

## Minutes of the Meeting of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Tuesday 8 February 2022 at 7.30pm

**Present:** Cllrs D Burrill (Chair), G Blundell (Vice Chair), J Amis, G Dole, T East, L Gibbs-Kneller, S Hannant, G Jones, S Jones, T Laidlaw, J Newby, P O'Connor, J Sealey & S Sizeland; H Elias (Town Clerk), N Bailey (Deputy Clerk) & L Trabucco (Minutes Secretary). Seven members of the public including P Williamson (Honorary Tree Warden) and J King (Entertainment Rescue Ltd)  
**Observers:** Cllr I Alam & Cllr J McCloskey attended via Zoom as members of the public.

### **TO APPROVE APOLOGIES**

**020/22:** No apologies were received from Cllr I Alam. A vote was taken.

**RESOLVED to approve Apologies from Cllrs K Deane (unwell), L Glover (unwell), J McCloskey (unwell) and CCllr S Blundell (unwell)**

### **TO RECEIVE DECLARATIONS OF INTEREST (pecuniary, non-pecuniary & sensitive)**

**021/22:** Cllr J Newby, Cllr P O'Connor and Cllr T Laidlaw declared an "other" interest in item 8d) on the agenda as they are members of the Friends of the Tud Valley. Cllr G Blundell declared an "other" interest in item 16 on the agenda as he has known one of the gentlemen for many years

### **TO CONFIRM AND SIGN THE MINUTES OF FULL COUNCIL MEETING HELD AT 7.30PM ON 11 JANUARY 2022**

**022/22: RESOLVED to approve the minutes as a true record with no amendments**

**023/22:** Cllr T East raised a query very briefly for *Min 012/22: (tenth paragraph down) "The Street Name and Numbering Policy for SNC had been reviewed"* and wanted to add this topic for discussion at the next Planning WG meeting and would be making a proposal; the Chairman of the Planning WG had agreed to include this topic of discussion in the next agenda for Tuesday 22 February 2022.

**ACTION: Town Clerk**

### **TO RECEIVE COMMITTEE AND WG MINUTES & NOTES AND TO CONSIDER RECOMMENDATIONS THEREIN:**

**024/22:** The Chairman informed all Councillors that he would sign the committee minutes "as received" after the meeting had ended.

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

**025/22: Min: F010/22: To consider a request for a donation from the Norfolk Citizens' Advice Bureau (CAB):** The cheque had been raised.

**Min F014/22: To consider writing off an unpaid debt:** This would be dealt with below the line as per item 14 on the agenda.

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

**026/22:** One member of the public raised an item *via chat on Zoom "Speed cameras that had recently been installed on West End"*, but unfortunately due to a technical issue with the sound equipment in the meeting room, the public could not be heard. A suggestion was made for Cllr G Blundell to give a brief explanation on the new speed camera system on West End to hopefully help answer similar questions. **ACTION: Town Clerk/Deputy Clerk to look for the email from the member of the public that had raised the item to discuss and to apologise for the technical issues**

### **TO RECEIVE INFORMATION ON THE APPOINTMENT OF THE NEW TOWN CLERK, HEAD OF SERVICES AND RFO**

**027/22: RESOLVED to discuss item 7 on the agenda below the line**

## **FINANCE MATTERS**

**028/22:** Cllr G Jones informed members that items a) & b) could be taken together, a) To approve the accounts for November 2021 and receive a budget report & b) To approve the accounts for December 2021 & receive a budget report: Cllr G Jones stated that the accounts were in order. In the November accounts there was a small error with the Hall Hire figures in the narrative report which had been amended to reflect the correct figures in the accounts; the Unity account used to refund deposits to hall hirers was running well. A question was raised to find out if *petty cash* was still needed or if could it be scrapped and eventually be changed to a “contactless” payment system, and an explanation was given with examples where the office needs access to cash daily. A comment was made on behalf of a resident who had raised a query why CTC was unable to accept contactless and “chip and pin” card payments over the phone and an explanation was given of the excessive cost involved in the setup of the “payments processing system” against the transaction of payments and therefore not worth doing. Council had looked into introducing card payments twice previously

**RESOLVED to approve the accounts for November 2021 in the balance of £1,116,569**

**RESOLVED to approve the accounts for December 2021 in the balance of £1,046,474**

**029/22:** A brief explanation was made about the phased budget forecast year to date.

**030/22:** c) To approve payment of the Proludic invoice for £63,297.79 plus VAT: a final inspection would take place on Wednesday 9 February 2022, and it was agreed to pay the Proludic invoice subject to a satisfactory final inspection report.

**RESOLVED to approve payment of the Proludic invoice for £63,297.79 plus VAT subject to a satisfactory final inspection report. ACTION: Town Clerk**

**031/22:** d) To consider a request from the Honorary Tree Warden for £2,500 towards the Well-BEE-ing hexagonal flower beds project: The Chairman asked P Williamson (Honorary Tree Warden) to give a brief background on the project; Grants obtained by the Friends of the Tud Valley were being used to install five new flower beds at Longwater Lane ground; the project had been phased while a request to CTC to consider funding £2,500 in order to complete the Well-Bee-ing hexagonal flower beds ready for the springtime planting and then for the Queen’s Jubilee was made. A suggestion was made to reduce the number of hexagonal flower beds, to keep the five already installed and therefore reducing the amount needed to complete the project. A further suggestion was made that remaining monies in the Grants budget could be given to the Royal British Legion towards their memorial. A comment was made about the successful sociable Community Gardening Club recruiting 40 members which continues to attract new members of different ages; one group had since refurbished the neglected raised bed by the Library in Breckland Park. Another suggestion was made to give the Honorary Tree Warden what was outstanding on the project funding, based on what CTC had already contributed to other projects.

**A PROPOSAL was made to award Friends of the Tud Valley £2,500 to finish the Well-BEE-ing flower beds Project**

**An AMENDMENT to the proposal was made to send the request back to Finance Committee and to restrict project funding to £1,000.**

**A vote was taken: For: 6 Against: 8**

**The amendment to the proposal was NOT approved**

**RESOLVED to give Friends of the Tud Valley £2,500 towards the extra two beds to complete the Well-BEE-ing hexagonal flower beds project. (For: 10 Against: 5). ACTION: Town Clerk**

**TO CONSIDER THE ARRANGEMENTS FOR THE FETE 2022** (see also Fete notes above & proposal below the line)

**032/22:** Cllr G Blundell confirmed he had received a quote from CIA First Aid support, and they had confirmed availability on site for both days and would be able to give demonstrations or sessions on first aid tips. A sponsor had been happy to offer a large amount as long as they were the sole estate agent sponsoring the event. The *Fireworks* display would be slightly shorter, and the *Event Guide*

would allocate the centre 2 pages of advertisements with a quarter page option, charging £50 per advertisement. The event guide would be sold at £1.00.

**TO RECEIVE CORRESPONDENCE** (Vernal or written)

**033/22:** None

**TO CONSIDER THE LATEST GOVERNMENT GUIDANCE ON COVID 19**

**034/22:** The Government had announced that England was still on Plan A in response to the risks of the Omicron variant. CTC would continue to act carefully and remain cautious as previously. Wearing masks and social distancing should be encouraged and this would be reviewed in March 2022. A query was raised about remote meetings going forward all being in person and the Chairman agreed that this topic should be discussed at the next Full Council meeting in March 2022. It was noted that the next Planning Committee meeting would be in person as the new sound equipment needed to be tested further. After much discussion it was agreed that *remote meetings* should be added on the agenda at the next Full council meeting in March. **ACTION: Town Clerk**

**035/22: THE NEXT FULL COUNCIL MEETING WAS CONFIRMED AS TUESDAY 8 MARCH 2022 at 7.30PM**

**036/22: 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 on the items below due to the discussions relating to contracts and staffing.** Live streaming was stopped due to Council entering closed session; members of the public were asked to leave the meeting room; one member of the public would be called when their item was to be discussed

**THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE**

**TO CONSIDER ANY CONFIDENTIAL ITEMS FROM THE FINANCE COMMITTEE** (see above)

**037/22:** A brief resumé was given about the five good candidates interviewed. Thanks were expressed to the Consultant. A formal job offer had been made, references sought, but had not yet been received, and a potential starting date had been discussed. Unsuccessful candidates had been informed. The successful candidate would be announced when all the information had been received.

**038/22: *Min F014/22: To consider writing off an unpaid debt:*** It was advised that it was uneconomical to pursue.

**RESOLVED to write off this unpaid debt as uneconomical to pursue**

**TO APPROVE THE WORDING OF THE LEASE FOR THE TAVERHAM LANE SQUARE OF LAND AND SIGNING BY THE CHAIRMAN**

**039/22:** Copy of the draft lease had been provided ahead of the meeting and a brief explanation of the background was given.

**RESOLVED to approve the wording of the lease for the Taverham Lane Square of Land and signing by the Chairman. ACTION: Town Clerk/Chairman**

**040/22:** Cllr T Laidlaw mentioned that the *District & County Councillors' Report* had been missed off the agenda, therefore he gave a very brief update on the recent Cabinet meeting.

**041/22:** It was agreed to discuss item 17 on the agenda before item 16 on the agenda

**TO CONSIDER CONFERRING THE HONOUR OF HONORARY FREEMAN OF COSTESSEY ON RESIDENTS**

**042/22:** Two residents had been considered for receiving the honour of Honorary Freeman / Freewoman.

**PROPOSAL was made to make private representation to two residents to accept the honorary freeman/freewoman and if they would accept the honour a further meeting would be arranged.  
ACTION: Town Clerk**

**TO CONSIDER THE PROPOSAL FOR AN ADDITIONAL EVENT ON THE DAY FOLLOWING THE COSTESSEY FETE**

**043/22:** Previously CTC had only allowed a one-day fete event, a one-day dog show and the two-day football tournament on Longwater Lane Recreation Ground. The dog show had ended, but the Fete had expanded to two days. A report was given ahead of the meeting highlighting the community benefits, risks, comments from the Head Groundsman and any progress. The Chairman called in the member of the public Jezza King (Entertainment Rescue Ltd) to discuss the proposal. A brief background was given of the *1-Day Nearly Festival Event* following the Costessey Fete and examples of other similar events were given. Comments were made about the wellbeing and diversity it would bring to the younger community in Costessey. Other comments were made about considering noise levels and road disruption to residents, especially after two days of the Fete Event itself.

**044/22: RESOLVED to continue the meeting beyond 9:30pm**

**045/22:** Cllr L Gibbs-Kneller left the meeting at 9:36pm

**046/22:** After much discussion, the Chairman asked for a vote on the proposal

**PROPOSAL to change the existing policy as a one-off for one year for the Queen's Platinum Jubilee and to add an extra day for the additional event on the day following the Costessey Fete and to review it**

**A vote was taken: For: 3 Against: 10**

**The proposal was NOT approved**

**TO RECEIVE COMMITTEE AND WG MINUTES & NOTES AND TO CONSIDER RECOMMENDATIONS THEREIN:**

**047/22:** a) Minutes of the Planning Committee of 11 January 2022: Signed as received

**048/22:** b) Minutes of the Staffing Committee of 21 January 2022: Signed as received

**049/22:** c) Minutes of the Finance Committee of 21 January 2022: Signed as received

**050/22:** d) Minutes of the Planning WG of 25 January 2022: Signed as received

**051/22:** e) Minutes of the Property & Environment WG of 25 January 2022: Signed as received

**052/22:** d) Notes of the Fete WG of 28 January 2022: Signed as received

**053/22: The meeting closed at 9:43pm**

**Chair:**

**Date:**