



Minutes of the Extraordinary Meeting of Costessey Town Council held on Tuesday 17 December 2019 at 7pm at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH

PRESENT: Cllrs T Laidlaw (Chairman), J Amis (Vice-Chair), M Bedford, D Burrill, G Dole T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, P O'Connor; H Elias (Town Clerk). No members of the public attended.

TO RECEIVE APOLOGIES

662/19: Apologies were accepted from Cllrs I Alam (no transport), G Blundell, F Carter, C Mahn & J Newby (other commitments), S Long, (unwell), J Knights (childcare).

TO RECEIVE DECLARATIONS OF INTEREST

663/19: Min: 667/19: Cllr T East declared an "other" interest in the Boundary Commission consultation on Norfolk County Council division boundaries as he is also the District Cllr for Costessey

664/19: Min:669 /19: Planning: Cllrs T Laidlaw & D Burrill declared an "other" interest in planning matters. They are members of South Norfolk Council's Development Management Committee and advised they 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.

665/19: Min:669 /19: Planning i) 2019/1699: Cllr P O'Connor declared an "other interest" as he is friendly with the neighbour behind.

TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

666/19: No members of the public were present, so the meeting was not adjourned.

TO CONSIDER THE PROPOSAL FOR THE RESPONSE TO THE BOUNDARY COMMISSION CONSULTATION ON CHANGES TO THE NORFOLK CC DIVISIONS

667/19: Cllr J Flowerdew presented an amended version of the Working Group's draft submission, with updated figures and a summary. The Boundary Commission had extended the consultation again to 18 February as the figures previously provided by Norfolk CC were not deemed to be accurate. It was also noted that NCC had provided plans showing the boundaries prior to the changes in April 2019, which also affected the figures. This was the first stage of the consultation, the second would be to see what the Boundary Commission put forward. Norfolk CC did not intend to respond at this point. As Costessey was 45% over the average electorate for a County Councillor to look after in a division, the current Costessey division would need to be split and part of it linked with either Humbleyard division to the South or Hingham division to the East. Given that Humbleyard was also over the average, it was suggested that Queen's Hills and Lodge Farm were linked to the west to form part of a new Easton division. Although sites for Lodge Farm Phase 3 had been put forward they had not yet been approved for development and it was likely that they would only be held in reserve for housing, rather than being a "preferred site". The proposed new division might result in a new ward being created within Costessey, though it was noted that SNC should define and name any new district / town council wards, so all reference to wards should be removed. It was also suggested that the maps should be amended slightly to exclude Ringland Lane and properties off West End from the new division as this would not be in line with the Boundary Commission's requirement for "effective and convenient" government. Cllr T East to send his comments in an e-mail and Cllr J Flowerdew to amend the draft submission for further discussion on 28 January. **ACTION: Cllr J Flowerdew**

668/19: Thanks were expressed to Cllr Flowerdew for his hard work. Cllr J Flowerdew left the meeting at 7.45pm

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

669/19: a) Planning applications for consideration:

i) 2019/1699: AMENDED description - Miss C Brown - 44 Oval Road, NR5 0DG - Change of Use - Conversion of garage, including raising the roof height, for use as ancillary residential accommodation – **RECOMMEND REFUSAL on the grounds of Backland Development, but see attached comments: This should have been flagged up as a RETROSPECTIVE application as most of the work has been completed and the pre-application advice given was by the Enforcement Officer, which generally means that the application has been put in as a result of a complaint about building without permission.**

ii) 2019/1837: - Mr M Cotter - Unit F, Alex Moorhouse Way, NR5 0JT - **Variation of condition 1 of PP 2003/1127** - To enable The Range to sell a limited range of food and drink items, clothing and clothing accessories, watches and jewellery – **Comment: Previous objections had been about out-of-town development from Norwich City Council under the Sequential Test. No objections had been received this time from the City Council or nearby shops - APPROVE**

iii) 2019/2215: Mr E Pooley - Land Adjacent to Eastwood Lodge Townhouse Road - Proposed new dwelling – **AMENDED Plans – Comment: Conservation Officer had caused the plans to be redesigned so that they affected the street scene less; the orientation was more North to South than East to West - APPROVE**

iv) 2019/2364: Mr J Barker - 40 Dereham Road, NR5 0SY - Change of use from occupation of house for 8 students to occupation of house for 12 students (sui generis) together with associated single storey extension – **RECOMMEND REFUSAL as follows: Overdevelopment of site; overcrowding; CTC agreed with Environment & Water Officer's comments re flooding and means of escape as far as flooding and fire are concerned; Anti-Social Behaviour and refuse issues. The neighbours' comments were noted**

v) 2019/2448: Ms J Alexander - 69 Grove Avenue, NR5 0JA - Single storey rear extension and loft conversion with new gable – **APPROVE**

vi) 2019/2465: Mr & Mrs Gregory - 17 Ashtree Road, NR5 0LS - Demolition of existing outbuilding and erection of replacement outbuilding – **Comment: Concerns were expressed as to whether the building could be used for running a business or eventually be turned into residential accommodation – APPROVE SUBJECT TO A CONDITION being imposed that this should not be for residential use**

TO RECEIVE COMMITTEE MINUTES AND CONSIDER THE RECOMMENDATIONS THEREIN

670/19: a) Policy Review WG of 2 December 2019: It was noted that the WG did not just use the NALC models, but also working policies from other councils, so that CTC's policies were the best available

It was RESOLVED to approve the minutes as an accurate record

671/19: b) Finance, Budgets & Staffing Committee minutes of 6 December 2019: (see also below)

It was RESOLVED to approve the minutes as an accurate record

672/19: Min: F148/19: CCLA: The Barclays Treasury Bond was invested at 0.8% fixed for a year. The CCLA could offer 0.7% on a daily access basis; this would offer CTC diversity to spread the risk as Council is too large to be protected by the FSA Scheme. Monies could only be transferred between the CTC bank account at Barclays and the CCLA client account. Cllr G Jones and the Clerk as RFO to meet in the New Year to work out the appropriate levels and limits.

It was RESOLVED to delegate responsibility to the RFO and Cllr G Jones to fix the appropriate minimum levels of funds to keep in the bank accounts. ACTION: Town Clerk & Cllr G Jones

TO CONSIDER THE DRAFT STANDING ORDERS AND WHETHER TO IMMEDIATELY SUSPEND THEM OR NOT (Deferred from 26/11/19)

673/19: The Standing Orders had been published with the model sections not adopted struck through, so that Councillors could see what had not been adopted. Queries sent in by an absent Cllr were read out. The text in bold type was the legal wording of the statute, so could not be

altered. A disclaimer to state that “he” should mean “she” to be added. Para 16 to have additional sentence included to read, “The Responsible Financial Officer to be the Town Clerk unless otherwise appointed”, with the original section a) now listed as b). **ACTION: Town Clerk**
It was RESOLVED to approve the Standing Orders with the above amendments

674/19: A short discussion on suspending Standing Orders followed. The Chairman had written to the Monitoring Officer to report on progress with regards to her letter of August 2019.
It was RESOLVED NOT to suspend the new Standing Orders

TO CONSIDER AND APPROVE THE FOLLOWING DRAFT POLICIES FROM THE POLICIES REVIEW WG

675/19: a) Whistle-Blowing Policy: This was created at the Chairman’s request. Para 2.1 “Scope” does not include Councillors as they are protected in other ways. The Policy protects employees, volunteers and contractors from disciplinary proceedings if they reveal problems within an organisation. Para 1.3 was duplicated by 2.2 so it was removed. Para 3.3 add commas after “whistle-blower” and “so”, to make sense. Para 9.1 Add “at least” before “annually”. **ACTION: Town Clerk**
It was RESOLVED to approve the Whistle-blowing Policy with the above amendments

676/19: b) Vexatious Complaints Policy: This was also created at the Chairman’s request. Para 4.1 add “should be” after “matter”. Add Para 9.1 from the Whistleblowing Policy as Para 6 in this Policy. **ACTION: Town Clerk**
It was RESOLVED to approve the Vexatious Complaints Policy with the above amendments

677/19: Thanks were expressed to the Policies WG by the Clerk for taking the burden of reviewing and creating so many policies from her. The WG thanked the locum Clerk who had been very helpful and a tremendous support.

678/19: The Stress Policy had been revised by the Finance, Budgets & Staffing Committee and would be reviewed by the Policy Review WG in the New Year.

679/19: It was RESOLVED to continue the meeting after 9pm
Cllr L Glover left the meeting

TO CONSIDER APPOINTING A NEW CTC REP TO THE QUEEN’S HILLS COMMUNITY PARK CIO

680/19: The CIO Trustees will hold their first meeting in mid-January. The former Chairman was the CTC appointed representative. SNC were keen for the appointed trustees to be elected members, though this was not strictly necessary. CTC could ask her to stand down as their appointed representative or CTC could co-opt her to continue. The former Chairman would like to continue, and it was also suggested that Cllr J Newby might be interested in serving on the CIO. The Clerk did not yet have the final version of the CIO’s constitution to guide CTC as to the provisions made re appointed trustees.

Given that none of the Queen’s Hills councillors were present the item was deferred to the meeting on 7 January 2020. ACTION: Town Clerk

TO CONSIDER A REQUEST TO CREATE A SEPARATE PLANNING COMMITTEE: (GJ – deferred from 26/11/19)

681/19: Following information on the difference between an Executive Committee meeting and an Extraordinary full Council meeting, it was acknowledged that the existing arrangements should cover the difficulties in dealing with planning applications within the statutory timetable. Also, members were attending an increasing number of meetings, which could be a burden with not everyone able to attend.

TO RECEIVE CORRESPONDENCE (VERBAL AND WRITTEN)

682/19: a) Friends of St Edmund’s Church – Notice of AGM on 5 January 2020 and Trustees’ Report:
Noted.

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

683/19: Noted

684/19: **THE NEXT FULL COUNCIL MEETING WAS CONFIRMED** as Tuesday 7 January 2020 at 7pm in The Costessey Centre, Longwater Lane, NR8 5AH.

685/19: It was RESOLVED to excluding 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 discussion of staffing considerations

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

***TO CONSIDER CONFIDENTIAL ITEMS FROM THE FINANCE, BUDGETS & STAFFING COMMITTEE OF 6 DECEMBER 2019**

686/19: Min: F152/19: Engagement of NorfolkALC's HR contact on an *ad hoc* basis was noted

687/19: Min: F153/19: The approved salary increase was noted.

The meeting closed at 9.29pm

Chairman:

Date: