



Minutes of the ANNUAL Meeting of Costessey Town Council held on Tuesday 14 May 2019 at 7pm in the Costessey Centre, Longwater Lane, Costessey NR8 5AH

**PRESENT:** Cllrs S Blundell (Chairman), J Amis (Vice-Chair), I Alam, M Bedford, G Blundell, D Burrill, G Dole, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, T Laidlaw, S Long, C Mahn, J Newby, P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk), D Bowles (Clerk's Assistant); One member of public (former Town and District Councillor).

## **TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE**

**206/19:** Cllr S Blundell was nominated as Chairman. There were no other nominations.

**RESOLVED** to elect Cllr S Blundell as Chairman for the 2019-20 civic year. She read out and signed her Acceptance of Office.

## **TO RECEIVE APOLOGIES**

**207/19:** Cllr F Carter (away)

**RESOLVED** to accept the above apology.

## **TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR**

**208/19:** Cllr J Amis was nominated as Vice-Chair. There were no other nominations.

**RESOLVED** to elect Cllr J Amis as Vice-Chair for the 2019-20 Civic Year. He read out and signed his Acceptance of Office.

## **TO RECEIVE DECLARATIONS OF INTEREST**

**209/19:** Cllr P O'Connor declared a non-pecuniary interest in Min: 220/19: Planning: 2019/0969 as he lives on Gunton Lane.

## **TO RE-ADOPT THE CODE OF CONDUCT (Incl. Possible extra GDPR compliance)**

**210/19: RESOLVED** to re-adopt the Code of Conduct without changes.

## **TO RE-ADOPT GENERAL POWER OF COMPETENCE**

**211/19:** The Council fulfilled the requirements to readopt the General Power of Competence as all Councillors stood for election and the Clerk was qualified.

**RESOLVED** to re-adopt the General Power of Competence as Council meets the criteria.

## **TO APPOINT COMMITTEES AND WORKING GROUPS FOR THE YEAR AND AGREE THEIR MEMBERSHIP & TERMS OF REFERENCE**

**212/19:** Committees for the forthcoming year were considered

**A PROPOSAL** was made for the creation of a Planning Committee.

**An AMENDMENT** was made to continue with the existing arrangements for the forthcoming year with a review the following May.

**RESOLVED** to approve the **AMENDMENT:** to continue with the current arrangements with planning applications being dealt with as part of the full Council meeting, but with a review in May 2020.

**213/19: RESOLVED** to set up a Comms WG to deal with communications, equipment, community engagement and the GDPR.

**214/19:** The Farmland Road WG was no longer needed *per se*, but there were still threats to the river valley.

**PROPOSAL to set up a River Valley Protection WG to replace the Farmland Road WG  
AMENDMENT that this topic should be included in an existing working group  
A SECOND AMENDMENT was made that a Local Infrastructure WG was set up to deal with wider strategic issues which would include protection of the river valleys**

**RESOLVED to approve the setting up of a Local Infrastructure WG to cover strategic planning and transport issues**

**215/19:** Nominations to committees were accepted. The procedures for apologies and substitutes were also explained.

**RESOLVED to approve Mrs P Williamson as the Volunteer Tree Warden**

**216/19:** An ECM would be called to consider the Council's *4-Year Plan* (in effect a Business Plan for the Council Term). The updated list of committees, terms of reference and members to be circulated. **ACTION: Town Clerk**

**RESOLVED to approve the Committees and working groups.**

**TO APPOINT MEMBERS TO OUTSIDE BODIES E.G. QUBE & COSTESSEY POSSE MANAGEMENT COMMITTEES, QUEENS HILLS COMMUNITY PARK CIO.**

**217/19:** Hope was expressed that SNC would appoint a local District Councillor as their representative on the Queens' Hills Community Park CIO

**RESOLVED that Cllr S Blundell continue as CTC representative for Queens Hills Community Park CIO. ACTION: Cllr S Blundell**

**218/19:** Cllr F Carter has agreed to be part of the Committee overseeing the Finances from a distance. A Treasurer still needs to be confirmed. A Management Committee meeting to be set up with the Youth Worker. **ACTION: Town Clerk**

**RESOLVED that Cllrs J Newby and P O'Connor continue as members of the Management Committee for QUBE and Cossey Posse.**

**TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 23 April 2019**

**219/19: RESOLVED to approve the minutes with no amendments.**

**TO CONFIRM AND SIGN THE MINUTES OF THE ECM ON 7 MAY 2019**

**220/19: RESOLVED to approve the minutes of the ECM on 7 May 2019.**

**TO RECEIVE UPDATES ON MATTERS IN THE MINUTES NOT LISTED BELOW** (no resolutions)

**221/19: Mins: 192/19 & 195/19:** Mr A Pond is no longer a DCllr. Installation of double yellow lines is currently going through the legal process and is a NCC Highways matter, not a SNC remit. NCC have been in discussion with the Developers and no money is needed from CTC. An individual DCllr to cover this issue need not be nominated as all CTC Councillors work together as a team. Speed limit on Townhouse Road is also out for public consultation. This can be a lengthy process, usually 3-9 months minimum, due to the legal complexities.

**222/19: Min:180/19:** Request to re-designate the R Valley boundary following the Farmland Road Appeal. SNC have no intention of doing this at present. CTC considers this to be illogical, given that the designated boundary runs along the settlement edge on the north side of the valley and across the middle of a field to the south. Copies of response to be sent to new Councillors.

**ACTION: Town Clerk.**

**223/19: Min:186/19: Longwater Lane play area resurfacing:** still awaiting starting date for the work.

**ACTION: Town Clerk.**

**RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION**

**224/19: Items raised:** Mrs Vivienne Bell gave an overview of her last 16 years serving Costessey as both a Town Councillor then a District Councillor, from the highs of the Farmland Road Appeal and lows of Townhouse Road. Appointing Hilary Elias as Town Clerk and Nigel Bailey as Deputy to CTC with everyone working as a team had also been a highlight. 19 people could not be expected to agree all the time but by working as a team and by putting aside self-interest great things could

be achieved. Successful meetings could be conducted in two hours. Cllr P O'Connor proposed a vote of thanks. Flowers were presented by the Council to Mrs V Bell in appreciation of her service to residents of Costessey over the years, and an additional gift was presented by a small group of Councillors. **The meeting was reconvened.**

### **TO MAKE RECOMMENDATIONS ON PLANNING APPLICATIONS, AND RECEIVE INFORMATION ON APPEALS & OTHER PLANNING MATTERS**

#### **225/19: a) Planning applications for consideration:**

- i) 2019/0969: Mr B Cannell - 172 Gunton Lane, NR5 0AQ - Proposed brickwork garage to replace existing concrete sectional garage & timber shed - **APPROVE**
- ii) 2019/0975: Mr. & Mrs. J Sturman - 46 Gurney Road, NR5 0HJ - **RETROSPECTIVE** single-storey rear extension - **Comment: Councillors noted with displeasure that this was yet another retrospective application where the applicant appeared to have put in an application following a complaint. It was suggested that SNC Planning should be harder on those who were submitting retrospective applications eg. perhaps imposing a fine - Otherwise APPROVE**

#### **226/19: b) Information and planning decisions received from South Norfolk & Norfolk County Councils:** Information only – No decisions needed. See separate sheet. Noted

### **FINANCE MATTERS:**

#### **227/19: a) To agree cheque signatories for the bank mandate:**

**RESOLVED to approve the existing signature mandate for 2019-20 with the addition of Cllrs G Jones and T Laidlaw. ACTION: Town Clerk**

#### **228/19: b) To authorise Clerk / Deputy Clerk to make internal transfers between CTC bank accounts:**

**RESOLVED to authorise Clerk/Deputy Clerk to make internal transfers between CTC Bank accounts.**

#### **229/19: c) To continue Clerk & Deputy's authorisation of payments up to £2,000 + VAT:**

**RESOLVED to continue Clerk & Deputy's authorisation of payments up to £2,000 + VAT.**

**230/19: Cllr I Alam left the meeting at 8.30pm.**

#### **231/19: d) To receive the RFO's Financial Reports presented at the Annual Assembly: "RFO" to be added to Abbreviations List. ACTION: Town Clerk**

**RESOLVED to receive the RFO's Financial Reports for 2018-19 and 2019-20.**

#### **232/19: e) To approve payment of Zurich invoice for £11,503 (incl VAT & Insurance Premium Tax): Council is currently on the third year of a "three-year deal".**

**RESOLVED to approve payment of Zurich invoice for £11,503 incl VAT & Insurance Premium Tax. ACTION: Town Clerk**

### **TO CONSIDER DETAILS OF THE FETE AND FAIR 2019**

**233/19: A request for extra volunteers was made. Mrs D Bowles & Cllr T Laidlaw volunteered for the Sunday, Cllrs G & S Jones for the Monday. Security guards to cost £770 for two days, a saving on previous years. A request was also made for an increase in payment to the Air Cadets from the approved £500 to £600 for the two days, as an extra team from Great Yarmouth would also attend.**

**RESOLVED to approve the increase in payment to the Air Cadets from £500 to £600. ACTION: Town Clerk**

### **TO CONSIDER HIGHWAY MATTERS**

**234/19: The importance of placing the SAM 2 machine in the right position on the road with a clear line of sight was explained. It stayed in position for a maximum of 4 weeks, then was moved to another location. The address where bushes overhung the sight line near the bus stop is to be given to Town Clerk, so the owners can be contacted for them to be cut back. ACTION: Cllr Long**

**235/19: "Copper Beech" roundabout at junction of John Hyrne Way: surface has a dip on the inside. It appeared to be collapsing with a bump/ channel in the road. ACTION: Town Clerk.**

**TO WELCOME DISTRICT COUNCILLORS AND RECEIVE THEIR REPORTS**

**236/19:** Cllr Laidlaw read out the District Councillors' report.

**TO RECEIVE THE MINUTES & REPORTS TO THE ANNUAL TOWN ASSEMBLY AND CONSIDER MATTERS THEREIN**

**237/19:** It was good to hear about the activities of local groups, but the "friendly" meeting had few members of the community attending. In future social media could be used to advertise it. **ACTION: Town & Deputy Clerk.**

**RESOLVED to receive the Minutes and Reports to the Annual Town Assembly on 7 May 2019.**

**TO RECEIVE CORRESPONDENCE**

**238/19:** a) Summary Results of Multi-Agency Action Day: Noted. Cllrs S & G Blundell had had a meeting with the police and had an opportunity to meet PC Stu Barnard who now covered Costessey. Non-uniformed officers to patrol the area. PC Barnard would try to attend CTC meetings in future and book more Multi-Agency Action days and possibly surgeries at the Costessey Centre.

**TO RAISE MATTERS OF STRATEGIC IMPORTANCE** (for discussion only - No resolutions)

**239/19:** Streetlights: The streetlight replacement programme had finally started with very positive feedback from residents in Sidney Road, Highlands and the Glade.

**240/19:** Longwater Lane: Road works /redirection of electric supply to certain houses was currently taking place. Check if this would affect the supply to the Cemetery Store. **ACTION: Town Clerk.**

**241/18:** Vandalism: very high levels at the moment; bins being overturned, thefts from the Cemetery, general anti-social behaviour. Incidents were reported to the Police who said they would send out patrols.

**242/19: THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 4 June 2019 at 7pm. VENUE – Breckland Hall Costessey, NR5 ORW**

**243/19: The meeting closed at 8.52pm**

**Chairman:**

**Date:**