

**Minutes of the Meeting of Poringland Parish Council  
Wednesday 31<sup>st</sup> May 2017 7pm Poringland Community Centre**

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

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

**1. Election of Chairman**

Tim Boucher was elected as Chairman, proposed by John Henson, seconded by David Hewer, all in favour. Tim Boucher signed the Declaration of Acceptance of Office.

**2. Apologies**

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

**3. Election of Vice Chairman**

David Gooderham was elected as Vice Chairman, proposed by Tim Boucher, seconded by John Henson, all in favour.

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

John Henson declared an interest in item 11a as he had been lobbied by local residents.

**5. Minutes of the meeting held on 26<sup>th</sup> April 2017**

The minutes of the meeting held on 26<sup>th</sup> April 2017 were considered. The word 'taking' on page 3 line 9 was changed to 'taken'. With this amendment the minutes were **agreed**, proposed by Chris Walker, seconded by Trevor Spruce, all in favour.

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

**a) Tree Preservation Orders**

Trevor Spruce reported that he had met with Henry Gowman, tree warden, and with the Clerk, and that he would be setting up a series of visits with Henry to identify trees that should be protected. The proposed list would be brought to Council before applications were submitted.

**b) Neighbourhood Planning**

John Henson reported that he and the Clerk had meetings booked with Mulbarton and Rackheath to discuss their Neighbourhood Plans and learn from their experiences. A scoping and viability document would be brought to the Council once this research was completed.

- 7. Review of Standing Orders**  
The Standing Orders were presented with amendments. It was **agreed** to accept the amendments, and to amend standing order 3(i) removing the words ‘and stand when speaking (except when a person has a disability or is likely to suffer discomfort)’, proposed by David Hewer, seconded by Chris Walker, all in favour. **Clerk**
- 8. Review of Financial Regulations**  
The Financial Regulations were presented with amendments. It was **agreed** to accept the amended Financial Regulations, and to change all instances where the Clerk or RFO had been mentioned to ‘Clerk/RFO’, proposed by David Hewer, seconded by Chris Walker, all in favour. **Clerk**
- 9. Report from the Chairman**  
Tim Boucher reported that tickets were available for the clairvoyant night on 30th June and the 90s night on 22<sup>nd</sup> July. More volunteers were needed for the fete, and some councillors and members of the public offered to help out with stewarding.  
Tim reported that a meeting had taken place with David Wilson Home regarding landscaping, and the replacement oak tree. John Overton reported from the meeting that it had been agreed that the oak tree would be replaced with a small copse of trees, which would be clearly noted as replacing the tree. A hedge would be planted along the boundary of Norwich Road for the benefit of the existing residents. Drawings would be sent for the Council to see.
- 10. 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 David Hewer, all in favour.*
- a) District Councillors**  
John Overton reported that the Scrutiny Committee had discussed planning procedures, with reference to problems at the David Wilson Homes site. Councillors would be receiving weekly reports on the commencement of sites, and enforcement cases. Lisa Neal had stood down as Chairman of the Scrutiny Committee for personal reasons, but remained as Vice Chairman of the planning committee. John Overton had been elected as Vice Chairman of the Council, and would become Chairman next year. He was congratulated on this appointment.
- b) County Councillor**  
Vic Thompson introduced himself as the new County Councillor, highlighting his interests and the committees he was appointed to and looked forward to working with the Parish Council
- c) Public Participation**  
A member of the public expressed disappointment at the lack of communication from Anglian Water, stating that The Street was due to be completed on 2<sup>nd</sup> June but was clearly behind schedule. The workforce in the road had been reduced to two. He suggested that a complaint should be

made about this. He noted that there had been 10 visits to fix the leak in Shotesham Road. The Clerk was asked to write to Anglian Water complaining about these matters, noting that things had got worse since the Annual Parish Meeting, and asking for an update on the programme of works. It was also noted that the lights could have been cleared away at the completion of the section on Friday night, however they remained in place and we moved on Tuesday morning.

Clerk

A member of the public asked whether the Council knew anything about the occupancy of the new retail units next to Budgens. The Chairman confirmed that the Council had no information on this.

*Standing orders were reinstated.*

## 11. Planning

### a) Applications Received

- i) 2017/1039 3 Hardesty Close: Single storey extension. Increase in height of the existing bungalow roof and additional windows.

John Overton had viewed the plans and visited the site. He had spoken with neighbours who had expressed concern about the ridge height and loss of privacy. It was felt that the proposal would not be in keeping with the street scene. It was understood that the applicant had been advised to withdraw the application. It was **agreed** to object to the proposal based on the comments regarding it being out of keeping with the street scene, and an inappropriate form of development. Proposed by John Overton, seconded by John Henson, all in favour.

Clerk

### b) Planning Decisions

- i) 2016/2388 Land north of Stoke Road: Full planning application for up to 120 dwellings (Phase 2), senior recreation space, children's play space, and associated infrastructure. **APPROVED**
- ii) 2017/046 10 Rosebery Avenue: Construction of single storey front and extension. **APPROVED**
- iii) 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 cycleway) – 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. **APPROVED**
- iv) 2017/0833 3 Rosebery Avenue: Conversion of garage and extension to rear. **APPROVED**
- v) 2017/1139 1 Hall Road: Non-material amendment to window layout on application 2015/1751 – Erection of two storey and single storey extensions to provide self-contained annexe, pool room and toilet, plus additional garage space. Closure of existing vehicle access and creation of new vehicle access. **APPROVED**

## 12. Correspondence and Consultations

### a) Street Naming, David Wilson Homes Phase 2

Councillors considered proposed names for the streets in Heath Farm Phase 2, **agreeing** to put forward the following names from the war memorial, proposed by John Henson, seconded by Chris Walker, all in favour:

Clerk

- Briggs
- Taylor
- Wilson
- Revell-Burroughs
- Davy
- Mitchell
- Neale

And one name from the local community:

- Berwick

It was suggested that former Chairman of the Council John Ellis could be commemorated with a road name in a future round of naming.

The issue of the naming of Phase 2 was raised, noting that David Wilson Homes had chosen to call it Heathgate which could cause great confusion with a surgery next to the sign, and Heathgate Surgery being half a mile away. The names put forward by the school were considered, and it was felt that 'Clement's Gate' was the most appropriate name, proposed by Trevor Spruce, seconded by John Henson, all in favour.

**Clerk**

**b) Street Lighting, David Wilson Homes Phase 2**

The Clerk reported that although the Parish Council had been asked to take on street lights as the lighting authority, David Wilson Homes had decided to retain management of the lights within their management company which would be paid for by the resident's service charge.

**c) South Norfolk Recycling Centres**

The Clerk reported that South Norfolk Council were looking for new locations for recycling centres. There were no sites to be put forward.

**13. Finance**

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

The Clerk noted that this information was not yet available as the future software for the finances had not yet been confirmed. It was expected that all of the back information would be presented by the August meeting, to allow software to be installed and the backlog to be entered.

**b) Accounts for Payment**

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

	Staff Salaries	£5,236.25
	PAYE & NIC	£1,739.94
HMRC	Superannuation	£1,862.96
Norfolk Pension Fund	Telephone and Broadband	£43.04
BT	Hosted IT	£138.36
Microshade	Printing	£47.82
Norfolk Copiers	Internal Audit	£504.00
Auditing Solutions Ltd	Playing Field Bin	£540.13
Glason UK Ltd	Grounds Maintenance	£1,446.00
Garden Guardian	Cem Grounds Maintenance	£750.00
Spruce Landscapes	Relief Caretaking	£1,541.21
HouseProud	Waste	£74.23
Veolia		

Total Gas & Power	Comm Centre Electricity	£660.80
Anglian Water	Comm Centre Water	£45.00
Spruce Landscapes	Comm Centre Grounds	£226.00
Hugh Crane Cleaning Eqt	Cleaning Materials	£255.79
WorldPay	Card Machine Charges	£0.37
PHS Group	Sanitary & Nappy Bins	£166.61
A Morris	Casual Hire Refund	£25.63
Best Norfolk Office Solutions	Six Administrator	£78.60
Barclaycard	Various	£904.66
ESPO	Comm Centre Gas	£182.89
Spruce Landscapes	Village Green Repair	£240.00
A Morris	Clairvoyant Event	£120.00
Norwich Electrical	Playing Field Electric Repair	£227.70
Hollinger Print	Newsletter	£165.60
Spruce Landscapes	Cemetery Bin	£1,594.80
HouseProud	Relief Caretaking	£924.70
C Moore	Petty Cash Top Up	£69.53

c) Reinvestment of Bond

The Clerk advised that the rate of 1.40% was the best available, and that it was recommended that the investment remained in a 12 month bond rather than a longer period. It was **agreed** to reinvest the £55,000 in a Hampshire Trust 1 Year Bond, proposed by Chris Walker, seconded by David Gooderham, all in favour.

d) Internal Audit Report

The Clerk presented the internal audit report, noting that there were no matters to bring to councillors attention. The report was noted, proposed by James Landshoft, seconded by Chris Walker, all in favour.

e) Annual Review of Internal Controls

Councillors reviewed and **agreed** the internal controls, proposed by David Gooderham, seconded by David Hewer, all in favour.

f) Annual Governance Statement

The Annual Governance Statement was presented, and it was **agreed** that the Council complied with all statements, proposed by Chris Walker, seconded by John Henson, all in favour.

g) Annual Accounting Statement

The Annual Accounting Statement was presented. A query was raised as to why the figures differed to the Annual Report, and the Clerk explained that the Annual Report was produced in a way that would be generally understood, but that the Annual Return was subject to a number of adjustments and accounting procedures as set out within Governance and Accountability for Smaller Authorities in England (<https://www.nalc.gov.uk/library/publications/2405-governance-and-accountability-for-smaller-authorities-in-england-2017-sections-1-5/file>). The Annual Accounting Statement was **agreed** to be adopted as presented, proposed by James Landshoft, seconded by Trevor Spruce, all in favour.

## 14. Advisory and Working Group Reports

- a) Facilities Strategic Advisory Group Meeting  
David Gooderham reported that the meeting that was due to take place had been inquorate, so an informal discussion had taken place instead. It was felt that the Group should meet only when there was business to discuss, as the Centre was performing well and was being managed by the staff appointed to do so. It was **agreed** that this was the best way forward.
- b) Community Land Project Working Group  
Tim Boucher reported that three design options had been received, and that a further public consultation was now needed to finalise and agree the overall masterplan and strategy for the site. This would then inform Phase 2 of the project, which would be implemented in phases. It was **agreed** that the public consultation would take place on Tuesday 11<sup>th</sup> July from 2pm – 7pm at the Community Centre, and that Councillors would need to be available to help on the day. It was **agreed** that an insert would go into the Annual Report for distribution a fortnight before the event, and that press releases would go out alongside Facebook promotion. **Clerk**
- 15. Other Matters**
- a) Poringland Library Entrance Works  
The Chairman noted the specifications sent by Norfolk County Council, and reported that the works would carry a 12 month warranty. Norfolk County Council had withdrawn their verbal offer to agree to 50/50 maintenance of the area that was being changed. Councillors felt that a 12 month warranty was not enough, and the Clerk was asked to go back requesting a 6 year warranty from the contractor, proposed by James Landshoff, seconded by John Henson, all in favour. **Clerk**
- b) Community Centre Event Proposals  
Councillors received a report outlining proposals for two tribute nights. It was noted that the Centre Manager hoped to extend the demographic of people attracted to these events. It was **agreed** that both events would be booked in, proposed by John Henson, seconded by Chris Walker, all in favour. **Asst Clerk**
- c) Accounting / Bookings Software  
The Clerk presented a report highlighting the bookings system that was available alongside the financial software. She noted that visits were set up to two locations using both systems, and that she was asking for authority to purchase both systems at the higher cost, if it was felt that this would be of benefit. Councillors felt that the needed more information, and requested a cost/benefit analysis together with details of what other parishes used (e.g. Costessey/Hellesdon). **Clerk**
- d) Trafalgar Square and Village Green Play Inspections  
The Clerk presented a summary of the play inspections, highlighting works for Norse and those for the Parish Council. The report was noted.
- e) Annual Action Plan  
The action plan was re-presented and **agreed**, proposed by Chris Walker, seconded by David Hewer, all in favour.

**16. Date of next meeting:**

➤ Wednesday 28<sup>th</sup> June, 7.30pm, Full Council, Community Centre

The meeting closed at 8.45pm.

**CHAIRMAN**