



## Minutes of the ONLINE Annual Meeting of Costessey Town Council held via Zoom on Tuesday 4 May 2021 at 7pm

**Present:** Cllrs D Burrill (Chair), J Amis, S Hannant, G Blundell (Vice-Chairman), G Dole, T East, M Bedford, L Glover, G Jones, S Jones, T Laidlaw, J Newby, P O'Connor, H Elias (Clerk), N Bailey (Deputy Clerk) and four members of the public.

### **TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE**

**196/21:** Cllr Dan Burrill was unanimously elected for the forthcoming municipal year and signed his Acceptance of Office.

**RESOLVED to elect Cllr Dan Burrill as Chairman of the Town Council**

### **TO RECEIVE APOLOGIES**

**197/21:** None. No apologies were received from Cllr I Alam.

### **TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR**

**198/21:** Cllr Gary Blundell was elected as Vice-Chairman for the forthcoming municipal year. Cllr Amis was thanked for his contribution as the outgoing Vice-Chairman.

**RESOLVED to elect Cllr Gary Blundell as Vice-Chairman of the Town Council**

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

**199/21:** Cllr Glover declared an 'other' interest in Min 209/21: 2021/0346 as she knew the applicant

### **TO RE-ADOPT THE CODE OF CONDUCT**

**200/21:** The Chairman explained that the Local Government Association might seek to introduce a standard Code of Conduct.

**RESOLVED to adopt the Code of Conduct**

### **TO APPOINT COMMITTEES, WORKING GROUPS AND REPRESENTATIVES ON OUTSIDE ORGANISATIONS FOR THE CIVIC YEAR AND AGREE THEIR MEMBERSHIP & TERMS OF REFERENCE**

**201/21:** Some members were uncomfortable with attending 'in person' meetings. The previously agreed solution was to have working groups and delegate authority to the Town Clerk. The Chairman and Vice-Chairman would no longer have ex-officio voting rights.

#### **a) To Appoint a Planning Committee / Working Group for The Civic Year And Agree Its Membership & Terms of Reference**

**202/21:** A Planning Committee had been approved at the last meeting with a membership of seven. The following six Town Councillors (with one vacancy) will form the Committee which would initially meet as a Working Group on Zoom, making recommendations to the Town Clerk who was delegated to respond to the planning authority.

No amendments were made to the proposed membership & terms of reference. It was noted that certain developments and change of use would be discussed by Full Council.

**RESOLVED to appoint Cllrs Blundell, Burrill, Glover, Newby, S Jones & O'Connor to the Planning Committee / Working Group for the civic year**

#### **b) To Re-Appoint the 2020-21 Committees and their Membership (With The Exception of Planning Just Set Up) until the Meeting on 13 July after The Elections**

**203/21:** Five new Town Councillors were being elected later in the week. The Town Clerk sent her apologies in advance.

**RESOLVED to appoint committees and their membership at the Town Council meeting on 13 July 2021.**

**TO CONFIRM AND SIGN THE MINUTES OF THE ONLINE TOWN COUNCIL MEETING HELD ON 6 APRIL 2021**

**204/21: RESOLVED** to approve the minutes without amendment.

**TO CONFIRM AND SIGN THE MINUTES OF THE ONLINE ECM ON 19 APRIL 2021**

**205/21: RESOLVED** to approve the minutes without amendment.

**TO RECEIVE COMMITTEE & WG MINUTES & NOTES AND TO VOTE ON THE RECOMMENDATIONS THEREIN:**

**206/21:** The following committee minutes were received.

a) Minutes of the Finance, Budgets & Staffing Committee of 9 April 2021

b) Minutes of the Staffing Sub-Committee of 20 April: (recommendations to F,B&S Committee)

c) Minutes of the Finance, Budgets & Staffing Committee of 20 April 2021:

**TO RECEIVE UPDATES ON MATTERS IN MINUTES, BUT NOT LISTED BELOW (NB: No resolutions may be passed)**

**207/21:** The Armed Forces Covenant was being progressed.

**TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION**

**208/21:** None – Members of the public were wishing to comment on a planning application.

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

**209/21: a) Planning applications for consideration:**

i) 2021/0346: AMENDMENT - Mr John Smith - Land West and South of 107 Gurney Road Costessey Norfolk - Erection of 2 single storey and 2, two-storey dwellings, including a single and double garage, with access road and associated external works. **Recommend REFUSAL on the following grounds - Overdevelopment of the site; Not in keeping with the street scene; Houses are overbearing on the neighbouring bungalows. Inadequate arrangements for parking, which would lead to parking on the verges and into the corner of Gurney Road - some dwellings have only space for one vehicle parking. Inadequate access to rear properties as access road narrows. No splay into Gurney Road, making visibility and access difficult. A sewage pipe runs under the proposed location of two of the dwellings - if it is necessary to move the dwellings slightly to accommodate this drain the access road would become so narrow as to be unviable.**

ii) 2021/0695: Mr Ian Gray - 22 Kabin Road, NR5 0LW - Extending the garage forward by two metres to obtain a utility shower and toilet room. **Comment: there was insufficient detail to make a recommendation as the internal layout was not shown. Cllrs queried whether the extension would be forward of the building line (approx 2m), if the garage was part of a new residence, and expressed concerns that the extension would not leave sufficient space to allow off-road parking to the front of the garage or on the shingle to the left of the drive.**

iii) 2021/0706: Mr T Gordon - 5 Highlow Road, NR5 0HP - Conversion of existing annexe to provide a single self-contained C3 dwelling house including provision of separate domestic curtilage. **APPROVE** The recently granted Certificate of Lawfulness was noted. - A query was raised as to whether any conditions preventing division had been placed on the property as part of previous planning permissions granted.

iv) 2021/0796: Mr Richard Lovett - 56A Grove Avenue, NR5 0HW - Erection of a 4m x 7m garage at the front of the dwelling. **Comment: this was previous back land development. No issues with the garage. APPROVE**

v) 2021/0821: Mr & Mrs Carter - 13 Redpoll Road, NR8 5FZ - Single storey rear extension and front porch. A query was raised as to whether the porch extension was in front of the building line and if half the garage was to be used as part of the dwelling. **APPROVE**

vi) 2021/0893: Mr William Clark - Land North 12 Stafford Avenue - Erection of building to be used as a care facility (Use Class C2) with associated landscaping scheme and car parking, for children with autism, mental health conditions and learning difficulties. **Recommend REFUSAL on the following grounds: Overdevelopment of site. Not in keeping with the surrounding street scene. Detrimental to the street scene by dint of the overbearing nature of buildings in bulk and mass. Not in keeping with the surrounding area, which is a narrow road in a peaceful residential area. Overlooking into two front bedroom windows of bungalows opposite** The building seems very generous in terms of space provided. Inadequate parking provision: the number of spaces is too small, and the area is too tight to allow vehicles to turn; this is borne out at similar nearby Teddy Clark care homes with similar numbers of parking spaces, where they have cars double parked across bays and vehicles parked out on the street. **Traffic and access: 24-hour provision and access for specialist care services will mean that there is far more traffic generated by a care home than by two residential units: the road is narrow and parking is likely to take place on the pavement forcing local residents onto the road with their prams / pushchairs. The access onto Dereham Road is very difficult due to the speed and volume of traffic along the main road.** **The Design and Access Statement** states that it has identified two nearby care homes - Gray's Fair Court and Barley Court (both catering for older residents). What it has omitted is the similar care home for young people a few hundred metres further along Stafford Avenue (47) where the Police are regularly called to deal with Anti-Social behaviour, dubious activities and noise nuisance This is an inappropriate area for such a facility, given there is already one such care home on the street. IF SNC are minded to approve the application despite all the above, then a condition is requested that the number of residents is not allowed to be increased; Six should be the maximum number of residents permitted. A request was made for a District Cllr to "call this in to DMC.

**b) Information & Planning decisions received from South Norfolk & Norfolk County Councils:** (\*Information only. (No decisions needed) Noted. This item would now go to the Planning Committee.

#### **TO CONSIDER FINANCE MATTERS**

**210/21: RESOLVED to authorise the Clerk / Deputy Clerk to make internal transfers between CTC bank accounts**

#### **TO APPROVE THE CTC GRANTS POLICY WITH SUGGESTED AMENDMENTS:**

**211/21: A proposal was made to replace the word 'gift' in 1.3 to grant.**

**RESOLVED to approve the Grants Policy with the amendment.**

**212/21: RESOLVED to delegate powers to the new Finance Committee or equivalent to distribute grants from the "Grants-Permitted Powers" Cost Centre within the budget**

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

**213/21: The annual meeting of the District Council had taken place.**

#### **TO RECEIVE THE MINUTES & REPORTS TO THE ANNUAL TOWN ASSEMBLY AND CONSIDER MATTERS THEREIN**

**214/21: There were no items raised by the public for consideration. Cllr East thanked the Chairman for his kind words. It was sad to see that the Army Cadets were no longer meeting at the Costessey Centre.**

**215/21: A query was raised as to the position on non-attendance at 'in-person' meetings if a Cllr did not feel safe due to Covid. Missing a series of meetings could mean disqualification. Apologies would be dealt with at each meeting.**

**216/21: THE NEXT MEETING WAS CONFIRMED as Tuesday 8 June 2021 at 7.30pm in The Costessey Centre**

**217/21: 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 the discussions relating to contracts and staffing.**

Live streaming was stopped at 9:10pm due to Council entering closed session.

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

**TO AGREE CHEQUE SIGNATORIES FOR THE BANK MANDATE:**

**218/21: RESOLVED to approve additional signatories on Bank Mandate. ACTION: Town Clerk**

**TO CONSIDER CONFIDENTIAL FINANCE ITEMS**

**219/21: None**

**TO CONSIDER UPDATED CONTRACTUAL AGREEMENTS WITH ALL REGULAR HIRERS**

**220/21: These were being drafted and would be subject to advice. ACTION: Deputy Clerk**

**TO RECEIVE AN UPDATE ON THE SNAGGING CONTRACT**

**221/21: Buildings Manager, Town Clerk & Cllr G Jones to contact contractor re the additional works. ACTION: Town Clerk, Buildings Manager, Cllr G Jones**

**TO APPROVE THE DOCUMENTS FOR TRANSFER OF THE QH COMMUNITY CENTRE & SURROUNDING LAND TO COSTESSEY TC**

**222/21: Some minor amendments had been proposed and the Council's solicitor was aware of the processes in place for final signatures and witnesses. ACTION: Town Clerk**

**223/21: The meeting closed at 9:22pm**

**Chairman**

**Date:**