

Minutes of the ONLINE meeting of Costessey Town Council held on Tuesday 23rd February 2021 at 7pm

Present: Cllrs D Burrill (Chair), J Amis (Vice Chair), M Bedford, G Blundell, G Dole, T East, L Glover, S Hannant, G Jones, S Jones, T Laidlaw, J Newby, P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk). Group Captain Stewart Blackburn and Naomi Tuma representing Costessey Cares.

TO RECEIVE APOLOGIES

084/21: An apology was received and accepted from Cllr I Alam – Prior commitment

TO RECEIVE DECLARATIONS OF INTEREST

085/21: Cllr T Laidlaw declared an “other” interest in Planning and advised he would listen to the views of Costessey Town Council but would remain open to further information or views prior to voting on an application at DMC.

086/21: Cllr T East declared a non-pecuniary interest in Min: 097/21: as he was a member of the Royal British Legion who were affiliated to Costessey Cares.

087/21: Cllr L Glover declared a non-pecuniary interest in Min: 097/21: because of her work for St Edmund's Church.

088/21: Cllr P O'Connor: declared a non-pecuniary interest in Min: 097/21: as he was nominated himself and had helped the group establish itself.

TO CONSIDER POLICE MATTERS

089/21: PC Barnard had sent his apologies. A Police Safer Neighbourhood Consultation was planned for Saturday 20th March. Details will be added to the Town Council website, facebook and twitter pages closer to the date. **ACTION: Deputy Clerk**

TO CONFIRM THE MINUTES OF THE FULL CTC MEETING OF THE COUNCIL HELD AT 7PM ON 2 FEBRUARY 2021

090/21: RESOLVED to approve the minutes without amendment.

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

091/21: a) Minutes of the Burials WG of 1 February 2021 were received.

092/21: b) Minutes of the Staffing Sub-Committee Meeting of 12 February 2021: Recommendations from the Staffing had been approved by the F, B & S Committee. The minutes were received with a small amendment noted on SSC05/21 & SSC10/21 – the word ‘being’ needed to be inserted.

093/21: c) Minutes of Finance, Budgets & Staffing Committee of 12 February 2021: Received. The recommendation to approve the January 2021 accounts was a later item. (See Min: 103/21)

094/21: d) Minutes of the Executive Committee Meeting of 18 February 2021: were not yet available.

TO RECEIVE UPDATES ON MATTERS IN THE MINUTES NOT LISTED BELOW (NO RESOLUTIONS)

095/21: The first Rainbow Bench had been installed at Queen's Hills and the Property & Environment Committee were meeting later in the week to decide the exact location for another one at Longwater Grounds.

096/21: Refunds in relation to the cancelled fete were being processed.

The Chairman agreed to bring forward the next item as two representatives from Costessey Cares were present:

TO APPOINT A REPRESENTATIVE ON THE COSTESSEY CARES CIO

097/21: Group Captain Stewart Blackburn & Naomi Tuma were available to answer questions and gave an update on the background to Costessey Cares. A CIO would be formed and there was an

option to have a trustee appointed by the Town Council. It would not be a fixed term appointment. A link between Costessey Cares and the Town Council would be an important means of keeping the Town Council updated. Cllr P O'Connor expressed an interest and was approved unopposed. **RESOLVED to appoint Cllr P O'Connor as the Town Council representative for Costessey Cares.**

Group Captain Stewart Blackburn & Naomi Tuma were thanked and left the meeting at 7:18pm.

TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

098/21: No members of the public were present

TO MAKE RECOMMENDATIONS ON PLANNING APPLICATIONS, AND RECEIVE INFORMATION ON APPEALS & OTHER PLANNING MATTERS

099/21: a) Planning applications for consideration:

i) 2021/0211: Mr David Thomson - Land to the Rear of 7 Longwater Lane - Outline application for new dwelling with access – **Comment: There is a large garden behind the property next to the Vets' surgery. Access would be via a lane which is currently used to access to an agricultural field. RECOMMEND REFUSAL on the following grounds: Site is in the designated river valley where development would be contrary to development management policies. This would be back-land development which the Council always refuses. Access & Visibility - the access would be via a narrow lane; visibility would be seriously impaired on exiting this lane at corner of no 7 Longwater lane to the right, while vehicles are parked in front of the Vets' practice to the left, the Costessey Centre (community hall and recreation and sports grounds) exit is almost opposite, and there is an adjacent bus stop in both directions**

ii) 2021/0212: Mr Kirwan - 162 West End, NR8 5AN - Single storey rear extension – Householder – **APPROVE**

iii) 2021/0252: Mr G Carrs / Ms S Howlett & Mr M Yardy - 104 & 106 West End, NR8 5AJ Retention of a front dormer and first floor rear extension at 104 West End and new front dormer and two storey rear extension at 106 West End - Full – **Comment: Site History: It was noted that this was a new application for a "double extension", to be decided on its own merits but that no. 104 was the subject of a planning appeal. A discussion ensued as to whether to defer comments and a recommendation until after the outcome of the planning appeal had been determined. It was decided to comment anyway, in case the opportunity was lost. RECOMMEND REFUSAL ON THE FOLLOWING GROUNDS: The scale of the rear extension results in an unacceptable scale mass and form that does not maintain or enhance the character and appearance of the original building, the attached neighbouring property or the street scene and surrounding area. The application is contrary to DM1.4(d, i), DM3.4(a) and DM3.8(4,a) of the South Norfolk Local Plan Development Management Policies Document 2015. IF SNC IS MINDED TO APPROVE THE APPLICATION, A CONDITION SHOULD BE ATTACHED STATING A REQUIRED END DATE TO CONSTRUCTION TO AVOID THE POSSIBILITY OF THE NEIGHBOURING EXTENSION BEING GRANTED PLANNING PERMISSION, BUT NOT BEING BUILT.**

100/21: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: Noted.

TO CONSIDER FINANCE MATTERS (See also F, B&S Committee Minutes 12th February 2021)

101/21: a) To approve the Interim Internal Audit Report for 2020-21: Cllr G Jones, Chairman of the F, B & S Committee, thanked the Town Clerk who was also the Responsible Financial Officer for another exemplary audit report. No action plan was required. A query was raised on the balance figures shown on Appendix 1 'Long Term Borrowing' which are 'reset annually' and can be removed if they confuse Councillors.

RESOLVED to approve the Interim Internal Audit Report.

102/21: b) To Approve the Amended Treasury & Investment Management Policy: Recommended changes were highlighted within the document and accepted.

RESOLVED to approve the amended Treasury & Investment Management Policy

103/21: c) To approve the accounts for January 2021 and receive a short budget report incl payments over £500: There was very little activity. The Business Interruption Grants were still being received from South Norfolk Council.

RESOLVED to approve the accounts for January 2021 in the balance of £902,527.42

104/21: d) To approve a grant to the Norfolk CAB: £50 was awarded in 2018/19 but nothing in 2019/20. The number of Costessey residents supported by the CAB had been provided

RESOLVED to award a £150 grant from the 2020/21 Budget

TO CONSIDER HIGHWAYS MATTERS

105/21: Potholes on the City side of Bowthorpe Roundabout – both lanes.

Dropped drain on Poethlyn Drive needed to be reported again to the Consortium of Developers and one on William Frost Way to Norfolk County Council.

A traffic cone was covering an open drain on Norwich Road/Gunton Lane junction which had been reported by several people.

Costessey Lane resurfacing is complete but the flooding meant two roads into Costessey were blocked. Flooding at the Townhouse Road/Norwich Road bridge still occurred.

To approve the DRAFT Equipment Loan Agreement

106/21: A query was raised as to whether or not the agreement was enforceable if somebody did not return the loaned equipment.

RESOLVED to approve the Equipment Loan Agreement subject to the Council's Solicitor confirming a breach is enforceable.

TO APPROVE THE AMENDED CTC TRAINING POLICY

107/21: Recommended changes were highlighted within the document and accepted.

RESOLVED to approve the amended CTC Training Policy

TO RECEIVE CORRESPONDENCE (Verbal and written)

108/21: None

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

109/21: South Norfolk Council were seeking to raise the Band D Council Tax by £5.00 pa. This was the maximum they could increase Council Tax by without the need for a referendum. Some District Councillors had attended Planning Enforcement training earlier in the day. A regular report of actions on Enforcement cases would be developed. Cllr T Laidlaw would seek to share some of the documentation.

District Cllr S Blundell sent her apologies. She was actively working on individual cases for people in crisis.

TO CONSIDER THE LATEST GOVERNMENT GUIDANCE ON COVID 19

110/21: Guidance meant community centres could open for certain activities from 12th April, and there were changes to restrictions on organised activities from 29th March. Funerals still had limitations. Elections were planned for Thursday 6th May 2021.

TO RAISE MATTERS OF STRATEGIC IMPORTANCE (FOR DISCUSSION ONLY – (No resolutions)

111/21: St Helen's Church Hall, Gurney Road, New Costessey will be a new Polling Station and replaces the Methodist Church, Norwich Road. It would be useful if SNC could arrange for a poster at the Methodist Church to divert voters. It could be included for information in the Town Council newsletter.

112/21: Norfolk County Council were undertaking surveys along the A1074 Dereham Road. The Chairman was part of a Working Group who were seeking to review the Committees and Working Groups structure and he would circulate proposals for debate at a Special Council Meeting before the May Annual General Meeting.

113/21: Cllr Laidlaw was still seeking confirmation that SNC £1,000 2020/21 Members' Grants could be rolled over to 2021/22.

114/21: RESOLVED to confirm the next the meeting of the Full Council will be on Tuesday 16 March at 7pm.

115/21: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to staffing issues

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

TO CONSIDER ANY CONFIDENTIAL ITEMS FROM THE FINANCE, BUDGETS & STAFFING COMMITTEE

116/21: RESOLVED to have two officers present at live-streamed meetings

TO RECEIVE AN UPDATE ON THE SNAGGING CONTRACT

117/21: Anglian Water & Norfolk County Council were satisfied with the work undertaken by CTC Contractors. Additional pipework and the installation of a new chamber amounted to £500.

118/21: The meeting finished at 8:50pm

Chair:

Date: