

**Minutes of the Meeting of Poringland Parish Council
Wednesday 25th April 2018 7pm Poringland Community Centre**

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

Also attended: County Councillor Vic Thompson and 12 members of the public in attendance.

1. Apologies

There were no apologies for absence.

2. Declarations of Interest and Applications for Dispensation

There were no declarations of interest.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 28th March 2018 were **agreed**, proposed by David Hewer, seconded by David Gooderham, all in favour.

4. Co-option to Casual Vacancy

The Chairman noted that three applications had been received, and invited the candidates to address the Council.

Andrew Gray – proposed by James Landshoft, seconded by Trevor Spruce.
John Hodgson – proposed by John Overton, seconded by Lisa Neal. John Joyce – proposed by Chris Walker, seconded by David Hewer. Following a vote, John Joyce was co-opted through an absolute majority of 8;2;0. He signed the declaration of acceptance of office and took his seat at the meeting.

Clerk

5. Update on matters arising from the minutes

a) Rosebery Park S106 Transfer

The Clerk reported that an interim update had been circulated on the matters raised, but a further update had not been received. The planning application for the replacement fencing had been submitted, with a proposal to replace with timber knee-high railing. Norfolk Homes had installed the kerb stones. It was felt that the matters were progressing well, and the transfer would not go ahead until the new fencing had been approved. It was **agreed** to continue with the planned transfer.

b) Norfolk Homes Land Transfer

The Clerk reported that she had not heard any more on this matter as the person responsible was away from work, but she would be chasing this up.

Clerk

6. **Report from the Chairman**

The Chairman reported that Frankie's Guys had been a great success, making a profit of £700, and that the Community Centre Manager was putting together a schedule of events for 2019. Tickets were available for the Sixties night.

The Burgate Lane application had been heard at Committee, and John Henson had represented the Council, with the application being refused along with the land at the end of Heath Loke which had previously been approved under the five year housing supply.

7. **Public Participation**

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

a) District Councillors

John Overton reported that the confirmation of the land supply figures should prevent speculative planning applications. He gave some figures relating to brown bin income and expenditure, noting that the Council received a modest income along with recycling credit, but did have to pay gate fees, vehicle costs and staff costs.

Lisa Neal gave an overview of new responsibilities under the Homeless Reduction Act, noting that the Early Help Hub formed part of the Council's response to this. The Wymondham Trails app would be launching in June, where people could 'walk' around Wymondham virtually. A partnership between the Police and Crime Commissioner and the Early Help Hub relating to domestic abuse had been funded for another two years. Finally, Poringland was one of four communities in South Norfolk receiving the Ping table tennis tables for the summer.

A query was raised whether the charging for DIY waste at recycling centres had resulted in more fly-tipping. In response, it was noted that Norfolk County Council made the charges, and that it was only for DIY waste. The fly-tipped waste was generally not of that sort, which could mean that there was misunderstanding about the charges. The Council could collect bulky items for a small fee, or the householder could order a skip. It was strongly suggested that householders checked any waste carriers licence, and took a copy, as fines would be considerable if the fly-tipped waste was tracked back to an individual.

Lisa Neal left the meeting.

b) County Councillor

Vic Thompson reported that pothole patching remained a top priority of the Council, along with ditch cleaning. Additional money had been received for permeant repairs, but contractors were busy across the country. The NDR was now full open, and proposals for the western link were being considered. Hales roundabout was nearing completion, and campaigning for the duelling of the A47 continued, with the funding in place for Easton to Tuddenham and for Burlingham. The Long Stratton bypass and Hempnall crossroads was funded.

The Digital Committee had undertaken work to map mobile coverage across Norfolk so that there was evidence of coverage and 'not-spots'. The

information would, in time, be shared with parish councils.

c) Public Participation

A member of the public noted that he was not happy that the path on Shotesham Road had been removed from the Council's conditions of transfer of Rosebery Park. He felt that the removed fence only affected a few, and that the pavement had been promised for over two years. He noted that the old fence and gate were still present and that the pathway was dangerous. In reply, the Chairman noted that the pavement was in the hands of UK Power Networks and that the Council had no powers over the reinstatement of the pavement, and had considered the wider issues and decided to proceed with the transfer.

A member of the public complained that he had raised a number of matters in previous meetings but had not received a response. In reply, the Clerk noted that there was no substantive response as her emails and two chases had not received a reply.

A member of the public reported his concern that there were no junction markings on the Norfolk Homes estate roads, resulting in numerous near misses. The Highways Engineer had agreed to repaint the roundabouts, but would not be painting junction markings. It was **agreed** to consider an application to the Parish Partnership Scheme for white line painting in that area.

Clerk

A member of the public noted that the pebbles from the retail units next to Budgens were encroaching onto the path. The Clerk was asked to investigate this matter.

Clerk

A query was raised as to whether there was a dog-friendly area in Poringland. In reply, it was noted that the Mulberry Village Green was large and used for exercising dogs, and that dogs were required to be under control at all times in public places.

A query was raised as to whether the Council's waste bins separated recycling from waste, and suggesting that bins could be installed for this. The Clerk was asked to investigate prices and how this is treated by South Norfolk.

Clerk

Standing orders were reinstated.

8. **Planning**

a) Applications Received

i) 2018/0640 41 Howe Lane: Demolition of existing conservatory and erection of rear extension.

Steve Aspin had viewed the plans and visited the site. He noted that there was no line of sight from the neighbouring properties, however there were no details about how water to be removed from near the extension, as the existing rainwater butts were not of sufficient size.

It was **agreed** to support the application subject to suitable disposal of rainwater, preferably through recycling, proposed by Steve Aspin, seconded by John Henson, all in favour.

Clerk

ii) 2018/0718 Community Centre, Overtons Way: Extension to existing car park. Changing grassed area to grass grid to act as an overflow.

It was noted that as this was the Council's application, they would not be commenting.

- iii) 2018/0755 27 Springfields: Single storey rear extension.

David Gooderham had viewed the plans and visited the site. The extension would make the lounge larger, although it was felt that the drainage to existing drain should be checked as a suitable solution.

It was **agreed** to support the application subject to suitable drainage measures, proposed by David Gooderham, seconded by Chris Walker, all in favour.

Clerk

- iv) 2018/0784 15 The Footpath: Erection of gate.

It was **agreed** to make no comment on the application it was only fractionally larger than permitted development tolerances.

Clerk

b) Planning Decisions

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

APPROVED

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

APPROVED

- iii) 2018/0546 St Lawrence, Bungay Road: Discharge of condition 3 of planning permission 2016/0872 - Materials.

APPROVED

9. **Correspondence and Consultations**

None.

10. **Finance**

a) Receipts, Payments, and Bank Reconciliation

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

b) Accounts for Payment

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

	Staff Salaries	£6,032.60
HMRC	PAYE & NIC	£2,011.10
Norfolk Pension Fund	Superannuation	£2,113.31
BT	Telephone and Broadband	£42.17
Norfolk Copiers	Photocopier	£172.76
Microshade	Hosted IT	£217.62
LCPAS	Subscription	£100.00
Total Gas & Power	CC Electricity	£776.85
Nisbets	CC Equipment	£29.97
Hugh Crane Cleaning Eqt	Cleaning Materials	£210.08
Banqueting Hire	Frankie's Guys Tables	£121.60
D Michael Productions	Frankie's Guys Fee Balance	£1,512.00

Audio Electronic Design	Quad 1 Sound	£1,386.00
Public Works Loan Board	Loan Repayment	£4,356.63
Sovereign Play & Design	Play Markings Balance	£1,894.49
AC Leigh	PF Lock Change	£442.63
Spruce Landscapes	Left Graves / Mulberry Grass	£180.00
Spruce Landscapes	Grounds Maintenance	£945.00
Veolia	Waste Removal	£74.23
Barclaycard	Various	£848.26
Fenland Leisure	Play Equipment Repairs	£367.54
ESPO	Gas	£215.22
Anne Barnes	PF Audit	£35.00
R Lamberti	George Michael Deposit	£500.00
C Moore	Petty Cash Top Up	£34.74

c) Fourth Quarter Budget Comparison

The fourth quarter budget comparison was **noted**.

d) Investment of CIL Receipt

The Clerk noted that the Council would be receiving some monies which would need short term investment, as they could be used on the Community Land Project. It was **agreed** that the Clerk would investigate a six month bond, proposed by Chris Walker, seconded by James Landshoft, all in favour.

Clerk

11. **Committees and Advisory Groups**

a) Whole Council Strategic Working Group

The report of the meeting was **noted**, and it was **agreed** that performance indicators would be worked into the Council Action Plan, and that tentative enquiries would be made into potential new burial ground sites.

Clerk

b) Neighbourhood Plan Committee

The report of the meeting was **noted**. John Henson noted that he was looking at data and evidence gathering. It was confirmed that the terms of reference for the Committee would be reviewed at the next Council meeting as the councillor/public split had now changed with the co-option of John Joyce.

Clerk

12. **Other Matters**

a) Annual Report Printing

The Chairman presented the redesigned Annual Report, which carried more pictures and a more engaging front cover. The printing prices were discussed, and it was **agreed** to spend the additional money on a print colour run.

Clerk

b) Dog Bin Tubby Drive / Utting Close

The Clerk noted that complaints had been received from residents regarding bagged dog waste being thrown into the ditch and neighbouring gardens. It was **agreed** to purchase and install a new dog bin to cover the area, and the Clerk was asked to find a suitable location, proposed by James Landshoft, seconded by Trevor Spruce, all in favour.

Clerk

c) Event Proposal

A report from the Community Centre Manager was presented requesting permission to run two events: a Princess Party; and a George Michael Tribute

Night. It was **agreed** to support these proposals, proposed by John Henson, seconded by David Hewer, all in favour.

- d) Name of Council
Further to discussions regarding the branding of the Council, it was suggested that the Council could change its name to Poringland Community Council or Poringland Council. It was **agreed** to poll on the above options, together with no change, proposed by James Landshoft, seconded by David Hewer, all in favour. **Clerk**
- e) Pavilion Heating
It was noted that the Trustees had recommended the lowest price contractor. It was **agreed** that Tim would investigate whether the proposed solution was suitable, and if so to go ahead with the funding applications and commissioning the work, proposed by John Henson, seconded by James Landshoft, all in favour. **TB Clerk**
- f) Review Social Media Policy
The Policy was reviewed and **agreed**, proposed by David Hewer, seconded by David Gooderham, all in favour. **Clerk**
- g) Data Protection Policy
The draft Data Protection Policy was considered and **approved**, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**
- h) Councillor Emails – GDPR
It was noted that currently the Parish Council was transferring confidential and personal data out of the organisation to personal email addresses. It was **agreed** to set up email addresses for councillors on Gmail, which would be closed when the councillor ceased to be in office. **Clerk**
13. **Date of next meeting:**
➤ Wednesday 23rd May 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9.10pm.

CHAIRMAN