



Minutes of the Meeting of Costessey Town Council held on Tuesday 29 January 2019 at 7pm in the Costessey Centre, Longwater Lane, Costessey NR8 5AH

PRESENT: Cllrs S Blundell (Chairman), J Amis (Vice-Chair), M Bedford, G Blundell, D Burrill (arrived 7.50pm), T East, L Gibbs-Kneller, L Glover, S Hannant, T Laidlaw, J Newby, P O'Connor; H Elias (Town Clerk), D Bowles (Clerk's Assistant); 13 members of the public.

TO RECEIVE APOLOGIES

033/19: Cllrs D Lister (childcare), D Gunby (work commitments), F Carter (unwell), D Burrill (arriving later in the meeting). D Cllrs A Pond & V Bell (other commitments).

RESOLVED to accept the above apologies.

TO RECEIVE DECLARATIONS OF INTEREST

034/19: Cllr T East declared a pecuniary interest in Correspondence Min: 060/19: Royal British Legion as he is a member.

035/19: Cllrs G & S Blundell declared a pecuniary interest in Min 062/19: as they live in Kestrel Avenue.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 8 JANUARY 2019

036/19: RESOLVED to approve the minutes with no amendments. ACTION: Town Clerk.

TO RECEIVE COMMITTEE MINUTES

037/19: a) Farmland Road Appeal WG of 17 January:

RESOLVED to approve the minutes with no amendments.

038/19: b) Finance, Budgets & Staffing of 18 January 2019

RESOLVED to approve the minutes of the meeting with no amendments.

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

039/19: Min: 012/19: Streetlights: The request to South Norfolk for a full list of street lights to be transferred had not materialised; instead a list of lights "not wanted" was sent. The solicitors are now working on the transfer.

040/19: Min: 015/19: Youth Groups: The newly-formed Management Committee will meet on 5 February 2019.

041/19: FLR009/19: Appeal: Date for the informal hearing is now set for 21/22 March 2019 at Long Stratton. **ACTION: Town Clerk**

RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

042/19: Items raised: Highways tour of Costessey; Post-box in Folgate Lane - the Town Clerk had asked Highways to put a slab step by the box. The junction in West End by the school had been resurfaced. A resident was thanked for all her help and suggestions for the website. **The meeting was reconvened. ACTION: Town Clerk.**

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

043/19: a) Planning applications for consideration:

i) 2018/2809: Mr J Spalding - 63 The Street NR8 5DD - Erection of shed in garden – **APPROVE**

ii) 2018/2865: Deeba & Howard - Land North 12 Stafford Avenue - Erection of 4 dwellings with associated works – **Comment: CTC agrees with the Planning Officer's comments in his e-mail. RECOMMEND REFUSAL on the following grounds: Overdevelopment of site; Back land development which CTC always refuses; site history – previous similar applications**

have been refused; development would set a precedent in the area; access and traffic difficult with narrow road; Road is collapsing with current traffic; too close to bedrooms with nuisance, noise and air pollution

iii) 2019/0009: Mr D Thompson - Mill House, The Street, NR8 5DG - **Variation of conditions 2 and 12 of PP 2017/2591/F** - to allow amendment to position of extensions, fencing arrangements and fenestration. (Proposed extensions, alterations, a detached annexe,

new highways access, boundary treatment and landscaping works) – **RECOMMEND REFUSAL: Design is out of keeping with surrounding buildings and area; conditions should be imposed to prevent the annexe being used as a separate dwelling or for residential use – especially with the new driveway as this could become back land development and a separate property.**

iv) 2019/0056: Mr & Mrs Wright - 43 Three Mile Lane NR5 0RR - Erection of single storey rear extension – **Comment: the proposed extension is larger than the existing dwelling -**

APPROVE

v) 2019/0067: Mr T Maguire - Boxers Wood, The Croft, NR8 5DT - Loft conversion with dormer window to front of property - **APPROVE**

vi) 2019/0069: Mr & Mrs Shaw - 26 Meadow Road, NR5 0NF - Proposed front single storey extension and internal alterations – **APPROVE**

vii) 2019/0102: Teddy Clark Ltd - 55A Norwich Road NR5 0EQ - **Variation of conditions 2 and 6 of PP 2017/2896** - To allow 6 residents – **Comment: It appears that Teddy Clark Ltd is “playing” the planning system, by submitting an application for a building which is approved, after which it is immediately modified, and its use and size extended. Parking is an issue, especially as an extra resident may increase traffic movements; the original rationale for having a “sleeping carer” has changed. Concerns were expressed that the adjacent building also owned by Teddy Clark Ltd will be joined to this one and a large institution with one manager created, rather than two homes with separate management. This is almost a new application. REFUSE THE VARIATIONS on the above grounds**

viii) 2019/0115: Mr R Miller - 7 Meadow Close, NR5 0ND - Single storey side extension - **APPROVE**

ix) 2019/0135: Mr & Mrs D Cushing - 130 Norwich Road, NR5 0EH - Single storey rear extension - **APPROVE**

x) 2019/0120: Mr D Joyce 25 East Hills Road, NR5 0PE - New porch to front and side of dwelling – **APPROVE**

044/19: SNC had stated that they would no longer give extensions to parish consultations where the local council meeting missed the government deadline dates. Clerk to write to SNC to request that extensions be granted over the Christmas Holiday period and Bank Holidays, as it was almost impossible to call an extra meeting to discuss additional applications at those times. **ACTION: Clerk**

045/19: b) Information and planning decisions received from South Norfolk & Norfolk County Councils: Information only – No decisions needed. See separate sheet. Noted

FINANCE MATTERS:

046/19: a) To approve the accounts for December 2018 and receive a budget report: At the end of December Council was $\frac{3}{4}$ (75%) of the way through the financial year and was in budget by £141,849. Council had received both instalments of the precept (£591,448) and the whole of the Precept Support Grant (£9,910). Also, two CIL payments on planning permissions from South Norfolk Council totalling £19,164.55, and the Agency Grass Cutting Payment of £13,145.42 from Norfolk County Council. Some cost centres were showing a potential overspend, though many would even out over the year (e.g. Subscriptions at 84.1%, Insurance at 87.9% & Licences at 100%) which were paid annually at the beginning of the financial year. The potential overspends were offset by higher than anticipated income from hall hires at Breckland Hall (82.1%), The Costessey Centre (86.4%), while Queen’s Hills Community Hall was slightly under budgeted income (71.2%). Burial & Memorial fees (128.1%) were sporadic and could not be accurately predicted but were generally above budget. Interest was at 271.8% from a low base. The Property Maintenance EMR would be used to fund property maintenance and smooth out the variable peaks & troughs over the years. A query was raised about a payment for a broken windscreen

RESOLVED to approve the accounts for December 2018 in the balance of £614,814.39

047/19: b) To approve the system for effective Internal Audit. The Auditor's checklist was considered.

RESOLVED to approve the system for effective Internal Audit. ACTION:

048/19: c) To review and update the Financial Risk Assessment: (FB&S):

RESOLVED to approve the Financial Risk Assessment with suggested amendments as outlined in the DRAFT. ACTION: Town Clerk

049/19: d) To approve action to manage financial risks (2nd column of Financial RA (FB&S): The second column of the Financial Risk Assessment explains the measures in place to mitigate the risks identified in the first column of the Financial Risk Assessment.

RESOLVED to approve the actions to manage Financial Risks as set out in Column 2 of the Financial Risk Assessment. ACTION: Town Clerk.

050/19: e) To consider request for funding to attend the World Scout Jamboree representing Norfolk Scouting (see letter and Grants Policy)

RESOLVED to offer a free room hire in one of Council's halls for World Scout Jamboree fundraising. ACTION: Town Clerk.

TO APPROVE THE GENERAL H&S POLICY AND THE LIST OF H&S RISK ASSESSMENTS

051/19: Additional introduction proposed: "*Reflecting its commitment to Health & Safety, the Council will promote the welfare and protect the health and safety of its employees, subcontractors, visitors and others affected by its activities*". No. 6 "Adequate"² to be replaced by "Appropriate". Clerk to check with H&S Specialist.

RESOLVED to approve the H&S Policy with the additional paragraph and the list of Risk Assessments. ACTION: Town Clerk.

TO CO-OPT A NEW TOWN COUNCILLOR TO NEW COSTESSEY WARD FOLLOWING THE DISQUALIFICATION OF CLLR STEPHEN BURTON

052/19: Mr Stewart Blackburn & Mr Graham Jones put themselves forward as candidates, giving a short summary of what they could bring to the Council.

PROPOSAL to co-opt by show of hands

AMENDMENT to co-opt by a secret ballot. The Amendment was not carried

RESOLVED to co-opt by a show of hands.

RESOLVED to co-opt Mr G Jones as a Town Councillor to New Costessey Ward. ACTION: Town Clerk.

TO CONSIDER DETAILS OF THE FETE AND FAIR 2019

053/19: The Air Cadets in Wymondham will cover the car-park collections and help with litter picking. 20 Cadets will attend each day in uniform and high-vis jackets. The cost will be £600 for the two days plus 50% of the donation bucket takings. Official confirmation / Risk Assessments will not be received until 10 weeks before the event. On the Monday military vehicles & possibly a Lynx helicopter will attend.

TO RECEIVE DISTRICT COUNCILLORS' REPORTS

054/19: Written report noted. District Cllr John Amis attended an additional meeting at South Norfolk; SNC were now budgeting on a yearly basis rather than over the four-year term, and due to the merger of South Norfolk and Broadland Councils management were looking for "essential staff in essential jobs". This could lead to a reduction in staff numbers.

TO CONSIDER HIGHWAY MATTERS

055/19: a) William Frost Way / Alex Moorhouse Way roundabout resurfacing - 18-30 March: Only one side of the road will be affected.

056/19: County & City Highways Agreement: NCC & Norwich City Council have recently terminated an agreement they have had since the 1970s. All officers from the City will be transferred to NCC. All planned works to be reviewed by County Council and ratified by full council.

057/19: Townhouse Road: the road is sinking by the sign to Folgate lane. **ACTION: Clerk.**

058/19: West End: Dropped drain covers have been dealt with, apart from the Utility covers which NCC has to chase private companies to restore. Average Speed Cameras were not approved by the Safety Camera Partnership despite CTC's lobbying and finance in place. Lobbying will continue.

059/19: Stafford Avenue: Road surface section sinking.

TO RECEIVE CORRESPONDENCE

060/19: a) Royal British Legion: Thanks: Noted

061/19: b) Police Report & Crime figures for December 2018: Noted. A member of public informed a local councillor that they had an attempted break-in and reported it to the police asking if they could gather fingerprints or any evidence, but the Police would not attend. They just gave a crime number for insurance purposes. This is not the first case reported where Police are not attending or following up. Clerk to write to Inspector Andrews asking where the speed checks in Costessey have taken place. Write to PCC re procedure for reporting as community responses are unsatisfactory.

ACTION: Town Clerk

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

062/19: The land south of Kestrel Avenue in Queen's Hills was up for auction again. A request for an ECM to discuss the land was refused. Councillors felt that as custodians of the public purse it would not be in the public interest to purchase the land. However, a suggestion was put forward to try crowdfunding, also to suggest to residents from Cheena Court they could club together and purchase the land with the possibility of lobbying / planning to turn it into extra street parking.

063/19: **THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 19 February 2019 at 7pm. VENUE – The Costessey Centre, Longwater Lane, Costessey, NR8 5AH**

064/19: The meeting closed at 8.55pm

Chairman:

Date: