

25.06.2014

Minutes of Poringland Parish Council meeting held at 7.00 p.m. in the Community Centre.

In the Chair: Mr J. Ellis.

1. Attendance Register & Receipt and Formal Approval of Apologies for Absence

Present: Mrs Beard, Mrs Harrison, Mrs Kereama-Ellis, Mr Walker, Mr Hewer, Mr Timson, Mr Dartnell & Mr Atkins.

Also Present: Clerk: Mrs Milton, District Councillors' Mrs Neal & Mr Overton and 11 Members of the Public.

Apologies: Mr Henson & Mr Smith.

2. To confirm the Minutes of the last Parish Council meeting held on 28th May 2014

Minutes of the last meeting held on 28.5.14, having been circulated, were approved and signed as a correct record. Prop. Mr Hewer, sec. Mr Walker, agreed.

3. To Report Matters Arising from the Minutes not on the Agenda: For Information Only

3.1 Fiveways Planting Scheme

Email circulated from Framingham Earl PC relating to proposals for a planting scheme. Mr Walker proposed the Chairman attends a meeting to discuss full details, seconded by Mr Timson, agreed.

3.2 Retirement of Clerk

The Chairman confirmed a number of applications have been received and shortlisting will be carried out on 30.6.14.

3.3 Licence

An application has been submitted to SNC by the Clerk.

3.4 Burglary Initiative in South Norfolk

The property marking kit has been received and a list of suitable items for marking is being produced by the Caretaker and Administrator.

3.5 Equal Opportunities Policy

Agenda item next meeting.

Minutes of the Planning Committee meeting held on 11.6.14, having been circulated, were approved and signed as correct. Prop. Mr Walker, sec. Mr Atkins, agreed.

4. Adjournment for Public Participation and Councillors' with any Declarations of Interests

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

A parishioner expressed concern at the proposed site for the new toucan crossing outside Framingham Earl High School and suggested the crossing be positioned to the south, half way across the cycle path/walkway. This would allow the extra sweep needed to turn onto the carriageway safely from 27 Norwich Road.

Mrs Sykes, Chairman of Framingham Earl Parish Council expressed her disappointment that Poringland Parish Council has not carried out any research or discussed proposals in order to progress the treatment of the roundabout.

5. To consider Planning Applications Received for Consultation

Applications Received

2014/0319 – Land North of Shotesham Road (Area D) – residential layout including all house details and landscaping for next phase following planning permission 2011/0476 – Recommendation Approval, subject to the hedge which is owned by Church Close residents being retained. Prop. Mr Dartnell, sec. Mr Walker, agreed.

2014/1014 – 6 The Street – Change of use of one of the buildings and part of the site from B2 (builder's yard) to A1 use to be utilised as a hardware shop and tool hire centre – Recommendation Approval. Prop. Mr Atkins, sec. Mr Walker, agreed.

2014/1055 – 6 The Street – Proposed 1x internally illuminated fascia sign and 1x non illuminated fascia sign to the front elevation - Recommendation Approval subject to the condition that the sign is illuminated during business hours only.

2014/1032 – 6 Rectory Lane – Rear extension with dormer roof to create a room in roof – Recommendation Approval. Prop. Mr Walker, sec. Mr Dartnell, agreed. Mr Ellis and Mrs Kereama-Ellis Declared an Interest and signed the register.

2014/1204 – 6 Old Mill Road – Rear single storey extension to replace existing conservatory – resubmission of previously withdrawn application reference 2014/0237 – Recommendation Approval. Prop. Mr Ellis, sec. Mr Atkins, agreed.

(b) Permission Granted

2014/0714 – Land North of Shotesham Road – Discharge of conditions 9 and 10 of planning permission 2011/0476/0 – detailed schemes for speed limits, foot/cycleway and works to Carr Lane. Approval of details – APPROVED.

2014/0770 – 13 Caistor Lane – 2 storey pitched roof extension to the rear. APPROVAL WITH CONDITIONS

2014/0774 – 8 Green Fall – Proposed first floor front extension. APPROVAL WITH CONDITIONS

2014/0498 – Removal/Variation of Condition – Rosebery Park Development Ltd – Land North of Shotesham Road – Variation of conditions 2 and 3 of planning permission 2011/0661/F – (Construction of Spine Road (Carr Lane to Shotesham Road), surface water lagoon and associated works) – construction in accordance with submitted drawings and construction of drainage lagoon.

APPROVAL WITH CONDITIONS

2014/0858 – 31 St Marys Road – Proposed extension to rear of dwelling. Demolition of garage and shed and replace with new garage and office with open car port. Insertion of 2 dormer windows on side of dwelling. APPROVAL WITH CONDITIONS

6. To receive written Community Centre Reports

(a) Parish Council Issues

Silver Sunday

Email from Mrs Henson asking if the Parish Council would agree to the Buena Vista Social Club hiring the hall free of charge on 5.10.14 to hold an event to support Silver Sunday. It was agreed to support this event and allow the Buena Vista Social Club to hire the hall free of charge.

TV Licence

Following a discussion it was proposed by Mr Ellis that the Management Committee is asked to carry out a feasibility study and prepare some firm proposals, taking into account all funding implications. Mr Atkins seconded the proposal, agreed.

PPC Minutes 25.6.14

Community Centre Website

Link circulated from the Administrator and the Clerk confirmed a separate web space for the Community Centre would cost a set up fee of £100 and about £56 per annum. Mr Dartnell proposed a separate web space is set up, seconded by Mr Walker, agreed.

Seat

Email from Mrs Neal confirming she has received a grant of £1,000 from SNC to spend in her Ward and she would like to purchase a wooden bench with a plaque listing names of Poringland men who were killed in World War 1 on the bench and stand it outside the Community Centre. Mr Hewer proposed a seat is placed outside the Community Centre, seconded by Mr Walker, agreed.

(b) Report from Community Centre Management Committee

No report.

7. Correspondence

7.1 Norfolk RCC Membership

Mr Walker proposed a subscription is made for Bronze Membership, seconded by Mr Hewer, agreed.

7.2 Possible Bus Shelter Provision – Norwich Road

Email circulated from NCC relating to bus shelter provision. Following a discussion Mr Walker proposed that cantilever style bus shelters are requested in order to allow for vision display on the road at locations A and D. Mr Atkins seconded the proposal, agreed.

7.3 Post Office Services in Poringland

Letter of thanks received from All Saints PCC Secretary.

7.4 Norwich Road – Toucan Crossing and widening of shared use path – Section 278 Highway Works

Letter from NCC confirming the location of the proposed crossing lies on the desire line between the new development and the school entrance. It will also allow children to safely cross the road to access the bus stop and is in the location of the present crossing patrol. Letter received from three residents expressing their concerns at the proposed location of the crossing. Following a discussion the Clerk was asked to write to NCC asking whether two large vehicles will be able to pass at the same time as the proposed crossing is to be 4.5m wide to create a smaller road space for children to cross. Clerk was also asked to express our concern at the angle that certain residents will have to turn their vehicles in order to exit/enter their premises, as their driveways are so close to the crossing and opposite the entrance to the school.

7.5 Empowering Parish Councils to sell electricity

Email circulated from Steve Shaw of Local Works asking the PC to submit a proposal under the Sustainable Communities Act asking for the government to give all Parish and Town Councils the right to sell electricity that they generate from local schemes. Agreed.

8. To Pass Accounts for Payment

1. Salaries (To 30.06.14)	£ 4,406.03
2. Spruce Landscapes (Maintenance Contract to 30.06.14)	£ 610.01
3. Ezyglide (Partition Repairs)	£ 626.88
4. Scribe 2000 (Accounts Package)	£ 294.00
5. Spruce Landscapes (P/Field Maintenance)	£ 260.00
6. Spruce Landscapes (Community Centre Maintenance)	£ 294.85
7. British Gas (Electricity)	£ 538.16
8. Talk Talk (Broadband)	£ 15.37

9. Norfolk Pension Fund (Pension Return)	£ 1,351.52
10. Anglian Water (Community Centre Water Charge)	£ 107.00
11. Anglian Water (Burial Ground Water Charge)	£ 16.15
12. R. McCarthy (Out of pocket expenses)	£ 12.00
13. G. Lopes (Out of pocket expenses)	£ 28.80
14. Getmapping Plc (Annual Fee)	£ 67.20
15. ESPO (Gas)	£ 537.55
16. M. Daws (Decoration of Bar)	£ 190.00
17. Mr N. Harrod (Internal Audit)	£ 100.00
18. SNC (Council Tax Charge)	£ 261.00
19. Mrs C Milton (New Glasses & Chopping Boards)	£ 106.77
20. Norse (Pitch Renovation Work)	£ 854.40
21. Norfolk PACT (DNA Selecta pack)	£ 25.00
22. Phs Group (Waste Collection Service)	£ 151.63
23. SNC (Application for variation of licence)	£ 97.50
24. Veolia (Trade Waste Collection)	£ 48.46
25. HMRC (Tax & NI)	£ 2,801.71
26. Halifax Bank (L. Gooderham Bar Stock)	£ 350.33
27. NRCC (Subscription)	£ 20.00
28. Hugh Crane (Cleaning Equipment)	£ 177.33
29. M. Grapes (Community Centre)	£ 61.00

All passed for payment.

9. To approve Internal Audit Report and Annual Return

Letter from Mr Harrod circulated. Mr Walker proposed acceptance of the Internal Auditor's report, sec. Mr Dartnell, agreed. Mr Hewer proposed the Accounting Statements Section 1 of the Annual Return and Annual Governance Statement Section 2 are approved and completed by the Chairman. Mr Walker seconded the proposal, agreed. The Annual Return was signed by the Chairman, Clerk and RFO.

10. To receive written Report from the Chairman

The Chairman confirmed the next meeting of the Six Strategic Group will be held on 21.7.14. Traffic issues affecting The Six have recently been discussed and a meeting will be held on 30.6.14 to set an agenda for the meeting on 17.7.14 when representatives from NCC Highways Department will attend to discuss issues of concern to the Parish Councils.

11. To receive written District Councillors' Reports

Mr Overton outlined recent figures relating to SNC. He confirmed that Deputy Chief Executive Mr Radford will leave SNC on 4.7.14, he will not be replaced but a new Finance Director will be appointed. Norfolk Homes has won the Long Stratton contract to build 2000 homes and a bypass. Council Tax collected has amounted to 98.4% and there has been a reduction in benefit claims. Mr Overton confirmed he is Chairman of Eastern Rivers and an email has been sent to all Clerks concerning available funding.

Mrs Neal reported an open day will be held at SNC on 13.7.14. The Link magazine is due out later this month. A business event was recently held with over 50 businesses attending and the event was a great success. SNC has recently joined Street Life and this means of communication is proving to be beneficial. Finally, Mrs Neal confirmed she will attend a meeting with Richard Bacon and George Freeman on 27.6.14 to update them on SNC issues.

12. To receive brief County Councillor's Report

No report.

13. To receive written Amenities Committee Report

No report.

14. To receive written Playing Field Report

14.1 Request from the Committee re Playing Field Administration

Mrs Beard reported the Charity Commissioners have given the advice that it would be in order for the Parish Council to employ an administrator on behalf of the Playing Field Committee. The Clerk confirmed we are still waiting for advice from NALC. Mrs Beard outlined the terms of the Trust Deed and explained that one more Parish Council representative is required than other organisations. At the moment there is a representative from the Bowls Club, Football Club and Primary school. The next meeting will be held on 14.7.14 but there is no Chairman or Vice-Chairman and the Committee will have to consider the way forward. If any of the Trustees decide not to continue it will be the responsibility of the PC to appoint new Trustees.

Mr Ellis reminded Council that at the last meeting it was agreed the request is discussed by the HR Committee but 2 Members also sit on the Playing Field Committee. Mr Hewer proposed that as soon as advice is received from NALC the request is discussed by the Finance & Governance Committee. Mr Atkins seconded the proposal, agreed. Mrs Beard agreed to attend and answer any relevant questions.

15. Declarations of Interest at Meetings

The Chairman reported that he attended a meeting at SNC with Andy Radford, together with Mrs Beard and the Clerk in order to obtain full understanding of pecuniary interests and predetermination prior to attending meetings. If a Councillor or Councillors are predetermined, it could invalidate a Council decision. Mr Radford confirmed that when Councillors attend meetings they must have an open mind and engage in a debate in order to reach a decision. If their view has been reached before attending a meeting they cannot take part in the discussion and an interest must be recorded. Mr Ellis urged members to make sure they know whether their views are predetermined prior to attending a meeting because we need to ensure every situation is dealt with in the correct manner. If individuals make open comments prior to the meeting, either verbally or on websites, they cannot take part in the discussion.

Mr Timson pointed out that he felt he was unfairly excluded from the Heath Farm discussions and he asked for his formal complaint to be minuted. Mr Ellis confirmed that advice was taken from the Monitoring Office and we need to serve the community in a fair and open way.

16. Poringland Sand & Gravel Charity – Appointment of a Trustee

The Clerk reported the sad news that Dereck Ulph recently died. Mrs Beard proposed the vacancy is advertised on the parish notice boards, seconded by Mrs Harrison, agreed.

17. Resignation of a Parish Councillor

Letter of resignation received from Mrs Neal. Mr Ellis confirmed he was very sorry to receive the resignation, which means we have lost another good Councillor this year. The resignation will be reported to SNC and the correct procedure followed in order to advertise the vacancy.

Mrs Harrison informed that she found it extremely regrettable that two competent, diligent and dedicated Councillors have been moved to resign from this Council within the last 6 months. She felt it is to our detriment their skills have been lost and perhaps we should reflect on this situation.

Mr Hewer agreed and pointed out that Mrs Neal has been a credit to the Parish and District Council.

Mr Dartnell pointed out we have lost a very experienced lady and expressed his anger, informing this involves a behaviour interest. He felt there have been a number of items when Members have had a predetermined idea and the item was dealt with in a very personal way. He also expressed concern at the way Mrs Kereama-Ellis is sometimes spoken to as Chair of the Management Committee and felt the situation must stop.

Mrs Beard mentioned that Mrs Neal was our youngest member and was involved with Youth work and it is a shame that she has resigned. Mr Ellis asked for our thanks to Mrs Neal to be recorded in the Minutes for her work as a member of the Parish Council and to the parish in general.

18. Appointment of a Representative to attend meetings of The Six Strategic Group

Mrs Neal offered to continue as a Parish Council Representative on The Six Strategic Group. Mr Walker proposed that Mrs Neal continues in this role, seconded by Mr Dartnell, agreed.

There being no further business, the meeting closed at 9.05 p.m.

Signed..... Date: 30th July, 2014