council noted the explanation of significant year on year variances in the accounting statements.

22/143. FINANCIAL YEAR TO END 31 MARCH 2023

(1) Financial Risk Assessments

Having reviewed the Financial Risk Assessments for 2022/23 it was

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

(2) Internal Audit Review Checklist Part 1

Having reviewed the Internal Audit Review Checklist part 1 it was

22/143. FINANCIAL YEAR TO END 31 MARCH 2023 (CONTINUED)

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

(3) Internal Audit Review Checklist Part 2

Having reviewed the Internal Audit Review Checklist part 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.

Councillors were advised that the Notice of Conclusion of Audit and rights to inspect the Annual Return year ending 31 March 2022 would be advertised.

(4) Direct Debits

RESOLVED to approve the Schedule of Direct Debits.

22/144. INSURANCE COVER

(1) Employers Liability

(2) Public Liability

(3) Motor Insurance

(4) Policy Schedule

RESOLVED to confirm the arrangements for insurance cover in respect of all insured risks.

Mr J F Fisher left the meeting following this item.

22/145. MEETING ADJOURNMENT

On the motion of Mr M G Callam, seconded by Mr J M Ward it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

22/146. APPOINTMENT OF COUNCILLORS TO SERVE ON THE STAFFING COMMITTEE

RESOLVED those appointments be made to serve on the Staffing Panel as follows:

Mr W F Couzens (Chair)

Mr A J Barton

Mr M G Callam

Mr J F Fisher

Mrs J Leggett

22/146. APPOINTMENT OF COUNCILLORS TO SERVE ON THE STAFFING COMMITTEE (CONTINUED)

Mr J M Ward

22/147. APPOINTMENT OF COUNCILLORS TO SERVE ON THE RECREATIONAL FACILITIES WORKING GROUP

RESOLVED those appointments be made to serve on the Recreational Facilities Working Group as follows:

Mrs J Leggett (Chair)
Mr M G Callam
Ms D Coleman
Mr W F Couzens
Mr J H Mallen

22/148. APPOINTMENT OF COUNCILLORS TO SERVE ON EXTERNAL ORGANISATIONS, FOR MUNICIPAL YEAR 2022-2023

(i) Senior Citizens Welfare Committee

Mr A J Barton
Mr W F Couzens

(ii) Sprowston Heritage

Mr A J Barton
Mr W F Couzens
Mrs J Leggett

(iii) Grow Your Community Group

Mr W F Couzens
Mrs B J Lashley
Mrs J Leggett

(iv) Representative to Norfolk ALC

Mrs B J Lashley

22/149. REVIEW OF STAFF SUBSCRIPTIONS / OTHER BODIES FOR MUNICIPAL YEAR 2022-2023

RESOLVED to continue with the following subscriptions:

(i) Norfolk ALC

(ii) SLCC Clerk

(iii) Institute of Cemetery and Crematorium Management

(iv) Broadland Tree Network

22/149. REVIEW OF STAFF SUBSCRIPTIONS / OTHER BODIES FOR MUNICIPAL YEAR 2022-2023 (CONTINUED)

(v) Anglia Farmer Yearly Subscription (to September)

(vi) Creative Arts East

22/150. APPOINTMENT OF COUNCILLORS TO SERVE AS BANK SIGNATORIES, FOR MUNICIPAL YEAR 2022-2023

RESOLVED to appoint the following Councillors to serve as bank signatories, for municipal year 2022-2023:

Mr A J Barton

Mr M G Callam

Mr W F Couzens

Mrs B J Lashley

Mr J M Ward

22/151. 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:

20220679 - single storey front extension at 3, Hornbeam Close.

20220680 - joint single storey front extensions at 5 and 6 Sparhawk Close.

20220682 - front porch and single storey extensions, formation of a parking space with dropped kerb at 21, Post Mill Close.

20220707 - proposed single storey rear extension at 73, Cannerby Lane.

20220737 - 2 storey rear extension, single storey side extension and front porch at 95, Proctor Road.

(b) to oppose the granting of planning application 20220724 - two storey side extension at 185, Wroxham Road on the grounds that a two-storey extension would further reduce the available onsite parking at this dentist practice.

Furthermore, the property is close to a shopping parade and pedestrian crossing. Any loss of onsite parking, would add substantially to existing highway problems

22/151. PLANNING (CONTINUED)

(poor visibility and obstruction of the pavement) for both neighbouring properties, road users and pedestrians.

- (c) to oppose the granting of planning application 20220525 (revised plans) proposed new access, single storey rear extension, new dormer to rear and extension to garage at 78, Barkers Lane on the grounds that the proposed new access is too

close to the junction with Church View Close and there is insufficient vehicular turning space at the front of the dwelling.

Council agrees with Norfolk County Council Highways reservations that cars will be able to use the site as indicated in the plan, with regard to the limited space available and tight corners to get in and out of the site.

These proposals will encourage parking on the highway verge which Council does not support.

- (d) to oppose the granting of planning application 20220620 - new single illuminated 48 sheet digital advertisement display at 1, Roundtree Way on the grounds that the proposed signage would be visually intrusive, detrimental to the character of the area which has listed buildings located nearby and weeds referred to in the application are wild flowers.

Council fully supports Norfolk County Council Highway's recommendation that this application be refused for the following reasons:

The proposed illuminated advertisement signs/displays would add to the distraction of highway users and could interfere with the free flow of traffic to the detriment of safety on the adjoining highway. Contrary to Local Development Plan policies.

22/152. PLANNING DECISIONS

Council noted planning decisions for week ending 22 April 2022, 29 April 2022 and FUL/2021/0037 - Sprowston Library, Recreation Ground Road.

Mrs B J Lashley commented on the mounting debris on the site opposite the garden centre on Blue Boar Lane. It was agreed the Town Clerk speak to developers regarding its removal.

22/153. SUSPENSION OF STANDING ORDER 3W

On the motion of Mr M G Callam, seconded by Mr J M Ward it was **RESOLVED** to suspend Standing Order 3w to complete the business of the evening.

22/154. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Referring to the notes of the Recreational Facilities Working Group meeting held on 12 April 2022 Mrs J Leggett advised a further meeting had been held on 10 May 2022 and updated Council as follows:

22/154. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS **(CONTINUED)**

- (1) Developers continue to delay provision of the skatepark. The Town Clerk is due to meet with them again the following week.
- (2) The running track has been mown at Barkers Lane open space.
- (3) A baker has been identified to provide a cake for the Platinum Jubilee celebrations.
- (4) A meeting has been arranged with Broadland District Council to understand what has been agreed with regard to the Beeston Park development. Councillors were invited to attend on 24 May 2022 at 12 noon.
- (5) A suggestion to extend the existing hedgerow on land between the North Walsham Road and Windsor Park Gardens is being considered.
- (6) A remote meeting has been arranged with Norwich Fringe Project at 4.00pm on 23 May 2022 to discuss how to set up a friend's group for Harrison's Woodland. Councillors interested in participating in the meeting to contact Mrs J Leggett for details.

Mr W F Couzens commented on the running track at Barkers Lane open space being covered in clippings.

The Town Clerk explained that as regular mowing takes place clippings will greatly reduce.

Mrs B J Lashley asked about advertising of the fete and commented on first aid cover.

The Town Clerk responded further advertising would take place following the Platinum Jubilee celebrations.

22/155. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mr W F Couzens reported the Sprowston Senior Citizens Club had a new floor laid in the conservatory of the building.

22/156. PAYMENT OF ACCOUNTS 18 MAY 2022

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 18 May 2022 totalling £24,763.38

On the motion of Mrs J Leggett, seconded by Mr J M Ward it was **RESOLVED** that payment of the accounts to 18 May 2022 totalling £24,763.38 be approved and the schedule authorising payment signed by Mr W F Couzens and Mrs B J Lashley.

22/157. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 18 May 2022 totalling £2,985.11 was approved and noted.

22/158. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 18 MAY 2022

The schedule of credit card and Barclay Visa Debit payments to 18 May 2022 totalling £432.21 was approved and noted.

22/159. EXCLUSION OF PRESS AND PUBLIC

Mr W F Couzens proposed, seconded by Mr A J Barton 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.

22/160. PLANNING ENFORCEMENT

Council noted the outstanding and closed enforcement cases for Sprowston.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 10.12pm.

15 June 2022

Chair