

## Minutes of the Meeting of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Tuesday 11 January 2022 at 7.30pm

**Present:** Cllrs D Burrill (Chair), G Blundell (Vice Chair), J Amis, G Dole, L Glover, S Hannant, G Jones, S Jones, T Laidlaw, J McCloskey, J Newby, J Sealey & S Sizeland; H Elias (Town Clerk) & L Trabucco (Minutes Secretary).

**Observers:** CCllr S Blundell attended via Zoom as a member of the public

### **TO APPROVE APOLOGIES**

**001/22:** AA vote was taken. CCllr S Blundell also sent her apologies as she was unwell  
**RESOLVED to approve Apologies from Cllrs I Alam (pilgrimage), M Bedford (unwell), K Deane (illness / self-isolating), T East (illness / self-isolating), L Gibbs-Kneller (unwell) and P O'Connor (illness / self-isolating).**

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

**002/22:** None

### **TO CONFIRM AND SIGN THE MINUTES OF FULL COUNCIL MEETING HELD AT 7.30PM ON 14 DECEMBER 2021**

**003/22:** *Min 417/21:* The action point should be removed as the proposal was not approved  
**RESOLVED to approve the minutes with the above amendment**

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

**004/22:** 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)**

**005/22:** It was noted that the recommendation from the P&E Committee had been already discussed at the Full Council meeting on 14 December 2022.

*Min: 401/21: Purchase the sound system for Jerningham Room from Cloudy IT:* The sound system would be installed on 7 and 8 February 2022.

*Min S119/21: To approve / ratify the interviewing panel and arrangements:* Action point was within the remit of the Staffing Committee which had delegated powers for all matters regarding staffing.

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

**006/22:** No items were raised

### **TO CONSIDER FINANCE MATTERS** (see also Finance Committee Minutes)

**007/22:** The Chairman informed Council that items a) & d) would be taken together and could be discussed after items b) and c).

**008/22:** *b) To approve the budget & set the precept demand for 2022-23 (see report & figures):* Cllr G Jones gave a brief explanation of the proposed budget figures and assumptions following the decision in principle at the Full Council meeting on 14 December 2021 to set a balanced budget. The Clerk / RFO had re-calculated the figures. In looking for further reductions to the budget it was suggested that the hall hire income should be reviewed; forecasts using the quarterly bookings summary suggested that there could be an increase of up to £9,000 with a corresponding reduction in Precept demand. It was possible that corporate hires could return at a quicker rate and therefore a rise in Costessey Centre income budget to £32,000 would save £2,000. Other possible savings were to reduce the costs of Vandalism across the cost centres. Most centres were set at £500 so,

if the Costessey Centre and Breckland Park cost centres were reduced from £1,000 to £500, it would save a further £1,000. Only producing three editions of the Newsletter would reduce costs from £16,000 to £14,500 saving a further £1,500. A reduction in precept of £4,500 would mean a new precept demand of £706,681 with a Band D rate of £127.65, an increase of £6.75 or just over 5.78%. It was noted that if CTC had raised the 2007 Band D rate (£92.95) every year in line with inflation accordingly to the Bank of England CPI tracker, then Band D rate would now stand at £137.61

**RESOLVED to make a precept demand of £706,681 with a Band D rate of £127.65, an increase of £6.75 or just over 5.78%. ACTION: Town Clerk**

**009/22: c) To approve the accounts for October 2021 & receive a budget report:** The Chairman stated that the accounts were in order.

**RESOLVED to approve the accounts for October 2021 in the balance of £1,118,485.82**

**010/22: a) To receive the Internal Auditor's Report of work undertaken at his first visit (Nov 2021) & d) To approve the DRAFT amended Financial Regulations:** Background to the recent visit from the Internal Auditor was given, with an excellent report and no action plan being needed. Thanks were expressed to the hard work of the staff in satisfying the audit demands. The Internal Auditor had pointed out that some figures in the Financial Regulations no longer tie in with the current regulations. It was agreed to amend the DRAFT Financial Regs to comply with more recent legislation and to amend any typos. **ACTION: Town Clerk**

**RESOLVED to approve the Internal Auditor's Report and to amend the DRAFT Financial Regulations as per the Finance Committee and Internal Auditor's recommendations. ACTION: Town Clerk**

#### **TO CONSIDER HIGHWAYS MATTERS IN LIGHT OF THE TRANSFORMING CITIES FUNDING BID**

**011/22: a) To consider making a request to Norfolk CC to do a traffic survey (JMcC) & b) To consider a request to Norfolk CC to allow multi passenger vehicles to use the bus lane on Dereham Road (JMcC):** Item 8 on the agenda had been withdrawn. Cllr J McCloskey gave a brief background explanation. The expected consultation had not yet been announced, but a proper corporate response was needed; therefore an Extraordinary full Council Meeting could be called to discuss the proposal once it was open to public comment. It was noted that an Executive Committee only required three (3) participants to be quorate, while an Extraordinary Council meeting needed seven (7) members.

**RESOLVED to hold an Extraordinary full Council Meeting when the consultation opened to the public. ACTION: Town Clerk**

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

**012/22: CCllr S Blundell** gave a brief update on the recently installed camera on West End; it would be assessed at a later date. The order had gone in for a hard standing at the Dereham Road bus stop near Lodge Farm.

**DCllr T Laidlaw** gave an update on the recent Cabinet meeting where the Housing List was discussed. South Norfolk and Broadland had aligned their housing policies so that residents in one district council area could be housed in the other, and a joint priority order for homelessness and potential re-housing was considered. The new Hospitality grants of £1,000 for local businesses were available, but due to expire at the end of March 2022. Unspent Members' grants (up to £1,000 a year) would roll over to the following year's Community Action Fund. The Environment Enforcement Penalty would go up. Fees for monitoring S106 agreements for a development would be charged to the developer. The Street Name and Numbering Policy had been reviewed: Streets should not use both Forenames and Surnames at the same time.

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

**013/22:** The Government had announced that England is still on Plan B in response to the risks of the Omicron variant. It meant face coverings were required by law in public indoor settings. 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 February 2022.

**ITEM 12 ON THE AGENDA WAS DELETED AND NOT DISCUSSED**

**THE DATE OF THE NEXT FULL COUNCIL MEETING WAS CONFIRMED AS TUESDAY 8 FEBRUARY 2022 at 7.30PM**

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

**014/22:** a) Minutes of the Property & Environment Committee of 23 November 2021: Signed as received

**015/22:** b) Minutes of the Finance Committee of 10 December 2021: Signed as received

**016/22:** c) Minutes of the Planning Meeting on of 14 December 2021: Signed as received

**017/22:** d) Minutes of the Burials WG meeting of 15 December 2021: Signed as received

**018/22:** e) Minutes of the Staffing Comms of 22 December 2021: Signed as received

**019/22: The meeting closed at 8:40pm**

**Chair:**

**Date:**