



Minutes of the Meeting of Costessey Town Council held on Tuesday 19 February 2019 at 7pm in the Costessey Centre, Longwater Lane, Costessey NR8 5AH

PRESENT: Cllrs S Blundell (Chairman), J Amis (Vice-Chair), M Bedford, G Blundell, F Carter, T East, L Gibbs-Kneller, L Glover, D Gunby, S Hannant, G Jones, T Laidlaw, J Newby; H Elias (Town Clerk); Four members of the public incl. DCllr V Bell

TO RECEIVE APOLOGIES

065/19: Cllrs D Burrill, D Lister (both away), P O'Connor (unwell), D Cllrs A Pond (other commitments) D Bowles (Clerk's Assistant - unwell)

RESOLVED to accept the above apologies.

TO RECEIVE DECLARATIONS OF INTEREST

066/19: Cllr F Carter declared a pecuniary interest in Min: 079/19: iv) as Mrs Wymer is a customer of her firm.

067/19: Cllr T Laidlaw declared a pecuniary interest in Min: 084/19: as he is a recent beneficiary of the Red Cross

068/19: Cllrs G & S Blundell declared a pecuniary interest in Min: 078/19: as they live in Kestrel Avenue.

069/11: Cllr G Jones declared a non-pecuniary interest in Min 088/19: as he is a member of the Royal Norfolk Agricultural Association which runs the showground.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 8 JANUARY 2019

070/19: Min: 043/19: a) Planning vii) 2019/0102: Teddy Clark Ltd: "the this one" to read "this one"

RESOLVED to approve the minutes with the above amendment. ACTION: Town Clerk.

TO RECEIVE COMMITTEE MINUTES

071/19: a) a) Property & Environment Committee of 31 January 2019:

RESOLVED to approve the minutes of the meeting with no amendments.

The following recommendations to full Council were approved:

072/19: Min: PE005/19: that **CTC further promote initiatives like the SNC Big Litter Pick by using social media and the newsletter**

073/19: Min: PE009/19: **Not to plant an extension to the hedgerow along Longwater Lane.**

074/19: Min: PE011/19: **Street names for Lodge Farm Phase 2 (Hampden View):**

RESOLVED that the suggestions be put forward to South Norfolk Council by Taylor Wimpey for Lodge Farm Phase 2.

075/19: Min: PE012/19: Alice Baker: A great deal of correspondence had been received about commemorating Alice Baker with a street name. It was suggested that when smaller developments were granted planning permission CTC should contact the developer with potential street names.

RESOLVED that "Alice Baker" be recognised on a future smaller development, if the Town Council were consulted. ACTION: Town Clerk

076/19: b) Finance, Budgets & Staffing Committee of 15 February 2019: See also below:

Min: F028/18: A disclaimer inserted in the Hall Hirer Terms & Conditions had also been suggested.

RESOLVED to approve the minutes with no amendments.

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

077/19: Mins: 057/19: 058/19: 059/19: All these items were shown to the Highways engineer during the Highways Tour.

RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

078/19: Items raised: Land in front of Kestrel Avenue reauctioned. RHS support for volunteer garden projects. Possible sensory garden at Queen's Hills in the Dene play area or elsewhere eg the cemetery extension. RHS link with schools. 20mph speed restrictions and roundels – what stage of the legal process were they? **The meeting was reconvened. ACTION: Town Clerk.**

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

079/19: a) Planning applications for consideration:

i) **2018/2846:** Mr Wm Davidson - 26 Gunton Lane NR5 0AE - Erection of single storey side and rear extensions - **APPROVE**

ii) **2019/0152:** Miss A Richardson - Costessey Water Treatment Works, Taverham Lane - Installation of two side-by-side Hydrolux screens and kiosk - **APPROVE**

iii) **2019/0186:** Mr D Lawrence - 13 Blackhill Wood Lane, NR8 5GG - Two single storey extensions - **Query as to whether the trees over the boundary behind were subject to TPOs and if so whether the extension would impact on protected woodland. - APPROVE SUBJECT TO caveat of protection of woodland / TPOs being upheld**

iv) **2019/0263:** Mrs J Wymer - 11 St Simon Close, NR8 5ES - Retention of garage conversion into accommodation - **Comment:** Cllr Fiona Carter declared a pecuniary interest as Mrs Wymer was a customer of her business. It was noted that permitted development rights had been withdrawn on Queen's Hills with regard to garage conversions; also that the conversion work relating to the retrospective application had been undertaken prior to 2013 and that the property had changed hands since then.

RECOMMEND REFUSAL on the following grounds: This would set a precedent contrary to the permitted development rights' withdrawal; inadequate parking for a larger dwelling; obstruction of pedestrian path accessing the rear of the properties; danger to occupants in case of fire as vehicles now parked on pathway blocking easy exit from the front door of the house in an emergency

v) **2019/0266:** Mr R Groves - 1 Olive Close, NR5 0AR - Erection of rear single storey extension - **APPROVE**

vi) **2019/0300:** Mr & Mrs James - 8 Myrtle Avenue, NR8 5DA - Removal of existing conservatory, erection of 2 storey side extension and single storey rear extension - **APPROVE**

080/19: b) Information and planning decisions received from South Norfolk & Norfolk County Councils: Information only – No decisions needed. See separate sheet. Noted

FINANCE MATTERS:

081/19: a) To approve the accounts for January 2019 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 £99,272. Council had received BOTH instalments of the precept (£591,448) and the whole of the Precept Support Grant (£9,910). Also, two CIL payments on planning permissions from South Norfolk Council totalling £19,164.55, and the Agency Grass Cutting payment of £13,145.42 from Norfolk County Council. Some cost centres were showing a potential overspend, though many would even out over the year (eg Subscriptions at 84.1%, Insurance at 87.9% & Licences at 100%) which were often 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 (89.4%), The Costessey Centre (94.3%), while Queen's Hills Community Hall was slightly under budgeted income (77.5%). Burial & Memorial fees (145.9%) were sporadic and could not be accurately predicted, but were generally above budget. Interest was at 486.6% from a low base. A Property Maintenance EMR would be used to fund property maintenance and smooth out the variable peaks & troughs over the years.

RESOLVED to approve the accounts for January 2019 in the balance of £582,923.24 SUBJECT to the satisfactory explanation of the two British Gas Bills for the Costessey Centre covering the same period

[**Note:** one bill was for gas, the other for electricity; the lack of space for full descriptions on the accounts system had led to the confusion].

082/19: b) To approve the updated Financial Regulations 2019): The amendments were considered.

RESOLVED to approve the Financial Regulations 2019 with the amendments. ACTION: Clerk

083/19: c) To approve the updated Treasury Strategy (FB&S): The amendments were considered.

RESOLVED to approve the Treasury Strategy with the amendments. ACTION: Town Clerk

084/19: d) To consider the request for a grant from the British Red Cross: The varying donation requests were considered. Although a national organisation it did good work in Costessey.

PROPOSAL to donate £50.

AMENDMENT to donate £125, (the cost of providing a wheelchair)

The original motion was withdrawn.

RESOLVED to approve a donation of £125 to the Red Cross. ACTION: Town Clerk.

TO APPROVE THE UPDATED SAFEGUARDING POLICY (FB&S)

085/19: The updated policy was discussed. It was stated that Safeguarding guidelines seemed to change on a weekly basis. The Youth Worker had advised that the existing Child Protection Policy should be expanded to include vulnerable adults in a Safeguarding Policy and that the definitions were out of date.

PROPOSAL to accept the updated Safeguarding Policy

Strong representation was made that councillors should be trained to undertake the provisions in the updated Policy. However, staff rarely had dealings with children as they were usually accompanied, but a policy was required so that staff, members and volunteers were aware of the reporting procedure in the event that they saw or overheard something which concerned them. It was not for them to decide whether an incident was a safeguarding issue or not, they only needed to follow the reporting procedures. It was highly unlikely that a child or vulnerable adult would confide in a staff member or councillor, but councillors also needed to be aware of what was appropriate in the course of their work. If a new policy were not adopted the existing Child Protection Policy would stand

RESOLVED to consult authorities further and gain advice on the draft policy before adopting a Safeguarding Policy. ACTION: Town Clerk.

TO CONSIDER DETAILS OF THE FETE AND FAIR 2019

086/19: Stallholder income was ahead of budget. A Military Re-enactment Group had been provisionally booked to give a WWII Bomb Disposal demonstration of a mock defusing of a bomb at a cost of £400.

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

087/19: Written report noted. Although the Town Council had agreed to nominate a Trustee to the Queen's Hills CIO (Charitable Interest Organisation) for the parkland open space areas, it had deferred the nomination until after the elections on 2 May 2019. South Norfolk had appointed DCllr Andrew Pond as their representative. The Friends of the Tud Valley and the School had each appointed a representative. As the land was still in the hands of the Developers it was unlikely that the CIO would be able to undertake any work until the land was transferred anyway. Concern was expressed that the site was deteriorating. It was noted that no correspondence had been received by the Council despite CTC's office being designated as the official correspondence address.

RESOLVED to appoint Cllr Sharon Blundell as CTC's representative on the CIO

TO CONSIDER THE VARIATION IN THE PREMISES LICENCE FOR THE NORFOLK SHOWGROUND

088/19: The prevention of crime and disorder: Extending the hours would lead to further issues – problems so far reported were previous events where students had spilled out onto the road as they were under the influence of drink / drugs, causing a danger to themselves and road users. It was noted that many individual events had to pay for their own TENS licence to which conditions could be attached, so potential issues could be controlled. This variation would not allow individual events to be assessed or conditions to be imposed to control possible crime & disorder.

Public Safety: Extending the hours would lead to further issues – problems so far reported were previous events where students had spilled out onto the road as they were under the influence of drink / drugs, causing a danger to themselves and road users.

Prevention of Public Nuisance: Residents throughout Costessey regularly heard the events at the Showground. The music was often unbelievable loud. The variation would extend timings / hours of events to 3am without adequate noise control, eg a requirement for a silent disco. The Town Council often received complaints about the unbearably loud music at Showground events, which prevented residents sleeping properly. A silent disco after 1am should be a condition at all events.

The protection of children from harm: Extending the hours would lead to further issues and make it more likely that children would not be kept safe from alcohol, drugs, noise damage to their ears, sleep deprivation.

RESOLVED to object to the variation on all four licensing areas and suggested that a silent disco after 1am should be a condition at all events. ACTION: Town Clerk

TO CONSIDER HIGHWAY MATTERS

089/19: Dereham Road: a recent tragic fatal accident had required the road to be completely closed for many hours, leading to long tailbacks and gridlock so bad that residents of Queen's Hills were trapped for seven hours, including special needs children and other school pupils who were unable to cope with the distress caused. The Police were unaware of the Bus Lane Protocol, (although the lane is not operational yet) and were not locally based so were unaware of local traffic patterns. It was suggested that volunteers could be trained to manage traffic and direct vehicles down the bus lane in similar circumstances when the traffic was backing up at Longwater, making it impossible to leave Queen's Hills. Bus Lane Protocol should be reviewed and a solution found to the lack of second access / exit. County Councillor had already written to the Police & Crime Commissioner, the Chief Constable and Norfolk CC. Clerk to write similar letter on behalf of CTC. **ACTION: Clerk**

TO RECEIVE CORRESPONDENCE

090/19: a) Carers Matter Norfolk: Noted

091/19: b) Police Report & January 2019 Crime figures: These had not been received in time for the meeting.

092/19: Invitation to all councillors: to attend the licensing of the new Vicar of St Edmund's Church on Monday 25 March at 7pm. RSVP by 11 March.

093/19: Burglaries: Police had responded re the complaint about lack of follow-up and had requested further details. **ACTION: Town Clerk**

094/19: Cllr T East left the meeting at 8.50pm

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

095/19: Website: members of the public commented that the agenda pages appeared to be out of date. **ACTION: Deputy Clerk**

096/19: THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 12 March 2019 at 7pm. VENUE – The Costessey Centre, Longwater Lane, Costessey, NR8 5AH

097/19: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it was not in the public interest to disclose discussion on the items below

Members of the Public left at 8.55pm

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

098/19: RESOLVED to continue the meeting after 9pm

TO RECEIVE AN UPDATE ON LOCAL GOVERNMENT SALARY SCALE RANGES (NB: Salary Scale Points previously agreed nationally and approved by CTC) (FB&S)

099/19: The Clerk explained how the new salary points were allocated to the new salary scale ranges.

RESOLVED to approve the new salary scale ranges as per the FB&S recommendation.

ACTION: Town Clerk

TO CONSIDER OVERNIGHT SECURITY AND THE CLEANING / CARETAKING CONTRACT

100/19: The existing security call out and key holding contract would end on 31 March 2019.

Quotes had been received and a recommendation made.

RESOLVED that Broadland Guarding Services be appointed for Keyholding and Call out services for one year initially. ACTION: Deputy Clerk

101/19: The meeting closed at 9.03pm

Chairman:

Date: