

**Minutes of the Meeting of Poringland Parish Council
Wednesday 6th January 2016 7pm Poringland Community Centre**

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

Also present: County Councillor Roger Smith and 3 members of the public.

1. Apologies

Apologies for absence were received and approved from Steve Aspin and David Hwer, proposed by Chris Walker, seconded by David Gooderham, all in favour.

2. Declarations of Interest and Applications for Dispensation

None.

3. Minutes of the meeting held on 25th November 2015

The minutes of the meeting held on 25th November 2015 were **agreed**, proposed by John Henson, seconded by Lisa Neal, all in favour.

4. Matters Arising from the Minutes

There were no matters arising from the minutes.

5. Public Participation

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

There were no public comments.

Standing orders were reinstated.

6. Planning

a) Applications Received

- i)** 2015/2649 The Brambles, Heath Loke: Variation of condition 2 from planning application 2015/0041/D, to reduce the size and position of the garage and site boundary moved north from existing house.

David Gooderham had viewed the plans. The Parish Council had been opposed to the original application, and it was unlikely that any further objection to the amendment would affect the overall development.

It was **agreed** to make no comments, proposed by David Gooderham, seconded by John Henson, 8 in favour, 1 abstention.

Clerk

- b) Y/7/2015/7016 Framingham Earl High School, Norwich Road, Framingham Earl: Retrospective planning application for a 178kWp solar photovoltaic system on four buildings. **SUPPORTED**

2015/2557 37 Stoke Road: Sub-division of garden and erection of single storey dwelling. **OBJECTED** – concerns of overdevelopment, inappropriate vehicle access.

2015/2577 7 Nelson Close: Attic roof conversion to form bedroom and ensuite. **SUPPORTED** with comments that it would be preferred that the rear shower room flat roof be changed to a pitched roof.

c) Permission Granted

- i) 2015/1899 124 The Street: Demolition of existing garden outbuilding and replacement with new garden building. **APPROVED**

- ii) 2015/1967 1 Church Close: Removal of hedge and erection of 1.8M fence to side and rear of property (retrospective application). **REFUSED**

- iii) 2015/2458 125 The Street: Re-roofing and single storey extension. **APPROVED**

- iv) 2015/2668 Land rear of 14 to 22 Stoke Road: Discharge of condition 18 of permission 2011/1706/F – Details of barriers and their proposed positions. **APPROVED**

7. **Advisory Group and Working Group Reports**

a) Facilities Strategic Advisory Group

Jenny Kereama-Ellis reported that £450 had been made on the Craft Fair, and £200 from the Princess Party. The bar had been refurbished and looked much lighter and more spacious.

b) Finance and Governance Advisory Group

John Ellis presented the first recommendation of the Advisory Group, noting that the other two recommendations would form part of the discussions on the budget and precept setting later in the agenda. It was **agreed** to approve the following investment strategy:

- Santander bond £54,410.34 maturing May 2016 – reinvest into another 1 year bond.
- Santander bond £21,696.55 maturing February 2016 – reinvest in a 2 or 3 year bond.
- Nationwide bond £30,000.00 maturing March 2016 – explore options for longer term investment in a property-based fund. **Clerk**
- Move £50,000 from Barclays instant access savings account at 0.05% into Nationwide instant access savings account at 1%. **Clerk**

8. **Correspondence**

a) Withdrawal of Paper Planning Documents

John Ellis reported that South Norfolk Council were no longer sending out paper copies of planning applications except for large developments, which meant that councillors would no longer be able to show residents the plans

when they visited the site. It was **agreed** that the practice of visiting the site and talking to neighbours would continue, as for many this was the first time that they would hear about the application. It was noted that any major objections to a development should be forwarded by the resident to their district councillor, who could require that the application was considered by committee.

9. Finance

a) Receipts, Payments and Bank Reconciliation

The bank reconciliation, receipts and payments for November 2015 were presented. It was **agreed** to accept those documents, proposed by Tim Boucher, seconded by David Gooderham, all in favour.

b) It was **agreed** to pay the following accounts, proposed by Jane Pratt, seconded by David Gooderham, all in favour.

	Staff Salaries	£4,473.14
Norfolk Pension Fund	Superannuation	£1,724.46
HMRC	PAYE/NIC/Student Loan	£3,874.81
R McCarthy	Out of Pocket Expenses	£71.81
Anglian Water	Community Centre Water	£178.00
South Norfolk Council	Community Centre Rates	£266.00
Hugh Crane Cleaning Eqt	Cleaning Materials	£114.55
Pitkin & Ruddock	Air Conditioning Service	£765.60
Amy Taylor	Hire Refund	£65.82
Jamie Whitten	Damage Deposit Refund	£60.00
Barclaycard	Various	£1,083.09
Veolia	Waste	£56.54
Spruce Landscapes	Burial Ground Maintenance	£610.01
Norwich Electrical	Repairs – Comm Centre & Pav	£882.84
South Norfolk Council	Playing Field Rates	£10.00
Anglian Water	Playing Field Water	£162.98
Eon	Playing Field Electricity	£111.22
P McCarthy	Laptop Repair	£58.98
Ian Smith Group Ltd	Ink Cartridges & Stationery	£196.49
Barclays	Bank Charges	£4.50
Citrus Sharp Security Shredding	Annual Shredding Contract	£266.00
TalkTalk	Telephone and Broadband	£22.80
Spruce Landscapes	Dog Bin Installation	£30.00
L Gooderham	Laundry Annual Allowance	£30.00
Ramsay Holmes	Repair of Front Door	£90.00
J & A Saunders	Window Cleaning	£30.00
SSE Southern Electric	Community Centre Electric	£919.95
R Overton	Playing Field Cleaning & Litter	£261.25
Jessica Topham	Vision Public Consultation	£903.80
M Grapes	Bar Refurbishment Work	£140.00
Society of Local Council Clerk	CiLCA Registration	£250.00
The Alarm Company	Fire Alarm Maintenance	£312.00
C Moore	Petty Cash Top Up	£93.24

10. Chairman's Report

John Ellis reported that the Six Strategic Group had met and discussed traffic

issues, the Lakenham railway bridge situation and other current matters. Karen Buchanan had recently taken over as the new Youth Support Worker. John reminded councillors that the public consultation for the community land project, including The Vision, would be taking place on Wednesday 20th January from 2pm to 8pm. Letters and press releases would be sent out in the next few days. Councillors were asked to volunteer their time on the day to help discuss the land with residents.

John reported that the coffee shop hirers had given their notice as Toby had been offered a head chef job in Norwich. A report was tabled setting out the principles, revised terms and conditions, and an informal tender document, with all these documents being **agreed**, proposed by John Overton, seconded by Chris Walker, all in favour.

11. District Councillor's Report

John Overton and Lisa Neal reported that it had been quiet over the Christmas period. Budget discussions continued, with reduced funding from central government. The New Homes Bonus was being cut by 37%, but was expected to be available for the next six years. Boundary reviews and devolution discussions continued.

12. County Councillor's Report

Roger Smith noted that he was not in attendance at the November meeting, despite the minutes reporting his attendance. Roger reported that the road closures for the Anglian Water works had begun.

Roger had been dealing with complaints regarding the reliability of the bus service into Norwich, with the result that a revised timetable would be in place from February 2016.

The Council needed to make £111M of savings over the next three years, and were working on 4 – 5 year plans. The budget was not expected to balance this year, unless some reserves were used.

Children's Services was now being scrutinised by a Commissioner, who would make recommendations regarding the future running of the department by the County Council. Social care formed the largest part of the budget. A meeting would be taking place with the MP to discuss why insufficient funding was being granted to local government.

Norse had expressed concerns regarding the amount of contaminated waste in recycling bins, and felt that district councils could do more to educate residents. The cost of sending contaminated batches of recyclable materials to landfill was around £0.75M per year.

13. Welcome Home and Memorial Playing Field Trust

a) Update

John Overton reported that he had taken over as Chairman of the Trust following the resignation of Barry Timson. An update report of the meeting was presented. Work was underway to actively encourage the Bowls and Senior Football Clubs to agree to moving the Trust to the Parish Council. If this was successful, a public meeting would take place. The Trust had made an offer which was in the favour of both the Clubs and the Trust, and which addressed the concerns of the Clubs.

b) Appointment of Trustees

It was noted that there were three vacancies for Parish Council Trustees on

the Trust. It was **agreed** that David Hewer and Tim Boucher would be appointed to the Trust, proposed by John Ellis, seconded by John Overton, all in favour.

14. Other Matters

a) Audit Regime

The Clerk noted that the five-yearly opportunity to opt out of the national audit arrangements had arrived. It was noted that a new sector-led body was being set up following the closure of the Audit Commission, however no information was available on the structure or pricing for that organisation. If the Council did decide to opt out, a statutory process for the procurement of external audit was in place, with the risk that both the procurement process and the audit itself could be more costly than the sector led body. It was **agreed** that the Council would remain in the national arrangements for a further five years, proposed by John Overton, seconded by Tim Boucher, all in favour.

b) Response to Re-Imagining Norfolk Budget Consultation

A draft consultation response document was presented. The Council went through the individual responses and agreed amendments as required.

Clerk

c) Budget and Precept Setting 2016/17

John Ellis presented the draft budget which had been formulated by the Finance and Governance Advisory Group, and reflected a 9.88% rise in council tax. Three amendments were identified, increasing the regular hire income to £35,000; increasing the bar income to £6,000; and increasing the miscellaneous income to £300. With these amendments, it was **agreed** to set the precept at £122,921.78, representing a 4.60% increase with Band D at £82.89, proposed by John Henson, seconded by Chris Walker, all in favour.

Clerk

16. Correspondence from DCK Beavers Ltd

There was no update from the issue under discussion.

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

The meeting closed at 8.55pm.

CHAIRMAN