

26.05.2010

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

1. Attendance Register & Apologies for Absence

Present: Mrs Beard, Mrs Harrison, Mrs Watkins, Mrs Neal, Mr Ellis, Mr Timson, Mr Hewer, Mr Walker, Mr Kudar. Also Present: Mrs Barnes, Mrs Milton & Mr Smith.

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

2. Election of Chairman

Mr Hewer was nominated by Mr Walker, seconded by Mr Timson, all in agreement.

In the Chair: Mr D. Hewer.

3. Election of Vice-Chairman

Mrs Beard was nominated by Mr Walker, seconded by Mr Ellis, all in agreement.

4. Declaration of Acceptance of Office to be completed by Chairman and Vice-Chairman

Mr Hewer and Mrs Beard completed the appropriate forms.

5. Approve the Statement of Accounts for the Year Ended 31 March 2010 and the Annual Return

Mrs Neal proposed the Statement of Accounts and the Annual Return is approved and signed accordingly. Mr Walker seconded the proposal, all in agreement.

6. Annual Review of the Effectiveness of Internal Audit and Statement of Internal Control

The Chairman outlined details relating to the Internal Audit Review Checklist. Mr Walker proposed that the effectiveness of internal audit has been reviewed. Mr Kudar seconded the proposal, all in agreement.

7. Review Financial Risk Management

The Chairman suggested that appropriate measures for any additional risks and a review of the Financial Risk Management should be discussed by the Finance & Governance Committee once the replacement RFO has been appointed. Agreed.

8. Approve the reappointment of the Internal Auditor

Mr Walker proposed that Mr Harrod is reappointed as Internal Auditor for 2010/11. Mr Timson seconded the proposal, all in favour. Mr Hewer suggested that Mr Harrod is invited to attend the next F & G meeting and this was agreed.

9. Review Parish Council Standing Orders & Financial Regulations

Mrs Beard proposed the new Standing Orders and Financial Regulations are adopted, seconded by Mr Walker and agreed.

10. Review the Freedom of Information Policy

Mr Walker proposed the Freedom of Information Policy is approved, seconded by Mr Ellis, agreed.

11. The Register of Members' Interests – Registration of Financial and Other Interests

The Clerk reminded Members to complete a new form in the event of any changes.

Agenda Items 12, 13, 14, 15 & 16 concerning Committee appointments were proposed by Mr Walker and seconded by Mr Kudar, agreed.

12. Appointment of Community Centre Management Committee

Mrs Neal, Mrs Beard, Mrs Harrison, Mr Henson, Mr Ellis, Mr Hewer, Mr Timson and Mr Foster.

13. Appointment of Finance & Governance Committee

Mrs Watkins, Mr Walker and Mr Henson. Chairman and Vice-Chairman to remain as ex-officio Members.

14. Appointment of Planning Committee

Mrs Harrison, Mrs Watkins, Mrs Kereama-Ellis, Mr Ellis, Mr Kudar, Mr Henson, Mr Walker and Mr Timson.

15. Appointment of Playing Field Committee

Mrs Garton, Mrs Beard, Mrs Harrison, Mrs Watkins, Mrs Neal, Mr Overton and Mr Timson.

16. Appointment of Amenities Committee

Mrs Neal expressed her wish to stand down from the Committee. Mrs Kereama-Ellis, Mrs Harrison, Mrs Beard, Mrs Watkins & Mr Ellis.

17. To discuss forming an HR Committee – Chairman, Vice-Chairman and 1 Other Councillor

The Chairman reported the Council has a number of employees and the need to continually review terms and conditions as well as job descriptions and work reviews is important. Legislation regulates specific responsibilities required to be undertaken by particular Council employees such as the Proper Officer and the RFO. In accordance with Standing Orders a local council may set up a committee to advise Council in respect of its exercise of statutory powers re management of its employees. Following a discussion Mrs Watkins, Mr Walker and Mr Timson put their names forward to form part of the Committee. It was agreed the Committee should consist of Chairman, Vice Chairman and two other Councillors and a paper ballot was held. Mr Walker and Mr Timson were elected.

18. To confirm the Minutes of the last Parish Council meeting held on 28th April 2010

Minutes of the last meeting held on 28.04.10, having been circulated, were approved and signed as a correct record.

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

19.1 South Norfolk Local Plan

Email from Paul Whitham circulated.

19.2 Dog Bin for Howe Lane/Shotesham Road Corner

The Clerk confirmed the appropriate licence has been obtained and the bin will be installed next week.

19.3 Interviews for the RFO Position

The Chairman asked Council's permission for the interview panel to appoint a new RFO as from 1.7.10 providing they jointly agree on a suitable candidate. Agreed. Salary Scale SCP 23-25.

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

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

No matters were raised.

21. To receive written Community Centre Reports

(a) Parish Council Issues

1. British Gas - Electricity

Information circulated concerning new quotes received from British Gas. Agreed that Council remains with British Gas for the next 12 months, contract commencing 1.7.10.

(b) Report from Community Centre Management Committee

Minutes of the meeting held on 14.4.10 circulated together with the financial projections from Mr Foster. It was agreed that the financial projections are discussed at the next Management Committee meeting.

22. To consider Planning Applications Received for Consultation

Applications Received

1. Mr Mouncer, Fairfield House, Bungay Road – Proposed single storey pitched roof extension and conversion of existing garage to additional bedroom/ensuite. Recommendation approval.

22.2 2 Shotesham Road – Change of use of shop A1 to restaurant and take away (A3 & A5) use.
We consider this to be an inappropriate form of development and the application should be refused for the following reasons:-

1. The proposed late evening opening hours are totally unacceptable in this crowded residential area. A precedence on opening hours was set with other enterprises in the village which have a closing time at 11pm daily.
2. The use of these premises for a restaurant/takeaway will result in an increased volume of vehicular traffic during the late evening period. This property is situated near the junction with Rectory Lane/The Street and traffic is already congested in this area.
3. We are concerned that the amount of parking would be limited, resulting in cars being parked in other areas. This will result in illegally parked vehicles on the nearby double yellow lines and parked cars causing a disturbance to neighbouring properties. Traffic may be forced to reverse from the forecourt on to Shotesham Road at a busy road junction.
4. When the Post Office was open there was a problem with trade waste bins left for collection outside neighbouring properties and rats were seen in the area. Uncollected food waste will cause a health hazard to the business and local residents.
5. A business of this nature will lead to increased smells from any cooking activity for nearby residents. Any cooking vapours should be planned to be fully filtered to prevent smell nuisance to neighbouring properties.
6. The proposed housing and the use of Shotesham Road as access to the development will in future increase conflict in this area.

Permission Granted

Mr & Mrs Pitelin, 4 Hardesty Close – Proposed extension and loft conversion.

23. To Consider Correspondence

23.1 South Norfolk Alliance Annual Conference – 8.7.10 at The Costessey Centre

Members to inform Clerk if they wish to attend.

23.2 Proposed Building Programme for Poringland

Letter from a resident concerning the growing resentment toward the proposed mass building programme scheduled for Poringland. Clerk was asked to reply explaining that neither the PC nor the new Government is in a position to stop the planned development by Norfolk Homes. Whilst sympathizing with the sentiments expressed, Clerk was asked to point out that we do not consider the effects on our community to be wholly detrimental and disproportionate to the existing village.

24. To Pass Accounts for Payment

1. Staff Salaries to 31.5.10	£	3,553.35
2. Spruce Landscapes (Maintenance Contract to 31.5.10)	£	565.79
3. Spruce Landscapes (Weed & Feed)	£	928.25
4. Tiscali Broadband (Telephone & Broadband)	£	34.70
5. British Gas Business (Electricity A/C)	£	339.09
6. South Norfolk Council (Rates)	£	306.00
7. Hugh Crane (Cleaning Materials)	£	28.97
8. Veolia ES (UK) Ltd (Cemetery Trade Waste Collection)	£	61.98
9. Hugh Crane (Cleaning Materials)	£	43.89
10. Norfolk Pension Fund (Superannuation)	£	984.60
11. Ian Smith (Stationery)	£	42.11
12. Spruce Landscapes (Lower Kerb & Bollards)	£	822.50

13. Trevor Allchin Technical Services (Website)	£	185.00
14. Barclaycard (Bar Stock)	£	185.14
15. Anglian Water (Burial Ground Rates)	£	13.28
16. Anglian Water (Community Centre Rates)	£	218.80
17. Anglian Health & Safety Supplies (Grit Bin)	£	111.04
18. NPTP (Training)	£	35.00
19. NCC (SAFE Subscription)	£	30.00

All passed for payment.

25. To receive written Report from the Chairman

The Chairman reported he attended various NALC meetings, a FAT meeting, Community Centre Management Committee meeting and various other meetings during the month.

Unfortunately, the cleaning staff arrangements have changed and we are looking to appoint new casual cleaners. One person has been appointed on a casual basis to clean the Centre late evenings when required but it is essential that holiday/relief cover is in place for the Caretaker.

The Clerk confirmed she will contact Mr Minns to find out if he is willing to clean the bus shelter at Fiveways.

26. To receive brief verbal District Councillor's Report

Mrs Neal reported that a decision has been made to pull out from investigating shared services with Breckland Council.

Another meeting has been held with youngsters regarding providing a dirt track, they are in the process of looking at land and positive negotiations are taking place with a local landowner.

27. To receive brief County Councillor's Report

Written report circulated. Mr Smith reported on the closure of Arminghall Lane and Long Road/St Anne's Road closure during the construction of the foul sewer connection was also mentioned. Mr Smith agreed to obtain further details. He also referred to Framingham Earl High School Travel Plan and Poringland Primary School's planning application and confirmed the school is involved with drainage problems.

28. To receive written Amenities Committee Report

The Clerk reported a new 12 month contract has been agreed with Veolia Environmental Services through a transfer onto the ESPO contracted rates of £8.90 per week to empty the Cemetery waste bin.

29. To receive written Playing Field Report

Mrs Harrison reported that the application for a grant of £3,200 from the Norfolk Foundation Grass Roots project has been successful and the money will be spent on a 'nest swing'. A project has tentatively been agreed for members of the 4D Youth project to undertake some external decoration of the Pavilion between 12th - 16th August. Next meeting 6th July. On behalf of the Parish Council Mr Hewer thanked Mrs Harrison, Mrs Beard, Mrs Neal and all the Trustees for all their hard work.

30. To receive written Drainage Reports

No report.

31. To consider Report of Annual Parish Meeting

It was agreed there is nothing to report from the Annual Parish Meeting.

32. To consider Dates of Future Meetings

The dates for the next 12 months were agreed. Clerk to print cards showing full information.

33. To consider NALC AGM 11.9.10 – Resolutions for Debate

It was decided not to forward any resolutions.

There being no further business, the meeting closed at 8.50 p.m.

