

**Minutes of the Meeting of Poringland Parish Council
Wednesday 4th January 2017 7pm Poringland Community Centre**

Present: Tim Boucher (Chairman)
David Gooderham
John Henson
David Hewer
Jenny Kereama-Ellis
James Landshoff
John Overton
Trevor Spruce
Catherine Moore (Parish Clerk)

Also attended: There were no member of the public in attendance.

1. Apologies

Apologies for absence were received and accepted from Steve Aspin, Lisa Neal and Chris Walker, proposed by John Henson, 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 26th October 2016

The minutes of the meeting held on 30th November 2016 were **agreed**, proposed by David Hewer, seconded by John Henson, all in favour.

4. Minutes of the meeting held on 14th December 2016

The minutes of the meeting held on 14th December 2016 were **agreed**, proposed by David Hewer, seconded by John Henson, all in favour.

5. Election of Vice Chairman

David Gooderham was elected as Vice Chairman, proposed by John Overton, seconded by Trevor Spruce, all in favour.

6. Approval of Prolonged Absence

As Councillor Jenny Kereama-Ellis had been able to attend the meeting, this item from removed from the agenda.

7. Matters Arising from the Minutes

There were no matters arising from the minutes.

8. Report from the Chairman

Tim Boucher reported that it had been a quiet few weeks with the Christmas break in the middle. The New Years Eve party had been a success, and the financial information from this would be available for the next meeting. The Clairvoyant Night was taking place on 20th January, and an 80's Night was scheduled for 18th March.

7. Public Participation

Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by James

Landshoft, seconded by David Hewer, all in favour.

- a) District Councillors
John Overton reported that things had been quiet with the Christmas break. John had been dealing with issues around the Heath Farm phase 1 problems, and phase 2 planning. The responses from the planning authority had not been satisfactory and the local MP was involved. John asked for comments on the officer reply so that he could collate an overall response for Richard Bacon.
- b) County Councillor
Not present.
- c) Public Participation
None.

Standing orders were reinstated.

10. Planning

a) Applications Received

- i) 2016/2864 The Old Mission Hall, Bungay Road: Erection of a new curved glazed canopy above main entrance door.

Tim Boucher had viewed the plans and visited the site. It was **agreed** to support the application. Proposed by John Henson, seconded by David Gooderham, all in favour.

Clerk

b) Permission Granted

- i) 2016/2254 Land south of 40 The Street: Variation of condition 1 of planning permission 2016/0498 (Conversion of barn into 2no dwellings with garage) – amended drawings to include additional roof lights and changes to garage.

APPROVED

- ii) 2016/2293 Devlin Drive: Crown clean and reduction of western limb (TPO).

APPROVED

- iii) 2016/2594 & 5 Trafalgar Square: Crown clean (TPO).

APPROVED

- iv) 2016/2596 Community Centre, Overtons Way: Crown clean (TPO).

APPROVED

11. Correspondence and Consultations

There were no correspondence or consultation documents for consideration.

12. Finance

a) Receipts, Payments, Outstanding Invoices and Bank Reconciliation

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

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by James Landshoft,

seconded by David Hewer, all in favour.

	Staff Salaries	£5,066.13
HMRC	PAYE, NIC, Student Loan	£1,932.39
Norfolk Pension Fund	Superannuation	£1,804.54
Microshade VSM	Hosted IT	£138.36
BT	Telephone and Broadband	£39.30
Barclaycard	Various	£911.85
South Norfolk Council	Rates	£268.00
Anglian Water	Comm Centre Water	£45.00
ESPO	Comm Centre Gas	£23.63
Total Gas & Power	Comm Centre Electric	£1,278.79
Spruce Landscapes	Comm Centre Grounds	£226.00
The Alarm Company	Fire Alarm Maintenance	£312.00
Pitkin & Ruddock	Air Conditioning Maintenance	£780.00
South Norfolk Council	Comm Centre Premises Licence	£70.00
WorldPay	Card Machine	£0.35
Veolia	Waste	£98.81
Spruce Landscapes	Burial Grounds Maintenance	£750.00
Spruce Landscapes	Drainage Works	£1,896.00
MCL Mechanical Services	Water Regulations Works	£157.35
Acacia Tree Surgery	PICUS Test	£270.00
Bibby Factors Manchester	Royal Oak Bus Shelter	£3,573.00
L Gooderham	Laundry Allowance	£30.00
A Morris	Clairvoyant Night	£120.00
Hugh Crane Cleaning Eqt	Cleaning Materials	£577.71
M Grapes	Cupboard Roller Door	£237.00
Norman Wenn	Skip Hire	£150.00
J&A Saunders	Window Cleaning	£30.00
Cooks Blinds & Shutters	Cupboard Roller Door	£1,053.60
Glasdon UK Limited	Bin Liner	£44.25
NPS Group Ltd	DEC Assessment	£336.00
R Overton	Pavilion Cleaning	£286.00
MCL Mechanical Services	Boiler Servicing	£177.60
HouseProud Commercial Ltd	Relief Caretaking	£780.89
C Moore	Petty Cash Top Up	£46.20
R McCarthy	New Years Eve Expenses	£83.78
K-Teas	New Years Eve Buffet	£240.00

13. **Advisory Group and Working Group Reports**

a) Finance and Governance Advisory Group

A report of the Advisory Group was received and noted. In respect of the discussions around the car park extension, it was suggested that gravel over grids might be the most hard wearing solution.

14. **Welcome Home and Memorial Playing Field Trust**

a) Report of the Meeting

A report of the meeting was received and note. John Overton reported that the Designated Premises Supervisor had been changed to a member of the Football Club.

15. Other Matters

a) Pavilion Cleaning Contract

The Clerk presented two prices for the cleaning contract. It was **agreed** to award the contract to HouseProud Commercial Ltd at a cost of £181.35 plus VAT per month, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

b) Removal of tree outside Community Centre

The Clerk referred to the PICUS test that has been carried out, which had shown that the tree had 25% solid wood and recommended removal. It was **agreed** to remove the tree at a cost of £380.00, proposed by John Henson, seconded by James Landshoft, all in favour. The Clerk noted that she would make a Tree Preservation Order application prior to works taking place.

Clerk

c) Community Emergency Co-ordinator

It was **agreed** that John Overton would be nominated as the Community Emergency Co-ordinator, proposed by John Henson, seconded by James Landshoft, all in favour.

Clerk

d) Allowance Rates

The Clerk reported that the Members Allowance Scheme, which the Council operated, had been amended slightly with new rates. It was **agreed** to adopt the new rates, proposed by John Henson, seconded by David Hewer, all in favour.

e) Verge Cutting Delegated Agreement

The Clerk presented the draft Delegated Agreement for consideration. She noted that the schedule of roads was being finalised as some were in Framingham Earl either in part or in whole. It was **agreed** to enter into an agreement for delegated verge cutting as per the conditions set out, proposed by James Landshoft, seconded by David Gooderham, all in favour.

Clerk

f) Upgrade of Zebra Crossing to Toucan

The proposal made at the last meeting and deferred to the January meeting, to go ahead with a pedestrian survey at a cost of £3,000 to £5,000, was considered. Comments were made that other crossing points such as Norwich Road zebra crossing would benefit from lights, and that consideration should be given to the wider picture. The proposal was amended to 'the Council will consider the pedestrian survey at a later date, when funding such as Community Infrastructure Levy is available, and when further house building has been completed, and that other crossing points will be considered at the same time', proposed by David Gooderham, seconded by James Landshoft, all in favour. The amendment became the substantive motion, and was **agreed**, proposed by David Gooderham, seconded by James Landshoft, all in favour.

g) Community Centre Fete 2017

The Clerk presented a report submitted by the Community Centre Manager, proposing to hold a fete in July with the support of Framingham Earl Parish Council. It was noted that the licensing implications were being explored as some activities would be licensable. It was **agreed** to support the proposal for the fete, and that if a license was required, that the Community Centre

Clerk

premises licence would be extended to incorporate the village green, proposed by John Henson, seconded by John Overton, all in favour.

h) Budget and Precept Setting 2017/18

The proposed budget was presented, and it was **agreed** that a precept of £142,829.18 (representing a 1.78% Band D increase, would be applied, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

The Clerk was asked to go back to South Norfolk Council thanking them for engaging the Parish Council at an earlier stage in setting the tax base, and requesting to see the draft tax base in November 2017. It was noted that due to the level of house building, a similar level of tax base increase was expected.

Clerk

i) Traffic through Poringland

Trevor Spruce raised concerns that cars were using Rectory Lane as a rat run, and asked whether it would be possible to make the right hand turn from Brooke on the B1332 no access during peak time. It was acknowledged that the spine road would relieve some problems. It was **agreed** that this would be considered at the next Strategic Working Group. The Clerk was asked to find out from Highways what solutions could be viable.

**Clerk
Clerk**

j) Youth Policy

James Landshoft outlined his wishes to carry out research ahead of a discussion at the Strategic Meeting on youth policies. He asked whether Council would allow him to speak with organisations in the name of the Council. It was **agreed** that this was acceptable provided he was clear that no commitments were being made, and that it was for research purposes only.

16. Date of next meeting: Wednesday 25th January 2017, 7pm, Poringland Community Centre.

The meeting closed at 8.15pm.

CHAIRMAN