



## Minutes of the Extraordinary Meeting of Costessey Town Council held on Thursday 19 March 2020 at 7pm at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH

**PRESENT:** Cllrs T Laidlaw (Chairman), J Amis (Vice Chairman), M Bedford, G Blundell, D Burrill, G Dole, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, J Knights, C Mahn, P O'Connor; H Elias (Town Clerk).

### **TO RECEIVE APOLOGIES**

**147/20:** Apologies were received from Cllrs S Long (unwell), F Carter (work commitment), T East and J Newby (both self-isolating due to COVID-19). No apologies were received from Cllr I Alam.

### **TO RECEIVE DECLARATIONS OF INTEREST**

**148/20:** Cllrs T Laidlaw & D Burrill declared an "other" interest in planning matters. They are members of South Norfolk Council's Development Management Committee (DMC) 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. Cllr D Burrill is also a member of the Licensing Committee.

**149/20:** Cllr S Hannant declared an "other" interest in Min: 151/20: Planning: 2020/0406: as she lives in Longwater Lane.

**150/20: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION**  
Items raised: None. The meeting was reconvened.

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

#### **151/20: a) Planning applications for consideration:**

i) 2019/2546: AMENDED: Markyate Partnership Ltd - Land East Of Fieldfare Way, (Queen's Hills), Erection of 16.no residential units, comprising 6x 3 bedroom and 10 x 2 bedroom units with off-road parking - amended plan(s)/additional information – **Comment: Council noted that the developers have done what it previously requested and also reduced the amount of tandem parking. Given the limited space available this amendment is a better option. Council previously recommended approval - APPROVE**

iii) 2020/0316: Mr P Simms - 39 Upper Breckland Road, NR5 0RL - Erection of 2 storey side extension – **Comment: It was noted that work had already started on site, which is another example of homeowners ignoring the planning system. The overhang appeared to be very close to the pavement. Please could a site visit be made to check if the building roof will overhang the footway? - otherwise - APPROVE**

iv) 2020/0406: Mrs A Ward - 38 Longwater Lane NR5 0TF - Two storey front and rear extension to include removal of garage – **Comment: Neighbour's objection noted, but it appears the proposal will make the house virtually identical to the one next door which has complained. There is plenty of room on the plot. Concerns over overshadowing noted. Please could a site visit be made to check the site and the overshadowing issue? Otherwise - APPROVE**

v) 2020/0436: Mr M Rand - 35 Jerningham Road, NR5 0RG - Erection of 2 storey rear extension, including side dormer – **Comment: Several other houses on the road have been extended. The site is sloping and south facing so there are no overshadowing issues - APPROVE**

vi) 2020/0447: Mr & Mrs Simon Spalding - 51 West End, NR8 5AJ - Erection of front porch, changes to rear fenestration and internal alterations. Installation of additional door, roof lights and staircase to garage – **Comment: It was noted this was in the Conservation area. The change of window materials was noted. APPROVE SUBJECT TO the Conservation Officer's comments and requirements**

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

**152/20:** A Norfolk CC officer for their Boundary WG had informed the County Councillors of the electorate number changes, which they had accepted were previously not up-to-date. Given the average number of electors in a Council division had risen from 8,500 to 8,900 as a result of the change, Lodge Farm could now be re-absorbed into the Costessey division leaving Queen's Hills ward of Costessey Town to be transferred to the proposed new Yare Valley division. This meant the map should be changed. Several councillors had sent map variants to Cllr Flowerdew. It was noted the CTC Boundary Review WG had not seen amended maps, but had agreed that Lodge Farm should remain in Costessey.

The issue then became "coterminosity" as the Queen's Hills ward of Costessey did not have any borders or transport links with Easton, so there were no physical means of getting from one to the other without passing through Costessey. As a minimum Sir Alfred Munnings Road would have to be added to Queen's Hills ward of Costessey TC to link Queen's Hills to Yare Valley division.

It was suggested that a line should be drawn through open countryside either to the east or west of Costessey Park Golf Club as that should remain intact in one of the wards. The rubbish tip should also be fully included in one division or the other. Also, there was only one dwelling south of the A47 by-pass at Easton Lodge, which could also be added to a new Queen's Hills ward if necessary.

It was also suggested that no part of Costessey should be split, but this did not tie in with the requirement to only have one CCllr per division. Councillors could make individual submissions. It was suggested that CTC could withhold making a submission until the next consultation period or it could make no submission at all with just the individual councillors. It was further suggested that CTC needed to make a submission to ensure coterminosity.

**153/20: PROPOSAL: that CTC noted and accepted the NCC position, recognising that the electoral numbers would be revised (which NCC had acknowledged) along with the issue of coterminosity.**

**154/20: AMENDMENT: that a request be added to the motion asking the Boundary Commission to defer the decision until after the next County Council elections in 2021 due to the timescales involved.**

For the amendment: 10.      Against: 0.      Abstentions: 4

**155/20:** The original proposal was voted on:

For the original proposal: 8.      Against: 5      Abstentions: 1

The full proposal including the amendment was carried:

**RESOLVED that CTC noted and accepted the NCC position, recognising that the electoral numbers would be revised (which NCC had acknowledged) along with the issue of coterminosity and that a request be added to the motion asking the Boundary Commission to defer the decision until after the next County Council elections in 2021 due to the timescales involved.**

It was noted that Cllrs could make individual submissions.

### **TO CONSIDER CHANGES IN BANK ARRANGEMENTS FOR PAYMENTS IN THE LIGHT OF THE CORONAVIRUS MEASURES (EG SALARIES, EXTERNAL PAYMENTS ETC)**

**156/20:** It was suggested that the F,B&S Committee should make these decisions. However, the shut-down measures being introduced due to COVID-19 were likely to continue for some time, so face-to-face meetings were unlikely to be allowed in future, possibly not before September and current legislation did not allow for decisions to be made unless "present and voting". The correct procedure was for decisions to be delegated to the Clerk of Deputy as the Proper Officer, who could seek a "steer" from councillors.

**157/20:** As an interim measure it was suggested that to preserve social distancing the Clerk should ring two councillors, leave the folder of cheques on the doorstep, and return to the car whilst the cheques were signed at each dwelling.

**158/20:** To enable CTC to carry out its obligations with regard to payments the following interim measures were discussed:

Longer term the system operated at Aylsham TC, which also banked with Barclays, could be adopted, whereby two of the existing mandate signatories were provided with additional authorisation cards (not debit cards), and after the office had set up the payment on the computer the two designated Cllrs could use their PIN nos. to approve payment via the internet. Copies of the invoices should be e-mailed to the two Cllrs. This measure could also be used for payment of salaries, though if the banks closed their doors to customers CTC still had a cheque book for the Salaries account. Cheques could perhaps then be scanned by employees on their phones and sent to their banks for payment into their accounts.

**RESOLVED to go down the dual authorisation route as at Aylsham TC, allowing banking access and authorisation of external payments by two existing bank signatories with card readers.**

**ACTION: Town Clerk**

**159/20:** The Business Banker was again suggesting that CTC should pay for the enhanced Barclays.net service aimed at international businesses which cost £22 per account per month; it was noted that CTC had five accounts with Barclays.

**RESOLVED to leave research into Barclays.net for the time being**

**160/20:** As a temporary crisis measure the office staff should be able to access the Bank accounts to set up payments, transfer between accounts etc in the case that both the Clerk and her Deputy fall ill. The envelope should be opened in the presence of two people, Councillors informed and a list of cheques to be e-mailed to all Councillors to ensure checks and balances were in place for payments.

**RESOLVED that the Clerk's PIN no. should be placed in a signed, sealed envelope within a safe, and that in the event of the Clerk and Deputy not being able to access the bank accounts, the Accounts Assistants should be allowed to access the envelope during the crisis with the PIN no being changed when the crisis is over. ACTION: Town Clerk**

**161/20:** Currently the Clerk and her Deputy can only authorise payment of invoices up to £2,000 net, after which they are presented to full Council for authorisation. CTC could allow the Clerk or her Deputy to authorise payment of all invoices regardless of the amount and these payments could be ratified at the next regular meeting, with invoices being e-mailed to Councillors for information.

**RESOLVED to allow the Clerk to authorise payment of all invoices including those over £2,000 pro tem to be ratified when crisis was over at a regular meeting. ACTION: Town Clerk**

**162/20:** Concern was expressed that most of the mandate signatories were in the high-risk category. If any councillor banked with Barclays it would be easier to add them to the mandate list.

**RESOLVED that Cllr D Burrill be added as a bank signatory and that Cllr M Bedford also be added if needed**

#### **TO CONSIDER AN UPDATE ON THE FETE & FAIR 2020**

**163/20:** It had become obvious that the Fete was not going to be able to take place in 2020. The stage, the bands and the reptile attraction had all indicated that they would be willing to put the payments made towards the next fete in 2021. Stall holders were also willing to carry over their payments to the following year. Doubts were raised as to the sustainability of companies in the current COVID19 crisis.

**PROPOSAL that the 2020 Fete be cancelled.**

**AMENDMENT that the 2020 fete be postponed to 2021 rather than cancelled**

A lengthy discussion followed and a vote taken.

For postponement: 8                      Against: 6

The substantive proposal was then voted on:

For cancellation of the 2020 Fete: 5                      Against: 6

**RESOLVED that the 2020 Fete be postponed to 2021**

**\*TO CONSIDER CONFIDENTIAL ITEMS**

**164/20:** Given the situation this agenda item was not discussed. It was acknowledged that decisions on whether to hold future meetings would have to be taken on a meeting by meeting basis.

**165/20:** The meeting closed at 9.12pm

**Chairman:**

**Date:**