

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 27<sup>th</sup> September 2017 7pm Poringland Community Centre**

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

**Also attended:** Vic Thompson (County Councillor) and 9 members of the public in attendance.

**1. Apologies**

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

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

Lisa Neal declared a pecuniary interest in all planning applications as she was a member of the South Norfolk Council Development Management Committee.

John Overton declared an interest in all planning matters as he was a statutory consultee in his role as district councillor.

**3. Minutes of the meeting held on 23<sup>rd</sup> August 2017**

The minutes of the meeting held on 23<sup>rd</sup> August 2017 were **agreed**, proposed by David Hewer, seconded by James Landshoft, all in favour.

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

**a) Tree Preservation Orders**

It was reported that due to illness, this project had been slightly delayed however it was hoped that the preliminary list of trees would be submitted to South Norfolk Council in the coming weeks..

**b) Advertising Hoardings, Shotesham Road**

The Chairman reported that the hoardings had planning permission, and had been taken down in error before being reinstated a few weeks ago.

**c) Norse Grounds Maintenance Contracts**

The Chairman reported that the contracts for Mulberry and Trafalgar had been cancelled and the work re-allocated elsewhere ahead of tender for the 2018 season. Norse had paid the invoice for the play equipment repairs, and the invoice for grounds maintenance services up to the end of the contract was not being paid until a pro-rata credit note had been received.

**d) Recruitment of Project Officer**

The Chairman reported that Stephanie Ayden had been appointed to the role,

and had been in for her induction. She would start properly the following week.

## 5. Report from the Chairman

Tim Boucher reported that Frankie's Guys had been a huge success, making a profit of £1,350.00. He noted that tickets were on sale for other events between now and Christmas.

Tim also reported that a sub-group of the Neighbourhood Plan Committee had met to shortlist the candidates for Neighbourhood Plan Consultant, and that these would be interviewed later in October.

Finally, Tim reported that the black chairs had been sold for £300.

## 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 James Landshoff, all in favour.*

### a) District Councillors

Lisa Neal reported that following canvassing by the Leader of South Norfolk Council, it looked like the Norwich Policy Area partnership would be dissolved shortly. It had been felt that this group was unfairly disadvantaging South Norfolk, as they along with Broadland were having to take more development sites than Norwich in order to meet the five year land supply. The government had set target figures for housing, these were a little higher than had been hoped but would now include the whole of the South Norfolk area. Early calculations showed that South Norfolk may have met the five year land supply figures. The recent call for sites had taken place, and stage two of this consultation was expected in the new year. It was noted that infrastructure development came at a later stage in the planning process, and that South Norfolk were looking to work more closely with Broadland District Council. A consultant had been appointed to look at partnership working, and although the councils were broadly similar in size and population, South Norfolk had considerable more staff as they ran leisure centres and did waste collection in-house.

### b) County Councillor

Vic Thompson reported that a flyer was being distributed to all households stating what should be put into recycling bins. The next campaign would focus on disposal of nappies.

The roads on the Northern Distributer Road were being opened in phases. A meeting had taken place to look at the traffic modelling on the A146, and to consider whether the stacking lane to Bungay was fit for purpose.

Improvements to the A47 were scheduled for 2019/2020. The A11 would have flyovers taking traffic away from the Thickthorn roundabout and onto the A47, and Blofield to Burlingham would be dualled.

Vic circulated information about the 'Friends Against Scams' scheme and encouraged people to be vigilant in this respect.

A website was available to check the status and ISP availability for broadband, via a comparison site.

The Hornsea Project 3 was highlighted, with the nearest point being at Mangreen. A very large building would be constructed, and planners were currently looking at the environmental impact including noise, and electro-

magnetic fields.

Finally, Vic noted that he had familiarisation meetings set up with local schools.

**c) Public Participation**

Three members of the public spoke in support of the amended application to vary the proposed building at 124 The Street. They noted that the building was not proposed for business use, and felt that it was in keeping with the area, and that other neighbours had built similar sheds which overlooked them. The applicant noted that the floor in the original shed, which had been dismantled, had rotted away. The proposed windows were small, at eaves height, and were for ventilation only. Velux windows were not suitable due to the lowered ridge height. Opaque glass would be considered, but was not preferred. The applicants wanted the additional living space, and would be using guttering and water butts to deal with surface water, which had been approved by the Water Management Officer. A neighbour spoke in support, noting that this was a replacement of what had previously been there. The business which previously took place in the shed had been intrusive, and this was a better proposition.

A member of the public reported that he had been approached by a number of people about a bad smell in the village. This was noted, and would be monitored.

A member of the public asked whether a road sweeper could be deployed to the church end of the village. Lisa Neal confirmed that South Norfolk Council attended twice a year with a road sweeper, and agreed she would check that this area had been done. The member of the public reported that there were some low branches in the area which needed lopping.

**Clerk**

A member of the public asked whether the Rangers had completed any of the tasks requested? The Clerk was asked to enquire.

**Clerk**

*Standing orders were reinstated.*

**7. Planning**

*Lisa Neal left the meeting.*

**a) Applications Received**

- i)** 2017/1771 124 The Street: Variation of condition 2 of planning consent 2015/1899 (Demolition of existing garden outbuilding and replacement with new garden outbuilding) – Revised design of outbuilding including lowered ridge height and wider building width (amended).

Chris Walker had viewed the amended plans and was familiar with the site. Discussion ensued on the 0.7M space left for maintenance around the structure. It was suggested, but not confirmed, that the new building was the same footprint as the previous building, and that the ridge height had been lowered from the 2015 approved application. The Council had objected to the building at all stages

It was **agreed** to make no further comments, proposed by Chris Walker, seconded by John Henson, all in favour.

**Clerk**

- ii) 2017/2006 35 The Street: Erection of replacement bungalow and new bungalow on rear plot.

John Henson had viewed the plans and visited the site. The property was the burnt out bungalow opposite The Royal Oak, and the application sought to replace that building and erect a further building behind. It was noted that Oak Avenue was a private road owned by the residents, who could refuse permission for a new entrance. It was not clear whether access was from The Street or from Oak Avenue. It was suggested that access should always be in forward gear, and that the space allocated for parking off Oak Avenue was not sufficient for an average family car. The building would go up to the boundary. It was felt that access via a single track road was not acceptable. John Overton, speaking as district councillor, confirmed that he needed a valid legal reason to push an application to committee, and the advice from planning officers was that there were no valid reasons.

It was **agreed** to object to the application on the grounds of poor access, insufficient parking and overcrowding in the site. Proposed by John Henson, seconded by Chris Walker, 8 in favour, 1 abstention.

Clerk

- iii) 2017/2135 10 The Footpath: Single storey rear extension and side extensions and alterations.

David Hewer had viewed the plans and visited the site. The applicant sought to move the bedrooms to the front of the property, building a new kitchen and living room into the new extension and free up space, utilising the area of a sun room. The property didn't have a garage so a storage area was proposed. There had been no objections by the neighbours. The front of the building would see no change.

It was **agreed** to support the application. Proposed by David Hewer, seconded by James Landshoft, all in favour.

Clerk

b) Planning Decisions

- i) 2017/1390 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..

**APPROVED**

- ii) 2017/1393 Land at Stoke Road: V stack sign displaying proposed development.

**APPROVED**

- iii) 2017/1394 31 Church Close: Trim overhanging branch to existing crown level (approx.. 6m).

**APPROVED**

- iv) 2017/1495 Evangelical Free Church, Carr Lane: Discharge of condition 11 (attenuation tank) of 2015/0833 – Proposed demolition of church and erection of dwelling and garage.

**APPROVED**

- v) 2017/1520 Village Hall, The Street: Discharge of conditions 3, 6, 8, 18 of planning permission 2014/1566/F – materials, levels, boundary treatment, hard and soft landscaping.

**APPROVED**

- vi) 2017/1708 Land north of Shotesham Road (Area D): Discharge of condition 6 following 2014/0319/D – drainage layout.

**APPROVED**

- vii) 2017/1817 2 White House Gardens: Reduce height of lime tree by 4m. Remove lowest branch over road. Remove any loose and dangerous deadwood. **APPROVED**
- viii) 2017/1905 7 Boundary Way: Non-material amendment to planning permission 2016/0893 (Proposed 2 storey side extension) – External openings enlarged and replacement of double doors with bi-fold doors to north east elevation. **APPROVED**
- ix) 2017/1906 Land west of Norwich Road and south of Caistor Lane: Non material amendment from planning consent 2014/0732 – Amendments to plots 35 and 36, gable elevations and side elevations changed to render. **APPROVED**

*Lisa Neal returned to the meeting.*

## 8. Correspondence and Consultations

### a) Parish Partnership Scheme 2018/19

The Chairman noted that the village gateway scheme was being priced and would be considered by Finance and Governance. Councillors were asked to forward any further suggestions to the Clerk. It was confirmed that the Highways Engineer was looking into the right turn into Rectory Lane issues, and had agreed that the white paint on the roundabouts on Devlin Drive would be reinstated.

### b) Community Governance Review: Stage 2 Consultation

The Clerk presented a draft response for consideration. It was felt that the supporting document should be revised so that it stood alone from the previous submission, and a few minor amendments were suggested. It was noted that Framingham Earl were now stating a case not to merge. Concern was expressed by one councillor that the proposal should not go ahead without the support of Framingham Earl councillors, and that residents may find it difficult to have their voice heard. It was confirmed that the agreed Poringland Parish Council response was to support the proposal, and it was not felt that this would represent a democratic deficit, as the whole council would work for the good of the two communities. The individual parishes would not lost their identity. It was **agreed** to submit the response subject to the amendments to make it a stand alone document, proposed by John Henson, seconded by David Hewer, 9 in favour, 1 against.

**Clerk**

## 9. Finance

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

The receipts, payments and bank reconciliation for August 2017 were presented and **noted**.

### b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by David Hewer, seconded by Trevor Spruce, all in favour.

|                      |                         |           |
|----------------------|-------------------------|-----------|
|                      | Staff Salaries          | £5,300.39 |
|                      | PAYE & NIC              | £1,855.89 |
| HMRC                 | Superannuation          | £1,934.25 |
| Norfolk Pension Fund | Mileage                 | £10.35    |
| C Moore              | Telephone and Broadband | £42.10    |
| BT                   | Village Hall Hire       | £42.50    |
| All Saints Centre    |                         |           |

|                                   |                              |           |
|-----------------------------------|------------------------------|-----------|
| Shaw & Sons                       | Minutes / Burial Books       | £452.38   |
| Norfolk Copiers                   | Printing                     | £20.56    |
| Microshade                        | Hosted IT                    | £138.36   |
| R McCarthy                        | Event Expenditure            | £38.74    |
| Total Gas & Power                 | CC Electricity               | £581.62   |
| ESPO                              | CC Gas                       | £40.04    |
| OBAS UK Ltd                       | Embroidered Polo Shirts      | £169.79   |
| Spruce Landscapes                 | CC Grounds Maintenance       | £226.00   |
| Veolia                            | Waste                        | £86.02    |
| Spruce Landscapes                 | Burial Grounds Maintenance   | £750.00   |
| Anglian Water                     | Burial Ground Water          | £14.80    |
| ESPO                              | Padlocks                     | £63.86    |
| Hugh Crane Cleaning Eqt           | Cleaning Materials           | £318.14   |
| HouseProud                        | Relief Caretaking            | £1,033.48 |
| Garden Guardian                   | Grounds Maintenance          | £723.00   |
| Bartlett Signs                    | Signage                      | £450.00   |
| Spruce Landscapes                 | Grounds Maintenance          | £270.00   |
| Barclaycard                       | Various                      | £336.61   |
| Spruce Landscapes                 | Trafalgar Square Maintenance | £120.00   |
| Harry Stebbing Workshop           | Oak Notice Board             | £1,513.50 |
| The Alarm Company                 | Fire Alarm Standby Battery   | £36.34    |
| L Gooderham                       | Mileage                      | £12.87    |
| Norfolk Parish Training & Support | Chairmanship Training        | £150.00   |
| SLCC Norfolk                      | Autumn Conference            | £25.00    |
| Dyno-Rod                          | Grease Trap Cleaning         | £150.00   |
| J&A Saunders                      | Window Cleaning              | £90.00    |
| Millar West                       | Office Furniture             | £439.31   |
| C Moore                           | Petty Cash Top Up            | £93.50    |

## 10. Committees and Advisory Groups

### a) Open Spaces, Recreation and Environment Advisory Group

The report of the meeting was **noted**. It was confirmed that the nettle area at the top of the Community Centre was being sprayed off and returned to grass, and that the dog bin would be moved to nearer the litter bin. The ditch at the Playing Field had been litter picked by the Men's Shed, and the tree stump had been removed.

### b) Neighbourhood Plan Committee Report

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

## 11. Welcome Home and Memorial Playing Field Trust

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

## 12. Other Matters

### a) Co-options to Neighbourhood Plan Committee

It was **agreed** to co-opt John Hodgson, Carl Pitelen, Joss Riley and Anne Barnes to the Committee, proposed by Chris Walker, seconded by John Henson, all in favour.

**Clerk**

### b) Community Land Project Masterplan

The Masterplan was presented for consideration. It was confirmed that this was an artistic impression, and matters such as placement of trees would be

considered at the planning and design stages. The access path would not be for vehicles, and Norfolk Homes could possibly help with laying of services. The allotments were acknowledged as the priority. The Pavilion was expected to only be used as a changing and sports facility. The adult gym was expected to be sited within Norfolk Homes, but could be included if that project did not come to fruition. It was **agreed** to accept the masterplan, proposed by John Henson, seconded by James Landshoft, all in favour. It was confirmed that the Working Group terms of reference for the next stage would be presented at the October meeting.

- c) Rosebery Park Section 106 Transfer  
The legal pack from Big Sky was presented, and it was confirmed that this did not include the lagoon, and that the Clerk had stated that the transfer would not take place until the stone had been removed to satisfaction. A snagging list would be agreed. With these caveats, the legal pack was **agreed**, proposed by David Hewer, seconded by James Landshoft, all in favour. **Clerk**
- d) Library Open Plus Works  
No update had been given.
- e) Update Annual Action Plan  
The updated action plan was **noted**.
- f) Cabaret 2018 Proposals  
A report from the Community Centre Manager was presented. It was **agreed** to book 'Masters of the Musicals' for 10<sup>th</sup> February 2018 (without the proposed meal); 'Frankie's Guys' for 21<sup>st</sup> April 2018; 'Olly Day / The Dreamers' for September 2018; and 'Jukebox Rogues' for December 2018, proposed by John Henson, seconded by Trevor Spruce, all in favour. The Clerk was asked to circulate the running total of profits for the events. **Clerk**
13. **Date of next meeting:**  
➤ Wednesday 25<sup>th</sup> October 2017, 7.30pm, Full Council, Community Centre

The meeting closed at 9.10pm.

**CHAIRMAN**