

25.03.2009

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, Mr Henson & Mr Walker. Mrs Neal & Mr Overton arrived later during the meeting.

Also Present: Mrs Milton. Mr Gudgeon arrived later during the meeting.

Apologies: Mrs Kereama-Ellis, Mrs Watkins, Mr Ellis, Mr Kudar & Mr Hemming.

2. To confirm the Minutes of the meeting held on 25th February 2009

Minutes of the meeting held on 25.2.09, 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 Community Speed Watch Scheme – Suggestion that Poringland & Stoke Holy Cross work together in order to proceed

Still waiting for a response from Stoke Holy Cross Parish Council.

3.2 Donations

Letters of thanks received from The Matthew Project, East Anglian Air Ambulance and CAB.

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

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

No matters were brought to Council's attention.

5. To receive written Community Centre Reports

(a) *Philip Pank & Partners Final Valuation No. 14*

Information circulated.

(b) *TCA Design Associates Limited – Final Certificate*

Final Certificate IC/ICD circulated.

(c) *Staff Matters*

Caretaker

Letter from Lisa Gooderham explaining she often works additional hours at the Centre without taking one day off a week. She would like to request one day off each week and she is prepared to be as flexible as possible to accommodate Centre bookings. The Clerk explained the relief Caretaker would be prepared to cover for Ms. Gooderham. This was agreed.

Bus Shelter Cleaner

The Clerk reported that Mr Spruce telephoned her to hand in his notice. He has been cleaning the Fiveways bus shelter for 50 years and unfortunately is having to retire due to ill health. Mr Henson proposed a Scroll is presented to Mr Spruce to mark his loyal service to the Council, seconded by Mr Walker, agreed. The Clerk explained that Ms. Hazell the relief Caretaker has expressed an interest in taking on the duties. Mr Henson proposed that Ms. Hazell is paid one hour per week to clean the shelter on three 20 minute occasions during the week. Salary to be in accordance with Caretaker's rate of pay. Mr Walker seconded the proposal. Agreed. Clerk to monitor the situation over the next three months.

6. To consider Planning Applications Received for Consultation

1. Mr J. Matsell – 7 Stoke Road – Single storey rear extension and first floor ensuite. Recommendation refusal. There will be significant loss of amenity to the neighbour on the north side. We are concerned about the Music room and if loud music is being played there should be a condition that no drums or amplified music is allowed with doors and windows open. The plans make no statement about disposal of rainwater and we would expect satisfactory plans in place before the application is approved.

2. Mr M Blackham, Cresta Lodge, Bungay Road – Erection of porch to rear. No comments.
3. Mrs M Elliott, 2 Brooks Meadow – Single storey rear extension off existing kitchen and garage. No comments.

Permission Granted

1. Garden adjacent to 53 Norwich Road – Erection of new dwelling.
2. 109 The Street – Change of use from A2 to A5.

7. To Consider Correspondence

7.1 Norfolk Parishes Training Partnership – The Planning Portal – 27.4.09

Details to be circulated by email.

7.2 South Norfolk Alliance

Information circulated.

7.3 The Five+

Email from a parishioner circulated. Following a discussion the Clerk was asked to reply pointing out the telephone numbers of the Editorial team are printed on the front page of each edition. Clerk to express Council's full support for the Editor and Staff of The Five+. Regarding meetings of the Strategic Group, it was agreed that future meetings should be advertised by all parishes. Clerk was asked to place details of the next meeting on the website.

7.4 Dog Bin on Burgate Lane

Email from Kate Jackson, Clerk to Framingham Earl PC confirming they have had no interest in obtaining a dog bin for Burgate Lane and it was agreed to pursue this further when an interest is shown. The Clerk confirmed two objections have been received to siting a dog bin on Burgate Lane and it was agreed to take no further action at present.

7.5 Norse Commercial Services

Letter confirming that as from 6.4.09 Norfolk County Services will become part of the Norse Group, a leading provider of Facilities Management and Property Services.

7.6 Boundary Committee – Further Draft Proposals for Norfolk

The Chairman confirmed the Boundary Committee has published further draft proposals for new unitary local government arrangements in Norfolk and is asking for people in the county to give their views. It was agreed that any replies should be sent individually.

8. To consider the way forward for the adoption of the main part of Hillside

The Clerk confirmed a meeting has been held and a full report is being compiled by Saffron Housing. Agenda item next meeting.

9. To receive reports relating to the Library

Credit note received from NCC for £8,924.13. Clerk was asked to write a letter of thanks to Mike Harris.

10. To receive report from the Community Centre Management Committee

Request from Mrs Henson for the £1,500 grant ring fenced as a float for the Cinema from the FAT, to be earmarked in the Council's accounts as a reserve for any future losses if needed. Mrs Harrison proposed this sum is allocated as requested, seconded by Mr Walker, agreed.

The Chairman confirmed that the Community Centre electricity supply will be cut off on 4.4.09 and a generator will be hired to enable the Craft Fair to take place. Following the involvement of Richard Bacon M.P. EDF Energy has agreed to contribute towards the cost.

11. To receive Insurance Renewal Details

Part D – Money - It was agreed to increase parts 1, 2(a), (b), (c), (i) and (ii) to £2,500.00. Clerk was asked to find out the definition between Members, Employees and Volunteers in the Policy.

12. To Pass Accounts for Payment

1. Spruce Landscapes (Maintenance to 31.3.09)	£	533.14
2. Norfolk Pension Fund (Superannuation)	£	636.29
3. Mrs C. Milton (Extra hours worked)	£	107.23
4. Tiscali (Broadband)	£	33.82
5. Veolia (Trade Waste Collection)	£	46.28
6. Dorset Film Touring (Cinema Film)	£	272.25
7. Spruce Landscapes (Maintenance)	£	20.70
8. Norwich City Council (Village Pond)	£	310.50
9. Simnick Supplies (Bar Stock)	£	20.60
10. Mrs C. Milton (Petty Cash)	£	106.65
11. Barclaycard (Bar Stock)	£	884.59
12. Anglian Water (Cemetery Water Rates)	£	15.65
13. Anglian Water (Community Centre Water Rates)	£	156.48
14. Ian Smith (Stationery) Ltd	£	186.30
15. Hedley & Ellis Ltd (Light Bulbs)	£	11.01
16. Ms. L. Gooderham (Cleaning Materials)	£	20.00
17. Zurich Municipal (Insurance Premium)	£	7,579.30
18. South Norfolk Council (Dog Bin Emptying Charge)	£	303.95
19. A1 Ironwork (Play Area Gate Repair)	£	333.50
20. R. G. Carter (Community Centre Building Final Invoice)	£	37,068.00
21. Philip Pank & Partners (Quantity Surveyor Fees)	£	3,105.00
22. Custom Group Ltd (Blinds)	£	12,630.90
23. TCA Design Associates Ltd (Architect Fees for Air Cond.)	£	224.25
24. Mrs S. Edwards (Salary)	£	41.72
25. HM Revenue & Customs (N/I & Tax)	£	2,316.15
26. Pitkin & Ruddock (Air Conditioning)	£	16,859.00
27. Norfolk ALC (Hiring Refund)	£	40.00
28. British Gas Business (Electricity)	£	215.64

All passed for payment.

At this point Mrs Neal and Mr Overton joined the meeting.

13. To receive written report from the Chairman

The Chairman reported a very successful first meeting of the Community First Responder Group was held in the Community Centre. A grant of £1,500 has been promised from the Lions Club for a defibrillator. An application for additional finance to meet hiring costs and other necessary equipment will shortly be submitted to SNC.

14. To receive brief verbal County Councillor's Report

No report.

15. To receive brief verbal District Councillors' Report

Mr Overton reported details relating to the SNAP meeting held earlier in the evening. The Police SNT carried out 44 high visibility patrols in the area of Brooke Meadow Way. Nine incidents of anti-social behaviour have been reported and one person living in Trafalgar Square has been evicted. For the next four months members of Poringland SNT and partners will take action to address: Parking issues in the vicinity of Stoke Holy Cross School at closing time. Under-age drinking, the purchase and consumption of alcohol by persons under age.

Mrs Neal confirmed she has contacted a teacher at Framingham Earl High School in order to try to get in touch with youngsters who feel they do not want to join any Clubs or play sport.

16. To receive written Amenities Committee Report

Quotation from Spruce Landscapes for £520.00 plus VAT to supply and apply weed feed and moss killer in a granular form at the Cemetery. Mrs Beard proposed the work is carried out, seconded by Mr Henson, agreed.

17. To receive written Playing Field Report – John Overton to comment on meeting held on 10.3.09

Mrs Harrison reported the refurbishment of the Pavilion was discussed and grant application information presented. The priority lies with the refurbishment of the ladies toilet and the instigation of a disabled facility. Grant received from the Grassroots organisation, together with a donation from the Sand and Gravel Charity, to enable the Committee to purchase a new climbing frame.

Mr Overton explained that he suggested the Pavilion be leased to the football club and they would take on responsibility for the overall remedial work and the Committee Members present were in general agreement. However, Mrs Garton reminded the Committee that a similar proposal had been forwarded in 1994 and this encountered legal difficulties as it is in breach of the Trust. The full refurbishment plans will cost between £19,000 and £30,000 and even if grant aid is successful, the outlay will never be recuperated from the limited use. Use of the Pavilion is unlikely to be enhanced by any other user than the football club.

Following a discussion the Clerk was asked to write to Mr Oelrichs, the Solicitor at Greenland Houchen who has acted on behalf of the Playing Field for many years, to find out if the original documentation is still held by them. Clerk also to check all documents held on file in the office. It was agreed that once all information has been received a separate meeting is held to discuss the way forward.

The Chairman informed that the Community Centre Management Committee would like to place a half page advertisement in the Fete booklet promoting the Centre at a cost of £65. Mr Walker proposed permission is given, seconded by Mrs Harrison, agreed.

18. To receive written Drainage Reports

No report.

19. To receive written Newsletter Report

No report.

20. To consider Gypsy and Traveller Development Plan Document: next consultation

Information circulated. It was agreed that no comments are forwarded.

21. Joint Core Strategy for Broadland, Norwich and South Norfolk – Public Consultation

Mr Hewer outlined details relating to the document. It was agreed to send no comments.

There being no further business, the meeting closed at 9.20 p.m.

