

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 29<sup>th</sup> March 2017 7pm Poringland Community Centre**

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

**Also attended:** Roger Smith (County Councillor) and 3 members of the public in attendance.

**1. Apologies**

Apologies for absence were received and accepted from Lisa Neal and Jenny Kereama-Ellis, proposed by Trevor Spruce, 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 22<sup>nd</sup> February 2017**

The minutes of the meeting held on 22d February 2017 were considered, and the following amendments made:

- Page 2, item (a) – add '(Band D)' after 'per household'.

With this amendment, the minutes were **agreed**, proposed by John Henson, seconded by David Gooderham, all in favour.

It was clarified that in relation to the pension increases, the employer contribution rate rose by 0.5%, however the actual payments across to Norfolk Pension Fund rose by 2.4%, in line with contractual obligations. It was acknowledged that only high level information could be given to the enquirer as salaries were a confidential matter.

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

There were no updates on matters arising from the minutes.

**5. Report from the Chairman**

Tim Boucher reported that he, David Gooderham, John Overton and Lisa Neal had attended a meeting with David Wilson Homes where various issues around the performance on Phase 1 of the Heath Farm development had been discussed, including the unauthorised removal of a mature oak.

Discussion ensued on the various areas where David Wilson Homes had fallen short, and it was noted that the senior managers attending the meeting had not been aware of issues, and had promised to investigate, especially as identical issues were being reported in the press at other sites in the county.

The Council was looking at options for a substantial contribution towards a community benefit project by way of compensation for the problems. The

Scrutiny Committee at South Norfolk Council would be examining planning procedures and how conditions were monitored and enforced.

Tim reported that the Community Centre now qualified for 100% small business rate relief as the thresholds had changed, although it was not clear how long this would last. This represented a saving of around £2,700 on the budget.

The recent 80's Night had made a profit of around £1,300, and the indoor car boots had a cumulative profit of just over £500.

Finally, it was noted that Anglian Water were being actively chased for an update on the water main works.

Clerk

## 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 the review of parish boundaries was underway, and that the draft ward proposals for South Norfolk Council had been published. Poringland and The Framinghams would be joined with Trowse, making a three member district ward, with effect from the 2019 elections. The Police and Crime Commissioner was working to use ANPR technology to monitor criminal movements as well as vehicles without tax or MOT. A tracking system was being trialled on refuse trucks, with a view to diverting them to collect fly tipped waste rather than sending out a van specially. The Council was lobbying South Norfolk Council to deal with the illegal advertising trailers on the A47, as these could not be collected using fly tipping powers.

### b) County Councillor

Roger Smith noted that his newsletter had been circulated, and reported that the Trowse bypass had been changed to 50mph to phase acceleration and deceleration of drivers. Visibility splays had been cut back in keys areas. The Highways Engineers areas had been reshuffled, and the new Highways Engineer for Poringland was Gary Overland, with Bob Edwards moving on to a new job outside of the Council.

Poringland Primary School was being expanded through developer funding, and a planning application was expected shortly. Questions had been raised over whether this would cater for future needs given the volume of development in the village and surrounding areas, as there appeared to be no further room for expansion.

The period of purdah had begun prior to the County Council elections.

Roger suggested that the Council could lobby Norfolk County Council to extend the stacking lane turning right onto the B1332, as the land was available and growth of the settlements had resulted in significant traffic increases.

The new sewerage pipeline was moving ahead, having reached Kirby Road. John Overton queried why the lights were on at County Hall all night? It was confirmed that part of the building were occupied 24/7, and that the lights were set on motion sensors, meaning that someone was occupying an area if they were on. The lights would go off if the sensors did not detect someone in

the area.

It was noted that Gull Lane had been churned up by the sewerage works, and it was suggested that it should be repaired/resurfaced.

c) Public Participation

None.

*Standing orders were reinstated.*

7. **Planning**

a) Applications Received

i) 2017/0426 10 Rosebery Avenue: Construction of single storey front and side extension.

David Hewer had viewed the plans and visited the site. The application would remove a car port and install an extension, removing a damp problem in that area. There was a high wall near the neighbouring property, and concern was expressed that health and safety should be considered to ensure that this was not compromised when the car port was removed. It was noted that water would run down the drive and might pool in front of the property, this issue would be exacerbated with the removal of a means of escape for the water. It was suggested that positive drainage to sewer or watercourse should be a condition of permission. There was also some concern over the moving of the existing manhole and its impact on the adjacent property if these were linked. It was **agreed** to support the application subject to the comments about drainage and health and safety. Proposed by David Hewer, seconded by John Henson, all in favour.

**Clerk**

ii) 2017/0495 Land south of Stoke Road and west of The Street: Variation of condition 2 of permission 2010/1332/F (Residential development of 232 dwellings with associated garages, open spaces, access road, footpaths and cycle way) – changes to house types on plots 6, 7, 13, 14, 23 & 25 and re-plan of plots 2-7, 12-14, 23-25 and associated garages.

John Henson had viewed the plans and visited the site. The application was an administrative exercise making minor internal alterations to the listed plots. It was **agreed** to make no comments on the application. Proposed by John Henson, seconded by Chris Walker, all in favour.

**Clerk**

iii) Y/7/2017/7005 Poringland Library, Overtons Way: Provision of new double door access to site, including associated works.

David Gooderham had viewed the plans and visited the site. The Council had received and supported the proposals at an earlier meeting. It was **agreed** to support the application. Proposed by David Gooderham, seconded by John Henson, all in favour.

**Clerk**

b) Planning Applications Between Meetings

The report detailing the amendments to applications considered between meetings was **noted**.

- c) Planning Decisions
- i) 2014/2583 Land west of Norwich Road and south of Caistor Lane: Discharge of conditions 5, 6, 8, 11, 19 and 21 of planning permission 2013/1986 – surface water, foul water, standard estate road, phasing surfacing, offsite highways improvements and archaeological work. **APPROVED**
- ii) 2015/0045 Land west of Norwich Road and south of Caistor Lane: Discharge of conditions 4, 12, 17 and 18 of planning permission 2013/1986/O – Materials, surface water drainage system, details of construction traffic management plan, access route and wheel cleaning facilities. **APPROVED**
- iii) 2015/0106 Land west of Norwich Road and south of Caistor Lane: Discharge of conditions 2, 3, 4 and 5 of planning permission 2014/0732/D – Drainage management plan, renewable energy supply details, proposed pumping station and boundary treatments / surface treatment of public footpaths. **APPROVED**
- iv) 2017/0047 Evangelical Free Church, Carr Lane: Reserved matters following 2015/0833 – Proposed demolition of church and erection of dwelling and garage. **APPROVED**
- v) 2017/0049 – Evangelical Free Church, Carr Lane: Discharge of conditions 9 – boundary treatment and 10 – levels of permission 2015/0833 (Proposed demolition of church and erection of dwelling and garage). **APPROVED**
- vi) 2017/0061 6 Old Mill Road: Retention of self contained residential let. **APPROVED**
- vii) 2017/0059 Community Centre, Overtons Way: Oak (T2) – fell due to decay within tree. **REFUSED**
- viii) 2017/0126 60 Rectory Lane: Change of use to a 1 bedroomed holiday let. **APPROVED**
- ix) 2017/0229 5 Rosebery Avenue: First floor rear extension to detached chalet style house. **APPROVED**
- x) 2017/0253 Garage site south of Shotesham Road: Construction of 6 new affordable bungalows, access road, demolition of existing garages and associated works. **WITHDRAWN**
- xi) 2017/0370 3 Meadow Way: Amendment to external finish for 2016/1697 – Two storey side extension. **APPROVED**
- xii) 2017/0540 2 Brooks Meadow: T1 Oak – reduce height and width from 14m to 12m and thin crown by 10%. **APPROVED**

## 8. Correspondence and Consultations

None.

## 9. Finance

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

The bank reconciliation, receipts and payments for February 2017 were presented. It was **agreed** to accept the documents, proposed by David Hewer, seconded by Trevor Spruce, all in favour.

### b) Accounts for Payment

It was agreed to pay the following accounts, proposed by Chris Walker, seconded by David Hewer, all in favour.

	Staff Salaries	£5,134.02
R McCarthy	Bar Stock & Advertising	£879.85

C Moore	Mileage	£50.40
HMRC	PAYE & NIC	£1,705.63
Norfolk Pension Fund	Superannuation	£1,751.19
Microshade	Hosted IT Solution	£138.36
BT	Telephone and Broadband	£37.96
Auditing Solutions Ltd	Interim Internal Audit	£504.00
Zurich Management Services	LCAS Subscription	£78.00
Community Action Norfolk	Subscription	£20.00
Hugh Crane Cleaning Eq	Cleaning Materials	£111.25
South Norfolk Council	Premises License	£180.00
PHS Group	Water Saving Devices	£74.62
Anglian Water	Comm Centre Water	£45.00
ESPO	Comm Centre Gas	£142.32
Spruce Landscapes	Comm Centre Grounds Maint.	£226.00
Mr D M Griego	Frankie's Guys Deposit	£525.00
HouseProud Commercial Ltd	Relief Caretaking	£1006.21
D Cubitt	Bin Cleaning	£55.00
Veolia	Waste	£73.73
Eon	Playing Field Electric	£258.27
MCL Mechanical Services	Repair Shower Mixer Unit	£770.40
Glasdon UK Ltd	Separator Bin	£111.02
Spruce Landscapes	Swing / Graves / Maint	£300.00
Spruce Landscapes	Burial Ground Maintenance	£750.00
Eastern Tree Care	Tree Maintenance	£4,415.00
Westcotec	SAM2 Post Clamps	£12.00
Barclaycard	Bar / DIY / Stationery	£1,157.49
Poringland All Saints PCC	Section 137 – Post Office	£200.00
J & A Saunders	Window Cleaning	£30.00
R McCarthy	80's Night Costs	£109.67
R McCarthy	Frankie's Guys Costs	£26.49
Spruce Landscapes	Hedge Repair	£192.00
M Roberts	2018 80's Night Deposit	£75.00
Poringland WI	Hire Refund	£29.75
C Moore	Petty Cash Top Up	£76.80
Total Gas & Power	Comm Centre Electric	£1,747.60

c) Interim Internal Audit Report

The interim internal audit report was noted. It was **agreed** that the Chairman of Finance and Governance Advisory Group would be tasked with checking the bank reconciliation, bank statements and unrepresented cheques on a quarterly basis; that the financial limits in the Financial Regulations would be amended at the next review in May; and noted that the long term investment figure was being clarified as part of this year's internal audit, proposed by David Hewer, seconded by Steve Aspin, all in favour.

d) Financial Risk Assessment

The Financial Risk Assessment was presented by the Clerk. It was **agreed** to accept the Risk Assessment, proposed by John Henson, seconded by David Hewer, all in favour.

e) Section 137 Payments

It was **agreed** that no Section 137 payments would be made, and that the church would be asked to make an application for grass cutting funding under the Grant Awarding Policy, proposed by David Gooderham, seconded by David Hewer, all in favour.

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

**b) Report of the Meeting**

The report of the meeting was presented and **noted**.

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

The Clerk reported that the gas connection would cost £3,359.45, and that she was getting prices from another two contractors for the boiler and radiators.

**11. Other Matters**

**a) Community Governance Review**

David Gooderham reported that the Strategic Six group had discussed the Community Governance Review and a working group had been set up to consider options. Although it was hoped that a consensus could be reached, each parish had the right to express its own views and preference. It was expected that Bixley would express a wish to join with a neighbouring parish. There were numerous advantages to joint arrangements including spreading the cost of precept, and of the cost of facilities that were enjoyed by the wider community but paid for by residents of Poringland. It was acknowledged that the precept was higher in Poringland than in other areas.

It was noted that South Norfolk Council would make the decision about recommendations for future governance arrangements, however parishes could put a case for remaining independent. There was a view that those parishes whose precept largely paid administrative and staff costs should consider joint working arrangements, and that 1,000 residents was the benchmark for the smallest administrative area.

It was confirmed that any changes would not affect the postal address, and would simply become an administrative boundary. It was likely that individual settlements would have a representative arrangement similar to warding. Further discussions would take place in the coming weeks, and Poringland's response would need to be agreed at the May meeting.

The Clerk was asked to publish a consultation notice on the website and notice board.

**Clerk**

**b) Heath Farm Phase 2**

Councillors were asked to email suggestions for the name of the development to the Clerk, to be discussed at the Strategic Meeting.

**All**

**c) Lone Working Policy**

The Lone Working Policy was re-presented and **agreed**, proposed by David Gooderham, seconded by David Hewer, all in favour.

**d) Parish Partnership Scheme**

It was noted that the Council had not been successful in its bid for funding for the lighting scheme on Rectory Lane. It was noted that a street lighting strategy would be discussed at the Strategic Meeting, and **agreed** that the

Rectory Lane scheme would not be considered further until that discussion had taken place.

**e) Upturn in crimes in Poringland area**

James Landshoff expressed concern at the upturn in crime statistics in Poringland, and examined how this could be addressed, suggesting that the Council could write to the Police and Crime Commissioner expressing concern about the human impact of this. He felt that matters needed to be addressed before they worsened. It was noted that Stuart Sansbury, the new Beat Manager, would be invited to give a report at the Annual Parish Meeting, offering an opportunity to engage with the Safer Neighbourhood Team in discussing this issue. It was noted that Facebook was a good medium to warn people of issues or rogue traders, and that the Council could actively support and promote Police initiatives. The Clerk was asked to make the Beat Manager aware that this would be raised at the Annual Parish Meeting.

**Clerk**

**12. Date of next meetings:**

- Wednesday 5<sup>th</sup> April, 7pm, Strategic Working Group.
- Wednesday 26<sup>th</sup> April, 7pm, Full Council, Community Centre
- Wednesday 3<sup>rd</sup> May, 7.30pm, Annual Parish Meeting, Community Centre

The meeting closed at 8.30pm.

**CHAIRMAN**