

**Minutes of the Meeting of Poringland Parish Council
Wednesday 30th March 2016 7pm Poringland Community Centre**

Present: John Ellis (Chairman)
Tim Boucher
David Gooderham
John Henson
David Hewer
Jenny Kereama-Ellis
Jane Pratt
Chris Walker
Catherine Moore (Parish Clerk)

Also present: 4 members of the public.

1. Apologies

Apologies for absence were received and accepted from John Overton, Lisa Neal and Steve Aspin, proposed by David Gooderham, seconded by Chris Walker, all in favour.

2. Declarations of Interest and Applications for Dispensation

There were no declarations of interest.

3. Minutes of the meeting held on 24th February 2016

The minutes of the meeting held on 24th February 2016 were **agreed**, proposed by David Hewer, seconded by Chris Walker, all in favour.

4. Matters Arising from the Minutes

There were no matters arising.

5. Public Participation

Standing orders were suspended to allow members of the public to speak, proposed by John Henson, seconded by Chris Walker, all in favour.

A member of the public expressed concern about the potholes on Carr Lane. It was **agreed** that the Clerk would check with Highways regarding repair.

Clerk

A member of the public noted that his query of two months ago regarding the tax base calculation remained outstanding. It was confirmed that this had been taken up with South Norfolk Council and agreed that a response would be received by the end of March. It was **agreed** that a Freedom of Information request would be made if the information was not received within the agreed timescales.

Clerk

A member of the public expressed concern that boughs were being removed from a tree at 14 The Footpath. It was **agreed** that the site would be checked for Tree Preservation Orders.

Clerk

Standing orders were reinstated.

6. Planning

a) Applications Received

- i) 2016/0498 Land south of 40 The Street: Variation of condition 2 of planning consent 2013/0713 – to change the materials and provide additional details on tree protection, levels, boundary treatments and ecology.

John Henson had viewed the plans and visited the site. He noted that the plan sought to modify some conditions including environmental requirements, and was very straightforward for South Norfolk Council.

It was **agreed** to recommend no comment. Proposed by John Henson, seconded by Chris Walker, all in favour.

Clerk

b) Permission Granted

- i) 2016/0043 Land north of Shotesham Road: Variation of condition 2 of permission 2014/0393/D – Revisions to plot house types, parking and materials.

APPROVED

- ii) 2016/0180 85 The Street: New two storey extension and associated landscape work.

APPROVED

- iii) 2016/0833 Evangelical Free Church, Carr Lane: Follow up to outline application 2014/2651 – Proposed demolition of church and erection of dwelling and garage.

APPROVED

c) Applications Withdrawn

- i) 2015/2059 Land at Mill Close: Discharge of conditions 3, 9, 11 and 12 of planning permission 2013/0599 – external materials, levels, boundary treatment and landscaping.

- ii) 2016/0334 42 Rosebery Avenue: Flat roof extension to the rear with porch to the side and first storey extension over the garage.

7. Advisory Group and Working Group Reports

a) War Memorial Working Group

A report of the War Memorial Working Group was presented. It was noted that the path to the memorial would cost £1,310.00. It was **agreed** that the wording would be amended to read

‘DEDICATED TO THOSE OF THIS PARISH WHO FOUGHT AND DIED FOR THEIR COUNTRY
MAY THEIR SACRIFICE NEVER BE FORGOTTEN’.

And that the wording at the top would be changed to ‘IN PROUD MEMORY’.

The bench design was discussed with options presented, and it was **agreed** to order the design with soldiers, 4 in favour, 4 against, Chairman’s casting vote in favour.

Clerk

It was confirmed that planning permission was not needed for the new memorial. Funding of £4,250 had been pledged, and other applications awaited decision. Discussion was taking place on what would be done with the old memorial.

8. Correspondence

Post Office Services in The Octagon, All Saints

A letter from All Saints Church was received, requesting a donation towards the cost of running Post Office services in the Octagon. It was **agreed** to

Clerk

make a donation of £200, proposed by David Hewer, seconded by Tim Boucher, all in favour.

9. Finance

a) Receipts, Payments and Bank Reconciliation

The bank reconciliation, receipts and payments for February 2016 were presented. It was confirmed that the consultancy charges had related to the Community Land Project public consultation, and had been fully reimbursed by South Norfolk Council. It was **agreed** to accept those documents, proposed by Chris Walker, seconded by David Gooderham, all in favour.

b) It was **agreed** to pay the following accounts, proposed by David Hewer, seconded by Chris Walker, all in favour.

	Staff Salaries	£5,187.71
HMRC	PAYE, NIC, Student Loan	£3,832.61
Norfolk Pension Fund	Superannuation	£1,718.99
TalkTalk	Telephone and Broadband	£25.00
ESPO	Stationery	£47.70
Zurich Municipal	Insurance	£4,007.07
Information Commissioner	Registration	£35.00
Community Action Norfolk	Subscription	£20.00
EON	Electricity – Playing Field	£347.74
R Overton	Cleaning and Litter – P Field	£258.75
Spruce Landscapes	Grounds Maintenance - Cem	£610.01
Abbey Memorials	Memorial Repairs	£1,680.00
Norwich City Council	S137 – Norwich Fringe Project	£50.00
ESPO	Community Centre Gas	£193.96
SSE Southern Electric	Electricity – Comm Centre	£551.02
Rainbow International	Kitchen Cleaning	£456.00
Hugh Crane Cleaning Eq	Cleaning Materials	£109.20
MCL Mechanical Service Eng.	Boiler Repair	£222.97
Jim Lawrence	Hot Water Boiler Repair	£107.10
Nisbets	Kitchen Equipment	£216.57
Anglian Water	Water – Community Centre	£178.00
S Cunningham	Bar Stock / Event Exp	£98.98
R McCarthy	Event Exp / Mileage	£386.38
Veolia	Waste	£56.54
Barclaycard	Various	£1,364.03
Norfolk Pension Fund	Salary Strain	£1,000.00
NPS Property Consultants	ID Cards	£81.00
Hugh Crane Cleaning Eq	Cleaning Materials	£212.31
Abbey Memorials	Memorial Repairs	£840.00
C Moore	Petty Cash Top Up	£48.29

Discussion ensued regarding the Norfolk ALC membership subscription. It was noted that the subscription had increased by 10.5%. It was noted that the advisory service had been used by the Council. It was **agreed** to defer a decision on the renewal of the Norfolk ALC subscription until the April meeting, and to invite a representative of Norfolk ALC to attend the next meeting to outline the benefits of membership, proposed by John Henson, seconded by Jenny Kereama-Ellis, all in favour.

Clerk

10. Chairman's Report

John Ellis reported that the Parish Council had received funding for the three bids for funding within the Parish Partnership Scheme (new Fiveways bus shelter; SAM2 machine; and school speed awareness project).

The Clerk had been approved as a Fellow of the Institute of Local Council Management, having previously held Member status.

The 80's Night had been a great success, although a couple of noise complaints had been received and dealt with. £400 profit had been made on the door takings, together with any bar profits. Staff worked very hard on the night.

The coffee shop had re-opened on Tuesday and was busy. The hirers had undertaken a leaflet drop.

11. District Councillor's Report

District Councillors were not present.

12. County Councillor's Report

Roger Smith had offered his apologies and circulated his report. The state of the road in Caistor Lane was highlighted, and it was confirmed that work had recommenced on the kerbing.

Concern was expressed that there had been little communication or update from Anglian Water, which had been promised. It was **agreed** to ask Anglian Water to provide a monthly progress update against the project timeline.

The issue of the run off from Caistor Lane going into Norwich Road was discussed. It was reported that John Overton had taken this up and was arranging cleaning of the road and pipe.

Clerk

13. Welcome Home and Memorial Playing Field Trust

a) Update

It was reported that the meeting on 2nd March 2016 had voted unanimously in favour of the Parish Council becoming the corporate trustee. This decision had been conveyed to the Charity Commission. The report of the Trust meeting held on 9th March was noted.

b) Drainage at the Play Area and Bowls Pavilion

The Clerk reported that recent substantial rainfall had failed to disperse at the playing field play area, resulting in a large puddle within the equipment of around 10 inches deep. Quotes had been received from Spruce Landscapes for draining the play area and the boggy area between the pavilions. It was felt that the play area needed to be more accessible and that the drainage works would address the access issues. It was **agreed** to install land drains into the play area and between the pavilions at a total cost of £1,580.00 plus VAT, proposed by David Gooderham, seconded by David Hewer, all in favour.

Clerk

c) Bowls Pavilion Drainage

The Clerk reported that the application to the Big Lottery Fund for drainage for the Bowls Pavilion had not been successful. It was **agreed** to look at alternative options for the immediate needs of the Bowls Club, and that Tim Boucher would look at options for a sink pipe pump and connection. It was **agreed** that three quotations would be obtained/reviewed for the manhole to

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TB

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manhole replacement pipe.

14. Other Matters

a) Programme of Meetings 2016

The programme of meetings was agreed as presented.

b) HM The Queen's 90th Birthday Celebrations

A report from the Community Centre Manager was presented, outlining a proposed community event to be hosted at the Centre with Framingham Earl Parish Council. It was noted that only one grant of £400 would be available for the event, and that contact would be made with other community groups to ensure that there were no clashes of events. It was **agreed** to go ahead with the joint community event, proposed by Chris Walker, seconded by Jane Pratt, all in favour.

**Asst
Clerk**

c) Appointment of Internal Auditor

It was **agreed** to appoint Nigel Harrod as internal auditor, proposed by David Hewer, seconded by Chris Walker, all in favour.

d) Maturing Fixed Rate Bond

The Chairman reported that Steve Aspin had suggested that there would be companies that could be approached for a low risk investment which could be explored for the next meeting. It was **agreed** to withdraw the bond into the current account and agree reinvestment at the next meeting, proposed by Chris Walker, seconded by Tim Boucher, all in favour.

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15. Exclusion of the Press and Public

It was **resolved** to exclude the press and public for the duration of item 15a on the agenda, as the matters related to staff employment, proposed by John Ellis, seconded by Tim Boucher, all in favour.

a) Report of the HR Committee

A report of the HR Committee was presented and noted. It was **agreed** that the interview panel for the recruitment of the new part-time caretaker would consist of John Ellis, Chris Walker and Catherine Moore, with David Hewer in reserve.

16. Date of next meeting: Wednesday 27th April 2016, 7pm, Poringland Community Centre.

The meeting closed at 8.12pm.

CHAIRMAN