

24.09.2014

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

In the Chair: Mr J. Ellis.

Due to the absence of David Gooderham, the Declaration of Acceptant of Office could not be completed.

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

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

Also Present: Assistant Clerk: Mrs McCarthy, District Councillors Mr Overton & Mrs Neal, County Councillor Mr Smith and 8 Members of the Public.

Apologies: Mrs Beard. Mr Timson offered apologies on behalf of Mr Gooderham. The apologies were formally accepted by Council, prop. Mr Hewer, sec. Mr Walker, agreed.

2. To confirm the Minutes of the meetings held on 30th July 2014 & 27th August 2014

Minutes of the last Parish Council meeting held on 30.7.14, having been circulated were approved and signed as a correct record. Prop. Mr Walker, sec. Mr Atkins, agreed.

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

3.1 Fiveways Planting Scheme

The Chairman confirmed that options and costs for the replanting of the roundabout were being assessed.

3.2 Burglary Initiative in South Norfolk – Property Marking Kit

The marking of Parish Council property was still ongoing.

4 Hoarding on Shotesham Road

Part of the fencing along Shotesham Road had been moved and the rest would be moved when further necessary work had been completed.

7.2 Play Inspection Company Annual Report – Devlin Drive

The Clerk and Chairman had visited and found only minor work needed to be completed.

12 Amenities Commmittee

Meeting to be arranged in October for the committee to visit all amenities with the new Parish Clerk.

Minutes of the Planning meeting held on 27.8.14 were circulated.

3.a) 2014/1566

Mr Timson asked for absolute clarification as to who application 2014/1566 had been made by. Assistant Clerk to investigate.

3.c) Public Open Space/Amenity Land at Shotesham Road

Communication has been sent to South Norfolk Council asking for clarity on what had been offered to the Parish Council.

Minutes were approved and signed as a correct record. Prop. Mrs Harrison, sec. Mr Dartnell, agreed.

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

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

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A parishioner reaffirmed the situation on the hoardings at Shotesham Road and queried who was minuting the meeting. Chairman confirmed Mrs McCarthy was taking the minutes as Assistant Clerk.

Mrs Harrison declared an interest and signed the register. Standing Orders resumed.

5. To consider Planning Applications Received for Consultation

Applications Received

2014/1687 – Zaks Ltd – 119 The Street – Change of use of first floor residential accommodation to provide ancillary office accommodation for Zaks Restaurants. Recommendation No Comment. Prop. Mr Walker, sec. Mr Henson, agreed.

2014/1684 – Bella Vista, Burgate Lane – Proposed new steel framed general purpose agricultural building to replace obsolete buildings

2014/1685 – Bella Vista, Burgate Lane – Proposed one and a half storey side and rear extensions.

Raising of brickwork to accommodate new 1st floor over existing dwelling and associated change of roof pitch together with external alterations. The Chairman read correspondence received from a local resident related to the applications. Recommendation No Comment. Prop. Mr Henson, sec. Mr Henson. 4 in favour, 1 against, 3 abstentions, agreed.

(b) Permission Granted

2014/1024 – 101 The Street – Shop sign to front of premises measuring 1200mm x 900mm – APPROVAL WITH CONDITIONS

2014/1057 – 12 Caistor Lane – Retrospective application for retention of external loft access door (2013/1061/H) APPROVAL WITH CONDITIONS

2014/1464 – Land rear of 14 to 22 Stoke Road – Variation of condition of planning permission 2011/1706/F (Proposed two storey health centre) – Minor revisions to approved drawings – APPROVAL WITH CONDITIONS

2014/1505 – Zaks 119 The Street – Retrospective application for additional car parking area – APPROVAL WITH CONDITIONS

6. To receive written Community Centre Reports

(a) Parish Council Issues

Request to employ casual bar staff as necessary for big events, thus removing the burden from volunteers. Prop. Mr Dartnell, sec. Mr Timson, agreed. A figure of £7.00 per hour had been suggested, just above the minimum wage of £6.31. Assistant Clerk reported that existing members of staff were not prepared to do the work for £7.00. Further research needed into suitable rate of pay. Prop. Mr Dartnell, sec. Mr Atkins, agreed. To be circulated by email.

(b) Report from Community Centre Management Committee

The Vice-Chairman reported that the commemorative bench and bin had been installed and thanked Mrs Neal and Mr Overton for their donations. Two weddings have been booked in and 21 craft fair tables from 17 exhibitors secured. The Race Night had 4 sponsors and more were being sought. Some bistro furniture has been accepted from The Frog on the Pond and was now council property.

7. Correspondence

7.1 Long Stratton Area Action Plan

Correspondence received from South Norfolk Council re. consultation on the development of Long Stratton. Representation was open until 25 October 2014. No comments were made. CD stored in office and in the library for information.

7.2 South Norfolk Local Plan (Gypsies and Travellers Local Plan)

Correspondence received from South Norfolk Council re. consultation on the accommodation provision for the Gypsy and Traveller community. Representation was open until 24 October 2014. No comments were made. CD stored in office and in the library for information.

7.3 Norwich Road – Toucan crossing and widening of shared use path

Correspondence received from Norfolk County Council advising that the proposed scheme had been put on hold until further notice when the Developer is ready to progress.

7.4 Norfolk ALC AGM 2014 – Resolutions for Debate

Invitation received from Norfolk ALC to propose resolutions for debate at AGM on 4th October 2014. No comments were made.

7.5 Norfolk ALC AGM – Question for Guest Speaker

Invitation received from Norfolk ALC to ask a question to the Guest Speaker at the AGM. No comments were made.

7.6 NCC Budget and Priorities for 2015/18

Correspondence received from Norfolk County Council advising an extra £13.7m needs to be cut from budget than originally forecast for 2015/6. Consultation is now open for stakeholders, residents & public.

8. To Pass Accounts for Payment

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| 1. Salaries (To 30.09.14) | £ 4,200.45 |
| 2. Spruce Landscapes (Maintenance Contract to 31.09.14) | £ 610.01 |
| 3. Spruce Landscapes (Dog Waste Bin Installation) | £ 42.00 |
| 4. HM Revenues & Customs (Salaries) | £ 2,977.84 |
| 5. Spruce Landscapes (P/Field Maintenance) | £ 260.00 |
| 6. Spruce Landscapes (Community Centre Maintenance) | £ 294.85 |
| 7. Talk Talk (Broadband) | £ 16.81 |
| 8. Norfolk Pension Fund (Pension Return) | £ 1,317.69 |
| 9. Anglian Water (Community Centre Water Charge) | £ 107.00 |
| 10. Anglian Water (Burial Ground Water Charge) | £ 15.36 |
| 11. R. McCarthy (Out Of Pocket Expenses) | £ 31.92 |
| 12. R McCarthy (Website) | £ 96.45 |
| 13. Mr T. Newby (PAT Testing) | £ 64.60 |
| 14. ESPO (Gas) | £ 62.50 |
| 15. Glasdon UK Ltd (Bench) | £ 1099.89 |
| 16. Hugh Crane (Cleaning Materials) | £ 137.07 |
| 17. SNC (Council Tax Charge) | £ 261.00 |
| 18. Mazars (Audit Fee) | £ 720.00 |
| 19. Norse (Trafalgar Square Grounds Charge) | £ 4584.00 |
| 20. R McCarthy (Petty Cash) | £ 63.08 |
| 21. Jenny Kereama-Ellis (Community Centre) | £ 34.62 |
| 22. Veolia (Trade Waste Collection) | £ 46.90 |
| 23. Glasdon UK Ltd (Metal Bin) | £ 181.74 |
| 24. British Gas (Electricity) | £ 563.20 |
| 25. Mrs C Milton (Toilet Seats) | £ 99.48 |
| 26. SLCC (Cemetery Training CD) | £ 30.00 |
| 27. P Bowyer Associates (Grease Trap Clean) | £ 150.00 |

All passed for payment.

The chairman advised the cost of the requested Parish Council by-election was £2,543.85 to the parish.

9. To receive written Report from the Chairman

The Chairman reported that the new Parish Clerk would commence her role on 6th October 2014 with the present Clerk retiring on October 31st. Rachel McCarthy and Sara Cunningham commenced the positions of Assistant Clerk/Community Centre Manager and Administrator respectively on September 8th 2014. The Chairman had also attended an informative meeting of the Six group, chaired by Charles Bussey.

10. To receive written District Councillor's Report

Mr Overton reported that residents were in the process of being informed that from October 1st 2014 they would be able to recycle a greater variety of materials in their green bins, including glass and plastic pots. He outlined some challenges to the five year land supply, plans to expand the amenities in Hempnall, Long Stratton and Wymondham and discussed the future of the Neighbourhood Fund. Mrs Neal reported that site notices will no longer be displayed outside household applications unless in a conservation area or a listed building. Neighbouring properties would still be notified. She also outlined some new retail activity around the Norwich area.

11. To receive brief County Councillor's Report

Written report circulated. Mr Smith also reported that the brickwork at the Fiveways roundabout had been pressure washed but little improvement was seen due to their natural fading. A review of the status of Dove Lane was taking place with local residents.

12. To receive written Amenities Committee Report

Mrs Kereama-Ellis reported that she visited Kirstead Nurseries with Judith Sykes of Framingham Earl PC to seek advice re. Fiveways roundabout and they were awaiting a price. Mr Smith suggested the local housing developers might sponsor the project. The Clerk and Peter Keen from NORSE have undertaken monthly reviews of the play areas which has been a positive step.

13. To receive written Playing Field Report

Written report circulated. Mr Timson advised that the role of the trustee is now too demanding and they have appointed an administrator for 3 months. If this continues they will be asking for an increase to the precept. Charity Commission confirmed if all trustees resigned the charity would close and the playing field would pass back to the Parish Council. Mrs Harrison added that in future better information should be given to prospective trustees as to what is involved in the position. Mr Hewer suggested an advert be placed in the 5+ magazine asking for Trustees. Mr Henson suggested a review be taken of all public open spaces. Meeting to be held to discuss the future of the Playing Field.

14. Equal Opportunities Policy

Draft policy circulated. No comments were made. Prop. Mr Henson. Sec. Mrs Harrison. Adopted

15. Amendment to NALC's 2013 Model Standing Orders (England)

In August a legal change to the openness of local government bodies was made which allows filming and audio recording of meetings. No comments were made. Prop. Mr Hewer. Sec. Mr Walker. Adopted. Standing orders to be amended.

16. Future of the Six Strategic Group

Following the recent meeting a new constitution for the group was proposed with comments invited from each Parish Council. It was felt the number of voting representatives per council should be left at three and suggested that the promotion of the group and its achievements should be emphasised.

17. Completion of Audit for the year ended 31 March 2014

The audit was passed with only a couple of minor issues highlighted and subsequently addressed.

There being no further business, the meeting closed at 8.40 p.m.

Signed..... Date: 29th October, 2014