



**Minutes of the Meeting of Costessey Town Council held on Tuesday 16 July 2019 at 7pm at
The Costessey Centre, Longwater lane, Costessey, NR8 5AH**

PRESENT: Cllrs S Blundell (Chairman), J Amis (Vice-Chair), M Bedford, G Blundell, D Burrill, F Carter, G Dole, T East, J Flowerdew, L Glover, (arrived 7.10pm), T Laidlaw, S Long, C Mahn, J Newby, S Hannant, P O'Connor; G Jones & S Jones, (arrived 7.35pm), Nigel Bailey (Deputy Clerk), D Bowles (Clerk's Assistant)

321/19: Notice and Announcement read out by Chairman together with a short note on conduct for the meeting.

Member of public was recording a segment of the Meeting to live stream.

TO RECEIVE APOLOGIES

322/19: Town Clerk H Elias (on holiday).

TO RECEIVE DECLARATIONS OF INTEREST

323/19: Cllr T Laidlaw & D Burrill declared a non-pecuniary interest in any planning as they are both members of the DMC for South Norfolk. They made it clear that, although a view may be taken by Costessey Town Council, they remain open to further information or views which might be presented at South Norfolk Council Planning Committee (DMC) meetings.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 25 June 2019

324/19: RESOLVED to approve the minutes with no amendments.

TO RECEIVE COMMITTEE MINUTES

325/19: a) Comms WG of 2 July 2019: Amendments to minutes were discussed.

RESOLVED to approve the Comms WG minutes with additional wording to Mins: C005/19 and C010/19 as follows:

Min C005/19: *"after considerable discussion The Chairman suggested that, because of their expertise in this field, Cllrs Burrill and Mahn should liaise together with the Deputy Clerk to investigate all areas of IT support including training, maintenance and expenditure, and report back to the next meeting of the Communications Working Group. Cllrs Burrill and Mahn felt the first stage should be to ascertain what level of interest there was from Councillors and to proceed from there".*

Min: C010/19: *"The Deputy Clerk had identified a locally based website designer who was familiar with the Wix platform and Town & Parish Council websites. After considerable discussion regarding the pros and cons of the existing website on the Wix platform it was agreed to ask the Deputy Clerk's contact to prepare a feasibility study, at a cost of £135, to investigate its suitability to expand for future use, for use on any device, so it was fit for purpose in today's technological world. The completed feasibility study to be discussed at the next Communications Working Group".* **ACTION: Deputy Clerk**

326/19: b) Finance, Budgets & Staffing Committee of 5 July:

RESOLVED to approve the Finance, Budgets and Staffing Committee of the 5 July 2019 with no amendments.

327/19: RESOLVED to approve Min: F039/19: Town Clerk to invest £140,000 of the General Reserve in Barclay's Treasury Bonds for up to 12 Months. ACTION: Town Clerk.

328/19: c) Property & Environment Committee 9 July 2019:

RESOLVED to approve the minutes with three amendments as follows: i) Under "Present" "Pauline "Williams" amended to "Williamson". ii) Two declarations of interest had a minute number added to them. iii) CTC to seek further professional advice on improvements to the CCTV at the Costessey Centre (not three Quotes). ACTION: Buildings Officer.

329/19: RESOLVED to approve Min: PE039/19: the start of a more inclusive Consultation Plan to include an event at Breckland Park to gain local residents' feedback. ACTION: Deputy Clerk.

330/19: Min: PE044/19: RESOLVED to take NO further action at Queen's Hills Community Centre grounds with regards to the services of the Mole catcher. ACTION: Deputy Clerk.

331/19: Min: PE 045/19: RESOLVED that TT Jones be contracted at a cost of £50,972.90 + VAT to complete the works as agreed at the P&E Committee meeting. ACTION: Town Clerk

332/19: Min: PE048/19: Costessey Sports Club had made several different requests regarding earlier marking out of pitches. The P&E Committee's recommendation was altered in the light of additional information brought to the full Council. In future the Head Groundsman wished to set a consistent date for line marking at the start of the season and would liaise with Costessey Sports at a much earlier date.

RESOLVED to approve Costessey Sports Club's request for 1 Adult pitch to be marked up early around 1-2 August (first game Wednesday 14 August). ACTION: Groundsman / Deputy Clerk

333/19: A request was made for a comparison of Football Pitch Hire Fees charged by other Councils. This could be presented to the Fees & Charges Working Group at their Autumn meeting. Costessey Sports Club asked that they supply and erect their own goals and that £222,591 was awarded by the Football Foundation to help toward the build costs of the Costessey Centre to be taken into account. They stated they were not just hirers; they were part of the Costessey community. Detailed report to follow. ACTION: Deputy Clerk.

334/19: Min: PE050/19 was deferred to the following meeting to allow Cllrs to view the area by the current compound having the extra section marked out on the ground. ACTION: Deputy Clerk.

TO RECEIVE UPDATES ON MATTERS IN THE MINUTES NOT LISTED BELOW (no resolutions)

335/19: Min: PE043/19: Sensory Garden: ideas such as involving The High School with the possibility of a Nursery area to propagate plants. The main focus of the Garden would be on all ages and abilities. (See Appendix A).

336/19: Refurbishment of the play surface in Longwater Lane was well on the way will be completed before the School Summer Holidays.

RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

337/19: Items raised: An objection was made to the Car Park lighting at the newly refurbished Costessey Junior School. Residents voiced concerns that the lights are dazzling and shining into private dwellings and the that the lights are at a higher level than the streetlights. **District Councillors Burrill & Laidlaw agreed to check this.** Deputy Clerk to write to SNC Environmental Team re light pollution implications. **ACTION: Deputy Clerk. The meeting was reconvened.**

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

338/19: a) Planning applications for consideration:

i) 2019/1282: Mr T Scott – Scott's Sheds & Fencing Ltd, Ernest Gage Avenue - Alterations to roof to provide additional first floor office space, including installation of roof lights and window – **APPROVE**

ii) 2019/1259: Mr Manan Singh - 149 West End, NR8 5AN - Replacement of two garden sheds with a single garden shed - **APPROVE - Recommend sound proofing and removal of Permitted Rights.**

iii) 2018/0930/F: Teddy Clark Ltd - 95 Grove Avenue NR5 0HZ - Demolition of existing dwelling house and erection of new residential care home including 3 self-contained units – **RECOMMEND REFUSAL ON THE FOLLOWING GROUNDS: Overdevelopment of site; dominant in the street scene; two or**

three times the size of the original footprint and much larger than the adjacent dwellings; design unsightly and overbearing; commercial business out of keeping with the residential area; overshadowing and overlooking of neighbour's property which would take their light and remove their privacy; traffic – on a bus route and a school access route; water supply and surface water drainage issues given the large size of the proposed property; neighbours' comments were noted. The introduction of Air Source Heat Pumps raised further concerns as they will be situated close to the neighbour's boundary and can create noise.

339/19: b) Information and planning decisions received from South Norfolk & Norfolk County Councils: Information only – No decisions needed. Noted

FINANCE MATTERS:

340/19: a) To approve the accounts for June 2019 and receive a budget report incl payments over £500: At the end of June council was 1/4 (25%) of the way through the financial year and was in budget by £172,380. Council had received the first instalment of the precept (£318,288). Some cost centres were showing a potential overspend, though many would even out over the year (eg Subscriptions at 78.7%) as these were paid annually at the beginning of the financial year. The potential overspends were offset by higher than anticipated income from hall hires at Breckland Hall (30.8%), The Costessey Centre (32.6%), Queen's Hills Community Centre (27.9%). Commission was also above what was anticipated. Burial & Memorial fees (5%) are sporadic and cannot be accurately predicted. There was a Property Maintenance EMR which would be used to fund property maintenance and smooths out the variable peaks & troughs over the years.

RESOLVED to approve the accounts for June 2019 in the balance of £828,829.32.

341/19: A request was made to remove the current West Costessey Hall listing on the Finance Budgets and change to the correct Queen's Hills Community Centre name. **ACTION: Town Clerk**

TO CONSIDER THE FETE AND FAIR 2019

Cllr G Blundell gave a presentation on overhead projector on the Fete and Fair 2019, read out compliments and shared thanks from users and hirers at the event.

342/19: a) To receive the Fete 2019 financial position to date: The issue over CTC staff hours not being included in the spreadsheet was raised again. The spreadsheet was a volunteer-led document which included all income/expenditure apart from staff time prior to the event eg H&S, Stall Bookings, Site Preparation and Equipment ordering. A comprehensive list of staff tasks had previously been presented to the F, B & S Committee. The Accounts Summary document was more user-friendly than the information which could be taken off the Accounts Software. The amounts reconciled with those which had been received and paid. Some more controls over cash handing could be introduced. Cllr Blundell was recognised for all of his hard work and input (round of applause given). VAT was discussed at some length. Cash receipts on both days were from the Car Park, Stall Commission & the 50p Café. These were counted and receipted by Members of the Council, volunteers and a member of staff on day one only. Payments out had a pro-forma for the recipients to sign. All income was subject to VAT and except sponsorship donations. Examples were given of expenditure where VAT applied, but it was not in all cases. It was noted that the car park Worst, Mid and Best-case forecasts had not been portrayed correctly.

343/19: RESOLVED to continue the meeting after 9pm.

344/19: PROPOSAL to re-introduce a working group for the Fete & Fair was redirected by the Chairman, who first wanted a vote on whether CTC should hold a Fete or not.

345/19: b) To consider the re-introduction of the Fete WG for full consideration of details of future fetes (JF)

RESOLVED that CTC would hold another Fete for 2020. ACTION: Deputy Clerk

346/19: Cllr L Glover left at 9.05pm.

347/19: Councillors were reminded that at the Annual Meeting in May that the re-introduction of a Fete working group would be confirmed if the Fete was to go ahead. Volunteers for the Working Group: Cllrs F Carter, L Glover, J Flowerdew, P. O'Connor, S Dole, G Long, G Blundell & G Jones. Convene a meeting as soon as possible. **ACTION: Town Clerk**

348/19: Agenda Items 9c) to 9h) were no longer applicable to the meeting as the Working Group will meet and consider them. It was agreed that Cllr G Blundell could go ahead with Sponsors but not to make any commitments to things that could not be reversed. **ACTION: Cllr Blundell, Deputy Clerk**

349/19: c) To consider the Fete as a two-day event for 2020: (GB) Not discussed. See Min: 343/19.

350/19: d) To consider the Fete as a two-day event with a two-year rolling programme commitment: (GB) Not discussed. See Min: 343/19.

351/19: e) To consider the Fete as two-day event for the next four years: (GB) Not discussed. See Min: 343/19.

352/19: f) To approve fireworks to the value of £2,750: (Funded by corporate & stall holder donations) (GB) Not discussed. See Min: 343/19.

353/19: g) To approve earmarking of the surplus from the 2019 fete towards future fetes: (Set up EMR) (GB) Not discussed. See Min: 343/19.

354/19: h) To approve a "cushion" of £3,000 in budget: Not discussed see Min: 343/19.
Cllr F Carter left the meeting.

TO APPROVE THE AMENDED DRAFT SOCIAL MEDIA POLICY 2019 (Comms WG)

355/19: Thanks were expressed to Cllr Chris Mahn for all his input into the Policy. Amendments were suggested as follows: **1.4** remove words "in line with corporate policy"; **3.1** "Job" changed to "role"; **6.1** remove "and members".

RESOLVED to approve the Draft Social Media Policy with the above amendments ACTION: Town Clerk.

TO CONSIDER HIGHWAY MATTERS

356/19: a) Parish Partnerships Bid 2020-21: Bus stops / Shelters on the Dereham Road walkway and trods were raised as a possible bids. Ask NCC / First Bus Company what the plans were going forward, then decide if Bid can be placed based on their response. **ACTION: Town Clerk**

TO CONSIDER THE REVIEW OF POLLING DISTRICTS AND POLLING STATIONS (Consultation closes 31 July)

357/19: Distance from some Polling Stations was a possible barrier. Voters from the Richmond Road end of Easthills Road had to make their way to the Costessey Centre. Apparently in previous years and prior to the District Ward Boundary changes, voters from Middleton's Crescent had to travel to the Costessey Centre when the Ormiston Victory Academy was not available. The layout of the Polling Station at the Costessey Centre was confusing for the residents. Costessey Baptist Church on The Street, Old Costessey should be re-introduced as a station. Have any alternative venues in Costessey been contacted/considered? **ACTION: Deputy Clerk**

TO RECEIVE CORRESPONDENCE

358/19: a) Police Report & May 2019 Crime Figures: Noted.

TO RECEIVE DISTRICT COUNCILLORS REPORTS

359/19: Update given on the Alderman ceremony at South Norfolk. This should be reported in the *Costessey Contact*. Costessey has five District Cllrs with a £1k grant each, ie a total of £5k to spend between them looking for projects. Request to look at groups or areas where the grants can be best used. Now CTC has 19 Councillors it would be good to get the Comms Group to investigate microphones for each of the Councillors, so everyone can be heard in the meetings. Also to investigate the possibility of three wheelchairs, one for each of the halls.

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

360/19: Option C of the Western Link had been approved by NCC. Cllr J Newby and the Friends of the Tud would be attending a meeting on Thursday evening.

361/19: Members of the Public left the Meeting at 9.40pm

362/19: THE DATE OF THE NEXT MEETING WAS CONFIRMED as Monday 5 August 2019 at 7pm. VENUE – Queens Hills Community Centre, Costessey, NR8 5BP (Note change of day and Venue)

363/19: 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

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

***TO CONSIDER RECOMMENDATIONS FROM THE FB&S COMMITTEE**

364/19: Min: F102/19: RESOLVED to approve gift cards to be distributed by Town Clerk

365/19: Min: F104/19: RESOLVED not to respond to the Consultation.

366/19: The meeting closed at 9.46pm

Chairman:

Date: