

**07.01.2009**

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

*Also Present:* Mrs Milton, Mrs Barnes, Mr Hemming and one parishioner.

*Apologies:* Mrs Kereama-Ellis & Mrs Harrison.

**2. To confirm the Minutes of the meeting held on 26<sup>th</sup> November 2008**

Minutes of the last meeting held on 26.11.08, 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 *Leisure Garden Pond***

Confirmation from Matt Davies that maintenance work to the pond will be carried out on 27.1.09.

**3.2 *£2,500 Support for Youth Project***

Letter from Mr Foster, Hon. Treasurer, Churches Together, thanking Council for their donation.

**3.3 *Police Payment***

The Chairman confirmed the outstanding sum of £5,962.00 has been received.

**3.4 *Play Area Wet Pour Floor Surface***

Letter from Edward Hyde confirming the surface in the Devlin Drive play area is more than satisfactory.

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

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

A resident outlined his concerns regarding the plan for 11 Carr Lane and mentioned the main points relating to overlooking his property from the proposed windows and lack of screening.

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

**(a) *To report on the progress of the installation of Air Conditioning***

The Chairman confirmed planning approval has been granted. Mr Farrimond met an electrician and builder on site and discussed full details. Quotation from Norwich Electrical for £1,720.00 to carry out the required work, plus recommendation that a current monitoring device is installed on the existing supply to obtain whether there is room to install the additional load at a cost of £250.00. Estimate of £1,135.00 plus VAT from T. D. P. Builders Ltd which will be subject to air conditioning/electrical contractor's specifications and requirements. Following a discussion Mr Henson proposed the electrical quote is accepted and the builders quote is approved providing written confirmation is received that the estimate is capped at £1,500.00. Chairman to liaise with Mr Farrimond to ensure the quotation and estimate both fit together before proceeding. Mr Overton seconded the proposal, all in favour.

*Neighbourhood Fund* – Letter from SNC circulated confirming a grant of £2,000 has been awarded from the Neighbourhood Fund towards the air conditioning.

**(b) *Financial Matters***

Letter from TCA Design circulated. Following a discussion Mr Overton proposed an offer is made to Mr Copeland to write off the invoice for £431.20 plus VAT against £900 owed to us in respect of the chairs that were included on the inventory but never received. Mr Walker seconded the proposal, agreed.

*Final Account* – This matter is still outstanding.

*Gas Contract* – The RFO has secured a price of 3.123 p/kwh with ESPO with effect from 26.3.09 to 30.6.09. Current British Gas price is 4.823 p/kwh plus 9.080 per day standing charge.

*Framingham Earl Parish Council* – Donation of £790.00 from Framingham Earl PC towards the Community Centre. The Clerk confirmed a letter of thanks has been sent.

(c) *To consider the report on the Community Centre Floor* – Information from Roger Hyde Limited circulated. Details to be passed to the Management Committee.

(d) *VAT Claims* – Information from HM Revenue & Customs circulated. A letter answering the questions raised has been forwarded accordingly.

## **6. To approve the following Recommendations from Finance and Governance Committee as detailed in Minutes dated 19.11.08**

(a) *Salary Review* – Recommendation as from 1.4.09 the Clerk and Caretaker's contractual hours are increased to 30 per week, the RFO's contractual hours are increased to 8 per week and the Administrator's contractual hours are increased to 12 per week. Following a lengthy discussion Mr Henson proposed the recommendations are adopted, seconded by Mr Overton, 5 Members voted in favour, 3 abstained. Carried.

(b) *Community Centre Building Costs – Transfer of Funds from the Open Spaces Account – To be reimbursed by the end of the decade* – Following a discussion Mrs Neal proposed funds are used from the Open Spaces account to meet the Community Centre final building costs, to be reimbursed by the end of the decade. Mr Ellis seconded the proposal, all in favour.

(c) *Budget Proposal of £103,079.00 for 2009/10 Precept*

A few points were raised concerning the budget proposals and the running costs of the Community Centre and the RFO answered accordingly. The Chairman explained the Centre has had a major leap forward in terms of bookings and in order to keep costs to a minimum more people are needed to become involved to help on a voluntary basis. At this point Mrs Watkins left the meeting for another engagement. Mrs Neal proposed the budget of £103,079 is approved, Mr Ellis seconded the proposal. Six Members voted in favour, 2 Members voted against. Carried.

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

7.1 Mr & Mrs Palmer, 11 Carr Lane – Construction of a double garage, ground floor extension and loft conversion. Recommendation refusal. This property is on the edge of an area with major flooding and drainage problems. The Carr Lane pond was the centre of extensive flooding affecting Carr Lane and Saxonfields a few years ago. The plan makes no mention of drainage to surface water drains. If soakaways are planned a percolation test should be carried out. This Council would oppose soakaways because of the history of local flooding under PPS 25.

The proposed windows in the east elevation and the velux roof lights overlook 22 Saxonfields. If approved, these windows should be obscured and non opening. The hedge on the east side that was recently removed should be replaced with mature hedging or close boarded fencing to screen the neighbouring property.

7.2 Mr N. Brooks, Finch House, Dove Lane – Two storey side and rear extensions with garaging and alterations to dwelling. No comments.

7.3 The Magic Pot, 109 The Street – Change of use from A2 to A5. No comments.

7.4 Mr M. Newton – 2A Stoke Road – Proposed extension to side, replacement conservatory and internal alterations. Recommendation approval.

7.5 Poringland Parish Council, Community Centre, Overtons Way – Variation of condition 1 of permission 2007/1110 – to allow the extended hours on 10 occasions to 11.30 pm and one midnight & New Years Eve/New Years Day until 00.30 am on a permanent basis. Recommendation approval.

*Permission Granted*

1. Old Mill Surgery, Stoke Road – Siting of portable office in car park and associated parking at The Railway Tavern, Norwich Road, Framingham Earl.
2. 33 Rectory Lane, Proposed demolition of existing bungalow and erection of pair semi-detached houses with ancillary works.
3. 10 Boundary Way – Proposed conservatory.
4. 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.

*Permission Refused*

1. 22 Rosebery Avenue – Proposed alterations to first floor and extension of lounge.

## **8. To Consider Correspondence**

### 8.1 *Norfolk Police Authority Open Meeting: NPA Budget 2009/10 – Options and Future*

Details circulated.

### 8.2 *Norfolk (South Norfolk) Poringland Tree Preservation Order 2008 No 2 Oak Tree at 2A Stoke Road*

Information from SNC circulated.

### 8.3 *Norwich Fringe Project Funding Appeal 2009*

Letter from Matthew Davies circulated. Mrs Beard proposed a donation of £100 is sent to the Fringe Project. Mr Henson seconded the proposal, agreed.

### 8.4 *Norfolk Landscape Archaeology*

Information circulated.

### 8.5 *Review of the East of England Plan to 2031*

Letter from NCC circulated.

### 8.6 *Play Area Inspection Course*

Information from SNC circulated.

### 8.7 *Meeting at Stoke Holy Cross Church Hall on 8.1.09 to Discuss the Provision of Allotments*

Details circulated.

### 8.8 *Communities in Control: Real People, Real Power: Code of Recommended Practice on Local Authority Publicity*

Consultation document received. Agenda item next meeting. Mr Hewer agreed to read the document and outline details at next meeting.

## **9. To receive reports relating to the Library**

Email from NPS enclosing photographs, requesting permission to replace the rain chains with a piped solution. Following a discussion it was agreed the proposals as suggested could encounter considerable problems with security and maintenance. Clerk was asked to suggest the pipe work is installed flush to the wall to try and prevent any vandalism. It was also agreed the materials used should be in keeping with the current building - silver rather than any other colour and metal rather than plastic.

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

No meeting held in December.

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

Mr Henson Declared an Interest in the payments relating to the Cinema.

1. Spruce Landscapes (Maintenance to 31.12.08) £ 533.14

2. Norfolk Pension Fund (Superannuation)	£	614.68
3. Simnick Supplies Ltd (Bar Stock)	£	148.62
4. Classic Choice Catering (Hire of Equipment for Wedding)	£	40.00
5. Mr J. Henson (Cinema Expenses)	£	18.00
6. South Norfolk Council (Rates 08/09)	£	689.00
7. Tiscali (Broadband)	£	34.30
8. Mrs C. Milton (Planning Application Fee)	£	75.00
9. Norwich Electrical (Disconnect Petrol Interceptor)	£	27.61
10. Spruce Landscapes (Level & Turf 3 Graves)	£	62.10
11. Ian Smith Stationers (Stationery)	£	57.85
12. Poringland PC (Cinema Hiring)	£	130.00
13. British Gas Business (Electricity Payment)	£	282.13
14. Barclaycard (Bar Stock)	£	577.95
15. Mrs A Barnes (Travel)	£	8.00
16. Veolia ES (UK) Limited (Trade Waste Collection)	£	47.28
17. Spruce Landscapes (Maintenance to 31.1.09)	£	533.14
18. South Norfolk Council (Rates 08/09)	£	689.00
19. HM Revenue & Customs (Tax & NI)	£	2,361.89
20. Norfolk Pension Fund (Superannuation)	£	614.68
21. Mrs M. Henson (Cinema Expenses)	£	239.42
22. Dorset Film Touring (Cinema Expenses)	£	724.30
23. Ian Smith Stationers (Stationery)	£	46.62
24. Ian Smith Stationers (Cinema Expenses)	£	59.57
25. Mrs C. Milton (Petty Cash)	£	85.07
26. Norwich City Council (Fringe Project Donation)	£	100.00
27. Tiscali (Broadband)	£	32.22

All passed for payment.

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

Mr Hewer reported he attended the Area Planning meeting in Loddon to speak on behalf of the Community Centre application for air conditioning and planning approval was granted.

Mr Walker asked for the latest situation regarding Community Speed Cameras and the Clerk explained that more volunteers are needed. Mrs Beard brought to Council's attention the fact that two new illuminated speed signs have been erected on Stoke Road and the Clerk was asked to obtain more details.

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

Mr Hemming reported on County Council financial matters.

#### **14. To receive brief verbal District Councillors' Reports**

No reports.

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

The Clerk mentioned the very sudden and sad death of Nigel Goodenough. Mr Henson and Clerk agreed to attend the funeral service on behalf of Council.

#### **16. To receive written Playing Field Report**

No report.

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

Mr Henson reported that a survey will shortly be carried out on the north side of The Footpath in order for pitch fibre pipe work to be undertaken by Dyno Rod. The properties on the south side have been adopted.

#### **18. To receive written Newsletter Report**

No report

There being no further business, the meeting closed at 9.25 p.m.