

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 26<sup>th</sup> November 2014 7pm Poringland Community Centre**

**Present:** John Ellis (Chairman)  
Angela Beard  
Terry Dartnell  
David Gooderham  
Christine Harrison  
John Henson  
David Hewer  
Jenny Kereama-Ellis  
Barry Timson  
Chris Walker  
Catherine Moore (Clerk)

**Also present:** District Councillors Lisa Neal and John Overton, and 22 members of the public.

**1. Apologies**

Apologies for absence were received and accepted from Gary Atkins, proposed by Barry Timson, seconded by Terry Dartnell, all in favour. County Councillor Roger Smith also sent apologies for the meeting.

**2. Declarations of Interest and Applications for Dispensation**

Applications for dispensation were received from Barry Timson, Terry Dartnell, Christine Harrison and Angela Beard in relation to item 14 on the agenda, as Trustees of the Welcome Home and Memorial Playing Field Trust. It was **agreed** to approve the dispensations until the next ordinary election, proposed by Chris Walker, seconded by David Hewer, all in favour.

**3. Minutes of the meeting held on 29<sup>th</sup> October 2014**

The minutes of the meeting held on 29<sup>th</sup> October 2014 were considered. An amendment was requested to page 4, paragraph 2 – to read ‘absolute clarity’. With this amendment, the minutes were **approved**, proposed by David Hewer, seconded by David Gooderham, all in favour.

**4. Matters Arising from the Minutes**

**a) Zebra Crossing at Church**

The Clerk had written to the Interim Director of Highways and awaited a response. The upgrade was listed with Norfolk County Council, but remained an aspiration.

**b) Albion House**

The Clerk had received an interim response from Wherry Housing regarding the issues raised, and awaited a further response once investigations had taken place.

**c) Glenn Duffield Bench**

The plaque had been fixed to the bench which awaited Norfolk Homes to install.

**d) Community Centre Event Management**

A suitable level of staffing for larger events at the Community Centre was being trialled at the event on 20<sup>th</sup> December. A report outlining findings from this, together with final recommendations, would be presented at the late January meeting.

## 5. **Public Participation**

*The meeting was suspended to allow members of the public to speak, proposed by Chris Walker, seconded by David Hewer, all in favour.*

The Chairman opened the Public Forum by noting that the current position with the Frog on the Pond was that they had given the Council notice that they intended to leave the Community Centre at the end of December. The Parish Council was working to try to keep them within the Centre.

John Overton stated that he was disappointed at the situation on Remembrance Day when the war memorial was not in situ until a few minutes before the ceremony. He suggested that a replacement memorial could be commissioned so that the wooden cross did not deteriorate further. The Chairman noted that the Clerk had been tasked with looking at the issues raised.

A member of the public stated that the arrangements for the management of the Welcome Home and Memorial Playing Field were not fit for purpose and that there was a shortage of Trustees. She urged Councillors to walk around the play equipment to see how well used it was.

A member of the public suggested that it would be helpful to display agendas on the council's website rather than just the notice boards. He also asked for an update on the Fiveways roundabout. The Chairman reported that discussions were underway with Framingham Earl Parish Council and it was anticipated that further information would come to Council in January.

Tim Bishop of The Frog on the Pond briefed council on the issues that had been raised around their hire, noting that they were paying more than any other hirer for less time. He suggested that they were keen to continue the partnership and that there was a need to reduce costs. He highlighted the groups and organisations that would be adversely affected if the coffee shop closed.

The Council received presentations from the two youth organisations that had made applications to the Youth Fund.

*The meeting was reconvened.*

## 6. **Youth Budget Allocations**

Council received two applications for funding from the Youth Budget. It was **agreed** to allocate £1,000 to Churches Together and £1,000 to The Six Youth Council, proposed by Chris Walker, seconded by David Hewer, all in favour.

## 7. **Planning**

### a) Planning Applications

None

- b) Permission Granted  
2014/1687 – Zaks, 119 The Street: Change of use of first floor residential accommodation to provide ancillary office accommodation for Zaks restaurant. **APPROVED**

2014/1566 Village Hall, 65 The Street: Demolition of existing village hall. Erection of new All Saints Centre, incorporating a dedicated nursery unit, car parking, soft and hard landscaping and all associated works. **APPROVED**

## 8. **Community Centre Reports**

### a) Coffee Shop

The Chairman reported that the coffee shop had given notice that they would be leaving on 19<sup>th</sup> December 2014, noting that the Management Committee had tasked the Clerk and Chairman with discussing a way forward for the continuation of the coffee shop. It was noted that a letter had been received regarding pecuniary interests, and that advice from the Monitoring Officer had been circulated. Discussion took place regarding the level of rent, terms and conditions and working with other user groups. It was confirmed that the Council would not lose money if the rent was reduced. It was agreed that the service was of benefit to the community and that it attracted a broad spectrum of people to the Community Centre. It was **agreed** that a new arrangement with rental of £100 per week, with a 12 months contract to the end of December 2015, would be offered to the coffee shop, proposed by David Hewer, seconded by Terry Dartnell, 6 in favour, 0 against, 3 abstentions.

Clerk

### b) Premises Licence and Planning Permission

The Chairman reported that a further planning application would be submitted in order to match the Premises Licence requirements, after which a Premises Licence variation application would be submitted. A meeting was planned with the neighbouring residents to inform them of the application.

### c) Report from the Management Committee

The Chairman of the Management Committee reported that the Race Night raised over £1,000 for Community Centre funds. The corkage fee had been increased from £1.50 to £5.00, which remained good value when compared with other licenced venues.

### d) Appointment to Management Committee

It was **agreed** to appoint David Gooderham to the Community Centre Management Committee, proposed by Chris Walker, seconded by Barry Timson, all in favour.

### e) Fixed Wire Electrical Inspection

The Chairman reported that the fixed wire electrical inspection for the Community Centre was two years overdue. Two quotations had been obtained, it was **agreed** that Norwich Electrical be appointed to carry out the work over the Christmas break, proposed by John Henson, seconded by Barry Timson, all in favour.

## 9. **Correspondence**

### a) Community Right to Reduce Speed

The Council received a letter from Richard Bacon MP outlining an initiative

that he was championing to allow communities greater rights to demand reductions in speed limits. It was **agreed** to support this initiative, proposed by Chris Walker, seconded by David Gooderham, all in favour.

Clerk

**b)** South Norfolk Community Awards 2014

The above Awards were highlighted as being open for nominations.

**10. Finance**

**a)** The bank reconciliation, receipts and payments for October 2014 were presented. A correction was noted, that payment voucher 256 should be associated with cheque number 103510 and payment voucher 257 should be associated with cheque number 103511. With these amendments, it was **agreed** to accept those documents, proposed by David Hewer, seconded by Chris Walker, all in favour.

Clerk

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

	Staff salaries (November)	£5,152.39
	Staff salaries (December)	£1,663.54+
	(to be calculated 15 <sup>th</sup> December 2014)	
Norfolk Pension Fund	Superannuation	£1,719.70
Norfolk Copiers Ltd	Copy charges	£19.86
Bartlett Signs	Memorial plaque	£38.40
Talk Talk	Phone and internet	£18.57
Ian Smith Office Supplies	Stationery	£101.20
Norfolk Parish Training Partnership	Cemetery mgt training	£60.00
Hugh Crane	Cleaning equipment	£174.28
ESPO	Gas	£133.63
Peachman Ltd	Extractor fan repair	£228.97
Norwich Electrical	Lights repair	£72.73
South Norfolk Council	Planning application fee	£92.50
L Gooderham/Halifax	Bar stock	£1,244.69
Barclays Bank	Unpaid cheque	£2.00
Performing Rights Society	PRS Licence	£480.54
South Norfolk Council	Rates	£261.00
Anglian Water	Water – C/Centre	£107.00
Veolia	Waste collection	£57.62
Anglian Water	Water – Burial Ground	£19.23
Spruce Landscapes	Grounds Maintenance	£610.01
Spruce Landscapes	Grounds Maintenance	£260.00
British Gas	Electricity	£685.93
Mrs A Barnes	RFO cover	£300.00
Ali Systems Ltd	Window repair	£205.20
Norwich Office Supplies	Chair	£94.80
Norse Eastern Ltd	Compliment slips	£54.00
C Moore	Petty cash top up	£83.16
NPS Group	ID cards	£27.00
R McCarthy	Subsistence	£12.00

**c)** Purchasing Options

Options for wholesale accounts and purchasing cards were presented. It was

**agreed** that the Clerk could open wholesale accounts with Makro and Booker, and that two purchasing cards could be set up with limits of £1.000 each, proposed by Chris Walker, seconded by Christine Harrison, all in favour.

Clerk

#### 11. **Chairman's Report**

John Ellis reported that former Clerk to the Council Malcolm Scott had passed away. His family had indicated that Councillors would be welcome to attend the funeral.

The Chairman thanked Angela Beard for representing the Council at the Remembrance Day ceremony. Angela gave further detail on the issues that occurred on the day with the war memorial. It was suggested that a new war memorial could be commissioned in consultation with the village. It was **agreed** that a Working Group would be formed to look into the matter, and that grant funding would be sought for the new memorial.

Clerk

#### 12. **District Councillor's Report**

District Councillor Lisa Neal reported that the Design Awards were taking place and that a Saffron property in Surlingham had been nominated. Councillors were encouraged to nominate groups or individuals for the South Norfolk Community Awards.

Lisa had been in contact with Norfolk County Council regarding the zebra crossing outside the church. It was believed that the section 106 money had instead been spent on the crossing at Budgens. Norfolk Homes had been willing to fund a crossing but this had been declined by Norfolk County Council. A vehicle activated sign was being installed south of Shotesham Road on The Street once the 50<sup>th</sup> dwelling had been occupied.

An early intervention hub had been set up at South Norfolk House, bring partner agencies together in one place to improve the response to referrals. District Councillor John Overton reported that he attended the launch of the fundraising campaign for the new children's hospice in Framingham Earl. EACH were looking to raise £10M.

John reminded the Council that the SAM machine was available to loan and that it had not been used in the area. It was noted that volunteers had come forward but nothing further had been heard. John agreed to speak with Mike Pursehouse about this.

JO

Rhododendron clearance was taking place on 27<sup>th</sup> and 28<sup>th</sup> November in Poringland Woods.

A discussion had taken place with the manager of Albion House, who had stated that he did not have enough budget. The boilers had been fixed however the alarm system remained broken. This matter had now been referred to the MP.

Funding had been awarded to the Archive Group to assist with the production of a book which would be available in the summer.

#### 13. **County Councillor's Report**

County Councillor Roger Smith had sent a report noting that the Highways Engineer shared the concerns of the Parish Council regarding the narrowing of the main road through Poringland.

Framingham Earl High School had received a good OFSTED report recently. The WiFi connection in the Library had been fixed.

#### 14. **Welcome Home and Memorial Playing Field Trust**

- a) Correspondence from the Chairman  
The Chairman of the Trust outlined the reasons for notifying the Council of the intention to close the charity on 31<sup>st</sup> March 2015. It was acknowledged that there were some technical issues which would need to be resolved should the charity suddenly fold, including ownership / responsibility for play equipment and buildings. The Chairman of the Council noted that the Trust Deed did mention that the Council was Custodian Trustee of the buildings. It was noted that, if the Trustees resigned on block, the Council would be forced to take urgent legal advice as to whether the field and buildings / equipment was covered within their insurance and could continue to remain open until new Trustees were appointed. The Clerk had contacted the Charity Commission for clarity on the matter. It was **agreed** that the Council would await the advice of the Charity Commission and discuss this further at the next meeting. **Clerk**
15. **Finance and Governance Advisory Committee**
- a) CCTV in Main Hall and Foyer  
It was noted that a requirement of the Premises Licence was to have CCTV within the areas of the Community Centre where alcohol was purchased or consumed. A quotation had been received and two further quotations were being sought. **Clerk**
- b) Card Lock on Office Door  
It had been suggested that an electronic card access lock should be installed on the office door to ensure that safety of staff working in the office. A quotation had been received from A C Leigh who held all the master keys for the Centre. It was **agreed** to install the electronic lock at a cost of £600.00, proposed by David Hewer, seconded by Christine Harrison, all in favour. **Clerk**
16. General Power of Competence
- a) The Chairman outlined that the Council now qualified for the General Power of Competence, and the following motion was **agreed**, proposed by David Hewer, seconded by Christine Harrison, all in favour:  
Poringland Parish Council., in confirming that they meet the qualifying criteria of more than two thirds of the Council having been elected rather than co-opted, and with a CiLCA qualified Clerk with the necessary General Power of Competence module added, resolves to adopt the General Power of Competence which will remain in place until the next ordinary election of the Council.
- b) Parish Partnership Fund  
There were no suggestions for schemes to put towards this funding.
- c) Website  
It was reported that the current website was in need of modernisation, and was outsourced, costing the Council £9 per month for basic updates and a further £18.50 per hour for updates to pages. The cost to purchase the Council's domain name from the provider would be £250. It was suggested that the website should be brought in house to enable quicker updating and to reduce costs. The Clerk was able to set up and maintain a new website. It was **agreed** to subscribe to Weebly for two years at a cost of £100, and to apply for a .gov.uk web address at a cost of £105.00 for the first two years then £85 per two years thereafter. **Clerk**



It was noted that the Tiscali email was causing problems by blocking some email addresses. It was **agreed** to set up a .gov.uk email address which corresponded with the website at a cost of £150 per year for a fully hosted service, proposed by Chris Walker, seconded by Christine Harrison, all in favour.

**Clerk**

**d) Office Opening Hours**

The suggested office opening hours, based on activity in and around the Centre, was presented. It was confirmed that the office would still be accessible around these hours when convenient, and that the telephone would still be answered. It was **agreed** to adopt the office opening hours as presented, proposed by Christine Harrison, seconded by David Gooderham, all in favour.

**Clerk**

**e) Appointment of Trustee to Sand and Gravel Charity**

It was **agreed** to appoint John Ellis to the Charity until March 2015, proposed by John Henson, seconded by Angela Beard, all in favour.

**Clerk**

**f) Appointment of Trustee to Fuel Allotment Charity**

It was **agreed** to appoint David Gooderham to the Charity until March 2017, proposed by Barry Timson, seconded by Terry Dartnell, all in favour.

**Clerk**

**g) The Vision**

District Councillor John Overton was invited to give an overview of the proposed first stage of the project, which was to undertake a feasibility study for the future use of the new open space land which would be handed to the Parish Council in around two years time. It was **agreed** that David Gooderham, Chris Walker and the Chairman of the Council (ex-officio) be appointed to the Working Group which would be convened by John Overton. It was agreed that the Clerk would be copied into all relevant correspondence to ensure that the Council was kept updated.

**Clerk**

**h) Community Right to Bid**

It was suggested that the Council should consider submitting applications for particular buildings within the community to be added to the Community Right to Bid database, including the Library. It was **agreed** that the Chairman and the Clerk would research premises and collate an application for consideration at a future Council meeting.

**Clerk  
/ JE**

The meeting closed at 9.45pm.

**CHAIRMAN**