

Minutes of the ANNUAL Meeting of Costessey Town Council held on Tuesday 16 May 2017 at 7pm in The Costessey Centre, Longwater Lane, Costessey, NR8 5AH

PRESENT: Cllrs P O'Connor (Chairman), R Piesse (Vice-Chair), J Amis, M Bedford, G Blundell, S Blundell, S Burton, P Cooper, T East, L Glover, D Gunby, S Hannant, L Kneller, D Lister, J Newby, H Prochera (arrived 7.30pm); H Elias (Town Clerk) N Bailey (Deputy Clerk); Three members of public including DCllrs V Bell & A Pond.

TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR AND RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE

194/17: RESOLVED to elect the Chairman via a secret ballot

Nominations were received for Cllrs S Blundell and P O'Connor to be Chairman.

RESOLVED to re-elect Cllr Patrick O'Connor as Chairman for the 2017-18 civic year. He read out and signed his acceptance of office.

TO RECEIVE APOLOGIES

195/17: Apologies were accepted from Cllrs H Prochera (arrived late)

TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR

196/17: Cllr R Piesse was nominated to be Vice-Chair

RESOLVED to elect Cllr Reg Piesse as Vice-Chair for the 2017-18 civic year. He read out and signed his acceptance of office.

TO RECEIVE DECLARATIONS OF INTEREST

197/17: Cllrs J Amis & S Blundell declared a non-pecuniary interest in Min: 215/17: Planning applications, as they may be called to sit on the SNC Development Management Committee

198/17: Cllr D Gunby declared a non-pecuniary interest in Min: 215/17: Planning as he is a resident of Grove Avenue

TO CONSIDER MATTERS FOR THE POLICE

199/17: Councillors commented that it was disappointing that no Police Officers attended. Report received and noted. 31 crimes were recorded in the Costessey area for April 2017. The Police were holding a surgery at Breckland Park on Friday 9 June at 6pm. Non-emergency Police no: 101. E-mail: sntcostessey@norfolk.pnn.police.uk.

TO RE-ADOPT THE CODE OF CONDUCT

200/17: RESOLVED to re-adopt the Code of Conduct without any changes.

TO APPOINT COMMITTEES AND WORKING GROUPS FOR THE YEAR AND AGREE THEIR MEMBERSHIP & TERMS OF REFERENCE

201/17: A new Community Engagement Working Group was proposed, to push for compliance with aspects of the LCA Gold Award and replace other community-focused WGs eg the Dementia WG. Cllrs P O'Connor, D Gunby & J Newby to be members. Terms of Reference to be agreed. The Clerk, Deputy Clerk & Cllr D Gunby had had meetings with a specialist in User Experience Research with a view to independent community engagement. She had proposed doing market research at the Fete & Fair; this was not taken up by Council.

RESOLVED to co-opt DCllr V Bell onto the Community Engagement WG

202/17: Cllr PH Prochera arrived at 7.30pm

203/17: It was noted that Mrs Pauline Williamson, was involved in the community as Costessey's Volunteer Tree Warden; it was suggested that the Footpath Champions combined with the

co-opted Volunteer Tree Warden to form a new Woodlands and Walks WG with Cllrs H Prochera, P Cooper & T East. Mrs P Williamson to be contacted. **ACTION: Town Clerk**

204/17: Councillors decided which committees they wished to be members of. New list to be circulated. **ACTION: Town Clerk**

205/17: DCllr V Bell left the meeting at 7.47pm

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 25 APRIL 2017

206/17: It was noted that Min: 183/17: "Town House Road" should read "Townhouse Road", with "Townhouse" being one word.

RESOLVED to approve the minutes with the above amendments. ACTION: Town Clerk

TO RECEIVE COMMITTEE MINUTES

207/17: a) Finance Budgets & Staffing Committee of 5 May: The minutes were received and signed with no amendments. Some recommendations to be discussed in confidence at the end of the meeting.

208/17: b) Property & Environment Committee of 10 May: The minutes were received and signed with no amendments. Some recommendations to be discussed in confidence at the end of the meeting.

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

209/17: Min: 173/17: & Min: 147/17: Roundwell Surgery Business plan: No response had been received.

210/17: Min: 183/17: Townhouse Road: No information on junction splay or off-site road works.

211/17: Min 191/17: Drains: Monitoring is continuing. The drains had been cleared once during this period so far.

212/17: Min 184/17: Middleton Crescent: Pothole repaired.

213/17: Thanks to Costessey TC from the Bedford family. Allan Bedford Crescent now has street signs installed.

Request that all the unanswered queries be chased and carried forward. **ACTION: Town Clerk**

214/17: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

It was suggested that Cllrs John Amis, Tim East and Reg Piesse had together given about 100 years' service to Costessey residents as Councillors. A celebration cake was served. Thanks were expressed to Cllr R Piesse for organising the celebration. **The meeting was reconvened.**

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

215/17: a) Planning applications for consideration:

i) 2017/0966/H: Mr A Peed & Ms S Rojas - Thornlecroft, The Croft, NR8 5DT - Single storey extension – **Comment: Large plot - APPROVE**

ii) 2017/0970/H: Mr D Leggett – 41 Grove Avenue, NR5 0JB – Rear Extension - **Comment: Plenty of room on the plot - APPROVE**

iii) 2017/1025/H: Mr C Cullum – Crossfield Cottage, Folgate Lane, NR8 5DP – Demolition of outbuildings & erection of timber framed store - **APPROVE**

iv) 2017/0981/H: Mrs C Betts – 3 Sidney Road, NR8 5DR – **RETROSPECTIVE** application for replacement of existing window with one external fire escape door and window –

WITHDRAWN

v) 2017/1072/F: Mr G Nedelchev – 42 Dereham Road, NR5 0SY – Change of use of existing garage to annexe with new porch and rear extension - **APPROVE**

216/17: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils: (*Information only). Noted.

FINANCE MATTERS

217/17: a) To agree cheque signatories for the bank mandate: The existing mandate is two councillors from the following group: Cllrs J Amis, P Cooper, S Hannant, J Newby, P O'Connor, & R Piesse plus either the Clerk or the Deputy.

RESOLVED to approve the existing signature mandate for 2017-18

218/17: b) To approve the accounts for March 2017 and receive a budget report: (NB: – the annual accounts are to be presented at the June meeting). At the end of March, the Town Council was 100% of the way through the financial year and was in budget by £72,798. The Accountant had closed the year's accounts. Due to prudent management of the accounts and the year-end surplus he was able to transfer £3,500 to the Election EMR, £57,400 into the Rolling Capital EMR (funds CTC projects apart from Greenhills Wood and the Cemetery Extension), £6,500 into the Property Maintenance EMR (to smooth out highs and lows in property maintenance over the years) and £35,000 into the New Cemetery EMR. (see Balance Sheet for EMR totals). Income at the halls and cemetery were ahead of budget expectations: Costessey Centre 102.4% (£1,183); Breckland Hall 102.3% (£572); West Costessey Hall 129.6% (£5,330). Burial fees 227.7% (£10,213). A number of queries were answered.

RESOLVED to approve the accounts in the balance of £517,860.21

219/17: c) To authorise Clerk / Deputy Clerk to make internal transfers between CTC bank accounts: This can be done under the current "view only" on-line banking authorisation and would not involve money leaving the Council's accounts. It would remove the need for Council to write cheques to itself.

RESOLVED to authorise Clerk or Deputy Clerk to make internal transfers between Council bank accounts. ACTION: Clerk / Deputy Clerk

220/17: d) To approve investment of the General Reserve into Barclay's Treasury Bonds as per the Investment Strategy: Following the meeting with the Business Banker it was noted that interest had ceased on the Premium bank account and that Barclays Treasury Bonds were paying a slightly better rate of interest.

RESOLVED to invest the General Reserve into Barclay's Treasury Bonds. ACTION: Town Clerk

221/17: e) To transfer the previously agreed Admissions Policy to the compulsory section of the LGPS and continue to exclude the non-compulsory items from the Policy:

RESOLVED to approve the Admissions Policy as per the recommendation from the Finance Budgets & Staffing Committee of 5 May 2017. ACTION: Town Clerk

222/17: f) To approve payment of the balance of the PICA invoice for the Stafford Floor maintenance (£2,579+ VAT): Further work had been done to the floor; it had a better finish.

RESOLVED to approve payment of the balance of the PICA invoice (£2,579+ VAT)

223/17: g) To approve payment of the invoice from Bear & Son for LWL fencing: This was for the new fence along Longwater Lane. The pedestrian gate was due for collection. It was suggested that the yew hedge could be continued along the new fencing.

RESOLVED to approve the payment of the Bear & Son invoice for £7,907.19 + VAT

TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ASSEMBLY AND CONSIDER MATTERS THEREIN

224/17: RESOLVED to accept the minutes and reports of the Annual Town Assembly

TO RECEIVE DISTRICT COUNCILLORS' REPORT

225/17: Noted. The standard of legibility of planning applications had been raised.

TO RECEIVE CORRESPONDENCE (Verbal and written)

226/17: a) East Anglian Air Ambulance: Thanks: Local information noted.

TO CONSIDER HIGHWAYS MATTERS

227/17: Footway being resurfaced at North View Road: Contractors to put other services underground at a later date.

228/17: Longwater Lane: It appeared that several sets of work to underground services were scheduled in quick succession. Local Highways Engineer to be contacted. **ACTION: Town Clerk**

229/17: Oval Road roundabout: Contractors had made a mess dumping waste straight onto grass rather than using boards to protect the grass. The debris will damage machinery & prevent cutting.

230/17: Longwater Lane - Old Bridge: The paintwork had become very shabby. The previous local highways engineer had promised it would be repainted in previous years, but it had slipped down the schedule due to budget cuts. If it could not be repainted in this financial year was suggested that it could be put forward for repainting under the Parish Partnerships scheme in future.

ACTION: Town Clerk

231/17: Dr Torrens Way/Longwater Lane junction: Bollards and turn right lanes were causing confusion as drivers did not realise it was not the lane to Dereham Road.

232/17: Bawburgh Lane barrier: the concrete rings had not yet been replaced.

233/17: Bawburgh Lane/Lord Nelson Drive junction: Five cars were regularly parked there causing an obstruction, but the roads had not been adopted. **ACTION: Town Clerk**

234/17: Solar Farm: This appeared to have been abandoned.

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

235/17: Since the County Council elections the balance of power had changed at Norfolk CC, and it was likely that CCllr T East would no longer be the Chairman of the Norwich Western Link Committee. The County Council were also trying to revert back to the Cabinet system of government which allowed fewer councillors from the same political groupings to make the decisions than the current Committee system. There had to be a two-year gap from the previous change to the Committee system, before another change could be made, but County Councillors were intending to write to the Secretary of State to overturn this rule.

236/17: **THE DATE OF THE NEXT MEETING WAS CONFIRMED** as Tuesday 6 June 2017 at 7pm.

237/17: **RESOLVED TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960** on the grounds that it is not in the public interest to disclose discussion on the items below

Members of the Public left the meeting.

***THE FOLLOWING ITEMS WERE DISCUSSED IN CONFIDENCE / IN CAMERA**

***TO RECEIVE INFORMATION ON THE RECENT STAFF APPRAISALS**

238/17: A lot of useful ideas had been raised. Council had willing members of staff in a close-knit team.

***TO APPROVE THE CLEANING CONTRACT**

239/17: Twenty companies had been contacted, but only three had responded, and these had been interviewed with sample scenarios given. The confidential report was discussed. A query had been raised regarding emergency call-outs, which might affect the contract.

RESOLVED to approve the recommendation subject to information regarding call-outs

240/17: The meeting closed at 9.02pm

Chairman:

Date: