



Minutes of the Meeting of Costessey Town Council held on Tuesday 26 November 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, G Dole, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, J Knights, S Long, C Mahn, J Newby, P O'Connor; H Elias (Town Clerk)

Seven members of the public attended. Mr P Courtier, Director of Place at South Norfolk Council, attended the section below the line to report on SNC's negotiations and the commuted sum.

TO RECEIVE APOLOGIES

596/19: Apologies were accepted from Cllr F Carter (family commitment). No apology was received from Cllr I Alam.

TO RECEIVE DECLARATIONS OF INTEREST

597/19: Cllrs T Laidlaw & D Burrill declared an "other" interest in planning matters. They are members of South Norfolk Council's Development Management Committee 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.

598/19: Min: 613/19: Planning iv) 2019/2238: Cllr T East declared an "other interest" as he knows the applicant.

599/19: Min:616/19: Cllrs T East and J Knights declared an "other" interest in Item 9d) as they know the people involved with the project

600/19: Min: 631/19: Cllrs G Jones and S Jones declared a non-pecuniary / other interest in the Licence application as they are members of the Royal Agricultural Association

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 5 NOVEMBER 2019

601/19: The draft minutes were considered. Typographical errors had been amended in the fair copy
It was RESOLVED to approve the minutes of the meeting held on 5 November 2019 as a correct record.

TO CONFIRM THE MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING ON 12 NOVEMBER 2019

602/19: The draft minutes were considered. Typographical errors had been amended in the fair copy. The following amendments were made:

i) Present: Cllr G Dole was added to, and Mrs S Long was removed from, those listed as present

ii) Min: 584/19: No recorded vote was taken, so the paragraph was removed.

iii) Min: 585/19: "two" was replaced by "six"

It was RESOLVED to approve the minutes of the meeting of 12 November 2019 as a correct record with the above amendments. ACTION: Town Clerk

TO RECEIVE COMMITTEE MINUTES AND CONSIDER THE RECOMMENDATIONS THEREIN:

603/19: a) Policies WG Meeting of 4 November:

It was RESOLVED to approve the minutes of the meeting as a correct record.

604/19: b) Policies WG Meeting of 18 November:

The minutes had not been available in time to send out with the bundle.

605/19: c) Extraordinary full Council meeting of 12 November:

This had been dealt with under Item 4 – Min: 602/19 above.

606/19: d) Property & Environment Committee of 14 November:

i) Min: PE062/19: Remove ... "area within existing Skateboard" ...

ii) Min: PE064/19: Recommendation 5: Remove "timetable cases" and replace with "RTI displays"

also in two existing shelters in Townhouse Road, near junction with Folgate Lane”

It was **RESOLVED** to approve the committee minutes as a correct record with the above amendments. **ACTION:** Town Clerk

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

607/19: Min: 562/19: Fete 2020: Confirmation of sponsorship: *Think Property* have pledged £500. Thanks were expressed to Cllr G Blundell for his hard work.

608/19: Min: 547/19: NCC Boundary Review: A proposal was being worked on which would be brought to the full council meeting on 17 December.

609/19: Min: 549/19: SAM machine was having a positive effect in Townhouse Road; most speeding vehicles were now travelling between 30mph and 35mph. Request to ensure that the location was on the Police’s official list. **ACTION: Town Clerk**

610/19: Min: 559/19: Queen’s Hills School - School Council visit: A request was made for the school to give CTC a presentation on their visit. **ACTION: Town Clerk**

611/19: Min: 577/19: Chairman’s letter to the Monitoring Officer. As the final test was still under consideration the Chairman had sent a “holding” e-mail to acknowledge progress with details to follow.

612/19: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES’ PUBLIC PARTICIPATION

Items raised: Flooding in West End Avenue and Breydon Drive North. Asbestos waste dumped on private land beyond Redbridge Lane. **The meeting was reconvened.**

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

613/19: a) Planning applications for consideration: With the agreement of Council vi) was taken first. vi) 2019/2269: Outline: Mr J Green - Land to Rear 26 West End Avenue - Proposed bungalow – Two neighbours gave presentations on the flooding aspects of this application. **Comment: This was very similar to 2019/0611 which CTC had recommended for refusal and which SNC had also refused. The applicant had demolished a wall allowing surface water to flood the neighbour’s property behind and adjacent to the proposed divided site. CTC reiterated its previous comments for 2019/0611 - Overdevelopment of site - plot very restricted; Too close (Next to) to electric substation; Flooding - proposal would exacerbate existing surface water flooding in the area - (neighbouring properties are subject to flooding) Other grounds for objection in neighbours’ letters were noted. Request for this to be called in to the DMC.**

CTC also concurred with the Planning Officer’s report on 2019/0611 - 1. The proposed development is considered contrary to Policies DM3.5 (criteria a) and DM3.8 of the Local Plan as the development is considered an unsatisfactory form of development due to the small nature of the plot which is further constrained by the presence of a substation thereby resulting in little amenity space for the new dwelling and a cramped appearance in the street scene. 2. The development is also considered to contrary to Policies DM3.5 (criteria b) and DM3.13 as the dwelling would be overbearing on the neighbour to the north given the close proximity of the dwelling to the boundary and the change in levels from the fall in land from south to north. **RECOMMEND REFUSAL on all the above grounds.**

Two members of the public left at 7.52pm

i) 2019/2197: Ms A Hudson - 56 West End, NR8 5AJ - Single storey rear infill extension to the side of the existing rear extension – **Comment: Query as to whether this would cut the light to the neighbouring property - APPROVE**

ii) 2019/2231: Listed Building Consent: Ms A Hudson - 56 West End, NR8 5AJ - Single storey rear infill extension to the side of the existing rear extension – **Comment: Query as to whether this would cut the light to the neighbouring property - APPROVE**

iii) 2019/2215: Mr Eric Pooley - Land Adjacent to Eastwood Lodge, Townhouse Road, - Proposed new dwelling - **APPROVE**

iv) 2019/2238: Mr & Mrs P Nazar - 2 St Walstan’s Close, NR5 0TW - First floor side extension to form ensuite – **Comment: Doesn’t overlook neighbouring houses as properties are "staggered", though different from other extensions in the street – APPROVE**

614/19: SNC's Director of Place arrived at 8.03pm, and a further two members of the public left at 8.05pm

v) 2019/2267: Mr I Reid - Unit 9B, John Hyrne Way - Construction of car park – **Comment:** Concern was expressed that the original application had only been for a maintenance depot, not an emergency despatch centre and that conditions on the Highways attached to that permission had not been carried out. There were already significant issues with the Longwater Interchange, where the local roads were at capacity and vehicles were known to have difficulty exiting the estate when called out on an emergency. One councillor in particular believed this depot should not be used for emergencies and questioned how it had been allowed to evolve from a maintenance depot to an emergency centre without the relevant Change of Use planning permission being granted.

Cllr D Burrell left the meeting at 8.12pm and returned at 8.15pm.

PROPOSAL: to refuse the application. A recorded vote was requested.

For Refusal: - Cllrs J Flowerdew, C Mahn, S Long, M Bedford, T East

Against Refusal: Cllrs L Glover, S Hannant, P O'Connor, J Newby, G Dole, G Jones, G Blundell, J Amis

Abstentions: D Burrell, J Knights, T Laidlaw

It was RESOLVED to recommend APPROVAL with the above comments

vii) 2019/2272: Mr & Mrs L Delaney - 36 Kabin Road, NR5 0LW - Single storey front and rear/side extensions to include internal alterations, with revised material colours (**re-submission of 2019/0637**) – **Comment:** CTC had approved 2019/0637. The revisions were mostly internal with wider doors and a narrow entrance. Previously CTC had queried whether the large extension might overshadow the neighbour's property - **APPROVE**

615/19: Given that time was short Item 9d) was taken next with the approval of Council. The remaining members of the public left the meeting.

FINANCE MATTERS

616/19: d) To consider the request for a donation of £120 for 3 months' room hire and use of CTC office facilities for promotional flyers for "Talk & Tea" community group: The organiser explained this was a "not-for-profit" group for people to meet with dementia and mental health issues. It was mainly games and crafts and the plan was for it to become self-sufficient. Numbers had reached 16-20 visitors. Cllrs G Dole and J Newby had also attended.

It was RESOLVED to grant the £120 for 3 months' room hire from the Permitted Powers grants and to give office support to the group.

617/19: a) To approve the accounts for October 2019 and receive a budget report incl payments over £500: At the end of October council was 7/12 (58.3%) of the way through the financial year and was in budget by £339,902. **NB:** The accounts have been upgraded to accommodate HMRC's Making Tax Digital (MTD) requirements, so have a different look. Importantly Income is shown BEFORE expenditure, and the previous practice of showing a surplus as a minus figure has reverted to a more traditional presentation of showing a surplus by straight figures and a loss within brackets. Council has received BOTH instalments of the precept (£636,576). Some cost centres are showing a potential overspend, though many will even out over the year (eg Subscriptions at 95.7%). CIL receipts of £10,030 have been received. The potential overspends are offset by higher than anticipated income from hall hires at Breckland Hall (63.5%), The Costessey Centre (64.7%), though Queen's Hills Community Centre is marginally lower than expected (58%). Commission is also above what was anticipated. Burial & Memorial fees (30.7%) are sporadic and cannot be accurately predicted, but are generally much lower than anticipated. Interest received is greater than expected. Councillors have taken up the offer of training with enthusiasm, so budgets have been exceeded. There is a Property Maintenance EMR which will be used to fund property maintenance and smooths out the variable peaks & troughs over the years.

It was RESOLVED to approve the accounts in the balance of £850,322.19

618/19: b) To approve payment of the TT Jones final instalment invoice of £42,443.22 + VAT: This was the final part of the planned replacement programme or street lights:

It was RESOLVED to approve payment of the TT Jones final instalment invoice of £42,443.22 + VAT. ACTION: Town Clerk

619/19: c) To approve the order for the Stafford Hall curtains @ £5,450.61 + VAT: The material recommended was washable, fire retardant and suitable in design.

It was RESOLVED to approve the order for the Stafford Hall curtains @ £5,450.61 + VAT:

620/19: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (*Information only. No decisions needed) See separate sheet. Noted

621/19: c) To consider a request to create a separate Planning Committee: (GJ). Concerns were expressed that enough weight was not being given to planning recommendations, that too much reliance was being placed on the research of a few councillors and that the planning took up a large part of the full Council meetings. **Deferred for discussion at meeting on 17 December**

TO CONSIDER THE PROPOSAL FOR AN OPEN-AIR CINEMA ON THE SATURDAY BEFORE THE FETE 2020

622/19: The costings of £2,500 were considered. Insurance had been found at an additional cost of £62.50 + VAT

It was RESOLVED to approve the proposal within the costings provided. ACTION: Town Clerk & Cllr G Blundell

623/19: It was 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 due to discussion of staffing issues and contracts

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

***TO CONSIDER INFORMATION ON A COMMUTED SUM (SNC'S DIRECTOR OF PLACE)**

624/19: SNC's Director of Place explained the progress made with the confidential negotiations and the commuted sum.

625/19: Cllr J Flowerdew left as he was called out on Blood Bank duties

It was RESOLVED to continue the meeting beyond 9pm

Thanks were expressed to the Director of Place for taking the trouble to inform the Town Council of progress made and clarifying the position regarding commuted sums.

626/19: It was RESOLVED to continue the meeting back in "open session".

A member of the public returned

TO CONSIDER THE DRAFT BUDGET FIGURES AS AMENDED BY THE F,B&S COMMITTEE

627/19: The aim was to keep the Band D rate at the same rate. The £30,000 proposed transfer to the ear-marked reserves (EMR) had been removed. It had been noted that in transferring the Fete to a new separate cost centre £15,000 expenditure had been budgeted for twice. This meant that the Budget would run at a surplus of £15,018 if the tax base were correct. The tax base would not be known until late December, after which the figures would be adjusted for the January meeting

It was RESOLVED to approve the figures in principle pending publishing of the tax base.

TO REVIEW THE NEW DRAFT STANDING ORDERS AND CONSIDER WHETHER TO ADOPT THEM AND ALSO WHETHER TO IMMEDIATELY SUSPEND THEM OR NOT

628/19: A member wished to consider the differences between the draft and the model in detail. Some mis-numbering was noted. Given the late hour,

The Draft Standing Orders were deferred to the meeting on the 17 December.

TO CONSIDER THE DRAFT CODE OF CONDUCT

629/19: Given the late hour,1

The Draft Code of Conduct was deferred to the meeting on 10 December.

TO CONSIDER HIGHWAYS MATTERS

630/19: a) Parish Partnerships Suggestions: Noted.

TO CONSIDER A VARIATION TO THE PREMISES LICENCE FOR THE SHOWGROUND - THE DANCING ASTRONAUTS (TDA)

631/19: It was noted that events at the Showground could be heard right across the valley to Drayton. CTC had sent a representative to the licensing meeting re the Showground's own licence and many stringent conditions had been attached to the licence. This was a new licence. CTC considered it should consider the needs of all residents

632/19: Cllr L Glover left the meeting at 9.45pm.

It was RESOLVED to recommend that the new licence be brought into line with the Showground's licensing hours and conditions and delegated Cllr G Blundell to attend SNC's Licensing Committee Meeting on CTC's behalf.

TO RECEIVE CORRESPONDENCE (VERBAL AND WRITTEN)

633/19: a) To receive the Police Report: Noted.

634/19: b) To consider the Norfolk Fire & Rescue Service draft integrated Risk Management Plan (by 10 December). Suggestions could be made to the Clerk and members could also respond individually

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

635/19: No matters were raised

636/19: **THE DATE OF THE NEXT FULL COUNCIL MEETING** was confirmed as **TUESDAY 10 December 2019 at 7pm in the Costessey Centre, NR8 5AH, (FOLLOWED BY SEASONAL REFRESHMENTS)**, with an Extraordinary full Council meeting being held on Tuesday 17 December also at 7pm in the Costessey Centre, NR8 5AH,

The meeting closed at 9.52pm

Chairman:

Date: