

**25.06.2008**

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 Beard, Mrs Neal, Mrs Watkins, Mrs Ellis, Mr Overton, Mr Ellis, Mr Henson, Mr Walker, Mr Kudar. Also Present: Mrs Milton & Mr Farrimond.

**Apologies:** Mrs Harrison and Mr Hemming.

#### Air Conditioning Units

The Chairman introduced Mr Hunnisett, Managing Director, Beeline Air Conditioning who outlined proposals for a system to include a total of 8 indoor air handlers; wall mounted above the partition walls. All eight outdoor units would be sited on the flat roof and interconnecting piping and wiring services would be concealed inside white plastic trunking. A few questions were asked and Mr Hunnisett was thanked for attending.

Mr Farrimond expressed his concern that the opportunity had been missed to ask technical questions about the specification for the units. The Chairman pointed out that everybody, including Mr Farrimond, had been given the opportunity to put questions to Mr Hunnisett and relevant points should have been raised whilst he was present. It was an open discussion and no restrictions were placed on anyone asking questions.

Mr Kudar mentioned that his understanding from the last meeting was that Mr Farrimond was going to compile a report for the meeting and he wondered if that had been done. Mr Farrimond explained that whilst the proposals are very sound there are some significant questions to be discussed by Council before an agreement is reached. Mr Hewer confirmed a representative from Cool As Ice will attend later during the meeting.

### **2. To confirm the Minutes of the meeting held on 28<sup>th</sup> May 2008**

Minutes of the last meeting held on 28.05.08, having been circulated, following two amendments, were approved and signed as a correct record.

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

There were no matters arising from the Minutes.

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

No matters were raised.

### **5. To receive written Community Centre Reports**

#### *(a) Air Conditioning Units for the Main Hall*

The Chairman confirmed that Planning Permission is required to install air conditioning units. Mr Farrimond agreed to provide a report on the technical information for the next meeting. Mr Henson proposed that Mr Farrimond is asked to approach each of the Contractors on our behalf on a technical basis in order to discuss full specification details. Mr Kudar seconded the proposal, agreed.

#### *(b) Fire Control Panel*

Letter from Duncan Potter confirming the Police Fire Control Panel is included as part of the works in the 'Agreement for Lease' in the mechanical and electrical plan 05.004/15. It is therefore included in the tender sum capital cost for the works and the Police should not pay any extra cost for this item. The Clerk was asked to obtain guidance from our Solicitor.

*(c) Car Park Surface*

Mr Overton referred to the email from TCA confirming their acceptance of machine laid bitumen macadam binder course without reference to Council and he confirmed he disagreed with their decision. He pointed out the Library Contractors caused isolated pockets of damage to the car park and Mr John Walker confirmed at the time that repairs would be carried out before the Contractors left the site. When Messrs. Ennstone arrived to do the work they discovered the road construction was not as specified, therefore no repairs were undertaken. Mr Overton proposed the Contractors should be asked to carry out the necessary repairs in accordance with the specification as laid down. Mrs Kereama-Ellis seconded the proposal, agreed.

Mr Overton raised the question whether Council is going to leave the car park surface as it is or whether this issue is going to be addressed. An approved specification was changed without reference to Council. Following a discussion Mr Ellis proposed a letter is sent to TCA Design asking for a reply within the next 14 days giving a full explanation as to why the specification was changed. Mr Walker seconded the proposal, agreed. It was agreed that if a response is not received within this time limit, legal action should be taken.

*(d) Sinks*

Email from Simon Cram addressed to TCA Design informing the sinks fitted in the Community Centre public areas must have suffered wilful or accidental damage and should be viewed as an insurance issue for the Parish Council. Reply from Mr Overton pointing out the problems with the basins was due to a fixing problem. The Clerk was asked to reiterate the comments made by Mr Overton, pointing out the Contractors are totally responsible for dealing with this matter.

*(e) Concrete Bollards*

Quotation from Spruce Landscapes for £295.00 plus VAT to install four concrete bollards to the rear of the Community Centre to stop the grassed area being used as a ramp. Mr Henson proposed the quote is accepted, seconded by Mrs Watkins, agreed.

*(f) Dyno Rod – Donation of £3,000 to Poringland Community Centre Cinema*

Letter from Dyno Rod enclosing their preferred wording for the plaque. This was approved.

The Clerk confirmed two quotes were obtained in respect of the Cinema equipment as follows:- Trevor Allchin Technical Services £4,067.50 (including set-up and back up) and Snelling Business Systems £5,500.00 (including set-up only). Under best value rules Trevor Allchin was chosen. Mrs Neal proposed a cheque made payable to Trevor Allchin for £3,500 towards the equipment is approved, Mr Overton seconded the proposal, agreed.

*(g) South Norfolk Council Design Awards 2008*

On behalf of TCA Design Associates, Josias Gonzalez has asked for permission to nominate the Community Centre and they will liaise with NCC in respect of the library. Mr Walker prop. permission is granted, sec. by Mr Henson, agreed.

*Air Conditioning Units*

Mr Tony Calver, Managing Director, Cool As Ice explained their proposals to install five ducted air handling units above the ceiling in the corridor areas and grilles installed on the acoustic panels to allow ducting onto the hall area and five outdoor units. The return air would be either at low level through the block work or again back through the acoustic panels via a separate grille and each area would have its own control. A few questions were asked and Mr Calver was thanked for attending.

**6. To consider Planning Applications Received for Consultation**

*Applications Received*

1. Mr B Hayes, 15 The Ramblers – Erection of a single storey rear extension. Recommendation approval.

2. Mr L. Deeley, Porch House, Bungay Road – Retrospective application for the erection of a fence. Mrs Watkins proposed Council's recommendation is approval subject to the changes as proposed by the Conservation Officer. Mr Walker seconded the proposal, 8 Members voted in favour, 1 against. Carried.
3. Mrs L. Lawton, 22 Cawstons Meadow – Remove existing conservatory and replace with extension to kitchen area. Recommendation approval.
4. Mr G. Clarke – Plots 43-45 Howe Lane – Proposed erection of 2 dwellings. Recommendation approval.

#### *Permission Granted*

1. 9 Green Fall – Conversion of existing garage into bedroom and en-suite plus kitchen extension. Existing flat roof over garage changed to pitched roof.

#### *Permission Refused*

1. Finch House, Dove Lane – Proposed extensions and alterations.
2. 10 Saxonfields – Proposed extension over garage and porch to provide bedroom and loft room.

### **7. To Consider Correspondence**

#### *7.1. The Future of Norfolk Open Link at Poringland Community Centre*

Letter from SNC confirming the pilot project is due to come to a natural conclusion on 30<sup>th</sup> June when the service will cease to operate. Options beyond June 2008 – **Option 1** : Leave the existing equipment in place whilst waiting on any new services through existing equipment. This is unlikely to result in continuity of service. **Option 2** : Arrange to have equipment removed and make alternative arrangements for Internet access as required. Option 1 was agreed. The Clerk advised that Wireless Broadband can still be accessed via the Parish Office.

The Clerk's lone working situation was discussed and Mr Henson proposed the Community Centre is kept locked when the Clerk is alone in the building and all access appointments are made via telephone. Mr Ellis seconded the proposal, agreed. Mrs Kereama-Ellis offered to look into the possibility of Lifeline equipment being installed and this was agreed.

#### *7.2 NCAPTC Summer Conference 22.7.08 – 9.30 am – 15.15 pm – Norwich City Football Ground*

Mrs Beard proposed the Clerk attends the Conference at a cost of £40 per delegate. Mrs Watkins seconded the proposal, agreed.

#### *7.3 Poringland & Framingham Earl Churches Together – Funding for the Youth Worker*

Letter from the above circulated. Following a discussion it was agreed we are unable to financially support this work on a regular basis. Clerk was asked to mention the notice in The Five confirming applications are invited by 30.9.08 for youth projects. Clerk to express Council's disappointment at the tone of the letter because youth work has been financially supported by Council for a number of years.

#### *7.4 Hard Play Area*

Further letter from a resident concerning the above area. It was agreed to note the comments.

#### *7.5 NRCC AGM – 16.7.08 – Mileham Village Hall*

No Members to attend.

#### *7.6 Community Woodland*

Letter from Norfolk Homes enclosing a letter from a parishioner with a request for a park bench in the community woodland. Clerk was asked to reply to the parishioner confirming his request will be given consideration in the future.

### 7.7 Oak Tree – Blackthorn Way

Letter from Norfolk Homes enclosing a letter from a resident in Blackthorn Way who is concerned about a tree that is overhanging her property. The Clerk confirmed the Tree Warden and Landscape Officer have been asked to look at the tree in question. Clerk was asked to write to the resident confirming that once the tree has been inspected we will contact her.

### 8. To receive reports relating to the library building

The Clerk confirmed an invoice for the Pumping Unit for £8,924.13 has been received. It was agreed the invoice is passed to H. Bullen & Son Limited for payment and a letter is sent to NCC informing of our actions.

### Cycle Stands

Email from John Walker circulated. The Clerk was asked to forward details to Duncan Potter, asking him to liaise with John Walker and keep Council informed of the preferred location for the cycle stands.

### 9. To receive report from the Community Centre Management Committee

Minutes circulated. The Chairman confirmed the Committee will be assisting at the Fete and a wedding package is being planned.

### 10. To Pass Accounts for Payment

1. Spruce Landscapes (Maintenance Contract to 30.6.08)	£	544.73
2. Mrs C Milton (Petty Cash)	£	89.67
3. Tiscali Broadband (Telephone & Broadband)	£	32.10
4. British Gas Business (Gas A/C)	£	621.54
5. Jon Andrews (Window Cleaning)	£	72.00
6. BT Payment Services (Bar Telephone)	£	50.80
7. City Care (Cemetery Trade Waste Collection)	£	59.10
8. NCC (S.A.F.E. Information)	£	30.00
9. Signs Express (Community Centre Signs)	£	256.03
10. Ali Systems Ltd (Window Repair)	£	344.93
11. Trevor Allchin Technical Services (Cinema Equipment)	£	3,500.00
12. Norfolk Pension Fund (Superannuation)	£	599.99
13. Anglian Water (Water Rates for Cemetery)	£	27.28
14. Andrews Sykes (Hire of Air Conditioning Unit)	£	152.74
15. Dragon Security (Security Signs)	£	164.50
16. Ian Smith (Stationery)	£	168.55
17. NCS (Grass cutting)	£	817.98
18. NCAPTC (Conference Fees)	£	40.00
19. British Gas Business (Electricity Account)	£	97.73
20. NCS (Grounds maintenance pitch work)	£	775.50
21. Spruce Landscapes (Playing Field Maintenance)	£	148.56
22. Spruce Landscapes (Community Centre Maintenance)	£	166.18
23. Spruce Landscapes (Level Graves)	£	50.53

All passed for payment.

### 11. To receive written Report from the Chairman

Mr Hewer confirmed that June has been a fairly quiet month.

### 12. To receive brief verbal County Councillor's Report

No report.

### 13. To receive brief verbal District Councillors' Reports

Mr Overton reported the electronic chips in the wheelie bins have been deactivated. A decision will be made on 7<sup>th</sup> July by the Boundary Committee about proposals for Unitary local government.

The Clerk mentioned that Planning Applications are taking longer to be sent from SNC and there seems to be a back log. Mr Overton proposed a letter is sent to the Chief Executive expressing our concern. Mr Walker seconded the proposal, agreed.

Mrs Neal reported on the removal of several public phone boxes in South Norfolk.

**14. To receive written Amenities Committee Report**

Mrs Kereama-Ellis confirmed the Clerk contacted Zurich Municipal recently for advice regarding whether to place a 'Deep Water' sign in the Leisure Garden near the pond. The Clerk confirmed the advice given was that it would be helpful to warn the public of any potential danger. Following a discussion Mrs Watkins proposed an appropriate sign is erected, Mr Walker seconded the proposal, agreed. Clerk was asked to obtain quotations.

**15. To receive written Playing Field Report**

The Clerk reported the rubber crumb safety surface under the play equipment has once again been vandalised.

**16. To receive written Drainage Reports**

Mr Henson reported SNC is looking at possibilities in order to improve the drainage along Cawstons Meadow and Romany Walk. One proposal looked at diverting part of the water entering the system into a new drain through Cawstons Meadow to discharge into the open ditch adjacent to the Playing Field. In order to prevent transferring the flooding problem elsewhere it was necessary to consider providing additional storage by means of a berm or balancing pond within the open space area of the Playing Field. However, the fall in level from the northern boundary to The Footpath was considered too great to facilitate the proposals.

Dyno Rod is actively working in Church Close to replace the pitch fibre pipes but the Halifax is adamantly refusing to meet any claims.

**17. To receive written Newsletter Report**

No report.

**18. To decide on the type of Display Cabinet to purchase – Report from John Henson**

Mr Henson reported he visited the Showroom as agreed at the last meeting and his opinion is that the wooden cabinet would not be suitable. He recommended to Council that an aluminium unit is purchased. Clerk to circulate details for a decision to be reached at the next meeting.

**19. Safer Activities for Everyone (Child Protection Policy)**

Information circulated. Mrs Neal agreed to attend a training course in the autumn. It was agreed that details are reported to the Management Committee meeting.

There being no further business, the meeting closed at 9.50 p.m.

