

30.09.2009

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 Neal, Mrs Kereama-Ellis, Mr Ellis, Mr Kudar, Mr Walker & Mr Henson.

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

Apologies: Mrs Watkins.

2. To confirm the Minutes of the meeting held on 29th July 2009

Minutes of the meeting held on 29.7.09, 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 To consider a suitable location for a seat – Request to Village Hall Trustees

The Clerk confirmed the Trustees do not consider there is enough room on the forecourt for a seat.

3.2 Police Lease

The Chairman confirmed that all outstanding payments have been received.

3.3 Designated Premises Supervisor

The Clerk confirmed that Ms. Gooderham has gained her BIIAB qualification for Licensed retail and is waiting for the Certificate. Once this has been received she can apply to South Norfolk Council for her Personal Licence.

3.4 Provision of a Youth Shelter

Email circulated showing the new site for the Youth Shelter.

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

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

No matter were raised.

5. To receive written Community Centre Reports

(a) Police Lease

The Chairman confirmed that a water meter will be installed in order to correctly monitor the amount of water used by the Police Station.

(b) VAT Registration

The registration has taken place and Certificate received.

(c) New Chairs

Mr Henson showed Members a chair which has been purchased by the Cinema. He explained they are ordered in packs of 5 and cost just under £10 each, but unfortunately an order cannot be placed until next spring. Mrs Henson is currently applying for grant aid towards the cost of the chairs. Mr Henson confirmed the Cinema will look into the cost of providing a storing mechanism. It was generally agreed the chair is comfortable and resilient. Following a discussion Mrs Harrison proposed that providing the Cinema funds are used for this purpose, any additional cost is paid by the Parish Council. Mrs Kereama-Ellis seconded the proposal, agreed.

(d) Business Rates Deferral Scheme

Mrs Neal proposed that the payment of the Business Rates bills is not deferred. Mr Henson seconded the proposal, agreed.

(e) Food Hygiene Inspection

Letter from South Norfolk Council circulated. The Clerk confirmed a rack has been purchased to store the chopping boards and an accident book to comply with data protection legislation is in use.

(f) Maintenance of the Air Conditioning System & CCTV Annual Maintenance

The Clerk reported that the air conditioning control panel is displaying a symbol indicating a service is required. Last Saturday evening the Caretaker had a problem in reaching the required temperature in the main hall. Mrs Neal proposed a six monthly service is carried out as required; Mr Henson seconded the proposal, agreed.

The Clerk reported a quotation has been received for annual CCTV maintenance from H & N Electrical Safety Testing for £40. Last year Dragon Security charged £93.33 for this work and to date a quotation has not been received this year, despite a request a few weeks ago. It was agreed that H & N are asked to carry out the service in November. Mr Henson suggested that all contracts are market tested next July and reported to the September meeting. Agreed.

(g) Community Centre Maintenance

Estimate from T.D.P Builders Ltd for the following work that is required:-

Supply and fit 7 hardwood door drips on head of external timber door frames and supply and fit nuts and spring washers to emergency door mechanism on 2 Fire Exit doors - £245.00 + VAT.

Outside rear kitchen door - Supply and fit 8 concrete bollards approx 1.0m high – taking up slabs, excavating hole and concreting in each post. Replace approx 20 broken paving slabs inclusive of slabs for post positions - £1,745.00 + VAT.

Following a discussion the Clerk was asked to obtain 2 further quotes for discussion at the next meeting.

6. To discuss Quality Council Status

Mr Hewer explained that Quality Councils are beginning to have a large impact on whether funding is granted and he would be prepared to help the Clerk attain the CILCA Certificate in order to gain Quality status. Mr Henson expressed his concern at the costs of registration and maintenance and the fact we would need to be re-audited every 4 years. The Clerk is already working more than her 30 contracted hours each week and we cannot afford to pay any additional hours for this purpose. To attain Quality Status would cost Council a considerable amount of money and he could not see any immediate benefits. Following a discussion it was generally agreed this is not the right time to proceed but Quality Status can be looked at again in the future.

7. To consider Planning Applications Received for Consultation

Permission Granted

1. 7 Stoke Road – Single storey rear extension and first floor ensuite.
2. Development of land west of The Street – Formation of new access onto Devlin Drive, pair of garages detached from plot 113 and minor resiting. Plot 116 and associated garage detached from adjacent dwelling and re-sited together with the creation of a new garage attached to garage 116.
3. Development of land west of The Street – Formation of new access onto Devlin Drive for new detached single garage for plot 104 together with minor alterations to reduce size of garage block to rear.
4. Development of land west of The Street – Change of house type on plots 142, 148 to 154 and creation of new access onto Victory Avenue for new detached garage to the south of plot 154.
5. 8 Uppgate – Proposed car part connected to existing garage.

Appeal

Appeal by Mr Buchanan, 9 Highgrove Court against the decision of SNC who has refused permission for a two storey extension and conservatory to rear of existing property. Clerk has reiterated Council's earlier comments that we consider this application should be refused.

8. To Consider Correspondence

8.1 Initial Training for Clerks and Councillors

Information from NPTP circulated.

8.2 Branch Temporary Closure – Poringland Post Office

Letter from the Post Office circulated, together with an email from Mr Basit. Mr Overton explained that Mr O’Flynn has applied to run the Post Office in Budgens supermarket.

8.3 More Powers for Parish and Town Councils

Information circulated. It was agreed that no comments are forwarded.

8.4 Poringland Village Hall – Registered Charity No. 295272

Letter from the Charity Commission addressed to Mrs Beard confirming the charity named above has been removed from the Central Register of Charities with effect from 12.6.09.

8.5 NALC Charity Workshop – Poringland Community Centre – 28.10.09

Mr Henson proposed that Mr Hewer attends the Workshop on behalf of Council at a cost of £20. Mr Walker seconded the proposal, all in agreement.

9. To receive report from the Community Centre Management Committee

Minutes of the meeting held on 8.7.09 circulated.

10. To Pass Accounts for Payment

Accounts paid during August

1. Spruce Landscapes (Maintenance to 31.8.09)	£	564.77
2. Mrs C. Milton (Petty Cash)	£	100.30
3. Tiscali (Broadband)	£	34.80
4. Veolia (Trade Waste Collection)	£	53.22
5. Clear Vision (Window Cleaning)	£	100.00
6. Spruce Landscapes (P/Field Maintenance)	£	163.46
7. Spruce Landscapes (Community Centre Maintenance)	£	212.75
8. Disclosure Scotland (Disclosure Check for Lisa)	£	23.00
9. Norwich City College (Lisa Course)	£	118.00
10. South Norfolk Council (Rates)	£	434.00
11. International Correspondence Schools Course (Joanne)	£	494.10
12. NAVH (Subscription)	£	10.00
13. Ian Smith (Stationery) Ltd	£	85.42
14. Norfolk Pension Fund (Superannuation)	£	852.98
15. Trevor Allchin Services (Cinema Equipment & Website)	£	137.40
16. Thursford Enterprises (Tickets)	£	1,539.00
17. British Gas Business (Electricity)	£	386.75
18. H & N Electrical Safety Test (PAT Testing)	£	44.90
19. Barclaycard (Bar Stock)	£	866.43
20. Anglian Water (Cemetery Water Rates)	£	14.53
21. L Gooderham (Bar Stock)	£	36.19
22. L. Gooderham (Repairs)	£	63.45

All passed for payment.

Accounts for Payment during September

1. Spruce Landscapes (Maintenance to 30.9.09)	£	564.77
2. Mrs C. Milton (Petty Cash)	£	151.83
3. Tiscali (Broadband)	£	34.47
4. Veolia (Trade Waste Collection)	£	66.53
5. Mazars (Audit Fee)	£	1,006.25
6. Spruce Landscapes (P/Field Maintenance)	£	163.46

7. Spruce Landscapes (Community Centre Maintenance)	£ 212.75
8. Por. Welcome Home & Memorial P/Field (Grant)	£ 6,392.00
9. Anglian Water (Water Rates)	£ 202.35
10. South Norfolk Council (Rates)	£ 434.00
11. Poringland Cinema (Grant)	£ 1,500.00
12. Glasdon UK (Waste Bin)	£ 147.61
13. Ian Smith (Stationery) Ltd	£ 85.81
14. Norfolk Pension Fund (Superannuation)	£ 852.98
15. Norse Commercial Services (Grass cutting & P/F Work)	£ 1,346.31
16. Hugh Crane Cleaning Equipment (Cleaning)	£ 93.44
17. British Gas Business (Electricity)	£ 365.07
18. HM Revenue & Customs (Tax & NI)	£ 2,388.72
19. Spruce Landscapes (Deep Water Sign)	£ 40.25
20. Norfolk ALC (New Members Pack)	£ 13.50
21. Woolnough & Cogman (Bus Shelter Repairs)	£ 722.20
22. L. Gooderham (Bar Stock)	£ 297.53
23. Norfolk ALC (Workshop)	£ 20.00

All passed for payment.

11. To receive written report from the Chairman

The Chairman reported that he has attended a Planning meeting and a Community Centre Management Committee meeting. He informed he was a judge for the Pride of Norfolk Awards and he attended a seminar for emergency preparedness. Mr Hewer confirmed he is still NALC's Treasurer and has taken on the role of junior Vice-Chairman.

12. To receive brief verbal County Councillor's Report

Mr Smith circulated copies of a written report and mentioned a few items outlined in the report.

13. To receive brief verbal District Councillors' Reports

Mr Overton reported that massive restructuring has taken place at SNC, resulting in a 2 million pound saving. Mr Overton confirmed he has moved on to the main Planning Committee and he also remains on the Eastern Planning Committee. Supt. Paul Sanford is moving to Response Policing for the whole of the County and he is being replaced by Supt. Malcolm Cooke. A Sergeant has been appointed to Loddon, leaving Sgt. Mark Aldis to concentrate on the Poringland area.

Mrs Neal reported a recent meeting was held between SNC Representatives, Mr Bowyer from Dyno Rod and Cawstons Meadow residents to discuss the tree roots that damaged pipes, causing a blockage to the sewer which affected some of the residents' properties. The residents have agreed to go forward with an insurance claim but Dyno Rod will only guarantee their work for 10/15 years because the trees that caused the problem are on the Playing Field. The residents have asked the P.C through Mrs Neal what they intend to do about the damage caused by the tree roots.

Mr Henson pointed out the residents have a responsibility to maintain their property and tree roots can only get into the pipes if there is a fault in the joints. Once the pipe has been fixed the roots will not get in and there will not be a problem. Mr Overton explained he spoke to Dyno Rod because the roots had gone into the pipe work, Dyno Rod will only give a 10/15 year guarantee and the residents are concerned for the future. Mr Henson felt that more advice is needed and he agreed to consult MAS Environmental in Cambridge. Mr Hewer pointed out that technically this is a matter for the Playing Field Committee but we need to look at our responsibilities. The Clerk was asked to find out whether a TPO has been put on the trees. It was agreed to discuss this matter again at the next meeting.

14. To receive written Amenities Committee Report

Okorska Memorial – Formal application circulated. It was agreed the application can be approved providing the translation for the Polish inscription is acceptable.

Tree in Memory of The Late Clive Banner – Mr Ellis reported the Committee felt the Holly Oak memorial tree is in need of attention and Juliet Huxtable confirmed the bottom branches should be removed but she is uncomfortable at undertaking the work because it is a memorial tree. The Clerk was asked to contact Mrs Banner to see if the family has any objections to the work being done.

Yew Hedge – Quotation from Spruce Landscapes for £450 + VAT to supply and plant a yew hedge. Mr Henson felt that Mrs Henson could supply yew whips at a very reasonable cost and Mr Ellis offered to help with the planting. Mrs Neal proposed that Mr Henson and Mr Ellis discuss this matter further to see if the planting can be carried out on a voluntary basis. Mr Walker seconded the proposal, agreed.

Deep Water Sign – Mr Ellis felt the sign has been erected the wrong way round. The Clerk was asked to check and contact Spruce Landscapes accordingly.

Leisure Garden Pond – Mr Hewer reported that two bikes have been dumped in the pond and need to be removed. Mr Henson offered to see if he is able to retrieve them.

15. To receive written Playing Field Report

Mrs Harrison reported the Committee welcomed Mrs Neal who has joined as a Trustee and is the second Child Protection Officer. The booking fees were discussed and a new scale of charges agreed. The shower room and kitchen have been decorated and the CCTV re sited for ease of access. Mr Henson congratulated Mrs Harrison on what is a major step forward for the Committee.

16. To receive written Drainage Reports

Mr Henson reported there is a major problem for the Primary school as 20 properties have connected into the sewer. Elizabeth Road and Springfields works are progressing slowly but surely. Because of the complications in Cawstons Meadow the St. Mary's Road scheme has been delayed.

17. To receive written Newsletter Report

No report.

18. Community First Responder Meetings

Mr Hewer reported that meetings are held in the Community Centre and a cost of £240 has to be paid for the hire of the hall. He is going to ask the other Parish Councils for grant aid towards the kit and he wondered if Poringland P.C would consider sponsoring the cost of the meetings. Following a discussion it was agreed funds are not available to support the Community First Responder meetings.

19. Resignation of Parish Councillor John Overton

The Clerk reported that Mr Overton has decided to resign as a Parish Councillor. The Chairman thanked Mr Overton for all the work he has carried out on behalf of Council and for the many years he has dedicated to the Community Centre project. Mr Henson proposed that Mr Overton is presented with a Certificate to mark his length of time as a Parish Councillor. Mr Walker seconded the proposal, agreed. Mr Overton confirmed he would like to remain as a Parish Council representative on the Playing Field Committee. Agenda item next meeting.

The Clerk confirmed SNC has been contacted and the vacancy will be advertised.

20. Gambling Act 2005 – Draft Policy Consultation

Information circulated.

21. Open Space Provision by Norfolk Homes

Email circulated from Norfolk Homes confirming the Open Space works are progressing well and if the Parish Council is also mindful, they would encourage early adoption of this area once it is finished (towards the end of this year) and they invite our response. The Clerk was asked to contact Gary Hancox to find out what 106 Agreement has been put in place for this development.

22. External Auditor's Certificate and Opinion for Audit Year Ended 31.3.09

Information circulated confirming no matters have come to the External Auditor's attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

23. Advertising on the Website

Email from Trevor Allchin circulated concerning advertising local business cards on the website. Before progressing the Clerk was asked to find out the costs for advertising in The Five+ and Contact.

There being no further business, the meeting closed at 9.10 p.m.