

Costessey Parish Council



Minutes of the Emergency Committee Meeting of Costessey Parish Council held on Wednesday 8 December 2010 at 2pm in the Costessey Centre, Longwater Lane, Costessey. NR8 5AH

PRESENT: Cllrs W Dinneen (Chairman), J Amis (Vice-Chairman), J Denby, G Watt, D Bates, V Bell, T East; Mrs H Elias (Parish Clerk);

E375/10: APOLOGIES WERE ACCEPTED FROM: L Glover, R Piesse, D Smith, A Todd and D York

TO RECEIVE DECLARATIONS OF INTEREST

E376/10: Cllr Bell declared an interest in E387/10, as she is a trustee of The Costessey Parochial Charity

E377/10: Cllr Amis declared a personal interest in E409/10 as his wife is a peripatetic dispenser for Boots the Chemist.

TO DISCUSS THE PROPOSALS FOR THE PLAY AREAS AT QUEENS HILL (large number of plans available in Clerk's office)

E378/10: The plans and groundsman's comments were discussed. Councillors expressed concern that play areas were not enclosed to prevent fouling by animals, that the type of equipment was not suitable for toddlers and young families of which there were many, and the quality of equipment was not what was expected in Costessey. The range of equipment was described as "repetitive and lacking in imagination and quality". Members expressed concern about activities in the tunnels. Council would not be prepared to accept any safety surface other than wetpour – sand and bark would be liable to fouling and require too much maintenance. Councillors would also prefer tarmac to hoggin for footways, which will cause maintenance problems in future. It was thought that if a management trust were set up it would not wish to adopt the play and amenity areas until it is satisfied.

RESOLVED: that a meeting be arranged with South Norfolk and Gleeds to discuss concerns and make a site visit to Queens Hills. **ACTION:** Parish Clerk

TO DISCUSS THE RESPONSES REGARDING THE CHANGE IN BUS SERVICES IN COSTESSEY (see 3 attached letters)

E379/10: More complaints from residents had been received. First Bus would not be able to attend a meeting with the public before Christmas.

RESOLVED: that dates be suggested to First Bus for a meeting in January. **ACTION:** Parish Clerk

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

E 380/10: a) Planning applications for consideration:

6859: 2010/1845: Sainsbury's supermarket, Wm Frost Way – replacement signage – It was noted that this appeared to be a retrospective application. **Approved.**

6860: 2010/1846: Mrs J Hardinge, 13 Valley Road – Change of use from a surgery back to a single residential dwelling – **Approved.**

6861: 2010/1875: Mr & Mrs T McGhee, 142 The Street – proposed porch, replacement windows and installation of wood burner and surround – **Approved subject to the Conservation Officer's recommendations regarding the conservation area, listed building status and that the materials were in keeping.**

6862: 2010/ 1929: Mr & Mrs T McGhee, 142 The Street, NR8 5DG - Proposed porch – **see above.**

6863: C/7/2010/7024: Mr S Jenkins, NEWS Ltd, Costessey Recycling & Recovery Park, Longwater

Industrial Estate, Dereham Road – Variation of condition 9 on Planning Permission C/7/1998/7016 to allow construction of external bay for storage of glass – **Approved.**

E 381/10: b) Information from South Norfolk Council:

2010/1573/F Pets at Home, Alex Moorhouse Way – Temporary change of use of part of retail warehouse from retail (A1) to pet care and treatment facility (sui generis) – Approved with conditions

2010/1638/H 71 The Street – retention of rear two-storey extension / conservatory (revision to previous approved scheme 2010/0660 – Approved with conditions

2010/1601/H 14 Windmill Lane – side extension – Approved with conditions

TO AGREE THE LOCATION OF THE OUTDOOR FITNESS EQUIPMENT ON LONGWATER LANE RECREATION AREA

E382/10: RESOLVED: that the outdoor fitness equipment provided by the Inequalities in Health in Costessey Project be located in the Longwater Recreation Ground adjacent to the younger children's play area on the opposite side from Longwater Lane. **ACTION:** Parish Clerk

FINANCE MATTERS

To receive the External Auditor's report and draw up an action plan to deal with points raised:

E383/10: RESOLVED: that the plan proposed by the clerk be put into practice. **ACTION:** Parish Clerk

To approve the accounts for October & receive a budget summary: – (see attached documents)

E384/10: RESOLVED: that the accounts for October be approved in the balance of £664,854.42

To receive details of the final account for the Costessey Centre: Noted

E385/10: RESOLVED that Cllr Todd be invited to make a snagging list with the office staff before the final retention is paid. **ACTION:** Parish Clerk, Deputy Clerk, Cllr Todd.

To agree the purchase of a second-hand Fairway Mower: (see attached quotes)

E386/10: RESOLVED to purchase the fairway mower from Ben Burgess, trading in Council's existing mower. **ACTION:** Head Groundsman

To agree the quotation for tree works on the allotments: Cllr Bell declared an interest as she is a trustee.

E387/10: RESOLVED to carry out tree works at the allotments as per the quote from S Aylmer. **ACTION:** Parish Clerk

To agree the quotation for tree work at Longwater Lane Recreation Ground:

E388/10: RESOLVED to carry out tree works in Longwater Lane Recreation Ground as per the quotation from S Aylmer and to remind the contractor that the work on the fir tree was previously approved. **ACTION:** Parish Clerk

To agree the quotation to move two gas heaters from the Parish Rooms and install in Groundsman's store:

E389/10: It was noted that the contractors could not guarantee that the heaters would not be damaged in the move. They had checked the heaters and at present they were safe to install.

RESOLVED: to approve the quotation as per Gasway to move the two gas heaters. **ACTION:** Parish Clerk

To consider the LWL playing fields surface:

E390/10: The Groundsman's letter was discussed. Despite the groundsman's concerns about the overuse of the pitches the Sports Club had suggested that the pitches were not being used to their full capacity as the youngsters only used the junior pitches for matches not training and there was less use on the main pitches by senior teams. The club had been advised that there was likely to be a small increase in hire fees in 2011-2012 followed by a more significant one in 2012-2013.

E391/10: RESOLVED that the Clerk should write to the Sports Club summarising the points made at the meeting, showing costs to maintain the pitches and asking for a copy of the club's accounts. **ACTION:** Parish Clerk

E392/10: RESOLVED that comparisons for pitch hire and games usage should be sought from other parishes near Norwich. **ACTION:** Parish Clerk

E393/10: RESOLVED that the new Sports Club Treasurer should be invited to committee meetings when the pitch fees were discussed. ACTION: Parish Clerk

E394/10: RESOLVED to undertake top dressing and verti-draining of the Longwater Lane Recreation Ground. ACTION: Groundsman

To agree to varnish the flat stair landing while work is being carried out on the Stafford Hall floor:

E395/10: RESOLVED to have the stair landings varnished. ACTION: Deputy Clerk

To consider a donation towards the establishment of temporary Sure Start provision at Queens Hill:

Cllr East's letter was read, and the other potential contributors noted.

E396/10: RESOLVED to give a maximum of £500 on condition that other bodies also contribute towards the scheme if it goes ahead. ACTION: Parish Clerk

To consider options and further quotes for Gallery roof blinds: (see samples and quotes)

The samples were considered.

E397/10: RESOLVED to purchase the most efficient sun and heat reflecting blinds as per the Cooks quotation. ACTION: Parish Clerk

E398/10: Information on re-rating of Cemetery in Longwater Lane: Noted.

E399/10: Min 46/10 Wilkin Wilkin Memorial: Information noted. It was considered that no gate through the fence would be necessary.

E400/10: Final donation from Football Foundation: This has been received. No further grant funding is expected for the Costessey Centre.

To agree the quote for re-siting of CCTV between Youth Centre and Breckland Hall:

E401/10: RESOLVED to dismantle the system from the Youth Centre and re-site the monitors to cover the Breckland Hall car park. ACTION: Parish Clerk

TO DISCUSS THE PROPOSAL FOR THE NORFOLK VILLAGE GAMES ROADSHOW ON 29 MAY 2011

E402/10: A query was raised as to whether the Sports Club's 5-a-side tournament was scheduled for the same day. Concerns were expressed that the re-seeding and condition of the Longwater Lane pitches would be affected by the games.

RESOLVED to suggest the Village Games take place at Breckland Hall / Owen Barnes Room / Breckland Recreation Ground rather than at Longwater Lane. ACTION: Parish Clerk, Mr O'Connor

TO CONSIDER THE DRAFT MEETING DATES FOR 2011

E403/10: Dates for 2011 are based on the three-weekly cycle of Council meetings with only one meeting in August and December plus the Annual Parish Assembly on 29 March. The Clerk will be on leave on 22 February and the Deputy Clerk will attend the meeting.

RESOLVED to approve the dates as listed. ACTION: All Councillors, Parish Clerk, Deputy Clerk

CORRESPONDENCE (*Verbal and written*)(see attached documents)

E404/10: Norfolk Teleshopping Service: (see attached notice): Noted. It was suggested similar information could be published in the Costessey Contact. ACTION: Deputy Clerk

E405/10: South Norfolk's Greenest Community Competition: (see attached letter). Noted.

Concerns re dog fouling, attacks by dogs and litter: (see 3 letters attached).

E406/10: RESOLVED to ask Mr O'Connor, Cllrs Toms and York to investigate and make recommendations to Council. ACTION: Mr O'Connor, Cllrs Toms and York

Request to display contemporary art in the Costessey Centre (see attached e-mail)

E407/10: Difficulties of attaching pictures to the walls was noted as internal walls appear to be stud walls. It was suggested that the Art groups could display their work at Breckland Hall / Owen Barnes Room or bring in temporary display boards. The Council would not be liable for loss or damage and the Council would want a percentage any sales made. **ACTION: Parish Clerk**

E408/10: Thanks for donation to St John Ambulance. Noted.

E409/10: South Norfolk Older People's Forum Meeting on Monday 13 December. Noted.

Request for parking permission at Costessey Centre from Boots Chemist and school employees.

E410/10: Cllr Amis declared a personal interest as his wife is a peripatetic dispenser for Boots Chemist.
E411/10: Parking was already at a premium when several functions were taking place and the old tennis courts were being used as overflow parking more frequently. Previous requests for businesses to park there had been refused.

RESOLVED that apart from users of the Costessey Centre only short-term parking for collecting and delivering children to the local school would be allowed in the Costessey Centre. ACTION: Parish Clerk

E412/10: Roundwell pharmacy Change of ownership application. Noted.

E413/10: Various comments from a resident in Breydon Drive. It was noted that no contact details had been left so no response could be made.

Proposed changes to public right of way service & other street scene maintenance – consultation:

E414/10: Queries were raised as to the level of remuneration to accompany taking over certain services from Norfolk CC. Increased services would require more staff at an extra cost to Council and ultimately local residents. Costessey already has a contract to undertake grass cutting on verges, and contributes towards a youth worker. Clerk was directed to write to Norfolk CC seeking clarification for Council's concerns. **ACTION: Parish Clerk**

To consider the request for a second tablet for existing ashes plot at Costessey Cemetery

E415/10: RESOLVED: that a second memorial tablet be allowed, although existing rules on fees for non-residents stand. ACTION: Parish Clerk

TRAFFIC & HIGHWAYS MATTERS

E415/10: Surface dressing at the bottom of Valley Road & Oval Road has worn away.

E416/10: Breckland Road: road is subsiding

E417/10: Norwich Road: pothole needs repairing by the Co-operative store.

E418/10: Longwater Lane: Bus stop at the top of the hill. The traffic island prevents vehicles overtaking stationary buses and causes tailbacks down Longwater Lane.

E419/10: Townhouse Road: lay-by pull-in is dangerous.

E420/10: THE DATE OF THE NEXT MEETING WAS CONFIRMED as Tuesday 14 December 2010 at 7pm

E421/10: TO PASS A RESOLUTION EXCLUDING 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 RECEIVE INFORMATION ON PENSION CONTRIBUTIONS (See purple pages)

E422/10: RESOLVED to pay the STRAIN contribution with regard to an employee.

TO RECEIVE AN UPDATE ON WOODLAND BURIAL PROPOSALS (See purple pages)

E423/10: The Environment Agency Tier 1 Report had been received. It was suggested there might be a demand for a pets' corner.

E424/10: RESOLVED to give permission for the Report to be sent to the Environment Agency. ACTION: Parish Clerk

The meeting closed at 4.55pm

Chair