

Minutes of the Meeting of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Tuesday 14 September 2021 at 7.30pm

Present: Cllrs G Blundell (Chair), M Bedford, G Dole, L Gibbs-Kneller, L Glover, S Hannant, G Jones, S Jones, T Laidlaw, J McCloskey, P O'Connor, S Sizeland; H Elias (Town Clerk) & L Trabucco (Minutes Secretary)

Observers: Cllrs I Alam, D Burrill, K Deane & CCllr S Blundell attended via Zoom as members of the public.

In Cllr D Burrill's absence, the Vice Chair Cllr G Blundell, chaired the meeting. He welcomed everyone in the meeting room and explained the temporary sound equipment with microphones that had been set up earlier in the day to test as a potential sound equipment system.

TO APPROVE APOLOGIES

310/21: Apologies were approved from Cllr J Amis, Cllr D Burrill (family illness / self-isolating), Cllr K Deane (family illness / self-isolating), J Newby (clashing commitment) and Cllr J Sealey (family commitment)

311/21: The Chairman asked any member of the public connected online to write a comment to say if the sound had improved

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

312/21: Cllr G Blundell declared an "other" interest in item 8 on the agenda as he knows the gentlemen who had help set up the sound equipment for many years

TO CONFIRM AND SIGN THE MINUTES OF THE FULL COUNCIL MEETING HELD AT 7PM ON 10 AUGUST 2021

313/21: RESOLVED to approve the minutes without amendment

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

The following committee minutes were received:

314/21: a) Minutes of the Planning Meeting on 10 August 2021: Signed as received.

315/21: b) Minutes of the Planning Meeting on 24 August 2021: Signed as received. Noted an amendment made by the Planning Committee on Min: P072/21: typo on page 3 which should read: "Request a S106 be agreed with the monies to be *spent on* local infrastructure in the surrounding area". **ACTION: Town Clerk**

316/21: c) Minutes of the Staffing Committee of 20 August 2021. Signed as received.

317/21: c) Minutes of the Finance Committee of 20 August 2021: Signed as received.

318/21: e) Notes from the Burials WG of 10 September 2021: Signed as received. **Noted that the recommendations from the Burials WG would go to the next Full Council Meeting**

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

319/21: Min: 303/21: Credit Unions: No further responses and no further updates. **ACTION: Town Clerk to chase.**

TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

320/21: No items raised.

TO CONSIDER FINANCE MATTERS (see also Finance Committee Minutes)

321/21: a) To approve the accounts for July 2021 & receive a budget report & payments over £500: An overall explanation of the figures was given; it had been a profitable month because income exceeded expenditure. There was a query over the Trade Creditors figure on the Balance Sheet;

this was due to the Proludic invoice having been loaded, but not yet posted as paid, as a satisfactory inspection was needed before payment. This would appear in the August account as paid. The Clerk's Imprest Account: a refund was due on a wheelchair. Approval of the accounts had been recommended by the Finance Committee.

RESOLVED to approve the accounts for July 2021 in the balance of £636,697.98

322/21: b) To amend the Contractor Checks Documents to increase the threshold from £5,000 + VAT to £25,000 + VAT and that, for contracts below this amount, officers should have discretion to amend the list of checks as appropriate having full regards to commercial prudence – ie to make this an operational decision (Min: F152/21). It had been suggested that the CTC pre-contract brief and checks were leading to few quotes being received eg for the cemetery pathways. It was discussed the best way forward regarding budgets and specifications / contract brief would be to revert to using the expertise of an officer seeking advice from a sector expert. It was mentioned that increasing the figure to a higher amount would increase the chances of finding a contractor.

RESOLVED to amend the Contractor Checks Documents to increase the threshold from £5,000 + VAT to £25,000 + VAT and that, for contracts below this amount, officers should have discretion to amend the list of checks as appropriate having full regards to commercial prudence

323/21: d) To remove the requirement for “signed for” cheques & to send an e-mail to inform the payee / recipient to check the post – ie to make this an operational decision (Min: F158/21). A brief background explanation was given and eg were mentioned to remove the requirement for “signed for” cheques and that instead a letter or email should be sent to inform the payee / recipient to check the post and make this an operation decision

RESOLVED to remove the requirement for “signed for” cheques should be removed and that this should be an operational decision

TO CONSIDER SUSPENDING LIVE STREAMING OF MEETINGS UNTIL ADEQUATE EQUIPEMENT IS IN PLACE (audio could be uploaded in the meantime)

324/21: The Chairman briefly explained the setup of the equipment in the meeting room, and thanks were expressed to the sound engineer and staff who had helped set up and tested it earlier in the day. A short video/recording clip was shown to compare audio equipment of before and after, and an explanation was given as to how to improve the sound of future live streamed meetings. A query over the number and type of microphones was raised: it was likely that *24 gooseneck microphones would be needed together with cabling for each and a channel sound mixer*. A question was raised to check if the current sound set-up could be tested for a longer period before making any decision, but the sound engineer needed it back the same evening. It was confirmed that some of the sound equipment in the room was owned by CTC. The “room set-up” was explained, where cabling would be bundled and made safe. The same equipment could be moved to any other location/halls. Itemised quotations for a new system would be required. The importance of live streaming for engaging with the local community was noted. The Communications WG was asked to consider any issues arising from the possibility of the public making abusive comments on social media towards Cllrs and Officers. A wireless system compatible with the quality of wireless provided in the building was also suggested; such a system had been discussed at meetings years previously: eg a wireless system would have cost approximately £25,000, and a similar system used by a hirer in the building at the same time would potentially interfere with the meeting's wireless system. Another option was investigated whereby a wireless system could work if a separate line was leased monthly. **ACTION: Deputy Clerk**

After much discussion it was noted that that the current sound equipment had improved the sound quality and more quotes should be put forward to the next ECM meeting for approval and to improve live streaming. **ACTION: Deputy Clerk**

PROPOSAL was made to go ahead with this sound equipment as it could be used in all halls

AMENDMENT to the proposal to request an itemised statement to be put forward to the next ECM meeting where it could be considered for costing, and to seek quotes before making any decision.

The first proposal was WITHDRAWN

PROPOSAL to suspend live streaming until adequate equipment was in place

AMENDMENT that live streaming should not be suspended based on the premise that the itemised quote for the equipment agreed should be discussed at the ECM meeting.

RESOLVED to suspend live streaming until adequate equipment was in place

TO CONSIDER A COSTESSEY FETE 2022

325/21: To consider whether to hold a Costessey Fete over the Platinum Jubilee bank holiday in June 2022: The Fete had been going for 10 years prior to lockdown, and it was considered that next year it could be held during the Platinum Jubilee Bank Holiday on Friday 3 & Saturday 4 June. An option was to hire a Spitfire aeroplane as a tribute to the Queen's Jubilee. In the event of the Queen's unexpected demise, the royal theme would need to be changed but it could be a celebration of a new sovereign. A group of volunteers to help with the organisation and to create a contingency plan would be required. A request was made not to make it public on social media until the event had been approved and details agreed. The Fireworks could be sponsored by PurpleBricks. A "stop-loss" budget of £3,000 had been allocated in previous years and a request for £2,000 was made to cover the additional cost of the Spitfire & Hurricane aeroplanes in addition to the usual preparations/costs for this event. A parking payment could be introduced to stop people using vehicles, promoting a more environmental approach.

326/21: RESOLVED to continue the meeting until 9.30pm

327/21: b) If so, to consider how many days the fete should take place: The Fete should take place for 2 days over the Platinum Jubilee bank holiday on Friday 3 and Saturday 4 June 2021

RESOLVED for a Costessey Fete to go ahead over the Platinum Jubilee weekend for 2 days

TO CONSIDER HOLDING AN ECM

328/21: a) To discuss information on legal transfers of Lodge Farm Hall and recreational spaces: and

329/21: b) To approve new play equipment at three sites (time limited quotes)

RESOLVED to hold the ECM meeting on Tuesday 21 September 2021 at 6.30pm in person.

ACTION: Deputy Clerk

TO RECEIVE CORRESPONDENCE

330/21: None

TO RECEIVE DISTRICT & COUNTY COUNCILOR'S REPORTS

331/21: DCllr T Laidlaw gave a brief update on the Transport for Norwich Strategy proposal and mentioned that it would be discussed during the Infrastructure WG meeting. SNC Cabinet meeting had considered the document in relation to how it affected the rural community, rather than a Norwich fringe parish such as Costessey. Empty bus lanes, air quality, trying to reduce traffic towards Norwich, and a new Flood Resilience Forum coordinating information across the county had been set up, but costs were not addressed.

332/21: Cllr L Glover left the meeting at 9.10pm

333/21: CCllr S Blundell had provided a report ahead of the meeting and had no further comment. A question was raised if the Area Engineer and the Rangers could clear the drop kerbs for disabled access throughout Costessey especially at the top of Longwater Lane and Bawburgh Lane towards Dereham Road. A question was raised if apprenticeships could be considered to help young people, but this depended on the size of the organisation and pursuing it could be a lengthy process. The Government's *Kickstart* programme was similar.

TO CONSIDER THE LATEST GOVERNMENT GUIDANCE ON COVID-19

334/21: No further definitive guidelines had been given by the Government. 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 October. **ACTION: Town Clerk**

335/21: THE NEXT MEETING WAS CONFIRMED as Tuesday 12 October 2021 at 7.30pm

336/21: As there were no confidential items from the Finance Committee, no resolution was passed, and item 16 was not discussed

337/21: The meeting closed at 9:24pm

Chair:

Date: