

**Minutes of the Meeting of Poringland Parish Council  
Wednesday 7<sup>th</sup> March 2018 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
Steve Aspin  
James Landshoft  
Lisa Neal  
John Overton  
Trevor Spruce  
Chris Walker  
Catherine Moore (Parish Clerk)

**Also attended:** County Councillor Vic Thompson and 11 members of the public in attendance.

**1. Apologies**

Apologies for absence were received and accepted from John Henson, David Gooderham, and David Hewer, proposed by James Landshoft, seconded by Chris Walker, 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.  
Chris Walker declared an interest in item 7a(i) as an acquaintance of the applicant.

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 31<sup>st</sup> January 2018 were **agreed**, proposed by James Landshoft, seconded by Trevor Spruce, all in favour.

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

**a) Anglian Water Works**

The Chairman reported that the Anglian Water works had been completed, with remedial works signed off.

**b) Unity Trust Bank Account**

The Clerk reported that the account had been opened and was being set up ready for use. Councillors who were signatories had been sent details to register online, and three signatories were to be added.

**c) Open Space Rosebery Park**

The Clerk noted that the developer required the transfer to be completed by the end of May 2018, and that the pavement issue would not be resolved by that time. It was noted that the Council could also inherit the dispute regarding the fencing of the open space. The Clerk noted that there were two options: a) to withdraw the condition regarding the pavement and proceed with the transfer; or b) to withdraw from the transfer to enable the developer to meet their deadlines. It was **agreed** to inform the developer that Council was minded to withdraw from the transfer to enable them to meet their deadline, proposed by Chris Walker, seconded by John Overton, all in favour.

**Clerk**

- d) Rosebery Park Grit Bin  
The Clerk reported that a location had been agreed and the grit bin would be bought.

**5. Report from the Chairman**

The Chairman reported that Jenny Kereama-Ellis had offered her resignation from the Council. The vacancy would be advertised in the usual way.

The Chairman also thanked everyone for their community spirit during the recent snow incident, with people helping others out in many ways.

**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

Lisa Neal reported that the Greater Norwich Local Plan team had confirmed that an additional 7,200 homes plus 114 hectares of employment land needed to be identified. The deadline for submissions had been extended to 22<sup>nd</sup> March 2018. Well over 100 people had attended the Poringland consultation day which was encouraging.

The collaboration with Broadland District Council was progressing well with staff workshops taking place to discuss the new working arrangements.

The South Norfolk Community Awards were open for nominations, which closed on 29<sup>th</sup> April. The presentations would co-incide with National Volunteers Week.

South Norfolk On Show would be taking place on 1<sup>st</sup> July from 11am – 4pm, with an opportunity to see behind the scenes of the council services.

There had been issues at the David Wilson Homes site regarding drainage, which had been escalated to the Managing Director, who had offered to set up a site meeting for councillors.

John Overton reported that council tax had risen by £5/year, after being frozen for 8 years. Central government funding would cease from 2019.

Parking permit schemes had been launched at the feasibility study stage, and it was acknowledged that there were problems with people using spaces as park and rides.

Budgens had introduced a parking restriction of two hours monitored through CCTV and penalty notices.

Income at Wymondham Leisure Centre had increased by 20%, with 0.25M visitors in 2017. There had been an increase in the number of casual users.

Big Sky had bought land at Cringleford, and money had been received to develop the A11 corridor, as well as money from the Local Enterprise Partnership to develop the Enterprise Zone and Norwich Research Park.

Disabled resident grants were available through the Early Help Hub, working in partnership with the N&N Hospital. Checks would be made to enable people to return home safely, freeing up beds.

Snow had delayed bin collections, but teams were catching up.

A number of concerned residents had called regarding an apparent roadway opened on Carr Lane. It had been confirmed that this was for the site compound for the cycleway.

b) County Councillor

Vic Thompson presented his report. He noted that grit bins had been disappearing, and asked that their locations be checked against those recorded on the online maps. He also noted that it was an offence to place furniture on the verge without permission, and that boundaries could be easily checked. The person placing the item would be liable if there was an incident.

A fire safety awareness campaign was underway, together with the continued exploration of the business case for merging the police and fire services in Norfolk.

The recovery phase from the snow incident had begun, and a third filling run for grit bins was being considered. It was thought that well-intentioned gritting by members of the public should not result in liability for accidents. It was noted that Rectory Lane was not included in gritting routes although it was a bus route. Potholes had also reappeared following the bad weather and the temporary repairs were considered not to be cost-efficient. It was noted that recovery would be a huge job, and there were still large snow drifts in some roads.

c) Public Participation

A member of the public expressed dissatisfaction with the reinstatement of the road after Anglian Water had left. It was confirmed that meetings had taken place and that all remedial works were within tolerances, with some above and beyond what was required of them. It was understood that they should sink and level themselves.

It was noted that members of the public used the Community Centre car park without using the facility as well. It was **agreed** to refer this to the Facilities Advisory Group for discussion.

A member of the public noted concern about the danger of the pedestrian crossing on The Street, in the middle of the cycleway works. He also thanked the Council for their support regarding the pavement in Shotesham Road.

A member of the public expressed dissatisfaction with the cycleway roadworks, and asked where this had been democratically decided. It was confirmed that this had been the top priority chosen by the village in 2003, when the planning application was decided. The narrowing of the road was noted, and the Council together with district and county councillors continued to look at the issue of a toucan crossing at the church. The cycleway was a planning condition relating to the number of houses, and it was not compulsory for people to use it, being mainly designed for young people and those less confident cyclists.

A member of the public gave an update on the fencing situation at Rosebery Park, noting that a meeting had taken place with Big Sky regarding the sale of the houses. The areas had been identified as dog parks and were being used by professional dog walkers. Big Sky remained adamant that the fencing would not be removed but were looking at hedging. The red gates could be removed so that the space was not enclosed, and dog bins could be removed.

A member of the public asked for an update on the Community Land Project. It was confirmed that the Council was writing to Norfolk Homes requesting transfer of the land, and that a lead consultant was being appointed to take the Council through planning. Surveys and application documents would be drawn together as soon as the land was transferred.

Clerk

A member of the public noted that the Poringland Archive Group would be producing a leaflet to go out with the Five+ giving information on World War One soldiers from Poringland. They were working on a suitable project with the Men's Shed.

A member of the public reported that the drains along the main road were blocked with silt and needed clearing. The Clerk was asked to report this.

**Clerk**

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

## 7. Planning

### a) Applications Received

#### i) 2018/0197 13B Upgate: Single storey rear extension and front entrance porch.

John Overton had viewed the plans and visited the site, and confirmed that there were no objections from neighbours.

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

**Clerk**

*Chris Walker returned to the meeting.*

#### ii) 2018/0264 Subdivision of garden of 21 Clearview Drive: Erection of three bedroom chalet dwelling (revision to scheme approved under reference 2016/1371/F).

John Henson had viewed the plans and sent in his comments. He noted that the turning of the property by 180 degrees assumed that the neighbour was happy to accept scaffolding onto his property, which it was understood was not the case. It was felt that if the construction could not take place within the boundaries of the property, it was too big for the site.

It was **agreed** to refuse the application, proposed by Tim Boucher, seconded by Chris Walker, all in favour.

**Clerk**

#### iii) 2018/0355 8 Caistor Lane: Single storey rear extension, new pitched roof over existing first floor structure, new external rendering and cladding, new windows and minor alterations.

John Henson had viewed the plans and sent his comments, noting that it rationalised the building and would dispose of the flat roofs

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

**Clerk**

### b) Planning Decisions

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

**REFUSED**

#### ii) 2017/12756 8 Romany Walk: Rear first floor extension and new entrance porch.

**APPROVED**

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

**APPROVED**

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

**APPROVED**

- v) 2018/0080 Sunnyways, Sunnyside Avenue: Single storey extension and new porch. **APPROVED**
- v) 2018/0135 28 Collingwood Close: Non-material amendment of planning application 2017/1365/H – Reduction in number of bi-fold doors from 6 to 5 and addition of two static windows. Change of design to side window. **APPROVED**

*Lisa Neal returned to the meeting.*

## 8. Correspondence and Consultations

### a) Greater Norwich Local Plan Regulation 18 Consultation

The draft response had been circulated, and one addition was made to the response to question 7, to add in improved mobile phone coverage. John Henson was thanked for the work he had done. It was **agreed** to submit the response, proposed by James Landshoft, seconded by Chris Walker, all in favour.

Clerk

### b) Commemorating 100 Years Remembrance

A request was made by Henry Gowman to support a project to create silhouettes to be placed around the village including in the Memorial Garden, created by the Men's Shed. It was **agreed** to support this project by allowing placement in the Memorial Garden.

## 9. Finance

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

The receipts, payments and bank reconciliation for January 2018 were presented and **noted**.

### b) Fidelity Investment Valuation

The quarterly valuation was **noted**.

### c) Reinvestment of Julian Hodge Bond

It was **agreed** to reinvest the bond into a 2 year bond with Julian Hodge Bank at a rate of 1.65%, proposed by Tim Boucher, seconded by Chris Walker, all in favour.

### d) Review Asset Register

The asset register was reviewed and noted.

### e) Accounts for Payment

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

	Staff Salaries	£6,549.55
HMRC	PAYE & NIC	£1,987.60
Norfolk Pension Fund	Superannuation	£2,036.46
ESPO	Stationery	£43.88
SLCC	Practitioners Conference	£298.80
Norfolk Copiers	Printing	£20.24
Microshade	Hosted IT	£214.62
BT	Telephone & Broadband	£51.51
Total Gas & Power	Electricity	£823.35

WorldPay	Card Machine	£3.55
Spruce Landscapes	Grounds Maintenance - CC	£226.00
Anglia Print	Advertising	£90.00
Spruce Landscapes	Grounds Maintenance - Cem	£750.00
Spruce Landscapes	Grounds Maintenance - Other	£504.00
Norse Eastern Ltd	Neighbourhood Plan Boards	£137.00
Veolia	Waste	£86.02
Barclaycard	Various	£370.15
Community Action Norfolk	Subscription	£20.00
M Roberts	80's Night Balance	£250.00
Norfolk Playing Field Association	Subscription	£30.00
Zurich Municipal	Insurance	£4,393.00
Norfolk Copiers	Printing	£25.11
HouseProud Commercial	Relief Caretaking	£1,402.55
Parker Planning Services	Neighbourhood Plan	£900.00
Hollinger Print	Newsletter	£169.20
Hugh Crane Cleaning Eq	Cleaning Materials	£104.61
C Moore	Petty Cash Top Up	£41.36

f) Section 137 Donations

It was **agreed** to donate £75.00 to each of the Norfolk Citizen's Advice Bureau and the Poringland First Responders, proposed by Tim Boucher, seconded by Chris Walker, all in favour.

10. **Committees and Advisory Groups**

a) i. HR Advisory Group

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

ii. Draft Future Recruitment Policy

The draft policy was discussed, noting that further work needed to be done before any changes were made to pension arrangements. All points in the policy were **agreed**, proposed by Chris Walker, seconded by Steve Aspin, all in favour.

iii. Job Description for Data Protection Officer

It was **agreed** that the role of Data Protection Officer would be added to the job description of the Parish Clerk as drafted, proposed by James Landshoft, seconded by Lisa Neal, all in favour.

**Clerk**

b) Neighbourhood Plan Committee

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

11. **Other Matters**

a) Draft Ticket and Refund Policy

The draft Policy was **agreed**, proposed by Trevor Spruce, seconded by Lisa Neal, all in favour.

**Clerk**

b) Review Filming at Meetings Policy

The Policy was reviewed and **agreed** with no changes, proposed by Chris Walker, seconded by Steve Aspin, all in favour. It was acknowledged that there could be changes to this and other policies in light of General Data Protection Regulation.

**Clerk**

- c) Replacement CCTV at Playing Field  
The Council's CCTV contractor had priced to replace the hardware at the Playing Field at a cost of £2,809.00 plus VAT. It was **agreed** to go ahead with this work, proposed by Trevor Spruce, seconded by Chris Walker, all in favour. **Clerk**
- d) Sound Quad 1  
A price for upgrading the sound in Quad 1 with new speakers, linking to the projector, and two microphones, was presented at a cost of £1,155.00 plus VAT. It was **agreed** to go ahead with this work, proposed by Trevor Spruce, seconded by Lisa Neal, all in favour. **Clerk**
- e) Bench in Play Marked Area  
The Clerk noted that a regular bench similar to those outside the Community Centre would be around £400, but that she would like to buy something more bright and in keeping with the area, which would cost around £1,668 including delivery. The Clerk suggested that grant funding may be available to support this. It was **agreed** that £400 would be put towards the scheme to purchase a bench and 4 mushroom stool, proposed by James Landshoft, seconded by Lisa Neal, all in favour. **Clerk**
- 12. Date of next meeting:**  
➤ Wednesday 28<sup>th</sup> March 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9.25pm.

**CHAIRMAN**