

**Minutes of the Meeting of Poringland Parish Council  
Wednesday 3<sup>rd</sup> January 2018 7pm Poringland Community Centre**

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

**Also attended:** 5 members of the public in attendance.

**1. Apologies**

There were no apologies for absence.

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

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

Trevor Spruce declared a pecuniary interest in item 11e as he had tendered for the work.

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 Previous Meeting**

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

- Page 8 Item 12b – replace ‘towards’ with ‘of’ in relation to the Level 4 fees.
- Page 9 Item 13c – replace ‘Lane’ with ‘Land’.

With these amendments the minutes were **agreed**, proposed by James Landshoft, seconded by John Overton, all in favour.

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

**a) Leaks in Shotesham Road**

It was confirmed that in relation to the ongoing leaks in Shotesham Road from the new water main, Anglian Water had identified a problem with the copper connectors in that area and had implemented a different type of connector, so this should not occur again. The Parish Council had asked to be involved in the meeting to discuss the levels of reinstatement on the roads following these works.

**5. Report from the Chairman**

Tim Boucher reported that the cycleway scheme from Budgens to Rectory Lane was due to begin on Monday 29<sup>th</sup> January, for a duration of 10 weeks. The Clerk had been having early conversations about advance publicity of the works, to ensure that residents and commuters were well informed, and would continue to press for media information and advance warning signs. Concern

**Clerk**

was expressed regarding the negative publicity that this scheme could attract, together with the fact that it was not supported by the Parish Council. A number of questions had been raised which would be forwarded to Norfolk Homes and Norfolk County Council the following week. It was **agreed** that a press / social media statement should be prepared in case the Parish Council received negative comments about traffic issues, and that the details of a liaison contact person should be supplied by the contractors so that issues could be raised quickly. The Clerk noted that she had been discussing the implications of this scheme with the relevant authorities since August 2017. It was suggested that the benefits of cycleways should be highlighted, including that cars should not park on cycleways, and that the main benefits were for those who may not feel safe cycling in the road.

Clerk

Tim reported that the Michael Jackson Tribute Night had been a huge success, with profits of nearly £700 on the evening.

The Greater Norwich Local Plan briefing on 16<sup>th</sup> January was noted, and it was **agreed** that John Henson would attend this in his role as Chairman of the Neighbourhood Plan Committee.

Clerk

The Clerk reported to Councillors that a bad debt totalling £154.00 was outstanding from a hirer who had now left the Community Centre. It was **agreed** that the Clerk would pursue this through the normal channels, including the small claims court if necessary.

## 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 Trevor Spruce, all in favour.*

### a) District Councillors

Lisa Neal reported that the Greater Norwich Local Plan consultation would begin on 8<sup>th</sup> January 2018, running until 15<sup>th</sup> March 2018. The consultation would be open to the public and would be on the South Norfolk Council website via a link. It was noted that this would be discussed at the January meeting.

John Overton reported that South Norfolk Council would be writing to parish councils regarding parking permit schemes.

The procurement for superfast broadband had been completed and 100% of areas in South Norfolk should receive a superfast connection through 18 new masts supplied by InTouch.

Joint working arrangements with Broadland District Council were moving forward, and discussions would take place with staff soon.

The five year land supply was being examined, and legal advice being taken as to whether South Norfolk would have to adhere to the existing Local Plan in respect of this. South Norfolk as a district had met the land supply, but had not when this was calculated in the Greater Norwich Policy Area.

South Norfolk Council owned around 1,000 street lights across 8 parishes, with some deteriorating. Only around 300 were actually required, and others would be offered to Parish Councils for future maintenance as they need replacing.

A query was raised as to whether Poringland would be increasing to 13 councillors, it was **agreed** that this would be investigated.

Clerk

### b) County Councillor

No present.

c) Public Participation

A member of the public noted that the 20mph sign at the entrance to Devlin Drive was obscured. The Clerk noted that it was due to be changed to make it more visible, and that Norfolk County Council had written to the householder opposite asking them to cut back the shrub obscuring that sign. The Clerk was asked to query whether roundels or repeaters could be installed in the 20mph zone.

Clerk

A member of the public expressed concern that the cycleway would result in a narrowing of the road, which they felt was already dangerous with HGVs passing through.

A query was raised regarding the opening of the spine road, and it was noted that this was expected in 2019. The path on Shotesham Road was still in the hands of UK Power Networks who viewed it as low priority.

A member of the public queried the frequency of road resurfacing, noting that Malten Close had not been surfaced in 19 years. The Clerk was asked check when this was due.

Clerk

*Standing orders were reinstated. Lisa Neal left the meeting and observed from the public area.*

7. **Planning**

a) Applications Received

i) 2017/2667 Land to the rear of 23 Caistor Lane: Erection of 1no bungalow.

John Henson had viewed the plans and visited the site. The applicants proposed a new bungalow in the rear garden, which was close to two busy junctions. The plans did not include a garage. The application stated that it was not within 20 metres of a watercourse, which was incorrect. There was no turning circle enabling vehicles to access in a forward gear. No bin refuges or space for cycles was included. The Lead Flood Authority had raised a number of concerns which were supported by the Parish Council. It was felt that permitted development rights should be prohibited within any conditions due to the cramped form of development.

It was **agreed** to object to the application making the above comments, proposed by John Henson, seconded by Tim Boucher, 8 in favour, 0 against, 1 abstention.

Clerk

ii) 2017/2709 11 Elizabeth Road: Variation of condition 2 from planning consent 2016/1177 – (Single storey pitched roof rear and side extension with 1<sup>st</sup> floor extension to the front) – To change brick work to composite cladding.

John Overton had viewed the plans and seen a sample of the cladding. This looked attractive, and there were no concerns raised by the neighbours.

It was **agreed** to support the application, proposed by John Overton, seconded by Tim Boucher, all in favour.

Clerk

iii) 2017/2756 8 Romany Walk: Rear first floor extension and new entrance porch.

David Gooderham had viewed the plans and visited the site. He noted that the proposed extension was similar to other properties in the area, and neighbours had not raised any concerns.

It was **agreed** to support the application, proposed by David Gooderham, seconded by Tim Boucher, all in favour.

**Clerk**

- iv) 2017/2775 10 The Footpath: Single storey rear and side extensions and alterations (revised application following 2017/2135).

David Gooderham had viewed the plans and visited the site. He noted that the application slightly moved the extension, and that neighbours had no objections, however there was a query over boundaries and footings, which had been referred to South Norfolk Council. The extension was already well on its way in the new footprint.

It was **agreed** to object on the basis that this was a retrospective application, proposed by David Gooderham, seconded by Chris Walker, all in favour.

**Clerk**

b) Planning Decisions

- i) 2017/2169 Unit 4 Overtons Way: Non-illuminated wall sign above front door.

**APPROVED**

- ii) 2017/2416 91 Cawstons Meadow: Garden room extension to rear, side extension and garage conversion.

**APPROVED**

- iii) 2017/2595 125 The Street: 2no. garages.

**APPROVED**

*Lisa Neal returned to the meeting.*

**8. Correspondence and Consultations**

None.

**9. Finance**

a) Receipts, Payments, and Bank Reconciliation

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

b) Accounts for Payment

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

	Staff Salaries	£6,298.62
HMRC	PAYE & NIC	£2,207.89
Norfolk Pension Fund	Superannuation	£2,178.15
BT	Telephone and Broadband	£44.34
SLCC	Level 4 Registration	£150.00
Norfolk Copiers	Printing	£36.37
Microshade	Hosted IT	£214.62
Hugh Crane Cleaning Eqt	Cleaning Materials	£498.32
ESPO	CC Gas	£189.32
Total Gas & Power	CC Electricity	£817.42
Wave	CC Water	£182.34

Spruce Landscapes	CC Grounds Maintenance	£226.00
WorldPay	Car Machine Charges	£0.85
South Norfolk Council	Pavilion Prem Lic Fee	£70.00
M Grapes	Box in sinks	£300.00
Norwich Electrical	Electrical Repair	£54.00
The Alarm Company	Fire Alarm Servicing	£312.00
R McCarthy	Event Expenditure	£48.12
L Gooderham	Laundry Allowance	£30.00
Veolia	Waste	£99.56
Wave	Cemetery Water	£14.67
Spruce Landscapes	Cem Grounds Maintenance	£750.00
HouseProud	Relief Caretaking	£1,045.13
J & A Saunders	Window Cleaning	£220.00
Wave	PF Water	£69.46
Garden Guardian	Grounds Maintenance	£882.00
Sovereign	Play Markings – 20%	£757.80
Sovereign	Play Markings – 30%	£1,136.69
Barclaycard	Various	£497.15
R McCarthy	Expenses	£44.29
Business Webpage Ltd	Email Hosting	£144.00
HouseProud	Relief Caretaking	£804.25
Best Norfolk Office Solutions	Six Administrator	£108.75
Norse Eastern Ltd	Carpet Cleaning	£42.00
Ezyglide	Partition Servicing	£678.00
Spruce Landscapes	Old War Memorial Relocate	£132.00
C Moore	Petty Cash Top Up	£88.97

c) Internal Audit Report

The interim internal audit report was presented, with one recommendation that the pages of the minutes should be initialled by the Chairman. This recommendation was **noted**.

**TB**

**10. Committees and Advisory Groups**

a) Welcome Home and Memorial Playing Field Trust Report

The report of the meeting was **noted**. John Overton noted that there were issues over key control and that the Clerk was looking into a key system where only authorised people could get keys cut. John Henson noted that he had repaired a lock on the outside of the Pavilion.

b) Finance & Governance Advisory Group

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

c) Neighbourhood Plan Committee

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

**11. Other Matters**

a) Banking Arrangements

The recommendation of the Finance & Governance Advisory Group to move the Council's current account and part of the deposit account to Unity Trust Bank was **agreed**, proposed by Chris Walker, seconded by Trevor Spruce, all in favour.

**Clerk**

- b) Community Land Project Lead Consultant  
The report outlining the RIBA Stage 3 costs and estimates for surveys was presented. It was felt that Consultant 1 was too cheap and too remote. Consultant 2 had worked with the Council, and was the second lowest priced. It was **agreed** to appoint Consultant 2 – Chaplin Farrant – and to budget £33,000 for the project, including contingency, proposed by David Gooderham, seconded by James Landshoft, all in favour. **Clerk**
- c) Budget and Precept Setting  
The Chairman of the Finance & Governance Advisory Group presented the final draft budget and precept for approval, noting a 0% increase for Band D council tax. The budget was **agreed** as drafted, proposed by David Gooderham, seconded by David Hewer, all in favour. **Clerk**
- d) Annual Action Plan  
The update to the Annual Action Plan was **noted**. **Clerk**
- e) Yew Hedge at Cemetery  
Six prices were presented for the yew hedge at the cemetery, and it was **agreed** to commission this work with Spruce Landscapes at a cost of £1,100.00, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**
- f) Grit Bin Rosebery Park  
The Clerk reported that a request had been made for a new grit bin in Rosebery Park. The request was discussed, and it was **agreed** that a new bin would be purchased subject to approval of the location by Norfolk County Council, 5 in favour, 3 against, 2 abstentions. **Clerk**
12. **Date of next meeting:**  
➤ Wednesday 31<sup>st</sup> January 2018, 7pm, Full Council, Community Centre.

The meeting closed at 8.30pm.

**CHAIRMAN**