

Costessey Parish Council



Minutes of the ANNUAL Meeting of Costessey Parish Council held on Tuesday 17 May 2011 at 7pm in the Costessey Centre, Longwater Lane, Costessey. NR8 5AH

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

The meeting opened with the Costessey Council Prayer.

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

243/11: Cllr W Dinneen, the outgoing Chairman welcomed the new members of the council. He stated that he would be retiring as Chairman, having served 20 years.

244/11: Cllr V Bell was nominated and seconded for the position of Chair. Cllrs T East and J Amis were nominated, but declined to stand.

RESOLVED to elect Cllr V Bell as Chair for 2011-2012.

Cllr Bell declared her acceptance of office of Chair of Costessey Parish Council.

245/11: Cllr Dinneen stated that his time as Chairman had been enjoyable and thanked staff past and present for their support, with particular thanks to Barry Barber, the groundsman for his hard work over many years. Mr Dinneen also thanked his fellow councillors, both past and present, for their firm support over the years with special thanks to Vice-Chairman, John Amis, for the whole of that period. Cllr J Denby was praised for his organisational skills and Cllr A Bedford was mentioned for saving the parish considerable postage by hand-delivering agendas and minutes to most councillors for many years. Finally Mr Dinneen congratulated his successor, Vivienne Bell, and wished her the very best.

246/11: Cllr Bell stated that it was a great honour to be elected Chair and that the Parish Council should be grateful for everything Mr Dinneen had done for Costessey as a parish and district councillor. **She moved a vote of thanks which was carried.**

247/11: Cllr T East explained that Cllr Dinneen was one of Costessey's longer serving councillors, who sometimes "hid his light under a bushel". He noted that Mr Dinneen had served as South Norfolk's Chair as well as the parish council's and thanked Mr Dinneen, with the help of his wife, for 23 years' service to the community.

248/11: Cllr Bell chaired the rest of the meeting.

TO RECEIVE APOLOGIES

249/ 11: Apologies were accepted from Cllr G Blundell

TO ELECT A VICE-CHAIRMAN FOR THE FORTHCOMING YEAR

250/11: Cllrs L Glover and J Amis were nominated. A vote took place. Cllr J Amis received 8 votes and Cllr L Glover received 7 votes.

RESOLVED to elect Cllr J Amis as Vice-Chair.

Cllr Amis made his declaration of acceptance of office to Council.

POLICE MATTERS

251/11: With the agreement of Council Agenda Item 16 was taken next. The traveller incursion near Sir Alfred Munnings Road was on private land and South Norfolk Council was assisting Deloitte's with the relevant paperwork to pursue the matter through the civil courts. Armed siege: Sgt Bell thanked the residents of Badger Road for their patience and help during the siege which had ended peacefully. The perpetrator would be removed from the tenancy. Item 15 Correspondence: Hill Road hazard: Cllr Bell

and the Police would visit the estate agents to ascertain what could be done to improve dangerous parking. Scooters in Bawburgh Lane: were causing a nuisance at the weekends and Bank Holidays, but some of the land was private, though no-one has permission to use the land for recreational purposes. Marriott's Way had also been affected by motor bikes. The Norwich Road accident was noted. Speedwatch: SNAP meeting had requested the scheme be re-instated. Costessey, Easton and Marlingford & Colton could provide three separate speed watch schemes sharing one camera held centrally by the Police. Six volunteers were needed in addition to the Co-ordinator. All would be vetted and trained. It was suggested the Clerk act as co-ordinator for Costessey. Cllr I Boreham volunteered. Information could be placed in the surgery and on the website. **ACTION: Parish Clerk, Deputy Clerk, Cllrs Boreham & Hardinge.**

Cllr Bell thanked the Police for their work for Costessey residents. Sgt Bell left at 7.50pm.

TO RECEIVE DECLARATIONS OF INTEREST

252/11: Cllrs V Bell, T East, J Hardinge 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.

Cllrs R Piesse, and P Cockaday declared an interest in Item 270/11: 11d) Costessey Posse hire fee
Cllr J Amis declared an interest in Item 264/11: viii) Planning – Costessey Quarry.

TO APPOINT COMMITTEES, AND AGREE THEIR MEMBERSHIP AND TERMS OF REFERENCE

253/11: RESOLVED: that the Chair and Vice-Chair should be ex-officio members of all committees with full voting rights.

254/11: RESOLVED: that voting substitutes should be agreed in advance of meetings

255/11: RESOLVED: to appoint a Finance, Budgets & Staffing Committee with Cllrs G Watt, A Todd and D Bates as members. The Committee would have responsibility for dealing with all matters to do with finances, preparing the budget and staff issues. The committee will meet as and when required.

256/11: RESOLVED: to appoint an Executive Committee (previously known as the Emergency Committee) with the full powers of the parish council except that of deciding the precept.

Members to be Cllrs D Bates, A Bedford and W Dinneen. The Committee will meet when decisions have to be made in advance of the next full Council meeting.

257/11: RESOLVED: to appoint a Properties & Environment Committee (to replace the previous Buildings Working Group). Members to be Cllrs P Cockaday, I Boreham and T East. To deal with all matters concerning buildings and open spaces.

258/11: RESOLVED: that all committees could appoint Task and Finish Groups which would meet 2-3 times to investigate specific items, reporting back to their respective committees.

TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19 APRIL 2011

259/11: The minutes were agreed and signed.

TO RECEIVE UPDATES ON MATTERS NOT LISTED BELOW (minutes & other - NB: No resolutions may be passed)

260/11: a) Sale of Parish Rooms & Youth Centre: Interest had been shown in both properties and asbestos registers supplied.

261/11: b) Active Gym Agreement: The agreement had been signed and the equipment was proving very popular.

262/11: c) Armed Forces Day 25 June: Flagpoles were being researched. The groundsman suggested a 6m high pole to be sited in the triangle of grass near the corner of the Costessey Centre, able to be lowered parallel to the path. **ACTION: Parish Clerk**

TO APPROVE THE MINUTES OF COMMITTEES AND CONSIDER ACTING ON THEIR RECOMMENDATIONS

263/11: a) Finance, Budget & Staffing (see attached documents – may be taken at the end of the meeting in confidence)

RESOLVED to take this item in confidence at the end of the meeting

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

264/11: a) Planning applications for consideration:

i) **2011/ 0354:** Former Porsche Centre, unit 3, Forest Way – Change of use and alterations & extensions to existing showroom & workshops to provide for B1 offices – Transport Statement (**AMENDMENT**) –

Comment: Extra vehicles could be sent out via Easton to avoid extra pressure on Longwater Interchange.

ii) **2011/0525:** 20 Kabin Road – Proposed new single storey garden room (**AMENDMENT**) – **No objections**

iii) **2011/0553:** Mr M Bailey, 136 West End - Demolition of existing stable & lean-to buildings, conversion of existing barn together with proposed extensions to form residential dwelling – **A query was raised as to whether this was a listed building or in the conservation area. It was noted an environmentally friendly sewerage system was listed in the application, but not shown on the plans and there is a stream at the end of the property. It is understood that there is a legal requirement for bio-treatment works to be 45 feet from occupied premises. Measures should be taken to ensure there is no flooding of the drainage / sewerage system. Subject to no Neighbour objections when consulted.**

iv) **2011/0578:** B Vincent & K Bensley, 21 Upper Stafford Ave – Extension to existing bungalow - **Approved subject to no neighbour objections**

v) **2011/0590:** Mr D Harding, 16 Highlow Road, NR5 0HP – Proposed extension, alterations, double garage & shed – **Approved subject to no neighbour objections**

vi) **2011/0617:** Mr K Ward, 5 Breydon Drive – provision of tile pitched roof over garage and cladding front elevation with cedar shiplap boarding. New cedar garage door - **Approved subject to no neighbour objections**

vii) **2011/0619:** Mr P Smith, 47 Ashtree Road – Proposed car port - **Approved subject to no neighbour objections**

viii) **PP/C/7/2011/7005:** Costessey Quarry, Land off Alex Moorhouse Way: **Retrospective** planning application **to amend the site layout as approved under planning permission C/7/2003/7006:** Cemex UK Operations Ltd Grid Ref: 615001 311066 – **Council is concerned at any retrospective applications. ALL applications in the Longwater Interchange / Queens Hills area should be subject to a S106 agreement towards funding road improvements.**

265/11: b) Information & Planning decisions received from South Norfolk & Norfolk County Councils:

***2011/0296 H:** 25 Hill Road, Costessey – **Approved with conditions**

***2011/0311 F:** Subdivision of garden at 13 Valley Road – erection of new detached bungalow to rear of 13 Valley Road - **Approved with conditions**

* **2011/ 0364 H:** Waveney House, The Croft – Erection of extension, loft conversion & erection of detached double garage – **Approved with conditions**

* **2011/0404 H:** 23 Highlands – erection of front bay window, roof alteration & increased window width for 2 front windows - **Approved with conditions**

***2011/0410 H:** Single storey garden room extension to rear - **Approved with conditions**

***2011/0433 EA:** Lodge Farm Phase 2 Development, Dereham Road – Application for screening opinion to provide 500 dwellings, strategic landscaping, open space & vehicular accesses – **Environmental Impact Assessment required**

***information only – no decisions required**

TO CONSIDER A FOUR-YEAR PLAN FOR THE PARISH COUNCIL WITH PRIORITIES

266/11: The plan would be a flexible, rolling programme, and show the Council's intent. All Councillors to feed ideas into the plan as well as the committees. Suggestions were: Queens Hills Community Centre, refurbishment of Breckland Hall and Owen Barns Room, two more village signs, benches at Breckland Park, improved recreational facilities. Ideas could be requested in the next *Costessey Contact*. Any ideas should be sent to the Clerk who would draw up a draft document. **ACTION: All Councillors, Parish Clerk**

FINANCE MATTERS

267/11: a) To approve the accounts for April and receive a brief budget report: As the end of year figures have not been finalised, the year end could not be rolled on and the April bank reconciliation has not yet been completed. The first half of the precept has been received. A quote has been received.

268/11: b) To approve treatment of Longwater Lane Recreation ground for an infestation of chafer grub: The grub eats the roots. Treatments are by granules which kill all stages of the grub requiring one application, or spray, which would need six treatments over three years and only kills the grub. Groundsman to liaise with the golf club. **ACTION: Groundsman**

269/11: c) To consider sponsoring a young Costessey person for the "One Big Summer" national citizens' service scheme: Clerk to liaise with Nigel Bailey. **ACTION: Parish Clerk**

RESOLVED to support one young Costessey person who would find it difficult to take part otherwise.

270/11: d) To consider an appeal against paying for room hire by the Costessey Posse:

RESOLVED NOT to allow a reduction in the room hire fee.

271/11: e) To agree to pay the repair of the Costessey Centre car park:

RESOLVED to pay for the repair to the car park

272/11: f) To consider the Costessey knot decoration for the Costessey Centre: Deferred to the Properties & Environment Committee. It was suggested that all the Parish's buildings could have a knot to show their corporate identity. **ACTION: Parish Clerk**

CEMETERY

273/11: a) To consider the proliferation of solar lights in the cemetery:

RESOLVED NOT to allow solar lights in the cemetery. ACTION: Parish Clerk

TO CONSIDER A RESPONSE TO THE CONSULTATION ON REDUCTION OF OPENING HOURS FOR COSTESSEY LIBRARY

274/11: A query was raised about mobile library provision.

RESOLVED to object to the reduction in opening hours as Costessey is expanding. ACTION: Parish Clerk

CORRESPONDENCE

275/11: a) Request for a bottle bank at Breckland Hall: previous bottle banks had been removed as broken glass had been put in play areas.

RESOLVED NOT to put a bottle bank at Breckland Park

276/11: b) Information on switch to digital TV: Noted.

TRAFFIC & HIGHWAYS MATTERS

277/11: a) Hill Road hazard: dealt with under Police Matters above.

278/11: b) 34 Oval Road: this request for lines in the cul de sac falls within NAHAC.

279/11: c) Street Sweeping: There will be a meeting at 3.30pm with Mr Andy Jarvis to discuss control of this.

280/11: d) Highways Tour round the Parish: A very useful tour had been undertaken with Mr Rod Kelly. The Norfolk CC Highways Rangers were available once a month for a number of small tasks.

281/11: Cllr Todd left at 9.05 pm

TO RECEIVE ITEMS FOR THE NEXT MEETING'S AGENDA

282/11: Yellow lines, Three Mile Lane; Wood man in West End, Queens Jubilee

COUNCILLORS' QUESTION TIME

283/11: Queen's Hills play areas groundworks had not yet started.

284/11: Queens Hills Emergency exit gates: a builder had had trouble with supplier deliveries.

285/11: Queens Hills sewer pumping station was overflowing and had been reported to the Environment Agency

286/11: Greens Field gas pumping station had been located behind the hedge.

287/11: MUGA surface is uneven and is unusable as puddles form

288/11: CPRE Norfolk Awards to promote the beauty, diversity or tranquillity of the rural landscape. Suggested Costessey PC should put in for the award.

TO ADJOURN THE MEETING FOR 15 MINUTES PUBLIC PARTICIPATION

289/11: Costessey Fete & Fair 30 May: Clutter by MUGA to be removed to allow fair to enter Longwater Lane.

290/11: THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 7 June 2011 at 7pm

291/11: 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

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

TO CONSIDER STAFFING NEEDS

292/11: RESOLVED to advertise an admin post on the EDP website only

TO CONSIDER TRAINING OPPORTUNITIES

293/11: RESOLVED that Mrs Vozza be supported in undertaking the foundation year of the AAT course, that following successful completion of the course, if she leaves within one year she pays back 100% of the cost; if she leaves within 2 years that she pays back 2/3 of the cost, that if she leaves within 3 years she pays back 1/3 of the cost and after that the full cost is borne by Costessey Parish Council.

294/11: The meeting closed at 9.20pm

Chair:

Date: