

24.06.2009

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 Beard, Mrs Neal, Mr Walker, Mr Ellis, Mr Kudar & Mr Henson.

Also Present: Mrs Milton, Mr Smith, Mr. Rampling & Mr Watkins. Mr Foster attended for item 5 (b) only.

Apologies: Mrs Watkins, Mrs Kereama-Ellis & Mr Overton.

The Chairman welcomed Mr Rampling and Mr White from Poringland Primary School Governing Body and Mr Roger Smith, the recently elected County Councillor for Henstead.

2. To confirm the Minutes of the meeting held on 27th May 2009

Minutes of the meeting held on 27.5.09, having been circulated, following one minor amendment, 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 *The Register of Members' Interests*

Forms were passed to Members for inspection and the Clerk asked for any amendments to be completed and returned to her as soon as possible.

3.2 *Yellow Salt Bin - Highland*

The Clerk confirmed a meeting was held with Mr Allfrey, NCC to discuss the most suitable location for the salt bin. A number of residents attended and explained they did not wish for a bin to be provided. A vote was taken and only one household voted in favour of a salt bin. Mr Henson proposed that no further action is taken, seconded by Mr Walker, agreed.

3.3 *Watercourse adjacent to Poringland Primary School and Springfields*

Email from Shirley Bishop confirming she will meet a resident in order to inspect the ditch and follow up any maintenance work required with those responsible.

3.4 *Open Space to north of Devlin Drive/South of Heath Loke*

Email from Terry Harper informing that all the outstanding work including bund/earthworks, construction of footpaths and re-dress/remediate the grassed areas that are less than ideal will be undertaken immediately. New planting and existing hedge remedial works, together with installation of the equipped play areas will be carried out in the autumn, with the aim that the whole area will then be fully complete come winter and hopefully an early transfer to the Parish could follow shortly.

Mrs Neal raised the question as to when the Parish Council will start looking at future plans for the land and the Chairman confirmed plans will be looked at in detail nearer the time the land is to be handed over.

5. To receive written Community Centre Reports

(b) *Financial Projections – Report from Julian Foster*

Information circulated. Mr Foster outlined details relating to the financial projections and pointed out Column 5 is the important column as it relates to Actual figures at 31.3.09. He confirmed the total income was just under £39,000 and direct expenses £16,000. After taking into account the salary costs that were agreed to apportion to the Community Centre, this left a very small deficit of £267.

Mr Walker pointed out that some of the figures are very different to the figures that have been approved in the 2009 accounts and additional Community Centre costs are being incurred. Mr Walker asked whether the Management Committee is looking at the actual figures against the budget and Mr Ellis confirmed monthly reports are received showing the income and expenditure.

The Chairman thanked Mr Foster for attending the meeting and giving a quarterly update.

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

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

David Rampling, Chair of Governors, Poringland Primary School reported he would like to give an update on the progress with NCC on possible capital development for Poringland Primary School. By 2011 the projected forecast is for 367 pupils and by 2017 this will rise to 491 and the original plan was to modernize the school. The Governors think it is appropriate for Poringland to have one large Primary School but NCC would like to see development of a new school on a site negotiated with Norfolk Homes, but the timing would depend on the progress of the housing development. At the moment the school has a capacity for 320 pupils, there are presently 280 pupils on the role and another 40 in the Nursery. However, the school currently has a falling role, down 40 from six years ago. Also, there are problems with drainage and heating. Mr Rampling informed the purpose of his visit is to seek the Parish Council's views on the proposed development plans in order for those views to be reflected within the development plan. He also wanted to bring to Council's attention the awareness that NCC is considering two schools.

Mr White, Member of the Premises Committee explained the negotiations with Norfolk Homes were for a plot of land which would only sustain a second school, the site would never sustain a single school for the village. The current facilities are very poor and the Governors are working to find the best solution to providing satisfactory infrastructure fit for the 21st Century as quickly as possible. Mr Henson commented that whilst part of the funding would be through a 106 Agreement no match funding would be available.

Mr Rampling agreed to send the Clerk a copy of the information in order for Council to be in a position to discuss the proposals at the September meeting. Clerk to send details to Sara Edwards for discussion at the next meeting of the Strategic Group on 20th July.

5. To receive written Community Centre Reports

(a) Pitkin & Ruddock – Planned Maintenance for Air Conditioning & Ventilation Systems

Further information from Pitkin & Ruddock circulated. Mr Farrimond recommended to the Clerk that the quotation of £271.00 is accepted. Following a discussion Mrs Neal proposed the new quotation as detailed is accepted. Mr Kudar seconded the proposal, agreed.

(c) To consider a Petty Cash Float of £150 for Change Purposes

The Clerk explained the Petty Cash Float is continually running out of change and it would be very useful if another float could be provided. Mr Walker proposed a second float is kept in the safe for change purposes, Mrs Neal seconded the proposal, agreed.

6. To consider Planning Applications Received for Consultation

Mrs Neal confirmed she is no longer a member of the East Area Planning Committee and can once again comment on planning applications received.

1. Norfolk Homes Ltd – Development of land west of The Street (Phase II Area C). Formation of new access onto Devlin Drive, pair of garages detached from plot 113 and minor resiting. Plot 116 (Bronte House Type) and associated garage detached from adjacent dwelling and re-sited, together with the creation of a new garage attached to garage 116. Recommendation refusal. We oppose any further increases in the number of access points.

2. Norfolk Homes Ltd – Development of land west of The Street (Phase II Area C). Change of house type on plots 142, 148 to 154 and creation of new access onto Victory Avenue for new detached garage to south of plot 154. No comments.

3. Norfolk Homes Ltd – Development of land west of The Street (Phase II Area C). Formation of new access onto Devlin Drive for new detached single garage for plot 104, together with minor alterations to reduce size of garage block to rear. Recommendation refusal. This should be refused on road safety grounds. The more exits on to a highway in this area increases the risk of more accidents taking place.

7. To Consider Correspondence

7.1 NALC – Meal with Speakers at Rasputin Restaurant on Monday 20th July 2009

Information circulated. No Members to attend.

7.2 Framingham Earl Parish Council

Donation of £790.00 received from Framingham Earl P.C. towards the Community Centre. The Clerk confirmed a letter of thanks has been sent.

8. To review the honorarium paid to the Internal Auditor

The Clerk reported that a VAT inspection will be carried out on 3.7.09. Internal Audit Report for year ended 31.3.09 circulated, together with a report relating to the previous year's audit. The Chairman thanked the RFO and Clerk for their hard work in preparing for Internal Audit. The Clerk confirmed the only matter raised by Mr Harrod was the fact we are getting near the de-minimus limit for reclaiming VAT. Clerk and RFO to check the de-minimus limit. Mr Henson proposed an honorarium of £100 is paid to Mr Harrod, seconded by Mr Ellis, agreed.

9. To receive report from the Community Centre Management Committee

Minutes of the meeting held on 8.4.09 were circulated.

(a) Recommendation from the Committee that the Quotation from TDP Builders Ltd is accepted for work on Fire Exit Doors

Quotation not yet ready. To be discussed as soon as a price has been received.

(b) Recommendation that a Quotation is accepted for garden maintenance during the summer months

Two quotations received for Community Centre garden maintenance as follows:- Mr Wilkinson £680.00 and Spruce Landscapes £200 + VAT. The Clerk confirmed she asked Trevor Spruce for a verbal quote to tidy the area around the bronze sculptures as complaints have been received because of the weeds and general untidiness of the area. Mr Spruce confirmed this work would cost £30.00. Mr Walker proposed the quotations from Mr Spruce are accepted, seconded by Mr Kudar, agreed.

Mrs Neal reported that she has received complaints because motorbikes are being ridden round the Community Centre site and over the grassed areas. Clerk was asked to report this matter to the Police.

The Clerk outlined details of the meeting held on 3.6.09 with residents. She confirmed that Kate Piotrowski, South Norfolk Council's Environment Protection Officer visited the Centre on 23.6.09 and visited a few of the residents with the Clerk. Kate suggested a few ways to help improve noise levels, including designating a No Smoking area outside the Parish office. She agreed to arrange for a Fire Officer to visit the premises to check whether the rear door can be kept locked during events.

10. To receive Amended Insurance Details

Updated schedule circulated.

11. To Pass Accounts for Payment

1. Spruce Landscapes (Maintenance to 30.6.09)	£	564.76
2. Mrs C. Milton (Petty Cash)	£	65.75
3. Tiscali (Broadband)	£	32.67
4. Veolia (Trade Waste Collection)	£	53.22
5. Dorset Film Touring (Cinema Film)	£	268.40
6. Spruce Landscapes (P/Field Maintenance)	£	163.46
7. Spruce Landscapes (Community Centre Maintenance)	£	166.75
8. South Norfolk Council (Rates)	£	434.00
9. NCC (SAFE)	£	30.00
10. Barclaycard (Bar Stock)	£	1,440.02
11. Norse Commercial Services Ltd (Grasscutting)	£	1,633.00
12. Ian Smith (Stationery) Ltd	£	132.91
13. Mr N. Harrod (Internal Audit)	£	100.00

14. Hugh Crane (C.Centre Cleaning Supplies)	£	68.30
15. TDP Builders (C.Centre Maintenance)	£	40.25
16. British Gas Business (Electricity)	£	408.12
17. Norse Commercial Services (Grasscutting Playing Field)	£	519.69
18. Norse Commercial Services (Grasscutting Open Spaces)	£	332.12
19. ESPO (Gas)	£	128.89
20. Hygiene Bar Limited (Bar Stock)	£	229.68
21. Zurich Insurance Ltd (Additional Premium)	£	303.87
22. Mrs C Milton (Petty Cash)	£	58.72

All passed for payment.

12. To receive written report from the Chairman

The Chairman reported that he has been on holiday and there is very little to report.

13. To receive brief verbal County Councillor's Report

Mr Smith was welcomed as our newly elected County Councillor and invited to join Members at the table. He outlined a brief report and confirmed that 48% of the population living in this area voted. There are 84 County Councillors and only 16 of them are female. Mr Smith confirmed he is responsible for 10 parishes, the Council has a cabinet system and Daniel Cox remains as Leader. Mr Smith explained he is a trustee of Whitlingham Park and asked Council to let him know if we have any views on the way it is run. The County Council has a new telephone number and it is 03448008020.

The Clerk mentioned that complaints have been received because the grass cutting work is not being carried out by NCC or their Contractors and Mr Smith agreed to investigate.

14. To receive brief verbal District Councillor's Report

Mrs Neal reported there has been a re-shuffle at District Council and the East Area Planning Committee has been moved to South Norfolk House to save on costs.

15. To receive written Amenities Committee Report – Including recommendations from the Committee meeting held on 11.6.09

Mr Ellis outlined details relating to the meeting held on 11.6.09. He explained that a copy of the Rules and Regulations will be given by the Funeral Director to families at the time a burial plot is booked. The Committee agreed to recommend that a note is added to Regulation number 2 in order to draw attention to Regulation number 8. Finally, the Committee proposed the Fees and Charges are not increased this year, but reviewed again in 12 months time.

Mr Henson proposed all the recommendations are approved, seconded by Mr Walker, agreed.

16. To receive written Playing Field Report

(a) To discuss the Report from John Overton

Mr Henson pointed out he felt the word insane being used in the report was a little insensitive and he would have preferred the phrase misjudged used instead. This was agreed. Following a discussion it was agreed the report should be discussed by the Playing Field Committee at their next meeting.

17. To receive written Drainage Reports

Mr Henson reported that Dyno Rod is working on Elizabeth Road and surveying Hadden Close. Work on the site next to the Chemist shop has been stopped by the District Council following a telephone call from the Clerk because no surface water arrangements had been put in place.

18. To receive written Newsletter Report

No report.

19. To discuss the cost of Parish & Town Dog Bin Emptying

Email from Kelly Lunness circulated. Because of the cost involved in emptying the bins three times a

week, it was agreed to accept the reduction in service to twice a week. Clerk to monitor the situation.

20. To consider a suitable location for a seat along the B1332

Following a discussion Mr Walker suggested that the Trustees of the Village Hall are approached to see whether a seat could be placed on the forecourt as a public spirited gesture. This was agreed.

There being no further business, the meeting closed at 9.25 p.m.