

29.10.2008

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 Neal, Mrs Beard, Mrs Watkins, Mr Henson, Mr Overton, Mr Ellis & Mr Kudar.

Also Present: Five Members of Public, Mr Farrimond & Mrs Milton.

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

2. To confirm the Minutes of the meeting held on 24th September 2008

Minutes of the last meeting held on 24.9.08, having been circulated, following one 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 Fly Tipping in Carr Lane

The Clerk confirmed SNC has sent a letter to the resident.

3.2 Carr Lane Hedge & Bank

The Clerk confirmed the hedge & bank will be restored during the autumn by Norfolk Homes.

3.3 Brambles Overhanging the footpath – Bungay Road

The Clerk confirmed the owner has agreed to cut back the overhanging brambles.

3.4 Request for Dog Bin on Burgate Lane

The Clerk informed the Chairman of Framingham Earl P.C. agreed to discuss this matter at the next Parish Council meeting in December.

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

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

Mr Foster, Treasurer of Poringland & Framingham Earl Churches Together explained he has attended the meeting to support their application for Youth Work funding. He thanked Council for their support in the past, referred to the accounts and introduced Johny Grimwood. Johny informed that he is employed 20 hours a week and outlined his involvement with the young people.

A parishioner informed that he would like to see more litter bins in the parish, especially outside the Chemist shop and near the Railway P.H. He mentioned transport and the fact that buses stop in St. Stephens Street and not at the bus station. Finally, he pointed out that it would be beneficial if the seat could be replaced in Fiveways bus shelter, together with a window. Mr Henson explained the reason for the removal of the seat and Mr Hewer informed the bus station is the responsibility of the Bus Company. Clerk was asked to add the provision of litter bins to the next agenda.

Mr Kudar pointed out the timetable in the bus shelter adjacent to the Royal Oak has been vandalised and is unreadable. Clerk to pass details to the bus company with a request for a replacement.

5. To receive written Community Centre Reports

(a) *To agree the appointment of the Contractor to install Air Conditioning*

Mr Farrimond explained that he met representatives from three Companies and full details were discussed. Two of the proposed schemes are similar, but Mr Farrimond recommended to Council that the quotation of £29,320.00 from Pitkin & Ruddock is accepted. Building and electrical work will be additional at an estimated cost of £9,000.00. Following Mr Farrimond's recommendation, Mr Henson proposed that Pitkin & Ruddock are appointed to install the air conditioning; Mr Kudar seconded the proposal, unanimous. Mr Overton suggested when the quote is accepted it is on the basis of a firm and fixed price, the only extra costs being electrical and building work. Agreed. Letter from Barter Hill concerning the design review to be discussed by Mr Farrimond and Pitkin & Ruddock. It was agreed that a planning application is submitted as soon as possible. Clerk to liaise with Mr Farrimond.

(b) Financial Matters

Letter from Philip Pank & Partners concerning the final account circulated. Mr Farrimond explained there are two outstanding invoices from TCA. The first is for £431.20 plus VAT which is part of the contract agreed by Council and should be paid. The second invoice is for £726.00 for work carried out to obtain quotes for the pond fencing. Mr Farrimond also mentioned the on-going financial issues relating to the change of carpet tiles and he agreed to ask Mike Harris to liaise with Bullens.

Regarding the pond fencing, Mr Overton explained that Josias offered to obtain quotes and no charges were mentioned. After the quotes had been received Josias informed that any further work would incur a cost and at this point Council decided to take on the project. Mr Henson proposed that we dispute this invoice but agree to pay the first invoice when a payment of £900 has been received in respect of the chairs that were paid for but never received. Mr Overton seconded the proposal, agreed.

Letter from Barter Hill concerning cracks within the building circulated. Mr Overton confirmed he attended the meeting with Mr Barter and all the cracks were considered typical of drying out shrinkage cracking. He proposed no further action is taken for at least six months. Mr Henson seconded the proposal, agreed.

(c) Petrol Interceptor

Report from Mr Henson circulated. It was agreed to check the interceptor on an annual basis. Mr Henson proposed the sensor is disconnected, seconded by Mr Ellis, agreed.

(d) Emergency Management Seminar – 5.11.08

Mr Henson proposed that Mrs Kereama-Ellis and Mrs Beard attend the above seminar, seconded by Mrs Harrison, agreed. At this point Mr Ellis left the meeting for another engagement.

(e) Lone Working Policy

Details from the Chairman circulated. Mr Henson proposed the Policy is adopted, seconded by Mrs Neal, agreed.

(f) Financial Arrangements for Local Social Events – Amendment to Financial Regulations

Mrs Neal proposed Financial Regulation 6.5a is amended to increase the Clerk's Petty Cash Float from £100 to £250 to include the bar float and Regulation 15.5 is amended to include the 5 named Management Committee Volunteer Members on our insurance policy to carry money and store overnight in their homes. Mrs Watkins seconded the proposal, agreed. The Clerk confirmed these amendments will not incur any additional insurance cost.

6. To consider Planning Applications Received for Consultation

6.1 Mr S Aspin, 10 Boundary Way – Proposed conservatory. Recommendation approval.

6.2 Mr C Hind & Mrs A Parriss, The Old Rectory, 22 Upgate – Variation to condition 3 of permission 2008/0402 – Existing surface water drainage system to be used to attenuate flow of surface water. This application should not be approved under any circumstances as it could lead to possible contamination of ground water. If South Norfolk Council is mindful to grant planning permission this application should be submitted to the Environment Agency.

6.3 Mr J Matthews, 22 Rosebery Avenue – Proposed alterations to first floor and extension of lounge. Recommendation approval.

Permission Granted

1. 21A Norwich Road – Part demolition of existing rear extension. Proposed new rear extension with first floor dormer built into roof.
2. 60 Rectory Lane – Proposed addition of chimney for use with wood burning stove.
3. Amberley, 3 Green Fall – Retrospective application for replacement boundary wall with restyled dwarf wall and timber fencing between pillars. Plus erection of 2 gates.

7. To Consider Correspondence

7.1 Zurich Insurance Company

Information concerning plans to change the internal Zurich Financial Services Group circulated.

7.2 Parking – Brooke Meadow Way

Anonymous letter circulated. Agreed no further action can be taken as the letter does not contain a contact name or telephone number.

7.3 Norfolk Open Link – Poringland Community Centre

Letter from SNC concerning the decision to decommission after investigating the viability of running the network commercially. The ADSL service will continue until December 08.

7.4 NALC – Association Area Meeting ‘Community Cohesion’ 18.11.08 – Poringland Community Centre

Mr Hewer agreed to attend.

7.5 Initial Training for Clerks and Councillors 9.12.08 at Hevingham Village Hall

Mr Kudar agreed to attend.

8. To receive reports relating to the library building

Letter from Sam Haigh, Project Manager NPS circulated. Following a discussion Clerk was asked to reply pointing out it is up to the two Contractors to discuss and rectify the situation. Mr Overton pointed out that Mr Duke admitted the drainage was not constructed as originally intended. Unfortunately Morgan Ashurst did not communicate with him as requested, resulting in the pumped solution being carried out by Morgan Ashurst. It was agreed the correct procedure was not followed; therefore this matter must be sorted out between the Contractors.

9. To receive report from the Community Centre Management Committee

Minutes of the meeting held on 10.9.08 circulated.

10. To Pass Accounts for Payment

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

1. Spruce Landscapes (Maintenance to 31.10.08)	£	544.73
2. Norfolk Pension Fund (Superannuation)	£	599.99
3. Viking Direct (Stationary)	£	58.74
4. Por. Welcome Home & Mem. P/Field Cmtee. (Grant)	£	5,000.00
5. NCS (Playing Field Grounds Maintenance)	£	817.97
6. Mrs M. Henson (Cinema Expenses)	£	43.17
7. South Norfolk Council (Rates 08/09)	£	689.00
8. Tiscali (Broadband)	£	37.41
9. PWLB (Loan Repayment)	£	4,356.63
10. Barclays Bank Plc (Bar Stock)	£	141.83
11. British Gas Business (Electricity)	£	294.31
12. P. Bowyer Associates (Service Grease Trap)	£	146.88
13. Mrs C. Milton (Petty Cash)	£	94.45
14. Trevor Allchin Technical Services (Cinema Equipment)	£	307.38
15. Hugh Crane (Cleaning Equipment)	£	40.48
16. Veolia ES (UK) Ltd (Trade Waste Collection)	£	47.28
17. Mr C. Brian (Advertising for Dance Tickets)	£	60.00
18. Teknik Computers (Computer Repair)	£	30.00
19. NCC (Training Course)	£	30.00
20. Ms. L. Hazell (Relief Caretaker's salary to 31.10.08)	£	20.57
21. Spruce Landscapes (Grass cutting at C. Centre Oct.)	£	166.18
22. Spruce Landscapes (Playing Field Grass cutting Oct.)	£	148.56
23. Arborpro Tree Services (Tree Surgery)	£	250.00

24. Archant (Advertisement for Community Centre)	£	99.88
25. NPTP (Training Course for Mr Kudar)	£	35.00
26. Spruce Landscapes (Deep Water sign)	£	126.90
27. SAFE (CRB Checks)	£	40.00
28. NALC (Emergency Man. Sem. Jenny Ellis & Angela Beard)	£	40.00
29. Royal British Legion (Donation)	£	50.00

All passed for payment.

11. To receive written report from the Chairman

Mr Hewer confirmed he recently attended a meeting of The Five where it was agreed that Bixley could join the Group. Mrs Beard outlined details of the meeting, including the attendance of the Headteacher at Framingham Earl High School to discuss the school travel plan.

12. To receive brief verbal County Councillor's Report

No report.

13. To receive brief verbal District Councillor's Report

Mr Overton reported that Poringland will probably not be affected by the LDF. The feeling at SNC is that Unitary plans will be scrapped because of the costs involved.

14. To receive written Amenities Committee Report

Minutes of the meeting held on 22.10.08 circulated.

Maintenance Contract for the Leisure Garden & Burial Ground 1.4.09 to 31.3.10

Mrs Beard proposed the quotation of £5,893.25 plus VAT from Spruce Landscapes is accepted. The proposal was seconded by Mr Henson, agreed.

Maintenance Contract for the Community Centre 1.4.09 to 31.10.09

Mrs Watkins proposed the quotation of £1,015.00 plus VAT from Spruce Landscapes is accepted. Mr Kudar seconded the proposal, agreed.

Leisure Garden Pond

Quotation from BTCV for £175.00 + £100 skip hire for one full day clearing out the pond. The work would be supervised by Norwich Fringe Project. Quote from Spruce Landscapes for £300.00 to carry out the same work. Following a discussion when Members considered undertaking the work themselves, Mrs Beard proposed the quote from BTCV is accepted. Mr Overton seconded the proposal, agreed. Clerk to find out whether the team would consider tidying the Community Centre pond on the same day at no extra charge.

15. To receive written Playing Field Report

Quotation from NCS of £903.80 to carry out work on the Playing Field and £577.59 for grass cutting on the Brooke Meadow Way Open Spaces. The Clerk confirmed a second quote was obtained in respect of the Playing Field work from CGM Landscaping for £1,674.50. Mrs Harrison proposed the quote from NCS is accepted in respect of the Playing Field and Open Spaces on a one year contract, seconded by Mrs Neal, agreed.

16. To receive written Drainage Reports

Mr Henson confirmed that Dyno Rod are having major problems in Greenacres Drive and Clearview Drive because of running sand.

17. To receive written Newsletter Report

No report.

18. To consider written applications in respect of Grant Aid for Youth Work

Two applications received, one from Poringland & Framingham Earl Churches Together and the other

from the Youth Services on behalf of Poringland Youth Club. Following a discussion it was agreed the Youth Services application cannot be considered because the request is for salary funding on behalf of Norfolk County Council. Mrs Beard proposed the sum of £2,500 is given to the Churches Together youth project. Mrs Neal seconded the proposal, six Members voted in favour, one abstention. Carried. Mr Hewer pointed out the donation should be shown separately in the Churches accounts and Mr Foster agreed.

19. To discuss setting up a new Parish Council Website

Further information from Trevor Allchin concerning advertising circulated. Mr Henson proposed the quotation from Mr Allchin is accepted, seconded by Mr Overton, agreed.

20. Communities and Local Government Consultation Paper

Mr Hewer outlined a report on the above and suggested the proposed statutory 21 day consultation period should be extended to 28 days. Agreed. Clerk to reply accordingly.

21. Gypsy and Traveller Development Plan Document

Mr Henson outlined details written in the document. It was agreed no comments are submitted.

22. Freedom of Information Act 2000 – Adoption of the Model Scheme

Mr Overton proposed the Model Scheme is adopted, seconded by Mrs Harrison, agreed.

23. To appoint a Co-ordinator for the Community Emergency Plan – Volunteer David Hewer

Mrs Beard proposed that Mr Hewer is appointed Co-ordinator for the Community Emergency Plan, seconded by Mr Henson, agreed.

24. To appoint a Co-ordinator for the Community Speed Watch Scheme

The Chairman explained a Co-ordinator is needed, together with a few volunteers from each parish. If anyone is interested they were asked to contact the Clerk.

There being no further business, the meeting closed at 9.50 p.m.

