

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 25<sup>th</sup> January 2017 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
Steve Aspin  
David Gooderham  
John Henson  
David Hewer  
James Landshoft  
Lisa Neal  
John Overton  
Trevor Spruce  
Chris Walker  
Catherine Moore (Parish Clerk)

**Also attended:** County Councillor Roger Smith and 4 members of the public were in attendance.

**1. Apologies**

Apologies for absence were received and accepted from Jenny Kereama-Ellis, proposed by David Hewer, seconded by Chris Walker, all in favour.

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

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

John Overton declared an interest in item 7a(i) as he had been involved in earlier issues with the closure of the church and charity shop.

Lisa Neal and John Overton declared an interest in item 8a as they would be involved in the decision making process on setting South Norfolk Council tax levels.

**3. Minutes of the meeting held on 4<sup>th</sup> January 2017**

The minutes of the meeting held on 4<sup>th</sup> January 2017 were **agreed**, proposed by James Landshoft, seconded by David Gooderham, all in favour.

**4. Matters Arising from the Minutes**

**a) Removal of Tree at Community Centre**

A Tree Preservation Order application had been made to dismantle the tree, although South Norfolk Council were querying the results of the test. The target determination date was early March.

**b) Extension of Community Centre Premises Licence**

An application to vary the premises licence would be made, with a view to this being in place in time for the fete.

**5. Report from the Chairman**

Tim Boucher reported that he and David Gooderham would be attending a briefing at South Norfolk Council about community governance and boundary reviews, and would feed back after the meeting.

The January indoor car boot sale had sold out with 24 stalls, the February and March car boots were selling well.

The clairvoyant evening had sold out and made over £500, with another planned for 30<sup>th</sup> June.

The New Years Eve party had made around £220 profit.

## 6. **Public Participation**

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

### a) District Councillors

John Overton reported that South Norfolk Council was undertaking a peer review to look at processes and improvements. An overview of the work of the Council was given.

Lisa Neal reported that she had been part of a one to one meeting for the peer review, in her role as Chairman of the Scrutiny Committee. The situation with the charging of dog bins had been reviewed, with acknowledgement that the information had been sent out too late to reach parish budgets. Cabinet were being asked to approve a phased introduction of the additional charges. It was **agreed** that the next Open Spaces meeting would review the necessity of all dog bins in the parish.

**Clerk**

60 nominations had been received for the South Norfolk Community Awards, with the ceremony scheduled for 9<sup>th</sup> February.

South Norfolk Council had received a grant from DCLG for a trailblazer programme around homelessness.

### b) County Councillor

Roger Smith reported that he was pleased to see that Library Open Plus was being discussed, as it would give better access to the facility.

Norfolk County Council was consulting on the rises in council tax, including additional rises for social care.

The Children's Services budget was expected to be overspent by £9M which would be absorbed from reserves with an increase in the base budget, however there was no further money to put towards this in future. The budget for Looked After Children was £60M, with the average cost of placement with special educational needs being £300K per annum.

A new Director of Children's Services had been appointed, Matt Dunkley would be starting shortly following the departure of the previous Director.

The Council had discussed the school crossing patrol service and decided not to make cuts.

Improvements to the A47 were under consultation, with plans to duel from Easton to Tuddenham, improvements to the Thickthorn interchange, and duelling of Blofield to Burlingham under discussion.

### c) Public Participation

A member of the public reported that dog fouling was becoming bad in Malton Close. It was noted that a witness statement and report should be made to South Norfolk Council to tackle this matter.

A member of the public requested that a statement made by him be recorded within the minutes in relation to the Evangelical Free Church:

*'While we have no specific planning objection we would like to express our sadness at the loss of the church/charity shop/café which was a valuable*

*community asset to the village ie a recycling facility and a social provision for many including a number of the more vulnerable members of our society. We were genuinely led to believe that this amenity had been bequeathed to the village in perpetuity. The premises were at the time of its sudden closure, approximately eighteen months ago, a thriving and popular charity shop/café manned entirely by local volunteers and was in use up and until the day of closure.*

James Landshoft asked whether sides would be added to the Royal Oak bus shelter. It was confirmed that the installation was now complete, and that the designed matched those on Norwich Road where there had been no complaints. It was not possible to retro-fit sides to the shelter.

*Standing orders were reinstated. Lisa Neal and John Overton left the meeting.*

## 7. Planning

### a) Applications Received

- i) 2017/0047 Evangelical Free Church, Carr Lane: Reserved matters following 2015/0833 – Proposed demolition of church and erection of dwelling and garage.

Chris Walker had viewed the plans and visited the site. The application dealt with the appearance and landscaping matters, and did not seek major amendments. A 6 foot closed board fence was proposed for the eastern boundary and was within the canopy and root zone of Cromes Oak, the posts would likely damage the tree roots. The Council had previously objected on the grounds of drainage.

It was **agreed** to object to the application due to concern about the use of an attenuation tank as a drainage solution in a known flooding zone, it was also suggested that a condition is put in place to ensure the site drainage is installed prior to any building work commencing; and on the basis that the proposed fence was likely to damage the roots of the oak tree which had a tree preservation order. Proposed by John Henson, seconded by David Gooderham, all in favour.

Clerk

*John Overton returned to the meeting.*

- ii) 2017/0061 6 Old Mill Road: Retention of self contained residential let.

Trevor Spruce had viewed the plans and visited the site. The dwelling had an annexe which was being rented as a separate dwelling. It was **agreed** to make no comments, proposed by John Henson, seconded by James Landshoft, all in favour.

Clerk

- iii) 2017/0126 60 Rectory Lane: Change of use to a 1 bedroom holiday let.

David Hewer had viewed the plans and visited the site. There were no proposed changes to the building, just change of use. A new kitchen would be added together with a new shower and new door. It was **agreed** to make no comments, proposed by David Hewer, seconded by Chris Walker, all in

Clerk

favour.

- b) Permission Granted
- i) 2016/2589 1 Norwich Road: Demolish existing double garage and erect three bedroom chalet. **APPROVED**
- ii) 2016/2788 13 The Footpath: Single storey extension. **APPROVED**
- iii) 2016/2982 101 The Street: Non-material amendment from planning application 2016/1531 – change of material type and colour, external cladding, realignment of door and removal of window. **APPROVED**

*Lisa Neal returned to the meeting.*

## 8. Correspondence and Consultations

### a) South Norfolk Council Budget Consultation

The Council received the budget consultation and agreed a response, noting that they supported a £5 rise in council tax together with people paying for some services such as garden waste, but that they did not agree with paying for enhanced services.

**Clerk**

### b) Norfolk County Council Budget Consultation

It was **agreed** to respond by suggesting that Norfolk County Council should consider raising council tax and taking opinion on this through the referendum process. It was suggested that they should also look at adequately funding and resourcing key statutory services before looking at other services, with resources being diverted to the most important areas.

**Clerk**

## 9. Finance

### a) Receipts, Payments, Outstanding Invoices and Bank Reconciliation

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

### b) Accounts for Payment

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

HMRC	Staff Salaries	£5,124.01
Norfolk Pension Fund	PAYE, NIC, Student Loan	£1,961.06
Microshade VSM	Superannuation	£1,849.17
ESPO	Hosted IT	£138.36
BT	Stationery	£72.79
Citrus Sharp Shredding	Telephone and Broadband	£37.85
South Norfolk Council	Confidential waste bin	£266.00
Norse Eastern Ltd	Comm Centre Rates	£268.00
Nisbets	Carpet Cleaning	£36.00
Ezyglide	Microwave Oven	£287.98
Total Gas & Power	Partition Repair and Service	£1,170.00
ESPO	Comm Centre Electric	£335.66
Anglian Water	Comm Centre Gas	£147.88
	Comm Centre Water	£45.00

Veolia	Waste	£73.73
Spruce Landscapes	Burial Grounds Maintenance	£750.00
Best Norfolk Office Solutions	Six Administrator	£67.80
Eon	Playing Field Electric	£332.52
R McCarthy	Event Expenditure / Phone	£52.99
Barclaycard	Various	£1,860.81
Bartlett Signs	Signage incl. Respect	£666.24
Hugh Crane Cleaning Eqt	Cleaning Materials	£170.23
Norfolk Copiers	Photocopier Rental	£81.00
J Landshoft	Councillor Travel	£22.10
C Moore	Petty Cash Top Up	£40.78

c) **Third Quarter Budget Comparison**

The third quarter budget comparison document was noted.

d) **Appointment of Internal Auditor**

The Clerk noted that an internal auditor had to be appointed annually, and asked whether Councillors wished to reappoint the current auditor, or whether they wished to look at other providers and audit options. It was **agreed** that prices would be sought for a full procedural and financial audit, to be discussed at the next meeting.

**Clerk**

e) **Bad Debt Policy**

The draft Bad Debt Policy was presented, and one typographical error corrected. With this amendment, the policy was **agreed**, proposed by John Henson, seconded by Chris Walker, all in favour.

**Clerk**

**10. Welcome Home and Memorial Playing Field**

a) **Redecorating of Barge Boards and Shower Area**

The Clerk presented a price of £440 to carry out the work. It was noted that there were mould and spores in the shower area due to damp and poor ventilation. It was **agreed** that the barge boards and shower area would be repainted but that the moisture problem in the shower area would be dealt with first. The Clerk was asked to get quotations for a combi-boiler heating system and new ventilation/extract system to the shower area in the Pavilion to improve the heating and hot water situation.

**Clerk**

**11. Other Matters**

a) **Appointment to HR Committee**

It was **agreed** to appoint Trevor Spruce to the HR Committee, proposed by John Henson, seconded by James Landshoft, all in favour.

**Clerk**

b) **Library 'Open Plus' Adaptations**

The Council received proposals for adaptations to the paving levels to allow access to the library through a new door outside of the foyer. The proposals would allow the library to operate independently of the Community Centre whilst not being staffed. Concern was expressed that having members of the public on site without being staffed could result in for example medical help being delayed. It was confirmed that written agreements would be put in place for future maintenance prior to work commencing. With these assurances, it was **agreed** to support the proposals, proposed by John

**Clerk**

Henson, seconded by David Hewer, all in favour.

c) Community Centre Event

A report was presented from the Community Centre Manager requesting permission to book 'Frankie's Guys' for a cabaret evening in the autumn. It was suggested that the price of tickets should be around £18 - £20, and that the event should be advertised through the Five+ as well as other recognised channels and support from the Councillors. It was suggested that the Community Centre Manager could keep a log of events and profits, so that less profitable events could be offset against more profitable. It was **agreed** that the event would be booked, proposed by James Landshoft, seconded by David Hewer, all in favour.

Clerk

d) Caistor Lane Reinstatement Works

David Gooderham presented a report outlining issues with reinstatement works in Caistor Lane, and the lack of response from Norfolk County Council. He noted that all that was being asked for was a schedule of works to be completed, and a timetable in relation to key completions on the Heath Farm Phase 1 development. The drain needed unblocking and reinstating urgently. He reported that John Overton was taking the matter up with Martin Wilby of Norfolk County Council. It was **agreed** that if not further movement was forthcoming, a formal complaint could be pursued.

DG /  
Clerk

e) Community Land Project Master Plan Prices

The Chairman presented three prices for master planning the Community Land Project site. It was **agreed** to appoint Chaplin Farrant to undertake the works at a cost of £1,525.00 plus VAT, proposed by Tim Boucher, seconded by Lisa Neal, all in favour.

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f) Community Land Project Working Group – Additional Member

It was **agreed** to appoint John Overton as an additional member of the Community Land Project Working Group, proposed by David Hewer, seconded by Lisa Neal, all in favour.

**12. Date of next meeting: Wednesday 22<sup>nd</sup> February 2017, 7pm, Poringland Community Centre.**

The meeting closed at 9.10pm.

**CHAIRMAN**