

24.09.2008

Minutes of Poringland Parish Council meeting held at 7.00 p.m. in the Community Centre.

In the Chair: Mr D. Hewer.

1. Attendance Register & Apologies for Absence

Present: Mrs Harrison, Mrs Neal, Mrs Kereama-Ellis, Mr Henson, Mr Overton & Mr Walker.

Also Present: One Parishioner, Mr Farrimond, Mrs Barnes & Mrs Milton.

Apologies: Mrs Watkins, Mrs Beard, Mr Ellis, Mr Kudar & Mr Hemming.

2. To confirm the Minutes of the meeting held on 30th July 2008

Minutes of the last meeting held on 30.7.08, having been circulated, were approved and signed as a correct record.

3. To Report Matters Arising from the Minutes not on the Agenda: For Information Only

3.1 *Oak Tree – Blackthorn Way*

Further information circulated. Members agreed the tree is safe and the Clerk was asked to write to the resident explaining that we appreciate her concerns and when any branches overhang her property they will be dealt with.

3.2 *Lone Worker Policy*

Draft policy has been compiled by the Clerk. The Chairman explained he is checking a few details and the policy will be brought forward to the next meeting.

3.3 *The Norfolk (South Norfolk) Poringland Tree Preservation Order 2008 No. 1*

Oak Tree at 43/45 Howe Lane

The Clerk confirmed a method of evaluation is in place to determine whether a TPO is necessary to protect trees. Scores of 15 or above would merit a TPO, 11-14 might be suitable and 10 or below would not merit a TPO.

3.4 *Anti-social Behaviour Act 2003 – Part 8: High Hedges*

The Clerk confirmed that when someone brings a complaint to South Norfolk Council the complainant has to pay the fee. If the problem is rectified at no cost to Council the bulk of the fee is refunded. If the same complaint is raised again the complainant would have to pay the full fee of £350 a second time.

3.5 *Poringland and Framingham Earl Churches Together Youth Project*

Second letter from Mr Smith circulated. Following a discussion Clerk was asked to reply pointing out the closing date for applications to apply for funding is 30.9.08.

3.6 *Glass Display Cabinet*

The Chairman confirmed the cost of the cabinet increased to £445 and he authorized the extra £45 expenditure.

4. Adjournment for Public Participation and Councillors with any Prejudicial Interests

Mr Henson proposed Standing Orders are suspended, seconded by Mr Walker, agreed.

A resident brought to Council's attention the fact that the owners of Gable Farm, Carr Lane are fly tipping by putting grass clippings on the highway verge outside their property. The Clerk was asked to contact South Norfolk Council's Environmental Crime Team.

A parishioner mentioned the lack of progress by Norfolk Homes in restoring the Carr Lane hedge and bank near the drainage pond. The Clerk was asked to contact Norfolk Homes accordingly.

Mr Overton mentioned he was contacted because brambles have been allowed to overhang the footpath along Bungay Road, resulting in a lady recently cutting her face. The Clerk was asked to contact Mr Clarke accordingly.

5. To receive written Community Centre Reports

(a) Air Conditioning

Quotation from Barter Hill for £780.00 to include the following: - Retrieve archive information. Assess required loadings from information supplied. Confirm required location of air conditioning units. Truss analysis. Report results. Following a discussion Mr Henson proposed Barter Hill's quote is approved, Mrs Neal seconded the proposal, five Members voted in favour, one Member abstained. Carried. It was agreed at the next meeting to make a decision on the Company to be appointed to install the air conditioning units. Clerk to circulate information.

(b) Financial Report

Financial report showing year one running costs circulated. The RFO outlined details relating to the expenditure. The Chairman confirmed the Community Centre is beginning to attract more bookings and is generating additional income.

(c) External Auditor's Report – Annual Return for the year ended 31st March 2008

On the basis of External Auditor's review, in their opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The Chairman expressed his thanks to the RFO on behalf of Council and he asked for Council's appreciation to be recorded in the Minutes.

(d) Final Account Queries

Report from H. Bullen & Son addressed to Mr Harris circulated. It was agreed all outstanding matters should be dealt with on our behalf by Mr Harris, TCA Design, Mr Farrimond and Mr Overton and the information reported to Council.

(e) Change of Carpet Tiles in the Police Base

Letters from TCA Design and H. Bullen & Son relating to the above circulated. Mr Farrimond confirmed the Architect made a mistake on the colour of the carpet tiles and they were changed at the request of the Police. Full financial responsibility for this mistake remains with the Architect. It was agreed that Mr Farrimond and Mr Overton deal with this matter on behalf of Council.

(f) Oil Separator Alarm Device

The Clerk explained the red warning light is showing on the Petrol Interceptor on the car park and she has been told the tank needs to be emptied. Quotation from KPH for £440.00 plus additional costs to carry out the work. Mr Henson informed he recently attended a drainage course in Cambridge which included learning about these units and it was agreed that he and Mr Farrimond liaise on this matter and obtain further information.

(g) Non Domestic Rating

Information from SNC circulated.

(h) Lectern

Mr Henson confirmed that if he made a lectern it would cost in the region of £250. He borrowed two lecterns from Ian Smith Stationers for Council to consider. Adjustable lectern at a cost of £101.00 and non adjustable at a cost of £112.49. Following a discussion Mr Overton offered a donation from ACA towards the purchase of the non adjustable lectern and this was agreed.

6. To consider Planning Applications Received for Consultation

Applications Considered During August

Dialstone Properties Ltd – 33 Rectory Lane – Proposed demolition of existing bungalow and erection of pair semi-detached with integral garages. Application withdrawn.

6.1 Mrs R Sagn-Hall, 60 Rectory Lane – Proposed addition of chimney for use with wood burning

stove. No comments.

6.2 Mr I Pickett, 21A Norwich Road – Part demolition of existing rear extension. Proposed new rear extension with first dormer built into roof. Recommendation approval.

6.3 Dialstone Properties Ltd – 33 Rectory Lane – Proposed demolition of existing bungalow and erection of pair semi-detached houses with ancillary works. Recommendation refusal. Application Section 13 is factually incorrect. The site is within an area at risk of flooding – as noted by Millard Report. The proposal will increase the risk of flooding elsewhere (i.e. 18 Hadden Close). Soakaways are not acceptable as a result and a sustainable drainage system is expected. The pack still does not offer any drainage solution. Design Access and Environmental are not contested and are accepted as being within planning requirements. Until surface water is dealt with to prevent percolation onto Hadden Close this plan should be refused under PPS 25.

6.4 Mr S Wallace, Amberley, 3 Green Fall – Retrospective application for replacement boundary wall with restyled dwarf wall and timber fencing between pillars. Plus erection of 2 gates. Recommendation refusal. Intrusive on the street scene. Incompatible with neighbouring properties which have low walls and hedges. With reference to the final paragraph in Section 2, we are concerned that an Officer on the Planning Services stated that planning permission would not be required when clearly planning permission is required.

Application Considered during September

Mr G Clarke – Plots 43-45 Howe Lane – Proposed erection of 2 dwellings. No comments.

Permission Granted

1. 16-18 The Street – Retention of illuminated fascia sign and projecting sign.
2. Porch House, Bungay Road – Retrospective application for the erection of a fence.
3. 22 Cawstons Meadow – Remove existing conservatory and replace with extension to kitchen area.
4. 59 The Street – Erection of garage to replace existing unsuitable structure.

7. To Consider Correspondence

7.1 NCC – Norfolk Annual Emergency Preparedness Study Day – 7.10.08

Information circulated. No Members to attend.

7.2 Norfolk Police Authority's Report for the Year Ending 31.3.08

Information circulated.

7.3 Request for a Dog Bin on Burgate Lane

The Clerk explained she was contacted by a parishioner with a request for Council to consider erecting a dog bin along Burgate Lane. Following a discussion Mr Henson agreed to survey the area and the Clerk was asked to contact Framingham Earl PC to find out whether they would be prepared to pay 50% of the costs and to establish whether they currently pay emptying charges. Mr Overton proposed that once the appropriate information has been obtained a new bin is purchased. Mr Henson seconded the proposal, agreed.

8. To receive reports relating to the library building

No reports.

9. To receive report from the Community Centre Management Committee

Minutes of the meeting held on 13.8.08 circulated. Mr Henson pointed out an error in the Minutes and it was agreed this would be rectified at the next Management Committee meeting.

10. To Pass Accounts for Payment

Accounts Paid During August

1. Spruce Landscapes (Maintenance to 31.08.08) £ 544.73

2. Hugh Crane Cleaning Equipment Ltd	£	135.71
3. City Care (Trade Waste Collection)	£	59.10
4. Norfolk Pension Fund (Superannuation)	£	599.99
5. Messrs Cole & Co, (C.Centre & Library Legal Work)	£	998.75
6. Ian Smith Stationers (Stationary)	£	52.45
7. Teknik Computers (Computer Repairs)	£	374.95
8. H & N (PAT Testing)	£	42.20
9. Zurich Municipal (Additional Premiums)	£	237.74
10. NCS (Playing Field Grounds Work)	£	893.00
11. Mrs C. Milton (Glass Cabinet)	£	522.88
12. Barclays Bank Plc (Bar Stock)	£	161.05
13. British Gas Business (Electricity)	£	410.89
14. Tiscali (Broadband)	£	30.94

All passed for payment.

Cheque approved and signed on 21.8.08

Mrs C. Milton (Counter Showcase)	£	522.88
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September Payments

1. Spruce Landscapes (Maintenance to 30.09.08)	£	544.73
2. Mrs A. Barns (Wasps Nest Removal)	£	60.00
3. MCL Mechanical Services (Annual Maintenance)	£	61.10
4. Por. Welcome Home & Mem. P/F Cmttee (Ins. Claim)	£	385.00
5. Mrs C. Milton (Petty Cash)	£	96.03
6. Mazars (Audit Fee)	£	2,291.25
7. South Norfolk Council (Rates 07/08)	£	2,270.34
8. South Norfolk Council (Rates 08/09)	£	667.00
9. Spruce Landscapes (Grass cutting at C. Centre Aug.)	£	166.18
10. Spruce Landscapes (Playing Field Grass cutting Aug.)	£	148.56
11. Spruce Landscapes (Spraying Weeds)	£	23.50
12. Trevor Allchin Technical Services (Cinema Equipment)	£	354.00
13. British Gas Business (Electricity)	£	513.24
14. Norfolk Pension Fund (Superannuation)	£	599.99
15. HM Revenue & Customs (Tax & N/I)	£	2,007.46
16. NCS (Playing Field Grounds Work)	£	787.25
17. Anglian Health & Safety Supplies (Replacement Grit Bin)	£	111.04
18. Spruce Landscapes (Grass cutting at C. Centre Sep.)	£	166.18
19. Spruce Landscapes (Playing Field Grass cutting Sep.)	£	148.56
20. Norwich Electrical (Annual Emergency Lighting Test)	£	84.60
21. Mrs M. Henson (Cinema Expenses)	£	86.74
22. High Crane (Cleaning Equipment)	£	9.81
23. Veolia ES (UK) Ltd (Trade Waste Collection)	£	47.28
24. Ian Smith Stationers Ltd (New Lectern)	£	132.18
25. Tiscali Broadband	£	36.59

All passed for payment.

11. To receive written report from the Chairman

Mr Hewer confirmed he recently attended a Playing Field meeting. He also attended NALC's AGM held in the Community Centre and welcomed everyone to Poringland. He mentioned the draft proposals for Unitary Local Government in Norfolk and felt a response should be made on behalf of Council. Following a discussion it was agreed a response is sent referring to our earlier letter and Clerk was asked to reiterate the fact that we are part of a very successful strategic partnership working with other local parishes and it is extremely important that whatever changes are made that we keep together as a group.

12. To receive brief verbal County Councillor's Report

No report.

13. To receive brief verbal District Councillor's Report

Mrs Neal reported that a new Chief Executive, Sandra Dinneen, has been appointed and she will join South Norfolk Council at the beginning of November. A new Planning Officer was recently appointed and he has commenced work for the Council.

14. To receive written Amenities Committee Report

No report.

15. To receive written Playing Field Report

Mrs Harrison reported that two quotes have been received for refurbishment of the Pavilion. The Diamond Anniversary Celebration in August was a successful day with over 200 people attending. The certificate in respect of SAFE has been received but it applies only to the body which applied for it. Other Clubs would need to apply for the certificate in their own right.

16. To receive written Drainage Reports

Mr Henson reported he recently attended a Drainage Law and Structure course in Cambridge. Dyno Rod is working in Greenacres Drive and Clearview Drive.

17. To receive written Newsletter Report

No report.

18. To discuss setting up a new Parish Council Website

Information from Trevor Allchin and Business Webpage Limited circulated. It was agreed that the first option outlined by Mr Allchin is the most attractive but Clerk was asked to obtain information concerning Mr Allchin's policy on links with local businesses advertising on the website. It was agreed to make a decision at the next meeting.

19. Local Government and Public Involvement in Health Act – Standards Board Complaints

Email from NALC concerning Part 10 of the above Act amended Part 3 of the Local Government Act 2000. The National Association of Local Councils is currently working with the Standards Board to implement a model compact. To assist in this project they would be pleased to receive views from Parish Councils on three questions. Following a discussion the Clerk was asked to respond in favour of a local determination regime over a national one. It was agreed we are not sufficiently informed about the new determination regime. Finally, it was agreed we are interested in indemnifying members from legal costs arising from defending an allegation in respect of breaching the code but we would like more information.

20. Joint Core Strategy for Broadland, Norwich & South Norfolk – Report from John Henson

Mr Henson circulated copies of a draft response to the document. Following a discussion Clerk was asked to send a letter based on the points outlined by Mr Henson.

21. To discuss the future of the Red Telephone Box

The Clerk confirmed the telephone box in Poringland was listed a number of years ago and repairs are carried out by BT free of charge. It was agreed to take no further action.

There being no further business, the meeting closed at 10.00 p.m.

