

**Minutes of the Meeting of Poringland Parish Council
Wednesday 25th May 2016 7pm Poringland Community Centre**

Present: John Ellis (Chairman)
Steve Aspin
Tim Boucher
David Gooderham
John Henson
David Hewer
Jenny Kereama-Ellis
Lisa Neal
John Overton
Catherine Moore (Parish Clerk)

Also present: 5 members of the public.

1. Election of Chairman

John Ellis was elected as Chairman, proposed by John Henson, seconded by David Hewer, all in favour. The Declaration of Acceptance of Office was signed.

2. Apologies

Apologies for absence were received and accepted from Chris Walker, proposed by David Hewer, seconded by Steve Aspin, all in favour. County Councillor Roger Smith had also sent his apologies.

3. Election of Vice Chairman

Tim Boucher was elected as Vice Chairman, proposed by Lisa Neal, seconded by David Hewer, all in favour.

4. Declarations of Interest and Applications for Dispensation

John Overton declared an interest in item 10a(iii) as he had been assisting the applicant in his role as district councillor.

John Ellis and Jenny Kereama-Ellis declared an interest in item 10a(iii) as they knew the applicant.

Steve Aspin declared an interest in item 10a(i) as he was a neighbour and friend of the applicant.

Lisa Neal declared an interest in all planning matters as a member of the South Norfolk Council Development Committee.

5. Minutes of the meeting held on 27th April 2016

The minutes of the meeting held on 27th April 2016 were considered. Under item 2 line 1, the word 'the' was changed to 'they'. Under item 15f line 3 the word 'by' was changed to 'but'. With these amendments the minutes were **agreed**, proposed by David Hewer, seconded by John Henson, all in favour.

6. Matters Arising from the Minutes

a) Meeting with South Norfolk Council regarding planning matters

John Ellis reported that he and the Clerk had met with the Director of Planning at South Norfolk Council and had discussed a number of planning issues including the withdrawal of paper copies of applications. The meeting had

been constructive and, where appropriate, the issues raised were being discussed further.

b) South Norfolk Council Draft Community Asset Strategy Consultation Response

It was noted that a response to the consultation had been submitted.

c) Relief Caretaking Contract

The new relief caretaking arrangements had been set up, and training in the running of the building was ongoing.

d) Pavilion Drain Replacement

The Clerk briefed on options available following a conversation with a drainage consultant, who had suggested a private connection to the main pavilion drains with a small pump station. He had suggested that a refurbishment of the cess pit would not be sustainable, and had outlined options for consultancy to design and deliver a scheme.

e) Freedom of Information Request

It was noted that the information had been received and had been circulated to interested parties.

f) 6 Youth Council Report

The annual report had been circulated.

7. Annual Review of Standing Orders

It was **agreed** to adopt the Standing Orders for 12 months, proposed by John Henson, seconded by David Gooderham, all in favour.

8. Annual Review of Financial Regulations

It was **agreed** to adopt the Financial Regulations for 12 months, proposed by David Hewer, seconded by John Henson, all in favour.

9. Public Participation

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

A member of the public thanked the Clerk for gaining the precept information under a Freedom of Information request. He noted that he still had some questions, but would take time to digest the information before raising these. He asked whether the parish council gained anything from rates in relation to the commercial units at Rosebery Park – it was confirmed that all business rates went to central government.

Standing orders were reinstated.

10. Planning

Lisa Neal withdrew from the meeting.

a) Applications Received

i) 2016/0893 7 Boundary Way: Proposed 2 storey extension.

Jenny Kereama-Ellis had viewed the plans. She noted that the proposal was

unlikely to impact any neighbours.

It was **agreed** to make no comments. Proposed by Jenny Kereama-Ellis, seconded by John Henson, all in favour.

Clerk

- ii) 2016/0984 8 Greenacres Drive: Erection of porch, loft conversion and garden room.

John Henson had viewed the plans and visited the site. He noted that the property had been unoccupied for 25 years. The proposal sought to erect a porch similar to other properties, and to erect a large extension with a flat roof. It was noted that this was a sensitive drainage area. The first floor window also overlooked the neighbouring garden.

It was **agreed** to support the application subject to suitable rainwater harvesting arrangements being put in place, and subject to the first floor window being obscured in perpetuity. Proposed by John Henson, seconded by Tim Boucher, all in favour.

Clerk

- iii) 2016/143 1 Church Close: Retention of existing fence to side and rear, with height lowered to the level of the top rail adjacent to the highway and coloured.

David Hewer had viewed the plans and visited the site. He noted that the fence had been discussed by Council previously. The reduction in height amounted to 23cm. Neighbours had mixed views but understood the reasons why the applicant wanted to retain the fence. It was **agreed** to support the application with the height being specified as no more than 1.8M, as there were no other properties in Poringland with fences higher than this. Proposed by David Hewer, seconded by John Henson, all in favour.

Clerk

- iv) 2016/1207 Porchways, Bungay Road: Erection of single storey front extension.

John Ellis had viewed the plans and visited the site. He noted that the proposed extension was behind a hedge and would not overlook anyone.

It was **agreed** to support the application, proposed by John Ellis, seconded by David Hewer, all in favour.

Clerk

b) Permission Granted

- i) 2016/0271 The Fish Inn, 44A The Street: Change of use to mixed use of hot food takeaway/restaurant. External alterations including installation of pitched roof and new windows. **APPROVED**

- ii) 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. **APPROVED**

- iii) 2016/0659 11 Hillside: Proposed front extension and internal and external alterations. **APPROVED**

iv) 2016/0694 85 St Marys Road: Oak tree – Re-pollard back to last pollard height. **APPROVED**

v) 2016/1064 Land north of Shotesham Road: Non-material amendment to planning consent 2016/0043 (57 dwellings and office accommodation) – Removal of utility window form plot 22, changes to house type H plot 22 – removal of utility window. **APPROVED**

11. **Advisory Group and Working Group Reports**

a) Facilities Strategic Advisory Group

Jenny Kereama-Ellis gave a verbal report of the meeting. She noted that dates had been set for events including 70's and 80's nights, Race Night, Craft Fair and the Street Picnic. Helpers would be welcome for all of these events. Prices were being sought for an LED light-ball which could be used for music events and hired out as additional facilities for Centre bookings. It was **agreed** that all dates would be advertised within the Five+ Magazine.

Clerk

b) Community Land Project Working Group Draft Terms of Reference

The draft terms of reference were presented. It was agreed to invite Richard Neal to sit on the Working Group. It was agreed to add in 'Consider the longer term financial implications of new facilities'. With these amendments, the terms of reference were **agreed**, proposed by John Henson, seconded by Jenny Kereama-Ellis, all in favour.

Clerk

12. **Correspondence**

a) Consultation on the draft South Norfolk Council Statement of Community Involvement

It was noted that the above consultation was open for comments, and **agreed** that the Chairman and Clerk would draft a response for approval at the next meeting.

Clerk / JE

13. **Finance**

a) Receipts, Payments and Bank Reconciliation

The bank reconciliation, receipts and payments for April 2016 were presented. It was **agreed** to accept those documents, proposed by David Hewer, seconded by David Gooderham, all in favour.

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by David Hewer, seconded by Steve Aspin, all in favour.

	Staff Salaries	£4,846.12
HMRC	PAYE, NIC, Student Loan	£1,793.47
Norfolk Pension Fund	Superannuation	£1,806.51
TalkTalk	Telephone & Broadband	£25.34
Ian Smith Group	Ink Cartridges	£203.68
Norfolk Copiers	Printing	£43.72
N Harrod	Internal Audit	£100.00
Local Council Public Advisory Ser	Subscription	£100.00
Hollinger Print	Newsletter Printing	£138.00
Cringleford Parish Council	Relief Caretaking	£114.59
SSE Southern Electric	Comm Centre Electric	£706.52

ESPO	Comm Centre Gas	£100.38
Anglian Water	Comm Centre Water	£178.00
South Norfolk Council	Comm Centre Rates	£268.00
Spruce Landscapes	Comm Centre Grounds Maint	£226.00
Hugh Crane Cleaning Eqt	Comm Centre Cleaning Mats	£157.44
D Cubitt	Bin Cleaning	£55.00
RamsayHolmes	Comm Centre Door Servicing	£259.20
Veolia	Waste Collection	£71.04
Spruce Landscapes	Cemetery Grounds Maintenance	£750.00
Norse Eastern Ltd	Playing Field Pitch Maintenance	£974.40
Newday (Overton)	Playing Field Cleaning Materials	£68.71
Marshalls	Bus Shelter H&S Bollards	£302.98
Barclaycard	Various	£553.57
PHS Group	Waste Collection	£151.63
M Grapes	Bollard Installation	£75.00
Buchanan Business Solutions	Till Front Sheet	£21.00
Norse Eastern Ltd	Draft Annual Report Printing	£20.50
Norse Eastern Ltd	Devlin Drive Maintenance	£338.40
Norse Eastern Ltd	Playing Field Grass Cutting	£650.71
Norse Eastern Ltd	Playing Field Grounds Maint	£935.40
Abbey Memorials	Memorial Repairs	£840.00
Anglian Water	Burial Ground Water	£16.32
C Moore	Petty Cash Top Up	£64.03
R Meads	Playing Field Gates	£56.59

- c) Reinvestment of Santander Bond 2
The Clerk presented 12 month bond rates. It was **agreed** to reinvest the bond in Hampshire Trust, proposed by John Henson, seconded by David Hewer, all in favour. The signatories were agreed as John Ellis and Tim Boucher, with Catherine Moore authorised as a non-signatory administrator on the account. **Clerk**
- d) NS&I Savings Accounts
The Clerk presented savings account options. It was **agreed** to invest the balance in Cambridge & Counties 120 day notice account, proposed by David Hewer, seconded by John Henson, all in favour. The signatories were agreed as John Ellis and Tim Boucher, with David Gooderham as a non-signatory official and Catherine Moore authorised as a non-signatory administrator on the account. **Clerk**
- e) Reinvestment of Nationwide Bond
Steve Aspin reported that he was discussing options for investment with Fidelity, and Legal and General. He would be having a discussion regarding options over the next few weeks and would bring details of options to the next meeting.
- f) Internal Audit Report
The internal audit report was noted.
- g) Annual Review of Internal Controls
The Clerk presented a report reviewing the Council's internal controls. It was **agreed** to note the report.

h) Annual Governance Statement

The Clerk presented the governance statement. It was **agreed** that the Council was compliant with all the statements, proposed by John Henson, seconded by David Hewer, all in favour.

i) Annual Accounting Statement

The Clerk presented the accounting statement. It was **agreed** to approve the statement, proposed by David Hewer, seconded by John Henson, all in favour.

14. **Chairman's Report**

John Ellis reported that the bus shelter was now completely finished and was being used.

It was noted that, unless there were any requests for changes, it was intended that the Advisory Group appointments would remain for the 4 year term of office.

Finally, John reported the sad passing of Sheila Baker, Chairman of Caistor St Edmund Parish Council a few days ago, and the passing of former District Councillor Dave Gudgeon's wife Irene. Councillors expressed sadness at this news, and it was **agreed** that letters of condolence would be sent.

It was confirmed that the vacancy for the office of councillor would be advertised, with a view to co-option at the June meeting.

Clerk

15. **District Councillor's Report**

Lisa Neal reported that the new Chairman of South Norfolk Council was Gary Wheatley. On Wednesday 15th June the Women's Tour of Britain would be coming through South Norfolk, with some of the competitors being part of Team GB for Rio 2016.

The Call for Sites process for the Greater Norwich Local Plan had begun, and would run until 8th July. Proposals for land development could be submitted until then.

Residents should have received the leaflet telling them of the changes to bin collection days.

John Overton reported that discussions of devolution were ongoing, and that a decision was needed by Friday before the government went into purdah for the EU referendum.

The upgrade of the Hempnall crossroads to a roundabout had been approved, and should form part of the bypass development.

Membership at Wymondham Leisure Centre had increased by 40% since re-opening. The Council was now looking at refurbishment of Long Stratton Leisure Centre.

Cabinet and committee reshuffles had taken place. An increase of 0.5% in allowances had been agreed, and councillors were required to complete a log of activities every three months. Expense claims would be published in the EDP shortly.

A question was raised regarding the impact of the Anglian Water works on The Street on the bin collections. It was confirmed that this had been brought up with the relevant officers, and that a full response was expected. John Overton agreed to chase this and circulate a response.

JO

16. County Councillor's Report

Roger Smith had sent his apologies for the meeting.

17. Welcome Home and Memorial Playing Field Trust

a) Bowls Pavilion Drainage

Tim Boucher reported that a pump system would be the most efficient option for the drainage, as a bio system would not be flushed through frequently enough to be efficient. It was **agreed** that Tim would obtain some prices and options.

TB

b) General Update

John Overton reported that the gatekeeper had handed in his notice as the role did not fit with his new job. The school and clubs were aware. The licences for the use of facilities were being chased and would be circulated to clubs as soon as they were received. There were a few issues of maintenance that would be discussed at the next Trust meeting. There were also discussions ongoing between the senior and junior football clubs regarding pitch maintenance, however it was clear that the facilities could not be used until licences were signed.

18. Other Matters

a) Leasing of Police Shed

The Clerk presented a draft lease for the Police Shed at a rate of £200 per annum including business rates. It was **agreed** that the lease would be signed, proposed by John Henson, seconded by David Gooderham, all in favour.

Clerk

b) Transfer of Open Space, Shotesham Road

John Ellis reported that he and the Clerk had met with an officer of South Norfolk Council to discuss the transfer of the lagoon, green and play area at Rosebery Park. The concerns previously raised had been discussed. Concern was expressed about the financial liability of the lagoon, and it was confirmed that South Norfolk Council had risk assessed it and felt that a fence was not required. Documented proposals including the draft management plan and commuted sum was expected to be received in time for discussion at the June meeting.

c) Norwich Road Bus Shelters

It was noted that the bus shelters had not been installed facing the road, but that an explanation had been given as to why this was not possible. It was **agreed** that the shelters would be left as they were, proposed by Tim Boucher, seconded by Lisa Neal, all in favour.

Clerk

d) Master Keys for the Community Centre

It was noted that a policy for the retaining of master keys for the Community Centre, together with losses, was required. It was **agreed** that in the event of the loss of a key being notified, the circumstances would be assessed by the Clerk and the Chairman, and a decision would be made on this assessment by the Council.

Clerk

e) Draft Social Media Policy

- The draft Policy was presented. It was **agreed** to adopt the policy as presented, proposed by David Hewer, seconded by David Gooderham, all in favour. **Clerk**
- f) Review of Complaints Policy
The refreshed Policy was presented. It was **agreed** to adopt the Policy, proposed by David Hewer, seconded by John Overton, all in favour. **Clerk**
- g) Review of IT Provision
The Clerk presented a report outlining a proposal to review the Council's IT arrangements. It was **agreed** to investigate prices and options for more efficient and modern ways of working, and to look at prices for new equipment, proposed by Lisa Neal, seconded by David Hewer, all in favour. Roger Bear offered his support and expertise with this, which was gratefully accepted. **Clerk**
- h) Fiveways Roundabout Proposals
The Clerk presented a report and briefing note on the proposals for the Fiveways Roundabout. It was noted that the Working Group was waiting for a firm financial proposal from David Wilson Homes. The issues of maintenance and responsibility would be brought to both councils once the future of the project was known. It was suggested that both parishes could consider the use of S106 or CIL funds for the project.
- i) War Memorial Replacement Project
The Clerk presented a report outlining the final arrangements for the war memorial, noting that all funding was in place. It was **agreed** to place the order for the memorial and other items within the project plan, proposed by Lisa Neal, seconded by Jenny Kereama-Ellis, all in favour. **Clerk**
- j) Council Action Plan
The 2015/16 Action Plan was presented with updates on the actions. The 2016/17 forward Action Plan was presented. It was **agreed** to approve the two documents as presented, proposed by David Hewer, seconded by David Gooderham, all in favour. **Clerk**
- 19. Exclusion of the Press and Public**
It was **resolved** to exclude the press and public for the duration of item 19a on the agenda, as the matter related to sensitive personal information, proposed by David Hewer, seconded by David Gooderham, all in favour.
- a) Outstanding Debt
The Council received a report relating to an outstanding debt for the hire of the Community Centre. It was **agreed** to start to recover the sum through the small claims court, but giving the debtor notice of this and a final 24 hours to pay, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**
- 20. Date of next meeting: Wednesday 29th June 2016, 7pm, Poringland Community Centre.**

The meeting closed at 8.45pm.

CHAIRMAN