

**31.03.2010**

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 Watkins, Mrs Beard, Mr Walker, Mr Henson, Mr Kudar & Mr Timson.

*Also Present:* Mrs Milton, Mr Overton, Mr Smith, Representatives on behalf of Norfolk Homes Limited, Ms. Garfoot Property Manager SNC & 3 Parishioners.

*Apologies:* Mrs Kereama-Ellis, Mrs Neal & Mr Ellis.

**2. To confirm the Minutes of the meeting held on 24<sup>th</sup> February 2010**

Minutes of the meeting held on 24.2.10, having been circulated, the Minutes 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 Cawstons Meadow Dog Waste Bin**

The Clerk confirmed that despite installing a larger receptacle, the bin is still overflowing at weekends. Agreed a notice is attached to the bin informing that when it is full nearby bins should be used and dog waste should not be left on the ground.

**3.2 Request for a Grit Bin on the corner of Clearview Drive**

Petition signed by residents of Clearview Drive requesting a grit bin is provided at the end of the road. Agenda item next meeting.

**3.3 Donations**

Letters of thanks received from CAB, East Anglian Air Ambulance and East of England Ambulance Service.

**3.4 SAFE**

Standards as set by the Norfolk Safeguarding Children Board have been met and the new Certificate has been displayed in the Community Centre.

**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 formulate a response to Norfolk Homes on the Consultation Version of Schemes for Area A and Area D – Land West of The Street**

Following a discussion when issues and concerns were raised with Norfolk Homes and Mr Harper answered accordingly, Mr Henson proposed the following response is forwarded to Norfolk Homes and South Norfolk Council. Mr Walker seconded the proposal, agreed.

**Area A - Land rear of Heath Loke and Spruce Crescent, including Spine Road to Stoke Road**

We have concerns about the spine road access on to Stoke Road causing difficult vehicular access to an adjacent property from the roundabout and the possibility of long queues morning and evening.

**Poringland Lakes**

It was agreed the water levels of the Lakes should not be compromised in any way.

**Emergency Access**

Alternatives to this emergency access should be examined if indeed this is required. If such an access is demanded then we would expect that it is not open to foot or cycle access. The emergency access should be gated and used solely by emergency vehicles.

## **Spruce Crescent**

An extension to the play area was not supported by the residents and the Parish Council supports this view and considers this should not be included in the proposals.

## **Area D - Carr Lane to Shotesham Road including Spine Road**

### **Potential Footpaths**

These were not supported by the residents and the Parish Council supports this view and considers there should be no footpath (access or egress) to Church Close or Saxonfields. An alternative footpath link could be considered from the development to Carr Lane.

### **Carr Lane**

The Parish Council is concerned about the proposed access to Dormer House through the development. Currently a large number of vehicles (large vans as well as cars) use Carr Lane daily to visit the business premises at Dormer House and we do not consider these vehicles should travel through the development.

### **Commercial Development**

The Parish Council welcomes the proposal for commercial development on the land as it will give the opportunity and sustainable travel to work for employment within the village.

### **Drainage**

Prior to any planning permission being granted we would expect to see detailed drainage reports on both of the developments before commenting any further.

Church Close has significant surface water problems and there is a history of infill in ditches.

### **Shotesham Road**

The siting of the Spine Road access on to Shotesham Road is a technical issue and the entrance needs to be agreed with Highways. We would like the Planners and Highway Engineers to take a more detailed look at the entrance to ensure the best vision is provided and all road users are as safe as possible. We need to ensure the most effective traffic calming is introduced for maximum safety and there remain concerns of the effects to the junction with the B1332. This is the agreed route hierarchy main route to Shotesham for heavy good vehicles.

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

### **(a) Parish Council Issues – Including Recommendation from Finance & Governance Committee that the electricity supplier is changed to ESPO**

The Clerk confirmed the MPAN number is needed in order to change electricity supplier and the top line did not register. A representative from British Gas will check the meter next week and a report will be available on 12.4.10.

### Bar Float

The Clerk asked if another bar float of £150 could be provided because the current two floats constantly run short of change. Mr Timson proposed a third float is provided, seconded by Mr Walker, agreed.

### Replacement Trees

Spruce Landscapes damaged three silver birch trees whilst cutting the grass last season and Mr Spruce wondered if Council would accept three maple trees as a replacement. Following a discussion it was agreed that silver birch trees should be planted.

### Wirefree Sounder

Second quotation from A. C. Leigh for £325.00 to install mains powered exit guard with alarm output relay. Quotation from Trevor Allchin for £161.00 to add a sensor to the outside fire door and a visual indication to the bar. Mr Walker proposed the quote from Mr Allchin is approved, seconded by Mrs Harrison, agreed.

### Filmbank Distributors

The Chairman confirmed that the Parish Council has a direct account with Filmbank with a returnable deposit of £150. The Community Cinema should open a separate account in order to operate independently of the Parish Council. Following a discussion Mrs Harrison proposed the PC account is closed and a grant of £150 is paid to the Cinema. Mrs Watkins seconded the proposal, agreed.

### **(b) Report from Community Centre Management Committee**

Minutes of the meeting held on 10.2.10 circulated.

### Alleged Noise Nuisance from Amplified Music at Community Centre

The Chairman confirmed a letter has been received from SNC informing that a formal complaint has been received in relation to the above. The complainant has been asked to keep a detailed written record of the alleged noise for eight weeks.

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

1. Mr & Mrs Pitelin, 4 Hardesty Close – Proposed extension and loft conversion. Recommendation approval.

## **8. To Consider Correspondence**

### 8.1 EDP Pride in Norfolk Community Awards 2010

Agreed to keep details on file.

### 8.2 Request for a Dog Waste Bin on Shotesham Road/Howe Lane Corner

Clerk was asked to obtain full costs for next meeting.

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

1. Staff Salaries to 31.3.10	£ 3,526.70
2. Spruce Landscapes (Maintenance to 31.3.10)	£ 577.04
3. Veolia (Trade Waste Collection)	£ 46.66
4. SNC (Dog Bin Emptying Service)	£ 319.84
5. Norfolk Pension Fund (Superannuation)	£ 861.54
6. NALC (Standing Orders)	£ 25.00
7. ESPO (Gas)	£ 414.76
8. British Gas Business (Electricity)	£ 376.35
9. Ms. L. Gooderham (Bar Stock)	£ 930.91
10. Mr D Hewer (CAB Check for Bar Licence)	£ 23.00
11. Hedley & Ellis (Maintenance)	£ 4.70
12. Ian Smith (Stationers) Ltd	£ 91.34
13. Norwich Electrical Company Ltd (Maintenance)	£ 407.13
14. Pellfold Parthos Ltd (Partition Repairs)	£ 146.88
15. Mrs C Milton (Petty Cash)	£ 107.36
16. Tiscali (Broadband)	£ 32.68
17. Mrs C Milton (New Printer & Cable)	£ 51.04
18. Mr J Cogman (Dog bin installation charge)	£ 82.25
19. HM Revenue & Customs (Tax & NI)	£ 2,351.78
20. Zurich Insurance Ltd (Insurance Premium)	£ 6,026.33

All passed for payment.

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

Mr Hewer reported he attended the Inquiry at SNC in respect of the CPO for the completion of the Spine Road on 2.3.10 when the objection was withdrawn. On 10.3.10 he attended a Finance & Governance meeting and on 24.3.10 he attended a SNAP meeting. On 25.3.10 he met Mr Gudgeon, Mr Shearer and Mr Meek in order to discuss the way forward to bring back The Five+. Mr Gudgeon and Mr Shearer have agreed to assist and the next edition will be delivered in September.

Finally, Mr Hewer reported that a letter has been received from Mrs Barnes tendering her resignation with effect from 1.4.10, to leave Council's employ on 30.6.10. Mr Hewer asked for Council's thanks to Mrs Barnes to be recorded in the Minutes and Clerk was asked to write to Mrs Barnes accepting her resignation. It was agreed that before the vacancy is advertised a Finance & Governance Committee meeting is held in order to discuss the job description of the RFO.

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

Written report circulated. Mr Smith confirmed that Bergh Apton recycling centre will move to part time from 20.4.10. This change is a result of the need to make savings and to pay for increased Landfill Tax. Mr Smith mentioned the SNAP meeting and confirmed that one of the priorities for the local Police would be parking issues concerning Poringland Primary School along St Mary's Road and Rectory Lane during school times. Inspector Brown will be preparing a report and it was agreed to discuss the issues and establish a parish policy as soon as details of the report are known.

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

Mr Overton reported that Inspector James Brown is the new Poringland Inspector but we are still waiting for a Sergeant to be appointed. The new school Headteacher will be involved with the parking issues and a complete health and safety risk assessment will be carried out.

Mr Overton explained that Cabinet Members have expressed strong views on the proposed commercial development and he felt it might be beneficial if a letter is sent to Mr Fuller outlining Council's support for the scheme. Mr Henson proposed a letter is written to Mr Fuller outlining Council's support for the proposed commercial development; Mr Timson seconded the proposal, agreed.

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

Quotation from Spruce Landscapes to weed feed and apply moss killer to the Cemetery for £540.00 plus VAT and £250.00 plus VAT for the Leisure Garden. Clerk was asked to check the prices for last season and report at next meeting.

Notification of price change from Veolia Environmental Services due to increased Landfill Tax.

#### **14. To receive written Playing Field Report – Including Recommendation from Finance & Governance Committee that based upon balances currently held, it would be inappropriate to use Parish Council funds to pay the Playing Field Insurance Premium**

Minutes of the Finance & Governance Committee meeting circulated. Mrs Harrison explained that whilst £11,000 is shown in the accounts, part of the figure relates to a contingency fund and expenditure for the next financial year, including two insurance premiums. Mrs Harrison asked whether the Committee could approach the Parish Council for help if it finds itself in financial difficulty later in the year and Mr Hewer confirmed this will not cause a problem.

Mrs Harrison reported the next meeting will be held on 11<sup>th</sup> May after the AGM.

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

No report.

#### **16. Community Youth Projects**

Two letters received from Poringland & Framingham Earl Churches Together. The first letter thanked Council for the generous grant of £2,500 towards youth work and explained the reason for the closure of the Drop In Youth Club.

The second letter advised that from 12<sup>th</sup> to 16<sup>th</sup> August a substantial number of young people will be involved in large scale community projects in the area in order to serve the community in practical ways. The Youth Leader would welcome a meeting with Council Representatives to discuss ideas. Clerk was asked to reply to Mr Grimwood inviting him to contact Mrs Harrison in order to discuss the possibility of

the young people helping to decorate the interior of the Pavilion. Clerk was asked to inform Mr Gudgeon of the project on behalf of Poringland Lakes. Clerk to check the condition of the parish seats.

#### **17. Land Registry**

Confirmation from Land Registry that neither the Burial Ground nor Playing Field has been registered. Mr Henson proposed that steps are taken in order to register the Burial Ground and Playing Field. Mr Walker seconded the proposal, agreed.

There being no further business, the meeting closed at 9.30 p.m.