



Minutes of the Meeting of Costessey Town Council held on Tuesday 4 June 2019 at 7pm at Breckland Hall, Breckland Road, Costessey, NR5 0RW

PRESENT: Cllrs S Blundell (Chairman), J Amis (Vice-Chair), M Bedford, G Blundell, D Burrill, F Carter, G Dole, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, T Laidlaw, S Long, C Mahn, P O'Connor; H Elias (Town Clerk),

TO RECEIVE APOLOGIES

244/19: Cllr I Alam (clashing celebration), J Newby (away), D Bowles (Clerk's Assistant) unwell.

RESOLVED to accept the above apologies

TO RECEIVE DECLARATIONS OF INTEREST

245/19: Cllrs T Laidlaw, and D Burrill declared a non-pecuniary interest in the planning applications as they are, or may be, members of the South Norfolk Council Planning Committee. They made it clear that, although a view may be taken by Costessey Town Council, they remain open to further information or views which might be presented at South Norfolk Council Planning Committee (DMC) meetings.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 14 May 2019

246/19: Min: 212/19: It was stated that the proposal for a Planning Committee and the subsequent amendment had not been recorded. Therefore Council deferred approving the minutes as they should be amended and presented to the following CTC meeting for approval.

247/19: RESOLVED to adjourn the meeting for the Presentation of Awards

Certificates were presented to Alexander Carter, Thea-Rose Carter and to Alisha Blundell for their help with litter picking at the Costessey Fete & Fair 2019. **The meeting was reconvened.**

TO RECEIVE COMMITTEE MINUTES

248/19: a) Finance, Budgets & Staffing Committee on 24 May 2019 (see also below)

RESOLVED to approve the minutes with no amendments.

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

249/19: Min: 217/19: Queen's Hills Community Park CIO: This was still unresolved, and District Cllrs were working to replace the current designated representative of SNC with a Costessey DCllr

250/19: Min: 222/19: Designated River Valley: Previous SNC responses to CTC's request to re-designate the river valley consistently, especially at Farmland Road to be sent out. **ACTION: Clerk**

251/19: Min: 234/19: SAM2 Machine: An explanation about the machine was given.

252/19: Mins: 239/19: Streetlights, 240/19: Longwater Lane Roadworks, & 241/19: Vandalism: These are NOT major strategic items and they and similar items should be raised under "Updates on Matters in the Minutes NOT Listed Below" on the agenda after the Committee Minutes

253/19: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

Items raised: Speeding and Driver Behaviour; Norwich Western Link routes removing traffic from Costessey – preferred route option to be announced in July; CTC lobbies for Highways improvements; traffic congestion around Longwater Lane / Dereham Road / Larkman Lane and Longwater Interchange areas. **The meeting was reconvened.**

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

254/19: a) Planning applications for consideration:

i) **2019/0980:** Mr M Parsonage - 32 Beaumont Road, NR5 0HQ - Retention of shed to rear of dwelling - **Comment: Poor Quality application – no actual application form, so Members could not see if pre-application advice had been sought or if the application was the result of a**

complaint. Neighbour's objections and concerns were noted, in particular those regarding usage. In the absence of information the Council requested officers make a site visit to establish usage and the intentions of the applicant. A request was made that a condition be imposed limiting usage to domestic use only

ii) 2019/1031: Mr M Bee - 25 Upper Stafford Avenue, NR5 0AB - Demolition of existing garage.

Erection of rear extension and loft conversion – **Comment:** **This proposal is similar to what has been done at other properties in the area. Not forward of the building line – APPROVE**

iii) 2019/1092: Mr & Mrs Edwards - 20 Ashtree Road, NR5 0LS - **VARIATION of condition 2 of PP2013/0428/F - AMENDMENT** to garage from brickwork to woodland cream hardie plank horizontal cladding brickwork – **Comment:** **This is a cream colour concrete lapped cladding, so should be fire retardant - APPROVE**

255/19: b) Information and planning decisions received from South Norfolk & Norfolk County

Councils: Information only – No decisions needed. See separate sheet. Noted. Application 2018/2865 had been refused an extension to the following meeting. Councillors to respond to the Clerk who will collate the responses as she cannot find a suitable date for an ECM. **ACTION: ALL Councillors**

FINANCE MATTERS:

256/19: A request was received from Cllr J Flowerdew to receive documents electronically only.

ACTION: Office Staff

257/19: a) To approve the accounts for March 2019 and receive a budget report incl. payments over £500: At the end of March Council was 100% of the way through the financial year and was in Budget by £26,082 (Year End after transfers). Council had received BOTH instalments of the Precept (£591,448) and the whole of the Precept Support Grant (£9,910). Also, two CIL payments on planning permissions from SNC totalling £19,164.55, and the Agency Grass Cutting Payment of £13,145.42 from Norfolk CC. Some cost centres show an overspend, which are balanced out by underspends in other cost centres. Income from hall hires at Breckland Hall (96.7%), The Costessey Centre (102.1%), and Queen's Hills Community Centre (84.6%). Burial & Memorial fees (160.3%) are sporadic and cannot be accurately predicted, but are generally above budget. Income from interest is at 674.6% (£1,687) from a low base. There is a Property Maintenance EMR which is used to fund property maintenance and smooths out the variable peaks & troughs over the years.

258/19: A query was raised as to the lists of overspends which were obviously more than balanced out by the underspends to give a Year End surplus. It was explained that previous Internal Auditors had recommended in their Action Plans that Councillors should be made aware of the details of where the budget might not be sufficient to cover costs. The staff were congratulated on the detail of the accounts.

259/19: The "Janitorial" cost centres were queried. These cover not only the cleaning contract for the halls, but also the sanitary and nappy bin collection contracts, the purchase by staff of bin bags etc and pest control contracts.

260/19: A further query was raised as to the redactions in the accounts. These are names, usually of hall hirers, and as such are personal data which cannot be published in the public domain. It was noted that two councillors sign off the cheques, and that there were many checks and balances on the accounts. The unredacted accounts are available for councillors to view at the office. Confidential items on purple paper could be e-mailed to the @costesseytc addresses only.

RESOLVED to approve the accounts in the balance of £499,807.94

261/19: b) To consider and approve the accounts for Year End 2019: (see Accountant's notes): Specific regulations apply to local council accounts, which are different from business accounts. In particular depreciation is not allowed and land and transfers before a particular date were nominally valued at £1, though they are insured at a higher value.

RESOLVED to approve the accounts for Year End 2019

262/19: c) To sign off the Balance Sheet at 31 March 2019: (Pg 7 of the accounts).

RESOLVED that the Chairman sign off the Balance Sheet of the accounts

263/19: d) To consider, approve & sign the Annual Governance Statement (Section 1 of the Annual Return / AGAR): Council is audited on its Governance as well as its finances.

RESOLVED to approve and sign the Annual Governance Statement (AGAR Section 1)

264/19: e) To consider, approve & sign the 2018-19 accounts (Section 2 of the Annual Return / AGAR):

RESOLVED to approve and sign the 2018-19 Accounts (AGAR Section 2)

265/19: f) To consider the Earmarked Reserves at Year End: (Pg 12 & Appendix A – Back page & Budget Report pg 3). It was noted that one of the figures in the Clerks' Budget report did not match Appendix A of the accounts – This is to be amended. **ACTION: Town Clerk**

RESOLVED to approve the Earmarked Reserves at Year End as at Appendix A of the accounts

266/19: g) To approve the Explanation of Variances over 15%: There were no variances over 15%.

RESOLVED to approve the table of Variances between 2017-18 and 2018-19

267/19: h) To discuss and approve the detail of the Internal Auditor's Final Report and the Auditor's Action Plan: It was noted that on Pg 6 the Internal Auditor had included a comment from the Clerk, and that a figure had been mistyped. £484,619 should read £484,615. The two recommendations in the Action Plan would be dealt with later in the meeting and at the Property & Environment Committee Meeting. **ACTION: Town Clerk & Deputy Clerk**

RESOLVED to approve the Internal Auditor's Report and Action Plan with the above amendments

268/19: i) To pass a resolution confirming the precept demand of £636,576 (see Min: 017/19: "RESOLVED to approve the Budget, with an increase in the Band D rate of £4.21 which equates to the pro rata transfer of the Special Levy raised by SNC to maintain streetlights for 189 lights only"). Whilst considering all the options to do with Streetlight transfer, the final precept amount had been omitted from the original resolution at the January meeting. The Internal Auditor had highlighted this and recommended that a resolution confirming the amount should be passed.

RESOLVED to confirm that the Precept demand for 2019-20 was £636,576

269/19: j) To re-appoint Auditing Solutions as Internal Auditors for the forthcoming year:

RESOLVED to approve Auditing Solutions as the Internal Auditors for 2020-21

270/19: k) To approve the Annual CIL Report to SNC 2018-19: Only one year's CIL was banked, with the intention of using it for play equipment at Breckland Park. Previous years' CIL had part-funded the Pirate Galleon in the younger children's play area at Breckland Park.

RESOLVED to approve the 2018-19 CIL Report to SNC

271/19: l) To approve the list of Direct Debits:

RESOLVED to approve the list of Direct Debits

272/19: m) To approve payment of TT Jones Electrical Ltd Invoice No 11455 @ £19,400 plus VAT & Invoice No 11456 @ £44,400 plus VAT (Cheques to be released on completion of works). Over 50 new columns had already been installed.

RESOLVED to approve payment of TT Jones Electrical Ltd Invoices 11455 and 11456 for £19,400 and £44,400 + VAT. ACTION: Town Clerk & Deputy Clerk

273/19: n) Scotty's Little Soldiers Charity: Request for donation: The supporting accounts information was available on the Charity Commission website, but had not been found early enough to be included in the Bundle. Cllrs requested information on how many people in Costessey had been helped and about previous grants awarded. Item deferred to the following meeting. **ACTION: Town Clerk**

274/19: o) To approve payment of the invoice to Titanium Fireworks for £2,625 + VAT:

RESOLVED to approve payment of the Titanium Fireworks invoice @ £2,625 + VAT:

TO REVIEW AND APPROVE THE CTC TRAINING AND DEVELOPMENT POLICY (FB&S)

275/19: The amended policy was considered, and a further amendment added, that *“The Clerk and Deputy Clerk MUST maintain membership of the SLCC”*.

RESOLVED to approve the Policy with the above amendment

TO APPROVE THE CTC SAFEGUARDING POLICY (FB&S)

276/19: The draft policy was considered, and an amendment made to 3.3 to read *“Any volunteer may be asked to submit two references [...] by reputable individuals [...] which the Town / Deputy Clerk will check”*

RESOLVED to approve the Policy with the above amendment

TO RECEIVE A RESUME AND FEEDBACK ON THE FETE AND FAIR 2019

277/19: A presentation of drone footage from the two days was shown. Thanks were expressed to all those who contributed in any way, especially the Air Cadets and other volunteers. Sponsors to date were: Carters Heating Services, Pymm & Co, The Wrapbar, Gordon Barber (Dignity), Norton Legal, TT Jones Electrical. Sunday was the busiest day;

Drone footage to be put on the website. ACTION: Deputy Clerk

278/19: The final fete accounts were not available as money was still coming in, but Cllr Blundell was confident that they would have a surplus. Concern was expressed that the fete accounts did not show costs of staff time devoted to the fete, which were absorbed into their normal working days, so that if staff time was included in the fete accounts it would not be running a surplus. £3,000 was included in the CTC budget as a “cushion” to fund any shortfall.

279/19: RESOLVED to continue the meeting after 9pm.

Cllr L Glover left at 9.04pm

280/19: Residents enjoyed the fete as a happy community event. Staff hours had increased recently. It was suggested that an honorarium could be paid to office staff to acknowledge their increased workload. To be considered by the FB&S Committee. **ACTION: Members of the Finance, Budgets & Staffing Committee and Town Clerk**

280/19: The fireworks display was questioned in the light of its effect on the natural environment, and the danger of fire, given the time of year and neighbouring dry farmland. A request for costings for a laser show was made. Cllr Blundell stated that a laser show would be more expensive than the current cost of £2,500 for 13.5 minutes of fireworks. He also thought that sponsors would not be interested in sponsoring a laser show to the same extent as fireworks. One Councillor objected to fireworks.

TO CONSIDER HIGHWAY MATTERS

281/19: Cllr Blundell had come across a firm testing the next generation of speed cameras and asked that they tested them at West End in Costessey, which they did. Data showed speeding which would be useful in the argument with the Norfolk Safety Camera Partnership as to how to fulfil NDR mitigation conditions and use the Next Plc S106 monies. Notes of previous meetings between CTC representatives, the Police, the Police & Crime Commissioner and Norfolk CC officers to be circulated. It was suggested that the working group be reconvened in light of the data from the new camera as the Safety Camera Partnership had previously refused to acknowledge that speeding was an issue in West End. Cllr S Long would also like to attend the WG meetings. New cameras if approved would cost £6,000 each and could be moved around Costessey as required. It was hoped that reducing speeds would help lower the numbers of serious accidents, though other factors were often involved. **ACTION: Town Clerk**

TO RECEIVE DISTRICT COUNCILLORS REPORTS

282/19: Noted. SNC were again offering DCllr grants of £1,000 each for sustainable projects for the community. For larger projects bids could be made for up to £50,000 by DCllrs via the SNC Funding Committee. This fund had previously contributed to the Pirate Galleon at Breckland Park. Closing date was 20 August 2019.

TO RECEIVE CORRESPONDENCE

283/19: a) Police report & April 2019 Crime figures: Noted. Council feared that these didn't reflect the true number as often crimes were reported on social media without a formal report going to the Police. The next Police Surgery was on 19 June at Queen's Hills.

284/19: Thanks were expressed to Cllr G Blundell for all his hard work in organising the fete. Letters of appreciation were coming into the office.

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

285/19: Neighbourhood plans: Costessey does not have a neighbourhood plan; previously CTC had always worked with SNC planners to agree future development sites; there were not many locations left to develop in Costessey; a plan would be costly as it had to be of a good enough standard to be tested and passed by the Planning Inspectorate as "sound". Engaging specialist planners to produce the required documents would be expensive; it would not be worth it as developers routinely ignored them and put in applications outside the agreed settlement boundary. Experiences in other local parishes showed that a Neighbourhood Plan would not have the desired effect of containing planning to agreed areas, so was not worth the time, effort or money. To be placed on a future agenda. **ACTION: Town Clerk**

286/19: **THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 25 June 2019 at 7pm. VENUE – The Costessey Centre, Longwater Lane, Costessey, NR8 5AH**

287/19: **RESOLVED** to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below

Members of the public and Cllr F Carter left the meeting at 9.50pm

*** THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE.**

TO CONSIDER RECOMMENDATIONS FROM THE FB&S COMMITTEE

288/19: Min: F083/19: Staff Appraisals:

RESOLVED that the Council Chairman and the FB&S Committee Chairman conduct the Clerk's Appraisal

289/19: Min: F084/19: Staff Appraisals:

RESOLVED that the Council Chairman and the Clerk conduct the appraisal for the office staff

290/19: Min: F085/19: Staff Appraisals:

RESOLVED that the P&E Committee Chairman and the Clerk, with the addition of the Council Chairman if the grounds staff agree, should conduct the Grounds Staff appraisals

291/19: Min: F086/19: Local Government Pension Scheme and consultation:

RESOLVED that CTC respond to the consultation that the cap should be index-linked.

292/19: The meeting closed at 9.55pm

Chairman:

Date: