



**Minutes of the Meeting of Costessey Town Council held on Tuesday 18 February 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, J Knights D Burrill, G Dole, L Glover, S Hannant, G Jones, S Jones, S Long, J Newby, P O'Connor; H Elias (Town Clerk), D Bowles (Buildings Officer). One member of public.

## **TO RECEIVE APOLOGIES**

**070/20:** Apologies were accepted from Cllrs J Flowerdew & C Mahn (other commitments), T East (unwell), F Carter (work commitment). No apologies were received from Cllr I Alam

## **TO RECEIVE DECLARATIONS OF INTEREST**

**071/20:** 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.

## **TO CONSIDER MATTERS FOR THE POLICE**

**072/20:** No comments or report from Police.

## **TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 28 JANUARY 2020**

**073/20:** Min: 066/20: "break should read "brake".

**It was RESOLVED to approve the minutes of the meeting held on 28 January 2020 as a correct record with the above amendment. ACTION: Town Clerk**

**074/20:** The importance of clear sight of hands during voting "For", "Against" and abstaining was raised. To ensure clarity of the vote hands should be raised high.

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

**075/20:** Min: 046/20: School Council presentation: The Clerk had contacted Queens Hills school again, but had not received any dates.

**076/20:** Min: 052/20: NCC Division Boundary Changes: A working group meeting had been set for 16 March 2020 to discuss the CTC final submission. At the next full council meeting on the 10 March councillors would need to agree to delegate the final submission to the WG and the Clerk to submit.

**077/20:** Min: 057/20 & 058/20: QH Bus Lane & Traffic calming in West End: Cllr Blundell had attended a meeting with NCC and Police discussing the possibility of speed cameras. More information to follow.

**078/20: 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**

**079/20: a) Planning applications for consideration:**

i) 2020/0150: Mr Johnson - 34 Oval Road, NR5 0DF - Single storey rear extension and open rear garden swimming pool - **APPROVE**

**080/20: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (\*Information only. (No decisions needed) See separate sheet. Noted**

## **TO CONSIDER RECOMMENDATIONS FROM THE COMMS WG OF 5 FEBRUARY 2020**

**081/20: RESOLVED to receive the WG minutes**

**082/20: a) To Live Stream Full Council Meetings following the purchase of portable equipment estimated at £500 + VAT and using the existing Broadband:** (Min: CO08/20:) The WG had originally recommended not to live stream, but full Council had asked the WG to do further research and provide more information. Equipment proposed had been used successfully at another Town Council.

**RESOLVED to approve the live streaming proposal together with the purchase of the equipment estimated at £500 + VAT.** (Cllr J Amis abstained) **ACTION: Deputy Clerk**

**083/20: b) To contract Dixons to supply and install the Jerningham AV equipment: TVs with 5-year warranties @ £2,845.42 + VAT:** (Min: CO09/20): The existing equipment was out of date and had failed. Various options had been investigated. It was noted that if meetings were to be live streamed then a hanging mic would not be needed. The largest recommended TV would be smaller than the existing screen.

**RESOLVED to approve the purchase of the two TVs with 5-year warranties @ £2,845.42 + VAT.** **ACTION: Deputy Clerk**

**084/20: c) To Publish Town Councillors' email addresses (website & newsletter) with an option to opt-out.** (Min: CO11/20): CTC provided Councillors with specific e-mail addresses so they could keep their Council work separate. It was noted that under Freedom of Information legislation private e-mail addresses used for Council business could be investigated. The Comms WG was thanked for moving the business forward.

**RESOLVED to publish Town Councillors' email addresses with an option to opt-out.** **ACTION: Deputy Clerk**

## **FINANCE MATTERS**

**085/20: a) To approve the accounts for January 2020 and receive a budget report:** At the end of January Council was 5/6 (83.3%) of the way through the financial year and was in budget by £150,635. It had received 98.5% of its income and spent 84% of its budgeted expenditure. Council had received both instalments of the precept (£636,576). CIL receipts of £10,030 had been received (401.2% of budgeted amount). The potential overspends were offset by higher than anticipated income from hall hires at Breckland Hall (87.8%), The Costessey Centre (90%), though Queen's Hills Community Centre was slightly lower than expected (79.4%). Bar Commission was also above what was anticipated at Breckland (108.7%). Burial & Memorial fees (48.5%) were sporadic and could not be accurately predicted but were generally much lower than anticipated. Interest received was greater than expected (£2,633). Councillors had taken up the offer of training with enthusiasm, so that the budget had been exceeded. There was a Property Maintenance EMR which would be used to fund property maintenance and smoothed out the variable peaks & troughs over the years.

**It was RESOLVED to approve the accounts in the Balance of £642,955.07.**

**086/20: b) To approve payment of the Collier Turfcare invoice @ £2,822.20 + VAT:**

**RESOLVED to approve the payment of the Collier Turfcare invoice @ £2,822.20 + VAT.** **ACTION: Town Clerk**

**087/20: c) To consider a request for a donation to the Priscilla Bacon Hospice:**

**RESOLVED to approve a donation of £200.00 split evenly between the current Priscilla Bacon Lodge Patient Fund and the new Hospice.** **ACTION: Town Clerk**

## **TO APPROVE CTC'S HEALTH & SAFETY POLICY STATEMENT**

**088/20:** The Health & Safety Policy statement with the additions of "volunteers & others" affected by its activities. No 2: "Manage & Maintain"; No 6: addition of "PPE". Include "regular tree inspections" and separately investigate a Tree and Woodland policy.

**RESOLVED to approve the policy with the above amendments.** **ACTION: Town Clerk**

### **TO CONSIDER HIGHWAYS MATTERS**

**089/20:** Dereham Road: A pile of rubbish has appeared just off the road in the old entrance to the former Lodge Farm buildings; it had been reported to South Norfolk Council. A query had arisen over land ownership. Advised it was the Developer's land. **ACTION: Town Clerk**

**090/20:** Junctions at Lord Nelson Drive & also Roundwell Travellers' site: Notification of drain repairs - this should be a one-day job.

**091/20:** Junction of Marshall Close / Norwich Road flooding: unadopted road but appears to be running down the road coming off the public highway causing the problem. Contact NCC to notify them. **ACTION: Town Clerk.**

**092/20:** Norwich Western Link: Money was still available for the upgrade of the A47.

**093/20:** Longwater Interchange Southern roundabout: work has been postponed, but no new date given yet.

**094/20:** West End: Frog and Toad volunteers are out.

**095/20:** William Frost Way: Cllr Blundell asked for everyone to get involved in lobbying CCllr Martin Wilby about the crossing between Sainsbury's and Next Plc. He has set up an E petition which adheres to NCC requirements as a resident.

### **TO RECEIVE DISTRICT COUNCILLORS' REPORTS**

**096/20:** DCllr T Laidlaw gave an update on the complaint by a resident on the lighting recently installed at the Primary School on Three Mile Lane school (on Academy Trust land). S Norfolk inspector doesn't believe they present a problem and a letter of response from South Norfolk will go to the Complainant. This was felt unsympathetic to the residents affected. CTC asked TT Jones to give an estimate to add shields to the eight lamps - cost £720 plus VAT. It was felt a letter and the accompanying quote should be sent to the school.

**097/20:** District Cllrs funding starts again in May. The CAF fund is to be increased from the current 50k to 100k. A minimum of £1,000 funding to a maximum of 15k is available for community projects. Strict criteria have to be adhered to. Please inform D Cllrs of constituted groups with bank accounts that need help with funding.

### **TO RECEIVE CORRESPONDENCE (VERBAL AND WRITTEN)**

**098/20:** The Honorary Archivist in conjunction with the aerial photographer have 150 shots covering the showground and surrounding areas. A small display at the Costessey centre / Breckland Hall will be created.

A request to inform the local residents about the Action for children Group which hires Queens Hill's Community Hall on Friday mornings that has professionals on hand for advice.

**099/20:** Speed Cameras in West End: A request was made to see if it was possible to get traffic figures from the road bands / traffic counters. **ACTION: Town Clerk to ask NCC Highways.**

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

**100/20:** Dementia Café: meets every fourth Thursday of the month 10am -12noon at the Costessey Centre; please spread the word to residents.

**101/20:** **THE DATE OF THE NEXT FULL COUNCIL MEETING WAS CONFIRMED as TUESDAY 10 March 2020 at 7pm in the Costessey Centre, NR8 5AH.**

The meeting closed at 8.43 pm

**Chairman:**

**Date:**