

Minutes of the ONLINE meeting of Costessey Town Council on Tuesday 6 April 2021 at 7pm

Present: Cllrs D Burrill (Chair), J Amis (Vice Chair), S Hannant, G Blundell, G Dole, T East, M Bedford, L Glover, G Jones, S Jones, T Laidlaw, J Newby, P O'Connor. H Elias (Clerk), D Bowles (Buildings Manager) and one member of the public.

TO RECEIVE APOLOGIES

152/21: D Cllr S Blundell (other commitment). No apologies were received from Cllr I Alam.

TO RECEIVE DECLARATIONS OF INTEREST

153/21: 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.

154/21: Cllr T East declared an interest in Min: 173/21 as he is a member of the Royal British Legion, and an "other" interest in Min:161/21 i) 2021/0082 as he also a member of Norfolk County Council.

TO CONFIRM THE MINUTES OF THE FULL CTC MEETING OF THE COUNCIL HELD AT 7PM ON 16 MARCH 2021

155/21: RESOLVED to approve the minutes without amendment.

TO RECEIVE COMMITTEE MINUTES AND RECOMMENDATIONS HEREIN

156/21: a) Minutes of the Staffing Sub-Committee of 19th March 2021: Minutes were received. **ACTION** Town Clerk.

157/21: b) Minutes of the Finance, Budgets & Staffing Committee of 19 March 2021: Minutes were received. **ACTION:** Town clerk.

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

158/21: Min: 139/21: Three Rainbow benches have now been delivered.

159/21: Min: 148/21: Play equipment: Suppliers have conducted a site visit.

160/21: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION
Items raised: None. The meeting was reconvened

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

161/21: a) Planning applications for consideration:

i) 2021/0082: AMENDED Aldi Store Ltd - Commercial Units East of William Frost Way - Demolition of existing buildings and redevelopment of site to provide a retail food store (Class E) and associated car park, access, servicing, and landscaping with new access road to serve food store and land to the rear - **Comment:** CTC reiterated its previous comments regarding a retail shop in an area designated for industrial / employment use, the necessity of upgrading the William Frost Way pedestrian crossing with lights, the splay onto William Frost Way from the access road, and the need for Aldi to contribute towards improving the local road network. It was noted that the requested Flood Risk report had been submitted, also the specific requirements of Norfolk CC Highways conditions regarding the width of the access road and footway, the need for a pedestrian refuge at the splay and the unlikelihood of the upgrade of the pedestrian crossing on William Frost Way being built under the Easton S106 agreement. **RECOMMEND APPROVAL** subject to the NCC Conditions re the Highways being satisfied and no works other than the foundations being built before the installation of the pedestrian lights on William Frost Way

- ii) 2021/0324: Mr Martin Matthews - 148 Norwich Road, NR5 0EH - Proposed extension to side of garage and replace flat with hipped roof – Householder – **Recommendation: APPROVE**
- iii) 2021/0638: **Advertisement Consent** - Alison Cornish - Siting of Persimmon Homes Carriageway sign, Persimmon Homes flag and Charles Church flag - Land Off Long Lane - **RECOMMEND APPROVAL WITH A CONDITION for a time limit of 5 years after which they could reapply.**
- iv) 2021/0653: Mr Todd Jeffery - 5 Pump House Close, NR8 5HW - Rear flat roof extension to dwelling – Householder – **RECOMMEND APPROVAL**
- v) Norwich City Council: 21/00368/F: The FDC Centre, Bowthorpe Park, Clover Hill Road, Norwich NR5 9ED - Provision of an artificial grass pitch, hospitality unit, tea cabin, spectator terrace stand, replacement flood lighting, reconfiguration of car parking with ancillary works – **RECOMMEND to Norfolk CC that they put double yellow lines on the road outside the site, and request deflectors be added to the lights to reduce light pollution**

162/21: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (*Information only. (No decisions needed) See separate sheet. Noted.

TO CONSIDER FINANCE MATTERS (See also F,B&S Committee Minutes)

163/21: a) To approve the accounts for February 2021 and receive a short budget report incl payments over £500

RESOLVED to approve the accounts in the balance of £835,987.84

164 /21: b) F059/21: To agree that Costessey Sports are NOT charged pitch hire fees for the 2020-21 football season:

RESOLVED not to charge Costessey Sports for pitch hire fees from April 2020 - March 2021

165/21: c) F065/21: To agree that in principle a Unity Trust Bank account be opened for electronic payments for hall hire deposit repayments up to £100, subject to change in hire deposit amounts:

RESOLVED that in principle a Unity Trust bank account be opened to encourage electronic Hall hire payments for deposit repayments, up to £100, subject to change in hire deposit amounts. ACTION: Town Clerk

166/21: d) F069/21: To agree that a second debit card be obtained for the Deputy Clerk on the Clerk's IMPREST account:

RESOLVED to discuss this item below the line in confidence at the end of the meeting

167/21: e) F069/21: To agree that full delegated authority for the Clerk to authorise payment of a single transaction be increased from £2,000 to £3,000:

RESOLVED that the Clerk's delegated power to authorise payment of a single transaction be increased to £3,000. ACTION: Town Clerk.

168/21: Cllr M Bedford left the meeting at 8pm

TO CONSIDER THE FUTURE STRUCTURE OF COUNCIL COMMITTEES, DELEGATED POWERS, AND FREQUENCY OF MEETINGS (see report)

169/21: Agenda items: The objective was to remove several standing items to simplify the meetings, making them shorter and more constructive. Powers could be delegated to the Clerk to respond to strategic consultations following a Cllr "steer", and District Cllr Reports should be re-instated.

Members of the public should each only be allowed to speak for approx. three minutes.

170/21: Formation of Committees: A new *Planning Committee* with delegated powers to respond to the Planning Authority to be set up to meet twice per calendar month, with the possibility of starting the meeting at 6.30pm on Tuesdays, but full Council could reserve the power to consider large and important applications. Individual Cllrs would be encouraged to make their own comments to SNC. The committee members would be encouraged to attend broad planning training to have a better understanding of the impact of their recommendations.

171/21: Other committees and WGs: Councillors to be more actively involved in setting the budgets via a *Budgets WG*, and a *Projects Update WG* consisting of Chairs of Committees / WGs would have an overview of on-going projects and report back to full Council. *Finance & Staffing* should be split as they require different expertise; no one person should hold more than one Chair of a group / committee. A query was raised as to how to limit numbers on committees and how to allow new Councillors not yet elected to become members of committees they had an interest in.

172/21: A draft regular meetings diary for the new Civic year was enclosed, to avoid members having to attend several meetings in one week.

RESOLVED to approve the Committees as proposed in the report; approximately how frequently they meet, and that they will follow the new monthly cycle of meetings. ACTION: Town Clerk & ALL Councillors

173/21: Standing Orders changes: should be amended for Committee membership, outlining the maximum membership. The Chair and Vice Chair would have the right to attend Committee meetings, including the parts closed to the press, but did not need to be members of the Committee Committees and Working Groups. Membership should be limited to seven maximum; *Staffing Committee* should be five members only, as it would deal with the first section of any Grievance / Disciplinary procedure; the CTC Chair and Vice-Chair would consider appeals on a Panel. Working Groups should be limited to five, otherwise would be too large to be useful. Cllr Burrill to circulate a list of all committees and working groups so councillors could state their first and second preferences. **ACTION: ALL Councillors**

PROPOSED that CTC approve the amendments to the Standing Orders proposed re committees and that, due to the unusual Covid situation, at least one place should be left vacant on each committee at the Annual Meeting on 4 May to be filled by new Cllrs after the elections.

174/21: It was noted that members might still need to be appointed to the new Planning Committee / WG

AMENDMENT: to defer all the changes re Standing Orders re Committees to the CTC meeting on 13 July, and for committees to be discussed after the elections in May to allow new Cllrs to have an input – NOT CARRIED

175/21: Note: CTC would still need to appoint members to a *Planning Committee / WG* at the Annual Meeting of the Council as needed experienced / trained members to discuss planning applications.

RESOLVED to approve the amendments to the Standing Orders re Committees, but to carry on with the current committees and their membership (with the exception of Planning which was to be set up) until the meeting on 13 July after the elections. ACTION: Town Clerk.

176/21: RESOLVED to continue the meeting beyond 9pm

177/21: Transitional arrangements: It was noted that after 7 May all full Council, Committee and Sub-Committee Meetings would have to return to in-person meetings, due to the Government not having the time or inclination to change the legislation to enable remote meetings to continue beyond 7 May. As many Cllrs might not be comfortable meeting indoors so soon, meetings might not be quorate, so an alternative would be to call committee meetings as working groups to allow Cllrs to meet on-line. Recommendations would still have to be either delegated to the Clerk or presented to full Council. The wearing of masks and accommodating members of the public might cause difficulties in face-to-face meetings. Public Participation could take place at the start to minimise officer time.

RESOLVED to approve the transitional arrangements as per the document, with planning responses delegated to the Clerk to collate. ACTION: Town Clerk

TO AMEND STANDING ORDERS TO INCLUDE COVID PROVISIONS AS AN APPENDIX

178/21: After 7 May 2021, all Councillors and members of the public would be required to wear face masks/coverings during meetings. (Unless exempt by reason of a medical condition or disability) to wash and sanitise hands on arrival, and to adhere to social distancing (2m apart). Refusal to

comply could result in the Chairman or any Councillor proposing that the person be excluded from the meeting. Issues were raised about anyone who was hard of hearing and unable to read lips due to face coverings. The possibility of hybrid meetings was also discussed, but investigation into extra pieces of equipment was needed.

RESOLVED to approve the Covid Appendix with the addition of ensuring the ventilation is adequate windows and doors open. ACTION: Town Clerk.

179/21: Cllr L Glover left the meeting at 21:37 and returned at 21:42pm

180/21: With Council's agreement the following items were deferred to the following meeting:
Item 11: To Consider Highways Matters; Item 13: To Receive District Councillors' Reports; Item 14: To Consider the Latest Government Guidance on Covid 19; Item 15: To Raise Matters of Strategic Importance

TO RECEIVE CORRESPONDENCE (verbal and written)

181/21: a) To Consider a Request to Support the Armed Forces Covenant:

RESOLVED that Costessey Town Council support the Armed Forces Covenant. ACTION: Town Clerk.

182/21: THE DATE OF THE NEXT ON-LINE MEETING WAS CONFIRMED as Tuesday 4 May 2021 at 7pm. (Annual Town Assembly bought forward to Tuesday 27 April 2021 at 7pm. Also an ECM on Monday 19 April 2021 to deal with planning and urgent items TBC

183/21: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it was not in the public interest to disclose discussion on the items below due to the discussions relating to contracts
Live streaming was stopped. Cllr G Dole left meeting 21:48pm and returned

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

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

184/21: Cllr J Amis was working with the Norfolk Wildlife Trust to look at protected plants. Amendments were suggested to the wording at TP1 12 (f)

RESOLVED in principle to take on the designated land subject to the land & woodland being in a safe and satisfactory condition, and that the land transfer is on the same conditions as the land transfer to South Norfolk. ACTION: Town Clerk

TO CONSIDER ANY CONFIDENTIAL ITEMS FROM THE FINANCE, BUDGETS & STAFFING COMMITTEE (see above Confidential items approved earlier in meeting.

185/21: RESOLVED to approve the provision of a debit card for the Deputy Clerk. ACTION: Town Clerk.

186/21: Two Subject Access Requests for Erasure of data had been received under GDPR regulations and dealt with.

TO RECEIVE AN UPDATE ON THE SNAGGING CONTRACT

187/21: The second payment had been received.

188/21: The Meeting finished at 10:13pm

Chair:

Date: