

Minutes of the ANNUAL Meeting of Costessey Town Council held on Tuesday 15 May 2018 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, P Cooper, T East, L Glover, S Hannant, D Lister, J Newby, P O'Connor, R Piesse, H Elias (Town Clerk), D Bowles (Clerk's Assistant); 7 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

191/18: Nominations were received & thanks were given to Cllr Patrick O'Connor for his time as Chairman

RESOLVED to elect Cllr S Blundell as Chairman for the 2018-19 civic year. She read out and signed her acceptance of office.

TO RECEIVE APOLOGIES

192/18: Apologies were received from Cllr S Burton (family bereavement), L Kneller (Childcare), D Gunby (Holiday).

TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR

193/18: Cllr J Amis was nominated as Vice-Chair

RESOLVED to elect Cllr J Amis as Vice-Chair for the 2018-19 civic year. He read out and signed his acceptance of office.

TO RECEIVE DECLARATIONS OF INTEREST

194/18: Debbie Bowles declared a non-pecuniary interest in 22c, d, & e, below the line Min: 221/18

195/18: H Elias declared a non-pecuniary interest in 22 a, b, c, d, & e, below the line Min: 221/18

196/18: T East declared a non-pecuniary interest in Planning NCC:C/7/2018/7003 Min: 205/18

197/18: L Glover declared a non-pecuniary interest in Planning TPO:2018 No SN0505 Min :205/18 as she has links to the pre-school.

TO RE-ADOPT THE CODE OF CONDUCT

198/18: **RESOLVED** to re-adopt the Code of Conduct with one addition covering GDPR Section 2.9 "You must comply with the new General Data Protection Regulations 2018 & subsequent amendments".

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

199/18: See attached updated document "COMMITTEE MEMBERSHIP & TERMS OF REFERENCE 2018-19 – 15/05/18"

RESOLVED to amend Committees and Working Groups document for 2018-19. **ACTION:** Town Clerk

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 24 APRIL 2018

200/18: **RESOLVED** to approve the minutes with no amendments. **ACTION:** Town Clerk

TO RECEIVE COMMITTEE MINUTES

201/18: a) Natural Burial WG of 8 May:

RESOLVED to approve the minutes. **ACTION:** Town Clerk

202/18: b) Finance, Budgets & Staffing Committee of 11 May: (See FB&S Items below)

RESOLVED to approve the minutes. **ACTION:** Town Clerk

Min: F65/18. Recommended to Full Council that CTC apply for a CAF Grant as part payment purchase a computer and set a service point in the Gallery with direct access to services
RESOLVED to approve application for the Grant. ACTION: Town Clerk.

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

203/18: Min: 180/18: Costessey Pre-school met with NCC. Very unsettling for the staff and children as they have no Plan beyond September 2019. NCC have stated subject to market rents set by Norfolk County Council this could be of minimum size /space currently no idea of costs involved. CTC have been asked to look at any other alternative areas that could be used as a pre-school- short term or long term any ideas would be appreciated.

204/18: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

Items raised: A short video was shown of the pollution in the River Tud conveyed along the ditch from Townhouse Road, also highlighting a crack on the bridge, no kerb edge. NCC & SNC are aware of the issues. Forward to the Environment Agency & Flood Authority (Mark Ogden). Print off a couple of images and forward to R Bacon, Clive Lewis and the Inspector from Bristol. Streetlights were also raised again together with Extending 30mph along Townhouse Road.
The meeting was reconvened.

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

205/18:

i) 2018/0794/H: Mr I Underwood - 48 Norwich Road NR5 0EG - 2 storey extension –
APPROVE

ii) 2018/0934/ Variation of condition: Mr T Atkins - 64 Hill Road, NR5 0LZ - **Variation of condition 6 of PP 2017/2792** - Variation of levels – **Comment: Slight variation in land levels. CTC previously recommended approval. APPROVE**

iii) 2018/0880/F: Mr & Mrs G Fox - 20 Windmill Lane NR8 5ED - Demolition of bungalow and construction of new dwelling – **Comment: This is very close to the boundary. CTC understands that an objection due to overlooking may be lodged. – APPROVE, SUBJECT TO CONCERNS OF OVERLOOKING BEING ADDRESSED**

iv) NCC: C/7/2018/7003: Infinis Limited - Costessey Landfill Site, Longwater Industrial Estate, Dereham Road, NR5 0JU - **RETROSPECTIVE** retention and continued use of temporary Landfill Gas Utilisation facility and flare stack until December 2030 - **APPROVE**
Comment: See e-mail to Cllr Tim East from Mr Nick Johnson on 23 April:

“The planning application is in relation to infrastructure required to meet the ongoing obligations imposed by the Environmental Permit. These controls are to ensure that the site does not cause pollution to the environment. The site will need ongoing aftercare, regulated through the environmental permit, until such time as the operator can demonstrate that pollution control measures are no longer necessary. I cannot be precise as to what sort of time period this will take, however it likely to be measured in decades. During this time, the effective management of the landfill site can expect to take primacy. This does not mean that development cannot take place, but that any development proposal on or around the site will need to satisfy the environment agency that it would not undermine the aftercare of the site and also not expose those using the development to any undue risks”.

Any development on this land will need EA approval. It was noted that NCC’s favoured route for a relief road from Longwater Retail & Industrial areas & Queen’s Hills residential areas was to be across this land fill site.

Costessey TC DOES NOT support a relief road across this route as it will cause gridlock in the area, (Longwater Interchange, Dereham Road, A47 slip road, Lodge Farm exits, William Frost Way), which is already congested and gridlocked at peak times.

v) TPO:2018 No SN0505: Costessey Infant School, Beaumont Road, NR5 OHG to safeguard trees in light of future opportunities for this site after the school; move to Costessey Junior School site. **APPROVE**

FINANCE MATTERS

206/18: a) To agree cheque signatories for the bank mandate:

RESOLVED to approve the existing signature mandate for 2018-19

207/18: b) To authorise Clerk / Deputy Clerk to make internal transfers between CTC bank accounts:

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

208/18: c) To approve investment of the General Reserve as per the Investment Strategy & FB&S recommendations: (FB&S)

RESOLVED to invest the General Reserve into Barclays Treasury Bonds. ACTION: Town Clerk

209/18: d) To approve the accounts for March 2018 & receive a budget report: (NB: -the annual accounts to be presented in June meeting) A query was raised over the increase in the Electricity bill for West Costessey Hall – the contract had recently been reviewed and changed. AT THE END OF MARCH COUNCIL WAS 12/12 (100%) THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £60,664 BEFORE END OF YEAR TRANSFERS. Council has received both instalments of the precept (£559,222) and the whole of the Precept Support Grant (£20,214), plus both instalments of CIL monies (£16,493.50). Some cost centres were overspent. Overspends are offset by income from hall hires, though some of these are not as high as in previous years: at Breckland Hall (92.5%), The Costessey Centre (96.7%), West Costessey Hall (83.3%) though bar commission is up at West Costessey Hall (146.5%) also, by Burial & Memorial fees (145.5%). Interest Received is 291.7% - from a low base. The Property Maintenance EMR will be used to fund property maintenance which smooths out the variable peaks & troughs over the years. The Greenhills Woods EMR has been spent and future costs for this project will be funded from the Rolling Capital EMR which is used generally for Major Projects. CIL payments have been used in part payment of the Pirate Galleon at Breckland Park.
RESOLVED to approve the accounts in the Balance of £532,951.62

210/18: e) To receive the RFO's Financial Reports presented at the Annual Assembly:

RESOLVED to receive the RFO's Financial Reports.

211/18: f) To approve payment of Zurich invoice for £10,642.55 (inc VAT and Insurance Premium Tax)

**RESOLVED to pay Zurich Invoice for £10,642.55 (inc Vat and Insurance Premium Tax)
ACTION: Town Clerk**

212/18: g) To approve project for SNC's Community Action Fund: (FB&S)

RESOLVED to approve earlier in meeting. Min: 202/18 ACTION: Town Clerk

TO CONSIDER DETAILS OF THE FETE & FAIR 2018

213/18: The Fete & Fair is nearly fully booked, currently running to Budget. New Car park passes are to be handed out on Friday at the Fete briefing for the stall holders.

TO CONSIDER HIGHWAYS MATTERS

214/18: a) Residents' Parking Scheme Proposal: The scheme is not supported by CTC as it will be of no benefit to Costessey residents. **ACTION: Town Clerk**

TO RECEIVE DISTRICT COUNCILLORS' REPORT

215/18: On the 9 May a Members' Briefing was held to give details of Emergency Planning arrangements for South Norfolk Council should a situation arrive. It was also noted CTC have Rest Centres in the Costessey Centre, Breckland & West Costessey Hall Queens Hill.

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

216/18: RESOLVED to accept the minutes and reports of the Annual Town Assembly.

Organise a meeting with the Cossey Posse leader to discuss low attendance get ideas of ways to improve for the future. **ACTION: Town Clerk.**

TO RECEIVE CORRESPONDENCE (Verbal and written)

217/18: a) Norfolk Age UK: Thanks for donation: Noted

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

218/18: The Environment Agency proposes to transfer the powers to maintain and regulate the River Tud from the Environment Agency to Norfolk Rivers Internal Drainage board. The entirety of the River Tud falls within the Norfolk Rivers Internal Drainage Board District. As far as this affects Costessey, the important question is to ask whether we would be more comfortable with decisions about the River Tud (including commenting on relevant planning applications such as Farmhouse Road or Townhouse Road) being made by the Environment Agency or the Norfolk Internal Drainage Board. The EA have significantly more resources, The Norfolk IDB are much smaller but have the advantage of a more local view point.

219/18: THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 5 June 2018 at 7pm.

220/18: 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 APPROVE RECOMMENDATIONS OF FINANCE, BUDGETS & STAFFING COMMITTEE RE STAFFING

221/18: a) To appoint a temporary DPO:

RESOLVED to appoint the Town Clerk as the temporary DPO till a consensus on best practice is agreed. (Note: This will mean a change to Town Clerk's job description).

222/18: b) To approve the Norfolk Pension Strain & pay the attached invoice.

RESOLVED to approve payment of Invoice to Norfolk Pension Fund

223/18: c) To approve the Staff Privacy Notices:

RESOLVED to approve the Draft Staff Privacy Notice.

224/18: d) To consider Staffing Levels: Office cover is very tight due to Jury Service and holidays

plus extra workload. The Clerk has had to pull in a Part-Timer on her days off to maintain cover **RESOLVED to approve an extra 8 hours for P/t Clerk's Assistant from 20 hours to 28 until the end of the Summer to maintain office cover. ACTION: Town Clerk**

225/18: e) To consider an Amendment to the Compassionate Leave Policy

RESOLVED to add a sentence to Emergency Leave section: that Council would expect that, if an Employee is able to work remotely during any of that time, the Council's goodwill is reciprocated, with hours worked being logged on the timesheet and the balance logged as Emergency Leave. ACTION: Town Clerk

226/18: The meeting closed at 8.57pm

Chairman:

Date: