



Minutes of the Meeting of Costessey Town Council held on Tuesday 10 March 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, F Carter, G Dole, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, J Knights, S Long, C Mahn, J Newby, P O'Connor; H Elias (Town Clerk), D Bowles (Buildings Officer).

TO RECEIVE APOLOGIES

102/20: Apologies were received by email from Cllr I Alam; unable to attend due to unforeseen circumstances.

TO RECEIVE DECLARATIONS OF INTEREST

103/20: Cllrs T Laidlaw & D Burrill declared an "other" interest in planning matters. They are members of South Norfolk Council's Development Management Committee (DMC) 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. Cllr D Burrill is also a member of the Licensing Committee.

104/20: 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.

TO CONSIDER MATTERS FOR THE POLICE

105/20: No police attended. A poster had been sent covering the SNT Street Surgeries on 21 March 2020 at 10am in Queen's Hills Community Centre, 11am at Breckland recreation ground, 12 noon at Dereham Road, Easton & 1pm Marlingford Village Hall with the addition of 9am at Lodge Farm. Noted.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 18 FEBRUARY 2020

106/20: Min: 091/21: "of" should read "off". Min: 094/20: remove final word "on." Amendments had been made to the fair copy,

It was **RESOLVED** to approve the minutes of the meeting held on 18 February 2020 with the two amendments listed above. **ACTION:** Town Clerk

TO RECEIVE AN UPDATE ON THE PROPOSED PRESENTATION FROM THE QUEENS HILLS PRIMARY SCHOOL COUNCIL FOLLOWING THEIR TRIP TO LONDON.

107/20: The presentation would not now take place at The Costessey Centre due to insufficient parental agreement. The school have offered a meeting room for the presentation to take place - date to be confirmed. **ACTION:** Cllr J Flowerdew.

TO RECEIVE THE FINANCE, BUDGETS & STAFFING COMMITTEE MINUTES OF 14 FEBRUARY 2020 AND CONSIDER THE RECOMMENDATIONS THEREIN

108/20: No amendments were made to the minutes

RESOLVED to approve the minutes of 14 February 2020 Finance, Budgets & Staffing Committee. **ACTION:** Town Clerk

109/20: a) That the amended Treasury Management Policy be adopted: (F006/20)

RESOLVED to adopt the proposed amendments shown in red in the Treasury Management Policy. **ACTION:** Town Clerk.

110/20: b) That the amended Financial Regulations be adopted including the increased £3,000 limit to the Clerk's IMPREST account as detailed: (F007/20)

RESOLVED to adopt the amended Financial Regulations including the increase to £3,000 limit on the Clerks IMPREST account. **ACTION:** Town Clerk

111/20: c) That the Financial Risk Assessment be approved with the new amendments: (F008/20)
RESOLVED to approve the Financial Risk Assessment with amendments. ACTION: Town Clerk

112/20: d) That CTC stay with the current insurance provider Zurich (F017/20) Cllr J Flowerdew abstained
RESOLVED that CTC stay with the current insurance provider Zurich. ACTION: Town Clerk

113/20: e) That CTC insure everything currently insured, rather than removing items from the schedule: F018/20). Noted

114/20: f) That CTC approve the four-year Insurance deal @ £10,246 pa subject to index linking of the building and contents and any late changes / additions to the schedule: (F019/20) Two abstentions.
RESOLVED to approve the four-year insurance deal @ £10,246 pa subject to index linking of the building and contents and any late changes / additions to the schedule. ACTION: Town Clerk

TO RECEIVE THE PROPERTY & ENVIRONMENT COMMITTEE MINUTES OF 27 FEBRUARY 2020 AND CONSIDER THE RECOMMENDATIONS THEREIN

115/20: **RESOLVED to approve the P&E Minutes of 27 February 2020.**

116/20: a) That Cllr Blundell attend the Licensing Committee on 13th March to answer queries relating to outdoor activities on the recreational field: (PE009/20)

RESOLVED to authorise Cllr Blundell and the Deputy Clerk to attend the Licensing Committee and present the introductory statement. ACTION: Deputy Clerk & Cllr Blundell

117/20: b) That, if a Licence Condition limiting outdoor events was required by the Licensing Authority, then ten events per year on the recreational field should be proposed: (PE010/20)

It was agreed to wait and see what the Licensing Authority proposed before mentioning the suggestion of 10 events a year. ACTION: Deputy Clerk & Cllr Blundell

118/20: Min: PE:013/20: To consider a request from Army Cadets for Permanent Signage at the Costessey Centre:

It was RESOLVED to approve a request from Army Cadets for a permanent sign at The Costessey Centre. The size and style would need pre-approval. ACTION: Deputy Clerk

119/20: Min: PE:016/20: To consider the request for inscription of a Motorcycle on Cemetery Memorial

RESOLVED to approve the inscription of a Motorcycle on a Cremation tablet. ACTION: Town Clerk.

120/20: Min: PE:018/20: To consider request from NCC to install Aerial on Breckland Hall Roof:

Confirm the date that the aerial on Breckland Hall Roof is due to be fitted and that a request be made for a £200 one-off payment. **ACTION: Deputy Clerk.**

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

121/20: None

122/20: 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

123/20: a) Planning applications for consideration:

i) 2020/0380: Mr & Mrs K Parker – Mandalay, Fleet Road, NR8 5BH - Erection of ground floor extensions and alterations including front balcony with enlarged roof - **Comment: This is a large plot. It was noted that this was a similar application to the previous application on this site - 2016/1921 (when it was discovered that two holiday lodges had not been granted PP - These are still not shown). The new application has skylights and a different room layout. It was noted that the site is in a flood zone,**

so electric sockets / meters etc should be raised above the floor level. Site is accessed via an unadopted road track - APPROVE

ii) 2020/0394: Mr I Middlege – Rosewood, The Croft, NR8 5DT - Erection of rear link extension to annexe, including 3x rooflights – by 20 March 2020. **APPROVE**

iii) NCC:FUL/2019/0067: Ernest Gage Avenue, Longwater Industrial Estate, Costessey, NR5 0TL - Construction and operation of a new industrial building (B2) to house the operation of a Waste Transfer Station, a vehicle depot and ancillary development - **Comment: It was noted that there was no Transport Plan attached to this application. This application will result in more traffic and vehicle movements as a result of both the large number of staff vehicles, the movement of trucks coming onto the site to unload, reform and reload 24 hours per day, then transport the newly formed loads off the site. Costessey TC members have grave concerns as the residents of Costessey will be subjected to noise, smells, nuisance and disturbance as a result of this application. Therefore CTC suggests that a S106 contribution be agreed to upgrade the pedestrian crossing on William Frost Way to ensure pedestrian safety, and that a sum of money be paid towards the upgrading of the local highways network at Longwater Interchange to mitigate the increased traffic movements as it is so congested. Also, that an Electric Vehicle Charging Point be installed as part of the efforts to mitigate climate change.**

124/20: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (*Information only. (No decisions needed) See separate sheet. Noted

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

125/20: Cllr J Flowerdew to give a further update on the ECM planning before the meeting at the end of the month. The next WG meeting would be on Monday 16 March with the Extraordinary CTC on Thursday 19 March 2020 to approve the draft submission to send to the LGBCE.

ACTION: Cllr J Flowerdew

TO CONSIDER RECOMMENDATIONS FROM THE INFRASTRUCTURE WG OF 19 FEBRUARY

126/20: All the documents regarding the NCC infrastructure consultation could be found on the NCC website. The responses to the Local Transport Plan and the Rail Prospectus had been submitted, and the Local Plan Reg 18 consultation regarding sites for future development would be submitted shortly. It was noted that there were no preferred sites in Costessey and that Lodge Farm Phase 3 was a "reserve site" – ie that it would only be built on if other preferred sites in the areas surrounding Costessey did not deliver the required number of homes. The plan covered commercial and employment areas. Councillors could also respond as individuals. **ACTION: Town Clerk & ALL Councillors**

TO CONSIDER RECOMMENDATIONS FROM THE POLICY REVIEW WG

127/20: The WG minutes were noted and received. No recommendations had been proposed. A query was raised as to whether any Cllr could attend a working group (even though not a voting member) as it was reported that at a recent training session a NorfolkALC trainer had stated that Cllrs could attend any meeting. Clerk to investigate what exactly had been advised in the training. It was noted that SNC also exclude certain Cllrs from Working Groups of which they are not members. **ACTION: Town Clerk**

TO CONSIDER FINANCE MATTERS

128/20: a) To receive the Internal Auditor's Interim Report and consider any Action Plan:

The Overall Conclusion from the report was read out: *"We are pleased to conclude that, in the areas examined to date, the Council continues to have effective systems in place to ensure transactions are free from material misstatement. The Clerk and her colleagues are again to be commended on the quality of work produced and the high standards of documentation provided for the purposes of our audit visits. We are also pleased to report that no issues have been identified from the work completed to date to warrant formal comment or recommendation: consequently, it has not been considered necessary to append an Action Plan currently"*.

It was noted that no Action Plan was required and that this was not unusual for Costessey TC. It was also noted that the AGAR now looks at governance before the accounts. Thanks were expressed to

the Clerk and her team.

RESOLVED to approve the Internal Auditor's Interim Report

TO CONSIDER DETAILS OF THE FETE & FAIR 2020 INCL FIGURES & STALL NUMBERS

129/20: a) To receive notes of the Fete Support & Compliance Group on 25 February 2020:

Cllr G Blundell confirmed the Monday is now fully booked with only a few spaces left on the Sunday. Under the Sponsorship/ Donation section the East of England Co-op is listed as a £100 pledge, but this should be listed as paid.

RESOLVED to accept the notes of the Fete Support & Compliance Group.

130/20: An update was given information on the Coronavirus. As of the meeting date 10 March 2020 CTC was still planning to go ahead with the events and would notify councillors of any change to plans.

TO CONSIDER HIGHWAYS MATTERS

131/20: a) Traffic calming measures in Norwich Road: 20mph measures & speed cushions between Dereham Road & Oval Road – pre-consultation: (by 23 March). As part of the consultation a 20mph speed limit will be promoted and speed cushions will be constructed on Norwich Road, between Dereham Road and Oval road. The project plan is to reduce vehicle speed and provide a safer route for cyclists heading toward Marriott's Way. **Comment only: Norwich City Council scheme using Green Infrastructure Levy (GIL) monies. Some Cllrs think this is a waste of taxpayers' money as cyclists are unlikely to use this route. Also CTC believes that humps are not favoured on bus routes, but that cars might be able to straddle them. Existing flooding from the highway (Norwich Road) on to private road (Marshall Close) will be exacerbated – this needs sorting out urgently. Lorries and HGVs will cause vibrations on the hump foundations. There are a lot of large tree roots alongside the road which will cause problems. IMPORTANT: bus stops should be left in their current position, not re-sited.**

132/20: b) Proposed 20mph speed limit on Kost Road & Piccioli Close: (by 17 March)

Proposed 20mph Speed Zone Limit on the development. This would be paid for by the Developer. Cllr G Blundell wanted it noted he was not in agreement with the measure. **RESOLVED to APPROVE based on the danger of the children's play area being situated on the bend, providing adequate mitigation measures eg that speed humps are installed so that the area is self-regulating to agree with NCC on the 20mph limit. ACTION: Town Clerk**

133/20: Cllr L Glover left the meeting at 9.01pm

134/20: c) Notice of the A47 North Tuddenham to Easton stretch - Public Information:

It was suggested that CTC should offer to host one of the meetings for a Public Event. Town Clerk to investigate. **ACTION: Town Clerk.**

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

135/20: The report was noted. D Cllr T Laidlaw gave an update on the Change of Use planning application at 19 Bawburgh Lane, which he has "called in" to be heard by the DMC, rather than delegated to officers. DCllr J Amis's committee had not met since May 2018. DCllr S Blundell had dealt with a lot of confidential case work with the Help Hub eg homelessness.

TO RECEIVE CORRESPONDENCE (VERBAL AND WRITTEN)

136/20: Cllr G Blundell read out a message from his phone thanking him for all his hard work on behalf of Costessey residents. He was given two boxes of chocolates that he is donating to the Dementia Café at The Costessey Centre.

137/20: Cllr T East & S Hannant left the meeting at 9.30pm.

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

138/20: Oval Road: Speeding to be reported to the Police.

139/20: Cllr J Flowerdew to attend a study tour at Biggleswade on strategic projects in January 2021. He will pay for his own travel and accommodation.

140/20: Cemetery extension plans to be submitted as two applications. **ACTION: Town Clerk.**

141/20: THE DATE OF THE NEXT FULL COUNCIL MEETING WAS CONFIRMED as TUESDAY 31 March 2020 at 7pm in the Costessey Centre, NR8 5AH. (Extraordinary CTC meeting on Thursday 19 March at 7pm – attendance to Clerk as a quorate of seven is needed)

142/20: RESOLVED TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to staffing issues

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

TO DISCUSS THE RECOMMENDATIONS OF THE FINANCE, BUDGETS & STAFFING COMMITTEE (see above)

143/20: a) That as a gesture of goodwill the request for increased cleaning charges following the rise in the National Minimum Wage from 1 April 2020- 30 September 2020 (end of contract) be approved: (F013/20). A query was raised as to why the F,B&S had made this recommendation.

Recorded vote:

For: Cllrs J Amis, M Bedford, G Blundell, D Burrill, G Dole, G Jones, S Jones, T Laidlaw, J Newby, P O'Connor. **Against:** Cllrs F Carter, J Flowerdew, S Long, C Mahn; (Cllr J Knights abstained)

RESOLVED to make the payment as a gesture of good will, noting the late notice from central Government on the National Minimum Wage rate increase. In addition, the extra effort expected at this time with the Coronavirus was taken into account. ACTION: Town Clerk.

144/20: Cllrs F Carter, J Newby and J Knights left the meeting at 9.48pm.

TO RECEIVE INFORMATION ON A MEETING WITH THE MONITORING OFFICER.

145/20: This item was deferred to the Extraordinary CTC meeting on 19 March 2020.

146/20: The meeting closed 9.50pm

Chairman:

Date: