



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

**PRESENT:** Cllrs T Laidlaw (Chairman), J Amis (Vice-Chair), I Alam, M Bedford, G Blundell, D Burrill, F Carter, G Dole, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, S Long, C Mahn, J Newby, P O'Connor; H Elias (Town Clerk)

Seven members of the public attended, with one recording and live streaming the meeting. The Chairman read out the appropriate notice regarding recording of the meeting.

### **TO RECEIVE APOLOGIES**

**537/19:** None

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

**538/19:** 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.

**539/19:** Min: 553/19: Planning i) 2019/1699: Cllrs P O'Connor and M Bedford declared an "other interest" as they are friends with an objector and did not vote. Cllr L Glover declared an "other interest" as the councillor is a church warden and has links with other churches and did not vote.

**540/19:** Min: 558/19: Cllr T East declared an "other" interest as he is a member of the Royal British Legion

**541/19:** Min: 574/19: Cllr F Carter declared an "other" interest as she knew the member of staff outside work

**542/19:** Min: 575/19: Cllr J Flowerdew declared an "other interest" in matters relating to the Monitoring Officer's letter.

**543/19:** Min: 576/19: The Clerk declared an "other interest" in the proposed Member / Officer Protocol

### **TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 15 OCTOBER 2019**

**544/19:** The draft minutes were considered. Various typographical errors had been amended in the fair copy and the following amendments were also made:

i) Cllr G Dole was added to those present

ii) Min: 511/19: "be a verbatim record of meetings" to be replaced with "contain more content of the meeting"

iii) Min: 517/19: Dumping of Rubbish on cemetery perimeter: Cllr Flowerdew offered to speak to the farmer concerned.

iv) Min: 524/19: Fete 2020: "expenditure on major items" to be amended to "elements of major items"

v) Min: 525/19: Consultation on Norwich Western Link Sustainable Transport Measures: final sentence to read "bus operators would not support additional traffic calming"

vi) Min: 526/19: NCC Local Government Boundary Commission Consultation: "54%" should read "45%" and "it is under-represented" should read "Hingham is under-represented".

vii) Mins: 531/19: and 532/19: Exclusion of The Press and Public: The order of minutes was reversed

**It was RESOLVED to approve the minutes of the meeting held on 15 October 2019 as a correct record with the above amendments. ACTION: Town Clerk**

### **TO RECEIVE COMMITTEE MINUTES**

**545/19:** a) Finance, Budgets & Staffing Meeting of 25 October 2019: \*(see confidential items below)  
**It was RESOLVED to approve the committee minutes as a correct record**

**546/19:** b) Polices WG Meeting of 29/10/19:

**It was RESOLVED to approve the minutes as a correct record**

## **TO RECEIVE UPDATES ON MATTERS IN THE MINUTES NOT LISTED BELOW (NO RESOLUTIONS)**

**547/19:** Min: 526/19: NCC Boundary Review: A WG meeting had not been called as the Chairman had not received any comments. It was agreed that CTC should take a view, though individuals could still make their own response. It had already been agreed by NCC to retain 84 County Councillors and there was no intention to change the District Boundaries or to split County Council divisions so that they did not align with district boundaries. It was planned to have 14 County Councillors in the South Norfolk area rather than twelve. Cllrs T East, J Flowerdew, G Jones, and S Long offered to sit on the WG.

**548/19:** Min: 520/19: Planning i) 2019/1854: Church Barn, The Street, NR8 5DG: It was noted that the plans were incorrect, that the heat source pumps were being moved, and that the Environment Agency had removed its objection. A request was made for the DCllrs to "call it in" to the Development Management Committee.

**549/19:** Min: 528/19: The SAM machine would be placed in Townhouse Road after Gurney Road. There were legal restrictions as to how frequently the SAM could be placed in the same road. Request for Townhouse Road to be placed on the official NCC list. **ACTION: Town Clerk, Cllr G Blundell**

### Finance, Budgets & Staffing Committee minutes:

**550/19:** Min: F136/19: £100 is the total amount over the two days.

**551/19:** Min: F139/19: Band D rate was correct at £117.75. Originally when CTC had expected to take on all SNC's streetlights the transfer of the full £5 special levy would have meant the Band D rate rising to above £118.

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

**552/19:** No members of the public wished to speak, so the meeting was reconvened.

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

### **553/19: a) Planning applications for consideration:**

**i) 2019/1699:** Miss C Brown, 44 Oval Road, NR5 0DG - Change of use from residential garage and retention of outbuilding to be used as places of worship – **RECOMMEND REFUSAL on the following grounds: Inappropriate Change of Use in a residential area, considering the concerns over parking - the drive is not large enough to cater for seven vehicles, which would park along the road outside the property and around the junction with Linden Road, & concerns about sewerage, additional waste water from washing / toilet facilities, and the detrimental effects on the amenity of neighbours; the numerous objections from neighbours were noted, along with only one letter of support. This could set a precedent and a request was made for the District Councillors to call the application in to committee (DMC)**

**554/19: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (\*Information only. No decisions needed)** See separate sheet.

**555/19:** Four members of the public left at 7.58pm

## **FINANCE MATTERS**

**556/19: a) To approve the accounts for September 2019 and receive a budget report incl payments over £500:** At the end of September, Council was 1/2 (50%) of the way through the financial year and was in budget by £325,512. Council has received BOTH instalments of the precept (£636,576). Some cost centres are showing a potential overspend, though many will even out over the year (eg Subscriptions at 95.7%). The potential overspends are offset by higher than anticipated income from hall hires at Breckland Hall (55.2%), The Costessey Centre (54.6%), though Queen's Hills Community Centre is marginally lower than expected (49.4%). Commission is also above what was anticipated. Burial & Memorial fees (20.9%) are sporadic and cannot be accurately predicted, but are generally much lower than anticipated. Interest received is greater than expected. Councillors have taken up the offer of training with enthusiasm, so budgets have been exceeded. There is a Property Maintenance EMR which will be used to fund property maintenance and smooths out the variable peaks & troughs over the years. A query was raised about the Costessey Centre rates.

**It was RESOLVED to approve the accounts in the balance of £861,854.85**

**557/19:** b) To approve the purchase of a John Deere ride-on mower X380 @ £3,685 + VAT less trade-in: The current mower is now 11 years old. It can be sold, possibly privately, or traded-in as it still has value. **It was RESOLVED to approve the purchase of a new John Deere ride-on mower @ £3,685 + VAT less trade-in. ACTION: Town Clerk & Head Groundsman**

**558/19:** c) To approve payment of donations to the Poppy Appeal and local branch of the RBL: **It was RESOLVED to approve £50 to each of the Poppy Appeal and the local branch of the Royal British Legion. ACTION: Town Clerk**

**559/19:** d) To consider a request from Queen's Hills School for a donation towards travel costs of £290 for their school council visit to their London partner school: A lengthy discussion ensued as the visit was for members of the School Council, to support the experience of democracy and concerns were expressed about the numbers involved and setting a precedent.

PROPOSAL: to donate £50 towards the project's travel costs.

AMENDMENT: to donate £150 towards the project's travel costs.

SECOND AMENDMENT: to donate £290 to cover all the project's travel costs.

**It was RESOLVED to approve £290 to cover all the project's travel costs.** (The two previous motions were withdrawn). **ACTION: Town Clerk**

**560/19:** e) To approve renewal of the subscription to the Friends of St Edmund's Church: (£20): **It was RESOLVED to approve the subscription payment of £20 to the Friends of St Edmund's**

**561/19:** f) To receive information on the CIL payments for 2019-20: CIL monies must be used to fund capital infrastructure projects or be put towards the maintenance of infrastructure projects. CTC has funded the Pirate Galleon at Breckland Park from CIL receipts and also banked the previous year's CIL money. CTC now has approx. £53,800 from a S106 from the Bennett's development at Kost Road off Townhouse Road specifically for recreation provision at Breckland Park. An upgrade of the crossing on William Frost Way was suggested, but it was noted that NCC Highways had already stated that this would involve a great deal of design work and even the previously-mooted zebra crossing in Longwater Lane would cost in excess of £30,000.

**It was RESOLVED to bank the current CIL money of £29,194.98 and use for Queen's Hills Play parks when they were transferred to the Town Council**

#### **TO RECEIVE AN UPDATE ON THE 2020 FETE**

**562/19:** The various documents were discussed. Some regular attractions have increased in cost eg fireworks, Reptiles display; CTC was committed to £9,764 for the attractions with nearly £2,000 in stall receipts. Very little would change until after the New Year as stall holders would be involved in Christmas Fayres. Sponsorship was slightly behind last year's amount at this point. Thanks were expressed to Cllrs G Jones and G Blundell for their hard work.

#### **TO CONSIDER THE PROPOSAL FOR AN OPEN-AIR CINEMA ON THE SATURDAY BEFORE THE FETE 2020**

**563/19:** The various options in the proposal were discussed. The stage would already have been set up, so the existing sound stacks could be utilised. It was suggested the event could be a free ticket event with a family orientated film eg 12A or below and food outlets on commission and a bar. Given the late sunset the film could not start until around 8.50pm. A request was made for further detail and a costed proposal with supporting documentation.

**564/19:** Cllr L Glover left at 8.50pm (unwell)

**565/19:** a query was raised as to whether it conflicted with the existing cinema club. The Cinema Club is to be consulted. **ACTION: Cllr G Blundell**

**It was RESOLVED to approve the proposal in principle subject to further costed details.**

**ACTION: Cllr G Blundell**

### **TO CONSIDER THE DRAFT CTC MEMBER / OFFICER PROTOCOL**

**566/19:** A discussion took place as to whether it would be better to defer this item and take it with the other documents the Policy Review WG was reviewing, ie. Standing Orders and the Code of Conduct as the documents would cross reference. A recorded vote was requested

**PROPOSAL to defer the Member / Officer Protocol:** For: Cllrs F Carter, J Flowerdew, S Long, C Mahn; Against: J Amis, M Bedford, G Blundell, D Burrill, T East, S Hannant, G Jones, S Jones, Abstained: I Alam, P O'Connor;

With the agreement of Council Item 14 was taken next.

### **TO RECEIVE CORRESPONDENCE (VERBAL AND WRITTEN)**

**567/19:** a) Arrangements for Remembrance Sunday and Armistice Day: The arrangements were noted. Cllr T Laidlaw gave his apologies for the Monday as he was required at South Norfolk. Cllr P O'Connor agreed to stand in for him at the short ceremony at the Costessey Centre. Cllr J Amis gave his apologies. Mrs V Bell, President of the RBL expressed thanks for Council's donation and support. She reported that the Costessey & District Branch was growing under the leadership of Stewart Blackburn.

**568/19:** It was **RESOLVED** to extend the meeting beyond 9pm

Mrs Bell left the meeting at 9.02pm

### **TO CONSIDER HIGHWAYS MATTERS**

**569/19:** a) Parish Partnerships Suggestions: Speed humps in Gurney Road, Crown Road, Sunny Grove: Traffic queuing in Dereham Road often cuts through Gurney Road and Sunny Grove to Norwich Road to try and get ahead at the traffic lights at the junction of Dereham Road and Norwich Road. The Local Highways engineer has suggested that cost would be in the region of £9,000 (to be shared on a 50 / 50 basis), but could not work up a brief or investigate further unless CTC supported the project for further traffic calming measures in the area. A query was raised as to whether there were other equally deserving areas in Costessey. It was noted that NCC had a separate pot of £300,000 for traffic calming measures throughout the whole county. The County Councillor had also received several requests for support in this area. Other "hot spots" could be looked into at a later date

It was **RESOLVED** to ask the Highways Engineer to progress the work needed – eg surveys etc in order to write the brief for traffic calming measures in the Gurney Road, Crown Road, Sunny Grove area. (11 in favour 5 abstentions). **ACTION:** Town Clerk

### **TO RECEIVE DISTRICT COUNCILLORS' REPORTS**

**570/19:** The report was noted.

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

**571/19:** No matters were raised

**572/19:** **THE DATE OF THE NEXT FULL COUNCIL MEETING** was confirmed as **TUESDAY 26 November 2019** at 7pm in the Costessey Centre, NR8 5AH, with the Extraordinary full Council meeting being held on Tuesday 12 November also at 7pm in the Costessey Centre, NR8 5AH,

**573/19:** It was **RESOLVED** to exclude 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 the consideration of staffing issues

The remaining members of the public in attendance left the meeting, which was adjourned at 9.17pm and reconvened at 9.23pm

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

**\*TO DISCUSS THE RECOMMENDATIONS OF THE FINANCE, BUDGETS & STAFFING COMMITTEE**

**574/19:** (see Min: 545/19: above). Thanks were expressed to the Buildings Officer.

**It was RESOLVED to approve the recommendations of the Finance Budgets & Staffing Committee with regard to the Buildings Officer and place her on the next LC scale to progress to the top of the scale as per the Local Government. ACTION: Town Clerk**

**\*TO CONSIDER THE PROGRESS MADE FOLLOWING THE LETTER FROM THE MONITORING OFFICER**

**575/19:** Cllr J Flowerdew left the meeting at 9.27pm as he had been advised that he would have a conflict of interest if he stayed for this item. The Clerk declared an "other interest" in the proposed Member / Officer Protocol

**576/19:** Discussions ensued as to what measures CTC had put in place to comply with the Monitoring Officer's recommendations, and it was noted that a training session training had unfortunately had to be cancelled. The Policy Working Group had been set up and was looking at relevant policy documents to bring to council for discussion and adoption, with Ms D Sarson clerking the Working Group as an independent advisor. Eventually the existing policies would be reviewed to see if they were fit for purpose or not, and policies drafted to fill the gaps identified. Member Officer Protocol, Standing Orders and Code of Conduct were to be reviewed initially. PROPOSAL that a separate meeting be arranged to consider these three documents AMENDMENT that the Member / Officer Protocol be adopted SUBJECT to Para 9.4 being ratified at a later date.

Other amendments were proposed. It was noted there was an up-to-date separate Social Media Policy

**It was RESOLVED to approve and adopt the Member / Officer Protocol with the various amendments with immediate effect.**

**577/19: It was RESOLVED that the Chairman draft a letter to the Monitoring Officer with the details of progress made so far, that the Chairman circulate the draft and that responses to the Chairman should be submitted by a given date so that he could send the final version to the Monitoring Officer in a timely manner. ACTION: CTC Chairman**

The meeting closed at 10.12pm

**Chairman:**

**Date:**