

Minutes of the Meeting of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Tuesday 8 June 2021 at 7.30pm

Present: Cllrs G Blundell (Chair), J Amis, S Hannant, G Dole, M Bedford, L Glover, G Jones, S Jones, T Laidlaw, J McCloskey, P O'Connor, J Sealey, S Sizeland. H Elias (Clerk), N Bailey (Deputy Clerk). **Observers:** Cllrs T East, J Newby and CCllr S Blundell attended via Zoom as members of the public.

In Cllr D Burrill's absence the Vice Chair, Cllr G Blundell, chaired the meeting. He welcomed the new councillors elected on 6 May. Following the death of Mr Richard Rymarz, Council held a minute's silence in his memory. Mr Rymarz had served Costessey for over 20 years as Councillor, Chairman and then as the first Deputy Clerk, who had been instrumental in the successful building of the Costessey Centre; the Gallery upstairs had been named after him.

TO APPROVE APOLOGIES

224/21: Apologies were approved from Cllrs D Burrill and L Gibbs-Kneller (both on work-related training courses), plus Cllrs K Deane, T East and J Newby who were unable to attend in person. No apologies were received from Cllr I Alam.

TO RECEIVE DECLARATIONS OF INTEREST (pecuniary, non-pecuniary & sensitive)

225/21: None

TO CONFIRM AND SIGN THE MINUTES OF THE ONLINE ANNUAL COUNCIL MEETING HELD ON 4 MAY 2021

226/21: RESOLVED to approve the minutes with the amendment of the page numbers.

TO RECEIVE COMMITTEE & WG MINUTES & NOTES AND TO VOTE ON THE RECOMMENDATIONS THEREIN:

The following committee minutes were received:

227/21: a) Minutes of the Planning Meeting on 11 May 2021: Signed as received. Noted

228/21: b) Minutes of the Planning Meeting on 25 May 2021: Signed as received. Min: P016/21: A typo "GDNP" instead of "GNDP" was identified. **ACTION: Town Clerk**

229/21: c) Minutes of the Staffing WG of 21 May: (recommendations to F,B&S Committee for approval). Signed as received.

230/21: d) Minutes of the Finance, Budgets & Staffing Committee of 21 May 2021: Signed as received.

231/21: e) Minutes of the Property & Environment WG of 25 May 2021: Signed as received.

Min: PE027/21: Proposed sensory garden at The Denes Open Space, Fairway Queens Hills:

RESOLVED that the area be re-positioned to be located alongside the gravel path at the Denes and called the "Jubilee Garden"

TO RECEIVE UPDATES ON MATTERS IN MINUTES NOT LISTED BELOW (NB: No resolutions may be passed)

232/21: None

TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

233/21: No items raised. Due to technical difficulties it was not possible to hear members of the public speaking.

TO CONSIDER FINANCE MATTERS

234/21: a) To approve the effectiveness of Internal Audit: Council was subjected to three days of internal audit; this was now taking place remotely due to Covid. The efforts of the Office staff in securing an effective internal audit regime were noted.

RESOLVED to approve the effectiveness of Internal Audit

235/21: b) To approve the accounts for March 2021 and receive a budget report incl. payments over £500: Min: F112/21: There were no reported issues with the Year End accounts. Approval had been recommended by the F, B&S Committee
RESOLVED to approve the accounts for March 2021

236/21: c) To consider and approve the accounts for Year End 2021: (see Accountant's notes):
RESOLVED to approve the accounts for Year End 2021

237/21: d) To sign off the Balance Sheet at 31 March 2021: (Pg 7 of the accounts):
RESOLVED to approve the Balance Sheet at 31 March 2021
Cllr G Blundell then signed the Balance Sheet as Chairman of the meeting

238/21: e) To consider, approve & sign the Annual Governance Statement for 2020-21 (Section 1 of the Annual Return / AGAR): The Chair of the F,B&S Committee paid credit to the office staff and RFO for their efforts with the accounts and governance.
RESOLVED to approve Section 1 of the AGAR (Annual Governance Statement for 2020-21)
Section 1 was signed.

239/21: f) To consider, approve & sign the 2020-21 accounts (Section 2 of the AGAR):
RESOLVED to approve Section 2 of the AGAR (Annual Return for 2020-21)
Section 2 was signed.

240/21: g) To consider the Earmarked Reserves at Year End: (Accounts Pg Para & Appendix A – Back page & CTC Budget Report pg 4): An EMR for Lodge Farm Hall should be set up. EMRs to be discussed by the F,B&S Committee. **ACTION: Town Clerk**

241/21: h) To approve the Explanation of Variances over 15%: The streetlights were a major change in both Income and Expenditure and there had been an increase in training.
RESOLVED to approve the Explanation of Variances over 15%

242/21: i) To discuss and approve the detail of the Internal Auditor's Final Report and the Auditor's Action Plan: It was noted the report was exemplary. There had been no need for an action plan.
RESOLVED to approve the Internal Auditor's Final Report

243/21: j) To approve the Annual CIL Report to SNC 2020-21: CIL income was uncertain, could only be used on certain projects and had to be used within 5 years. Previous resolutions were noted.
RESOLVED to approve the Annual CIL Report to SNC for 2020-21. ACTION: Town Clerk

244/21: k) To approve the accounts for April 2021 & receive a budget report & payments over £500: Due to the timetable of the Year End closedown of accounts and the new meetings schedule these had not yet been considered by the F,B&S Committee. **ACTION: Town Clerk**

245/21: l) To approve the return payment of the Covid-19 Business Restart Grants (Costessey Centre £12,000, Breckland Hall £12,000, & Queen's Hills Centre £8,000): SNC had paid the grants to local councils before the details of eligibility had been released by central Government. As local Councils were not eligible, the money had to be returned.
RESOLVED to approve the return payment of the Covid-19 Business Restart Grants.
ACTION: Town Clerk

246/21: m) To ratify payment of the Zurich insurance invoice @ £11,040.73 (gross): The cheque had been raised as the Council could not be left uninsured and was on a multi-year arrangement.
RESOLVED to ratify payment of the Zurich insurance invoice @ £11,040.73 (gross)

TO RECEIVE DISTRICT & COUNTY COUNCILLORS' REPORTS

247/21: DCllr Laidlaw: SNC Annual Meeting had been brought forward to before 6 May due to Covid and the need to hold full Council meetings in person. The Cabinet meeting had 700 pages of reports to consider. SNC had dealt with approx. £47m worth of Government grants, mostly to get

businesses up and running again, which “dwarfed” usual annual budgets – a “huge” effort by SNC staff. GNDP Planning – Village clusters had gone to Reg 18 consultation. The Temporary Travellers’ Site had had an upgrade. Staffing of Environmental Enforcement to be increased. The Water Improvement Officer’s role had been upgraded.

248/21: DCllr Amis: had met SNC Tree Officer and the Norfolk County Wildlife Officer at the Woodland by Queen’s Hills Community Hall. The Consortium of Developers was to undertake essential tree work ahead of land transfer; the County Wildlife Officer had identified several flower species in the woodland, and suggested that if CTC wished to provide picnic tables they should be situated on the grassed area outside the woodland. It was noted that, re the transfer of play areas, the CTC Head Groundsman saved the Town Council several thousand of pounds in repair costs due to his extensive skills.

249/21: DCllr Glover: The Licensing Committee had received extra training on licensing issues. Although much of Licensing involved alcohol and Premises Licences there were other elements including taxis.

250/21: DCllr / CCllr S Blundell: Congratulations were expressed to DCllr S Blundell on being elected as the new County Councillor. She had undertaken training on Data Protection, Online & Information Security, Autism Awareness, Health & Safety & Fire Prevention, Corporate Parenting Training (adoption, fostering, children’s care homes), and would receive Adult Social Services Training. She would attend a meeting to discuss new designs for traffic calming on West End. Current consultations are: Norwich Road – Introductions of Speed Cushions and reduction of speed to 20mph, and Thickthorn Park and Ride. Future road works starting 16 August, continuing for 4 weeks, were planned for West End – speed bump repairs and footway repair. NCC had discussed the Norwich Western Link (NWL), holding a recorded vote. The Cabinet Report was likely to go to the Scrutiny Committee. There would be a further consultation in the Autumn.

251/21: A query on the NWL was raised. It was noted that the green route had been chosen as being the least environmentally damaging, as it only required one river crossing. The “super colony” of bats was 1.1km away. NCC had requested that objectors send in their environmental reports. Costings had risen due to increased mitigation measures for the environment. It was noted that the NWL should prevent HGVs trying to cross the local weak bridges and narrow lanes in Costessey.

252/21: Cllr L Glover left at 8.40pm.

TO CONSIDER THE LATEST GOVERNMENT GUIDANCE ON COVID 19

253/21: The Government was due to announce whether to proceed with Stage 4 of its Roadmap (Lifting of all legal restrictions) the following Monday. Currently a limited number of organised activities were allowed in community halls.

254/21: **THE NEXT MEETING WAS CONFIRMED** as Tuesday 13 July 2021 at 7.30pm in The Costessey Centre (in person for Councillors)

255/21 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 due to the discussions relating to contracts and staffing. Live streaming was stopped due to Council entering closed session.

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

***TO APPROVE THE DOCUMENTS FOR TRANSFER OF THE QH COMMUNITY CENTRE & OTHER LAND TO COSTESSEY TC**

256/21: The documents had not yet been received. The background to the QH Development was explained to newly elected Councillors.

***TO CONSIDER ANY CONFIDENTIAL ITEMS FROM THE FINANCE, BUDGETS & STAFFING COMMITTEE (see above)**

257/21: None

258/21: The meeting closed at 9:30pm
Chairman

Date: