

Minutes of the Meeting of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Tuesday 9 November 2021 at 7.30pm

Present: Cllrs D Burrill (Chair), G Blundell (Vice Chair), J Amis, M Bedford, G Dole, T East, L Gibbs-Kneller, S Hannant, G Jones, S Jones, T Laidlaw, J McCloskey, J Newby, P O'Connor, S Sizeland; H Elias (Town Clerk) & L Trabucco (Minutes Secretary). One member of the public.

TO APPROVE APOLOGIES

372/21: No apologies were received from Cllr Alam

RESOLVED to approve Apologies from Cllrs K Deane (illness), L Glover (illness), J Sealey (driving back to Norwich) and CCllr S Blundell (unwell).

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

373/21: None

TO CONFIRM AND SIGN THE MINUTES OF THE FULL COUNCIL MEETING HELD AT 7PM ON 12 OCTOBER 2021

374/21: Addition of Cllr J Amis and J Newby as present

RESOLVED to approve the minutes with the above amendment

375/21: A member of the public joined via Zoom at 7:33pm

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

The following committee minutes were received:

376/21: a) Minutes of the Property & Environment Committee of 28 September 2021. Signed as received.

377/21: b) Minutes of the Planning Meeting on 12 October 2021: Signed as received. Noted an amendment made by the Planning Committee on Min P117/21: The second paragraph should read Certificate of lawfulness “*existing*” not “*exiting*”

378/21: c) Minutes of the Planning Meeting on 26 October 2021: Signed as received.

379/21: d) Minutes of the Comms WG of 15 October 2021: Signed as received.

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

380/21: Min: PE100/21: The two trod proposals were not viable, so would not be progressed as a Parish Partnership Bid to Norfolk County Council. The Clerk had suggested extending the footway from the muddy bus stop on Dereham Road to the existing tarmac footway at the entrance to Lodge Farm junction, and this will be researched by the CCllr and Highways Engineer.

TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

381/21: No items raised.

TO CONSIDER FINANCE MATTERS (see also Finance Committee Minutes)

382/21: a) To appoint members to a Budget WG: (Min: F172/21): As the Budget was the responsibility of all Councillors, a Budget WG had been suggested to manage the process. Chairs of the Committees to be involved, with additional Councillors co-opted / included as deemed necessary. Currently these would be Cllrs D Burrill, G Blundell, G Jones, S Hannant, J Amis and P O'Connor.

RESOLVED that the Budget WG consist of CTC Chairman, CTC Vice-Chair, plus Chairs of Finance, Staffing, Property & Environment and Planning Committees, with other councillors co-opted / consulted / included as necessary. **ACTION:** Town Clerk

383/21: b) To consider the DRAFT Financial Risk Assessment 2021-22: Further amendments were suggested, to include the Year End AGAR (Annual Governance & Accountability Return) and remove the Community Fridge. The Financial Risk Assessment had to be reviewed annually. **ACTION: Town Clerk**

RESOLVED to adopt the Financial Risk Assessment with amendments. ACTION: Town Clerk

384/21: c) To purchase sound system for Jerningham Room from Cloudy IT, quote number 1898, with guarantee and changes in place @ £11,421.96 + VAT (Min: CO06/21): After much discussion and consideration following the presentation from Cloudy IT on 15 October 2021, it was decided to go with Cloudy IT quote number 1898 and to request clarification on recurring Teams Room Meetings costs on the quote, and the extension of the 30-day money-back guarantee to 60 days. Cloudy IT would be happy to provide the 60-day warranty if their Wireless proposal were included in the package.

RESOLVED to purchase the sound system for the Jerningham Room from Cloudy IT, quote 1898 with guarantee and changes in place @ £11,421.96 + VAT

385/21: d) To approve the Draft Cemetery & Burial Fees 2022-23 (Min: BC020/21): A slight increase in fees was proposed, not much changed from the previous year. Prices had been compared with other Councils' fees and were much in line. Clarification that St Edmund's was a closed churchyard, that residents of Queen's Hills belonged to the civil parish of Costessey and were therefore entitled to be interred in Longwater Lane cemetery at Costessey residents' rates, should be published in the Newsletter. It was noted that the Catholic Church at St Walstan's also allowed burials in its churchyard.

ACTION: Town Clerk and Deputy Clerk

RESOLVED to adopt the draft Cemetery & Burial Fees 2022-23

TO APPROVE THE AMENDED DRAFT RULES AND REGULATIONS FOR THE MANAGEMENT OF COSTESSEY CEMETERY IN LONGWATER LANE, COSTESSEY WITH THE SUGGESTED ADDITIONS (Min: BC019/21)

386/21: Further amendments and wording were suggested for the Rules and Regulations for Costessey Cemetery, which clarified much of existing practice. **ACTION: Town Clerk**

RESOLVED to approve the amended Draft Rules and Regulation for the Management of Costessey Cemetery in Longwater Lane, Costessey

TO AGREE IN PRINCIPLE THAT THE CTC CEMETERY LAND BOUNDARY SHOULD BE DEMARCATED, WITH QUOTES BEING SOUGHT AFTER THE TREE SURVEY HAD BEEN RECEIVED (Min: BC028/21)

387/21: A post and wire fence had been suggested to prevent misunderstandings as to the boundary line. Advice on type of tree survey for planning was still awaited. **ACTION: Town Clerk to chase.**

RESOLVED to approve the demarcation of the boundary in principle

TO RECEIVE DETAILS ON THE FETE 2022

388/21: It was reported that approximately £2,000 of bookings had been received. Cllrs G Jones and G Blundell were approaching companies for sponsorship. **ACTION: Cllr G Blundell**

TO RECEIVE CORRESPONDENCE

389/21: a) Friends of St Edmund's Church Newsletter: Noted

TO RECEIVE DISTRICT & COUNTY COUNCILOR'S REPORTS

390/21: Cllrs T Laidlaw and S Blundell had attended a County Awards ceremony at Diss Corn Hall in support of the Costessey nominations.

TO CONSIDER THE LATEST CURRENT COVID 19 SITUATION AND CTC'S RESPONSE

391/21: No further definitive guidelines had been given by the Government. South Norfolk's rate of infection per 100,000 was above the national average. 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 December. **ACTION: Town Clerk**

392/21: THE NEXT MEETING WAS CONFIRMED as Tuesday 14 December 2021 at 7.30pm

393/21: 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 on the items below due to the discussions relating to contracts and staffing. Live streaming was stopped due to Council entering closed sessions. The member of the public had already left

THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE

TO CONSIDER PRELIMINARY ISSUES WITH THE TRANSFER OF QUEEN'S HILL PLAY AREAS FROM SOUTH NORFOLK

394/21: An update was given; work needed to be done to clear the Denes play area of the bramble and grasses, as it was currently overgrown. SNC had replaced some fencing but more work needed to be done, with a further site visit before the transfer could take place. A Part-time Groundsman would be required to look after the area. **ACTION: Town Clerk**

395/21: The meeting closed at 9pm

Chair:

Date: