

## Minutes of the Meeting of Costessey Town Council held at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH on Tuesday 8 March 2022 at 7.30pm

**Present:** Cllrs D Burrill (Chair), G Blundell (Vice Chair), I Alam, J Amis, M Bedford, G Dole, L Gibbs-Kneller, S Hannant, T Laidlaw, J Newby, P O'Connor, J Sealey & S Sizeland; H Elias (Town Clerk), & L Trabucco (Clerk's Assistant).

**Observers:** Cllrs G Jones and J Sealey, plus N Bailey (Deputy Clerk) were connected via Zoom Two representatives from Cloudy IT were connected via Zoom, plus a member of the public

### **TO APPROVE APOLOGIES**

**054/22:** No apologies were received from Cllr J Sealey. A vote was taken.

**RESOLVED to approve apologies from Cllrs K Deane (unwell), T East (self-isolating due to Covid contact), L Glover (unwell), G Jones (self-isolating due to Covid contact), S Jones (unwell). CCllr S Blundell also sent her apologies (unwell).**

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

**055/22:** None

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

**056/22: Amendments:** Addition of Cllr M Bedford as present; page 3011 third paragraph down should read "TO RECEIVE CORRESPONDENCE (*Verbal* or written)" instead of "Vernal or written"

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

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

**057/22:** The Chairman informed all Councillors that he would sign the committee minutes "as received" at the end of the meeting.

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

**058/22: *Min P037/22: to consider street names:*** A letter had been sent to SNC about the Street Name signs and all Cllrs had been copied into the email.

***Min 415/21: Feasibility involved in the provision of a Post Office in Queen's Hills:*** There was no update as further research needed to be done.

***Min P038/22: Highway proposals:*** School Streets - closure of part of West End: no formal consultation was available but collated comments from Cllrs had been sent to Sustrans by the Clerk as a formal response. CCllr S Blundell would contact the schools to discuss the scheme; a trial of 6 months would take place from May 2022. A formal consultation might have been made if the school had been listed under "Costessey" instead of "Norwich". Comments were made regarding the traffic counters recently placed on Longwater Lane, West End and Townhouse Road in anticipation of the closure of the roads.

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

**059/22:** No items were raised

### **TO RECEIVE INFORMATION ON THE APPOINTMENT OF THE NEW TOWN CLERK, HEAD OF SERVICES AND RFO, AND TO APPOINT HER AS A SIGNATORY ON THE BANK MANDATE**

**060/22:** The newly appointed Town Clerk was introduced and welcomed; her starting date was confirmed as Monday 4 April 2022 and the retirement of the current Town Clerk was confirmed for May 2022.

**RESOLVED to include Mrs E Oliver as a signatory on the Bank mandate. ACTION: Town Clerk**

### **FINANCE MATTERS**

**061/22: a) *To approve the accounts for January 2022 and receive a budget report:*** Cllr G Jones gave a brief explanation of the level of the reserves which have fallen during the year, the movement out

of the Rolling Capital Fund of £53,000 and the CIL being used up; the total reserves were currently down from £890,000 to £841,000 and it was likely that the general level of reserves would be £100,000 down by the end of the year. Future projects should be considered carefully re financing as cash is not plentiful. The General Reserve Fund stood at £264,000 which was approximately 4 months' worth of expenditure, almost at the bottom end of what should be held; the reserve position should be improved as this might be adversely commented on by Auditors. Overall, there was likely to be a small surplus on the revenue fund of around £30,000 at the end of the year which would be dwarfed by the falling reserves. The phased budget showed a lot of expenditure to come in March.

**RESOLVED to approve the accounts for January 2022 in the balance of £52,877.37**

**062/22: b) To introduce a £100 surcharge at the Officers' discretion for large bookings at the Costessey Centre from April 2022: (Min: F028/22):** A brief explanation was given

**RESOLVED to introduce a £100 surcharge for large bookings from April 2022. detailed guidance to be delegated to the Proper Officer and to be reviewed in line with the annual review of fees and charges. ACTION: Town Clerk**

**P063/22: c) To set up a new Unity Trust bank account to enable officers to pay regular suppliers by bank transfer up to £3,000 plus VAT (currently £3,600): (Min: F029/22):** An explanation was given.

**RESOLVED to set up a new Unity Trust bank account to enable officers to pay regular suppliers by bank transfer up to £3,000 plus VAT (currently £3,600). ACTION: Town Clerk**

**P064/22: d) To ratify payment of the Collier Turf Invoice for £3,302 + VAT:** This invoice had been paid before it came to Full Council to avoid a late payment fee.

**RESOLVED to ratify payment of the Collier Turf Invoice for £3,302 + VAT**

**P065/22: e) To approve the Proludic Invoice for £46,495.73 + VAT and fund from remainder of CIL receipts before funding from Rolling Capital Fund: (see CIL report):** An update was given on the newly-installed play equipment; some specs were not quite the same as ordered. An investigation was underway to find out the reason why some parts were not included. A suggestion had been made by the Office to withhold £20,000 until it was resolved.

**PROPOSAL: to withhold the payment of the full Proludic Invoice for £46,495.73 + VAT unless the item/s as specified in the contract were delivered by 31 March 2022.**

**AMENDMENT: to withhold payment conditional on queries being answered satisfactorily.**

The amendment was voted on

**RESOLVED to withhold payment conditional on queries satisfactorily. ACTION: Deputy Clerk**

**P066/22: f) To award a £1,000 grant for the Memorial Project to the Royal British Legion as per the request in the original letter to the Clerk. (F031/22):** A brief explanation was given of what was discussed at the Finance Committee meeting. It was noted that FoTV had decided it did not need £500 of the grant agreed by CTC. The Clerk pointed out that it was for CTC to decide who it gave donations to, and that this should not be directed by other groups. The reason for full Council discussing the matter was that Council had overspent the Grants cost centre.

**A proposal was made to award a £1,000 grant for the Memorial Project to the Royal British Legion as per the request in the original letter to the Clerk**

**AMENDMENT: to increase the award to £2,000 for the Memorial Project**

A vote was taken: **The amendment was NOT approved**

The original proposal was voted on.

**RESOLVED to approve the £1,000 grant for the Memorial Project to the Royal British Legion as per the request in the original letter to the Clerk. ACTION: Town Clerk**

**TO APPROVE THE DRAFT AMENDED STANDING ORDERS** (see suggested changes)

**067/22:** The Chairman had produced proposed changes to the Standing Orders ahead of the meeting and Cllrs were asked to comment and vote.

**RESOLVED to approve the proposed amendment Section 1.s)**

**068/22:** Cllr J Newby left the meeting at 9:02pm and returned at 9:03pm

**069/22: The amended proposal Section 1.x) was NOT approved  
The amended proposals Sections 1.y) and 1.z) were NOT approved**

**RESOLVED to approve proposed amendment Section 6 d)**

The Chairman proposed that the rest of Standing Orders proposed changes for items 9.) through to 19.) should be discussed at the next Full Council meeting. **The item was deferred**

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

**P070/22:** An update on the Fete WG meeting was given. Fireworks were completely covered by sponsorship. A query was raised about military exhibits being taken out of the Fete budget and set against a general cost centre; this was not possible as all items do with the fete would be coded to the Fete cost centre. Concerns were expressed that only two volunteers had registered. The Chairman commented that individual Councillors should be given a choice to volunteer and not be pressured.

**P071/22:** Cllr L Gibbs-Kneller left the meeting at 9.35pm.

**The meeting was adjourned for 5 minutes and reconvened at 9.35pm**

**TO RECEIVE DISTRICT CLLRS REPORTS** (Verbal and written)

**072/22:** Cllr T Laidlaw gave a brief update on the SNC Budget. The Surplus would be in the region of £4 million. SNC full Council meeting voted to affirm that SNC was in favour of the Norwich Western Link (NWL).

Cllr D Burrill commented on the withdrawal of free Covid testing packs. Many organisations were collecting for the Norfolk Ukrainian Help Team.

**TO RECEIVE CORRESPONDENCE** (Verbal or written)

**073/22:** a) Thanks from the Friends of the Tud Valley for donation towards the Well-BEE-ing Project: Noted

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

**074/22:** No further definitive guidelines had been given by the Government as England was still on Plan A in response to the risks of the Omicron variant. 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 April 2022.

**075/22: THE NEXT FULL COUNCIL MEETING WAS CONFIRMED AS TUESDAY 12 APRIL 2022 at 7.30PM.** The two residents who had been approached would be delighted and honoured to accept the award of Honorary Freeman/Freewoman and therefore **a single agenda item Extraordinary full Council meeting would take place on the same evening as the usual Full Council at 7.15pm.**  
**ACTION: Town Clerk**

**TO RECEIVE COMMITTEE AND WG MINUTES AND TO CONSIDER RECOMMENDATIONS THEREIN:**

**076/22:** a) Communications WG 1 February 2022: Signed as received

**077/22:** b) Staffing Committee of 4 February 2022: Signed as received

**078/22:** c) Planning Committee meeting of 8 February 2022: Signed as received

**079/22:** d) Planning WG meeting of 22 February 2022: Signed as received

**080/22:** e) Finance Committee meeting of 25 February 2022: Signed as received

**081/22: The meeting closed at 9:47pm**

**Chair:**

**Date:**