

**Minutes of the Meeting of Poringland Parish Council
Wednesday 23rd May 2018 7pm Poringland Community Centre**

Present: Tim Boucher (Chairman)
David Gooderham
John Henson
David Hewer
James Landshoft
~~Lisa Neal~~ John Joyce
John Overton
Trevor Spruce
Catherine Moore (Parish Clerk)

Also attended: County Councillor Vic Thompson and 3 members of the public in attendance.

1. Election of Chairman

Tim Boucher was elected Chairman, proposed by David Hewer, seconded by John Henson, all in favour.

2. Election of Vice Chairman

Trevor Spruce was elected Vice Chairman, proposed by David Gooderham, seconded by Tim Boucher, all in favour.

3. Apologies

Apologies for absence were received from Chris Walker, Steve Aspin and Lisa Neal.

4. Declarations of Interest and Applications for Dispensation

There were no declarations of interest.

5. Minutes of the Previous Meeting

The minutes of the meeting held on 25th April 2018 were **agreed**, proposed by David Hewer, seconded by John Henson, all in favour.

6. Update on matters arising from the minutes

The Clerk presented her report into matters raised. Further updates:

- The price for Mulberry access prevention would be £1,300 and had been commissioned under delegated authority.
- The Tubby Drive dog bin had been ordered.
- All waste from public bins was treated as general waste, so there would be no benefit in installing separator bins for recycling.

7. Committees and Advisory Groups

a) Neighbourhood Plan Committee Terms of Reference

The Terms of Reference were reviewed. It was **agreed** that the make-up of the Committee would be amended to 6 councillors and 9 co-opted members of the public, proposed by James Landshoft, seconded by David Hewer, all in favour.

Clerk

b) Committee and Advisory Group Membership

The following changes were made to the memberships:

- John Joyce moved to Councillor representative on Neighbourhood Plan Committee
- Remove representative of Framingham Earl Parish Council from Facilities Strategic Advisory Group
- Trevor Spruce to replace David Gooderham as ex-officio Vice Chairman, and John Joyce to replace Trevor Spruce on HR Advisory Group
- James Landshoft to replace David Gooderham on the Six Strategic Group

Proposed by John Henson, seconded by James Landshoft, all in favour.

8. Report from the Chairman

The Chairman reported that the transfer of land from Norfolk Homes was expected in July, as earth was being moved around the site.

9. 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 James Landshoft, all in favour.

a) District Councillors

John Overton reported that a group had met with David Wilson Homes (DWH) on site at Phase 2 and issues had been raised and discussed. Trinity would be cleaning ditches and maintaining the lagoons and hydrobrakes. The system had stood up to extreme rainfall. The piling related to 49 properties, and was resulting in a £1M overspend. John did discuss residents issues from Phase 1 and the developers have attempted to make contact. This was an HBC issue, not a local authority issue.

The issues in Caistor Lane would be addressed once Phase 1 was complete. DWH would be looking into the issue of the misaligned fence, as well as the tree line issue. A fence preventing through-access had been erected at Clearview Drive.

b) County Councillor

Vic Thompson had circulated his report.

c) Public Participation

A member of the public noted that his queries relating to Norfolk Homes had not been answered. It was confirmed that the vehicle activated sign had been installed, the 20mph zone in Shotesham Road would be installed in the coming weeks, and that the spine road would be opened once operations on the site allowed.

He asked when the 20mph repeaters would be installed on Shotesham Road – Clerk to enquire.

He asked when the redesigned pavement would be completed – Clerk to enquire.

He asked whether the replacement fencing at Rosebery Park had been through planning permission. It was confirmed that this discharge of condition application had been approved under application number 2018/0828.

He suggested that the Council should look at confidential options on Gmail

accounts, preventing emails from being forwarded.

A member of the public raised concerns about the raised kerb on the new cycleway which presented a trip hazard. The Clerk was asked to enquire. A query was raised regarding the maintenance strip at the David Wilson Homes site, noting that this buffered the Norwich Road properties. It was confirmed that this was a result of the Parish Council objecting to the original plans.

Clerk

A complaint was raised regarding a large area of grass verge being left uncut, the Clerk was asked to check whether this was one of the areas instructed to be left due to daffodil bulbs.

Clerk

Standing orders were reinstated.

10. Planning

a) Applications Received

- i)** 2018/0878 14 Boundary Way: Ground floor kitchen extension, first floor bedroom extension with balcony and internal alterations.

Trevor Spruce had viewed the plans and visited the site. There were concerns regarding the balcony, and the extent to which it would overlook neighbouring properties.

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

Clerk

- ii)** 2018/0986 Casa Florenza, Bungay Road: Two storey rear extension to dwelling and front boundary wall.

Chris Walker had viewed the plans and visited the site, sending in his comments for the meeting. It was felt that the two metre wall at the front of the property was too high and would dominate the street scene. It was felt that this should be no more than 1.2 metres high to be in keeping with the area.

It was **agreed** to recommend refusal, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

b) Planning Decisions

- i)** 2016/1627 Land to the north of Heath Loke: Erection of 19 dwellings with access and all other matters reserved. **REFUSED**
- ii)** 2017/2652 Land south of Burgate Lane: Outline application for the erection of up to 165 dwellings with public open space, landscaping and sustainable drainage. **REFUSED**
- iii)** 2018/0640 41 Howe Lane: Demolition of existing conservatory and erection of rear extension. **APPROVED**
- iv)** 2018/0748 Land west of Norwich Road and south of Caistor Lane: T66 – Oak tree to the side of footpath link – Minor deadwooding, remove the northern lower lateral, trim back the branches to the northern aspect clear of overhead lines by no more than three metres, remove ivy from the trunk. Fell the small

- v) Ilex at the base of the tree (condition 20 of 2013/1986/O). **APPROVED**
- vi) 2018/0784 15 The Footpath: Erection of gate. **APPROVED**
- vii) 2018/0791 Evangelical Free Church, Carr Lane: Non-material amendment to permission 2017/0047 – change to brick type and gutters. **APPROVED**
- viii) 2018/828 Land north of Shotesham Road: Discharge of condition 15 – hard and soft landscaping of permission 2011/0476. **APPROVED**
- viii) 2018/0993 21 Clearview Drive: Discharge of condition 4 from planning consent 2018/0264 – External materials. **APPROVED**

11. Correspondence and Consultations

a) Resident Parking Schemes

The consultation from South Norfolk Council was presented. It was **agreed** that this would not be required for any areas in Poringland.

b) Draft Guidelines for Recreational Provision

The consultation from South Norfolk Council was presented. There were no further comments made.

12. Finance

a) Receipts, Payments, and Bank Reconciliation

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

b) Accounts for Payment

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

	Staff Salaries	£6,249.09
	PAYE & NIC	£2,142.42
HMRC	Superannuation	£2,206.24
Norfolk Pension Fund	Councillor Mileage	£18.00
J Henson	Telephone and Broadband	£45.71
BT	Internal Audit	£504.00
Auditing Solutions	Allotment Training	£162.00
Norfolk ALC	Summer Conference	£148.50
SLCC Norfolk	Printing	£51.89
Norfolk Copiers	Hosted IT	£217.62
Microshade	CC Electricity	£1,613.61
Total Gas & Power	Police Shed Lease	£240.00
Police & Crime Commissioner	Electrical Repair	£255.19
Norwich Electrical	Relief Caretaking	£883.91
Heritage Contract Services	Card Machine Charges	£0.41
WorldPay	Event Fee	£150.00
Kym's Karaoke	Event Expenses	£11.36
R McCarthy	Event Deposit	£275.00
Simply Perfect Princess Parties	Play Equipment Repair	£3,722.47
Fenland Leisure Products	Grounds Maintenance	£191.66
Vortex Grounds Maintenance	Grounds Maintenance - Extras	£276.00
Spruce Landscapes	Various	£859.91
Barclaycard	Grounds Maintenance	£945.00
Spruce Landscapes	Grounds Maintenance	£870.22
Garden Guardian		

Veolia	Waste	£74.23
Rialtas Business Solutions	Year End Accounts Closure	£300.00
Hollinger Print	Newsletter Printing	£141.00
C Moore	Mileage	£28.88
Fairy Tale Party Packages	Fete Character Appearance	£130.00
R McCarthy	Mileage	£34.74
PHS Group	Hygiene Bins	£217.44
C Moore	Petty Cash Top Up	£55.52

c) Fidelity Investment Valuation

The statement was **noted**.

d) Reinvestment of Hampshire Trust Bond

It was **agreed** to reinvest the Hampshire Trust into a one year bond, proposed by David Gooderham, seconded by James Landshoft, all in favour.

Clerk

e) Investments

A report on the current cash position was presented by the Clerk. It was **agreed** to:

Clerk

- Invest £85,000 in Charity Bank instant access immediately.
- Invest £50,000 in United Trust 100 Day Notice account immediately.
- Invest £40,000 in CCLA once the money from Rosebery Park was received.
- Invest £60,000 in Santander 1 year bond once the money from Rosebery Park was received.
- Move money into Nationwide from Norfolk Homes CLP and autumn 2018 CIL when received.

Proposed by David Hewer, seconded by John Joyce, all in favour.

f) Report from Internal Auditor

The report from the internal auditor was presented. It was **noted** that the precept figure for 2018/19 was £150,922.12. It was **noted** that the Chairman was required to initial each page of the minutes, and that the Chairman of the Finance and Governance Advisory Group should check the bank statements on a quarterly basis. It was **noted** that the signatories authorising the release of BACS payments should check and initial the invoices.

g) Review of Internal Controls

The Clerk presented the review of internal controls which was **agreed**, proposed by David Gooderham, seconded by David Hewer, all in favour.

h) Annual Governance Statement

The annual governance statement was **approved**, proposed by Trevor Spruce, seconded by David Hewer, all in favour.

i) Annual Accounting Statement

The annual accounting statement was **approved**, proposed by James Landshoft, seconded by David Hewer, all in favour.

Clerk

13. Committees and Advisory Groups

a) Neighbourhood Plan Committee

The report of the meeting was **noted**. John Henson noted that a sub-committee had looked at draft policies which had been a productive discussion. The consultant would be drafting policies for further review. An invitation from South Norfolk Council to join a community led planning workshop series was highlighted. It was **agreed** that John Joyce and John Hodgson would be put forward for this, with Trevor Spruce nominated if a third place became available,

Clerk

14. **General Data Protection Regulation**

a) Risk Assessment

The GDPR risk assessment was presented and **approved**, proposed by James Landshoft, seconded by David Gooderham, all in favour. The Clerk was asked to ensure that risk scores were included in the assessment

Clerk

b) Privacy Notices

The GDPR privacy notice was presented and **approved**, proposed by James Landshoft, seconded by David Gooderham, all in favour.

Clerk

c) GDPR Preparation

The Clerk's report into the preparations for GDPR was **noted**.

County Councillor Vic Thompson joined the meeting and was invited to give his report.

Norfolk County Council had elected a new leader following the resignation of Cliff Jordan. The NDR Western Link consultation was open for comments. The NDR (Broadland Northway) was fully open. Hales roundabout had already seen its first collision. Various Trading Standards issues were highlighted. The web link was available for the mobile phone mapping, but this was a work in progress.

15. **Other Matters**

a) Complaints Policy

The Complaints Policy was **agreed** with no changes, proposed by David Gooderham, seconded by John Henson, all in favour.

Clerk

b) Community Centre Price Review

The price review was presented by David Gooderham. It was **agreed** to retain the prices but to remove the discount for Framingham Earl residents, proposed by James Landshoft, seconded by David Hewer, all in favour.

**Asst
Clerk**

c) Event Proposal

A report from the Community Centre Manager was presented requesting permission to run two events: a Take That tribute night; and a swing cabaret night. It was noted that the events were in 18 months time, and that the Community Centre Manager was being encouraged to maximise the use of the Centre. It was noted that there would be a busy 12 months coming up with Parish Council projects and that the balance needed to be right with the role of supporting the Clerk. It was **agreed** to approve the two proposed events, proposed by David Gooderham, seconded by Trevor Spruce, all in favour.

**Asst
Clerk**

- d) Tree Surveys
The Clerk presented the prices received for the tree surveys. It was **agreed** to appoint Eastern Tree Care to carry out the works, proposed by Trevor Spruce, seconded by James Landshoft, all in favour. **Clerk**
- e) Door Processor
The Clerk reported that the front door of the Centre needed a significant repair, and gave the prices. It was **agreed** to appoint MPS Doors to carry out the work, proposed by James Landshoft, seconded by David Hewer, all in favour. **Clerk**
- f) Pavilion Heating Scheme
The Clerk presented the responses to the professional advice requested, and it was **agreed** that SymTech had given adequate responses and would be appointed to the work, proposed by John Henson, seconded by David Hewer, all in favour. It was **agreed** that the Clerk could commission the gas installation works, proposed by David Hewer, seconded by James Landshoft, all in favour. **Clerk**
- g) Annual Action Plan
The 2017/18 Action Plan was signed off, and the 2018/19 Action Plan was presented and **agreed**. Proposed by James Landshoft, seconded by David Hewer, all in favour. **Clerk**
- 16. Exclusion of the Press and Public**
It was **resolved** to exclude the press and public for the duration of item 16 on the agenda proposed by Tim Boucher, seconded by Trevor Spruce, all in favour.
- a) Rosebery Park Legal Transfer
The legal paperwork was presented and it was **agreed** to proceed with the transfer as presented, proposed by David Hewer, seconded by Trevor Spruce, all in favour. **Clerk**
- b) Clerk's Appraisal
The Clerk's appraisal was noted and **agreed**.
- 17. Date of next meeting:**
➤ Wednesday 27th June 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9.25pm.

CHAIRMAN