

**28.01.2009**

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 Neal, Mrs Harrison, Mrs Watkins, Mr Henson, Mr Kudar & Mr Walker.

*Also Present:* Mrs Milton and one parishioner.

*Apologies:* Mrs Beard, Mrs Kereama-Ellis, Mr Ellis & Mr Overton.

**2. To confirm the Minutes of the meeting held on 7<sup>th</sup> January 2009**

Minutes of the meeting held on 7.1.09, having been circulated, following one minor amendment, Mr. Kudar asked for clarification to be added to item 6(a) in the Minutes as follows:-

Mr. Walker mentioned that the forecasted revenue for the Community Centre was showing a loss in potential excess of £18,000 and Council discussed some of the staff costs associated with it. He explained that on the basis of certain figures there is a short fall of at least £18,000 and the extra work the staff are doing will increase the figure further and he was anxious that we should be doing everything to mitigate the situation.

The Chairman ruled that in future prior notice of proposed changes to the Minutes is necessary to be able to do them justice.

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

**3.1 *Neighbourhood Fund – SNAP Meeting 28.1.09***

The Clerk confirmed Mrs Beard was attending the above meeting to receive the air conditioning grant of £2,000.

**3.2 *Salary Review***

Email from Mr Henson addressed to the Chairman asking whether it is in order for a member of a sub-committee to abstain or vote against a motion in full Council without explanation when they voted with a unanimous decision in sub-committee. Mr Hewer confirmed it is in order for any Member to vote in agreement as part of a Committee and then abstain or vote against the same decision at full Council.

**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 raised.

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

**(a) *To report on the progress of the installation of Air Conditioning***

The Chairman explained that one of the proposals included fixing grills on the partitions but when this was brought to his notice he did not allow it to proceed because the grills would detract from the sound. For 99% of the time when air conditioning will be in use the panels will be open and fresh air will be effective. New estimate from the builder for £780.00 plus VAT. Mr Farrimond confirmed he spoke to the builder and the new estimate contains precisely what is required. Mr Walker asked whether the work quoted by the builder and electrician overlapped in any way or whether there would be a gap in the middle. Mr Farrimond confirmed he is content that the main Contractor knows who is doing what and the installation work will dovetail together.

*Blinds* – The Clerk confirmed Mrs Henson has raised the sum of £11,200 in grant aid for new blinds, £6,000 from the Fuel Allotment Trust, £5,000 from Norfolk Community Foundation Grass Roots and £200 from the Sand & Gravel Charity. Mrs Neal proposed a letter of thanks is sent to Mrs Henson, seconded by Mrs Harrison, agreed.

Quotation from Custom Blinds Option 1 for £10,534.35 and quotation from Cooks Blinds for £11,000.00. Mr Henson Declared an Interest and took no further part in the discussion. Mrs Harrison proposed the quotation from Custom Blinds Option 1 is approved, seconded by Mrs Neal, all in favour.

*(b) Financial Matters*

Letter from TCA Design circulated, together with Credit Note in respect of work carried out for the pond fencing. Mr Hewer pointed out the furniture from the Norwich Sports Village was paid for by the Sand & Gravel Charity and not the P.C. Mr Henson proposed the final invoice of £431.20 plus VAT is paid to TCA Design. Mr Walker seconded the proposal, agreed.

Mr Walker referred to the Business Plan mentioned in the Management Committee minutes dated 12.11.08 and the fact that staffing costs are not being included. Mr Hewer clarified that the Minute did not clearly reflect what was said at the meeting. The comment he made was trying to provide a positive indication of the substantial progress of the Committee and staff in financial achievements to date by breaking down the types of revenue expenditure.

Mr Kudar asked if the RFO could be requested to provide a Profit & Loss account on a regular basis. It was agreed to invite Mrs Barnes to attend the next meeting in order to discuss this matter further.

*Final Account* – This matter is still outstanding.

*(c) Car Park Signs* – Email from NCC confirming the cost for the works will be £448.59 plus VAT. Mr Henson proposed this matter should be referred back to the Management Committee to discuss the possibility of raising funds. Mr Walker seconded the proposal, agreed.

*Devlin Drive Play Area* – The Clerk reported that one of the gates has been vandalised and a quote received from the installers, A1 Ironwork to supply and fix gas operated self closing hinges for £290.00 plus VAT. Mr Henson proposed the quotation is approved and an insurance claim form submitted. Mr Walker seconded the proposal, agreed.

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

Mr & Mrs Skedge, 53 Norwich Road – Garden adjacent to 53 Norwich Road – Erection of new dwelling. Recommendation refusal. Intrusive on the street scene. Overcrowded form of development. Surface water to be contained entirely within boundaries of property. Dramatic negative influence upon the privacy and facilities of 2 Caistor Lane – overlooking.

*Permission Granted*

1. 2A Stoke Road – Proposed extension to side and internal alterations.
2. Community Centre – Air conditioning and ventilation for community centre main hall.
3. Community Centre – Variation of Condition 1 of Permission 2007/1110.

**7. To Consider Correspondence**

*7.1 South Norfolk Bus Stop Clearways*

Details circulated.

*7.2 Norfolk Flooding – Environmental Discussion Forum – 7.2.09*

Information circulated.

*7.3 Parish Council Members Allowances*

Letter from SNC circulated. Agenda item next meeting to review and approve the continuation of the scheme for paying Councillors' Allowances.

*7.4 Disabled Access to places in the village*

Letter circulated from a resident explaining the difficulties she is experiencing. Following a discussion it was agreed a reply is sent informing that we contacted SNC about the new door and slope at the Post Office and were advised that all current legislation had been met. Regarding the Community Centre, all facilities are DDA compliant and we are in the process of obtaining a wheelchair for the Centre. Mr Henson offered to take the wheelchair to HAND on an annual basis for servicing and this was agreed.

### 7.5 Illuminated Speed Sign

Mr Walker mentioned the speed reactive signs along Stoke Road and the Clerk confirmed we were placed on a long list when the scheme was introduced. We were not contacted prior to installation of the signs; they were erected by the Safety Camera Partnership.

### **8. To receive reports relating to the Library**

Email from NPS concerning replacing the rainwater chains with boxed style down pipes. Mr Henson suggested sufficient methods are put in place to prevent anyone from climbing onto the roof. Agreed.

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

Mrs Watkins explained it was mentioned to her that not many members of public visited the recent Table Top Sale and perhaps more advertising is needed. The Clerk confirmed a member of the Management Committee is looking into the cost of purchasing a banner with clear pockets to enable different lettering to be inserted so it could be used time and time again for different events.

### **10. To Pass Accounts for Payment**

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

1. British Gas Business (Gas Payment)	£	877.87
2. Mrs M. Henson (Cinema Expenses)	£	33.20
3. Canon (UK) Ltd (Photocopier)	£	30.15
4. Barter Hill Partnership (Structural Engineering Services)	£	897.00
5. Mr C Brian (Advertising for dance)	£	60.00
6. Filmbank Distributors Ltd (Returnable Deposit)	£	150.00
7. Mrs C. Milton (Petty Cash)	£	69.33
8. Barclaycard (Bar Stock)	£	981.31
9. Trevor Allchin Technical Services (Website Set up)	£	280.00
10. British Gas (Electricity Invoice)	£	426.79
11. TCA Design Associates Ltd (Site Supervision)	£	506.66
12. Veolia (Trade Waste Collection)	£	57.85

All passed for payment.

### **11. To receive written report from the Chairman**

The Chairman reported that during the month he attended a meeting concerning allotments in Stoke Holy Cross, Playing Field and Community Centre Management meetings and a meeting of The Six Strategic Group. Regarding the Community First Responder Scheme, Mr Hewer is waiting for a reply from the East of England Ambulance Service.

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

No report.

### **13. To receive brief verbal District Councillor's Report**

Mrs Neal reported details discussed at the last SNAP meeting. The priorities were decided as traffic speeding along Caistor Lane and Stoke Road and 60 fixed penalty tickets and 100 warnings have been issued. Next week a meeting will be held to set the Council Tax.

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

No report.

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

Mrs Harrison reported a meeting will be held on 29.1.09 with Voluntary Norfolk to discuss completion of grant request forms. Mr Spruce has been awarded the contracts for remedial tree work necessary both beside the Pavilion and alongside Sunnyside Avenue. The Treasurer reported the grant from the PC had been reduced by £1,000 and whilst this is a disappointment it was generally acknowledged this figure is manageable and opened up a discussion on future financial decisions and fees.

#### **16. To receive written Drainage Reports**

Mr Henson reported he received a telephone call from a concerned Cawstons Meadow resident on Sunday evening because a blocked drain was surcharging. SNC was contacted on Monday morning and Dyno Rod was asked to look at the problem. It became evident that the blockage is due to root ingress into the joint in a clay pipe. The blockage was cleared but the engineer and Mrs Pietrowski from SNC agreed that roots will need to be removed and a sleeve installed to seal the joint and prevent more roots getting in.

Regarding the pitch fibre pipe work, the Contractors are still working on Clearview Drive and Greenacres Drive because there are problems not yet resolved.

Finally, Mr Henson reported he was contacted by Mr Keefe, Chairman of the Facilities Sub-Committee at Poringland Primary School concerning a drainage matter. It was discovered the school has its own sewer, which travels through to Rectory Lane, picking up 4 or 5 properties on the way. If it is built of pitch fibre there will be future problems.

#### **17. To receive written Newsletter Report**

Mr Henson confirmed the next edition is almost ready for printing.

#### **18. Communities in Control: Real People, Real Power: Code of Recommended Practice on Local Authority Publicity. Consultation Document. Report by David Hewer**

Mr Hewer explained the document refers to larger Councils and will not affect us in any way and he recommended that no comments are forwarded. Agreed.

#### **19. To adopt the Equal Opportunities Policy**

Mrs Neal proposed the Equal Opportunities Policy is adopted, seconded by Mrs Watkins, agreed.

#### **20. Community Speed Watch Scheme – Suggestion from The Six Strategic Group that the Parishes of Stoke Holy Cross and Poringland work together in order to proceed**

Mr Henson proposed that the parishes of Poringland and Stoke Holy Cross work together in order to proceed with a Community Speed Watch Scheme. Mrs Neal seconded the proposal, all in favour.

There being no further business, the meeting closed at 8.45 p.m.

