

29.07.2009

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, Mrs Watkins, Mr Ellis, Mr Kudar & Mr Henson.

Also Present: Mrs Milton, Mr Smith and 6 Members of Public.

Apologies: Mrs Neal, Mrs Kereama-Ellis, Mr Walker & Mr Overton.

2. To confirm the Minutes of the meeting held on 24th June 2009

Minutes of the meeting held on 24.6.09, having been circulated, following one minor 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 To consider a suitable location for a seat – Request to Village Hall Trustees

The Chairman confirmed the Trustees have not yet met to consider our request.

19. Report from Sarita Presland, Parish Liaison Officer on Quality Parish Council Status

Sarita Presland explained there are currently 42 Quality Parish Councils in Norfolk and the closest to Poringland are Loddon, Hempnall, Tasburgh and Wacton. Attaining Quality Status provides a sense of achievement for both the Council and its Clerk and Sarita confirmed she would be available to help us achieve Quality Status. Following a discussion Mr Hewer informed that he would like Council to read the information provided and discuss this matter as an agenda item at the next meeting. Agreed.

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

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

Mr Matsell addressed Council regarding his planning application for a single storey rear extension and first floor ensuite at 7 Stoke Road. He confirmed that Dyno Rod has been consulted on the drainage and South Norfolk Council has suggested reasonable recycling procedures.

5. To receive written Community Centre Reports

(a) Police Lease

Letter from Cole & Co circulated. It was agreed a meeting is held with Mr Potter in order to discuss payments in respect of rates, insurance and water rates. Chairman, Clerk and RFO to attend.

(b) VAT Registration

RFO's report circulated. In view of the report, it was agreed that the necessary steps must be taken to register for VAT as soon as possible.

(c) Proposal from Maureen Henson, Chairman of Poringland Community Cinema, that Poringland Community Cinema becomes independent of the Parish Council and the Management Committee

Mr Henson declared an interest, signed the Declaration of Interests register and left the room whilst the discussion took place. Before leaving he explained the Community Cinema would like to become independent of the Parish Council in order to save on officer time and because of the VAT issue. The Cinema would not be allowed to make a profit and all funds raised would come back to the Community Centre in order to improve facilities.

Report from RFO circulated. The Chairman explained the grant of £1,500 from the FAT was held in reserve as a contingency fund for maintenance and possible low audiences and £150 is deposited with Filmbank. His view is that a grant of £1,500 is given to the Community Cinema and £150 is recovered when the deposit is finally returned. All the equipment was provided by grants raised by Mrs Henson and at the present time only commercial hirers are charged to use the equipment. He felt the Community Cinema should not be charged to use the equipment. Also, the Cinema has agreed to provide money in respect of equipment depreciation. Mrs Henson explained the equipment will probably last at least 10 years and a service is carried out annually.

Following a discussion it was agreed that all community based groups should be exempt from paying a charge to hire the equipment but commercial organisations should be charged £60 for half a day and £120 for a full day. Mrs Beard proposed that a grant of £1,500 is given to the Community Cinema; the deposit paid to Filmbank is left dormant until it is returned and the Cinema is not charged to use the equipment. Mrs Watkins seconded the proposal. All in agreement.

New Chairs – Mr Henson reported the cinema income profit amounts to £1,342.81 and they would like the money to be put towards purchasing new chairs. The Clerk reported a donation of £790 was recently received from Framingham Earl PC and £1,040.00 was donated from The Five+ making a total of £3,172.81 if Council decided to spend this sum on new chairs. Three chairs were on loan from Gopak and Members discussed their preferences. The Clerk explained there are only sufficient funds to purchase 200 of the cheapest folding chairs and trolleys at a cost of £3,114.25. Following a discussion Mr Henson proposed that further research is undertaken. Mrs Harrison seconded the proposal. Agreed. Mrs Beard offered to obtain the price of comfortable chairs used at work. Agenda item next meeting.

(d) Resignation of John Overton as Designated Premises Supervisor where the Premises Licence authorises the supply of alcohol

Report from Mr Overton circulated. The Chairman explained that Mr Overton has resigned for personal reasons and since opening the bar he has worked for over 242 hours, not including cash and carry trips, stocking and changing bar and stock checks. Mr Overton has asked for a written indemnity by the Parish Council against any and all costs which may be incurred if there was a prosecution against him as he will not be present in future when the bar is operated. Mr Hewer also explained the Caretaker is willing to train in order to take on the role.

A discussion followed and it was agreed further clarification to the points raised is needed from Mr Overton and Mr Hewer agreed to speak to him as soon as he returns from holiday. Mr Henson proposed that Ms. Gooderham undertakes training as soon as possible to obtain the valid licensing qualification and then applies for her Personal Licence from SNC. Mrs Harrison seconded the proposal. Agreed.

Community Centre Management Committee Members - Mr Hewer reported that it would be beneficial if at least two more active representatives joined the Management Committee. Mrs Beard, Mrs Harrison and Mr Henson agreed to join the Committee.

Community Centre Extra Grounds Maintenance – Quotation from Spruce Landscapes for £120 plus VAT to maintain additional areas recently cut for remainder of contract period. Mr Henson proposed the quotation is accepted, seconded by Mr Ellis, agreed.

6. To discuss the Provision of a Youth Shelter

Information circulated. Following a discussion Mr Henson proposed that the Clerk contacts South Norfolk Council, pointing out that whilst we welcome a Youth Shelter we feel it should be situated well away from the housing development and this point was outlined to Norfolk Homes in a letter dated 31.5.07. Mr Kudar seconded the proposal, agreed. Clerk to mention that consultation should be carried out with potential users and local residents in order to find the most appropriate place for the shelter.

7. To consider Planning Applications Received for Consultation

1. Mr Matsell, 7 Stoke Road – Single storey rear extension and first floor ensuite. Recommendation approval. All drainage issues should be approved by the Drainage Officer and a percolation test should be carried out on the site.

2. Mr K Wright, 8 Ugate – Proposed car part connected to existing garage. Recommendation approval.

Permission Granted

34 Rosebery Avenue – Proposed rear extension.

8. To Consider Correspondence

8.1 *Changes to Norfolk County Council Telephone Numbers*

Letter from NCC circulated. From 1.7.09 the General Enquiries number will change to 0344 8008020.

8.2 *NALC Nomination of Officers 2009/10 & AGM 2009 – Resolutions for Debate*

Information circulated. Mr Hewer was nominated as Treasurer by Mr Henson, seconded by Mr Ellis, agreed.

8.3 *Afternoon Tea at Weeting Village Hall – 6.8.09*

Information circulated.

8.4 *Local Council Review Subscription Renewal*

It was agreed to renew the subscription for one year at a cost of £13.50.

9. To receive report from the Community Centre Management Committee

Minutes of the meeting held on 10.6.09 circulated. Letter in support of the Community Centre's functions circulated.

10. To Pass Accounts for Payment

1. Spruce Landscapes (Maintenance to 31.7.09)	£	564.77
2. Mrs C. Milton (Petty Cash)	£	95.40
3. Tiscali (Broadband)	£	34.80
4. Veolia (Trade Waste Collection)	£	66.53
5. Filmbank Distributors Ltd (Cinema Film)	£	240.10
6. Spruce Landscapes (P/Field Maintenance)	£	163.46
7. Spruce Landscapes (Community Centre Maintenance)	£	166.75
8. Spruce Landscapes (Community Centre Extra Maintenance)	£	264.50
9. Spruce Landscapes (Lift & Level 7 Graves)	£	161.00
10. South Norfolk Council (Rates)	£	434.00
11. Hedley & Ellis (Community Centre Stock)	£	13.66
12. Barclaycard (Bar Stock)	£	106.04
13. Ian Smith (Stationery) Ltd	£	56.22
14. Norfolk Pension Fund (Superannuation)	£	1,705.96
15. Hugh Crane (C.Centre Cleaning Supplies)	£	75.73
16. HM Revenue & Customs (VAT)	£	2,468.41
17. British Gas Business (Electricity)	£	421.27
18. Gopak Limited (Fast Fold Tool)	£	11.50
19. ESPO (Gas)	£	1.67
20. Canon UK Ltd (Photocopier)	£	33.11
21. Flameskill (Annual Service of Fire Equipment)	£	51.47
22. NALC (Local Council Review)	£	13.50

All passed for payment.

11. To receive written report from the Chairman

The Chairman reported that since the last meeting he has attended a joint Playing Field/Parish Council meeting, a Strategic Group meeting and he has been involved in work on behalf of the Community First Responder Scheme.

12. To receive brief verbal County Councillor's Report

Mr Smith reported that members of the Youth Council attended a recent SNAP meeting in Trowse. Mr Smith attended Caistor St Edmund's Parish Council meeting where the major issue was speeding traffic between Stoke Holy Cross and Caistor St Edmund and he has been asked to assist in a campaign to reduce the speed limit to 40mph. The Chairman confirmed that Poringland Parish Council is in agreement and a letter has been sent to NCC on behalf of The Strategic Group proposing that the 60mph limit be reduced to 40mph.

13. To receive brief verbal District Councillors' Reports

No reports.

14. To receive written Amenities Committee Report

Mr Ellis reported the next meeting will be held on 12.8.09. The Clerk informed the Deep Water sign has been removed from the Leisure Garden and Mr Spruce has ordered a replacement.

15. To receive written Playing Field Report – Including Resignation of David Hewer as a Trustee

Mr Hewer confirmed he has tendered his resignation with immediate effect as a Trustee because he realizes as Chairman of the Parish Council there would be substantial conflicts of interest. He advised there are currently two vacancies on the Committee. Mrs Harrison confirmed she has been approached by Mrs Neal who expressed a wish to join the Committee and Mrs Watkins also expressed an interest in becoming a Trustee. Mr Henson proposed that Mrs Neal and Mrs Watkins are appointed as Trustees; Mrs Beard seconded the proposal, agreed.

16. To receive written Drainage Reports

Mr Henson reported that the Primary School is trying to find an alternative way to get rid of its sewage, which means connecting to the main sewer along The Footpath. The work by Dyno Rod on Greenacres Drive and Clearview Drive has been completed.

17. To receive written Newsletter Report

It was noted that Mr Gudgeon and Mr Shearer will retire in less than 18 months time.

18. To discuss the Local Council Review

Information circulated and noted.

20. To Minute Approval of Financial Regulations & First Payment made on 14.1.09 to Pitkin & Ruddock

Mr Henson proposed that the Financial Regulations are approved and he also proposed that the first payment of £16,859.00 made to Pitkin & Ruddock on 14.1.09 is approved. Both proposals were seconded by Mrs Watkins, all in agreement.

21. 2009 Awards for Local Councils

Information circulated.

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

