



Minutes of the Online Meeting of Costessey Town Council held on Tuesday 1 September 2020 at 7pm

PRESENT: Cllrs T Laidlaw (Chairman), J Amis (Vice Chairman), M Bedford, G Blundell, D Burrill, G Dole, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, J Knights, J Newby, S Long, P O'Connor; H Elias (Town Clerk), D Bowles (Buildings Officer). Three members of the public.

TO RECEIVE APOLOGIES

240/20: Apologies were received from Cllrs D Burrill (unwell), C Mahn & F Carter (Other commitments) and DCllr S Blundell (Technical issues). No apologies were received from Cllr I Alam.

TO RECEIVE DECLARATIONS OF INTEREST

241/20: Cllr T Laidlaw declared an "other" interest in planning matters. He is a member of South Norfolk Council's Development Management Committee (DMC) and advised he 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 CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 4 AUGUST 2020

242/20: Four typos to be amended. Mins: 213/20: add "S Long (lost connectivity during meeting)" Min :215/20: amend to "interest in Min 223/20 planning", Min: 226/20: June 2020 add "in the balance of £711,277.87". Min: 227/20: "Hamdens" should read "Hampdens"

It was **RESOLVED** to approve the minutes of the meeting held on 4 August 2020 with the above amendments. **ACTION:** Town Clerk

TO RECEIVE COMMITTEE AND WORKING GROUP MINUTES AND CONSIDER THEIR RECOMMENDATIONS

243/20: a) Staffing Sub-Committee of 7 August 2020:

RESOLVED to receive the minutes of the Staffing Subcommittee with the six minute numbers from SSC010 to SSC015 to read "/20" instead of "/19". **ACTION:** Town Clerk

244/20: b) On -line Finance, Budgets & Staffing Committee of 7 August 2020:

It was **RESOLVED** to approve the F B & S Committee minutes of the 7 August 2020.

245/20: c) On-Line Finance, Budgets & Staffing Committee of 21 August 2020:

Min: F089/20: date should read "26 August 2020".

RESOLVED to approve the FB&S Committee minutes with the above amendment. **ACTION:** Town Clerk.

246/20: d) Property & Environment Committee of 26 August 2020:

List of those present add "Cllr M Bedford"; Min: PE044/20 line four should read "Taylor Wimpey" and Min: PE048/20: "lead" should read "led". **ACTION:** Town Clerk

RESOLVED to receive the minutes with the above amendments

247/20: Min: PE047/20 **RESOLVED** to follow Option 2 - to apply to vary the current Premises Licence at the Costessey Centre. **ACTION:** Town Clerk.

248/20: Min: PE048/20: **RESOLVED** that the Premises Licence application would be officer-led so as not to incur any professional fees. **ACTION:** Town Clerk.

249/20: Min: PE049/20: Rainbow Bench: The type of metal bench and possible safety issues were discussed, together with the possibility of a similar bench for Breckland being considered after the new play equipment had been sourced and fitted.

RESOLVED to purchase a Rainbow Bench for Longwater with the lottery funding if in line with relevant safety standards. ACTION: Town Clerk.

250/20: Land at Breckland Park: Selling would set a precedent for other residents to come forward making similar requests.

RESOLVED to not sell a parcel of land at Breckland or take any further action.

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

251/20: Min: 227/20: Norfolk CC road adoption, emergency protocol on the Bus Lane and the Mobility Hub. Clerk to follow up. **ACTION: Town Clerk**

252/20: A complaint about Cllr using Facebook to criticise down other Cllrs and staff at CTC was mentioned. The Town Clerk reminded Cllrs of the Code of Conduct and that complaints about Cllr behaviour contravening the Code should be put to the District Council Monitoring Officer. **ACTION: Town Clerk.**

RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

253/20: Items raised: None. Meeting was reconvened.

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

240/20: a) Planning applications for consideration:

i) 2020/1407: Mr Peter Freezer - Land to the rear of 12 Grove Avenue, - Single storey dwelling with integral garage - Outline – **Comment: This is backland development which Costessey TC always objects to. Overdevelopment of site. Access down the proposed shared drive is problematic. Availability of parking spaces - parking would be limited to 2 cars per house. This would set a precedent. Recommend REFUSAL**

241/20: b) Information & Planning decisions received from South Norfolk & Norfolk County

Councils: (*Information only. (No decisions needed) See separate sheet. Noted

242/20: Cllr G Dole lost connection and had to sign in again to meeting.

TO CONSIDER THE DRAFT DEVICE & EQUIPMENT USE POLICY

243/20: Town Clerk explained the recent purchases of devices for the Councillors had been agreed before the 2019 Elections and that money had been put aside for them.

RESOLVED to adopt the Device & Equipment Use Policy with additional reference to existing CTC Social Media Policy. ACTION: Town Clerk

TO CONSIDER FINANCE MATTERS

244/20: a) To approve the accounts for July 2020 and receive a budget report: F,B&S Committee had seen the full accounts and recommended approval

RESOLVED to approve the accounts for July 2020 in the balance of £675,392.59

245/20: b) To approve payment of invoice from J&D Carpentry services for the balance of the fire door replacements at Breckland Hall / Owen Barnes Room: This was essential H&S work

RESOLVED to approve the payment of invoice from J & D Carpentry of £2,411.70 plus VAT. ACTION: Town Clerk.

TO CONSIDER HIGHWAYS MATTERS AND WHETHER TO DELEGATE THEM TO THE INFRASTRUCTURE WG

246/20: a) Norwich Western Link Consultation: Cllr T East, who is on the NCC working group for the NW Link, gave an overview of the consultation and advised Cllrs to make individual responses as well as a CTC corporate response.

RESOLVED to give full delegated powers to the Infrastructure WG for them to respond on behalf of CTC. ACTION: Town Clerk

247/20: b) Norfolk CC Parish Partnerships 2021-22: This is a “Matched funding” scheme for small projects to be paid for 50% by each of NCC and CTC. The pending 2020-21 scheme was for speed humps. An enquiry was made as to the SAM2 machine’s location and rotation. A suggestion was made that a crossing could be provided on Sir Alfred Munnings Road or a “Deer Crossing” sign put up. Council was advised that CTC had previously asked for an upgrade to the crossings at the Costessey Centre and on William Frost Way, and were told that this was too expensive to fall within the Parish Partnerships Scheme. A query was also raised as to the “Village Gates” which a Cllr had thought were planned for the entrance to Queen’s Hills. **ACTION: Clerk**
Cllrs to send suggestions to the office for inclusion on the following agenda. **ACTION: All Councillors and Town Clerk**

TO CONSIDER THE GOVERNMENT’S LATEST GUIDANCE ON MULTI-USE COMMUNITY HALLS

248/20: The halls were all now “Covid secure” with risk assessments, one-way systems and reduced amounts of furniture in place; they were ready for the gradual re-opening from 7 September 2020. Potential hirers had to submit their own Risk Assessment / plans for managing their groups under Covid and would be met to confirm arrangements on their first return. Certain social groups still could not meet. Advice was that Council meetings should still take place remotely if possible, though a few committees had met in person at a social distance.

249/20: RESOLVED to continue the meeting beyond 9pm

Mrs Bowles left the meeting at 9pm

TO CONSIDER SETTING UP A LODGE FARM DEVELOPMENT WORKING GROUP

250/20: The idea of a WG was for a consultation process to listen to the LF community. The Pavilion was only one issue and, as circumstances had changed, there was a query as to whether the S106 should be altered so that CTC could receive some of the money. The WG could consist of 5 Cllrs and 5 residents. The WG should be finite. It was noted that adoption of roads and streetlights were for Norfolk CC, not CTC and the Pavilion owned by CTC would be open to all Costessey residents. Invitations had been circulated before CTC had debated the proposal and comments did not reflect CTC’s previous hard work for the community. A questionnaire should be devised and delivered to all homes. Taylor Wimpey needed to put in planning permission in January. A query was made as to whether a formal Residents’ Association was in existence apart from the Facebook Group. Thanks were expressed to a member of the public who volunteered his services on the Committee.

RESOLVED that CTC be responsible for setting up a WG, responsible for its composition, and for it to deal with key areas that CTC would be responsible for and could help residents with. ACTION: Town Clerk

TO RECEIVE CORRESPONDENCE (Verbal and written)

251/20: None

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

252/20: The Chairman made a personal statement. Cllr Terry Laidlaw had served as Chairman for one year since the resignation of Cllr Sharon Blundell from the Town Council on 24 September 2019. He had expected only to serve until May 2020 ie until the Annual Meeting of the Council, but that had been put back to May 2021 due to Covid 19. He had been appalled at the factional debates and had sought to end these. He had been proud to serve CTC with his time, with honour and pride and was sorry to say that he had had some of the worst experiences in his time. He would stand down as Chair at the end of the meeting, and the first business of the following meeting would be to elect a new Chairman. He confirmed his commitment to fulfil his obligations to the staff and wanted to see them “comfortable and happy” and expressed his desire that CTC should strive to move forward.

A vote of thanks was given to Cllr Laidlaw for his commitment and his willingness to communicate with all. He had done some very good work and had had an extremely hard time of it. He would be missed as Chairman.

253/20: THE DATE OF THE NEXT ON-LINE FULL COUNCIL MEETING WAS CONFIRMED as TUESDAY 22 September 2020 at 7pm via Zoom.

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 due to the discussions relating to staffing issues & contracts.

254/20: As there were no confidential issues to discuss this vote was not taken

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

***TO DISCUSS THE RECOMMENDATIONS OF THE FINANCE, BUDGETS & STAFFING COMMITTEE**

255/20: No discussion took place

256/20: The meeting closed at 9.36pm

Chairman:

Date: