

Costessey Parish Council



Minutes of the Meeting of Costessey Parish Council held on Tuesday 7 June 2011 at 7pm in the Costessey Centre, Longwater Lane, Costessey. NR8 5AH

PRESENT: Cllrs V Bell (Chair), J Amis (Vice-Chair), D Bates, I Boreham, P Cockaday, J Denby, L Glover, J Hardinge, R Piesse, K Smith, A Todd, G Watt; Mrs H Elias (Clerk); 2 Police Officers. 5 Members of the Public.

The meeting opened with the Costessey Council Prayer.

TO RECEIVE APOLOGIES

295/11: Apologies were accepted from Cllrs A Bedford, G Blundell, W Dinneen, T East, J Hardinge (later)

TO RECEIVE DECLARATIONS OF INTEREST

296/11: Cllrs V Bell and 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 Costessey Parish Council, they remain open to further information or views which might be presented at South Norfolk Council Planning Committee meetings.

TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 17 MAY 2011

297/11: The minutes were agreed and signed.

POLICE MATTERS

298/11: With the agreement of Council Agenda Item 10 was taken next. a) Sgt Bell: Sgt Bell has left the Costessey area for another post. Last month crimes were down 6.2% and the detection rate in Costessey was 30%. Kabin Road Charity Shop: Cars are parking dangerously on the junction. Police will visit. Gunton Lane: Motorbikes disturbing peace 10pm-11pm at 40-50mph. Cllr Bell thanked the Police for their work for Costessey residents.

TO RECEIVE UPDATES ON THE FOLLOWING ITEMS:

299/11: a) i) Sale of Parish Rooms & Youth Centre: Both sold above the guide price. Parish Rooms at £108,000 (GP £80,000), and the Youth Centre at £171,000 (GP £140,000). Because the Youth Centre sold for considerably more than the guide price the surveyor has amended his advice that there would be no "overage" due under the terms of the covenant.

RESOLVED that Mr Hurst of the Auction House calculate the price difference to negotiate the overage.

300/11: ii) Premises Licence: This was granted without objections. The DPS (Designated Premises Supervisor) licensee is Mr Martin Easton of Barmaster Bars.

301/11: iii) Quality Status Re-accreditation: This has been granted for a further four years. Thanks were expressed to the Clerk and her staff for their work towards this worthwhile award.

RESOLVED to ask the County Association to present the award in Costessey at a future meeting

302/11: iv) Report on street cleansing: South Norfolk Council are making changes to the service with new software to track vehicles and provide more targeted and flexible cleansing – currently four sweeps per year. A pilot could be undertaken in Costessey.

303/11: v) Costessey Fayre & Fete: Thanks were expressed to Mr Patrick O'Connor for organising the event and the staff for their hard work in setting up and clearing up. Letters to be written to the Army Cadets and the Costessey Posse for car park and litter clearing duties. **ACTION: Parish Clerk** Suggestions were made for future events.

RESOLVED to hold a Jubilee event in 2012. **ACTION:** Mr O'Connor and Council staff
304/11: b) And on other matters not listed in the agenda (minutes & other - NB: No resolutions may be passed). None

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

305/11: a) Planning applications for consideration:

i) 2011/0697: Mr & Mrs M Smith – 43 Jerningham Road, NR5 0RG – Erection of conservatory to rear - **Approved subject to no neighbour objections**

ii) 2011/0731: Urbo Life Ltd – Bridge Farm, 161 Norwich Road – To install new air to water heat pumps - **Approved subject to no neighbour objections**

iii) 2011/0734: Mr & Mrs T McGhee – 142, The Street, NR8 5DG – **RETROSPECTIVE** application to retention of 1.8m high close board fence - **Approved subject to no neighbour objections**

iv) 2011/0788: Mr S Wordley – 39 Longwater Lane, NR5 0TB – proposed construction of garage – **Approved subject to no neighbour objections**

306/11: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils:

(*Information only. No decisions needed). The following were all noted.

* 2011/ 0286 F: Land at former 9 & 11 Grove Avenue – Blanchflower Developments Ltd – Revisions to consent **W07/03/2051/F** including revised house types to plots 3, 8 & 9 and garage to plot 2 – **Approved with 12 conditions**

* 2011/0462 A: The Copper Beech, John Hyrne Way – Erection of 15 various illuminated & non-illuminated signs – **Approved with 2 conditions**

*2011/0508 A: Pets at home, unit C Alex Moorhouse Way – Erection of two internally illuminated signs and one non-illuminated fascia sign - **Approved with 2 conditions**

*2011/0509 F: The Showground, Brewers Fayre, Dereham Road – Single storey extension linking existing Premier Inn Hotel with existing Table Table public house – **Approved with 2 conditions**

*2011/0517 A: Argos, 'unit A1, Alex Moorhouse Way – Home Retail Group – Erection of 4 internally illuminated fascia signs & 3 totem signs – **Approved with 2 conditions**

*2011/518 LB: 58 West End – internal alterations, structural stabilisation & new stairs - **Approved with 3 conditions**

c) Planning Policy Consultations

307/11: i) Relaxation of Planning Rules for change of use from commercial to residential:

308/11: ii) Planning for traveller sites:

Members were asked to access the websites to make comments and copy the Clerk into any response.

ACTION: All Councillors

FINANCE MATTERS

309/11: a) To review the effectiveness of internal audit (see Internal Auditor's Checklist): The regime of Internal Audit was explained and the checklist considered.

RESOLVED in the review that the Council's Internal Audit arrangements are effective

310/11: b) To approve the accounts for 2010-2011 - Part 1 of the Annual Return (see attached documents)

It was noted that the Auditors had commented that the accountants had miscalculated the S137 allowance using the 2011-2012 figure of £6.44 rather than the 2010-2011 figure of £6.15. The accountants will amend the end of year supporting statements to reflect the true figure

RESOLVED that the accounts for 2010 be approved with the amended S137 figures and Part 1 of the Annual Return signed.

311/11: c) To approve the Annual Governance Statement – Part 2 of the Annual Return (see attached)

RESOLVED to approve the Annual Governance statement and sign Part 2 of the Annual Return

312/11: d) To consider amending the Finance Regulations point 3.2 adding the power for the Clerk to vire up to £1,000 within any cost centre and up to £500 between cost centres (recommended by accountants)

RESOLVED to amend the Financial Regulations to add the power for the Clerk to vire up to £1,000 within any cost centre and up to £500 between cost centres ACTION: Parish Clerk

313/11: e) To approve the accounts for April 2011 and receive a short budget summary (see attached documents). The first of two precept instalments has been received. The Council is in budget.

RESOLVED to approved the accounts for April in the balance of £636,481.82

314/11: f) To consider daffodil planting and other suggestions to celebrate Queen's Jubilee Mr O'Connor and Cllr Piesse to research possible sites. Volunteer planters might include Costessey Posse and local businesses might be approached for contributions. A flagpole could have a plaque commemorating the Queen's Diamond Jubilee. **ACTION: Cllr Piesse & Mr O'Connor**

TO REVIEW AVAILABILITY OF TOILETS AT COSTESSEY CENTRE

315/11: Guidance is requested by caretakers re the use of the Costessey Centre by visitors to the field when there are functions in the hall. In winter large amounts of mud are trekked into the Centre.

RESOLVED to allow public access to the toilets, providing their shoes are removed or plastic overshoes worn. ACTION: Parish Clerk, Office & Caretaking staff

CORRESPONDENCE *(Verbal and written)*

316/11: a) To consider letter from Mrs Buckley re Roundwell site: Mrs Buckley's work was praised. Changes were being made to the management of travellers' sites by Norfolk CC.

RESOLVED to support Mrs Buckley and send a letter of appreciation for her excellent work over the years. ACTION: Parish Clerk

317/11: b) Comments re boulders: it was noted that there were set procedures and a protocol for dealing with unauthorised incursions. A local working group would duplicate South Norfolk's. It was suggested Mr Campbell should be invited to be part of the protocol. **ACTION: Parish Clerk**

318/11: c) To consider request for signage on Parkour:

RESOLVED to agree in principle to a sign, but Council wished to see the signs before granting approval.

319/11: d) Bawburgh PC: Initial approach re change of parish boundary at Lodge Farm. Representatives of Council to be Cllrs Bell, Amis, Denby and the Clerk

RESOLVED to hold an informal meeting with Bawburgh. ACTION: Cllrs Bell, Amis, Denby & Clerk

320/11: e) Methodist Church: Thanks for storage rack. Noted.

TRAFFIC & HIGHWAYS MATTERS

321/11: Crown Road footway reconstruction: Road closure to be put on website. **ACTION: Deputy Clerk**

322/11: Longwater Lane pinch point by bridge: e-mail from Norfolk CC noted.

323/11: Roundwell junction grass verge: cutting to be added to list. **ACTION: Parish Clerk**

324/11: Pinch point angles: to be cleaned out by Norfolk CC Rangers.

325/11: Layby on 1074 Dereham Road: vehicles drive into it believing it to be the left-hand turning lane.

326/11: Dereham Road Lodge Farm side: a stone ditch has been installed.

POLICE MATTERS

327/11: See above Min 298/11.

TO RECEIVE ITEMS FOR THE NEXT MEETING'S AGENDA

328/11: None.

COUNCILLORS' QUESTION TIME (NB: No resolutions may be passed)

329/11: Olive Road: Parking on the verge

330/11: Costessey signs, Dereham Road, Norwich: In a dreadful condition

331/11: St Helen's Church sign on Gurney Road: often turned around. Groundsman to be asked to check. **ACTION: Parish Clerk**

332/11: Staff sickness: Office is short-staffed at present. The Deputy Clerk's dedication was noted with thanks.

333/11: Groundsman's store: a plant is growing out of the gutter

334/11: Property & Environment Committee: to meet early evening; date to be confirmed. **ACTION:**
Parish Clerk

335/11: Chafer Grub: Waiting for a second quote.

336/11: Trees on Dereham Road: Dangerous ones removed.

337/11: Shingle from drives: over spilling onto footway. Request to residents to sweep back to be put into *Contact*. **ACTION: Deputy Clerk**

338/11: Folgate Lane: overhanging hedges have been cut back

339/11: August tour of Council property: followed by lunch. Date to be arranged.

340/11: Costessey Knot Pin: to be given to all new Councillors and replacement to Cllr Watt. **ACTION:**
Parish Clerk

341/11: Queen's Hills' emergency access gates: Request to know who had the keys and how many were distributed.

342/11: Dereham Road resurfacing: led to major disruption and delays. Queen's Hills' school staff could not get into work and school had to take emergency measures.

343/11: Parish Council's 4-Year Plan: An independent working group could be set up to discuss this. South Norfolk's neighbourhood officer has been notified.

345/11: Hussenbeth: Play area gates.

346/11: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

Items raised: Web pages - some agendas missing & annual accounts only up to 09-10; vans parked on verge by cemetery; Costessey Contact – forthcoming events list.

347/11: THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 28 June 2011 at 7pm
(Clerk on leave)

348/11: The meeting closed at 9.05pm

Chair:

Date: