

27.05.2009

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, Mr Ellis, Mr Overton, Mr Hewer, Mr Henson, Mr Walker, Mr Kudar. Also Present: Mrs Barnes, Mrs Milton, Mr Farrimond & one Parishioner.

Apologies: Mrs Neal & Mrs Kereama-Ellis.

2. Election of Chairman

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

In the Chair: Mr D. Hewer.

3. Election of Vice-Chairman

Mrs Beard was nominated by Mr Walker, seconded by Mr Kudar, 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 reappointment of the Internal Auditor

Mr Henson proposed that Mr Harrod is reappointed as Internal Auditor for 2009/10 and his honorarium is reviewed at the next meeting. Mrs Watkins seconded the proposal, all in favour.

6. Review Parish Council Standing Orders & Financial Regulations

Mr Henson proposed the Standing Orders are adopted, seconded by Mr Walker and agreed.

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

The RFO explained that we are obliged to look at internal controls and she outlined details relating to the Internal Audit Review Checklist. Following a discussion Mr Henson proposed that we have reviewed the effectiveness of internal audit. Mrs Harrison seconded the proposal, all in agreement.

8. Review Financial Risk Management

The RFO explained the reason for the amendments to the form to include appropriate measures being in place for the additional risks. Mr Henson proposed the correct Review of Financial Risk Management has been undertaken. Mr Kudar seconded the proposal, agreed.

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

The Clerk reminded Members to complete a form in the event of any changes. Clerk was asked to bring the file to the next meeting.

10. Approve the Statement of Accounts for the Year Ended 31 March 2009 and the Annual Return

The RFO outlined the figures and following a discussion Mr Henson proposed the Statement of Accounts is approved and signed accordingly. Mr Kudar seconded the proposal, all in agreement. Mr Walker proposed the Annual Return is approved and signed. Mr Henson seconded the proposal, agreed.

11. Appointment of Community Centre Management Committee

Mr Henson proposed that Mrs Neal, Mr Overton, Mr Ellis, Mr Hewer and Mr Foster remain as Members of the Community Centre Management Committee. Mr Walker seconded the proposal, agreed.

12. Appointment of Finance & Governance Committee

Mr Overton proposed that Mrs Watkins, Mr Walker and Mr Henson continue as Committee Members. Chairman and Vice-Chairman to remain as ex-officio Members. Mr Ellis seconded the proposal, agreed.

13. Appointment of Planning Committee

Mrs Harrison, Mrs Watkins, Mrs Kereama-Ellis, Mr Ellis, Mr Kudar, Mr Henson & Mr Walker agreed to continue. Mr Henson proposed that when a Planning meeting is arranged all Councillors are invited to attend. Mr Ellis seconded the proposal, agreed.

14. Appointment of Playing Field Committee

The Clerk confirmed a letter of resignation has been received from Mr Easter. Mr Henson proposed that Mrs Garton, Mrs Beard, Mrs Harrison, Mr Overton & Mr Hewer remain as Members. Mr Walker seconded the proposal, agreed.

15. Appointment of Amenities Committee

Mr Henson proposed that Mrs Kereama-Ellis, Mrs Neal, Mrs Harrison, Mrs Beard, Mrs Watkins & Mr Ellis remain as Members. Mr Walker seconded the proposal, agreed. The Chairman confirmed that Mrs Kereama-Ellis will be standing down as Chairman of the Committee.

16. To confirm the Minutes of the last Parish Council meeting held on 29th April 2009

Minutes of the last meeting held on 29.04.09, having been circulated, were approved and signed as a correct record.

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

17.1 *Yellow Salt Bin*

The Clerk confirmed Anglian Health and Safety Supplies will supply a 250 litre Bee Hive Salt Bin for the special price of £110.00 and this is the most competitive. It was agreed an order can be placed once an appropriate site has been agreed in Highland with NCC.

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

A resident of Elizabeth Road brought to Council's attention the fact that the ditch to the rear of her property which also backs on to Springfields and the Primary school is not being kept clear by some residents because garden rubbish is being thrown into the ditch. The resident confirmed she has spoken to the Head teacher at the Primary school and the Clerk informed she has written to one of the residents concerned. Mr Henson suggested that Ms. Bishop, SNC's Flood Defence Officer is invited to visit Mrs Francis and inspect the ditch. This was agreed. Clerk to write to Ms. Bishop accordingly.

19. To receive written Community Centre Reports

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

Mr Farrimond explained the condensers must be kept clear of leaves and rubbish and the filters cleaned. He recommended this work is carried out on an annual basis, commencing April/May 2010. The condition of the filters and condensers can be checked by the Contractor when they are cleaned but Mr Farrimond felt because the units are only used occasionally that one clean per year is perfectly adequate. Mr Henson proposed that Mr Farrimond's recommendation is accepted, seconded by Mr Walker, agreed. Clerk to contact Pitkin & Ruddock for a revised quotation.

(b) *Pitkin & Ruddock – Energy Inspections*

Mr Farrimond explained Energy Inspections are required as an EEU Directive concerning energy and efficiency for buildings. Following a discussion Mr Henson proposed that no action is taken until we are informed that an Energy Inspection is necessary. Mr Walker seconded the proposal, 7 Members voted in favour, 1 Member abstained. Carried.

20. To consider Planning Applications Received for Consultation

Application Received

20.1 Mr & Mrs Smith, 34 Rosebery Avenue – Proposed rear extension. Mr Henson Declared an Interest and signed the Register. Recommendation refusal. It is over development of the site. Before any plans are approved for such an extension sufficient arrangements should be made for the effective disposal of the rainwater. One Member abstained.

Permission Granted

10 Saxonfields – First floor extension over cloakroom at front, including forming new porch at ground floor. Replacing existing roof construction with attic trusses to same roof profile for loft conversion with a dormer at rear (without window) and at front with a window.

Permission Refused

7 Stoke Road – Single storey rear extension and first floor ensuite.

21. To Consider Correspondence

21.1 Parish and Town Dog Bin Emptying

Letter from SNC informing that if we require the dog bin emptying service to be maintained three times per week the annual charge will be increased to £234.00 plus VAT per bin. Currently the annual charge is £52.86 plus VAT per bin and we pay for only 4 bins to be emptied. If the bins are emptied twice a week the annual cost would be £54.44 plus VAT per bin. Following a discussion Mr Henson proposed that we have been left with no option but to maintain the frequency of emptying the bins three times a week because if the service is reduced to twice a week it would have an immediate detrimental effect on public health grounds. Mrs Watkins seconded the proposal, all in agreement.

21.2 NALC – Norfolk Planning Conference 2009 – Swaffham Assembly Rooms

No Members to attend.

21.3 Election of a Parish/Town Council Representative on the South Norfolk Alliance Board

Mr Henson proposed that our vote is given to Barry Duffin, Mr Walker seconded the proposal, agreed.

21.4 Area C/PH II – Open Space north of Devlin Drive/South of Heath Loke- West of Community Centre

Email from Terry Harper confirming the Open Space will be made available for public use by the end of next week. For the time being access will be through the Community Centre's open space adjoining. It will close for a temporary period in the autumn to allow tree planting, lay the footpaths, model the bunds to the north, equip the play areas and undertake any necessary remedial works.

22. To receive report from the Community Centre Management Committee

Minutes of the meeting held on 8.4.09 circulated. The Chairman confirmed a meeting will be held next week with a few residents who live near the Community Centre.

23. To receive Amended Insurance Details

Volunteers

The Clerk confirmed a new schedule has been issued as requested to include Volunteers. Because this premium was not added last year the additional cost is £170.73.

Air Conditioning Units and Electronic Blinds

Additional premium of £288.74+ IPT for general contents cover for electronic blinds and air conditioning units. Mr Walker proposed the additional premium is accepted, seconded by Mrs Watkins, agreed.

24. To Pass Accounts for Payment

1. Spruce Landscapes (Maintenance Contract to 31.5.09)	£	577.04
2. Mrs C Milton (Petty Cash)	£	48.14
3. Tiscali Broadband (Telephone & Broadband)	£	35.75
4. British Gas Business (Electricity A/C)	£	887.20
5. South Norfolk Council (Rates)	£	434.00
6. Weatherill Brothers Ltd (Banner)	£	166.75
7. Poringland Welcome Home & Me. P/F Committee (Grant)	£	5,000.00
8. Zurich Municipal (Insurance Premium)	£	179.27
9. Veolia ES (UK) Ltd (Cemetery Trade Waste Collection)	£	53.22
10. Spruce Landscapes (Community Centre Maintenance)	£	163.46
11. Woodforde's Ltd (Bar Stock)	£	320.64

12. Norfolk Pension Fund (Superannuation)	£	756.55
13. Ian Smith (Stationery)	£	97.75
14. Spruce Landscapes (Playing Field Maintenance)	£	166.75
15. Poringland Wanderers FC (Advert)	£	65.00
16. Trevor Allchin Technical Services (Website)	£	33.00
17. Viking Direct Ltd (Cigarette Bin)	£	48.56
18. Barclaycard (Bar Stock)	£	904.78
19. Dorset Film Touring (Film Hire)	£	219.60
20. Anglian Water (Burial Ground Rates)	£	8.73
21. Anglian Water (Community Centre Rates)	£	190.74

All passed for payment.

25. To receive written Report from the Chairman

Mr Hewer confirmed he has been dealing with a few matters concerning the Community Centre.

26. To receive brief verbal District Councillor's Report

No report.

27. To receive written Amenities Committee Report

Written report from Mrs Kereama-Ellis circulated. Following a discussion it was agreed that when the proposed plaque is received for approval, it will be considered at a full Council meeting. Amenities Committee meeting to be held in June in order to review the Rules and Regulations.

28. To receive written Playing Field Report

Mrs Harrison reported that at the AGM Mr Easter resigned as Chairman after 5 years in post. As part of his remit as Chairman he was a named Child Protection Officer and Data Protection Officer. Mrs Harrison was proposed as Chairman, declined the nomination but will stand in as Vice Chairman until a replacement can be found. At present there is no Chairman or Treasurer and the Secretary wishes to relinquish her post at the first opportunity.

Written report from Mr Overton circulated. Following a lengthy discussion Mr Henson proposed that in order to move the situation forward for the Parish Council to be in a position to make a final decision, the following fact finding exercise is carried out:-

1. A letter is sent to NALC enclosing a copy of the Trust Deed and other relevant documentation seeking legal advice through the Association concerning granting a licence to the Football Club to lease the Pavilion.
2. A meeting is held between the Parish Council, Members of the Playing Field Committee and other interested parties with a view to attaining some sort of consensus.
3. Take the project forward legally in order to achieve our aims and objectives

Mr Walker seconded the proposal, all in agreement.

29. To receive written Drainage Reports

Mr Henson reported on recent drainage problems in Cawstons Meadow. The Contractors are in the process of inspecting Elizabeth Road and Closes.

30. To receive written Newsletter Report

Letter from Mr Gudgeon and Mr Shearer enclosing a cheque for £1,040 as a donation from part of the capital that has accumulated from 'The Five' newspaper. Clerk was asked to send a letter of thanks and place an item concerning the future of the newspaper on the agenda for discussion at the next meeting of the Strategic Group on 20.7.09.

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.

33. To discuss payment of insurance for the Community Speed Watch Scheme

The Clerk confirmed that Stoke Holy Cross Parish Council has agreed to pay 50% of the 'All Risks' insurance cost of £750 in order to set up the scheme. Mr Henson proposed that Poringland Parish Council meets the other 50% of the cost. Mr Walker seconded the proposal, agreed.

34. To discuss the possibility of providing a seat along the B1332

Mr Walker explained that a parishioner mentioned to him that it would be appreciated if a seat could be provided along the B1332 between Romany Walk and Budgens. Following a discussion Members agreed to visit the area in order to try and find a suitable location on the eastern side of The Street. Agenda item next meeting.

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

11. To Pass Accounts for Payment

1. Mrs C. Milton (Salary to 30.4.09)	£ 1,078.48
2. Spruce Landscapes (Maintenance to 30.4.09)	£ 577.04
3. Ms. L. Hazell (Salary to 30.4.09)	£ 37.04
4. Mr D. Minns (Salary to 30.4.09)	£ 320.00
5. Ms. J. Fox (Salary to 30.4.09)	£ 739.84
6. Ms. L. Gooderham (Salary to 30.4.09)	£ 973.81
(3)	
7. Mrs A. Barnes (Salary to 30.4.09)	£ 388.03
8. Norfolk Pension Fund (Superannuation)	£ 741.35
9. Mrs C. Milton (Salary)	£ 234.39
10. Tiscali (Broadband)	£ 30.46
11. Veolia (Trade Waste Collection)	£ 57.85
12. Dorset Film Touring (Cinema Film)	£ 195.25
13. Spruce Landscapes (P/Field Maintenance)	£ 163.46
14. Spruce Landscapes (Community Centre Maintenance)	£ 166.75
15. South Norfolk Council (Rates)	£ 433.51
16. Mrs C. Milton (Petty Cash)	£ 169.19
17. Barclaycard (Bar Stock)	£ 599.82
18. Stuart Group Ltd (Hire of Generator)	£ 334.36
19. Cooks Blinds Ltd (C.Centre Kitchen Blind Repair)	£ 133.63
20. Ian Smith (Stationery) Ltd	£ 110.73
21. NRCC (Subscription)	£ 25.00
22. Mr K Harmer (Scroll)	£ 27.50
23. Norwich Electrical Co. Ltd (Electrical Work)	£ 2,265.50
24. South Norfolk Council (Newsletters)	£ 169.05
25. Hugh Crane (C.Centre Cleaning Supplies)	£ 142.78
26. Norfolk ALC (Subscription)	£ 468.53
27. PWLB (Loan)	£ 4,356.63
28. TDP Builders (C.Centre Maintenance)	£ 40.25
29. Canon UK Ltd (Photocopier Charges)	£ 32.74
30. British Gas Business (Electricity)	£ 2,482.32
31. Spruce Landscapes (Weed & Feed & Moss Killer)	£ 598.00
32. British Gas Business (Gas)	£ 219.93
All passed for payment.	

There being no further business, the meeting closed at 8.40 p.m.

