

Costessey Town Council

Minutes of the Meeting of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Tuesday 14 June 2022 at 7.30pm

Present: Cllrs D Burrill (Chair), T Laidlaw (Vice Chair), I Alam, J Amis, M Bedford, G Dole, Louise Gibbs-Kneller, S Hannant, J McCloskey, J Newby, P O'Connor, & S Sizeland; S Kent (Town Clerk), N Bailey (Deputy Clerk).

Observers: Cllr G Blundell and L Trabucco (Clerk's Assistant) were connected via zoom as members of the public

TO ACCEPT APOLOGIES FOR ABSENCE

161/22: No apologies were received from Cllr J Sealey. A vote was taken.

RESOLVED to accept apologies from G Blundell (other commitment), T East (unwell), L Glover (other commitment), G Jones (other commitment), S Jones (other commitment). Cllr S Blundell also sent her apologies (other commitment)

TO RECEIVE DECLARATIONS OF INTEREST

162/22: None

TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD AT 7.30PM ON TUESDAY 10 MAY 2022

163/22: Amendments: Min 153/22: The first sentence should read "*If approved, the proposed One Team / Joint Headquarters was going to be at Thorpe Business Park.*"

RESOLVED to approve the minutes as a true record with the above amendments

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

164/22: The Chairman informed all Councillors that he would sign the committee minutes & notes "as received" at the end of the meeting. The Deputy Clerk, informed Councillors that recommendations were listed on the agenda. **ACTION: Chairman / Town Clerk**

165/22: Cllr S Hannant mentioned to note a small amendment on the Staffing Minutes of the 20 May 2022, Min S108/22: should read "*Cllr G Dole was elected as chairman of the meeting*" and remove "*as Cllr S Hannant had sent her apologies*" as Cllr S Hannant was present at the meeting. The Chairman mentioned that the Staffing Committee will be able to amend and approve their minutes in due course. **ACTION: Town Clerk**

TO RECEIVE UPDATES ON MATTERS IN MINUTES, BUT NOT LISTED BELOW (NB: NO RESOLUTIONS MAY BE PASSED)

166/22: Min PE040/22: Wild Flowering at Longwater Grounds was still being worked on. A hole in the wetpour had re-appeared under the children's boat at Breckland and the climbing net needed attention. The Rocking Horse at Breckland was due for some minor works.

TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

167/22: No items were raised, and no members of the public were present

TO CONSIDER FINANCE MATTERS

168/22: i) To discuss and approve the detail of the Internal Auditor's Final Report and the Auditor's Action Plan: It was mentioned that no actions were identified. They have been consistently good, and thanks were expressed to all staff involved in the financial procedures.

RESOLVED to approve the details of the Internal Auditor's Final Report and the Auditor's Action Plan. ACTION: Town Clerk

169/22: ii) To approve the accounts for March 2022 and receive a budget report incl. payments over £500: In Cllr G Jones absence Cllr T Laidlaw gave a brief background on his behalf
RESOLVED to approve the April 2022 Accounts in the balance of £656,362.87

170/22 iii) To approve the JDMA invoice for £15,700 + VAT for 10m strip cemetery path:
It was mentioned that work on the 10m footpath at the cemetery was completed satisfactorily
RESOLVED to approve the JDMA invoice for £15,700 + VAT for 10m strip cemetery path.
ACTION: Town Clerk

171/22 iv) To approve the Bear & Sons invoice for £4,005.46+ VAT rails & posts:
RESOLVED to approve the Bear & Sons invoice for £4,005.45 + VAT for galvanised rails & post at Breckland. ACTION: Town Clerk

172/22: v) To approve the replacement of ten streetlight columns at £13,420 + VAT:
A brief update was given on the three-year programme of the replacement streetlight columns, ten columns installed in the 1970s are due for replacement.
RESOLVED to approve the replacement of ten streetlight columns at £13,420 + VAT. ACTION: Deputy Clerk

173/22 vi) To ratify the Property and Environment Committee recommendation to improve the footpath at the Denes. Queen's Hills estimated at £14,000 + VAT from reserves:
Costings for an improved footpath were provided with an explanation of Ear Marked Reserves given.
RESOLVED to approve reserves of estimated £14,000 + VAT to be allocated to the 100 meters footpath improvements at the Denes, Queen's Hills. ACTION: Deputy Clerk

TO APPROVE THE AMENDED LOST PROPERTY POLICY

174/22: A comment was made to inform that there had been mild amendments and a brief explanation was mentioned that any cash found amounting to less than £50 would be donated to the Costessey Parochial Charity. A query was raised towards insurance cover on lost property items - this will be investigated with an update given at the next Full Council Meeting.
Cllr P O'Connor abstained from voting. He declared an "other" interest as Treasurer of Costessey Parochial Charity.
RESOLVED to approve the amended Lost Property Policy. ACTION: Town Clerk

TO CONSIDER A PLAQUE AT THE CEMETERY IN RECOGNITION OF THE DONATION FROM BREEDON GROUP

175/22: The donation of gravel received from Breedon Group (Longwater) was met with much appreciation. In recognition of this support, it was agreed to install a permanent plaque.
RESOLVED to approve the installation of a plaque at the cemetery in recognition of the donation from Breedon Group

TO CONSIDER SETTING UP A WORKING GROUP WITH A REMIT TO EXPLORE A UNIQUE SELLING POINT FOR THE STAFFORD HALL AND INVESTIGATE WAYS OF MAXIMISING THE USE/INCOME OF ALL HALLS BY INCLUDING THE DELIVERY OF TOWN COUNCIL-LED ACTIVITIES

176/22: An explanation of what was discussed during the Communications Working Group was given and it was recommended not to replace the Stafford Hall projector when it eventually fails but ensure a suitable audio system remains in place. In order to do so it was recommended to set up a Working Group with a remit to explore a Unique Selling Point for the Stafford Hall and investigate ways of maximising the use/income of all halls by including the delivery of Town Council-led activities. The Clerk requested for the Buildings Manager to be invited and involved to the small Working Group which includes Cllrs G Blundell, G Dole, T Laidlaw, and S Sizeland.

RESOLVED to approve the setting up of a small Working Group with a remit to explore a unique selling point for the Stafford Hall and investigate ways of maximising the use/income of all halls by including the delivery of Town Council-led activities

TO THANK THE STAFF, VOLUNTEERS AND COMMUNITY MEMBERS FOR THEIR INPUT INTO THE FETE

177/22: The Chairman shared details of a letter the council had received in relation to the fete, expressing sincere thanks to Costessey Town Council for hosting the Fete with special thanks included in the letter for Cllr G Blundell for all his efforts.

RESOLVED to thank the staff, volunteers and community members for their input into the Fete

A suggestion was received to invite representatives from both Scout groups at the next Full Council meeting in order to thank them and award each group a *community award* for all their help during the two-day Fete 2022.

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

178/22: The Chairman and Cllr T Laidlaw gave a general update of meetings attended at South Norfolk District Council.

179/22: THE DATE OF THE NEXT MEETING WAS CONFIRMED AS TUESDAY 12 JULY 2022 AT 7.30PM IN THE COSTESSEY CENTRE

180/22: The following were signed as noted and received by the Chairman:

- a) Minutes of the Planning Committee of 10 May 2022
- b) Minutes of the Planning Committee of 24 May 2022
- c) Notes from the Communications Working Group of 17 May 2022
- d) Minutes of the Staffing Committee of 20 May 2022
- e) Minutes of the Finance and Governance Committee of 20 May & Notes of the Future Finances Working Group of 6 May 2022

181/22: The meeting closed at 8:30pm

Chair:

Date: