



## Minutes of the Meeting of Costessey Town Council held on Tuesday 25 June 2019 at 7pm at The Costessey Centre, Longwater Lane, Costessey, NR8 5AH

**PRESENT:** Cllrs S Blundell (Chairman), J Amis (Vice-Chair), M Bedford, D Burrill, F Carter, G Dole, L Glover, S Hannant, G Jones, S Jones, S Long, C Mahn, J Newby, P O'Connor; H Elias (Town Clerk). Six members of the public including PC S Barnard and representatives of Costessey Sports Club.

### **TO RECEIVE APOLOGIES**

**293/19:** Cllr I Alam (family crisis), G Blundell, (Clashing commitment), T East (away), J Flowerdew (family illness), T Laidlaw, (away); D Bowles (Clerk's Assistant on leave).

**RESOLVED to accept the above apologies**

### **TO RECEIVE DECLARATIONS OF INTEREST**

**294/19:** Cllr D Burrill declared a non-pecuniary interest in the planning applications as he may be called to be a member of the South Norfolk Council Planning Committee. He made it clear that, although a view may be taken by Costessey Town Council, he remains open to further information or views which might be presented at South Norfolk Council Planning Committee (DMC) meetings.

**295/19:** Cllr D Burrill declared a pecuniary interest in Min: 312/19: Parish Partnerships Bid: as one of the suggestions involved the chicane on Jerningham Rd, directly outside his house

**296/19:** With the agreement of the Council the Chairman dealt with Item 11b) Police Report & May 2019 Crime figures to allow PC Barnard to leave the meeting early. Queries were raised as to the type of criminal damage, weapons used in crimes and what follow-up action the Police had taken.

**297/19:** It was reported that an excessive number of vehicles around Longwater Lane and East Hills Road were racing round at excessive speeds and with illegal exhaust pipes, especially in the late evening and nights. Mopeds were noted on Breckland Road, their drivers without helmets, and there were motorcycles in Queen's Hill's woods and bus lane. Police advice was to keep reporting any issues to do with vehicle ASB (Anti-Social Behaviour) with registration numbers on 101 so a proper log was kept. Police could then take action.

**298/19:** The Chairman thanked PC Barnard for attending; PC Barnard left the meeting for one-to-one discussions with members of the public in the Gallery.

### **TO CONFIRM THE MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 14**

#### **May**

**299/19:** Min: 246/19: The missing resolution had been added.

**RESOLVED to approve the amended minutes with no further amendments.**

### **TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 4 JUNE**

**300/19:** **RESOLVED to approve the minutes with no amendments.**

### **TO RECEIVE COMMITTEE MINUTES**

**301/19:** None

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

**302/19:** Mins: 263/19-266/19: The AGAR and supporting documentation had been sent to the External Auditor.

**303/19:** Min: 256/19: Electronic documents: This was recorded as otherwise the Clerk was obliged to send hard copy documents to all councillors.

**304/19:** Min: 218/19: Youth Group Management Committee: The Youth Worker had been in touch re the management committees.

### **305/19: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION**

**Items raised:** Costessey Sports had held their tenth annual football tournament and had had “fantastic” feedback as being “probably the best” in the area, with 400-500 vehicles and thousands of visitors. Thanks were expressed to Costessey Town Council and especially the grounds staff; the club had been reminded how good the facilities were at Longwater Lane including the Costessey Centre. Councillors thanked Costessey Sports Club for helping with the grounds work and commented on the “excellent” traffic management. A discussion ensued as to the use of parking cones; Police to clarify. **The meeting was reconvened.**

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

#### **306/19: a) Planning applications for consideration:**

i) 2019/1185: Mr & Mrs A Dutton - 121 Norwich Road, NR5 0LE - Single storey rear and two storey side extensions. Alterations to dormer windows and new chimney - **Comment:** **This is a very big plot – APPROVE**

ii) 2019/1236: Mr B Cowles - 110 Norwich Road, NR5 0EH - Extensions to front and rear, garage to rear and new dropped kerb for vehicular access to front (**REVISED**) - **Comment:** **Next door are in the process of doing something similar - APPROVE**

#### **307/19: b) Information and planning decisions received from South Norfolk & Norfolk County Councils:** Information only – No decisions needed. See separate sheet. Noted.

### **FINANCE MATTERS**

**308/19: a) To approve the accounts for April 2019 and receive a budget report incl payments over £500:** At the end of April Council was 1/12 (8.3%) of the way through the financial year and was in budget by £296,844. 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 63.8%) 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 (17.4%), The Costessey Centre (16%), Queen’s Hills Community Centre (12.6%). Burial & Memorial fees (2.9%) were sporadic and could not be accurately predicted. A Property Maintenance EMR would be used to fund property maintenance and smooth out the variable peaks & troughs over the years. The first month was not a good indicator of how the year would end.

**RESOLVED to approve the April accounts in the balance of £792,949.82**

**309/19: b) To approve the accounts for May 2019 and receive a budget report incl payments over £500:** At the end of May Council was 1/6 (16.67%) of the way through the financial year and was in budget by £240,287. 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 64.8%) 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 (23.9%), The Costessey Centre (24.4%), Queen’s Hills Community Centre (19%). Commission was also above what was anticipated. Burial & Memorial fees (4.4%) were sporadic and could not be accurately predicted. A Property Maintenance EMR would be used to fund property maintenance and smooth out the variable peaks & troughs over the years. The first two months were not a good indicator of how the year would end.

**RESOLVED to approve the May accounts in the balance of £854,628**

**310/19: c) Scotty’s Little Soldiers Charity: Request for donation:** (see CTC Grants Policy and supporting documents). This is a local Norfolk military charity, which does not currently deal with anyone in Costessey. Councillors were aware of the limited funds in the budget for awarding grants to charities.

**RESOLVED that the current request be refused, BUT that if in future the Charity does look after any Costessey residents it should re-apply for a grant**

**311/19: d) To approve the purchase of six dog bins for Lodge Farm:** CTC had already provided a handful of dog bins on Queen’s Hills and had had several requests for bins on Lodge Farm.

Permission needed to be given by the housebuilders, and locations agreed with SNC, who would empty the bins @ approx. £100 per bin per year.

**RESOLVED to approve the purchase of six dog waste bins for Lodge Farm. ACTION: Deputy Clerk**

### **TO CONSIDER HIGHWAY MATTERS**

**312/19: a) Parish Partnerships Bid 2020-21:** Suggestions made on CTC's Facebook page were considered. The Clerk explained that previously upgrading the speed table outside the Costessey Centre to a zebra crossing had been requested, but CTC had been told they were too expensive and did not fall within the scheme parameters. An upgrade to the crossing on William Frost Way had also previously been requested and dismissed; this was part of the S106 agreement for the proposed development of Easton, therefore TKMaxx would not agree to the upgrade as part of their planning obligation, despite meeting a Councillor, a wheel-chair user and the Clerk on site. Other suggestions included a path to the bus stop on Dereham Road at Lodge Farm (again previously requested) and markings on the left hand lane by the Showground Public House to be re-painted as drivers often queued in the wrong lane to go to Queen's Hills, with several "near misses" occurring. Requests to be made again. **ACTION: Town Clerk**

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

**313/19: a) Compliments on the Fete & Fair 2019:** Noted

**314/19: b) Police Report & May 2019 Crime figures:** Noted. Further details on individual crimes can be gleaned from the Police website [www.police.co.uk](http://www.police.co.uk) once "Costessey" had been entered as the location. Councillors believed that Police probably missed the PCSOs as they were the link in the Community with the rest of the Police service

**315/19: Funeral:** A previous Councillor, Ron Thompson, who had been the Costessey Parish Council Chairman 1985-1987 had died. Cllr Sharon Blundell would represent the Town Council at the funeral at St Edmund's Church. **ACTION: Cllr S Blundell**

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

**316/19:** No written report had been submitted. Cllr D Burrill had been on training about the Early Help Hub, to which most problems could be directed for advice and help. Former DCllr Vivienne Bell had been nominated for the award of Honorary Alderman, to be presented by South Norfolk Council at their full Council meeting on 15 July. "South Norfolk on Show" would take place on 30 June at Long Stratton. District Councillor training was very good, including aspects of dealing with and engaging members of the community, personal safety, and data protection. The Clerk requested the details of the training organisation. **ACTION: Cllr L Glover**

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

**317/19: Roundwell Medical Centre:** Cllr P O'Connor was a member of the Patient Participation Group (of about 20 people). Concerns were raised re length of time it took to get an appointment with both a named doctor and any available doctor. Other ways to access appointments were by going on-line or by using the walk-in Centre. The Roundwell Surgery is part of the Combined Norwich Area Service. It was noted that the service had improved over the last 12 months. One issue was that many patients did not turn up to appointments booked many weeks in advance which they had not cancelled, causing some of the problems with slots being booked up.

**318/19: Showground Licences:** Concern was expressed that another organisation appeared to be trying to obtain a Premises Licence for events at the Showground to alter the timings recently agreed. It was confirmed that a Premises could have several premises licences relating to it, not just a TENS licence for one-off events. Of the four licensing objectives "Public Safety" referred only to the safety of those at the event, not members of the public once they had left the premises. SNC deals with all licensing applications. The Showground needed events apart from the Royal Norfolk Show to make ends meet.

**319/19: THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 16 July 2019 at 7pm. VENUE – The Costessey Centre, Longwater Lane, Costessey, NR8 5AH**

**320/19: The meeting closed at 8.17pm**

**Chairman:**

**Date:**

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