

**Minutes of the Meeting of Poringland Parish Council
Wednesday 29th June 2016 7pm Poringland Community Centre**

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

Also present: County Councillor Roger Smith and 6 members of the public.

1. Apologies

Apologies for absence were received and accepted from John Henson, proposed by Chris Walker, seconded by David Hewer, all in favour.

2. Declarations of Interest and Applications for Dispensation

There were no declarations of interest.

3. Minutes of the meeting held on 25th May 2016

The minutes of the meeting held on 25th May 2016 were **agreed**, proposed by David Hewer, seconded by David Gooderham, all in favour.

4. Matters Arising from the Minutes

a) Anglian Water Works and Bin Collections

John Overton reported that he had not received a response from officers at South Norfolk Council on this matter. There had not been any issues yet as the works were not outside residential properties, however bus laybys were being used to collect bins as appropriate.

b) Outstanding Debt

It was confirmed that payments were up to date, with the next due on 30th June 2016.

5. Co-option of Councillor

An application was received from James Landshoft for the vacant position. Mr Landshoft was invited to address the Council. It was **agreed** to co-opt James Landshoft to the vacant position, proposed by Jenny Kereama-Ellis, seconded by David Gooderham, all in favour. The declaration of acceptance of office was signed and Mr Landshoft took his seat.

6. Public Participation

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

A member of the public thanked both Poringland and Framingham Earl Parish Councils for organising the Street Picnic for the Queen's 90th birthday

celebrations. The Chairman received these thanks and noted that he would relay this to the staff involved.

A member of the public noted that he still had concerns regarding the tax base, and noted that he had not received any feedback from councillors following his last email. It was confirmed that this was being discussed later in the meeting.

A member of the public raised a number of concerns regarding the proposed solution for IT. These concerns were noted, and the Clerk responded to some of them.

A query was raised regarding the maintenance of the lagoon in Shotesham Road, and whether South Norfolk Council would take responsibility if the Parish Council did not. It was confirmed that this was understood to be the case. The member of the public urged the Council to reject responsibility for the lagoon.

Concern was expressed regarding the paths on the Mulberry village green being washed away, together with the saturated ground. It was confirmed that this area was the responsibility of the Parish Council, and that discussion would take place with the grounds contractor to consider remedial works.

CM

Concern was expressed that the traffic lights at the Shotesham Road junction were not being manually controlled. It was confirmed that these were being controlled at peak times, and that the necessity of traffic management was challenged whenever it was not apparent, in any part of the village.

A query was raised regarding a payment made to Cringleford Parish Council. It was confirmed that this was for emergency relief caretaking when the Council was without adequate staffing arrangements for a short period.

Standing orders were reinstated.

7. Planning

Lisa Neal withdrew from the meeting.

a) Applications Received

- i)** 2016/1177 11 Elizabeth Road: Single storey pitched roof rear and side extension with first floor extension to the front.

Tim Boucher had viewed the plans. He noted concerns regarding the additional roof space and rain water run off as the area as historical flooding issues. No ventilation was proposed for the WC, if this was added it would blow into the neighbour's garden, therefore this should be conditioned as upwards only. It was felt that the high level window should be obscured to protect the neighbour's privacy.

It was **agreed** to support the application subject to the comments raised above. Proposed by Tim Boucher, seconded by Chris Walker, all in favour.

Clerk

- ii)** 2016/1371 Subdivision of garden of 21 Clearview Drive: Erection of three

bedroom chalet dwelling.

John Henson had viewed the plans and sent his comments. It was noted that the planning inspector had required a turning area and that cars should only leave in a forward gear due to the busy B1332 and the proximity of nearby junctions. The application was for a three bed property, and it was felt that there was a likelihood more than one car would be associated with the dwelling, before accounting for visitors. If two cars were parked within the car port, and the car furthest in needed to leave the property, the car nearest the road would use the turning area to allow the other car out - which would then have to leave the site in reverse gear as the turning area would be fully occupied by the car that was blocking it in. It was felt that the car port must be left open by planning condition and that no cars should be permitted to be parked in the turning area. It was felt that there should be a condition for formal maintenance of the drainage measures, as water run off would emerge elsewhere contributing to increased flood risk in other parts of the parish. It was felt that there should be a condition that there would be no permitted development rights and that all amendments should be subject to the planning system, and that future extensions should be considered for refusal. Finally, the fencing should not be over 1200mm along the street frontage.

It was **agreed** to object to the application on the grounds of the comments noted above. Proposed by Tim Boucher, seconded by Chris Walker, all in favour.

Clerk

Lisa Neal returned to the meeting.

b) Permission Granted

- i) 2016/0726 Land west of Norwich Road and south of Caistor Lane: Retrospective application for erection of non-illuminated adverts and flags. **APPROVED**
- ii) 2016/0771 Land north of Shotesham Road: Variation of condition 2 of permission 2014/0393/D – various material changes. **APPROVED**
- iii) 2016/0817 Land rear of 40 The Street: Discharge of conditions 5, 8 and 11 of planning consent 2013/1968 (single storey detached dwelling and garage) – levels, materials and tree protection. **APPROVED**
- iv) 2016/0893 7 Boundary Way: Proposed two storey side extension. **APPROVED**
- v) 2016/1143 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. **APPROVED**

8. Advisory Group and Working Group Reports

a) Appointment to Vacancies

It was **agreed** that James Landshoft would be appointed to the Open Spaces, Recreation and Environmental Advisory Group; and that Tim Boucher would be appointed to the Facilities Strategic Advisory Group. Proposed by John

Ellis, seconded by David Gooderham, all in favour.

9. Correspondence

a) Parish Partnership Scheme 2017/18

It was noted that applications were being invited for 50/50 funding for small highways schemes for the 2017/18 Parish Partnership budget. Councillors were asked to consider any schemes and bring suggestions to the September meeting. A request was made to consider upgrading the zebra crossing outside the church to a toucan crossing, proposed by John Ellis, seconded by Chris Walker, all in favour.

Clerk

10. Finance

a) Receipts, Payments and Bank Reconciliation

The bank reconciliation, receipts and payments for May 2016 were presented. It was **agreed** to accept those documents, proposed by David Hewer, seconded by Chris Walker, 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	£4,753.00
HMRC	PAYE, NIC, Student Loan	£1,732.87
Norfolk Pension Fund	Superannuation	£1,784.98
Norfolk Police	Police Shed Lease	£200.00
Houseproud Commercial Ltd	Relief Caretaking	£341.88
SSE Southern Electric	Comm Centre Electric	£524.42
ESPO	Comm Centre Gas	£231.79
South Norfolk Council	Comm Centre Rates	£268.00
Anglian Water	Comm Centre Water	£178.00
Hugh Crane Cleaning Eq	Comm Centre Cleaning Mats	£70.94
MCL Mechanical Services Ltd	Hot Water Heater Repair	£474.02
R McCarthy	Street Picnic Expenses	£294.80
J Kereama-Ellis	Street Picnic Expenses	£80.00
Veolia	Waste Collection	£71.04
Spruce Landscapes	Grounds Maintenance	£1,099.60
Barclaycard	Various	£262.86
Anglian Water	Playing Field Water	£65.59
Eon	Playing Field Electricity	£266.72
Scribe 2000 Ltd	Accounts Subscription	£245.00
GetMapping PLC	Parish Online Subscription	£67.20
TalkTalk	Telephone and Broadband	£25.00
LCPAS	Clerk's Networking Seminar	£10.00
Norse Eastern Ltd	Annual Report Printing	£269.00
C Moore	Petty Cash Top Up	£58.35
Jim Lawrence	Dishwasher Repair	£60.00
J&A Saunders	Window Cleaning	£30.00
Norwich Electrical Co	Emerg Lighting Test & Repair	£517.05
T Farrow Construction Ltd	Drain Replacement	£1,788.00
Abbey Memorials	Memorial Repairs	£1,260.00
Houseproud Commercial Ltd	Relief Caretaking	£501.17

c) Reinvestment of Nationwide Bond

Steve Aspin presented an option for longer term investment with Fidelity. It was noted that the investment would be for in excess of five years within a general fund on UK tracker. Fidelity offered the lowest fee structure. It was felt that this was a good time to invest as the market had returned to previous rates following the EU referendum result and that normal trends were likely. It was **agreed** to invest £30,000 in a longer term general fund with Fidelity, proposed by Lisa Neal, seconded by David Gooderham, all in favour.

Clerk

d) Financial Regulations - Debts

A suggestion was made that debts of more than four weeks should be reported to Council meetings. A report was presented outlining the financial processes around invoicing and debt management. The Clerk noted that 4 weeks would present an inaccurate reflection of debts due to timings of meetings and due dates of payments. It was **agreed** that a report would be presented to each Council meeting giving a snapshot of the outstanding invoices on the date of publication, proposed by David Hewer, seconded by Chris Walker, all in favour. It was confirmed that debts could be recovered through the small claims court.

Clerk

Discussion ensued regarding holding deposits for business hirers. It was **agreed** that this would be considered for future business activity hires.

Clerk

11. **Chairman's Report**

John Ellis began by thanking everyone involved in the Street Picnic for the Queen's 90th Birthday celebrations, noting that it was a well received and successful event.

John noted that emails had been circulating regarding the flooding in Norwich Road and the reinstatement of Caistor Lane. It was understood that the flooding issues were currently with the Local Lead Flood Authority, with the results of the investigation outstanding. A survey of the loke had been carried out with issues of responsibility sitting with the riparian owners, Barratt Homes and Framingham Earl High School. Houses on the Heath Farm development were being occupied, which was disappointing as planning conditions had not been signed off. It was felt that the Parish Council should be represented at the meeting to discuss reinstatement in Caistor Lane.

Concern was expressed that parts of the building site had not been fenced off which was a health and safety issue, as the site gave the appearance that the main through road was open. It was **agreed** that this would be raised in the Clerk's next communication with Barratt Homes.

Clerk

12. **District Councillor's Report**

Lisa Neal reported that devolution continued to be discussed with tight timescales for approval prior to public consultation. The current deal was for Norfolk and Suffolk, working closely with Cambridgeshire. If the deal went ahead a combined authority could be created by the end of November. The turf cutting ceremony for Maple Park at Long Stratton had taken place, which would offer a mixture of offices and residential properties. The offices on Shotesham Road were scheduled for an official opening on 13th July.

John Overton reported that he was involved in a lot of ward issues on behalf of residents including overhanging trees, lighting issues and planning matters. John asked whether the Parish Council would promote two shared ownership properties through their website, it was **agreed** that this would be appropriate. Finally John noted that he still had ward member and neighbourhood grant funding available for local projects.

Clerk

13. County Councillor's Report

Roger Smith reported that Norfolk County Council had had a change in administration and now had a Conservative Leader. The EU referendum result left an uncertain future for some EU funded projects at the Council. Devolution continued to be discussed as mentioned earlier. Discussions continued regarding acceptance of Syrian refugees, mainly unaccompanied children. The Council was considering the implications of these under 18's on budgets and staff provision. The Summer Reading Challenge would begin on 23rd July with the theme of Roald Dahl. The medal ceremony would be on 8th September. Poringland Woods had been listed as an Asset of Community Value. John Overton raised a query regarding overhanging trees at the school. It was confirmed that this should be directed to the school governors. Roger Smith was asked to speak with the Flood and Water Management Team at County Hall regarding the water issues at Heath Farm.

14. Welcome Home and Memorial Playing Field Trust

a) Report of the Trust Meeting held 15th June 2016

The report of the Trust meeting was noted. John Overton had forwarded a number of matters for maintenance to the Clerk.

b) Bowls Pavilion Drainage

Tim Boucher reported that he had met on site with Panks, and that a budget to connect the Bowls Pavilion via a pump would be around £15,000.00. It was felt that the Council had other financial priorities and that the Bowls Club should continue to use the main pavilion toilets. The Clerk was asked to relay this to the Club.

Clerk

15. Other Matters

a) Transfer of Norfolk Homes Area D Open Space

It was **agreed** that the open space and play areas in Area D would be transferred to the Parish Council, proposed by David Hewer, seconded by Lisa Neal, all in favour.

Clerk

b) Transfer of Open Space, Shotesham Road

A report outlining the proposed maintenance for the play areas and lagoon was presented. South Norfolk Council were requesting that the Parish Council take responsibility for these areas with a commuted sum for maintenance. Discussion ensued regarding the liabilities of the lagoon and the risks it posed. It was **agreed** that the play areas and open space would be transferred to the Parish Council, proposed by Chris Walker, seconded by David Hewer, all in favour. It was **agreed** that the transfer of the lagoon would be declined on the basis that it was not of direct benefit to the community, and that it had been understood that the intention with the lagoon

Clerk

would be that it formed part of the grounds of the office development and that ongoing maintenance was included within those rents, proposed by Chris Walker, seconded by John Ellis, all in favour.

c) Statement of Community Involvement

John Ellis briefed that he and the Clerk had read through the document and were recommending straightforward support of the Statement, proposed by Chris Walker, seconded by David Hewer, all in favour.

Clerk

d) Parish Council IT Provision

The Clerk presented a report outlining options for an IT system for the Council, together with replacement of key items of hardware. It was suggested that the questions raised during public participation should be put to the recommended provider and that an updated paper be brought to the next meeting. It was agreed that the revised paper would be sent to a contact of Tim Boucher's for an opinion, and that the Clerk would contact Cringleford and Long Stratton Parish Councils for information about their IT provision.

Clerk

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Clerk

e) Tax Base

David Gooderham presented a paper outlining his further concerns with the calculation of the tax base and precept. Discussion ensued regarding the projections of properties on the tax base, compared to actual properties becoming occupied. It was clarified that the number of properties did not equate to the number of Band D additions, as adjustments had to be accounted for. It was **agreed** that the following supplementary questions would be put to South Norfolk Council, proposed by David Gooderham, seconded by Chris Walker, all in favour:

Clerk

1. Are the projections made often 18 months ahead audited? If so, and the actual numbers of homes paying council tax is significantly different, what happens to the under/over payment?
2. What are the actual number of house completions per month since April 2013, broken down by development? (If we then discount those figures as above, the result should be close to the Band D equivalents used since 2013 – on SNDC's figures this should equate to around 63 houses per year).
3. What is the anticipated completion rate from 1 April 2016 onwards? They appear to project a net gain from 1/4/2016 to 1/4/2017 of only 21.
4. What does the growth of 32 mentioned within the response represent – dwellings or Band D?

It was **agreed** that the response would be presented for the July meeting, and that if required the officer from South Norfolk Council would be invited to attend the September meeting to discuss this matter further.

16. **Date of next meeting: Wednesday 27th July 2016, 7pm, Poringland Community Centre.**

The meeting closed at 9.55pm.

CHAIRMAN