

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 26<sup>th</sup> April 2017 7pm Poringland Community Centre**

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

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

**1. Apologies**

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

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

Trevor Spruce declared an interest in items 11d and 11e as he had provided a quotation for the works.

**3. Minutes of the meeting held on 29<sup>th</sup> March 2017**

The minutes of the meeting held on 29<sup>th</sup> March 2017 were considered, and the following amendments made:

- Page 2, item (6a) – change ‘collecting’ to ‘collected’.
- Page 3, item (7ai) – change ‘exasperated’ to ‘exacerbated’.

With these amendments, the minutes were **agreed**, proposed by David Hewer, seconded by Trevor Spruce, all in favour.

**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 it had been a quiet month for councillors, although it had been busy in the office with the financial year end. A meeting of the Community Land Project Working Group would be taking place at Easton College on Tuesday, and the results of this would be reported back at the next meeting. The draft master plans had been sent by the architect, and comments would be returned to him.

The Annual Parish Meeting would be taking place on 3<sup>rd</sup> May at 7.30pm, with speakers from David Wilson Homes and Anglian Water in attendance.

Tim reported that the Community Centre had seen great success in 2016/17, with more than a 20% increase in income in 12 months, meaning that the Centre was nearly at break even on running costs. Tim congratulated the Community Centre Manager, Rachel McCarthy, on this success.

**6. Public Participation**

*Standing orders were suspended to allow the County Councillor, District*

*Councillors and members of the public to speak, proposed by David Hewer, seconded by John Henson, all in favour.*

**a) District Councillors**

John Overton reported that there had been concerns about the call for sites as part of the Greater Norwich Local Plans, with some mistimed information about those put forward for Poringland. It was clarified that although sites had been put forward, but that they were subject to assessment and consultation later in the year, and it was likely that the majority would be rejected during this process. The call for sites was not a formal planning process but was the first stage of the Local Plan, and it was important that residents contributed to the consultation at the correct stage. There was potentially a focus on smaller villages taking a fair share of development plans.

**b) County Councillor**

Roger Smith noted that this would be his last meeting as he was not standing for the Norfolk County Council elections in May. The Trowse bypass 50mph limit had been installed, including the vehicle activated signs. He urged the Council to consider lobbying regarding the stacking lane for Poringland traffic. The Norfolk Youth Fund was available and gave an allocation of money for young people to develop educational and life skills.

The sewer pipe across to Whitlingham was progressing well.

Arminghall Lane had reopened ahead of schedule, and it was noted that Caistor Lane would be closed again from 8<sup>th</sup> May to 2<sup>nd</sup> July.

The school extension planning application being considered later in the agenda was developer funded, however Norfolk County Council did invest in new school buildings where appropriate.

Finally, Roger wished the Council well and noted that he had enjoyed his time as the County Councillor. He noted that the new County Council would have a challenge with no money for overspends, and an increased demand for services which would have to be managed, potentially choosing what services would be provided and to whom. The Chairman thanked Roger for his time as County Councillor, wishing him all the best, and those present gave Roger a round of applause.

**c) Public Participation**

A member of the public expressed concern at the proposals to further extend the school, but noting that it was less intrusive than the 2014 application. He noted that the proposed roof line was 1 metre higher than the newest extension but was on the same floor level, and queried why this was. He noted the recovery ventilation unit for the toilets, and queried the noise levels and whether baffles would be used. He requested that these should be sited to ensure the least noise intrusion on neighbouring properties. He expressed concern about the increase in traffic that more pupils would cause in The Footpath and St Marys Road. He noted that although the car parking arrangement at the playing field alleviated the problem at the front of the school, it did not address the pedestrian entrance issues, noting that traffic on St Marys Road caused problems with the buses, and that the application did not fully address the issue of sustainable travel. He noted that he had emailed the school to raise his concerns but had not received a substantive reply.

A member of the public referred to the Council's commitment to pursue Anglian Water regarding the apparent lack of work on site, and noted that he was underwhelmed by their latest newsletter. He expressed concern regarding the traffic management and working arrangements at the Fiveways roundabout, noting that this had been scheduled for the Easter holidays but did not happen. The Chairman responded noting that he had questioned the lack of activity on site with Anglian Water, together with the arrangements for the roundabout and working hours, but had not seen any proposals yet. It was noted that the testing in Shotesham Road had taken 1 day, and that there was now a leaking connection on the new pipeline. It was suggested that the latest delays on The Street were due to problems clearing the pipe and cleaning to a suitable standard. It was felt that there should be better communication with the community on this matter.

A member of the public asked, in reference to the letter circulated regarding the Annual Parish Meeting, what was meant by 'discounted market homes'. The Chairman confirmed that his understanding was that these were properties only for sale to residents of the village, at a discounted rate, in perpetuity.

*Standing orders were reinstated.*

## 7. **Planning**

### a) Applications Received

#### i) 2017/0833 3 Rosebery Avenue: Conversion of garage and extension to rear.

David Hewer had viewed the plans and visited the site, noting that neighbours had no objections. The proposal include a pitched roof over the garage and a flat roof on the remaining extension. The property had already been extended into the roof to make four bedrooms. It was **agreed** to make no comments on the application. Proposed by David Hewer, seconded by John Henson, all in favour.

**Clerk**

#### ii) Y/7/2017/7006 Poringland Primary School, The Footpath: Application for a 2 classbase extension, including new cycle shelter and associated works and change of use of former caretakers bungalow to educational use.

David Gooderham had viewed the plans and visited the site, noting that he and the Clerk had met with the Acting Headteacher to discuss the proposals. The proposal was a natural extension of the school, and discussion had taken place regarding whether the school could meet future demand with the growth of the parish, with this being the final viable extension to the school. The extension was not overly close to neighbouring properties. It was not clear why the ridge heights were being increased unless it was to give additional natural light into the classrooms. It was agreed that the low level noise from plant could be a problem, and that walking to school should be encouraged over driving. It was suggested that the area of least efficient use was the caretakers bungalow, which held a car park, garden and bungalow, which could perhaps be considered as a site for any further expansion should it be required. It was **agreed** to support the application, making comment on the

**Clerk**

access issues and traffic problems created in The Footpath and St Marys Road, and requesting consistent ridge heights across the site. Confirmation of the noise levels from plant on site should also be considered. Proposed by David Gooderham, seconded by John Henson, all in favour.

**b) Planning Decisions**

- i) 2017/0317 Land to the rear of 35 The Street Oak Avenue: Four bedroom bungalow with single garage/carport. **WITHDRAWN**
- ii) 2017/0345 9 Malten Close: Loft conversion to provide additional bedroom, bathroom and storage. **APPROVED**
- iii) 2017/0551 Land south of 40 The Street: Variation of condition 1 of planning application 2016/0498 – increase garage size and 2 additional windows. **APPROVED**
- iv) 2017/0574 Land at Blackthorn Way: Oak (T3 on map, G1 on TPO schedule) – crown clean; remove hanging branch and crown lift of approx. 5-6 metres. **APPROVED**

**8. Correspondence and Consultations**

**a) NHS England – Pharmacy in Poringland**

The Council received a consultation proposing a new pharmacy in Poringland, and **agreed** to support the application, proposed by John Henson, seconded by Chris Walker, all in favour.

**9. Finance**

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

The bank reconciliation, receipts and payments for March 2017 were presented. It was **agreed** to accept the documents, proposed by David Gooderham, 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 Gooderham, all in favour.

	Staff Salaries	£5,325.53
HMRC	PAYE & NIC	£1,860.39
Norfolk Pension Fund	Superannuation	£1,932.20
Local Council Public Advisory Serv	Annual Subscription	£100.00
Norfolk Copiers	Printing	£25.88
Norfolk Copiers	Quarterly Rental	£172.76
Microshade	Hosted IT	£138.36
BT	Telephone and Broadband	£43.77
MailaDoc	Annual Parish Mtg Mailshot	£1,018.37
J&A Saunders	Bus Shelter Cleaning	£50.00
Total Gas & Power	Electricity	£826.79
ESPO	Comm Centre Gas	£143.44
Anglian Water	Comm Centre Water	£45.00
WorldPay	Card Machine Charges	£3.67
HouseProud Commercial Ltd	Relief Caretaking	£1,362.49
Hugh Crane Cleaning Eqt	Cleaning Materials	£224.64
RamsayHolmes	Door Repair	£127.94
Westcotec	Car Park Light Sensors	£234.00

Public Works Loan Board	Loan Repayments	£4,356.63
Pitkin & Ruddock	Air Conditioning Bar & Office	£7,529.05
Veolia	Waste	£85.51
Anglian Water	Burial Ground Water	£17.93
Anglian Water	Playing Field Water	£154.56
South Norfolk Council	Rates – Football Pavilion	£104.46
South Norfolk Council	Rates – Bowls Pavilion	£31.14
Barclaycard	Maint / Bar / Office / Stamps	£791.30
Ali Systems Ltd	Window Repair	£368.78
Spruce Landscapes	Comm Centre Grounds Maint.	£226.00
Spruce Landscapes	Burial Ground Maint.	£750.00
Derek Oliver	Casual Hire Refund	£50.94
SLCC Norfolk	Summer Conference (4 places)	£198.00
Office Police and Crime Comm	Police Shed Lease	£200.00
MCL Mechanical Services	Repair to Tap	£57.60
Mrs A Barnes	Playing Field Audit	£35.00
C Moore	Petty Cash Top Up	£10.63

c) Fourth Quarter Budget Comparison

The fourth quarter budget comparison was **noted**, proposed by Chris Walker, seconded by David Hewer, all in favour.

10. **Advisory and Working Group Reports**

a) Strategic Working Group Meeting

The report of the meeting was presented and the following recommendations **agreed**, proposed by John Overton, seconded by John Henson, all in favour:

- That appropriate sites for Tree Preservation Orders would be considered in consultation with the Tree Warden (it was noted that trees could now be listed as community assets). **Clerk / TS**
- That research would be carried out into the viability and process of producing a Neighbourhood Plan. **Clerk / JH**
- That the Parish Plan would be updated via a re-surveying of residents, including a tailored survey for young people, all of which would be online-based where possible.
- That the Council would accept street lights on new developments, but no plans to introduce them on existing developments, and for new developments only where a commuted sum for maintenance was included.
- That a meeting would be set up with the new County Councillor and Highways Engineer to discuss various highways issues in the parish. **Clerk**
- That the Council would consider a suitable response to the Community Governance Review consultation, to be agreed at the May 2017 meeting. **Clerk / DG**
- That prices would be obtained to plant a yew hedge between the new side and the cemetery extension, to allow this to grow up before the extension became used. **Clerk**

11. **Other Matters**

a) Appointment to Fuel Allotment Trust

David Gooderham's term of office for the Fuel Allotment Trust had ended, it was **agreed** to appoint him for a further four years, proposed by John

Overton, seconded by Chris Walker, all in favour.

Clerk

b) Accounting Software

The Clerk reported that the annual cost for Scribe would be increasing from August, and that other sector-specific software was available at a lower cost. It was **agreed** that the Clerk could review the Council's accounting software to determine the best value for money in line with the Council's needs, proposed by John Henson, seconded by David Hewer, all in favour. The Clerk was asked to investigate the status of the Council's historic accounts if the subscription to Scribe did not continue, and to ensure that records were not lost.

All

c) Roof Repair

The Chairman reported that the roof of the Community Centre was leaking and that RG Carters Ltd had been contacted to establish whether any warranty was still valid on the building, and to assess the repairs required.

Clerk

*Trevor Spruce left the meeting as he had a pecuniary interest in the following two items.*

d) Repair to Village Green Grass Surface

It was noted that the surface of the village green had sunk where the drainage works had taken place, and that it needed building up and re-seeding before the village fete. A price had been supplied by Spruce Landscapes, at £200, it was **agreed** to accept this price and carry out the works, proposed by David Hewer, seconded by Chris Walker, all in favour.

Clerk

e) Cemetery Project

It was **agreed** to appoint Spruce Landscapes to carry out the works to the bin area at the cemetery at a cost of £1,329, proposed by David Hewer, seconded by David Gooderham, all in favour.

Clerk

*Trevor Spruce returned to the meeting.*

f) Annual Action Plan

The Annual Action Plan for 2016/17 was presented with updates and completions, and it was **agreed** to accept this document, proposed by Chris Walker, seconded by David Hewer, all in favour.

Clerk

The draft Annual Action Plan for 2017/18 was presented, and it was **agreed** that this would be finalised at the May meeting, in case any actions arose from the Annual Parish Meeting.

g) Scheme of Delegation

The scheme of delegation was re-approved for two years, proposed by David Gooderham, seconded by Chris Walker, all in favour.

Clerk

12. **Date of next meetings:**

- Wednesday 3<sup>rd</sup> May, 7.30pm, Annual Parish Meeting, Community Centre
- Wednesday 31<sup>st</sup> May, 7pm, Full Council, Community Centre

The meeting closed at 8.25pm.

**CHAIRMAN**