

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 22<sup>nd</sup> February 2017 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
David Gooderham  
John Henson  
David Hewer  
Steve Aspin  
Lisa Neal  
John Overton  
Chris Walker  
Rachel McCarthy (Assistant Parish Clerk)

**Also attended:** Roger Smith (County Councillor) and 6 members of the public in attendance.

**1. Apologies**

Apologies for absence were received and accepted from Trevor Spruce and James Landshoft, 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 Item 7 due to her position as a member of the South Norfolk Development Management Committee. Tim Boucher declared an interest in Item 7a(ii) as the applicants were a client of his employer. John Overton declared an interest in the same application as he was a non-executive board member of the applicant.

**3. Minutes of the meeting held on 25<sup>th</sup> January 2017**

The minutes of the meeting held on 25<sup>th</sup> January 2017 were **agreed**, proposed by David Hewer, seconded by John Henson, all in favour.

**4. Update on matters arising from the minutes**

**a) Caistor Lane Reinstatement Works**

David Gooderham reported that on the same day as a formal complaint was about to be filed, the information requested from Norfolk County Council was provided. He thanked Roger Smith, John Overton and Martin Wilby for their assistance.

**5. Report from the Chairman**

Tim Boucher reported that he, John Overton, David Hewer and David Gooderham had attended a Community Governance Review meeting at South Norfolk Council which would be discussed further as Item 12a. There had been good sales for the forthcoming 80s Night and "Frankie's Guys" at the Community Centre and the Indoor Car Boot Sales had proven extremely popular, with all tables sold. The project to repair the memorial stones in the cemetery was now complete with 46 owners traced of the 66 requiring work, which was a very high success rate.

**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 budget had been approved and accepted. A £2.5M saving was required year on year until 2020. Council tax would increase by £5.00 per household (Band D).

Since its refurbishment, Wymondham Leisure Centre had accrued 763 new members, and all South Norfolk Council staff had been challenged to make a 10% saving on costs.

22,000 tonnes of waste was recycled last year with 23,000 brown bins now owned in South Norfolk. An increase in their price was forthcoming. Since dropping the waste collection to 4 days per week £300,000 had been saved with no impact on service. 13,000 items were now recycled every year for reuse, eg electrical items repaired and donated to groups such as Men's Shed.

5,000 houses were being addressed with a view to installing Superfast Broadband.

The Housing White Paper had been released with 12,000 new homes expected in South Norfolk before 2036.

John reported the sad news that npLaw solicitor Chris Skinner had died last week, and that he would be attending the funeral.

Lisa Neal reported that Phase 2 of the Heath Farm development was going to the South Norfolk Development Management Committee next week. Tim Boucher confirmed that at least two councillors would be attending to represent the parish council.

The South Norfolk Community Awards had taken place at Dunston Hall with lots of volunteers recognised for their work.

A Peer Review had taken place at South Norfolk Council with generally good feeling evidenced and support for the growth strategy.

b) County Councillor

Roger Smith briefed the council on the contents of his newsletter.

Lisa asked if the disabled parking spaces along All Saints Green were still accessible now the surrounding streets had been pedestrianized. Roger agreed to find out.

RS

c) Public Participation

A member of the public spoke regarding Item 7a(ii). As a resident of Shotesham Road he had concerns regarding the drainage of the proposed site and the accessibility. He also questioned how much notice he and his fellow garage owners would get to empty the garages presently on the proposed site and queried how the developers would address the point on their mortgage agreements that they are responsible for 1/30<sup>th</sup> of the car park maintenance.

John Overton advised that questions could be put to the planners face-to-face at South Norfolk Council and that John Whitelock from Saffron Housing could be contacted regarding the deeds. Tim suggested that comments should be put in writing for consideration.

Another member of the public spoke about the same development querying

how access could be considered adequate when his neighbour had been told it was insufficient for bin collection. He also raised concern about surface water drainage as the area had flooded in the past. The Chairman advised that the developers would be obliged to prepare a surface water drainage scheme as part of the planning process..

Another member of the public spoke regarding insufficient signage advising drivers in advance of roadworks at Markshall Lane which had caused the closure of Caistor Lane. He suggested a sign be installed at the top of Caistor Lane to prevent drivers reaching a dead end. Roger Smith to deal.

**RS**

Another member of the public raised disappointment at the lack of correspondence received from Anglian Water with regard to the on-going works. The Chairman advised that the point had been raised with Anglian Water and that an update and revised works programme had been requested in time for the next meeting.

The same member of the public referred to the financial information that he had been supplied regarding the salaries of the Parish Council staff. He was very grateful of the information but was disappointed to see a 15% increase in staff costs. He questioned how it was possible to only have a 0.5% increase in pension contributions when it was relative to the salaries. He felt it would be valuable to have separate accounts for the Community Centre and the Parish Council.

The same member of the public referred to the precept calculation, noting an unprecedented increase of 210 houses, and the biggest increase in the council tax since 2006. The Chairman advised that this was largely due to capital expenditure.

The same member of the public circulated an archive document showing that in the 1960s there had been a village poll about Street Lighting, with residents voting against there being any installed.

*Standing orders were reinstated.*

## **7. Planning**

*Lisa Neal left the meeting*

### **a) Applications Received**

- i)** 2017/0229 5 Rosebery Avenue: First floor rear extension to detached chalet style house.

David Hewer had viewed the plans and visited the site. It was **agreed** to support the application. Proposed by Steve Aspin, seconded by Chris Walker, all in favour.

**Asst  
Clerk**

- ii)** 2017/0253 Garage Site, South of Shotesham Road: Construction of 6 new affordable bungalows, access road, demolition of existing garages and associated works

John Henson had views the plans and visited the site. He raised concern regarding the access to the site in terms of the egress onto Shotesham Road and the impact on current residents, as well as the surface drainage, but felt that the area itself would benefit from regeneration. It was felt that the present infrastructure of the area was dangerous due to residents parking on a blind bend. It was suggested that yellow lines could be installed. It was

**agreed** to support the application with comments. Proposed by John Henson, seconded David Gooderham, all in favour.

**Asst  
Clerk**

- iii) 2017/0345 9 Malten Close: Loft conversion to provide additional bedroom, bathroom and storage.

John Overton had viewed the plans and visited the site. It was **agreed** to support the application. Proposed by John Overton, seconded by Chris Walker, all in favour.

**Asst  
Clerk**

- iv) 2017/0317 Land to the rear of 35 The Street – four bed bungalow with garage/carport

It was **agreed** to discuss the application which had been received after the publication of the agenda. David Gooderham had viewed the plans and visited the site. He felt that whilst the design of the property was adequate this was an overcrowded and un-neighbourly form of development, with insufficient access to number 35, residents of Oak Avenue and for refuse collection. The “crate soak-away” detailed also raised concerns regarding drainage in a known flood risk area.

It was **agreed** to object to the application on these grounds. Proposed by David Gooderham, seconded Chris Walker, all in favour.

**Asst  
Clerk**

*Lisa Neal returned to the meeting.*

**b) Permission Granted**

- i) 2016/2692 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 plus materials details, boundary treatments and floor levels. **APPROVED**

- ii) 2016/2791 The Brambles, Heath Loke: Variation of condition 2 of permission 2015/0041 (Development of one detached four bedroom bungalow to the rear of The Brambles) – revised design to reduce the overall size of the property from 4 bedrooms to 3 bedrooms. Reposition of dwelling and garage. **APPROVED**

- iii) 2016/2805 Land to the rear of The Brambles, Heath Loke: 2015/0041 Discharge of condition 1 – Comply with 2014/1071 (conditions 2 General, 7 Materials, 9 Levels, 10 Landscaping and 11 Boundary Treatment) and condition 5 – surface water drainage. **APPROVED**

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

- v) 2017/0012 Heronsgate, 33B Rectory Lane: Single storey pitched roof extension to the rear. **APPROVED**

- vi) 2017/0125 Land at Mill Close: Discharge of condition 6 – water usage calculations – Application 2013/0599 – Four new dwellings and land remediation and stabilisation works. **APPROVED**

- vii) C/7/2016/7018 Poringland WRC, Dove Lane: Erection of Telemetry Aerial and 3 GRP Kiosks to house electrical control equipment at Poringland WRC. **APPROVED**

## 8. Correspondence and Consultations

### a) 20mph zone, Area A, Norfolk Homes Development

Councillors considered the proposal, and it was **agreed** to support the proposal, all in favour.

Lisa queried when Shotesham Road would be made 20mph. The Chairman confirmed traffic calming would take place once the agreed threshold of new homes on the development were built and the Anglian Water works were finished.

Clerk

## 9. Finance

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

The bank reconciliation, receipts and payments for January 2017 were presented. It was **agreed** to accept the 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 Chris Walker, all in favour.

	Staff Salaries	£5,072.30
	PAYE & NIC	£1,682.42
HMRC	Superannuation	£1,781.16
Norfolk Pension Fund	Photocopying	£31.24
Norfolk Copiers	Telephone and Broadband	£38.29
BT	Hosted IT Solution	£138.36
Microshade	Practitioners Conference	£272.20
SLCC Enterprises	Comm Centre Grounds	£226.00
Spruce Landscapes	Comm Centre Water	£45.00
Anglian Water	Card Machine	£14.42
WorldPay	Relief Caretaking	£1,375.28
HouseProud Commercial Ltd	Cleaning Materials	£100.48
Hugh Crane Cleaning Eq	Sanitary Equipment	£5.66
PHS Group	80s Night DJ	£450.00
Mr R Chandler	Refund of Hire	£70.00
Living Stones Christian Fellowship	Waste	£73.73
Veoil	Maintenance	£750.00
Spruce Landscapes	Memorial Repairs	£1,050.00
Abbey Memorials	Installation of Electric Heater	£30.00
M Grapes	Maintenance/Bar/General Costs	£854.62
Barclaycard	Comm Centre Gas	£172.33
ESPO	Manual Handling Training	£108.00
Skills TEC	Insurance	£4,171.67
Zurich Municipal	Risk Management Seminar	£72.00
Zurich Management Services	Memorial Repairs	£630.00
Abbey Memorials	Newsletter Printing	£138.00
Hollinger Print	Petty Cash Top Up	£74.97
C Moore		

### c) Appointment of Internal Auditor

It was reported that the current provider had quoted £100.00 but that due to the volume of business conducted a more sector-specific internal audit was probably now required. A quote had been obtained from Auditing Solutions for £840 plus VAT for year 1 and £630 plus VAT for subsequent years.

Another quote had been requested from a local clerk who was experienced in auditing larger councils but she had declined. The Chairman confirmed that the Clerk was happy to support the appointment of Auditing Solutions as they had been recommended by larger councils, and they audited a number of other Parish Councils. It was **agreed** to appoint Auditing Solutions, proposed by Chris Walker, seconded by David Gooderham, all in favour.

**Clerk**

**d) Section 137 Payments**

The Chairman confirmed that £175.00 was left in the budget for Section 137 payment and that a request had come in from the All Saints Church for a contribution towards grass cutting. The charities that had benefitted from payments in the last financial year were listed. It was suggested that precept money shouldn't be used for anything outside the local community, and a discussion followed with widespread agreement that direct village benefit should be the priority for any payments made. It was **agreed** to discuss again at the next meeting.

**Clerk**

**e) Fidelity Investment Six Month Valuation**

The Chairman reported that the investment had demonstrated a 5% return in the 6 months. It was **agreed** to leave the funds in the current investment.

**f) Grant application for Octagon Post Office**

A letter requesting funding from the Octagon Post Office based in All Saints Church had been received. It was **agreed** to donate £200.00, proposed by Chris Walker, seconded David Hewer, all in favour.

**Clerk**

**10. Advisory Group and Working Group Reports**

**a) Facilities Strategic Advisory Group**

David Gooderham reported that the Community Centre had been exceptionally busy, with extremely good bar takings in December and lucrative January hire charges. The Indoor Car Boot Sales had proved a massive success with tables sold out for all 3 events. This would return in the autumn through to spring 2018.

**b) Community Land Project Working Group**

Tim Boucher reported that the architect had been appointed and had met with the Group, returning next month with 3 options based on the original consultation. Following a review of his proposals by Council and a site visit to Easton College, a second consultation would be arranged to take the project forward.

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

**a) Heating and hot water solution, Pavilion**

Tim Boucher reported that quotes had been obtained for both an oil and gas boiler but that a quote was needed for the connection of gas as it was likely to be the most viable long term option. It was **agreed** to pay £277.00 to National Grid for a connection quotation.

**Clerk**

**12. Other Matters**

**a) Community Governance Review**

John Overton gave a presentation detailing the review of parish boundaries.

He advised that a 2 month consultation period was in place which would be followed by a 3 month period where stakeholders could put proposals to the District Council who would ultimately make the final decisions. It was requested that John's presentation be circulated to council.

**Clerk**

**b) Meeting Dates 2017/18**

The proposed meeting dates were considered, with the amendment of the June Trust meeting from 14<sup>th</sup> to the 21<sup>st</sup>. The Assistant Clerk also pointed out that the Facilities Strategic Advisory Committee meet at 7:00pm not 7:30pm as documented. It was confirmed that the August planning and finance meeting would only take place if there were planning applications to be considered. It was **agreed** to accept the meeting dates, proposed by David Hewer, seconded by Chris Walker, all in favour.

**Clerk**

**c) Information Security Policy**

Council considered the policy and **agreed** to adopt, proposed by John Henson, seconded by David Hewer, all in favour.

**Clerk**

**d) CCTV Policy**

Council considered the policy and **agreed** to adopt, proposed by John Henson, seconded by Chris Walker, all in favour.

**Clerk**

**e) Grant Awarding Policy**

Council considered the policy. It was suggested that awards should only be given if they benefit Poringland directly and, that national charities would not be supported. The Assistant Clerk advised that it was more commonplace to state that awards would be prioritised if they benefitted the local area. It was **agreed** to amend the policy so it stated that council prioritises local village organisations, and to adopt as amended, proposed by John Overton, seconded by David Hewer, all in favour.

**Clerk**

**f) File Retention Policy**

Council considered the policy and **agreed** to adopt, proposed by David Gooderham, seconded by Chris Walker, all in favour.

**Clerk**

**g) Lone Working Policy**

Council considered the policy but felt that it shouldn't be used exclusively for employees as volunteers need to be covered as well. It was **agreed** to redraft, making sure it read as all encompassing, proposed by John Henson, seconded by David Hewer, all in favour.

**Clerk**

**h) Subscription to Zurich Local Council**

Tim Boucher noted that as council had opted out of the Norfolk Association of Local Councils subscription, Zurich Local Council Advisory Service could provide a subscription advice service relating to health and safety and risk management at a cost of £95.00 per annum. It was **agreed** to subscribe, proposed by David Hewer, seconded David Gooderham, all in favour.

**Clerk**

**i) Upturn in crimes in Poringland area**

As the councillor who had requested the item had been unable to attend the meeting it was **agreed** to add to the next agenda.

**Clerk**

- 13. Date of next meeting: Wednesday 29<sup>th</sup> March 2017, 7pm, Poringland Community Centre.**

The meeting closed at 9.15pm.

**CHAIRMAN**