



Minutes of the Meeting of Costessey Town Council held on Tuesday 7 January 2020 at 7pm at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH

PRESENT: Cllrs T Laidlaw (Chairman), G Blundell, D Burrill, G Dole, T East, J Flowerdew, S Hannant, G Jones, S Jones, S Long, C Mahn, J Newby, P O'Connor; H Elias (Town Clerk), D Bowles (Buildings Officer)

TO RECEIVE APOLOGIES

001/20: Apologies were accepted from Cllrs J Amis (unwell), J Knights (childcare), F Carter (family commitment), L Glover (work commitments), M Bedford & I Alam (other commitments).

TO RECEIVE DECLARATIONS OF INTEREST

002/20: Cllrs T Laidlaw & D Burrill declared an "other" interest in planning matters. They are members of South Norfolk Council's Development Management Committee and advised they would listen to the views of Costessey Town Council but would remain open to further information or views prior to voting on an application at DMC.

003/20: Min: 026/20: Cllr T East declared an "other" interest in the Boundary Commission consultation on Norfolk County Council division boundaries as he is also the County Cllr for Costessey.

004/20: Min: 030/20: Cllr G Blundell declared "other" interest as he is married to a current Trustee for the Queen's Hills Community Park CIO.

TO CONSIDER MATTERS FOR THE POLICE

005/20: Apologies were given from PC Stu Barnard as he was attending an ASBAG meeting. He notified areas he would be working on in the early new year: complaints about car parking at school drop-off and pick-up times throughout Costessey and surrounding areas; speeding - especially on Dereham Road; operation involving Bus Lane vehicle offenders together with high visibility Policing. Noted.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 10 DECEMBER 2019

006/20: The draft minutes were considered.

It was **RESOLVED** to approve the minutes of the meeting held on 10 December 2019 as an accurate record. **ACTION:** Town Clerk

TO CONFIRM THE MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING ON 17 DECEMBER 2019

007/20: The draft minutes were considered.

It was **RESOLVED** to approve the minutes of the meeting of 17 December 2019 as a correct record. **ACTION:** Town Clerk

TO RECEIVE COMMITTEE MINUTES AND CONSIDER THE RECOMMENDATIONS THEREIN:

008/20: a) Comms WG Meeting of 13 December 2019:

The circulated draft minutes were considered; however, the Chair of the Comms WG had supplied additional points for clarification with background content highlighted in yellow. A member of the Policy Review WG expressed displeasure that the recently-approved Standing Orders and Member / Officer Protocol appeared to have been breached at the first meeting after adoption.

It was **RESOLVED** to approve the WG Chairman's version of the Comms WG minutes of 13 December 2019 meeting as a correct record. **ACTION:** Town Clerk.

The recommendations of the Comms WG were considered:

009/20: **RESOLVED** to approve that 2Commune Ltd be contracted to develop and support a new website. **ACTION:** Town Clerk.

010/20: It was **RESOLVED** that Splatt Design be contracted to re-design and format newsletters ready to print. **ACTION:** Town Clerk.

011/20: It was **RESOLVED** that on completion of a successful trial *ibabs* be contracted to support Officers and Town Councillors with project management, collaboration and meeting information. **ACTION:** Town Clerk.

TO RECEIVE UPDATES ON MATTERS IN THE MINUTES NOT LISTED BELOW (NO RESOLUTIONS)

012/20: Min: 614/19: Change of use at the Ambulance station, Alfred Munnings Way: see recent planning application for an extension to the carpark. Contact SNC Planning Enforcement as the original planning conditions placed on the application on 2016 appear to have been breached.

ACTION: Town Clerk

013/20: Parking around local schools: Costessey TC offers free parking to parents at the Costessey Centre car park for St Augustine's school. (limited places) and at Breckland Park car park for parents of children attending Costessey Primary School in Three Mile Lane. PC Stu Barnard will be on site to help advise NCC plan of action and work with the schools.

014/20: West End: Extension of double yellow lines was discussed, with confirmation an amendment has been recently made. **Contact Highways Engineer to check when this is programmed.**

ACTION: Town Clerk

015/20: Min: 654/19: Additional compound for dugouts: It was confirmed that planning permission was needed for the additional compound at the Costessey Centre. The cost for the planning application would be covered by the D Councillor's grant.

016/20: Townhouse Road bus stop near junction with Folgate Lane: The danger of this location was raised. **Contact NCC Highways to request a safety audit. ACTION:** Town Clerk

017/20: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

Items raised: None. **The meeting was reconvened.**

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

018/20: a) Planning applications for consideration:

i) 2019/2466: Mr G Carrs - 104 West End, NR8 5AJ - **Retention** of front dormer and first floor rear extension – **RECOMMEND REFUSAL** on the following grounds: **Poor design, unsightly, overshadowing of neighbours, overbearing in size and proportion, overdevelopment of site, not in keeping with the surrounding dwellings, loss of amenity to neighbours. Neighbour's letter noted.**

ii) 2019/2526: Mr O Hill - 29 Glenda Road, NR5 0BB - Single storey rear extension – **Comment:** **Costessey TC is disappointed and not pleased that this is yet another retrospective planning application, which has presumably been reported to the enforcement officer rather than being put through the correct procedure before construction started. However, it is in keeping with other properties nearby - APPROVE**

iii) 2019/2538: Mr Carl Chapman - Sainsburys Supermarket William Frost Way, NR5 0JS - Installation of four air conditioning units – **APPROVE**

iv) 2019/2546: Markyate Partnership Ltd & - Land East of Fieldfare Way - Erection of 16 residential units, comprising 6x 3-bedroom and 10x 2-bedroom units with off-road parking – **Comment:** **Concerns were expressed that tandem parking provision would result in vehicles actually parking half on the pavement in Fieldfare Way opposite the school in area which is already gridlocked by parents. The 5 ft wide access is not really wide enough for emergency vehicles or refuse collectors. Plots 7, 10, 14 & 16 in particular are unlikely to park so far from their front door. The back gardens are a reasonable size so there is the opportunity to redesign them slightly to allow for better parking. Plots 5 & 10 are likely to be overlooked by the existing neighbours in Peter Pulling Drive. A query was raised as to why it was not possible to have access via Peter Pulling Drive at the ends of the two access drives rather than from Fairfield on safety grounds - APPROVE**

FINANCE MATTERS

019/20: a) To receive the Internal Auditor's Summary of work undertaken at his first visit (Nov 2019): The report was noted. Internal Auditor to be advised that Standing Orders had been suspended at the time of his visit and that the petty cash reimbursement cheque is raised monthly not *ad hoc*. The second visit from the Auditor is due at the end of January / beginning of February 2020.

ACTION: Town Clerk

020/20: b) To approve the Session and Annual Costs for the Youth service: (see attached). In some previous years, though not in 2019, the Youth Workers had been engaged to attend the Fete to allow them to promote the groups and recruit new members.

It was RESOLVED to approve the Session and Annual Costs for the two youth workers providing the Youth Service

021/20: It was RESOLVED to approve a complimentary stall at the Fete for two days to enable the Youth Group to promote the sessions.

021/20: c) To approve the Budget & set the Precept for 2020-21: (see report & figures). Due to the Tax Base coming in at a much lower figure than anticipated, and the direction of the Finance, Budgets & Staffing Committee not to run a deficit budget, various options for achieving a balanced / surplus budget were discussed. An increase of £2.96 to the Band D was proposed. It was noted that, as most of the properties in Costessey were valued at Bands B and C, most households would have a lower increase. A recorded vote was requested:

For: Cllrs D Burrill, G Dole, T East, S Hannant, G Jones, S Jones, T Laidlaw, J Newby, P O'Connor;

Against: Cllrs J Flowerdew, S Long, C Mahn

Abstained: Cllr G Blundell

It was RESOLVED to approve the budget for 2020-2021, and increase the Band D rate to £120.90 with a Precept of £659,751.00. ACTION: Town Clerk

022/20: d) To approve the accounts for November 2019 and receive a budget report: At the end of November Council was 2/3 (66.67%) of the way through the financial year and was in budget by £270,758. The accounts have been upgraded to accommodate HMRC's Making Tax Digital (MTD) requirements, so have a different look. Importantly Income is shown BEFORE expenditure, and the previous practice of showing a surplus as a minus figure has reverted to a more traditional presentation of showing a surplus by straight figures and a loss within brackets.

Council has received BOTH instalments of the precept (£636,576). Some cost centres are showing a potential overspend, though many will even out over the year (eg Subscriptions at 95.7%). CIL receipts of £10,030 have been received (401.2% of budgeted amount). The potential overspends are offset by higher than anticipated income from hall hires at Breckland Hall (71.3%), The Costessey Centre (72.2%), though Queen's Hills Community Centre is marginally lower than expected (64.9%). Commission is also above what was anticipated. Burial & Memorial fees (36.7%) are sporadic and cannot be accurately predicted, but are generally much lower than anticipated. Interest received is greater than expected. Councillors have taken up the offer of training with enthusiasm, so budgets have been exceeded. There is a Property Maintenance EMR which will be used to fund property maintenance and smooths out the variable peaks & troughs over the years.

It was RESOLVED to approve the accounts for November 2019 in the balance of £732,114.44

023/20: e) To approve payment of SNC Invoice for £3,788.31 (Queen's Hills By-election): A councillor had previously been advised that the costs of a by-election would be much less, though the invoice was in line with what some other Councillors and the Office had anticipated.

It was RESOLVED to approve the payment of the SNC invoice of £3,788.31. ACTION: Town Clerk

024/20: It was RESOLVED TO CONTINUE THE MEETING AFTER 9PM

Cllr D Burrill left the meeting at 9 pm

TO CONSIDER APPOINTING A NEW CTC REP TO THE QUEEN'S HILLS COMMUNITY PARK CIO

025/20: The current CTC appointed Trustee for the Queen's Hills Community Park is DCllr Sharon Blundell, who was appointed when she was a serving Town Councillor. A CIO might exist for many years, but in this case there is no mechanism in place to remove an appointed Trustee. The constitution document lists six appointing bodies, currently Queen's Hills Primary School, South Norfolk Council, Costessey Town Council, Friends of the Tud Valley and then the error of Ormiston Victory Academy listed with Costessey High School, which are the same establishment. SNC officer support (Trustee) is currently looking at the legal side of the process. There is a distinction between elected and appointed trustees. It is believed the Trustees would seek to retain DCllr Sharon Blundell as a Trustee by election at the first meeting in January.

It was RESOLVED to appoint Cllr J Newby as the Costessey TC Trustee

TO CONSIDER THE PROPOSAL FOR THE RESPONSE TO THE BOUNDARY COMMISSION CONSULTATION ON CHANGES TO THE NORFOLK CC DIVISIONS

026/20: A discussion took place on the required changes to the division boundaries and appreciation was expressed for all the work Cllr J Flowerdew had put in. NCC's report will be released on 24 January 2020 giving the working group the opportunity to take into account NCC's position. A daytime meeting of the working group was confirmed for 27 January 2020 (time to be confirmed by Cllr J Flowerdew). **Deferred to next full council meeting on 28 January 2020** so amendments could be incorporated into CTC's submission. **ACTION: Members of Boundary WG**

027/20: Cllr C Mahn left the meeting at 9:28pm

TO CONSIDER HIGHWAYS MATTERS

028/20: Southern roundabout at Longwater Interchange bridge over A47: The closed road C157 Long Lane was discussed as the description on the closure notice was very confusing; Councillors were unsure if the bridge was to be closed or just the two slip roads. Contact Local Highways Engineer to get a definitive answer. **ACTION: Town Clerk**

029/20: Easton Development: The proposed 900 houses are due to trigger S106 provision for a footpath / pelican crossing across the slip roads at Longwater and the upgrade of the pedestrian crossing on William Frost Way. Ask South Norfolk when the development was due to start. **ACTION: Town Clerk.**

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

030/20: A short overview was given by Cllr G Blundell on behalf of DCllr S Blundell. Sixty Christmas food hampers had been given out to a variety of charitable organisations. DCllr S Blundell was organising Dementia training to take place at Queen's Hills Primary School for Years 4 & 5.

TO RECEIVE CORRESPONDENCE (VERBAL AND WRITTEN)

031/20: None

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

032/20: Bus services: 23A bus users were experiencing a really bad service. The 7.30am bus for early workers was continually breaking down and the buses being used were really old. First Bus service needed to improve the service and its vehicles. The vehicles' omissions should also be checked. It was suggested that Cllr Long contact the Passenger Support Manager at Norfolk CC to report the issues. **ACTION: Cllr S Long**

033/20: THE DATE OF THE NEXT FULL COUNCIL MEETING WAS CONFIRMED as TUESDAY 28 January 2020 at 7pm in the Costessey Centre, NR8 5AH.

034/20: The meeting closed at 9.43pm

Chairman:

Date: