

Minutes of the Meeting of Poringland Parish Council
Wednesday 28th September 2016 7pm Poringland Community Centre

Present: Tim Boucher (Vice Chairman in the Chair)
John Henson
David Hewer
James Landshoft
Lisa Neal
John Overton
Chris Walker
Catherine Moore (Parish Clerk)

Also present: County Councillor Roger Smith and 5 members of the public.

1. Apologies

Apologies for absence were received and accepted from Steve Aspin, David Gooderham, and Jenny Kereama-Ellis, proposed by John Henson, seconded by David Hewer, all in favour.

2. Declarations of Interest and Applications for Dispensation

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

3. Minutes of the meeting held on 21st September 2016

The minutes of the meeting held on 21st September 2016 were **agreed**, proposed by David Hewer, seconded by James Landshoft, all in favour.

4. Matters Arising from the Minutes

a) Water Regulations

Tim Boucher reported that the water regulations works were completed at the Community Centre, and were underway at the Pavilion. The re-inspection was booked for Monday 3rd October 2016.

5. Report from the Vice Chairman

Tim Boucher noted that the Council had marked the passing of the Chairman, John Ellis, at the last meeting. He reminded those present that the funeral was scheduled for 17th October.

Tim reminded those members who had not responded to the invitation to the war memorial dedication to return this to the Clerk.

Tim noted that the Race Night was scheduled for 19th November, and the 70s Night for 12th November.

The forthcoming Advisory Group meeting dates were noted.

6. Public Participation

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

a) District Councillors

Lisa Neal reported that South Norfolk Council had begun to look at the budget setting process. Reviews of the New Homes Bonus, Community Infrastructure Levy and other bonuses and grants were being undertaken.

The Council Tax Support Grant would be phased out by 2019.

The Local Plan was being reviewed, lots of sites had been submitted for assessment. The Council was considering whether to enlarge existing villages, or whether to create a new village.

The recent scrutiny meeting had reviewed the changes to bin collection arrangements, which had largely gone well. The logistics of the change had been challenging, and some complaints had been inevitable, but overall the transition had been successful.

The Boundary Review was underway, a proposal had been prepared which would change the ward to two councillors for Poringland, moving Framingham Earl and Framingham Pigot to another ward. The recommended number of residents per district councillor was 2,500, and Poringland was expected to have 5,000 residents by 2020. A review of parliamentary boundaries would also be taking place.

On 10th October an event would be taking place in Costessey to trial the repair of items to help reduce waste. Repairs would be undertaken by a qualified volunteer, and the event would offer the opportunity for skills development.

The five neighbourhood winners for the Community Pub of the Year had been announced, with the Waters Edge at Bramerton being the Eastern Rivers winner. The overall winner would be announced on 10th November.

It was noted that the Local Plan was being prepared and reviewed as part of the Greater Norwich area, however other districts were under-performing with their site allocations, and the five year land supply was a concern.

A councillor asked whether there were any plans to move waste collections to four-weekly? It was confirmed that this had not been suggested, but that it could not be ruled out in the future. Measures would need to be put in place to ensure that public health was not compromised by this.

b) County Councillor

Roger Smith reported that 200 entries had been received for the Writing Challenge, and that 9 winners had been presented with their prizes at The Forum.

The Parker Report had been published and was quite critical. Eight cases had been examined where foster carers had complained that they had been mistreated, resulting in loss of income and children being removed from a settled environment. The cases went back to 2006. The Council had apologised and financial compensation was being offered in two cases.

An issue with parking in the layby coming from Brooke was raised, as it was suspected that the motorist was parking there and taking the bus into Norwich. There were no parking restrictions in the layby, although it was an inconvenience to commercial drivers looking for somewhere to park for a rest break.

It was noted that the results from the SAM2 machine had proved interesting, and were being circulated to councillors and the Police. The volumes of traffic had been surprising, along with the speed that some motorists entered the village.

Roger expressed his condolences to the Council on the death of John Ellis, noting that he had been highly respected both in his role at Norfolk County Council, and as the Parish Council Chairman.

c) Public Participation

A member of the public raised a concern about street lighting in Rectory Lane, noting that it would be beneficial to be able to walk to the amenities in the village after dark. It was noted that the Council's policy was that street lights were always requested in new developments, and that Norfolk County Council take responsibility for their maintenance. Previous investigation had shown that the Parish Council would have to pay for the installation and running costs of new street lighting schemes, and that the cost of this would be beneficial to a small part of the parish rather than the whole. It was confirmed that street lighting installation would be supported if it could be fully funded, including ongoing costs, and noted that solar powered lighting was available. The Clerk was asked to look into the price of a solar powered lighting scheme, and to write to Norfolk County Council stating support for a lighting scheme. It was noted that the Council should undertake a public opinion survey before any scheme was implemented.

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A member of the public queried what the highest speed displayed on the SAM2 was. It was confirmed that this was 40MPH, after which the machine would just flash 'SLOW DOWN' but would still record traffic data.

A member of the public asked whether self-service in the library was still being considered? Although this was outside the remit of the Parish Council, it was understood that there had been logistical issues with the opening of the foyer doors which belonged to the Parish Council, and health and safety issues with using the fire door as a main entrance. It was not known whether any further discussions had taken place.

A member of the public queried whether the corner of the village green would have any flood alleviation. It was confirmed that the works undertaken free of charge by Norfolk Homes related to making the middle space useable, and that another winter needed to pass to judge whether any further works were required.

A member of the public noted that the temporary traffic lights for the Anglian Water works were causing problems at the Fiveways roundabout, and asked whether it would be possible for the lights to be manned 7.30am – 6pm when the works reached the roundabout? It was noted that an update had been received and published on the website, and that no works were permitted at the roundabout until after Christmas. A traffic management company had been engaged to design the scheme for the roundabout to try to minimise inconvenience.

Standing orders were reinstated.

Lisa Neal left the meeting.

7. Planning

a) Applications Received

- i) 2016/2047 4 Mill Close: Variation of condition 2 of permission 2013/0638 (Change of use from commercial to residential) – design and amendments.

John Henson had viewed the plans and visited the site. The variation was

requesting some minor design amendments..

It was **agreed** to make no comments on the variation. Proposed by John Henson, seconded by Chris Walker, all in favour.

Clerk

- ii) 2016/2060 18 Caistor Lane: Proposed first floor rear addition over existing rear extension.

John Henson had viewed the plans and visited the site. It was noted that the application was on the boundary of Poringland and Caistor St Edmund.

It was **agreed** to make no comments on the application. Proposed by John Henson, seconded by David Hwer, all in favour.

Clerk

- iii) 2016/2075 Land at Mill Close: Variation of condition 2 of planning permission 2013/1326/F (Erection of 2 bed bungalow, landscaping and tree planting). Amended plans and elevations and materials details, boundary treatments and floor levels.

David Hwer had viewed the plans and visited the site. The application sought to vary condition 2 of the previous planning permission.

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

Clerk

b) Permission Granted

- i) 2016/1531 101 The Street: Erection of timber building for use as beauty parlour. **APPROVED**

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

- iii) 2016/1697 3 Meadow Way: Two storey side extension. **APPROVED**

- iv) 2016/1776 63 Rectory Lane: Single storey side extension and rear extension. **APPROVED**

- v) 2016/1784 42 Rosebery Avenue: Single storey side extension and two storey rear extensions. **APPROVED**

- vi) 2016/1874 4 St Marys Road: First floor extension to provide en-suite off bedroom. **APPROVED**

- vii) 2016/1889 Land south of 40 The Street: Discharge of condition 12 of planning permission 2016/0498 – Ecology. **APPROVED**

- viii) 2016/1956 35 St Marys Road: Construct 2 dormer extensions. **APPROVED**

Lisa Neal returned to the meeting.

8. Correspondence and Consultation

- a) 2017/18 Local Government Finance Settlement Consultation

The consultation on referendum principles being applied to town and parish councils was received. Councillors discussed their concerns with the proposals, favouring the principles being extended to the largest councils, but not to small councils who would be adversely affected by a cap in their precepting ability. It was confirmed that the Parish Council would be expected to meet the cost of a referendum. While scrutiny of precepts was welcomed, it was felt that this type of capping based purely on financial levels was counterproductive. It was **agreed** to delegate the drafting of a response to the consultation to the Clerk and Vice Chairman based on the comments above, proposed by John Henson, seconded by David Hower, all in favour.

Clerk

9. Finance

a) Receipts, Payments, Outstanding Invoices and Bank Reconciliation

The bank reconciliation, outstanding invoices, receipts and payments for August 2016 were presented. It was **agreed** to accept those documents, proposed by John Henson, seconded by Landshoft, all in favour.

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by John Henson, seconded by Lisa Neal, all in favour.

| | | |
|---------------------------|-----------------------------------|-----------|
| | Staff Salaries | £4,930.20 |
| HMRC | PAYE, NIC, Student Loan | £1,818.40 |
| Norfolk Pension Fund | Superannuation | £1,759.04 |
| TalkTalk | Telephone and Broadband | £25.00 |
| HouseProud Commercial | Relief Caretaking | £1,336.44 |
| South Norfolk Council | Comm Centre Rates | £268.00 |
| ESPO | Comm Centre Gas | £53.46 |
| Anglian Water | Comm Centre Water | £178.00 |
| Hugh Crane Cleaning Eqt | Cleaning Materials | £127.88 |
| P Bowyer Associates | Grease Trap Cleaning | £150.00 |
| Norwich Electrical | PAT Testing | £156.24 |
| Jim Lawrance | Dishwasher Repair | £223.20 |
| Spruce Landscapes | Grounds Maintenance - Centre | £226.00 |
| Jason Evans | NYE Party Night Deposit | £50.00 |
| Veolia | Waste Collection | £85.51 |
| Spruce Landscapes | Grounds Maintenance - Cem | £750.00 |
| Eon | Electricity - Pavilions | £148.20 |
| R Overton | Playing Field Cleaning and Litter | £270.21 |
| South Norfolk Council | Premises Licence Variation | £100.00 |
| Eastern Tree Care | Tree Inspections | £3,500.00 |
| David Ogilvie Engineering | War Memorial Bench | £828.00 |
| Abbey Memorials | Cemetery Memorial Repairs | £875.00 |
| Hugh Crane Cleaning Eqt | Cleaning Materials | £193.96 |
| MCL Mechanical Services | Water Regulations Repairs | £351.60 |
| Norse Eastern Ltd | Grounds Maintenance | £1,924.51 |
| Eastern Tree Care | Tree Dismantling | £680.00 |
| Mrs L Woods | Return of Damage Deposit | £60.00 |
| MCL Mechanical Services | Plumbing Repair | £113.48 |
| C Moore | Petty Cash Top Up | £85.58 |

c) Commuted Sum – Norwich Road Bus Shelters

It was noted that a commuted sum of £32,000.00 for 30 years maintenance of the Norwich Road bus shelters would be paid to the Parish Council from David Wilson Homes.

d) Card Payments

The Clerk presented a report outlining a new option for a 'pay as you go' card machine, noting that she had been considering card payments for the bar for some time but had not been able to find a cost effective option. The cost would be 4p per transaction plus 2.5% of the value of the transaction. It was noted that the principles would be:

- Minimum £5 spend on a card;
- No surcharge on bar payments, however 2.5% would be added to any transactions relating to hire of the Community Centre including damage deposits.

It was **agreed** to purchase the card machine, preferably with contactless technology, for £190.00, and to set up the contract for the pay as you go facility, proposed by John Henson, seconded by Lisa Neal, all in favour.

Clerk

10. Advisory Group and Working Group Reports

a) Open Spaces, Recreational and Environmental Advisory Group

A report of the Advisory Group was received. The following recommendations were **agreed**, proposed by Lisa Neal, seconded by David Hewer, all in favour:

- The cemetery maintenance schedule to remain unchanged for 2017;
- To add 10% to all cemetery charges, and double the charge for advance purchase of a plot for cremated remains;
- To add the hedge adjacent to 1 Church Close to the Leisure Garden contract;
- To amend the playing field contract as highlighted.

The matters tasked to the Clerk were noted, and she was asked to send out the grounds maintenance specifications for pricing.

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11. Welcome Home and Memorial Playing Field Trust

a) Report of the Trust Meeting

John Overton presented the report of the Playing Field Trust meeting. It was noted that there had been problems with the senior swing, and prices were being obtained for removal and/or relocation. A new Vice Chairman would be elected at the next meeting.

12. Other Matters

a) Play Inspection Reports

The annual inspection reports for Devlin Drive and the Playing Field were presented. The minor matters at Devlin Drive and the Playing Field would be referred to Norse to look at. The remaining post installation works had been referred to Fenland Leisure, who were liaising with the play inspectors to understand the issues and had assured the Clerk that these would be rectified.

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b) Tree Inspection Report

The summary of the tree inspection report was presented, noting the high priority works (complete within a month), medium priority works (complete within 6 months) and low priority works (complete within 12 months). It was **agreed** that the five remaining high priority trees would be worked on at a

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cost of £390.00. It was noted that one of the trees was in Heath Loke but overhanging into the Community Centre car park, therefore the owner of the trees would be notified of the intention to carry out works. It was **agreed** that the tree works would be undertaken according to the schedule of recommended works and timescales, and that a re-inspection would take place in July 2018. The Clerk was asked to get quotations for the remaining medium and low priority works, and to apply for planning permission for the trees with Tree Preservation Orders. Proposed by Lisa Neal, seconded by John Henson, all in favour

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c) Respect Your Neighbourhood Initiative

A proposal from the Safer Neighbourhood Team was presented asking councillors to support an initiative to put up signs in a bid to tackle anti-social behaviour in known problem areas. It was **agreed** to support this initiative, proposed by Chris Walker, seconded by John Henson, all in favour. Lisa Neal noted that she may have some Ward Member grant funding available to assist with the purchase of the signs.

Clerk

d) Sound Ear Equipment

The Clerk presented a request that had come from neighbours of the Community Centre for the installation of a 'Sound Ear' noise monitoring system, which would monitor sound in the main hall and alert staff in the bar when noise levels were exceeded, so that staff could intervene as necessary. This would help to manage evening functions, with staff not having to rely on judgement, and would also provide data if there was a complaint. The cost for installation was £872.00, and would be carried out at the same time as the upgrade of the external CCTV. It was **agreed** to go ahead with this, proposed by James Landshoft, seconded by David Hwer, 5 in favour, 2 abstentions.

Clerk

e) Rosebery Park

The Clerk presented the draft Heads of Terms for the transfer of the open space at Rosebery Park. It was noted that the commuted sum for maintenance was to be determined, however the principle of calculating this had been agreed. It was suggested that part of the deal should include trees on the site being inspected and identified works carried out prior to handover. Leathes Prior, the Council's solicitors at the last transfer, had agreed to undertake the legal work for around £950.00 plus disbursements. It was **agreed** to accept the Heads of Terms subject to the tree inspections, and to appoint Leathes Prior as solicitor, proposed by John Henson, seconded by James Landshoft, all in favour.

Clerk

f) Parish Partnership Scheme

i. Upgrade of Zebra Crossing, The Street

The Clerk reported that Norfolk County Council had suggested that the upgrade of the zebra crossing to a toucan crossing would cost around £75,000, with a commuted sum of £43,000 for maintenance. This sat outside the Parish Partnership limit of £50,000 total scheme cost. It was noted that Norfolk Homes had previously indicated willingness to make a substantial donation towards this, and suggested that the other developers which would be contributing towards the increased footfall across the road could be approached for donations towards an upgrade. The Clerk was asked to approach Big Sky Developments, Norfolk Homes and Badger Building for a

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contribution towards this.

ii. Other Schemes

The Clerk was asked to price for the Rectory Lane lighting scheme; the bus shelter at the Royal Oak; and a vehicle activated sign at the south side of the village.

Clerk

- 13. Date of next meeting: Wednesday 26th October 2016, 7pm, Poringland Community Centre.**

The meeting closed at 8.35pm.

CHAIRMAN