

**Minutes of the Meeting of Poringland Parish Council  
Wednesday 27<sup>th</sup> July 2016 7pm Poringland Community Centre**

**Present:** John Ellis (Chairman)  
Steve Aspin  
John Henson  
David Hewer  
Jenny Kereama-Ellis  
James Landshoft  
Chris Walker  
Catherine Moore (Parish Clerk)

**Also present:** County Councillor Roger Smith and 4 members of the public.

**1. Apologies**

Apologies for absence were received and accepted from Tim Boucher, David Gooderham, Lisa Neal and John Overton, proposed by David Hewer, seconded by Chris Walker, all in favour.

**2. Declarations of Interest and Applications for Dispensation**

There were no declarations of interest.

**3. Minutes of the meeting held on 29<sup>th</sup> June 2016**

The minutes of the meeting held on 29<sup>th</sup> June 2016 were **agreed**, proposed by David Hewer, seconded by Chris Walker, all in favour.

**4. Matters Arising from the Minutes**

**a) Mulberry Village Green Drainage**

John Ellis reported that a meeting had taken place with Norfolk Homes to discuss the erosion of paths and the drainage problems in the ground. Norfolk Homes had agreed to look at options to improve the situation.

**b) Mulberry Park (Health Farm) Meetings**

John Ellis reported that a meeting with Richard Bacon MP had taken place for residents surrounding Heath Farm. This had been well attended with a number of issues raised. Mr Bacon had written to South Norfolk Council seeking clarity on these matters. On another day, David Wilson Homes had hosted a drop in session for residents following the circulation of a newsletter. The discussion had been interesting with information given regarding surface and foul water drainage that would have been pertinent at an earlier stage.

**5. Report from the Chairman**

John Ellis reported that a number of initiatives were developing around speeding in the village. The SAM2 machine had been deployed and appeared to be very effective. It would be moved around the village regularly. The Community Speed Watch group was operating within the village. The Six Strategic Traffic Working Group had met in July and discussed concerns around speeding. A letter had been sent to the Police and Crime Commissioner asking for more enforcement in the area.

John reminded councillors to send any requests for Rangers works to the Clerk for collation and onward relay to Norfolk County Council.

John noted that due to a change in regulations, the Community Centre was

required to display an energy certificate. The Clerk would be looking into how this would be achieved. **Clerk**

Finally, John noted that David Wilson Homes wished to meet privately with councillors before consulting more widely on the Heath Farm Phase 2 development. It was **agreed** to schedule this for Monday 15<sup>th</sup> August 2016 at 6pm. **Clerk**

## 6. **Public Participation**

*Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by David Hewer, seconded by Chris Walker, all in favour.*

### a) District Councillors

Not present.

### b) County Councillor

Roger Smith reported that the County Council had agreed to accept 50 Syrian refugees into the county, and would be working with voluntary and statutory agencies to resettle and integrate them into the community.

A Hazardous Waste Amnesty would be taking place at the Ketteringham Recycling Centre on 10<sup>th</sup> & 11<sup>th</sup> September.

Roger would be chasing up with the Highways Engineer whether the investigative drain work under the high school caretakers bungalow had been completed.

Finally Roger noted the sudden death of Harold Bodmer, Director of Community Services, at a council meeting the previous week. He expressed his sorrow, noting that Mr Bodmer had been a real gentleman and would be greatly missed.

### c) Public Participation

The applicant for 2A Shotesham Road introduced herself and briefed the Council on the application. It was confirmed that shared welfare facilities were provided within the retail units complex.

A member of the public asked why the Village Green was being referred to as 'Mulberry'. The Clerk replied that this was probably her terminology as it referred back to the commuted sums and Section 106 agreements.

A member of the public highlighted concerns with the revised IT report. He suggested that the Council should purchase laptops with Windows 10 to ensure a supported operating system; he disagreed with the comments regarding Citrix; he suggested that backups were required for the emails and website.

A member of the public queried the annual report financial summary, with particular reference to the increased budget for salaries and the lower budget for Community Centre income. The Chairman replied that the salaries budget met the Council's salary commitments including pension and national insurance contributions. He noted that the Council did not budget Community Centre income at the same level as the previous year as income was not guaranteed, and it was prudent to be cautious when estimating income.

A member of the public suggested that the Council should review its wage bill and its expenditure budget.

*Standing orders were reinstated.*

## 7. Planning

### a) Applications Received

- i) 2016/1429 2A Shotesham Road: Change of use from retail to chiropractic business.

Tim Boucher had viewed the plans and sent his comments to the meeting. He suggested that the proposed change of use would be of benefit to parishioners, and would not cause any nuisance to neighbouring units or residences.

It was **agreed** to support the application. Proposed by David Hewer, seconded by Chris Walker, all in favour.

**Clerk**

- ii) 2016/1531 101 The Street: Erection of timber building for use as a beauty parlour.

Chris Walker had viewed the plans and visited the site. It was noted that the business was currently using the garage but wished to relocate to a new building. The site was opposite Carr Lane, and the proposal would increase the square meterage available by 9. The business would expand to include another 0.5FTE, and the car parking would increase from 2 to 8. Concern was expressed that cars would have to leave the site in reverse, and it was felt more appropriate that they should be able to leave in forward gear as the B1332 was a busy road. The proposal was an overcrowded form of development which would degrade the street scene. It was a piecemeal development as the temporary building would need services laid on for hygiene purposes. A flood risk assessment was needed to understand the impact of the extension to the hardstanding.

It was **agreed** to recommend refusal of the application for the reasons outlined above. Proposed by Chris Walker, seconded by John Henson, all in favour.

**Clerk**

- iii) 2016/1539 13 Alder Close: Entrance lobby

Tim Boucher had viewed the plans and sent his comments to the meeting. He noted that many properties along this close had assorted extensions and adaptations, and did not feel that this one would detract from the street scene.

It was **agreed** to support the application. Proposed by Chris Walker, seconded by James Landshoft, all in favour.

**Clerk**

- iv) 2016/1624 11 Hillside: Proposed front extension and internal and external alterations (application approved under 2016/0659) – Revision to material of front porch.

John Henson had viewed the plans and was familiar with the site.

It was **agreed** to offer no further comments. Proposed by John Henson, seconded by Chris Walker, all in favour.

**Clerk**

A further application had been received after publication of the agenda, and it was felt that it was in the greater interest to consider the application in public rather than under delegated authority in August.

- v) 2016/1636 45 Rectory Lane: Sub-division of garden and erection of 2 bedroom chalet.

John Henson had viewed the plans. It was noted that the proposal was on the site where cars were parked on the verge, causing a dangerous physical and visual obstruction in the highway. It was noted that the proposal would give less parking for No. 45, and would visually dominate Rectory Lane. It was out of character, style and scale for the area, and would be prominent and dominant on the street scene. Rectory Lane was a sensitive area for drainage and the proposal would increase surface water run off. The plans did not state how this would be dealt with. The proposal was unsustainable as reduced the parking available and gave no storage for cycles or bins. It was a cramped design with boundaries close to the existing dwelling and was a very small design.

It was **agreed** to recommend refusal of the application for the reasons outlined above. Proposed by John Henson, seconded by David Hewer, all in favour.

**Clerk**

b) Permission Granted

- i) 2016/0984 8 Greenacres Drive: Erection of porch, loft conversion and garden room. **APPROVED**
- ii) 2016/1207 Porchways, Bungay Road: Erection of single storey front extension. **APPROVED**
- iii) 2016/1242 3 Collingwood Close: Proposed single storey rear extension, extending 4m from the rear wall of the existing dwelling house, with a maximum height of 3.5m and an eaves height of 2.3m. **PRIOR APPROVAL NOT REQUIRED**
- iv) 2016/1521 17-19 Greenacres Drive: Proposed single storey extension, extending 6.4m from the rear wall of the original dwelling house, with a maximum height of 4m and an eaves height of 2.6m. **PRIOR APPROVAL NOT REQUIRED**
- v) 2016/1577 Land north of Shotesham Road: Discharge of condition 10 of planning permission 2014/0393 (57 dwellings) – water efficiency calculations. **APPROVED**

8. **Correspondence**

a) Electoral Review of South Norfolk

A letter from the Local Government Boundary Commission for England was received, noting that a review of electoral boundaries in Norfolk was underway. It was **agreed** to write in support of the current arrangement where the ward was represented by two councillors, proposed by John Ellis, seconded by John Henson, all in favour.

**Clerk**

- b) East Anglian Devolution Consultation  
The Council considered the devolution consultation. The general feeling was that devolution was not a positive step forward, with concerns expressed regarding the proportion of development and housing in rural areas against urban areas. There were concerns regarding the impact on businesses and the economic situation. It was felt that generally this proposal would offer another level of bureaucracy when accountable representatives were already elected to the existing tiers of local governance. It was **agreed** to respond to the consultation noting that the Council did not support any aspect of devolution for the reasons outlined above.

## 9. Finance

- a) Receipts, Payments, Outstanding Invoices and Bank Reconciliation  
The bank reconciliation, outstanding invoices, receipts and payments for June 2016 were presented. It was **agreed** to accept those documents, proposed by David Hewer, seconded by James Landshoft, all in favour.
- b) Accounts for Payment  
It was **agreed** to pay the following accounts, proposed by David Hewer, seconded by John Henson, all in favour.

	Staff Salaries	£4,828.93
HMRC	PAYE, NIC, Student Loan	£1,800.02
Norfolk Pension Fund	Superannuation	£1,755.66
R McCarthy	Mileage	£10.35
C Moore	Mileage	£43.65
Norfolk Copiers	Photocopier Rental	£81.00
TalkTalk	Telephone and Broadband	£27.19
Ian Smith Office Supplies	Stationery	£61.46
Skillstec	First Aid Training	£144.00
Barclaycard	Bar Stock / Stamps	£520.75
Nisbets	Bar Glasses	£87.58
ESPO	Comm Centre Gas	£59.40
SSE Southern Electric	Comm Centre Electric	£532.82
Jim Lawrance	Dishwasher Repair	£164.40
The Alarm Company	Fire Alarm Maintenance	£67.20
Hugh Crane Cleaning Eq	Cleaning Materials	£238.24
Anglian Water	Comm Centre Water	£178.00
South Norfolk Council	Comm Centre Rates	£268.00
Spruce Landscapes	Grounds Maintenance	£976.00
Veolia	Waste Collection	£95.45
R Overton	Playing Field Cleaning and Litter	£210.25
S & C Moore Farming Ltd	First Aid Supplies	£45.60
Westcotec	SAM2 Machine	£4,066.80
EACH (Nook Appeal)	Donation (Street Picnic)	£100.00
Best Norfolk Office Solutions	Six Administrator	£73.80
Norse Eastern Ltd	Printing	£45.00
A C Leigh	Lock Repair	£59.40
Flameskill	Fire Extinguisher Servicing	£98.64
C Moore	Petty Cash Top Up	£44.56
Houseproud Commercial Ltd	Relief Caretaking	£675.98

- c) First Quarter Budget Comparison  
The first quarter budget comparison was received and noted.
10. **Advisory Group and Working Group Reports**
- a) War Memorial Working Group  
A report of the Working Group was received and noted. It was **agreed** that the existing memorial base would be relocated to the cemetery, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**
- b) Community Land Project Working Group  
A report of the Working Group was received and noted. It was confirmed that there were the statutory number of electors demanding allotments so part of the project including consideration of providing these.
11. **Welcome Home and Memorial Playing Field Trust**
- a) Maintenance Works  
The Clerk reported the prices for the maintenance items raised at the Pavilion and play area. It was **agreed** that the weeds would be dealt with, but that the remaining items would be considered at a later date due to other forthcoming costs. **Clerk**  
John Ellis reported that the youth changing room doors had had an attempted break in. The Police were aware of this and other anti-social behaviour problems. It was **agreed** that the Clerk would make arrangements for the door to be secured. **Clerk**  
Finally, John reported that a recent Water Regulations inspection had resulted in an improvement notice being issued for various works. Those at the Community Centre were minor, however the cold water storage tank at the playing field needed to be brought up to standard. The Clerk had contacted some plumbers and was waiting for advice and solutions. It was suggested that a rising main could be considered. The Clerk would email around the prices and advice, and would arrange a meeting in August if the expenditure warranted this. It was noted that the date for re-inspection was 7<sup>th</sup> September. **Clerk**
12. **Other Matters**
- a) Appointment of Trustee to Fuel Allotment Trust  
It was **agreed** to appoint Alison Randell for a further four years, proposed by Chris Walker, seconded by John Henson, all in favour.
- b) Appointment of Trustees to Sand and Gravel Trust  
It was **agreed** to appoint Pat Easter and Jenny Huxtable for a further four years, proposed by David Hewer, seconded by Chris Walker, all in favour.
- c) Parish Council IT Provision  
The Clerk re-presented the report of the previous month, updated with answers and responses to the questions and comments raised by the member of the public. Discussion ensued regarding options for back-up and concerns regarding the end user licence agreement on Windows 10, however it was accepted that this would become the only supported version of Windows so there was little choice. It was **agreed** to move the Council's IT to a shared drive system with Microshade on a three year contract, proposed by Chris Walker, seconded by James Landshoft, all in favour. It was **agreed** to **Clerk**

purchase two laptops with Windows 10, preferring the laptop at £332.50 or nearest equivalent, proposed by Chris Walker, seconded by David Hewer, all in favour.

d) Business Hire of the Community Centre

The Clerk presented a report outlining the hirers considered to be 'business' and the implications of introducing a security deposit prior to regular hire. It was **agreed** not to pursue security deposits from business hirers, proposed by David Hewer, seconded by Chris Walker, all in favour.

e) Tax Base

The Clerk presented responses to the questions raised at the last meeting. It was noted that if the tax base was too low, individual households each paid a greater contribution. It was **agreed** to invite Debbie Lorimer to discuss this at the next Council meeting, proposed by Chris Walker, seconded by James Landshoft, all in favour.

Clerk

f) Delegation of Planning and Payments August 2016

It was noted that a planning application for land north of Heath Loke could come in over August. It was **agreed** that if this application was received, a meeting would be scheduled for 24<sup>th</sup> August, however any other routine planning applications and payments would be delegated to the Clerk in consultation with the Chairman and two other councillors.

Clerk

g) Coffee Shop: Six Month Review

John Ellis reported that he and the Clerk had met with the coffee shop hirers ahead of the six month review. The hirers were happy, and there had been no issues with the hire. It was **agreed** to extend the hire for a further 12 months, proposed by John Henson, seconded by Chris Walker, all in favour.

Clerk

13. Exclusion of the Press and Public

It was **resolved** to exclude the press and public for the duration of item 13a on the agenda, as the matters related to staff employment, proposed by John Henson, seconded by David Hewer, all in favour.

a) Clerk's Appraisal

The Clerk's appraisal was presented and **approved**, proposed by Chris Walker, seconded by David Hewer, all in favour. A vote of thanks was given to the Clerk for the hard work that she undertook.

Clerk  
/ JE

14. **Date of next meeting: Wednesday 28<sup>th</sup> September 2016, 7pm, Poringland Community Centre.**

The meeting closed at 9.05pm.

**CHAIRMAN**