

POULTON & PULFORD PARISH COUNCIL

Minutes of meeting held on 27th January 2016 at the Village Hall Pulford

PRESENT : Cllr R Fair (Chair); Cllr Moore ; Cllr Pryce ; Cllr Ewins ;
Cllr Fay ; Cllr Board ; Cllr Clark

There were 6 members of the public present plus PC Malone.

1 – Apologies – Cllr West - accepted

2 – Declaration of Interest – Cllr Fair indicated he was part owner of the wood alongside the Pulford Playing Field

3 – Suspension of Standing Orders

3.1 – PC Sally Malone introduced herself and reported on recent crimes committed and detected in the area. Her colleague PCSO Tom Norton was requested to contact the Parish Council to set up a community speed watch group. Mr Dryland offered to contact him re “Smiley Sids” – **Action Clerk**

3.2 – A request for publication of the Agenda prior to the PC meeting was noted. Although this is not a legal requirement it was agreed to publish the draft agenda on the Village Hall Notice Board and the Parish web site (if possible) – **Action Clerk**

4 – Minutes - Approved

5 – Progress Reports

5.1 – Pulford Play Area Project – Cllr Fair complimented Cllr Ewins for her efforts to date

5.1a - Drainage repair for the field is included in the WREN bid. A decision is needed on boundary fencing to prevent young children having access to the ditch. The architect is to be asked to quote for a chain link or similar fence. The annual number of H&S inspections are to be determined with ROSPA. - **Action Cllr Ewins**

5.1b - The proposed timetable for the works was queried viz : -

29th Feb - Tenders sent out : **18th Mar** - Tenders returned : **21st Mar** - Contractor appointed :

2nd May - Works start : **10th June** - Works complete : **Autumn** - Planting works

It was agreed that the Parish Council needs more time to sign off the Tender document and review the responses – **Action Cllr Ewins**

5.1c – 29 Donation request letters have been sent out to local businesses and pledged residents – c/f

5.1d – The Publicity Plan is awaiting WREN approval – c/f

5.1e – ROSPA inspections and reports can be provided for £45 per visit by Mr Alan Dymond

5.1f – Mr David Roberts has offered to Chair the Friends of Pulford Playing Field – c/f

5.1g – Cllr Clark highlighted a number of opportunities for sponsorship. A standard letter to be created for contacting possible sponsors – **Action Cllr Fay and Clark**

5.2 – Related questions Submitted by Mr J Dryland – some items covered in other sections of minutes

5.2a – Further traffic calming measures will be considered by Highways once the Play Area project has been completed – c/f

5.2b – The Playing field drainage and contamination issue has been drawn to the attention of the designer and will be addressed in the Tender document. The gap required for hedge/ditch maintenance has been queried with the designer. The Chairman has been advised by his contractors that a 3 metre gap is sufficient

5.2c – When we have the Tender responses and a Contractor recommendation a Public Meeting will be arranged to confirm the scheme, the ongoing costs, and the plan to pay for them – c/f

5.3 – Pulford Play Area Review Meeting – Jan 19th 2016

The legality of this meeting was queried – it was subsequently confirmed by CHALC that a Working Group meeting of Councillors in a Private Dwelling is legal. Cllr Fay stated that the purpose of the meeting was a Playing Field progress update from Cllr Ewins and to assist her in any current outstanding issues. The Parish Council considered it important to issue minutes of this meeting, given its scope and costs.

5.4 – Derek Cole has replaced Rob Fisher as Highways Inspector (Network Steward). He inspected Old Lane on 22nd Jan 2016 and did not consider it worth a meeting with Farmer Jones at present – c/f

6 – Planning

No comments on the Planning applications and approvals.

7 – Finance – following were approved : -

- 7.0 - **£ 25** – Poppy Wreath payment from Church
- 7.1 - **£ 2344** – New Homes Bonus 2015/16
- 7.2 - **£ 31,812.36** – S106 Commuted sum re Pulford Playing Field Development
- 7.3 - **£ 156** Fields In Trust change request - inv 7318
- 7.4 - **£ 35** RBL Poppy Appeal
- 7.5 - **£ 20** Remembrance Service Fee – Rev Linn
- 7.6 - **£ 5375** FCC Recycling re WREN Grant
- 7.7 - **£ 100.80** Springfields - hard core for Church Bank Car Park - inv 067607
- 7.8 - **£ 36.50** Autela Payroll Services - inv 7474
- 7.9 - **£ 45** - Spinney Rental 1Q16
- 7.10 – **£ 151.71** - Clerk's Salary 1Q16 – to be paid in March 2016
- 7.11 – Accounts summary Jan 2016
- 7.12 – Sodexo Grounds M'ce fee 2016 £ 70.17 per visit (increase of 2.5%)
- 7.14 - **£ 5,289** – Parish Precept for 2016/17 (+CTRS provides same as 2015/16 total ie £ 5,500)
- 7.15 - **£ 20** – cost for extra web page dedicated to Pulford Playing Field Project

The following item was deferred following concern by the Parish Councillors of their personal responsibility for accidents in the Spinney : -

- 7.13 – Spinney Rent Review Increase to £ 55 per qtr (22% increase) from March 2016

8 – Correspondence for Information

160+ documents circulated to Councillors since Oct 2015 meeting

9 – Clerk's Reports and Queries

9.1 Final quotation for the speed limit works is £ 3000, of which the Parish Council would pay £ 1500. Highways await our agreement – **Action Clerk**

9.2 – The Church Bank Car Park surface needs some further attention – **Action Clerk**

A contribution to the costs will then be requested from Abbeygate College – **Action Clerk**

9.3 – Defibrillator Grant window – c/f to April 2016

9.4 – Keysafe needs setting up – **Action Clerk**

10 – Councillors Reports, Future Agenda Items, Any Other Business

10.1 – Risk Assessment reports – no issues apart from the Church Bank surface – see 9.2

10.2 – Bus Shelter Mirror placement – c/f

10.3 - Rob Selby plans to attend the next Parish Council meeting to give a Defibrillator presentation – **Action Cllr West**

10.4 – Citations for Village Champions – c/f

10.5 – Changes to Public Rights of Way – Cllr Moore and Mrs Fairhurst to liaise with Network Rail – **Action Cllr Moore**

10.6 – CW&C Consultation – **Cllr Board and Fay** to reply on behalf of the Parish Council

10.7 – Reports to Highways – lights out by No 4 bungalow Old Lane and Light No 51 Cuckoos Nest – **Action Clerk**

10.8 – The continuing problem of speeding through Pulford was discussed. It was agreed to ask Highways to consider a pedestrian crossing in the vicinity of the bus shelter on the B5445 – **Action Clerk**

11 – Date and Time of Next Meeting.

Thursday 28th April from 7 pm in Pulford Village Hall

Signed as Correct : -	Date : -
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