



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

PRESENT: Cllrs T Laidlaw (Chairman), J Amis (Vice Chairman), M Bedford, G Blundell, D Burrill, G Dole, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, J Knights, S Long, I Alam, J Newby, C Mahn, F Carter, P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk) D Bowles (Buildings Officer). Two members of the public.

TO RECEIVE APOLOGIES

180/20: Apologies were received from D Cllr S Blundell (other commitment)

TO RECEIVE DECLARATIONS OF INTEREST

181/20: Cllrs T Laidlaw declared an "other" interest in planning matters. He is a member of South Norfolk Council's Development Management Committee (DMC) and advised he 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.

182/20: Cllr Dan Burrill declared another interest in the public participation min:186/20: section as his wife Dr K Dean was advising on the Risks with Covid -19 face to face meetings.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 23 JUNE 2020

183/20: It was **RESOLVED** to approve the minutes of the meeting held on 23 June 2020.

TO RECEIVE COMMITTEE MINUTES

184/20: a) On-line Finance, Budgets & Staffing Committee of 26 June 2020:

It was **RESOLVED** to approve the online minutes for Finance budgets & staffing of 26 June 2020.

185/20: b) On-line Property & Environment Committee meeting of 30 June 2020:

Min: PE031/20: "supportive" should read "support".

RESOLVED to approve the Online Property & Environment Committee meeting minutes, with the above amendment. **ACTION:** Town Clerk

186/20: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

Items raised: Dr. Katherine Deane had forwarded a document prior to the meeting regarding the proposal to return to face to face meetings. An overview of the report was read out stating a case for continued virtual meetings for Costessey Town Council, which represent zero risk of Covid-19 infection to all participants. **The Meeting was reconvened.**

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

187/20: a) **Planning applications for consideration:**

i) 2020/1054: Mr D Smith - Land Off Mill Croft Close, - Proposed 5 no. new dwellings - by 14 July 2020 – **Comment: Access: Millcroft Close would also be the access to the Roundwell works. It is wide enough for two cars to pass, but not refuse carts or larger vehicles such as emergency vehicles. Loss of on-street parking in Millcroft Close would cause problems. More than 20 extra vehicle movements per day turning out of Millcroft Close into Dereham Road would be hazardous, especially as there had recently been a fatal accident in the area. There had been no response from NCC Highways as yet. Design and Layout:** The development is cramped with too many houses; the access road would only be suitable for one vehicle at a time as it is not wide enough for two cars to pass. Plot 5 would be pushed against any access road to the Roundwell works, the parking spaces are too narrow for

modern vehicles, the houses are small and the size would not be in keeping with other dwellings in Millcroft Close. **Wildlife:** Given the large amount of wildlife seen, in particular protected species such as bats, newts etc an Environmental Impact Assessment should be required; **Tree Report:** It was noted that at 6.4.2 Cllrs believed that there was a typo and that the sentence should read that piling rigs etc should NOT be used on the site. The layout is poor, parking is poor, passing is poor, road layout is poor. Six letters of objection from neighbours, especially re wildlife, parking, light and overlooking were noted. Cllr Burrill stated that he intended to write to the Planning Dept with his concerns and, if necessary, call it in to the SNC Development Management Committee - **RECOMMEND REFUSAL**

188/20: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (*Information only. (No decisions needed) See separate sheet. Noted

189/20 c) Notification of appeals:

i) DCLG Ref: [APP/L2630/W/20/3249453](#) – SNC Ref: [2019/2269](#): Mr J Green - Land to Rear 26 West End Avenue, Costessey, NR8 5BA - to be determined on the basis of an exchange of written statements submitted by both the appellant and the Council followed by a site visit by an Inspector. See <http://acp.planninginspectorate.gov.uk> - representations to be received within five weeks of 23 June 2020. Deputy Clerk & Cllr P O'Connor to compose letter re-iterating CTC's previous position.

ACTION: Deputy Clerk & Cllr P O'Connor

TO CONSIDER FINANCE MATTERS

190/20: a) To approve the effectiveness of Internal Audit: The list of audit checks was considered. **RESOLVED to approve the effectiveness of the Internal Audit.**

191/20: b) To approve the accounts for March 2020 and receive a budget report incl. payment over £500:

RESOLVED to approve the accounts for March 2020 in the balance of £546,375.01

192/20: c) To consider and approve the accounts for Year End 2020: (see Accountant's notes):

RESOLVED to approve the accounts for Year End 2020 (prepared by the accountants).

Note: Cllr Long lost her internet connection

193/20: d) To sign off the Balance Sheet at 31 March 2020: (Pg. 7 of the accounts)

RESOLVED to sign off the balance sheet at 31 March 2020 (page 7 of the accounts).

194/20: e) To consider, approve & sign the Annual Governance Statement for 2019-20 (Section 1 of the Annual Return / AGAR):

RESOLVED to approve and sign the Annual Governance statement. ACTION: Town Clerk

195/20: f) To consider, approve & sign the 2019-20 accounts (Section 2 of the Annual Return / AGAR):

RESOLVED to approve & sign the 2019-20 accounts (section 2 of the Annual Return / AGAR.

Action: Town Clerk

196/20: g) To consider the Earmarked Reserves at Year End: (Accounts Pg. 12 Para 13 & Appendix A – Back page & CTC Budget Report pg. 6): Noted

197/20: h) To approve the Explanation of Variances over 15%:

RESOLVED to approve the explanation of Variances over 15%. ACTION: Town Clerk

198/20: i) To discuss and approve the detail of the Internal Auditor's Final Report and the Auditor's Action Plan: One error was highlighted: Page 5 paragraph 3 - the Precept for 2019-20 was listed as £627,398, should be £636,576 (The Internal Auditor had apologised and amended the report). The Auditor had found no issues, so no remedial actions were needed. Congratulations were expressed to the Town Clerk and her team.

RESOLVED to approve the detail of the Internal Auditor's Final Report

**199/20: j) To approve the Annual CIL Report to SNC 2019-20:
RESOLVED to approve the Annual CIL report to SNC 2019-20.**

**200/20: k) To approve the accounts for April 2020 & receive a budget report & payments over £500:
RESOLVED to approve the accounts for April 2020 in the balance of £813,756.22**

**201/20: l) To approve the accounts for May 2020 & receive a budget report & payments over £500:
RESOLVED to approve the accounts for May 2020 in the balance of £783,906.76**

TO CONSIDER THE LATEST GOVERNMENT GUIDANCE ON FACE-TO-FACE COUNCIL MEETINGS AND CONSIDER THE DELEGATED POWERS GRANTED TO THE CLERK on 19 March 2020 pro tem to be ratified when crisis was over at a regular meeting.

202/20: (Min:161/20: RESOLVED to allow the Clerk to authorise payment of all invoices including those over £2,000): CTC had previously agreed that Councillors could be supplied with a laptop or tablet to enable them to conduct Council business. The Deputy Clerk to investigate supplying those Cllrs who wished to have a device to enable all Councillors to access the Zoom meetings in light of the current Covid-19 situation (subject to broadband provision)

RESOLVED to continue remote meetings until further notice. ACTION: Deputy Clerk

203/20: RESOLVED that the Town Clerk continue to exercise delegated powers for simple planning applications, but to bring to full council complex or controversial planning applications and the authorising of invoices over £2,000. ACTION: Town Clerk

204/20: RESOLVED to continue the meeting beyond 9pm

205/20: Dr K Deane offered her services to the Council to help with interpreting the Covid-19 Government guidelines as they evolved. Thanks were expressed to Dr Deane. ACTION: Town Clerk

206/20: THE DATE OF THE NEXT FULL ON-LINE COUNCIL MEETING WAS CONFIRMED as TUESDAY 4 August 2020 at 7pm.

207/20: RESOLVED TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 on the grounds that it was not in the public interest to disclose discussion on the items below due to the discussions relating to staffing issues & contracts.

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

***TO CONSIDER P&E COMMITTEE RECOMMENDATIONS IN RELATION TO:**

208/20: i) Borehole & Irrigation at Longwater Lane: P&E recommendations were discussed. RESOLVED to test the availability and apply for the FA Grant using two quotes received of approx. £38,000. ACTION: Deputy Clerk

209/20: Cllr D Burrill left the meeting at 9.28pm

210/20: The need for a technical consultant to be engaged to advise on the best irrigation solution was discussed, as the contractors had quoted for different systems. A query was raised as to the purpose of the irrigation. The Deputy Clerk to work with Cllr Mahn & Cllr Flowerdew in writing the brief. A recorded vote was requested.

RESOLVED to investigate the appointment of a Technical Consultant to advise the Council on the best solution, subject to cost. ACTION: Deputy Clerk

For: Cllrs F Carter J Flowerdew, L Glover, S Hannant, J Knights, T Laidlaw, C Mahn, J Newby, P O'Connor (9) Against: Cllrs J Amis, G Blundell, T East, G Jones, S Jones (5) Abstain: Cllr M Bedford (1)

211/20: Drainage at Queen's Hills Community Centre:

between all parties Anglian Water, J Youngs & Costessey Town Council. Phil Courtier also expressed an interest in attending to be confirmed
RESOLVED to try and solve outstanding issues with a meeting of all parties. ACTION: Town Clerk, Deputy Clerk

212/20: The meeting closed at 10pm

Chairman:

Date: