

Minutes of the Annual General Parish Council meeting held at 7pm on Tuesday 18th May 2010 in the Costessey Centre, Longwater Lane, Costessey at which the following were present:-

Mr W Dinneen – Chairman

**Mr J Amis – Vice Chairman Mr G Watt Mr J Denby Mr A Bedford Mrs D Bates
Mr R Piesse Mr R Smith Mrs L Glover Mr A Todd Mr R Smith Mr B Mackie
Mrs R Jackson – Parish Clerk 4 members of the public**

ELECTION OF CHAIRMAN

189/10: It was unanimously RESOLVED Mr Dinneen should be Chairman for the forthcoming year.

APOLOGIES

190/10: Apologies were accepted from Mrs V Bell, Mr D Toms, Mr T East, Mrs D York and Mr S Watt.

ELECTION OF VICE-CHAIRMAN

191/10: It was unanimously RESOLVED Mr Amis should be Vice-Chairman for the forthcoming year.

DECLARATIONS OF INTEREST

192/10: Mr J Denby and Mr G Watt declared a non-pecuniary interest in the planning applications as they are, or may be, members of the South Norfolk Council Planning Committee. They made it clear that although a view may be taken by this Council, they remain open to further information or views, which might be presented at the South Norfolk Council Planning meeting. Mrs Bates declared a pecuniary interest in item 12 in that her husband had quoted for work in the store at Costessey Centre. She took no part in the discussions relating to this item. Mr Piesse declared an interest in plan number 6808 as he lives opposite the site.

ELECTION OF COMMITTEES

193/10: Budgets, Finance and Staffing – RESOLVED members should be Mrs Bell, Mr Todd, Mr Smith, Mr Denby and the Chair and Vice-Chair ex officio. If any member is unable to attend another Councillor can be asked to substitute and will have full voting rights.

194/10: Emergency – RESOLVED members should be Mr Todd, Mr Smith, Mr Denby and the Chair and Vice-Chair ex officio. If any member is unable to attend another Councillor can be asked to substitute and will have full voting rights.

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27th APRIL 2010

195/10: The minutes were approved and duly signed.

MATTERS ARISING FROM THE MEETING HELD ON 27th APRIL 2010

196/10: 160/10: Names for rooms in Costessey Centre. After discussion it was RESOLVED:-

- **Stafford Hall** – for the main hall
- **The Jerningham Room** – for the upstairs meeting room

- **Lion Room** – for the large office at the end of the upstairs concourse
- **The Collison Room** for the small office at the end of the concourse (after John Collison who has served the Parish so well over many years, particularly the Sports Club.)
- **The Rymarz Gallery** – for the concourse.

PLANNING - APPLICATIONS, APPEALS & OTHER PLANNING MATTERS

197/10: It was RESOLVED to respond to planning applications for consideration as follows:-

- ◆ 6808 – **21 West End** – Two semi-detached dwellings & 5 garages & footways. Approve subject to no neighbour objections.
- ◆ 6809 – **78 Norwich Rd** - Drop kerb to create drive to front garden. Approve.
- ◆ 6810 – **1 Myrtle Av** – Single storey extensions. Approve subject to no neighbour objections.
- ◆ 6811 – **42 Three Mile Lane** – Front porch, side carport & rear extension. Approve subject to no neighbour objections.

198/10: APPEAL: 6787 - 19 Ruskin Rd – New 1.5 storey dwelling. Maintain previous objections.

Correspondence (Verbal and written)

199/10: Norfolkalc – two candidates for election to Executive Cttee. RESOLVED to vote for Russell Wilkes and David Hewett.

200/10 Norfolkalc – Initial training for Clerks & Councillors . Mrs Glover to attend.

201/10: Norfolkalc – Suggestions for resolutions for debate at AGM 11th September. RESOLVED to defer for moment.

Traffic & Highways Matters

202/10: Drayton High Road – Road resurfacing works notice. Noted.

203/10: Transport in Norfolk Seminar – 23rd June – South Norfolk Offices. Mention nearer the time.

204/10: Letter from Michael Hubbard – damage to cottage in The Street. RESOLVED to investigate when the proposed traffic management scheme is likely to be introduced.

Police Matters

205/10; Norfolk Police Authority Independent Custody Visiting Scheme. Noted.

Costessey Centre – Report by Richard Rymarz.

206/10: RESOLVED to approve **the curtains and blinds** although Council was not entirely happy with the choice of materials. The Clerk will investigate whether more swatches are available.

207/10: RESOLVED to approve the **blanking materials for the rear windows** and changing room panels only. It should not be placed on the side windows.

208/10: Mr Todd was delegated to look at the **proposed stud wall in the store room** and report back to Council with his recommendations.

209/10: RESOLVED to purchase **white boards for the changing rooms.**

210/10: RESOLVED to approve the **wooden gates opposite the main entrance.**

211/10: RESOLVED to purchase **external rubbish bins.**

212/10: RESOLVED to undertake a **full review of internal and external signage**

213/10: RESOLVED to purchase **necessary cups, saucers and plates.**

214/10: It was noted the **post box** had been installed.

215/10: It was noted **vending machines for the concourse** were being investigated.

216/10: RESOLVED not to purchase **magazines or newspapers for the waiting area.**

Finance Matters

217/10: **Costessey Centre – Professional fees.** The Clerk was asked to review previous correspondence from the architect to ensure the charges being levied were at a percentage in line with those previously agreed. The matter should then be brought back to Council.

218/10: **Consideration of insurance cover & payment of premiums.** Council had no comments to make regarding the cover on the premises as listed. However, it noted that Costessey Centre was not mentioned in this schedule. The Clerk assured Council Costessey Centre had been fully insured and would contact the Insurance company to ascertain why it was not on the schedule. RESOLVED to pay the premiums as charged.

Staffing issues

219/10: Council noted the cleaner at the Parish Rooms had chosen to be made redundant and this would be effective from 28th May 2010. Council RESOLVED the Clerk should organize a small parting gift from the Chairman's Allowance and convey its thanks for all her hard work.

220/10: Council noted Miss Starkings, one of the Clerks Assistants, had resigned with effect from 28th May 2010. Council recognised the pressure the Parish Office has been working under for some time and RESOLVED Miss Starkings post should be filled as soon as possible. RESOLVED Mrs Bell, Mr Amis, Mr Dinneen and Mr Watt should interview and appoint.

221/10: RESOLVED consideration of the appointment of a Deputy Clerk should be deferred to the Budgets, Finance and Staffing Committee for recommendation.

222/10: RESOLVED the additional hours worked by both Mr Leach and Mr Rymarz over the last several weeks should be paid at the appropriate rate.

223/10: RESOLVED the **Parish Office opening hours** should be reduced to 10am to 4pm Monday to Thursday and 10am to 1pm on Fridays. This matter should be reviewed again in September.

224/10: RESOLVED that as the items remaining were on a confidential report and should be discussed in the absence of the public and press.

225/10: The Clerk reported on the reported matter and answered questions as far as she was able. She detailed the professionals she had consulted for advice and informed Council of what had been received both verbal and in writing. After further lengthy discussion it was RESOLVED to follow all the advice received as far as possible including the lines of action as in the written report attached to the confidential report and arranging an interview. The letter as drafted by Council's Solicitor should be used for this purpose of invite and Council's solicitor should be present at the interview.

Councillors Question Time

226/10: Items raised under this heading were:

- a. Lights taking a long time to change at the **Longwater Lane/Dereham Rd junction**
- b. **An accident in Oval Rd** where a car ended up upside down in a garden near the roundabout.
- c. Discussion on the **recent Joint Parishes meeting re the proposed NDR.**

The meeting ended at 8.45pm

After the conclusion of the meeting the Parish Council took 15 minutes **Public Participation**

Items raised were:

- a. **Vegetation in gutters in Tower Hill.**