

**Minutes of the Meeting of Poringland Parish Council
Wednesday 28th June 2017 7pm Poringland Community Centre**

Present: Tim Boucher (Chairman)
Steve Aspin
John Henson
David Hewer
Jenny Kereama-Ellis
James Landshoff
Lisa Neal
John Overton
Trevor Spruce
Chris Walker
Catherine Moore (Parish Clerk)

Also attended: Vic Thompson (County Councillor) and 10 members of the public in attendance.

1. Apologies

Apologies for absence were received and accepted from David Gooderham, proposed by Chris Walker, seconded by John Henson, all in favour.

2. Declarations of Interest and Applications for Dispensation

Trevor Spruce declared a pecuniary interest in items 11a & b as he had provided a price for the works.

Lisa Neal declared a pecuniary interest in all planning items as she was on the Development Management Committee at South Norfolk Council.

3. Minutes of the meeting held on 31st May 2017

The minutes of the meeting held on 31st May 2017 were **agreed**, proposed by David Hewer, seconded by Chris Walker, all in favour.

4. Update on matters arising from the minutes

a) Tree Preservation Orders

Trevor Spruce reported that he and Henry Gowman had met to look at trees around the village, and one more meeting was planned. A list would be brought to a future Council meeting, proposing a way forward.

b) Neighbourhood Planning

John Henson reported that meeting had taken place with Mulbarton and with Rackheath Parish Councils. A report would be presented to the next meeting, with a view to canvassing the opinion of the village via the update of the Parish Plan.

c) Anglian Water Works

Tim Boucher reported that he had contacted Anglian Water about problems with roadworks, which together with pressure from other members of the community had resulted in them being moved over a weekend.

Correspondence could still be improved. It was noted that contrary to what had been said, Shotesham Road had not yet moved over to the new main, and this was the reason for continued leaks.

It was noted that the portaloo, which had be re-sited outside the funeral

directors, was now obscuring visibility for cars turning out of Rectory Lane. The Clerk was asked to report this to Anglian Water.

Clerk

d) Street Naming

It was noted that 'Taylor' was already allocated within the Norfolk Homes development, and **agreed** that this be replaced with 'Ellis', proposed by Tim Boucher, seconded by David Hewer, all in favour.

Clerk

e) Community Land Project

It was confirmed that the public consultation was booked for Tuesday 11th July, 2pm – 7pm. Councillors were reminded that the printed invitations should be delivered by the end of the weekend. The three options would be presented, feedback received, and comments collated into a final site plan for approval. Once this had been agreed, a new working group would be set up to take forward implementation of the various elements of the site.

f) Library Entrance Works

The Clerk reported that she had not yet received a substantive response from Norfolk County Council regarding the warranty for the proposed works to the new library entrance. Works would not commence until this had been resolved.

5. Report from the Chairman

Tim Boucher reported that a few tickets were still available for the Clairvoyant Night on Friday. 90's Night had been cancelled due to poor ticket sales. Frankie's Guys was sold out and operating a cancellation list. The Fete was scheduled for 8th July, and promised to be a good day.

6. Public Participation

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

a) District Councillors

John Overton reported that there had been proposals from the County Council to move waste collections to three-weekly but this had now been shelved. South Norfolk Council was discussing with developers the arrangements for future management of Section 106 open spaces, with a view to not taking them on any more. This would leave the options of play spaces being managed by management companies, or by the Parish Councils. The Council was looking at a £2M refit of Long Stratton Leisure Centre, following the success of the Wymondham Leisure Centre after refurbishment.

A new village at Honingham Thorpe was being considered as part of the housing allocations within the Greater Norwich Policy Area. This was in addition to service villages taking more development, to meet the government targets. Current developments underway in Poringland were expected to complete in around 5 years time. The Shotesham Road footway and landscaping was expected to be completed within the next few weeks.

b) County Councillor

Vic Thompson reported that the County Council had begun the first round of

committees following the election. Member grants for highways had been introduced. The 20mph zone in the Norfolk Homes development was being implemented, and a meeting would be set up with the Highways Engineer to discuss various Highways matters around the parish.

c) Public Participation

A member of the public asked whether any of the properties in Trafalgar Square owned the verge in Carr Lane. It was confirmed that Norfolk County Council would own a certain proportion of the verge. The member of the public asked whether the hedge would be reinstated along Carr Lane. In response, it was noted that the thick brambles had been removed, and it was understood that the hedge would eventually be in-filled. The member of the public offered three pot-grown oak trees, which were gratefully claimed by the tree warden.

A member of the public asked whether there were proposals to widen the footway at the village hall, as the cycle path appeared to be extended within the revised plans. It was confirmed that no proposals in relation to a cycle path had been seen.

The applicant for the proposed pharmacy near Budgens addressed the Councillors, acknowledging the Council's support and noting that the application had been temporarily withdrawn. It was confirmed that the Council continued to support the application for a new pharmacy, and the applicant was advised to write to the Clerk outlining what he was seeking from the Council.

James Landshoft reported that he had attended a Student Council meeting at Framingham Earl High School. The students had suggested that they would like a reciprocal arrangement where a parish councillor would attend some of their meetings, and they would report to the parish council at set intervals. They had agreed to set up a survey in the autumn term to gain some guidance on current issues. It was suggested that this replicated some of the objectives of the Six Youth Council, and that members of the Student Council could be encouraged to join that group. Feedback was that the young people felt disappointed with the Six Youth Council, and James was asked to feed back to them that they had an opportunity to become involved and shape it. It was **agreed** that James Landshoft would set up a meeting with the Student Council and the 6YC Youth Leader to take things forward. It was noted that there would be a targeted survey as part of the Parish Plan update later in the year.

JL

A member of the public queried the possibility of a new chemist being opened near Budgens. It was confirmed that the Council had supported the application when consulted by NHS England. It was suggested that local opinion could be gathered through social media and the feedback sent to NHS England.

The tree warden reported that he had had complaints about trees being cut down at the village hall, and it was confirmed that this was permitted under the planning application, and that new trees were required to be planted to replace them.

Standing orders were reinstated.

Lisa Neal left the meeting and observed from the public area.

7. Planning

a) Applications Received

- i)** 2017/1313 Land to the rear of 6 Old Mill Road: Proposed single story dwelling and detached garage.

Trevor Spruce had viewed the plans and visited the site. He reported that one neighbour strongly objected to the proposals, noting that this was the same site as the recent sub-division of the annexe. The existing property was now two dwellings with a shared driveway, and there was concern that a third property would be sharing the access onto the cul-de-sac. The proposed property would overlook the neighbour.

It was suggested that the proposal was out of scale and character, and was an overcrowded form of development which would result in neighbour disputes. The plans had not shown how water would be disposed of on the site, although the application was only at the outline stage. It was proposed to make no comment, proposed by Trevor Spruce, seconded by John Overton, 4 in favour, 4 against, Chairman's casting vote against therefore the motion fell. It was **agreed** to object to the application, proposed by Tim Boucher, seconded by John Henson, all in favour.

Clerk

- ii)** 2017/1365 28 Collingwood Close: Demolition of existing conservatory and erection of single storey extension.

David Hewer had viewed the plans and visited the site. The proposed extension was on the same footprint as the existing conservatory, and there was a slight reconfiguration of internal rooms proposed. It was **agreed** to support the application. Proposed by David Hewer, seconded by Tim Boucher, all in favour.

Clerk

- iii)** 2017/1390 Poringland Village Hall, The Street: Variation of Condition 2 (to allow revised plans and elevations) of application 2014/1566 – Demolition of existing village hall. Erection of new All Saints Centre, incorporating a dedicated nursery unit, car parking, soft and hard-landscaping and all associated works.

Chris Walker had viewed the plans and visited the site. The application revised the drawings for the site but did not change the footprint of the site. The amendments included changes to the layout of the designated nursery area, removal of the cross and replacing with coloured glazing, a steeper ridge height achieved by lowering the level of the building, glazed doors for a café area, and movement of the main entrance. There were still only 25 parking spaces for a venue with a capacity of 200 in an area with existing parking concerns. The previously proposed screening from the footway with planting had been removed.

Steve Aspin left the meeting at 8.05pm.

It was noted that the new proposal used stacking bond which bore no relation to other neighbouring properties and potentially held no structural integrity. The colour would be bright red and would stand out too much.

It was noted that paragraph 173 of the National Planning Policy Framework stated that 'plans should be deliverable', and that with no works begun since the plans had been approved in October 2014, it was not clear whether the works had any prospect of going ahead. It was suggested that a half-built structure would be a blight on the landscape, and noted that the tin hut would not be demolished until the new building was completed. It was not clear where the site compound for building workers would be located and the overall construction methodology would need careful consideration.

It was **agreed** to object to the proposals, outlining the discussions above. Proposed by Chris Walker, seconded by John Henson, all in favour.

Clerk

- iv) It was **agreed** that the following revised application would be considered although it had been received after the publication of the agenda, as it was in the public interest to consider the response in a public meeting.
- iv) 2017/1039 3 Hardesty Close: Single storey extension. Increase in height of the existing bungalow roof and additional windows.

John Overton had viewed the revised plans and was familiar with the site. The height had been reduced so that it was in keeping with neighbouring properties, although there was still a concern about adverse pitch and a Velux window which would need to be obscured. The neighbours were happier with the revised plans. It was **agreed** to make no comments. Proposed by John Overton, seconded by John Henson, all in favour.

Clerk

b) Planning Decisions

- i) 2017/0585 Community Centre, Overtons Way: Oak T44 Pollard at approx. 6m due to excessive decay at base. **APPROVED**
- ii) 2017/0896 Land rear of Holly Bank, Heath Loke: Variation of condition 2 (drawings) of application 2015/0316 – Proposed 2 new dwellings and the construction of a double detached garage for plots 1 & 2. **APPROVED**
- iii) 2017/0961 Land rear of Holly Bank, Heath Loke: Discharge of conditions 3 (materials), 4 (boundary treatments) and 5 (surface water drainage) of application 2015/0316 Proposed 2 new dwellings and the construction of a double detached garage for plots 1 & 2. **APPROVED**

Lisa Neal returned to the meeting.

8. **Correspondence and Consultations**

a) Community Governance Review

Councillors considered the draft submission outlining three proposals for joint working arrangements for Poringland and the surrounding area. The Clerk was asked to expand the section regarding Trowse to give more detail, and to check the figures in 5.2-5.4, together with a few minor presentation points. It was **agreed** to make this submission to South Norfolk Council, with the agreed amendments, proposed by David Hewer, seconded by John Henson, all in favour.

Four members of the public left the meeting.

- b) Landscaping Plan, Heath Farm Phase 2
The proposed landscaping plans were presented for consideration. It was **agreed** to support the proposals. **Clerk**
- c) Draft Guidelines for Recreation Provision in New Residential Developments Supplementary Planning Document
The Chairman asked Councillors to send comments on the document for collation and response at the next meeting. **ALL**

9. 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 Chris Walker, seconded by Tim Boucher, all in favour.

	Staff Salaries	£5144.00
	PAYE & NIC	£1,733.54
HMRC	Superannuation	£1,847.26
Norfolk Pension Fund	Telephone and Broadband	£41.28
BT	Annual Report Printing	£285.00
Norse Eastern Ltd	Hosted IT	£138.36
Microshade	Printing	£42.31
Norfolk Copiers	Comm Centre Electricity	£661.03
Total Gas & Power	Comm Centre Gas	£52.11
ESPO	Comm Centre Light Repair	£79.92
Norwich Electrical	Comm Centre Grounds	£226.00
Spruce Landscapes	Cleaning Materials	£255.79
Hugh Crane Cleaning Eq	Card Machine Charges	£8.27
WorldPay	Casual Hire Refund	£20.00
A Ryan	Waste Collection	£99.56
Veolia	Burial Ground Maintenance	£750.00
Spruce Landscapes	Burial Ground Water	£14.79
Anglian Water	Playing Field Water	£127.23
Anglian Water	Replacement Bin – Royal Oak	£183.87
Glasdon	Community Land Project	£900.00
Chaplin Farrant	Grounds Maintenance	£723.00
Garden Guardian	Window Cleaning	£150.00
J & A Saunders	Various	£409.51
Barclaycard	Mapping Subscription	£67.20
Parish Online	Cleaning Materials	£237.39
High Crane Cleaning Eq	Fete Entertainment	£99.00
Fairy Tale Party Packages	90's Night Cancellation Fee	£150.00
James D's Party Time	Playing Field Electricity	£270.81
Eon	Mileage	£24.75
C Moore		

C Moore	Petty Cash Top Up	£83.38
Various	90's Night Refund	£130.00
HouseProud Commercial Ltd	Relief Caretaking	£800.38

It was **agreed** that cheques for refunds for the 90's Night could be raised between meetings, to ensure that they were delivered in a timely manner.

10. Welcome Home and Memorial Playing Field Trust

a) Report of the Meeting

Tim Boucher presented the report of the meeting, which was taken as read.

11. Other Matters

Trevor Spruce left the meeting.

a) Yew Hedge at Cemetery

The Clerk reported that an estimate had been obtained for planting a yew hedge at the cemetery. It was **agreed** to request another two quotes, proposed by John Henson, seconded by James Landshoft, all in favour.

Clerk

b) Paving Slabs at Community Centre

The Clerk reported that an estimate had been obtained from the grounds maintenance contractor for relaying some slabs which were presenting a trip hazard. The estimate was for £200.00. It was **agreed** to go ahead with this, proposed by David Hewer, seconded by James Landshoft, all in favour.

Clerk

It was noted that the fence at the Memorial Garden was falling down, and that the Clerk and Trevor Spruce had met with the owners of the neighbouring property to discuss this. Although the fence belonged to the property, the neighbour was happy for this to be taken down, and for the Council to take ownership of the laurel hedge along the driveway. The cost of removing the fence would be £150.00, and it was **agreed** to go ahead with this, proposed by David Hewer, seconded by James Landshoft, all in favour.

Clerk

Trevor Spruce returned to the meeting.

c) Repair to Play Equipment

The Clerk presented prices for replacing a flat swing seat and a split beam at Mulberry Village Green, with Fenland Leisure quoting £521.09 plus VAT. The Clerk noted that in her experience Fenland Leisure offered the best value for money, and had carried out other repairs recently. It was **agreed** to accept the quotation, proposed by Trevor Spruce, seconded by Lisa Neal, all in favour.

Clerk

d) Norse Maintenance Contracts

The Clerk reported that there had been problems with Norse carrying out routine maintenance on play equipment. Following informing the Operations Manager that the Council would be considering a stage 2 complaint with a view to considering whether contractual obligations had been met, some works had been carried out, therefore the Clerk had given a timescale of the next meeting to carry out all of the outstanding works.

e) Rialtas Booking and Accounts Software

The Clerk presented the cost/benefit analysis report. It was **agreed** to approve the purchase of the two systems subject to satisfactory visits to Stowmarket and Saffron Walden, proposed by Lisa Neal, seconded by John Henson, all in favour.

12. Date of next meeting:

- Wednesday 26th July, 7pm, Full Council, Community Centre

The meeting closed at 9.00pm.

CHAIRMAN