

**28.10.2009**

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, Mr Ellis, Mr Walker & Mr Henson.

*Also Present:* Mrs Milton, Mr Smith and Mr Overton.

*Apologies:* Mrs Watkins, Mrs Neal, Mrs Kereama-Ellis and Mr Kudar.

**2. To confirm the Minutes of the meeting held on 30<sup>th</sup> September 2009**

Minutes of the meeting held on 30.9.09, having been circulated, 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 Designated Premises Supervisor**

The Chairman confirmed all the paperwork has been completed and sent to SNC.

**3.2 Air Conditioning Maintenance & CCTV**

The Chairman confirmed the maintenance work was carried out on 27.10.09. The CCTV contract with Dragon Security has been cancelled and H & N Electrical will undertake the service during November.

**3.3 NALC Charity Workshop**

The Chairman reported he attended the above workshop and copies of a report concerning the Council as trustee were circulated. He confirmed the Council has no management roles in the day to day running of the Playing Field whatsoever. Even if it is dissolved it would have to be done through the Charity Commissioners. The Council's responsibility is to appoint representatives to act as Trustees on behalf of the Trust. Mr Walker mentioned payment of the insurance and Mr Hewer confirmed the insurance should be shown separately in the name of the Trustees, not included as part of the Parish Council. Following a discussion the Clerk was asked to contact Zurich Municipal to ask whether the Trustees as a group can be party to our insurance policy. Agenda item next meeting.

**3.4 Okorska Memorial**

The wording was approved by Mr Ellis and the plaque should soon be laid.

**3.5 Memorial Tree**

Mrs Banner has given permission for Juliet Huxtable to trim the memorial tree.

**3.6 Leisure Garden**

Mr Ellis confirmed the Deep Water sign has been corrected. Mr Henson informed that two bicycles were retrieved from the pond.

**3.7 Parish Council Vacancy**

The Clerk confirmed an election has not been requested and the vacancy can be filled by co-option at the next meeting. Posters advertising the vacancy have been displayed and Mr Gudgeon agreed to place a notice in the EEN.

**3.8 Open Space Provision**

The Clerk confirmed she is still waiting for a reply from Gary Hancox concerning the 106 Agreement. Mr Overton agreed to discuss this matter with Mr Hancox.

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

No matter were raised.

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

### *(a) Maintenance*

Estimate from Woolnough & Cogman for £367.00 plus VAT to supply and screw fix hardwood drips, bed in silicone above 5 single doors and 2 double doors.

Remove broken paving slabs and supply and lay new slabs to match existing and point up. Excavate for and supply and concrete in ground 8 1m high concrete bollards and make good at base with cement/sand incorporating Cementone buff colouring with float finish for £1,629.00 plus VAT.

Quotation from Spruce Landscapes to replace 20 paving slabs, laying on a concrete base to avoid further damage and to install 10 concrete bollards for the sum of £1,216.00 plus VAT.

Estimate from T.D.P Builders Ltd as detailed last month.

Following a discussion Mr Henson proposed the estimate of £245.00 from T.D.P Builders to supply and fit 7 hardwood door drips on head of external timber door frames and fitting of nuts and spring washers to emergency door mechanism on 2 fire exit doors is accepted and the quotation from Spruce Landscapes as detailed above is approved. Mr Walker seconded the proposal, agreed.

### *(b) Hire Charges*

Recommendation from the Management Committee that as from 1.4.2010 the following increases are implemented.

General hire for parishioners living within The Five Villages

£10.50 per quadrant per hour

£15.75 for two quadrants (half) per hour

£21.00 for three quadrants (three quarters) per hour

£26.00 for the whole hall per hour

General hire for customers living outside The Five Parishes

£13.00 per quadrant per hour

£18.25 for two quadrants per hour

£23.50 for three quadrants per hour

£28.50 for whole hall per hour

Mr Walker proposed the increases are approved, seconded by Mrs Harrison, agreed.

### *(c) Half Yearly Financial Statement*

Income and Expenditure sheets circulated. The RFO outlined details relating to some of the expenditure. The Chairman confirmed the Financial Projections prepared by Mr Foster for the Management Committee have not been presented to Council because there is a need to sort out the VAT figures.

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

### **Applications Received**

1. Poringland Primary School – The Footpath – Installation of Input and Extract Ventilation system to kitchen. Recommendation refusal. It is inappropriate and would be intrusive on the adjacent Memorial Playing Field and is totally unsuitable in the local community.

2. Norfolk Homes Ltd – Land West of The Street – Proposed re-plan of part of site layout involving change of house types on 26 plots and alterations to associated garages. No comment.

3. Badger Building (E Anglia) Ltd – Alston's Meadow, 84 Long Road, Framingham Earl – Proposed amendments to approved scheme (2007/1941) to include demolition of existing dwelling and re-profiling of site for increased levels as a result of necessary wayleave clearance for site drainage. We recommend that the District Council should refuse this application. We feel that the raised ground levels will increase the rate of run-off and will adversely affect neighbouring properties.

Amended Application – 11 Carr Lane – Ground floor extension and construction of new double garage.  
No further comment.

## **Permission Granted**

1. 8 & 10 Shotesham Road – Conversion of two dwellings into one. Demolition of existing extensions and replacement with new conservatory and outbuilding.

## **7. To Consider Correspondence**

### 7.1 Gypsy & Traveller Conference

Information from NALC circulated. Mr Hewer agreed to attend.

### 7.2 Norfolk RCC

Letter from the RCC concerning recommendations for changes to the organisation. Invitation to the General Meeting on 3.11.09. No Members to attend.

### 7.3 Parish Council Representation to act as Police Liaison and attend SNAP Meetings

Email circulated. Mr Ellis volunteered to represent the Parish Council. Agreed.

### 7.4 Norfolk Police Authority Citizen Focus Committee

Meeting at the Nightingale Centre on 16.11.09.

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

Minutes of the meeting held on 9.9.09 circulated. Letter of thanks from Heathgate Medical Practice circulated.

### Maintenance Contract for Community Centre from 1<sup>st</sup> April 2010 to 31<sup>st</sup> October 2010

Quotation from Spruce Landscapes for £1,395.00 plus VAT to carry out the contract next season. Mr Henson proposed the quotation is accepted as a market test was carried out 12 months ago, but another market test must be carried out next year. Mr Walker seconded the proposal, agreed.

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

Under Section 137 of the Local Government Act 1972, Mr Henson proposed a donation of £50 is sent to the Royal British Legion. Mr Ellis seconded the proposal, agreed.

1. Spruce Landscapes (Maintenance to 31.10.09)	£	564.77
2. Mrs C. Milton (Petty Cash)	£	101.28
3. Tiscali (Broadband)	£	37.06
4. Veolia (Trade Waste Collection)	£	39.92
5. Mrs S. Edwards	£	40.09
6. Spruce Landscapes (P/Field Maintenance)	£	163.46
7. Spruce Landscapes (Community Centre Maintenance)	£	212.75
8. South Norfolk Council (Temporary Licence)	£	21.00
9. The Poppy Appeal (Poppy Wreath)	£	202.35
10. South Norfolk Council (Rates)	£	434.00
11. Pitkin & Ruddock (Air Conditioning Service)	£	311.65
12. Mr J Cogman (Waste Bin)	£	128.80
13. Ian Smith (Stationery) Ltd	£	29.76
14. Norfolk Pension Fund (Superannuation)	£	912.90
15. P. Bowyer Associates (Empty Grease Trap)	£	143.75
16. Hugh Crane Cleaning Equipment (Cleaning)	£	73.27
17. British Gas Business (Electricity)	£	364.98
18. HM Revenue & Customs (Payment Owing)	£	50.00
19. Ali Systems (Window Winder Repair)	£	125.03
20. Canon (UK) Ltd (Photocopier)	£	33.47
21. L. Gooderham (Bar Stock)	£	749.65
22. Mrs C Milton (Bar Licence)	£	37.00

23. Public Works Loan Board (Loan)	£ 4,356.63
24. ESPO (Gas)	£ 17.13
25. Norse Commercial Services (Grass cutting)	£ 402.50
26. SNC (Playing Field Inspection)	£ 72.45

All passed for payment.

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

The Chairman reported that he attended a Business Continuity seminar, a meeting of The Six and a number of meetings hosted by NALC. A meeting was held with Jenny Bloomfield, Assistant Emergency Planning Officer concerning using the Community Centre as a rest centre. As soon as the document has been satisfactorily completed it will be circulated.

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

Written report circulated. Mr Smith confirmed that Ms. Millwood has informed him there will be no change concerning the urgent need for a speed limit on the road between Lower Stoke and Caistor St Edmund. He will meet the design team to find out why this decision has been reached.

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

Mr Overton reported the next SNAP meeting will be held on 18.11.09.

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

*Maintenance Contract for the Leisure Garden and Burial Ground 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011*

Quotation from Spruce Landscapes for £5,778.25 + VAT for next season. Mr Ellis proposed the contract is accepted, seconded by Mr Walker. Agreed. It was also agreed that a market test is carried out next year.

*Yew Hedge* – Second quotation from Spruce Landscapes for £270 + VAT to supply and plant a yew hedge without digging a trench. Following a discussion Mr Ellis and Mr Henson agreed to carry out further investigations to see if the planting can be done on a voluntary basis.

#### **14. To receive written Playing Field Report – Including Appointment of a Parish Council Representative as a Playing Field Trustee**

Mr Henson proposed that Mr Overton is appointed as a Parish Council Representative as a Playing Field Trustee. Mr Walker seconded the proposal, agreed.

Report from ROSPA circulated.

Mrs Harrison reported a problem with a fractured pipe was located under the rear of the Pavilion. Work has been carried out to remedy the situation, the costs are in the region of £2,000 and an insurance claim is in progress. She wished to place on record her thanks to Mike Millson who, along with Ann Garton, have given freely of their time in ensuring this problem has been dealt with as speedily as possible.

Mrs Harrison explained the Secretary no longer has access to photocopying facilities and Mr Walker proposed the Parish Council offers this service to the Trustees. Mr Henson seconded the proposal, agreed.

#### **15. To receive written Drainage Reports – Including Reports on Tree Roots causing damage to Cawstons Meadow Sewer**

Email from MAS Environmental informing in most cases the trees are not felled but ultimately the private sewer owners could sue the tree owners. Case law should support the sewer owners. However, if a liner is used for the entire length the tree roots should not be able to get in as they will not find moisture and the matter should be resolved. The Clerk confirmed there is no TPO on the trees.

Mr Overton confirmed he has spoken to Dyno Rod and about half the residents still have concerns. Dyno Rod will not go ahead with the work until everyone has contacted their insurance companies. If the

situation continues SNC will put enforcement in place. There is no legal situation which states the tree owners should take responsibility.

**16. To receive written Newsletter Report**

No report.

**17. East of England Plan 2031 Scenarios for Housing**

Letter from the East of England Regional Assembly inviting views on helping to shape the future of the East of England to 2031 and beyond. Mr Henson felt that the infrastructure should be in place as a priority. Agreed. Clerk to reply accordingly.

**18. Advertising on the Website**

The Clerk confirmed advertising in The Five+ costs £12.50 per issue for a small advert and Contact Magazine cost is £63.00 for a quarter page per year. Mr Walker proposed that the charge for business cards should be £30.00 + VAT per year. Mr Henson seconded the proposal, agreed.

**19. Terms of Reference for The Six Strategic Group**

Information circulated. The Terms of Reference were unanimously agreed.

**20. Your Parish Your Decision**

Information from NALC circulated. It was agreed that details are passed to the Playing Field Committee for discussion at their meeting on 11.11.09. Perhaps there is a scheme for the Committee and Parish Council to work on together and apply for grant aid.

There being no further business, the meeting closed at 9.00 p.m.

