

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 28<sup>th</sup> March 2018 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
Steve Aspin  
David Gooderham  
John Henson  
David Hewer  
Lisa Neal  
Trevor Spruce  
Catherine Moore (Parish Clerk)

**Also attended:** 8 members of the public in attendance.

**1. Apologies**

Apologies for absence were received from James Landshoft, John Overton and Chris Walker.

**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 an interest in item 11b as he had priced for the works.

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 7<sup>th</sup> March 2018 were **agreed**, proposed by Trevor Spruce seconded by Steve Aspin, all in favour.

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

**a) Rosebery Grit Bin**

The Chairman reported that the grit bin had been installed.

**5. Report from the Chairman**

The Chairman reported that 80's Night had made over £850.00 profit. Tickets were available for Frankie's Guys and Sixties Night in April and June.

The Chairman noted that following the resignation of Jenny Kereama-Ellis from the Council, he wished to thank her for the 17 years service she had given to the community. He presented her with a thank you gift on behalf of the Council.

The Clerk reported that she had received a complaint about unsatisfactory grass cutting in Blackthorn Way, and had inspected. This was the same complaint as last year, and the Clerk noted that she continued to be satisfied with the work. Trevor Spruce noted that his professional opinion was that the work was satisfactory, and it was **agreed** that no action would be taken to raise concerns.

**6. Public Participation**

*Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by David Hewer, seconded by John Henson, all in favour.*

**a) District Councillors**

Lisa Neal reported that South Norfolk together with legal advisors had concluded that the five year land supply had been met according to the Strategic Housing Market Assessment, but further work was ongoing relating to the Joint Core Strategy. This meant that the Burgate Lane application was likely to be refused through a delegated officer decision. Figures were also being calculated for the rural areas housing supply.

**b) County Councillor**

Not present, apologies sent.

**c) Public Participation**

A member of the public asked for an update on the footpath in Shotesham Road. The Chairman noted that this was on the agenda later in the meeting. A member of the public complained about how slow progress was on the cycleway. The Clerk was asked to contact the contractors to ask whether they were on target.

**Clerk**

A member of the public referred to a letter from 2013 regarding the closure of Carr Lane, the proposed vehicle activated sign on The Street, and the 20mph speed limit in Shotesham Road, asking when these would be delivered. The Clerk was asked to make enquiries with Norfolk Homes.

**Clerk**

A member of the public who had made the application to open a pharmacy in Poringland thanked the Parish Council for their support. He noted that he was working on the appeal with his solicitor, and had a couple of possibilities for premises.

A member of the public noted that the three way lights controlling Windmill Close were excessive. The Clerk was asked to email the contractors asking whether these could be reassessed. Concern was expressed that lights would be put up on Elizabeth Road before Easter.

**Clerk**

A member of the public reported problems with parking at the Community Centre and asked what the Parish Council planned to do about this. The Clerk reported that the planning application for an extension giving 16 extra spaces had been submitted that day, and that it was not possible within current resources to police the car park. The Facilities Advisory Group had been tasked with discussing this, and the Clerk did actively deal with cars inappropriately parked.

A member of the public reported that the pavement outside 128 The Street was blocked by standing water, the Clerk was asked to report this.

**Clerk**

A member of the public noted that the directional signage opposite Shotesham Road needed cleaning. The Clerk noted that she had been advised that if it was cleaned, the lettering would fall off, and that it would be replaced. The Clerk was asked to chase this up.

**Clerk**

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

**7. Planning**

**a) Applications Received**

- i)** 2018/0048 Land to the east of Overtons Way: Construction of 8no. new 3 storey, 3 bedroom townhouses with private gardens and parking allocation.

David Gooderham had viewed the plans and visited the site. He noted that

the site had been originally intended for commercial use, in keeping with the immediate surrounding area and as a hub of the village. The residential proposal was for large three bedroom houses which was not what the village required, and would turn the entrance of Devlin Drive into a canyon. The site was not enclosed from Budgens. It was noted that approval would prevent the development of a commercial village centre, which was not sustainable. The Council would support an application for commercial units with flats above, in a similar style to those being built. It was felt that the site was overcrowded and that there would be parking issues. The removal of the mature hedge would be disappointing.

It was **agreed** to object to the application based on the above comments, proposed by David Gooderham, seconded by John Henson, all in favour.

**Clerk**

- ii) 2018/0420 127 Cawstons Meadow: Single storey kitchen extension to front elevation.

David Gooderham had viewed the plans and visited the site. The proposed extension would extend the building line at the front, however this was replicated in other properties in the road.

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

**Clerk**

b) Planning Decisions

- i) 2017/2867 Land south of Stoke Road and west of The Street: Discharge of condition 12 of planning permission 2014/1994/RVC – provision of cycleway/footway. **APPROVED**
- ii) 2018/0073 Land to the rear of 6 Old Mill Road: Erection of a single storey detached dwelling. **REFUSED**
- iii) 2018/0197 13B Uppgate: Single storey rear extension and front entrance porch. **APPROVED**
- iv) 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. **APPROVED**

*Lisa Neal returned to the meeting.*

8. **Correspondence and Consultations**

a) 'Ping' Table Tennis

The Clerk outlined an opportunity that the Council had to host an outdoor table tennis table between July and September, keeping it afterwards if the Council wished. The Council would ensure that the table was supplied with free bats and balls for the duration of the 12 weeks, and after that could consider whether a sale / deposit scheme could work in future, or whether it was just provided for people to use. Once it was owned by the Council, consideration could be given to putting down grass grids to prevent wear and to give a standing surface. It was **agreed** to accept the table, proposed by Lisa Neal, seconded by David Hewer, all in favour.

**Clerk**

9. **Finance**

a) Receipts, Payments, and Bank Reconciliation

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

b) Accounts for Payment

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

	Staff Salaries	£6,584.16
HMRC	PAYE & NIC	£2,082.64
Norfolk Pension Fund	Superannuation	£2,036.46
BT	Telephone and Broadband	£41.36
Microshade	Hosted IT	£217.62
SLCC Enterprises	Level 4 50% Fees	£1,320.00
Spruce Landscapes	Grounds Maintenance	£226.00
South Norfolk Council	Premises Licence Fee	£180.00
Total Gas & Power	CC Electricity	£784.41
ESPO	CC Gas – January 2018	£233.70
ESPO	CC Gas – February 2018	£226.00
Wave	CC Water	£288.07
Hugh Crane Cleaning	Cleaning Materials	£89.28
WorldPay	Card Machine Charges	£0.95
R McCarthy	Event Expenditure	£24.20
Eon	PF Electricity	£330.75
Wave	PF Water	£68.54
South Norfolk Council	Rates – Bowls Club	£32.05
South Norfolk Council	Rates – Football Pavilion	£108.46
Spruce Landscapes	Cem - Grounds Maintenance	£750.00
Wave	Cem - Water	£13.05
Poringland First Responders	Section 137 Donation	£75.00
J&A Saunders	Window Cleaning	£90.00
Veolia	Waste	£62.45
Spruce Landscapes	Grave Lift / Grit Bin Install	£276.00
Barclaycard	Various	£750.86
MPS Doors	Door Servicing	£204.00
Spruce Landscapes	Level & Turf Graves	£174.00
Martin Daws	Paint Barge Boards	£290.00
Norse Eastern Ltd	Neighbourhood Plan Survey	£2,130.00
Best Norfolk Office Solutions	Six Strategic Administrator	£56.88
C Moore	Petty Cash Top Up	£73.74
Houseproud	PF Caretaking	£217.62
Norfolk Citizens Advice	S137 Donation	£75.00

c) Financial Risk Assessment

The review financial risk assessment was **agreed**, proposed by David Gooderham, seconded by David Hewer, all in favour.

10. **Committees and Advisory Groups**

a) Playing Field Trust

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

## 11. Other Matters

### a) Community Land Project Consultant

The Chairman reported that a successful series of interviews had been conducted, and that the Group were recommending WDR & RT Taggart. It was **agreed** to appoint WDR & RT Taggart, proposed by Tim Boucher, seconded by John Henson, all in favour.

Clerk

*Trevor Spruce left the room for the duration of the next item.*

### b) Play Inspection Repairs

The Clerk reported that the necessary repairs would cost £3,342.06 for Mulberry Village Green and £496.26 for Trafalgar, from commuted sums. It was **agreed** to undertake these works, including the replacement of the wooden bins, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

*Trevor Spruce returned to the meeting.*

### c) Action Plan Update

The Clerk presented an update to the Annual Action Plan which was noted. The function of the Strategic Six and the Six Youth Council was discussed, and would be monitored. The Clerk was asked to invite the Six Youth Council to attend the Annual Parish Meeting to update on their current and planned activities.

Clerk

### d) Appointment to Facilities Advisory Group

It was **agreed** to appoint Lisa Neal to the Advisory Group, proposed by John Henson, seconded by Trevor Spruce, all in favour.

### e) Groundwater in Cemetery

The Clerk briefed the Council on water issues in the cemetery that had arisen in recent months, and were affecting burials in the furthest end of the cemetery. Government advice was circulated. It was **agreed** that a groundwater audit would be undertaken, and the Clerk was delegated to confirm a quotation with Cemetery Development Services (approx. £3,600) and go ahead with this work, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

It was noted that the cemetery was becoming full already, and that the Council should consider looking for new land as it could be a lengthy process to purchase and set up a second cemetery. The Clerk was asked to put this onto the next Strategic agenda.

Clerk

### f) Bollards

The Clerk noted that an unauthorised encampment had attempted access to the Village Green the previous week but had been turned away by the Police, who had suggested that some form of barriering should be put up to make the site less accessible. It was **agreed** that the Clerk and Trevor Spruce would arrange sensible solutions to prevent access, using mature hedging trees, birdbeak fencing and collapsible bollards, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

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

It was **resolved** to exclude the press and public for the duration of item 13 on the agenda proposed by Tim Boucher, seconded by David Gooderham, all in favour.

**a) Norfolk Homes Transfer**

Councillors received an offer from Norfolk Homes in relation to the transfer of the land opposite The Ridings. It was **agreed** to accept the kind and generous offer, proposed by Tim Boucher, seconded by John Henson, all in favour.

**Clerk**

**b) Rosebery Park Open Space**

An email from the developer was circulated. Lengthy discussion ensued on how to get the best for the residents within the estate area, and whether the Council should take responsibility for future maintenance. It was **agreed** to accept the proposals set out, but requiring tangible results by the end of April, and to proceed with the transfer aiming for the end of May, proposed by Tim Boucher, seconded by Trevor Spruce, all in favour.

**Clerk**

**12. Date of next meeting:**

- Wednesday 25<sup>th</sup> April 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9.10pm.

**CHAIRMAN**