



Minutes of the Meeting of Costessey Town Council held on Tuesday 24 September 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, F Carter, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, S Long, C Mahn, J Newby, P O'Connor; H Elias (Town Clerk); R Reeve (County Officer from NorfolkALC).

TO ELECT A CHAIRMAN AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE

465/19: Following the resignation of Cllr S Blundell as Chairman and as a Town Councillor, the Vice Chair, Cllr J Amis, opened the meeting. Cllr T Laidlaw was proposed as Chairman

RESOLVED to elect Cllr T Laidlaw as Chairman of the Council

Cllr Laidlaw declared his acceptance of the office of Chairman, which was duly signed.

466/19: The Chairman stated that he had the utmost respect for the former Chairman Sharon Blundell, whose passion and way with people would be greatly missed. A further tribute was made praising Mrs Blundell who had served eight years as a councillor, who had been an effective and accomplished leader, and who cared for residents, councillors and staff alike. Mrs Blundell had been a true champion for Costessey and would be missed.

467/19: The County Officer from the NorfolkALC was introduced. CTC is a member of the NorfolkALC which provides support and training to local councils in all aspects of their work. As a former Clerk, accountant, auditor and management consultant he had a breadth of experience to offer.

TO RECEIVE APOLOGIES

468/19: Apologies were accepted from Cllr I Alam (away)

TO RECEIVE DECLARATIONS OF INTEREST

469/19: Cllr T Laidlaw & D Burrill declared an "other" interest in any planning as they are both members of the DMC at 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.

470/19: Cllr J Amis declared an "other" interest in Min: 481/19: Planning as he lives in Olive Road & Cllr J Flowerdew declared an "other" interest in all five planning items as he lives in NR5

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 3 September

471/19: Following the Monitoring Officer's detailed codification and explanation of interests the following amendments were made:

Min: 425/19: Interests: "non-pecuniary" was altered to "other".

Min: 426/19: Interests: "non-pecuniary" was altered to "pecuniary"

Min: 427/19: Interests: "pecuniary" was amended to "other"

Min: 428/19: Interests: was amended to read "Cllr T East declared an "other" interest in the Longwater Interchange roundabout as he is the County Councillor for Costessey – Min: 448/49"

472/19: Min: 450/19: District Councillors Reports: A request was made for the District Councillors' Reports to be appended to the minutes as they were presented too late to be included in the document Bundle.

473/19: Min: 434/19: A query was raised as to the meaning of the explanatory sentence. The Clerk explained that these were reasons given by Councillors for not changing to the @costesseytc.org email addresses.

PROPOSAL to approve Min: 434/19: A record of the individual votes was requested:

For: Cllrs J Amis, M Bedford, G Blundell, D Burrill, T East, S Hannant, G Jones, S Jones,

S Long, J Newby, P O'Connor; Against: Cllr J Flowerdew; Abstained: Cllrs C Mahn, F Carter, L Glover

RESOLVED to approve the minute 434/19

474/19: Min: 451/19: Social Media: It was noted that a large part of Cllr G Blundell's statement had not been included in the minutes. The opinion was expressed that the minutes were a document of Social History and therefore should be as full as possible with a paragraph on each section. The Clerk read out Paragraph 7.39 from Arnold-Baker on what was expected regarding the minutes of a council.

PROPOSAL to approve Min: 451/19: A record of the individual votes was requested:
For: Cllrs J Amis, M Bedford, G Blundell, D Burrill, T East, L Glover, S Hannant, G Jones, S Jones, J Newby, P O'Connor; Against: Cllrs J Flowerdew, S Long, C Mahn; Abstained: Cllr F Carter
RESOLVED to approve the minutes with the above amendments. ACTION: Town Clerk

TO RECEIVE COMMITTEE MINUTES

475/19: a) Executive Committee Meeting of 12 September 2019: Following the Monitoring Officer's comments on interests the following amendments were made:

Min: 455/19: Apologies: Cllr M Bedford had given his apologies and was not present at the meeting.

Min: 456/19: Interests: "non-pecuniary" was altered to "other".

Min: 457/19: Interests: "other" was added before "interest" and "and did not vote" was removed.

Min: 459/19: Planning: The above amendments were also made to i) 2019/1683 and ii) 2019/1689

Cllr J Flowerdew abstained

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

476/19: b) Finance, Budgets & Staffing Meeting of 13 September:

Min: F114/19: "Charge" should read "0.08%", NOT "0.8%"

A query was raised regarding the reserves. The General Reserve is generally ¼ to 1/3 of budgeted expenditure. Earmarked reserves are set aside for specific purposes.

Cllrs S Long & F Carter abstained.

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

477/19: The County Officer gave his professional opinion that four pages of minutes was perfectly acceptable, but that 40 minutes spent on discussing the minutes was not an efficient use of Council's time and that certain councillors were making too much of them. He advised that it was reasonable to vote as a Committee on the Committee minutes if that made sense to Council.

TO RECEIVE UPDATES ON MATTERS IN THE MINUTES NOT LISTED BELOW

478/19: Min: 445/19: Chafer Grub: The specialist's report had still not been received. The Norfolk FA's grounds expert had inspected the pitches the previous Friday with the Head Groundsman, the Deputy Clerk, a representative from Costessey Sports with Cllr J Amis at a distance. Costessey Sports had offered to pay £150 for a second inspection so that they or CTC could apply for grants for remedial work. The Head Groundsman was continuing to salvage what he could by seeding and fertilising to encourage root growth of the grass. All treatment options would require a large a volume of water which would be difficult to provide. An extraction licence for the river would not be forthcoming as local farmers were having theirs revoked. The option of a borehole was being investigated and a licence was not required provided the extraction stayed within certain limits. A new chemical treatment currently available to racecourses and golf clubs might be available for amenity land in future – a case was being made. Cllr Carter was thanked for her research.

479/19: Sundown - response: A Multi-Agency Safety Advisor Group meeting had been arranged for event organisers the following Thursday. SNC assured CTC that Members' and residents' concerns would be raised and discussed in detail.

TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

480/19: No members of the public were present

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

481/19: a) Planning applications for consideration:

i) 2019/1702: Mr A Davy - 2 Hill Crest, NR5 0NB - Single storey front extension - **APPROVE**

- ii) 2019/1771: Branksome Property Company Ltd - 35 Hill Road, NR5 0LY - Reserved Matters application for Landscaping, scale, appearance, layout following outline **PP 2018/1876** for erection of three bungalows and associated works - **Comment: CTC had previously recommended refusal. SNC have taken CTC's suggestions on board. Application noted**
- iii) 2019/1772: Branksome Property Company Ltd - 35 Hill Road, NR5 0LY - Variation of conditions 3 and 8 of **PP 2018/1876** - amendment of access arrangements - **Comment: CTC had previously recommended refusal. SNC have taken CTC's suggestions on board. Application noted**
- iv) 2019/1787: Mr & Mrs B Gibson - 84 Olive Road, NR5 0AP - Single storey flat roof rear extension – Householder – **Query if SNC have a "Flat Roof Policy". Comment: This is a simple extension - APPROVE**
- v) 2019/1654: Mr M O'Donoghoe - 7 Everson Close, NR5 0BQ - Erection of garage to rear of dwelling – **Comment: There is plenty of land and space - APPROVE**

482/19: b) Information and planning decisions received from South Norfolk & Norfolk County Councils: Information only – No decisions needed. Noted

With the agreement of Council the Chairman took Item 12 next

TO CONSIDER THE INSURANCE COMPANY'S RESPONSE RE DEMENTIA CAFES

483/19: Zurich would not even consider insuring a Dementia café unless a long list of queries was answered. They considered this to be a high -risk and vulnerable category of clientele and had concerns over training, recruitment, safeguarding and managing of volunteers. Cllr Newby had approached the Alzheimer's Society who would not insure the café as it was not run by them. He had received a quote from Access at a reasonable rate, but this was conditional on similar queries being answered and suitable specialist policies being in place. Cllr Newby, the Clerk and Deputy Clerk are DBS checked. It was suggested that DCllrs could offer their grant(s) towards training. It was also suggested that the Alzheimer's Society might be able to provide model policies. **ACTION: Cllr J Newby**

RESOLVED to accept the quotation in principle SUBJECT to all the conditions being met.

484/19: Due to the proposed guillotine to ensure enough time was available to discuss item 20, the following items were deferred:

9 Finance Matters

10 To Receive an Update on the 2020 Fete Following Support & Compliance Group Meetings on 27 August, 3 & 10 September 2019

11 To consider the Proposal for an open-air cinema on the Saturday before the Fete 2020

13 To consider Highways Matters - a) Parish Partnerships: NCC response:

14 To receive correspondence (Verbal and written) - a) Thanks: - b) Grassroots Coach of The Year: Jason White was awarded The Grassroots Coach of the Year Award at Norfolk County FA's Volunteers' Awards Evening on 6 September <https://www.youtube.com/watch?v=kCCfUe5Ab6U> - c) Police Report & Crime figures:

15 To request a Clerk's Report of activities and outcomes since the last meeting and potential issues and concerns that may arise in the immediate and medium future (JF)

16 To receive District Councillors' Reports

17 To raise matters of strategic importance (for discussion only - No resolutions)

TO CONSIDER THE LETTER FROM THE MONITORING OFFICER AND OPTIONS FOR ACTION

485/19: A request was made that Item 20, The Monitoring Officer's letter, be deferred to a Finance, Budgets and Staffing meeting. The Clerk explained that the Monitoring Officer had strong views that the item should be discussed by the whole Council, and had expected that it would be discussed as soon as possible. This was the first available full Council meeting since her letter had been received.

486/19: PROPOSAL that the item should be deferred to an Executive Committee Meeting (ECM). Concern was expressed that not as many councillors might attend an ECM, so the item should be dealt with by full Council, whose meeting dates were already published.

For: Cllrs J Flowerdew, S Long, S Mahn **Against:** J Amis, M Bedford, G Blundell, D Burrill,

F Carter, T East, L Glover, G Jones, S Jones, J Newby, P O'Connor; Abstained: 1 (S Hannant)
The proposal was NOT carried , so the meeting continued with Item 20

487/19: 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

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

TO CONSIDER THE LETTER FROM THE MONITORING OFFICER AND OPTIONS FOR ACTION

488/19: i) Standing Orders: - ii) Member / Officer Protocol: - iii) Training and Guidance on the Code of Conduct & Social Media: - iv) Training on Conflict Resolution:

A discussion ensued as to whether a separate Working Group should be set up to deal with the suggestions made. The idea of a two-track programme was mooted; the Chairman would put together a paper for discussion at the next full Council meeting. The Chairman asked Councillors to advise him of the skills they could offer, and of any alternative suggestions they might have.

ACTION: Chairman, All Councillors

489/19: Cllr S Long left the meeting at 8.52pm

490/19: Monitoring Officer to be informed of the outcome of the discussion, and a meeting to be arranged. ACTION: Town Clerk, Chairman

491/19: RESOLVED to continue the meeting until 9.30pm

492/19: RESOLVED that a new Working Group be set up to review and consider all CTC policies, with the priority being to create a Member / Officer Protocol and to report to full Council

Cllrs J Flowerdew & C Mahn abstained

493/19: THE DATE OF THE NEXT FULL COUNCIL MEETING WAS CONFIRMED as Tuesday 15 October 2019 at 7pm. VENUE – The Costessey Centre, Longwater Lane, NR8 5AH – However, the Clerk advised that as she would be on leave the Council would require a locum Clerk. The County Officer suggested a suitable locum Clerk

RESOLVED to engage the former Diss Clerk to act as Clerk for the meeting on 15 October 19

494/19: Deferred items could be dealt with at an ECM prior to the planned Burials / New Cemetery WG meeting planned for 8 October. ACTION: Town Clerk

495/19: Meeting closed at 9.35pm

Chairman:

Date: