



Minutes of the Meeting of Costessey Town Council held on Tuesday 10 December 2019 at 7pm at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH

PRESENT: Cllrs T Laidlaw (Chairman), J Amis (Vice-Chair), G Blundell, D Burrill, F Carter, T East, L Glover, S Hannant, G Jones, S Long, J Newby, P O'Connor; H Elias (Town Clerk) D Bowles (Buildings Officer/Clerk Ass) Seven members of the public attended.

TO RECEIVE APOLOGIES

637/19: Cllrs G Dole (unwell), C Mahn & J Flowerdew (other commitments), S Jones (work commitment), J Knights (childcare) & Deputy Clerk N Bailey (childcare). No apologies were received from Cllr I Alam.

TO RECEIVE DECLARATIONS OF INTEREST

638/19: 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.

639/19: Min: 649/19: Planning 2019/1492: Cllr L Glover declared an "other interest" as she knows the family.

640/19: Min: 649/19: Planning i) 2019/2191: Cllr P O'Connor declared an "other interest" as he lives on Gunton Lane.

641/19: Min: 649/19: Planning iii) 2019/2338: Cllr J Amis declared an "other interest" as he lives on Olive Road.

642/19: Min: 652/19: Fete: Cllr G Blundell declared an "other interest" in the Air Cadets as his son attends the group, in the *And Eat It* stall as his son works for the company & his daughter is dating a member of a Fairground family.

643/19: Min: 659/19 & 660/19: Letters: Cllr T East declared an "other" interest both items as he is a member of the Royal British Legion and knows the writer of the second letter.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 26 NOVEMBER 2019

644/19: Amendments: Min: 625/19: Addition that Cllr J Flowerdew left the meeting just before Phil Courtier due to emergency call out by Norfolk Blood Bikes and a typo at Min: 631/19 been corrected.

It was **RESOLVED** to approve the minutes of the meeting 26 November 2019 with the above amendments as a correct record. **ACTION:** Town Clerk

TO RECEIVE COMMITTEE MINUTES

645/19: a) Polices WG Meeting of 18 November 2019:

It was **RESOLVED** to approve the Policies WG meeting minutes of 18 November 2019 as correct.

646/19: b) Finance, Budgets & Staffing Committee of 6 December 2019:

DEFERRED to 17 December 2019 as the timeframe was too short for inclusion in the the Bundle.

ACTION: Town Clerk

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

647/19: None

648/19: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

No members of the public wished to speak, so the meeting was reconvened.

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

649/19: a) Planning applications for consideration:

i) 2019/1492: AMENDMENT - Mr. J Smith - 107 Gurney Road, NR5 0HL - Demolition of existing bungalow and erection 3 no. single story dwellings, with private amenity areas and parking – **Comment: - Concerns were expressed about the foul sewerage pipe - APPROVE -**

SUBJECT TO the Water Management Officer's comments being made mandatory conditions

ii) 2019/2191: AMENDMENT: Sparkes - Erection of a single storey front and rear extension - 54 Gunton Lane, NR5 0AG - **APPROVE**

iii) 2019/2338: Mr. A Gardiner - 2 Olive Road, NR5 0AT - Single storey side extension - **APPROVE**

iv) 2019/2363: c/o Agent - 47 Oval Road, NR5 0DG - Erection of single storey extension - **APPROVE**

650/19: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (*Information only. No decisions needed) See separate sheet.

The Church Farm Barn application had been “called in” to SNC’s Development Management Committee by DCllr L Glover. The Planning Officer involved had made a site visit; the heat pumps had been relocated and it had been decided to approve the application under delegated powers.

TO CONSIDER THE DRAFT CODE OF CONDUCT

651/19: Thanks were expressed to all the WG members for their hard work in reviewing and drafting new protocols, practices and procedures. The previously adopted Code of Conduct had been minimalist and mirrored South Norfolk’s own. A written submission from an absent Councillor that the draft Code was not succinct, that there was insufficient note of the process of dispensation, and that it should have its own section as per the NALC guidance, was noted. It was explained that the process of obtaining a dispensation was not a core part of a Code of Conduct; guidance was available from other sources. The Policies Review WG had, in addition to the NALC model, looked at policies from Colne, which formed the basis of the draft, and Herefordshire as used by Ledbury PC. The WG had worked from the premise that it was better to have a thorough Code of Conduct rather than it being too brief. The Code would be reviewed and re-adopted at the Annual Meeting of the Council in May every year.

It was RESOLVED to adopt the Draft Code of Conduct without further amendment.

TO RECEIVE AN UPDATE ON THE 2020 FETE INCL FIGURES & STALL NUMBERS AND SUPPORT WG NOTES

652/19: The Fete tracker, the list of stalls and the Fete Support WG notes were received. A WG meeting would take place in January 2020 to discuss and review the written policy. **ACTION: Cllrs G Jones, G Blundell, T Laidlaw, Town Clerk & Deputy Clerk**

TO RECEIVE AN UPDATE ON THE OPEN-AIR CINEMA TO CELEBRATE 10 YEARS SINCE OPENING THE COSTESSEY CENTRE:

653/19: Issues with the external ticketing system would have to be resolved. It had been intended that the Temporary Events Notice (TEN) for the Fete would include the Open-Air Cinema on Saturday 23 May 2020. However, as this is a ticketed event and a TENs licence would only have covered up to 499 people in a specific area, it had been confirmed that CTC would need to amend the current premises licence to cover the Open-Air Cinema, and any other future events where the recreational grounds were used for licensable activities catering for 500 people or more. It was noted that the Longwater Lane Recreation ground needed a “resting” period for re-seeding the pitches and a further 6-8 weeks to allow the grass to grow. The cost of a TEN licence was £21.00; the cost for amending the premises licence would be approximately £250-£350. A meeting would take place in the New Year to review the conditions of the premises licence.

It was RESOLVED to vary the current Costessey Centre premises licence to cover the Longwater Lane Recreation Ground. ACTION: Town Clerk

TO CONSIDER RECOMMENDATIONS FROM THE PROPERTY & ENVIRONMENT COMMITTEE OF 14 NOVEMBER

654/19: i) PE061/19: To consider a request from Costessey Sports for an additional compound for dug outs: RECOMMENDED to full Council that the size and design of the storage facility be approved if there was no requirement for planning permission. Office to confirm with SNC Planning whether permission is needed or not. An enquiry was made by Costessey Sports if any extra funding was available via the District Councillors' grants. **ACTION: Town Clerk**

It was RESOLVED to approve in principle the storage facility for the dug outs

655/19: ii) PE064/19: To consider improvements & repairs to Bus Shelters: RECOMMENDED to full Council to a) When suitable, replace any damaged / vandalised transparent panels with colour-matched panels.

It was RESOLVED to approve the improvements and repairs to Bus Shelters and to check the structure of the shelters at the same time to ascertain if they needed replacing as part of the rolling programme of replacing up to two shelters per year. ACTION: Town Clerk & Deputy Clerk

656/19: iii) PE065/19: To consider the installation of Litter Bins near to Queen's Hill Primary School: RECOMMENDED to Full Council to: a) Install three litter bins on the Queen's Hill Primary School fence
It was RESOLVED to approve the installation of three bins on the Queen's Hills Primary School fence.

657/19: b) Install a general litter bin at the Queen's Hills Community Centre:

It was RESOLVED to approve the litter bin at Queens Hills Community Centre

658/19: c) Install Dog Bins at both ends of the Bus lane: It was noted that, given the pending land transfer from the Consortium to various authorities, it might be better to wait until the land had been transferred before seeking permission for installation of bins. If the transfer did not take place within the expected timeframe permission should be sought from the Consortium

It was RESOLVED to approve installation of Dog Bins at either end of the Bus Lane

TO RECEIVE CORRESPONDENCE (VERBAL AND WRITTEN)

659/19: a) To consider a request to display artefacts and to receive meteorological records for Costessey: It had been decided that the detailed meteorological records would be sent elsewhere. Costessey memorabilia had been brought in for display. Prices for a flat wall cabinet for the downstairs Foyer area to be sought. **ACTION: Town Clerk & Buildings Officer**

660/19: b) Royal British Legion: Thanks: Noted. Clerk to write a letter to the Royal British Legion thanking them for all the support received throughout the Community, and to request that CTC be added to their Newsletter distribution list so councillors fully understand all they do. **ACTION: Town Clerk**

661/19: THE DATE OF THE NEXT FULL COUNCIL MEETING (Extraordinary meeting) was confirmed as TUESDAY 17 December 2019 at 7pm in the Costessey Centre, NR8 5AH. AND Tuesday 7 January 2020 at 7pm, also in The Costessey Centre.

The meeting closed at 8pm

Chairman:

Date: