

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 31<sup>st</sup> January 2018 7pm Poringland Community Centre**

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

**Also attended:** County Councillor Vic Thompson and 14 members of the public in attendance.

**1. Apologies**

Apologies for absence were received and accepted from Chris Walker, Steve Aspin and James Landshoft, proposed by David Hewer, seconded by Trevor Spruce, all in favour.

**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.

Lisa Neal declared an interest in item 4c as a member of South Norfolk Council.

Trevor Spruce declared an interest in item 4c as he had priced for the installation of the hedge.

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 3<sup>rd</sup> January 2018 were **agreed**, proposed by David Hewer, seconded by Jenny Kereama-Ellis, all in favour.

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

**a) Cycleway Communications**

The Chairman reported that works had been delayed due to the ongoing Anglian Water works, and that advance warning signs had been put out.

**b) Unity Trust Bank Account**

The application had gone in for the new bank account, and the Clerk was waiting for further communication.

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

Members of the public who lived opposite the open space land in Rosebery Park expressed their dissatisfaction at the information given to them as buyers regarding the railings on the spaces. They noted that there were problems of dog fouling, and that they had been led to believe that these would be spaces enclosed by natural planting. Complaints had been made to Big Sky Developments since July 2017, and a solicitor had been involved. It

was noted that landscape drawings had been available from the office, and that the implication had been that the buyer should have asked, whereas the residents felt that they should have been given everything to make an informed decision. The railings were installed after contracts had been exchanged, and one resident noted that she would not have purchased if she had been aware of them. Big Sky Developments had made it clear that the railings would not be taken down.

In reply the Chairman noted that the Parish Council did not have any jurisdiction over the sale of the properties.

John Overton reported that he had raised questions with Big Sky Developments regarding the conduct of the sale. He had asked for the detailed planning documents showing the railings. The Chairman noted that the Council would not proceed with the legal transfer of the land while there was an ongoing dispute.

*Standing orders were reinstated.*

**c) Open Space Rosebery Park**

It was **agreed** that John Overton would pursue the planning issue, and that as a last resort, if no resolution could be found between the developer and the buyers, the Council would fund 50% of a privet hedge to mask the railings outside numbers 5 & 7 Lansdowne Drive, proposed by Tim Boucher, seconded by David Gooderham, 6 in favour, 0 against, 2 abstentions. It was noted that the Parish Council removing the railings would set a precedent and be costly. A bye-law could be passed banning dogs however this was very difficult to enforce with limited resources.

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**Clerk**

**d) Anglian Water Update**

A meeting to discuss the remedial works to patching had been booked for 8<sup>th</sup> February.

**5. Report from the Chairman**

Nothing to report.

**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 David Hewer, all in favour.*

**a) District Councillors**

Lisa Neal reported that the South Norfolk Litter Pick initiative had been launched, running from 1<sup>st</sup> February to 31<sup>st</sup> May. The incentive was available to parishes, community groups and not for profit organisations.

The South Norfolk Community Awards would be presented on 7<sup>th</sup> June at Diss Corn Hall, hosted by Radio Norfolk presenter Nick Conrad. Nominations were invited from 19<sup>th</sup> February to 29<sup>th</sup> April.

Grants of up to £250 were available for communities hosting an event to commemorate the end of the First World War, taking place between 1<sup>st</sup> March 2018 and 30 November 2018.

John Overton reported that the South Norfolk democratic process was now entirely electronic, with no hard copies of agendas produced except one for the Chairman of the Council at Full Council meetings.

Anglian Water had agreed their compensation with Budgens, who had also received a reduction in their business rates. A significant reduction in footfall had been seen there, as well as businesses such as Groundhog. Some businesses had chosen not to make a claim for compensation. The Early Help Hub was proving successful and would welcome any promotion available.

**b)** County Councillor

Vic Thompson presented his report, noting that a new 'Working Together' team had been set up to bring together skills and experience in the voluntary sector.

The Hales A146/B1136 junction conversion to roundabout was underway. This would improve access to the services, and a new 50mph speed limit was being introduced.

Gritting routes and grit bin information was available on the County Council website. Roadworks information could be seen at [www.roadworks.org](http://www.roadworks.org).

Discussions had taken place regarding merging or closer working of the police and fire services in Norfolk. Norfolk County Council did not support the fire service moving to police control, however the Police and Crime Commissioner had asked for this to proceed to the business case stage.

The latest OFSTED inspection had taken the County Council out of 'Inadequate'. The Adoption Service had been rated as 'Outstanding'.

Poringland Primary School had been rated as 'Good', and had spaces for new pupils across the year groups. The new classrooms were replacing old portacabins and had been delivered with developer money allocated to modernise the existing school.

The Transport for Norwich Strategy Review was running in tandem with the Greater Norwich Local Plan consultation. The roadshows at Cringleford and Costessey would be attended by officers who could answer questions on this.

**c)** Public Participation

A member of the public reported that there was a lot of mud outside the Bennett Homes development, from the site. They were not sweeping the road. The Clerk was asked to report this to Planning.

A member of the public expressed concern about the lack of white lines and ill-defined roundabouts on Devlin Drive and the roads leading off. The Chairman replied that he had met with Highways who had agreed to repaint the white on the mini-roundabout, but would not put in additional lines. They would also be sorting out the visibility of the 20mph sign. It was acknowledged that traffic would become a greater issue on that road once the spine road was opened up.

A member of the public asked for an update on the Rosebery Park Section 106 transfer. It was confirmed that there was no new information, Big Sky Developments were waiting for UK Power Networks, and information had been included with the agenda papers.

A member of the public queried the Shotesham Road site set out in the Greater Norwich Local Plan documents. It was confirmed that the site had been brought forward under the call for sites, and would now be assessed for suitability. The consultation process was designed to allow members of the public to respond to such proposals, and the Parish Council would be agreeing their response to the whole consultation on 28<sup>th</sup> February.

A member of the public noted publicity he had seen regarding country-wide

**Clerk**

funding for schemes, but was disappointed that South Norfolk and Poringland were not mentioned. It was confirmed that the Football in the Community scheme at Horsford included Community Infrastructure Levy money, and that Poringland received the same pro rata rate of CIL for qualifying properties built.

A member of the public expressed frustration at the noise from traffic along The Street following the reinstatement works by Anglian Water. The Chairman confirmed that Anglian Water would be pressed for remedial works, and noted that the Parish Council was not satisfied with the state of the road as it stood. It was understood that BT were expected in the village soon, to make connections to new developments.

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

## 7. **Planning**

### a) Applications Received

#### i) 2017/2879 51 Stoke Road: Porch to front.

Withdrawn from the agenda as the application had already been determined.

#### ii) 2017/2891 Dawn House, Bungay Road: Ground and first floor extension.

Withdrawn from the agenda as the application had already been determined.

It was noted that a complaint had been made about applications being determined when extensions had been given. Lisa Neal confirmed that this was being investigated.

#### iii) 2018/0073 Land to the rear of 6 Old Mill Road: Erection of single storey detached dwelling.

Trevor Spruce had viewed the plans and visited the site. He noted that the house was currently split into two dwellings and that concern had previously been expressed regarding cars using the one entrance. The planning documents stated that the existing dwelling would be returned to one house. All the issues previously raised had been addressed. Significant work would be required not to overwhelm the drains.

It was **agreed** to make no comments, proposed by Trevor Spruce, seconded by Tim Boucher, all in favour.

**Clerk**

#### iv) 2018/0080 Sunnyways, Sunnyside Avenue: Single storey extension and new porch.

David Gooderham had viewed the plans and visited the site. The applicant proposed a small porch on the front, and an extension on the back, all of which were in keeping with the existing properties. There were no issues of overlooking, and no objections from neighbours.

It was **agreed** to make no comments, proposed by David Gooderham, seconded by John Henson, all in favour.

**Clerk**

### b) Planning Decisions

- i) 2017/2709 11 Elizabeth Road: Variation of condition 2 from planning consent 2016/1177 – (single storey pitched roof rear and side extension with first floor extension to the front) – To change brick work to composite cladding. **APPROVED**
- ii) 2017/2775 10 The Footpath: Single storey rear and side extensions and alterations (revised application following 2017/2135). **APPROVED**

*Lisa Neal returned to the meeting.*

## 8. Correspondence and Consultations

- a) Greater Norwich Local Plan Regulation 18 Consultation  
It was noted that a roadshow would be held at the Community Centre on 26<sup>th</sup> February between 2pm and 8pm. The public consultation was underway, and a response would need to be formulated to the 65 questions and 12 sites proposed. It was **agreed** that a small working group made up of Trevor Spruce, John Henson, John Overton and Tim Boucher would attend the consultation at 5pm, and would then meet immediately after to formulate the Council's draft response to the questions. **Clerk**
- b) Pharmacy Application Appeal  
It was **agreed** to support the appeal for the pharmacy application, noting that this was strongly supported by the community, proposed by John Henson, seconded by Jenny Kereama-Ellis, all in favour. **Clerk**
- c) Clements Gate Play Space  
The design of the new play space and adult gym was viewed and supported. It was **agreed** that the Parish Council would take ownership of the play spaces with a ten year commuted sum, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**
- ## 9. Finance
- a) Receipts, Payments, and Bank Reconciliation  
The receipts, payments and bank reconciliation for December 2017 were presented and **noted**.
- b) Quarterly Financial Reports  
The quarterly Parish Council and Community Centre financial reports were **noted**.
- c) Accounts for Payment  
It was **agreed** to pay the following accounts, proposed by David Hewer, seconded by Trevor Spruce, all in favour.

	Staff Salaries	£6,036.87
HMRC	PAYE & NIC	£1,975.99
Norfolk Pension Fund	Superannuation	£2,036.46
ESPO	Stationery	£41.64
BT	Telephone and Broadband	£41.79
Norfolk Copiers	Photocopier Rental	£172.76
Citrus Sharp Security Shredding	Annual Shredding Contract	£266.00
Norfolk Copiers	Printing	£54.54
Auditing Solutions Ltd	Interim Internal Audit	£504.00

Microshade Business Consultants	Hosted IT	£214.62
Total Gas & Power	CC Electricity	£727.01
ESPO	CC Gas	£218.58
WorldPay	Card Machine Charges	£4.81
MCL Mechanical Services	Boiler Servicing	£177.60
RamsayHolmes	Call Out – Faulty Door	£144.00
Spruce Landscapes	CC Grounds Maintenance	£226.00
K-Teas	M Jackson Buffet	£350.00
Banqueting Hire Service	Table Hire	£262.00
R Burbage	Refund	£100.00
Veolia	Waste	£74.23
Spruce Landscapes	Cem Grounds Maintenance	£750.00
Spruce Landscapes	Hedge / play mark clean / Traf	£1,860.00
Play Inspection Company	Mulberry & Trafalgar Inspections	£180.00
Fenland Leisure Products	Play Equipment Repairs	£738.13
Eon	PF Electricity	£431.36
Barclaycard	Various	£629.74
MPS Doors	Door Sensor Repair	£406.80
Spruce Landscapes	Repair Paving Slabs	£240.00
R McCarthy	Expenses	£17.00
Y Wonnacott	Holiday Paid on Termination	£14.88
HouseProud	Relief Caretaking	£1,204.42
C Moore	Petty Cash Top Up	£88.93
Poringland Parish Council	Unity Trust Deposit – Replace	£500.00
Spruce Landscapes	Graffiti Treatment - Mulberry	£180.00
David Michael Productions Ltd	Musicals Balance	£1,620.00

## 10. Committees and Advisory Groups

### a) Neighbourhood Plan Committee

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

## 11. Other Matters

### a) Keys at Playing Field Pavilion

The Clerk presented a quote from AC Leigh to replace the front door, back door and changing room door keys with a controlled key system for £368.06. It was **agreed** to go ahead with this work, proposed by John Overton, seconded by Jenny Kereama-Ellis, all in favour.

**Clerk**

### b) Meeting Dates

It was **agreed** that the May meeting would be moved to 23<sup>rd</sup> May to avoid half term. The 2018/19 meeting schedule was **agreed**.

**Clerk**

### c) Relief Caretaking Contract Award

The Clerk presented three prices from contractors. It was **agreed** to award the contract to Heritage Contract Services, proposed by John Henson, seconded by Trevor Spruce, all in favour.

**Clerk**

### d) Community Land Project

#### i. Phase Two Consultant

The Chairman explained that there had been an error with the prices previously presented which had been picked up shortly after the Council meeting, therefore the decision needed to be revisited. He noted that the

Council had also received an appeal from the lowest priced consultant challenging the decision not to appoint them. It was **agreed** to interview the three lowest priced consultants, proposed by John Henson, seconded by David Gooderham, all in favour.

**Clerk**

ii. Transfer of Land from Norfolk Homes

The Chairman reported that he had a meeting booked to discuss the transfer, which would be completed before any costs were incurred in gaining planning permission.

e) Play Inspection Reports

The play inspection summary report was presented and noted. The Clerk was asked to get prices for the required works.

**Clerk**

12) **Exclusion of the Press and Public**

It was **resolved** to exclude the press and public for the duration of item 12a on the agenda proposed by Tim Boucher, seconded by David Hewer, all in favour.

a) Debt Incurred by Regular Hirer

Councillors received information about the outstanding debt, and agreed to take no further action as the majority of the sum had been received, proposed by Jenny Kereama-Ellis, seconded by Trevor Spruce, all in favour. It was **agreed** that the hirer would not be permitted to return to the Community Centre.

13. **Date of next meeting:**

- Wednesday 28<sup>th</sup> February 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9.15pm.

**CHAIRMAN**