

25.02.2009

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 Watkins, Mr Henson, Mr Kudar, Mr Walker, Mr Overton & Mr Ellis.

Also Present: Mrs Milton, Mrs Barnes, Mr Farrimond, Mr Harris, Mr Foster and two parishioners.

Apologies: Mrs Kereama-Ellis, Mrs Neal & Mr Hemming.

Mr Henson proposed that a card is sent to Mrs Neal, sending her our best wishes as she is very unwell at the moment. Mr Ellis seconded the proposal, agreed.

Mr Hewer thanked Council on a personal level for all the support shown to him during his recent ill health.

Mr Harris was welcomed to the meeting by the Chairman.

2. To confirm the Minutes of the meeting held on 28th January 2009

Minutes of the meeting held on 28.1.09, 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 *illuminated Speed Signs – Stoke Road*

The Clerk confirmed illuminated speed signs are only placed at a location for a couple of weeks in order for the Police to check the speed of traffic.

3.2 *Community Speed Watch Scheme – Suggestion that Poringland & Stoke Holy Cross work together in order to proceed*

Awaiting a reply from Stoke Holy Cross Parish Council.

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 explained that he has been trying to find out the way forward for adoption of the main part of Hillside. Highways informed him that a formal application must be submitted by the Parish Council. The road is currently the responsibility of Saffron Housing and a meeting will be held on 26.2.09. The Clerk was asked to contact South Norfolk Council to find out the background to the situation in order for full details to be discussed as an agenda item at the next meeting.

Mr Austin, 79 Cawstons Meadow mentioned details relating to his planning application.

5. To receive written Community Centre Reports

(a) *Final Account*

Letter from Mr Harris circulated. Mr Harris explained that he is proposing a final account total of £969,402 and Bullens have verbally agreed to this figure. This sum represents a full and final settlement to Bullens, but does not absolve them from their contractual responsibilities to correct any latent defects for a period of six years from completion. The figure also includes £4,500 as a contribution to the contentious/disputed items. Bullens draft account figure was £1,016,013.88 which Mr Harris confirmed he disagreed with. Following a discussion Mr Overton proposed the recommendation from Mr Harris of £969,402 as a final account settlement is approved. Mr Henson seconded the proposal, unanimous.

Mr Overton proposed a letter is sent to Mr Harris thanking him on behalf of Council for steering the building project through to a satisfactory conclusion without involving Council in any additional costs to Philip Pank & Partners. Mr Henson seconded the proposal, agreed. Mr Hewer thanked Mr Harris for attending the meeting.

(b) To report on the installation of Air Conditioning

Mr Farrimond confirmed the mechanical installation is finished, the fresh air system has been installed and the building work is complete. The electrical work will be carried out next week. Mr Overton asked whether the monitoring device test results were satisfactory to install the additional load and Mr Farrimond confirmed the system is still well within the limits.

(c) Blinds – The blinds are currently being installed. Mr Henson explained funds are available to fit roller blinds to the vision panels in the main hall doors and a quote has been received from Custom Blinds for £449.04. The Chairman asked the Clerk to check that the blinds are fire retardant. Mrs Beard proposed that providing the blinds meet Fire Safety regulations that an order is placed. Mr Walker seconded the proposal. Agreed.

(d) VAT 126 Claims

Letter from H M Revenue & Customs circulated for information.

(e) Certificate of Making Good

Certificate circulated.

(f) Community Centre Business Plan – Presentation by Julian Foster

Copy of the financial projections circulated. Mr Foster explained his report is based on attempts to monitor and forecast the financial performance of the Community Centre in its early months. A few questions were asked and Mr Foster and the RFO answered accordingly. The Chairman thanked Mr Foster and the RFO for all their work in producing the report. He confirmed the Centre will benefit greatly from the installation of air conditioning and blinds. The bar is generating more income and he thanked Mr Overton for all his hard work.

Mr Henson observed that he believed the Parish Council is paying less towards the Community Centre than the Playing Field and perhaps we should be looking at the Playing Field finances more than the Community Centre. Mrs Beard felt the two cannot be compared because they are totally different. Mr Henson explained there are grant funds potentially available and are open to be bid for, to pay for a 2 year contract for a Development Officer. Mr Hewer asked for full details.

Mrs Watkins confirmed that she found the financial projections extremely helpful and asked if a report could be produced on a regular basis. Mr Foster confirmed he is willing to produce a report for the Management Committee on a quarterly basis and details can be reported to the following Parish Council meeting. Following a discussion Mr Walker proposed the report is received on a quarterly basis, seconded by Mrs Harrison, all in favour.

(g) To discuss Profit and Loss Accounting

Reports from Mr Kudar and the RFO circulated. Mr Kudar explained that when he put his suggestions together he was unaware of the report being prepared by Mr Foster and a quarterly report is the sensible way forward. However, he felt the payroll figures in respect of the Community Centre are very important and should be included. The RFO explained this would be one of the most difficult things to include. Mr Kudar explained he is trying to get an accurate assessment and staff costs should be reflected in the running of the Community Centre. Mr Henson pointed out that staff costs were set at the budget meeting and we cannot agree to increase the RFO's time in order to provide the figures as suggested. Mr Ellis agreed with Mr Henson's view. Mr Henson added that expenditure relating to the use of the Parish Office within the Centre is not included in the financial projections. Mr Walker explained we could balance office costs against staff costs - one against the other. Agreed.

(h) To discuss the possibility of a Working Budget for the Management Committee Social Group

Mr Overton explained that following the above request from the Social Group, they all decided to resign from the Management Committee because they found it difficult to work within the financial constraints of the Parish Council.

6. To consider Planning Applications Received for Consultation

1. Mr R Austin, 79 Cawstons Meadow – Construction of conservatory and extension of existing close boarded fencing by the addition of one concrete post and one fence panel. No comments.
2. Mr M Newton, 2A Stoke Road – Amendment to approval (2008/2237) – Increased width to side extension. No comments.
3. The Magic Pot, 109 The Street – Amended application – Change of use from A2 to A5. No comments.
4. Mr & Mrs Buchanan, 9 Highgrove Court – Two storey extension and conservatory to rear of existing property. Recommendation refusal. There is no information regarding adequate drainage/rainwater run off provision or evidence it will not compromise existing soakaways provided. The impact on No. 11 Highgrove Court would be detrimental due to the height and extent of the planned extension, causing significant loss of light to their property. The statement quotes the property number as 8 when it is in fact 9. This error is repeated on all 4 shading plans. This statement is in itself confusing and it is difficult to make judgements using the information given.

Permission Granted

1. Finch House, Dove Lane – Two storey side and rear extensions with garaging and alterations to dwelling.
2. 11 Carr Lane – Construction of a double garage, ground floor extension and loft conversion.

Tree Preservation Order 2008 No. 2: Oak Tree at 2A Stoke Road

No sustainable objections or comments have been received in connection with this Order, therefore it has been confirmed.

7. To Consider Correspondence

7.1 Consultation on guidance note on assessing the landscape and visual impact of large wind turbine proposals in South Norfolk

Details circulated. Following a discussion it was agreed that no comments are forwarded.

7.2 NALC – The Gold Summit – Our New Rural Economy

Information circulated.

7.3 NALC – The Green Summit – A Localist Green Agenda

Information circulated.

7.4 SAFE – Safeguarding Children Programme

Letter from Norfolk Local Safeguarding Children Board confirming that Poringland Parish Council has successfully met the SAFE standards as set by the Local Safeguarding Children Board. Certificate enclosed to display in the Community Centre.

8. To receive reports relating to the Library

Letter from John Walker, Capital Projects Manager confirming the total costs for the installation of direction signs to the Police, Community Centre and Library is £718.37 plus VAT of which we agreed to make a one third contribution, which amounts to £239.46 plus VAT.

9. To receive report from the Community Centre Management Committee

(a) Request to approve quotation of £150.00 for Banner

Mrs Beard proposed the quotation of £150.00 from Weatherill Brothers Ltd is approved. Mrs Harrison seconded the proposal, all in favour.

10. To Pass Accounts for Payment

Under Section 137 of the Local Government Act 1972 Mrs Beard proposed £50 donations are sent to the Air Ambulance and the Matthew Project. Mrs Beard proposed £50 is donated to the CAB. Mr Walker seconded the proposals, all in agreement.

Mr Henson Declared an Interest in the payments relating to the Cinema.

1. Spruce Landscapes (Maintenance to 28.2.09)	£	533.14
2. Norfolk Pension Fund (Superannuation)	£	614.68
3. Mrs C. Milton (Extra hours worked)	£	221.24
4. Tiscali (Broadband)	£	35.39
5. South Norfolk Council (Rates 08/09)	£	689.00
6. Veolia (Trade Waste Collection)	£	46.28
7. Dorset Film Touring (Cinema Film)	£	415.40
8. Dorset Film Touring (Cinema Film)	£	10.10
9. Spruce Landscapes (Maintenance)	£	57.50
10. South Norfolk Council (Leaflets)	£	16.04
11. Norwich Electrical (Maintenance)	£	27.61
12. Norfolk County Council (Signs)	£	275.38
13. CAB (Donation)	£	50.00
14. Matthew Project (Donation)	£	50.00
15. Air Ambulance (Donation)	£	50.00
16. Simnick Supplies (Bar Stock)	£	111.92
17. South Norfolk Council (Bar Licence)	£	180.00
18. Mrs C. Milton (Petty Cash)	£	88.97
19. Hugh Crane (Cleaning Equipment)	£	144.92
20. Barclaycard (Bar Stock)	£	570.13
21. T. D. P. Builders (Air Conditioning)	£	1,069.50

All passed for payment.

11. To receive written report from the Chairman

The Chairman reported he is hoping to hold a meeting on 17.3.09 with volunteers in respect of Community First Responder Scheme.

12. To receive brief verbal County Councillor's Report

No report.

13. To receive brief verbal District Councillor's Report

Mr Overton reported a meeting is being held this evening in order to finalize the Council Tax rate. The Gypsy and Traveller site investigation has been reopened again, 82 possible sites have been looked at and 9 have scored strongly. Government grants will be available if work is carried out soon to provide permanent sites. Once they have been moved to permanent sites the Travellers will pay rates and Council Tax. To date the cost to SNC has been £300,000 in site clearance fees. Finally, Mr Overton gave an update on the SNAP meetings and confirmed the next meeting will be held on 25.3.09 at Stoke Holy Cross.

14. To receive written Amenities Committee Report

No report.

15. To receive written Playing Field Report

Mrs Harrison reported the Committee is looking for a new Honorary Treasurer.

16. To receive written Drainage Reports

Mr Henson reported the Contractors are proposing to move on to the next project within the next few weeks and they will be approaching Hadden Close residents.

17. To receive written Newsletter Report

The current edition is in the process of being delivered.

18. To update the Scheme for Councillors' Allowances

Mr Walker proposed the Scheme for Councillors' Allowances remains exactly the same as at present. Mr Henson seconded the proposal, all in agreement.

19. Rural Services Network

Information circulated. Members agreed to receive regular updates via email.

20. Parish Council Newsletter

Mr Hewer agreed to draft the Newsletter.

There being no further business, the meeting closed at 8.55 p.m.

