

## Minutes of the Meeting of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Tuesday 12 April 2022 at 7.30pm

**Present:** Cllrs D Burrill (Chairman), G Blundell (Vice-Chairman), J Amis, K Deane, G Dole, L Gibbs-Kneller, L Glover, S Hannant, G Jones, S Jones, T Laidlaw, J McCloskey, J Newby, P O'Connor & S Sizeland; H Elias (Town Clerk) & N Bailey Deputy Clerk). County Cllr S Blundell.

**Observers:** Cllr East and one member of the public observed via Zoom.

### **TO APPROVE APOLOGIES**

**087/22:** Cllr East was unwell but observed via zoom.

**RESOLVED to approve apologies from Cllr East.**

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

**088/22:** Cllr Laidlaw declared a pecuniary interest in Item 12: Min 101/22 as he had registered with the government to home a Ukrainian refugee.

### **TO CONFIRM AND SIGN THE MINUTES OF FULL COUNCIL MEETING HELD AT 7.30PM ON 8 MARCH 2022**

**089/22: RESOLVED to approve the minutes as a true record, with no amendments**

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

**090/22:** 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)**

**091/22:** Cheques had been raised and Standing Orders were to be discussed later. A resolution to continue the meeting past 9.30pm on 8th March had been missed. Works on pathways at the Cemetery were scheduled for May.

**092/22: Min: 060/22:** Following the withdrawal of Mrs Elaine Oliver who had taken an alternative offer outside local government, Miss Stacey Kent had been appointed as Town Clerk, Head of Services and RFO by the Staffing Committee; a starting date was to be arranged.

### **POLICE MATTERS** (see also Finance Committee Minutes)

**093/22:** PC Natasha Indans was the new Beat Manager and would join a future meeting via zoom. She would use the Collison Room occasionally and was familiar with the area as she had worked on the Response Team for several years.

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

**094/22:** No items were raised

### **TO CONSIDER FINANCE MATTERS**

**095/22: a) To approve the accounts for February 2022 and receive a budget report:** Around £80k of expenditure was due in March, and a surplus of approx. £30k was expected on the revenue budget, which had been set with a £53k deficit. Reserves were down by £140k following the purchase of new play equipment.

**RESOLVED to approve the accounts for February 2022 in the balance of £831,909.78**

**096/22: b) To approve the Proludic Invoice for £46,495.73 + VAT and fund from remainder of CIL receipts before funding from Rolling Capital Fund:** A compromise of £1,939 plus VAT had been offered by the installers over the missing climbing panel at the rear of the equipment.

**RESOLVED to accept the offer of £1,939 plus VAT and approve payment of the reduced invoice. ACTION: Town Clerk**

**RESOLVED to use all CIL receipts up to 31 March 2022 totalling £31,587.47 against the above costs meaning £14,908.26 would come from capital reserves.**

**097/22:** c) To approve installation of 4 automatic shutters at QHCC - estimate @ £7,881.67 + VAT: A £7,093.50 down-payment request was required. The company had been used before and the materials were 'made to measure.'

**RESOLVED to contract JHD Interiors at £7,881.67 + VAT for the above works and make the £7,093.50 down payment for materials. ACTION: Town Clerk**

**098/22:** d) To approve the refurbishment of the Stafford Hall floor quote @ £3,960 + VAT: The floor was overdue routine maintenance and was last sanded and varnished in 2015.

**RESOLVED to contract HIP Flooring Solutions to undertake the above works at £3,960 + VAT. ACTION: Town Clerk**

**099/22:** e) To approve the JDMA Paving quote for laying Breedon Gravel path in the cemetery @ £17,200 + VAT (less if gravel donated): It was noted that Earmarked Reserves would fund the project if approved.

**RESOLVED to contract JDMA Paving for the above works at a maximum cost to the Council of £17,200 + VAT. ACTION: Town Clerk**

**100/22:** f) To consider the DRAFT Sponsorship Policy: this had been considered by the Finance Committee. See Min: F043/22: The policy would help avoid duplication. The words "seeking prior approval from proper officer" to be inserted at 5.1. There was a discussion on sponsors who sell / produce alcohol.

**RESOLVED to approve the Sponsorship Policy including the amendment regarding prior approval from the Proper Officer at 5.1. ACTION: Town Clerk**

#### **TO APPROVE THE DRAFT AMENDED STANDING ORDERS**

**101/22: RESOLVED to amend Section 19, stating that "All appraisal, grievance and disciplinary matters should be dealt with in accordance with the relevant policies and procedures"**

**102/22:** It was noted that previously Standing Orders had traditionally been suspended. A model set of Standing Orders had been consulted for the proposals, and a process for bringing motions to Full Council was discussed. Actions and aims which benefited the community would come to the Council in a more detailed format, which would make the meetings more efficient. Officers would support the process of a properly-put-together motion, especially implications and those requiring costings.

**A PROPOSAL was made to seek advice from Norfolk ALC and the incoming Town Clerk.**

The proposal was voted on but **not carried.**

**103/22:** The Town Clerk requested some time to check the Financial Regulations around quotes and estimates. A councillor was able to make enquiries over costs, but was not able to seek quotations on behalf of the Council. It was noted that evidence-based proposals often came through Working Groups and Committees; the officers to advise Cllrs of the appropriate Committee / WG where an item should be discussed.

**AMENDMENT: RESOLVED to amend the Standing Orders as per the proposal which should be amended as above. ACTION: Town Clerk**

#### **TO CONSIDER THE ARRANGEMENTS FOR THE FETE 2022**

**104/22:** Cllr Blundell updated that all stall pitches were nearly sold. The Fete Working Group had discussed the Kitchen Demonstration for Saturday 4<sup>th</sup> June which would cost £1,500 plus VAT. A more detailed overview had been circulated to members by email prior to the meeting. Cllr Blundell explained that Chefs would be sourced, and that printed recipes would be given out.

**RESOLVED to approve the Kitchen Demonstration Trailer @ £1,500 + VAT.**

**TO SEND A PROPOSAL TO NORFOLK ALC THAT THE LEGISLATION BE UPDATED FOR COMMUNITY SPEED WATCH TEAMS TO ALLOW FOR NEW TECHNOLOGY SPEED CAMERAS TO BE USED IN 20MPH ZONES**

**105/22:** The newly-installed cameras along West End had proved successful in reducing speeding. There were no means to issue Fixed Penalty Notices for speeding in a 20mph zone. Support for the proposal by Norfolk ALC would instigate lobbying.

**RESOLVED to support the proposal for NorfolkALC. ACTION: Town Clerk**

**106/22:** Cllr Glover left the meeting at 9pm

**TO CONSIDER WHAT SUPPORT CTC COULD OFFER TO REFUGEES ARRIVING IN COSTESSEY**

**107/22: Homes for Ukraine Scheme:** Cllr Laidlaw thanked the Town Clerk for including the item and the SNC presentation slides. Some Town Councils, including Diss and Wymondham, were helping promote and support access to support. Integrating families into the community and supporting help should be a key objective, as it would be for the SNC Help Hub. Being pro-active was important and the Town Council needed to start the thought process. A Working Group could be set up to help co-ordinate CTC's response. **ACTION: Town Clerk**

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

**108/22: Safe School Streets:** DCllr S Blundell advised that the proposed part-time road closure scheme outside the St Augustine's School on West End had been cancelled. She would send a list of reasons to the Town Clerk. The meeting at the school on 28 April would still be going ahead to discuss alternatives. A survey for Walking and Cycling routes around the area was online.

**109/22: Highway issues:** Defects in the road near the Copper Beech had been reported and Myrtle Avenue was having surfacing works. Inspection of Norwich Road footpath and white line re-painting across the parish were imminent

**110/22: Nutrient Neutrality: Broads National Park and Wensum Valley Catchment area:** any new planning application which would lead to an increase in overnight accommodation / occupation had to prove mitigation measures were in place to reduce phosphates and nitrates entering the water course. Further guidance was due, but this was preventing decisions being made on planning applications in these areas. The Town Clerk had also received information which would be circulated amongst the Planning Committee.

**111/22: SNC/BDC Town and Parish Council Awareness Sessions:** DCllr Laidlaw wondered why there was no officer present at the first two sessions. The Town Clerk advised that the prior appointments/meetings/leave had meant nobody could attend, and that it had been the intention of incoming Town Clerk to attend.

**112/22:** DCllr Amis advised that test results from samples taken from the River Tud showed good water quality.

**TO RECEIVE CORRESPONDENCE**

**113/22:** None

**TO CONSIDER THE CURRENT SET-UP OF COMMITTEES AND WORKING GROUPS**

**114/22:** The Chairman made a proposal to remove some of the working groups as they had not met. The new Town Clerk might have some ideas after she had settled in and reviewed workings. A discussion ensued around whether a meeting of interested Cllrs should be convened when a topic needed discussion. The Chairman pointed out that in the main there had been a shortfall of members available for committees and working groups when the current system was set-up, and that it was not mandatory to be on any. Anyone wishing to come off a Committee / WG should let him know in advance of the 10 May Annual meeting of the Council.

**115/22: RESOLVED to continue past 9.30pm**

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

**116/22:** Cllr Deane explained how 'Long-Covid' was prevalent and that face masks helped reduce the spread of Covid.

**117/22: THE DATE OF THE NEXT FULL COUNCIL MEETING WAS CONFIRMED AS TUESDAY 10 MAY 2022 at 7.30PM. THE ANNUAL ASSEMBLY WOULD BE ON TUESDAY 19 APRIL at 7PM**

**118/22: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to contracts**  
DCllr S Blundell left the meeting

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

**\*TO CONSIDER CONFIDENTIAL FINANCE ITEMS**

**119/22:** None

**\* TO CONSIDER THE LETTER FROM NORTON LEGAL**

**120/22: RESOLVED to appoint Ward, Gethin & Archer as Solicitors in matters previously dealt with by Norton Legal, who were dissolving the company. ACTION: Town Clerk**

**\*TO RECEIVE FURTHER INFORMATION ON THE APPOINTMENT OF A NEW CLERK**

**121/22:** This had been dealt with above – See Min 092/22:

**122/22: The meeting closed at 9.45pm**

**Chair:**

**Date:**