

Minutes of the ONLINE meeting of Costessey Town Council on Tuesday 3 November 2020 at 7pm

Present: Cllrs D Burrill (Chair), J Amis (Vice Chair), G Blundell, G Dole, L Glover, S Hannant, G Jones, S Jones, S Long, T Laidlaw, J Newby, P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk). One member of the public

TO RECEIVE APOLOGIES

353/20: Cllrs M Bedford (clashing meeting), F Carter (work commitment), T East (unwell), J Flowerdew (family reasons), C Mahn (work commitment), J Knights (clashing course). Late apologies were sent to the Clerk by Cllr I Alam after the meeting had started.

RESOLVED to accept apologies from Cllr J Knights for the duration of her college course and the other apologies for that evening

TO RECEIVE DECLARATIONS OF INTEREST

354/20: Cllr T Laidlaw declared an "other" interest in Planning 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.

355/20: Cllr D Burrill also declared an "other" interest in Planning as he is a substitute member on South Norfolk's DMC

356/20: Cllr J Amis declared an "other" interest in Planning ii) 2020/1939: as he lives in Olive Road

357/20: Cllr G Blundell declared an "other" interest in Min: 370/20: as he is organising the hampers

TO CONFIRM THE MINUTES OF THE FULL CTC MEETING OF THE COUNCIL HELD AT 7PM ON 13 OCTOBER 2020

358/20: Cllr T Laidlaw had lost his connection so did not vote

RESOLVED to approve the minutes without amendment.

TO RECEIVE COMMITTEE & WG MINUTES & NOTES AND TO CONSIDER THE RECOMMENDATIONS THEREIN

359/20: a) Minutes of the Staffing Sub-Committee of 15 October 2020: (These had been previously approved by the Finance, Budgets & Staffing Committee under delegated powers). Noted

360/20: b) Minutes of Finance, Budgets & Staffing Committee of 15 October 2020:

Recommendation to be dealt with in confidence at the end of the meeting.

RESOLVED to approve the minutes

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

361/20: Min: 331/20: Lodge Farm: The survey would close on 5 November and had had 100 returns to date.

362/20: Min: 334/20: Planning: 2020/1733: Church Farm Barn: This application had been withdrawn and was now subject to a Diocesan Faculty application.

363/20: Min: F120/20: SNC Council Tax planning: Current tax collection was in line with the previous two years, down less than 2%. As Government had extended the furlough scheme any inability to pay due to redundancies would not come through till later.

364/20: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

Items Raised: Speed cameras in West End using £60,000 from Next Plc S106 monies and approx. £380,000 for NDR / NWL mitigation measures. The model of Average Speed Cameras could be replaced by a different model of camera. **The meeting was reconvened.**

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

365/20: a) Planning applications for consideration:

i) 2020/1919: Mr Wood – Stratton, The Croft, NR8 5DT - Erection of detached rear office and workshop – Householder - **Comment: The old garage has been removed and replaced by a building twice the size; A condition should be attached to prevent it being used as residential accommodation - Then APPROVE**

ii) 2020/1939: Mr T Russen - 38 Olive Road, NR5 0AT - Single storey rear and side extension with flat roof – Householder - **Comment: This is a standard bungalow very similar to others on road - APPROVE**

iii) 2020/2015: Mr Daniel Harley - Unit 2 William Frost Way, NR5 0JS - Screening opinion to provide a food store of 1,966sqm GIA - Environmental Impact Assessment - **Screening Opinion - Environmental Impact assessment is required**

iv) Norwich City Council: 20/01129/MA: - 38 Barnard Road Norwich NR5 9JP - Amendment to approved plans of 14/00530/F to allow additional ductwork to be visible above the roofline – Noted. CTC did not wish to offer any comments at present

366/20: b) Information & Planning decisions received from South Norfolk & Norfolk County

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

i) 2020/1629 & 2020/1630: Church of St Edmund, The Street Costessey - Erection of 1.8m high timber fencing (retrospective) - **Application withdrawn**

TO CONSIDER FINANCE MATTERS

367/20: a) To approve the accounts for September 2020 and receive a short budget report incl payments over £500: At the end of September Council was 1/2 (50%) of the way through the financial year and was in budget by £431,305. It had received 86.2% of its budgeted income and spent 34.4% of its budgeted expenditure. Council has received both instalments of the precept (£659,751). Some cost centres are showing a potential overspend, though many will even out over the year (eg Subscriptions at 93.3% & Insurance at 99.7%) as these are generally paid annually at the beginning of the financial year. Due to COVID-19 Council has received no income from hall hires except for pre-payments carried over, nor any commission, but halls opened on a limited basis from September. Following Government guidelines on lockdown, halls were closed & there was a shortfall in hall income. However, Council is fortunate that the Government changed the rules on Business Interruption Grants for local councils and CTC received £10,000 for both the Costessey Centre and Breckland Hall and £ 7,500 for Queen's Hills Community Centre, based on rateable values, to mitigate the loss in hirer income. Burial & Memorial fees are lower than anticipated (40.9%) - they are sporadic and cannot be accurately predicted. Council has received the first instalment of CIL receipts (£2,482.24), but this is an unknown quantity and varies according to planning consents granted in Costessey. There is a Property Maintenance EMR which will be used to fund property maintenance and smooths out the variable peaks & troughs over the years.

RESOLVED to approve the accounts for September in the balance of £1,076,670.50

368/20: b) To consider the Preliminary Budget figures (v1): The Tax Base for 2021-22 will not be available until December 2020. Given the current climate it is expected that CTC would not wish to increase the Band D rate, so any shortfall in Precept would have to be taken from the reserves / current year surplus. Once the Precept has been set it cannot be altered mid-year.

369/20: c) To consider a donation to the Royal British Legion: An increased donation was suggested for the local branch as the RBL's ability to raise funds has been seriously affected by Covid 19. Cllr Long had lost her connection so did not vote.

RESOLVED to donate £25 to The Poppy Appeal and £50 to the Costessey & District Branch of the Royal British Legion. ACTION: Town Clerk

370/20: It was suggested that Items 8d) *Christmas food hampers* and 8e) *Christmas toy stockings* be taken together

371/20: d) To consider whether to fund 20 Christmas hampers at a cost of approx £600 (£30 per hamper): These are arranged with the SNC "Help Hub", who hold the list of residents in need; 50 hampers had been donated the previous year almost all being delivered to Costessey residents. The list of food items was standardised, but not prescribed by SNC. Many people in Costessey were donating, even if they didn't have much themselves.

e) To consider whether to support the Christmas Heroes Campaign 2020 at a cost of £300 (£15 per stocking): A Cllr had set up a funding page; normally under the Grants Policy CTC donated to registered charities and asked to see a summary of the latest audited accounts before agreeing to donate.

PROPOSAL: to pay half the cost ie £300 to the hampers and £150 for the stockings.

It was suggested that as there was not going to be a Christmas meeting in person this year the money budgeted for refreshments after that meeting could be used to top up the Permitted Powers budget. One unexpected result of Covid was that CTC was in a slightly better financial position as CTC was not subsidising the use of the halls to the same extent. It was suggested that this should be a one-off donation due to Covid and not regular annual donation.

AMENDMENT to support both the Christmas hampers and stockings initiatives

RESOLVED to donate approx. £600 for the hampers and £300 for the stockings, viring the money from the Civic Function budget code. ACTION: Town Clerk

TO CONSIDER HIGHWAYS MATTERS

372/20: a) Parish Partnerships suggestions: Wig-Wags: No response had been received from the school re supporting the scheme. Examples of children's artwork to place below the Wig Wag lights around the Primary School were considered. Costs would be £1,956 + VAT + £40 per design, so approx. £2,500 per sign. 50% would be payable by CTC, 50% by NCC. Queries were raised as to the efficacy of signs, and whether they would add to the street furniture with little benefit to pedestrians. Cllr Dole offered to fund a prize for a design competition winner from the school. She was thanked by Cllrs. School to be contacted. Given the position of the school it was suggested that four signs might be more appropriate.

RESOLVED to approve the provision of four wig-wag signs with children's artwork for two crossing points around Costessey Primary School at a cost of approx. £5,000. ACTION: Clerk

373/20: a) To consider purchasing Pedestrian Crossing signs for Sir Alfred Munnings Road @ approx. £800: This proposal was not part of the Parish Partnerships Scheme. NCC Highways had stated that if CTC wished to purchase two metal warning triangle signs with a "Pedestrians Crossing" bar underneath they would be happy to install them at the informal crossing point. Cost would be £708.46 and is outside the scope of VAT.

RESOLVED to buy two "Pedestrians Crossing" warning signs for the informal crossing location on Sir Alfred Munnings Road. ACTION: Town Clerk

374/20: Cllrs Long, Newby had lost their connections and Cllr Dole left at 8.55pm to return with Cllr Newby at 8.58pm.

375/20: c) Norwich Road Traffic Calming measures: The design had been amended, with fewer humps and bus stops returning to their existing positions. Concerns were expressed that the adverse camber near the ironmonger's shop would cause accidents. Cllrs to make comments individually by 12 November. **ACTION: All Councillors**

376/20 RESOLVED to continue the meeting beyond 9pm

TO RECEIVE CORRESPONDENCE (Verbal and written)

377/20: a) Information on the Remembrance Sunday Service - 8 November 2020 & Armistice Day – Wednesday 11 November 2020: Following the Prime Minister's announcement the previous weekend the Remembrance Sunday service and the Act of Remembrance on Armistice Day had both been cancelled. Instead the Vicar had already recorded a service with the laying of a wreath to be broadcast on Remembrance Sunday, and residents were urged to stand on their doorsteps with poppies at 11am on Wednesday 11 November to observe the two minutes' silence.

378/20: a) To consider the request to allow a chip van to operate from Queen's Hills Hall car park: The owner had sent in various required documents. It was noted that when the hall was functioning normally there was a regular yoga class on Tuesday and Wednesday evenings. A new hirer was due to start on Thursday evenings. Concerns were expressed, given a previous noise complaint from a near-by resident. Could be for a trial period.

RESOLVED to allow the chip van to trade for one or two evenings a week from the farther end of the QH Community Centre car park for a maximum of four weeks until the lockdown finished; and to be reviewed after 2 November. ACTION: Town Clerk

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

379/20: DCllr T Laidlaw had only attended one Committee (DMC). SNC Cabinet had expressed concerns that, where modifications to houses had been made, the cost of modifications should not be lost when that tenant moved out and another moved in. A review was to take place.

TO CONSIDER THE LATEST GOVERNMENT GUIDANCE ON COVID 19

380/20: The halls had all been closed to hirers again following the news of the 4-week lockdown. Government guidance was contradictory and an appeal by a hirer had been made. Cllrs believed Government should not expect Cllrs to make the distinction about who was eligible and who was not, and suggested Government certification be sought. Cllrs suggested that charities and social services support groups should probably be allowed to meet, but that private businesses (which both these groups were) might be considered as "social" groups which were prohibited under the guidance and could lead to Council being prosecuted. Further information to be sought. **ACTION: Town Clerk**

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

381/20: None.

382/20: THE DATE OF THE NEXT ON-LINE MEETING WAS CONFIRMED as Tuesday 24 November 2020 at 7pm

383/20: 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 due to the discussions relating to legal issues

THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE

***TO CONSIDER ANY CONFIDENTIAL ITEMS FROM THE FINANCE, BUDGETS & STAFFING COMMITTEE** (see above)

384/20:

TO RECEIVE INFORMATION ON LEGAL PROCEEDINGS AND CONSIDER FURTHER ACTIONS

385/20: The information was received and discussed. No resolutions were passed.

386/20: The meeting closed at 9.42pm

Chair:

Date: