

CTC 6/4/21 7b)

Planning Reference	Name & Address	Description	SNC/NCC Decision	CTC Decision
2020/1157	Mr Nnewima Nwaforizu Land South of Kestrel Avenue Costessey Norfolk	Erection of 2 bungalows with Associated Parking	Refusal	AMENDMENT - RECOMMEND REFUSAL on the same grounds as previously with the removal of the words "and a shop".
2020/2471	Mr & Mrs Hoffman 8A The Drive Costessey Norfolk NR5 0EF Mr & Mrs Hoffman	Retention of single storey hobby room/office	Approval with Conditions	This is a RETROSPECTIVE application. There are a considerable number of outbuildings on the plot, which do not appear on the plans, the scale of which seems to constitute back land development. It was also noted that there was no previous application for a swimming pool. Letters of objection from local residents noted and to be taken into consideration. REFUSE on the following <u>grounds</u> : Overdevelopment of site; loss of amenity to neighbours; previous planning condition not to construct within 15m of a protected oak tree have been breached - it appears the roots have been affected and the building was well within the 15m line. Request that the

2021/0033	Mr & Mrs P Freezer Land To The Rear Of 12 Grove Avenue Costessey Norfolk	Erection of one single storey dwelling.	Refusal	Enforcement Officer and Tree Officer investigate the breaches. REFUSAL - This is a re- submission of a withdrawn application. REFUSE on following grounds: Back land development and insufficient access
2021/0104	44 Longwater Lane Costessey NR5 0TF	Erection of rear extension and alterations to roof to form first floor, including front and rear dormers	Approval with Conditions	APPROVE
2021/0315	Mr S Easter 445 Dereham Road Costessey	Single storey front extension and new garden wall to front	Approval with conditions	APPROVE

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New Agenda Headings – Draft for discussion

1) Apologies for absence

2) Declarations of interest

3) To confirm the minutes of the previous meeting

N.B. In accordance with Standing Orders, amendments are only permissible on the grounds of accuracy.

4) To receive the minutes of committees and working groups, and to vote on recommendations.

Recommendations come from working groups, and committees if they do not have delegated powers to approve the recommendation themselves.

5) To receive updates on matters in the minutes.

6) To adjourn the meeting for up to 15 minutes of public participation.

At the discretion of the chairman, if a member of the public wishes to comment on a particular agenda item, they may be allowed to do so at an appropriate point within the meeting. Members of the public shall be limited to speaking for no more than three minutes, except with the consent of the chairman.

DO WE NEED AN EGG TIMER SO MEMBERS OF THE PUBLIC CAN SEE HOW TIME IS RUNNING OUT??

7) Finance matters.

7) To receive correspondence.

8) To confirm the date of the next meeting.

9) (If necessary) To pass a resolution to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Draft Amendments to Standing Orders for Committee Membership

4. e i. The Chairman and Vice Chairman of the Council are eligible to stand for membership of any committee, sub-committee, or working group of the Council apart from the staffing committee.
 - ii. If the Chairman or Vice Chairman of the Council are not a member of a particular committee, sub-committee, or working group, they are entitled to attend any meeting (including meetings held in camera), and have the same right to speak as any ordinary member of the committee, sub-committee, or working group. Unless acting as a substitute (see below), they do not have the right to vote on any decision.
 - iii. Point ii. and point f i. do not apply to the Staffing Committee.
 - iv. Any member of the Council who is not a member of a particular committee, sub-committee, or working group has the same right to attend or to speak at a meeting as a member of the public. A motion under the relevant legislation to exclude the public and press from a meeting shall also apply to them.
 - v. For all committees of the Council apart from the staffing committee the maximum number of members shall be seven (7), and the quorum shall be three (3). For the staffing committee the number of members shall be five (5), with a quorum of three (3). For working groups the maximum number of members shall be five (5), with a quorum of three (3).
- f i. The Chairman and Vice Chairman of the Council may act as a substitute for any absent member of a committee, sub-committee, or working group at which they are present, if the absent member has not nominated their own substitute, or the nominated substitute is themselves absent from the meeting.
 - ii. If a member of a committee, sub-committee, or working group is unable to attend a meeting, they are permitted to nominate another member of the Council as a substitute. Such nominations should be made to the chair of the committee, sub-committee, or working group and to the Town Clerk at least 24 hours before the start of the meeting, and apply only for that meeting.
 - iii. Substitutions are only permitted in accordance with points i. and ii. above.
 - iv. A substitute shall have the same rights to be present, speak, and vote at a meeting as an ordinary member of the committee, sub-committee, or working group, for the duration of that meeting only.
- g At the Annual Meeting of the Council, or other times when necessary, Council may specify the membership of committees by passing a resolution to that effect.

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New Meetings Timetable – Draft FOR DISCUSSION

Annual Meeting of the Council: (NOT actually an AGM!) – at the time of the full council meeting in May, within 18 days of ordinary elections to the council. (within 14 days of the day when the Cllrs take office, which is 4 days after the date of the election)

Full Council: – Every calendar month

ECM (Executive Committee) – ad hoc, no longer required for routine planning decisions

Finance Committee: – Every calendar month (Timing to allow mini bundle to be sent out following closure of the previous month's accounts). Daytime

Property & Environment Committee: – 10 times per year (not in August or December), evening (after Planning)?

Planning Committee: – Twice per calendar month, before full council when the two coincide. May need extra meetings to meet external deadlines.

Staffing Committee: Reports directly to full council, although it deals with lots of confidential information it should probably only be five members rather than seven. I also wanted to open up the membership to all members of the council as it were just drawn from Finance then there would be a large workload on the members of that committee. Having said that, it could still report to Finance even if it's membership was drawn more widely. Whilst staffing does impact upon Finance, there is the argument that actually the skills and knowledge required for financial and HR decisions are quite different.

Comms WG: – ad hoc, approx. quarterly

Burials / Cemetery WG: – ad hoc

Budget WG – Chairs of committees, plus council chair and vice chair, meets Sept- Jan as required to work on the budget.

Infrastructure WG: – ad hoc, is this required?

Projects Update WG: – CTC Chairman, Vice Chairman, Chairs of Finance, P&E committees and Burials WG - Meets as required, potentially bimonthly or monthly, reports to full council

Annual Town Assembly Meeting – (a meeting for electors of the Parish NOT actually a Council meeting) - annually in April or May

A suggested monthly cycle might be:

Week 1: WG ???

Week 2 Tues 6.30pm Planning, (Hilary & future Minutes Secretary to clerk)

Tues 7.15 pm FULL CTC (Hilary & future Minutes Secretary to clerk)

Week 3: Fri 10am Staffing Committee (Hilary & future Minutes Secretary to clerk)

Fri 11am Finance Committee (or maybe split timings further) (Hilary as RFO and future Minutes Secretary to clerk – not sure if the new Clerk will also be the RFO – this could get complicated next Spring)

Week 4 Tues 6.30pm Planning, (Hilary & future Minutes Secretary to clerk)

Tues 7.30pm P&E (Nigel & future Minutes Secretary to clerk) – Not entirely sure if the P&E or Nigel would want this monthly, as it currently meets quarterly, and when it was suggested it met every two months to have shorter agendas this was not universally acceptable. Also, not sure if the Thursday is set in stone, or whether Thursday is more convenient for current members and if a move back to Tuesday to follow the Planning meeting would be acceptable

If **possible** meetings are to be minimised in August and December. Monday evening meetings are to be avoided due to clashes with SNDC full council meetings.

The rationale behind the new cycle of meetings is, as far as is possible, to avoid having 'crunches' of multiple meetings in one week. These are difficult for officers and members, especially if they coincide with meetings of other bodies (district or county council, charity boards, etc).

Where a meeting of the Planning Committee takes place before another committee or full council, it is proposed that the planning committee starts at 6:30pm, with a hard cut off at 7:15pm, so that all present have the chance to have a comfort break and those arriving for the later meeting may do so without disturbing the Planning Committee. The second meeting would then begin at 7:30pm.

It would still be the case that full council would have to take a resolution to continue beyond 9pm. Whilst 45 minute planning meetings may seem short, as they would be approx. every two weeks there would be at least as much time devoted to planning as there is at present in full council or at ECMs.

If the Finance Committee continues to meet during the day, it shall be up to the Planning Committee, in consultation with the officers, to determine whether they wish to also meet on the same day, or at a different time within that week. – **See suggestions for monthly cycle above & DRAFT Diary below**

TRANSITIONAL ARRANGEMENTS DURING COVID UNTIL COUNCILLORS ARE COMFORTABLE MEETING FACE TO FACE

Following the recent Government decision NOT to extend the right to hold Council meetings remotely (though this is being challenged), the Annual Meeting of the Council has been brought forward to 4 May 2021 to allow it to be held on-line. This means that the Annual Town Assembly has had to be brought forward to 27 April

Until Cllrs are comfortable meeting face to face it might be more convenient for Committees to be designated as Working Groups so that they can meet via Zoom for the time being, then revert to being Committees when considered safer. This would prevent meetings being called which then have to be abandoned due to them not being quorate. We could continue to advertise them to the public and write minutes as usual.

Obviously a WG would not have delegated powers but powers could be delegated to the Proper Officer rather than going to the next full Council if necessary; this would work particularly well in the case of Planning where powers were previously delegated to the Clerk in the first lockdown and she took a "steer" on planning recommendations before crafting the responses on behalf of the Council. During the Transition period the frequency of meetings could be more spread out, again to avoid face-to care meetings

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DRAFT DIARY OF MEETINGS TO NEW YEAR

Tues 6 April	7pm	CTC
Fri 9 April	10am	F, B&S
Tues 20 April	10am	Staffing Sub-Committee
Tues 20 April	11am	F, B&S
Thurs 22 April	10am	Burials WG
Tues 27 April	7pm	Annual Town Assembly

NEW CIVIC YEAR

Tues 4 May	7pm?	Annual CTC
Tues 11 May	6.30pm	Planning (WG on-line OR Committee in person)
Fri 21 May	10am	Staffing (WG on-line OR Committee in person)
Fri 21 May	11am	Finance (WG on-line OR Committee in person)
DO these need to be back-to back any more?		
Tues 25 May	6.30pm	Planning (WG on-line OR Committee in person)
Tues 8 June	6.30pm	Planning (WG on-line OR Committee in person)
Tues 8 June	7.30pm	CTC
Fri 18 June	10am	Staffing (WG on-line OR Committee in person)
Fri 18 June	11am	Finance (WG on-line OR Committee in person)
DO these need to be back-to back any more?		
Tues 22 June	6.30pm	Planning (WG on-line OR Committee in person)
Tues 22 June	7.30pm	P&E (WG on-line OR Committee in person)
Tues 13 July	6.30pm	Planning (WG on-line OR Committee in person)
Tues 13 July	7.30pm	CTC
Fri 23 July	10am	Staffing (WG on-line OR Committee in person)
Fri 23 July	11am	Finance (WG on-line OR Committee in person)
DO these need to be back-to back any more? <u>NB</u> : Clerk / RFO on leave		
Tues 27 July	6.30pm	Planning (WG on-line OR Committee in person)
Tues 10 Aug	6.30pm	Planning (WG on-line OR Committee in person)
Tues 10 Aug	7.30pm	CTC
Fri 20 Aug	11am	Finance (WG on-line OR Committee in person)
Tues 24 Aug	6.30pm	Planning (WG on-line OR Committee in person)
Tues 14 Sept	6.30pm	Planning (WG on-line OR Committee in person)
Tues 14 Sept	7.30pm	CTC

Fri 24 Sept	10am	Staffing (WG on-line OR Committee in person)
Fri 24 Sept	11am	Finance (WG on-line OR Committee in person)
DO these need to be back-to back any more?		
Tues 28 Sept	6.30pm	Planning (WG on-line OR Committee in person)
Tues 28 Sept	7.30pm	P&E (WG on-line OR Committee in person)
Tues 12 Oct	6.30pm	Planning (WG on-line OR Committee in person)
Tues 12 Oct	7.30pm	CTC
Fri 22 Oct	10am	Staffing (WG on-line OR Committee in person)
Fri 22 Oct	11am	Finance (WG on-line OR Committee in person)
DO these need to be back-to back any more?		
Tues 26 Oct (1/2 Term)?	6.30pm	Planning (WG on-line OR Committee in person)
Tues 9 Nov	6.30pm	Planning (WG on-line OR Committee in person)
Tues 9 Nov	7.30pm	CTC
Fri 19 Nov	10am	Staffing (WG on-line OR Committee in person)
Fri 19 Nov	11am	Finance (WG on-line OR Committee in person)
DO these need to be back-to back any more?		
Tues 23 Nov	6.30pm	Planning (WG on-line OR Committee in person)
Tues 23 Nov	7.30pm	P&E (WG on-line OR Committee in person)
Tues 14 Dec	6.30pm	Planning (WG on-line OR Committee in person)
Tues 14 Dec	7.30pm	CTC
Tues 21 Dec (IF necessary)	6.30pm	Planning (WG on-line OR Committee in person)
Tues 11 Jan 22	6.30pm	Planning (WG on-line OR Committee in person)
Tues 11 Jan 22	7.30pm	CTC
Fri 21 Jan	10am	Staffing (WG on-line OR Committee in person)
Fri 21 Jan	11am	Finance (WG on-line OR Committee in person)
DO these need to be back-to back any more?		
Tues 25 Jan 22	6.30pm	Planning (WG on-line OR Committee in person)
Tues 25 Jan 22	7.30pm	P&E (WG on-line OR Committee in person)

Other Committees / WGs to be slotted in as necessary

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Suggested wording for Covid Appendix to Standing Orders v2

This ties in with similar wording at section 3 of Standing Orders

27 COVID APPENDIX

- a) All Councillors and Members of the Public shall wear a face covering during face-to face meetings (unless exempt by reason of a medical condition or disability).
- b) Anyone who is intending to attend a meeting who is exempt from wearing a mask for the above reasons is requested to inform the clerk in advance of the meeting, to allow the increased risks to be managed effectively.
- c) Refusal to comply with 27a) above will result in the Chairman of the meeting requesting such person(s) as refuse to comply, either to cover their face, to declare that they are exempt by reason of a medical condition or disability (no details of which are required), or to leave the meeting.
- d) If person(s) disregards the request of the Chairman of the meeting to wear a face covering, or to leave, any Councillor or the Chairman of the meeting may move that the person be excluded from the meeting. The motion shall be put to the vote without discussion.
- e) If a resolution made under standing order 27c) is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- f) All Councillors and Members of the Public will be expected to wash / sanitise their hands on arrival
- g) All Councillors and Members of the Public will be expected to adhere to social distancing (2m apart). Refusal to do so will result in the Chairman of the meeting requesting such person(s) as refuse to comply with the social distancing rule. The Chairman of the meeting or any Councillor may move that the person be excluded from the meeting. The motion shall be put to the vote without discussion.
- h) All Councillors and Members of the Public will be expected to follow the one-way systems in operation around the building unless physically unable to do so, in which case they should follow directions from officers / members of staff.
- i) All Councillors and Members of the Public will be expected to adhere to the special Covid arrangements for use of toilets / hand washing facilities as directed by Officers / members of staff and notices displayed in the buildings
- j) This appendix may be adopted, amended, suspended or revoked by resolution of the full Council depending on the prevalence of the virus in the Community and Government Covid guidelines and restrictions in place at the time
- k) The decision of the Chairman of a meeting as to the application of the approved Covid Appendix at any meeting shall be final.

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Hilary Elias

From: Sarah Thurley <sthurley@S-NORFOLK.GOV.UK>
Sent: 10 March 2021 17:31
To: Parish Clerks
Cc: Sarah Oldfield
Subject: Armed Forces Covenant
Attachments: 200506EA-ES-AFC-Template-ParishTownCouncil.doc

Dear Parish Clerk,

We are getting in touch to see if your parish council would like to support our armed forces by signing the enclosed Armed Forces Covenant for Parish Councils

There are two parts of the Covenant.

Section 1: Principles of the Armed Forces Covenant

- no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen
- in some circumstances special treatment may be appropriate especially for the injured or bereaved.

Section 2: Demonstrating our Commitment

Each Parish Council can choose how you support your Armed Forces community. This could include supporting remembrance activities and Armed Forces events, having an Armed Forces Champion within the Council or being Armed Forces friendly. You can update Section 2 to reflect your commitment.

Signing a Covenant should be a simple and straightforward process.

Broadland and South Norfolk Councils have signed the Covenant and are proud to have a Silver Award from the Employer Recognition Scheme that is part of the Armed Forces Covenant.

We would be happy to share our experiences of being part of the Armed Forces Covenant and the benefits this brings. Alternatively, we can put you in touch with the Armed Forces Covenant's East Representative, Kristina Carrington. She would be happy to discuss further with you either by telephone or zoom.

If you would like to sign the Covenant, would like further information or if we can help in any way, please get in with Sarah.oldfield@broadland.gov.uk or telephone 01603 430121.

Kind regards

Sarah Thurley
Assistant Business Partner - Projects
t 01508 533874 e sthurley@s-norfolk.gov.uk

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We, **XXXX Parish Council**, will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

The following are suggested draft pledges; please delete, add or change any to suit your circumstances. Your Covenant may be reviewed and pledges changed at any time in the future to reflect changing circumstances.

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by seeking to:

- appoint an **Armed Forces Champion** to promote support for the Armed Forces community;
- promote the fact that we are an **Armed Forces-friendly Council**, to our members and wider public; celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
- support the employment of military **Veterans**; recognising that they are a valued part of our community; facilitating and encouraging their participation in civic and community events; providing a link to the Veterans Gateway on our website; encouraging local businesses to support the employment of veterans;
- support the employment of **Service Spouses & Partners**: encouraging local businesses to support their employment;
- encourage support for the **Reserves Forces**; encouraging local businesses to support the employment of Reservists;
- encourage support for military sponsored **Cadet Organisations**; encouraging support for and membership of local cadet units;
- support and promote support for **Armed Forces Events** such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- support and promote support for **Armed Forces Charities**;
- encourage local businesses to consider offering discounts to members of the Armed Forces community.

2.2 We will publicise these commitments through our literature and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing. *(Amend as appropriate)*



XXXX Parish Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

XXXX Parish Council

Signed:

Name:

Position:

Date:

Logo