

Minutes of the ONLINE meeting of Costessey Town Council on Tuesday 24 November 2020 at 7pm

Present: Cllrs D Burrill (Chair), J Amis (Vice Chair), I Alam, G Blundell, G Dole, T East, L Glover, S Hannant, G Jones, S Jones, S Long, T Laidlaw, J Newby, P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk). One member of the public

TO RECEIVE APOLOGIES

396/20: Cllrs M Bedford (clashing meeting), F Carter (work commitment & unwell), J Flowerdew (family reasons), J Knights (clashing course), C Mahn (work commitment).

RESOLVED to accept the above apologies

TO RECEIVE DECLARATIONS OF INTEREST

397/20: 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.

398/20: Cllr D Burrill also declared an "other" interest in Planning as he is a substitute member on South Norfolk's DMC

399/20: Cllr G Blundell declared an "other" interest in 7a) Planning: 2020/1157 as the land is outside his home

400/20: Cllr T East declared an "other" interest in 7c) i) Planning: Aldi as he is the County Councillor for Costessey

TO CONFIRM THE MINUTES OF THE FULL CTC MEETING OF THE COUNCIL HELD AT 7PM ON 3 NOVEMBER 2020

401/20: RESOLVED to approve the minutes without amendment.

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

402/20: Minutes of the Executive Committee Meeting of 6 November:

RESOLVED to approve the minutes without amendment.

403/20: b) Minutes of Staffing Sub-Committee of 13 November 2020: (already approved by F,B&S Committee) Signed by Chairman as received by full Council

404/20: c) Minutes of Finance, Budgets & Staffing Committee of 13 November 2020:

Signed by Chairman as received by full Council

405/20: d) Notes from the Lodge Farm WG meeting of 16 November 2020:

Signed by Chairman as received by full Council

406/20: e) Minutes of Property Environment Committee of 18 November 2020:

Signed by Chairman as received by full Council

407/20: Min: PE63/20: Play equipment at Breckland Park: It was noted that the flat roundabout was extremely difficult to maintain as it had to be dismantled to oil it and that drainage was needed to prevent water collecting underneath and flooding the turntable mechanism and ball bearings.

RESOLVED that all aspects of the proposed improvements at Breckland Park move to procurement. ACTION: Deputy Clerk

408/20: Min: PE64/20: MUGA as regular car park at weekends for football: Concerns were

expressed that heavy use would destroy the surfacing and that the regular use as a car park would prevent other use.

RESOLVED that the MUGA not be used for parking with the exception of long stay at the annual fete. ACTION: Deputy Clerk

409/20: Min: PE066/20: Army Cadets' signage: The sign's dimensions had been submitted.
RESOLVED to approve the 66cm x 90cm sign and its design. ACTION: Deputy Clerk

410/20: Min: PE068/20: Felled Wood Policy: Current practice was to 'chip' small branches and leave logs in a nearby safe place, as a wildlife habitat.
RESOLVED to formalise current practice into a Policy. ACTION: Deputy Clerk

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

411/20: Min: PE065/20: SNC Community Action Fund: The Sona Arch play equipment and Sensory Garden had been suggested, but needed further research

412/20: Min: 372/20: Parish Partnerships suggestions: Wig-Wags: A site visit was to take place with NCC Highways' preferred supplier to ascertain the best location for these. **ACTION: Deputy Clerk**

413/20: Min: 373/20: To consider purchasing Pedestrian Crossing signs for Sir Alfred Munnings Road @ approx. £800: These were on order.

414/20: Rainbow Benches: These were being chased. **ACTION: Deputy Clerk**

415/20: Min: 379/20: "Houses" were actually social housing dwellings

416/20: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

Items Raised: Speed cameras in West End - the member of the public had also contacted NCC Highways and was awaiting a response. A new trial of different cameras was planned. **The meeting was reconvened.**

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

417/20: a) Planning applications for consideration:

i) 2020/1157: AMENDMENT - Mr Nnewima Nwaforizu - Land South of Kestrel Avenue - Erection of 2 bungalows with Associated Parking - It had never been envisaged that this piece of land would have buildings on it, only car parking spaces, plus access issues had not been solved.

RECOMMEND REFUSAL on the same grounds as previously with the removal of the words "and a shop".

ii) 2020/1864: Mr & Mrs Vincent - 26 Northview Road, NR5 0BG - Single storey rear flat roof extension – **Comment: House is being remodelled with a room on the site of the patio – APPROVE**

iii) 2020/2013: D&K Williams - 230 Norwich Road, NR5 0LH - Front and side extension – **Comment: Many near-by houses have done similar extensions – APPROVE**

iv) 2020/2043: Mr Roger Madle - 48 Beaumont Road, NR5 0HG - Demolition of existing single storey extensions & replace with rear single storey extension - **APPROVE, but extra party wall insulation should be added**

v) 2020/2111: Mr K Mills - 4 Hilda Brookes Way, NR5 0NU - Single storey side and rear extension with raised patio and double garage **Comment: Objections noted. This is a very tight fit. There appear to have been a number of previous extensions with a double garage already in situ on the other side of the plot. The left hand side of the proposed garage door is not accessible from the drive as the house corner is in the way and any vehicle coming out of the proposed garage in a straight line would hit the side of the house. The doubling up of the double garage would take up 1/3 of the existing garden. There is restricted parking in the area. The additional garage is overbearing, not suitable in its current size and constitutes overdevelopment of the site - REFUSE**

418/20: b) Information & Planning decisions received from South Norfolk & Norfolk County

Councils: (*Information only. (No decisions needed) See separate sheet – Noted

2020/1747: 104 West End: This has already been built. Discussion of what SNC Enforcement were able to do. As this was under discussion at SNC, Clerk to write to case officer in two weeks asking what action SNC proposed to take. **ACTION: Town Clerk**

419/20: c) Pre-application consultation:

i) Aldi: 1966 sqm store, William Frost Way – www.aldiconsultation.co.uk/Longwater

Tel: 020 7139 5010. As this is pre-application Cllrs to make their own individual submissions.

ACTION: All Councillors

TO CONSIDER FINANCE MATTERS

420/20: a) To approve the accounts for October 2020 and receive a short budget report incl payments over £500: The F, B&S Committee had discussed the figures

At the end of October council was 7/12 (58%) of the way through the financial year and was in budget by £359,821. It had received 87.2% of its budgeted income and spent 44.3% of its budgeted expenditure. Council has received both instalments of the precept (£659,751). Some cost centres are showing a potential overspend, though many will even out over the year (eg Subscriptions at 93.3% & Insurance at 99.7%) as these are generally paid annually at the beginning of the financial year. Due to COVID-19 Council has received NO income from hall hires except for pre-payments carried over, nor any commission, but halls opened on a limited basis from September. Following Government guidelines on lockdown, halls were closed & there was a shortfall in hall income. However, Council is fortunate that the Government changed the rules on Business Interruption Grants for local councils and CTC received £10,000 for both the Costessey Centre and Breckland Hall and £ 7,500 for Queen's Hills Community Centre, based on rateable values to mitigate the loss in hirer income. Burial & Memorial fees are lower than anticipated (42.4%) - they are sporadic and cannot be accurately predicted. Council has now received both instalments of CIL receipts (£7,022.04); this is an unknown quantity and varies according to planning consents granted in Costessey. There is a Property Maintenance EMR which will be used to fund property maintenance and smooths out the variable peaks & troughs over the years.

RESOLVED to approve the accounts for October in the balance of £1,024,862.90

421/20: b) To approve payment of the SNC invoice for dog waste collections for £4,266.60 + VAT:

This is an annual charge.

RESOLVED to pay the SNC invoice for dog waste collections for £4,266.60 + VAT. ACTION: Clerk

422/20: c) To approve payment of the VA West Invoice for Greenhills Woods @ £8,400 + VAT: This is the final invoice. Project costs had been mitigated by selling felled timber. Replanting of the area with 1100 native trees as part of the felling licence conditions was about to start.

RESOLVED to pay the VA West Invoice for £8,400 + VAT. ACTION: Town Clerk

423/20: d) To receive the External Auditor's report for 2019-20: The "unqualified" report was the highest level of report as there were no issues raised. The "exemplary" reports continue year after year and the office staff were complimented and thanked on the excellent outcome once again.

ACTION: Town Clerk

TO CONSIDER HIGHWAYS MATTERS

424/20: a) Parish Partnerships: To receive further information: The Deputy Clerk had a site visit with the NCC supplier and the School Head to decide on the best location for the Wig Wags for 2021-22. The current year's project for speed humps in Norwich Road and Sunny Grove was about to start construction.

425/20: Alex Moorhouse Way and Dereham Road by Roundwell: Dips in surface carriageway to be reported and an inspection of both sites requested. **ACTION: Town Clerk**

TO RECEIVE CORRESPONDENCE (Verbal and written)

426/20: Consultation on SNC's proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014: It was noted that an Order had been in place since 2017, but no fines had been handed out. There was only one Dog Warden for the whole of SNC area. Additional wording should be included requiring dog walkers to carry two dog poo bags, otherwise they should face a fine.

RESOLVED to approve the order with the additional wording. ACTION: Town Clerk

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

427/20: DCllr L Glover had attended two meetings - a Licensing Meeting, where new streamlined policies had been introduced, and the Annual Meeting of the Records & Archives.

DCllr T Laidlaw had attended the Development Control Committee (DMC) and the Finances, Resources & Governance Committee (FRAG). There were delays in the auditing of SNC's accounts up until 30 November, and he was delighted that CTC had already been audited. Discussions were taking place with an emphasis on SNC Commercial Trade, Customer Focus and the Leisure Services Recovery Plan. Losses had almost all been recovered via the central Government grant (£393,000 rather than £493,000). However, the following year there was likely to be a big reduction in income and SNC might not be able to return to surplus. There was no further information on the tax base. Future governance of the Big Sky Group had decided that there would be more Cllr involvement with two further Directors to report to SNC Cabinet. SNC had responded to the Government White Paper on Planning – there was a great deal of discomfort about the proposals. Clerk to request a copy of SNC's response. **ACTION: Town Clerk**
428/20: Cllr G Dole left the meeting at 8.54pm and returned two minutes later.

429/20: RESOLVED to continue the meeting beyond 9pm

TO CONSIDER THE LATEST GOVERNMENT GUIDANCE ON COVID 19

430/20: Covid infections were rising and both Norwich and South Norfolk areas had been placed under the more stringent Tier 2 of the new 3-tier regime. The "R" number was as high as 1.15 and there were particular spikes in Wymondham and Costessey (including Queen's Hills).

TO RAISE MATTERS OF STRATEGIC IMPORTANCE (for discussion only - No resolutions)

431/20: The Head Groundsman had been looking for a replacement used Verti-drainer for over 18 months and had found a replacement – the same model but less used @ £8,400 + VAT plus a trade-in. (Cost £24,000 new). To be approved by ECM on 4 December at 10.30am on Zoom

432/20: THE DATE OF THE NEXT ON-LINE MEETING WAS CONFIRMED as Tuesday 15 December 2020 at 7pm. An ECM (as at Min 431/20) would take place on Friday 4 December at 10.30am; there would be a further ECM to approve legal documents and a contract on Friday 11 December at 10am

433/20: RESOLVED TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 on the grounds that it was not in the public interest to disclose discussion on the items below due to the discussions relating to legal issues

THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE

***TO CONSIDER ANY CONFIDENTIAL ITEMS FROM THE FINANCE, BUDGETS & STAFFING COMMITTEE (see above)**

434/20: None.

***TO CONSIDER THE MONITORING OFFICER'S LETTER AND RECOMMENDATIONS**

435/20: The MO's letter was discussed at length. A letter in reply to be written to the Monitoring Officer to reiterate what had already been done and inform her of further developments.

RESOLVED to delegate the letter writing to Cllr D Burrill as Chairman based on discussion comments & Cllr Laidlaw's additional suggestions. ACTION: Cllr Burrill

436/20: The meeting closed at 9.45pm

Chair:

Date: