



**Minutes of the Meeting of Costessey Town Council held on Tuesday 15 October 2019 at 7pm at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH**

**PRESENT:** Cllrs T Laidlaw (Chairman), J Amis (Vice-Chair), M Bedford, G Blundell, D Burrill, G Dole, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, S Long, C Mahn, P O'Connor; D Sarson (Locum Clerk); R Reeve (County Officer from NorfolkALC).

Three members of the public, with one recording and live streaming the meeting. The Chairman read out the appropriate notice regarding recording of the meeting.

The Chairman welcomed Russell Reeve, the County Officer for the Norfolk Association of Local Councils and Deborah Sarson who is clerking this meeting.

In response to a query, the County Officer explained that the purpose of his attendance was to act as an observer, and so that he is in a stronger position to support the council going forward.

**TO RECEIVE APOLOGIES**

**509/19:** Apologies were received and accepted from Cllr G. Blundell (other commitments), Cllr F Carter (other commitments) and Cllr Newby (other commitments). No apology was received from Cllr I Alam. Apologies were also received from District Councillor S. Blundell, the Town Clerk Hilary Elias (annual leave) and Deputy Town Clerk Nigel Bailey (family commitments).

**TO RECEIVE DECLARATIONS OF INTEREST**

**510/19:**

Minute No.	Councillors Name	Personal/ Other interest	Pecuniary	Reason
515/19	Cllrs T Laidlaw & D Burrill	✓ ✓		The Councillors are members of South Norfolk Council's Development Management Committee. They 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.
515/19	Cllr Glover	✓		With respect of application reference 2019/1854, the councillor is a church warden
518/19 519/19	Cllr East	✓		The Councillor is the elected County Council member for Costessey division

**TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 24 SEPTEMBER 2019**

**511/19:** An opinion was expressed that the minutes should contain more content of the meetings and an objection was raised that the County Officer's comments are recorded in the minutes whilst other comments are not.

**512/19: It was RESOLVED to amend minute 470/19 to correct a typographical error and minute 477/19 to replace the word 'advised' with 'gave his professional opinion'.**

**513/19:** Issues were raised with the accuracy of the minutes in respect of items 489/19 and 492/19; however, no further amendments were proposed.

**514/19: It was RESOLVED to approve the minutes of the meeting held on 24<sup>th</sup> September 2019 with the above amendments as a correct record. ACTION: Town Clerk**

A recorded vote was requested: For: J Amis, M Bedford, D Burrill, F Carter, T East, L Glover, S Hannant, G Jones, S Jones, T Laidlaw, P O'Connor; Against: J. Flowerdew; Abstained: C Mahn, S Long

#### **TO RECEIVE COMMITTEE MINUTES**

**515/19:** a) Fees & Charges WG of 27 September 2019:

**It was RESOLVED to approve the minutes as a correct record and to accept all the recommendations made. ACTION: Town Clerk**

**516/19:** b) ECM of 8 October 2019 at 7pm:

**It was RESOLVED to approve the minutes as a correct record and to accept all the recommendations made. ACTION: Town Clerk**

**517/19:** c) Burials WG of 8 October 2019 at 8pm:

Cllr T Laidlaw was added to the attendance list, apologies from Cllrs Flowerdew and Mahn were removed as they are not members of this working group, and the words 'to undertake preliminary work on the woodland area as discussed with a view to it being used for the scattering of ashes' were added to the resolution at item BC010/19.

**It was RESOLVED to approve the minutes as a correct record and accept all the recommendations made. ACTION: Town Clerk**

Dumping of rubbish around the cemetery perimeter was noted by Cllr Flowerdew during a recent site visit.

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

**518/19:** There were none.

#### **TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION**

**519/19:** The members of the public in attendance did not wish to speak on any matters to be discussed on the agenda so the meeting was not adjourned.

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

**520/19: a) Planning applications for consideration:**

i) 2019/1854: Mr M Dakers - 9 Wilderness Road, NR8 5GJ - Erection of attached single storey garage – by 21 October 2019. **Comment:** The site for the two proposed car parking spaces in the rear garden to replace the ones that would be lost are very tight, the access of No 9 to the parking spaces could be compromised and there was concern that the proposals represented an overdevelopment of the site and would set a precedent - **REFUSE**

ii) 2019/1955: Removal/Variation of Condition (S73) - Mr & Mrs Trivedi - Church Barn, The Street, NR8 5DG - Variation of condition 2 of PP 2019/0382 - to make provision for photo voltaic roof panels and air-source heating – by 23 October 2019. **Comment:** There is concern that the air source heat pumps would cause a noise nuisance and disturbance for the neighbouring property, and about the visual impact of the photovoltaic panels on the Listed building in a Conservation Area. It is recommended that a site visit be carried out. Cllr Glover agreed to call this application in for consideration by DMC at South Norfolk Council – **REFUSE. ACTION: Town Clerk**

**521/19: b) Information & Planning decisions received from South Norfolk & Norfolk County**

**Councils: (\*Information only. No decisions needed)** See separate sheet. Cllr Flowerdew queried the decision made by South Norfolk Council on application reference 2019/1414 because the application had been approved despite the Town Council's strong objections to it. The Clerk read out the relevant extract from the decision notice which noted the objections but felt there were insufficient planning grounds to refuse it.

**522/19: c) Consultation on Three documents published by the Broads Authority:** (by 22 November)

i) Flood Risk Supplementary Planning Document (SPD): it was suggested that the flood risk element could be relevant to Costessey in terms of future impact given the amount of development happening in the area.

ii) Marketing and Viability SPD

iii) Statement of Community Involvement (SCI)

<https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations>

The consultation was noted.

**FINANCE MATTERS**

**523/19: To approve the External Auditor's Report and any action plan required:** it was noted that CTC received an 'unqualified' report from the external auditor which is the gold standard for town and parish councils and reflects the fact that CTC is a professionally managed council with all the required policies and procedures for the management of public money. The Clerk/RFO and staff were congratulated on this outstanding result.

**It was RESOLVED to approve the External Auditor's Report.**

**TO RECEIVE AN UPDATE ON THE 2020 FETE**

**524/19:** In Cllr Blundell's absence, Cllr Jones reported that elements - of major items - is exactly the same as last year. There are already 43 stall reservations for both the Sunday and Monday.

**TO CONSIDER HIGHWAYS MATTERS**

**525/19: Consultation on Norwich Western Link Sustainable Transport Measures:** Questionnaire – by 18 October Cllr Amis, as CTC's representative reported that the County Council were currently consulting on sustainable transport measures. It was advised that the questionnaire is suitable for councillors as individuals to respond to and Cllr East encouraged councillors to do so. A corporate response from CTC is not essential. It was noted there are considerable traffic blackspots and there currently appear to be various traffic monitoring sites in the area. The County Councillor noted that the proposed route of the Northern Western Link would ease rat running currently experienced. It was hoped that the bus link in Queen's Hills via West End could be opened to create direct access to the city as a temporary measure until the northern bypass could be installed but bus operators would not support additional traffic calming.

**TO CONSIDER THE LOCAL GOVERNMENT BOUNDARY COMMISSION CONSULTATION ON NORFOLK COUNTY COUNCIL** (by 2 December)

**526/19:** Cllr Laidlaw who attended the recent information evening advised that the Boundary Commission is concerned about the disparity of representation by County Councillors across the county and has reviewed the current and future (to 2025) number of electors per councillor. Costessey has a significantly higher number of electors per Councillor - 12,500 against 8,500 average across the rest of the county - and this is sought to be redressed by a review of the boundaries. There is some difficulty in redefining the Costessey boundary given neighbouring wards and constraints set by the County Council including not to cross a district council boundary and not to have any two-councillor divisions. The consultation started on 24<sup>th</sup> September and finishes on 2<sup>nd</sup> December. It was proposed that the council should put forward a considered response to this consultation as without any proposals, the Boundary Commission will make the decision without taking account of local proposals. The County Councillor suggested there were two options to consider including proposing that Costessey should be considered for a two-Councillor division (as an exception to the above rule) given that it is already 45% over the average;

the other proposal was that Queen's Hills be considered to be part of the Hingham Division as Hingham is under represented, although this is a largely rural division. In response to concern that there was a lot of information to take in which most councillors were not aware of, Cllr Laidlaw agreed to provide that information as soon as possible.

**It was RESOLVED to set up a Working Group to consider the options for Costessey for the Boundary Commission's review of Norfolk County Councillor divisions and report back to the next meeting of Full council with volunteers to be sought once further information has been provided by Cllr Laidlaw. ACTION: The Chairman**

**TO RECEIVE CORRESPONDENCE (Verbal and written)**

**527/19:** There was none.

**TO RECEIVE DISTRICT COUNCILLORS' REPORTS**

**528/19:** The report was noted. The issue of speeding on Townhouse Road was raised and it was asked if the variable speed sign could be considered for placement there, it was agreed that this would be investigated. **ACTION: Town Clerk**

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

**529/19:** There were none.

**530/19: THE DATE OF THE NEXT FULL COUNCIL MEETING was confirmed as TUESDAY 5 November 2019 at 7pm in the Costessey Centre, NR8 5AH**

**EXCLUSION OF THE PRESS AND PUBLIC**

**531/19:** The members of the public in attendance left the meeting.

**532/19:** Councillors considered whether to pass a resolution to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960. It was asked on what grounds the public and press were being excluded from the meeting and were advised that it was because it was likely that in the course of the discussion, confidential staffing matters might be discussed. This was not considered acceptable by two councillors and a recorded vote was requested.

**It was 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**

**For:** J Amis, M Bedford, G Blundell, D Burrill, T East, L Glover, S Hannant, G Jones, S Jones, T Laidlaw, S Long, P O'Connor; **Against:** C Mahn, J Flowerdew.

**533/19:** Councillors Mahn and Flowerdew left the meeting at 8.46pm.

**THE FOLLOWING ITEM WAS HEARD IN CONFIDENCE / BELOW THE LINE**

**TO CONSIDER THE CHAIRMAN'S TWO-TRACK PROPOSAL AND OPTIONS FOR ACTION IN LIGHT OF THE LETTER FROM THE MONITORING OFFICER, INCLUDING SETTING UP WORKING GROUPS TO PUT THE NECESSARY PROCESSES AND FRAMEWORKS IN PLACE, AND WHOLE COUNCIL TRAINING**

**534/19:** The Chairman provided some clarification on his proposal and responses received. A revised counter proposal had been received from a councillor too late for the Bundle, but distributed to Councillors at the meeting. It proposed five elements which were noted as a framework for further consideration.

**535/19: It was RESOLVED to extend the meeting beyond 9pm until 9.30pm**

**536/19: It was RESOLVED that the Working Group previously approved on 24 September with Cllr Burrill appointed as Chair had Cllrs O'Connor, East and Dole appointed as members. That the remit of the WG is to consider options in response to the Monitoring Officer's report along with proposals discussed at this meeting and to make recommendations to Full Council. ACTION: Cllrs Burrill, P O'Connor, T East and G Dole**

The meeting ended at 9.39pm

**Chairman:**

**Date:**