

Minutes of the Meeting of Poringland Parish Council
Wednesday 22nd August 2018 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
Steve Aspin
John Henson
David Hewer
Trevor Spruce
Chris Walker
Catherine Moore (Parish Clerk)

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

1. Apologies

Apologies for absence were received from Lisa Neal, John Overton, David Gooderham, John Joyce and James Landshoft.

2. Declarations of Interest and Applications for Dispensation

Trevor Spruce declared an interest in items 11c and 11e as he had tendered for the work.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 25th July 2018 were **agreed**, proposed by John Henson, seconded by Chris Walker, all in favour.

4. Update on matters arising from the minutes

The Clerk presented her report into matters raised.

5. Report from the Chairman

The Chairman reported that the burial ground had been closed to new burials, and that the communication strategy had been successful. The majority of the holders of exclusive rights were opting to retain them for an ashes burial. The media coverage of this had been useful. He confirmed that the existing cemetery would remain open for visitors and would continue to be maintained. The Chairman reported that this would be Catherine Moore's last meeting as Clerk, and presented her with a gift. He noted that 11 applications had been received to date, and that interviews were scheduled for 17th September.

6. Public Participation

Standing orders were suspended to allow members of the public to speak, proposed by Chris Walker, seconded by David Hewer, all in favour.

a) District Councillors

Not present.

b) County Councillor

Vic Thompson presented his report. He noted that the road had been relaid from the Octagon Farm to the A146 due to the number of potholes at a cost of around £750K. He had added the stacking lane and the church crossing to the list of Highways improvements, and had requested resurfacing through

Poringland village.

c) Public Participation

A member of the public stated that they objected to the Greenfall planning application as the area suffered from surface water flooding, with water entering existing properties. The proposed property was at the bottom of the dip.

A member of the public noted that they understood from the Neighbourhood Plan that Poringland had reached its quota of housing, and asked how the Greenfall application sat with that. It was confirmed that there wasn't such a thing as housing quotas and that each application was determined on its merit, taking into account the five year land supply.

A member of the public expressed concern about the increase in traffic in Greenfall both from construction and from further development of the site.

A member of the public asked whether the refusal of the application for air source heat pumps in Highland meant that they would have to be taken down. A copy of the decision notice was not available at the meeting, but it was confirmed this should detail the requirements.

A member of the public asked whether the Council was confident that the works to the footpath on Shotesham Road would begin on 10th September. It was confirmed that John Overton had been working closely with the development on this, and that the timescale had been subject to a pricing exercise.

Standing orders were reinstated.

7. **Planning**

a) Applications Received

- i) 2018/1803 Land to the east of Rectory Lane: Dwelling with double garage, access from Green Fall.

John Henson had viewed the plans and visited the site. He noted that the land was currently in agricultural use and that access would be over a 2M wide culvert. As the application was at outline stage, there was no detail regarding drainage or access. The site was outside the development boundary and would have a high water table similar to the cemetery. It was an isolated form of development, and would set a precedent to develop the whole site. Flooding would be exacerbated by the contours of the site.

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

Clerk

b) Planning Decisions

- i) 2018/1112 4 Highland: Retrospective proposal to install 4 air source heat pumps. **REFUSED**
- ii) 2018/1302 126B The Street: Extension providing an orangery, bedroom bay window and parking. Converting garage to exercise / treatment / carers accommodation. **APPROVED**

8. **Correspondence and Consultations**

a) St Marys Road Waiting Restriction

Correspondence from Norfolk County Council and South Norfolk Council regarding possible single yellow line with waiting restriction was presented. The Clerk was asked to check whether the Council had the power to spend money on a single yellow line for one stretch of road. Subject to this confirmation, it was **agreed** to engage with South Norfolk Council on their parking scheme to see whether this could fit.

Clerk

9. Finance

a) Receipts, Payments, and Bank Reconciliation

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

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by Trevor Spruce, seconded by David Hewer, all in favour. Trevor Spruce and John Henson would authorise the payments.

	Staff Salaries	£6,155.10
HMRC	PAYE & NIC	£2,091.96
Norfolk Pension Fund	Superannuation	£2,180.04
BT	Telephone and Broadband	£48.30
Microshade	Hosted IT	£217.62
Norfolk Copiers	Printing	£35.88
Rialtas	Software Licence and Support	£786.00
Norfolk ALC	Clerk Advert	£30.00
SLCC	Clerk Advert	£210.00
ESPO	Paper & Padlocks	£85.62
P McCarthy	Laptop Repair	£30.00
Bin Dirty	Bin Cleaning	£70.00
T Rushmer	Pest Control	£75.00
WorldPay	Card Machine Charges	£1.23
J Henson	Generator Loan	£10.00
St John Ambulance	Fete First Aid	£165.60
Name withheld	Ticket Refund	£60.00
Audio Electronic Design	Playing Field CCTV	£3,532.80
Bartlett Signs	Rosebery Signs	£23.40
Name withheld	Cemetery Refund	£230.00
Name withheld	Cemetery Refund	£230.00
Spruce Landscapes	Grounds Maintenance	£945.00
Veolia	Waste	£74.23
Spruce Landscapes	Installations	£564.00
Garden Guardian	Grounds Maintenance	£1,059.29
Play Inspection Company	Play Inspections	£270.00
Vortex	Grounds Maintenance	£191.66
Barclaycard	Various	£1,480.68
Total Gas & Power	Electricity	£776.98
Hollinger Print	Newsletter Printing	£143.00
Hugh Crane Cleaning	Cleaning Materials	£181.03
Name withheld	Cemetery Refund	£500.00
Name withheld	Cemetery Refund	£1,320.00
Name withheld	Cemetery Refund	£200.00
Name withheld	Cemetery Refund	£500.00

Name withheld	Cemetery Refund	£250.00
Name withheld	Cemetery Refund	£250.00
Name withheld	Cemetery Refund	£750.00
C Moore	Petty Cash Top Up	£55.79
Name withheld	Cemetery Refund	£660.00
Name withheld	Cemetery Refund	£990.00

- c) Fidelity Valuation
The valuation statement was noted.

10. Committees and Advisory Groups

a) Neighbourhood Plan Draft Policies

The draft policies were presented. A request was made to change 'surgery' to 'surgeries' in Policy 20. It was suggested that childcare and schools should be included as an additional bullet point in Policy 20 as it was understood that there was a waiting list of 180 pre-school children. With these amendments, the draft policies were **agreed**, proposed by Chris Walker, seconded by David Hewer, all in favour.

Clerk

11. Other Matters

a) Standing Orders Review

The draft standing orders were presented, noting that these were the new updated NALC model. It was confirmed that standing orders applied to public decision making meetings, which was why Advisory Groups were not directly referenced. It was **agreed** to adopt, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

b) Equal Opportunities Policy Review

The Clerk presented the policy for review, recommending no changes. It was **agreed** to re-adopt the policy, proposed by David Hewer, seconded by Chris Walker, all in favour.

Clerk

Trevor Spruce left the meeting.

c) Car Park Extension

The Clerk presented three prices received for the works, ranging between £19,000.00 and £27,500.00. It was noted that the Council had budgeted £15,000 for the works. It was **agreed** to appoint Spruce Landscapes at a cost of £19,000.00, proposed by John Henson, seconded by Chris Walker, all in favour.

Clerk

d) Play Equipment Inspections

The play area inspections were noted, and it was **agreed** to commission the minor works at a cost of £360.00, proposed by John Henson, seconded by Chris Walker, all in favour.

Clerk

Trevor Spruce returned to the meeting.

e) Decorating Football Pavilion

The Clerk noted that following the works to install the heating in the Pavilion, the lounge area needed redecorating, and suggested that the whole Pavilion

could be scheduled, with the lounge side completed sooner, and the changing room / toilet side completed once the Football Club shower works were completed. Quotes were received from Martin Daws for £1,230 to decorate the lounge side of the door, and £990 to decorate the changing rooms side of the door. It was **agreed** to accept these quotes, carrying out the lounge works once the heating was installed, and carrying out the changing room side once the Football Club shower works has been completed, proposed by Trevor Spruce, seconded by David Hewer, all in favour.

Clerk

f) Event Proposal

An event proposed for October 2019 was presented, requesting to book cabaret with Olly Day and the Nigel King Band. It was **agreed** to go ahead with this, proposed by John Henson, seconded by Trevor Spruce, all in favour.

Clerk

Exclusion of the Press and Public

It was **resolved** to exclude the press and public for the duration of item 11g due to the contractual nature of the business to be transacted, proposed by Trevor Spruce, seconded by Tim Boucher, all in favour.

g) Relief Caretaking

The Clerk reported that following a review with the relief caretaking contractor, it was being recommended that the contract did not continue beyond the probationary period which would end on 30th September 2019. It was **agreed** to enter discussions with the third company that had tendered for the works, and for the Clerk to make a delegated decision regarding whether this was suitable by 31st August 2018. If this was not felt to be viable, the Assistant Clerk would set up a meeting of the HR Advisory Group to discuss in-house staffing, and a single item Council meeting would be convened to decide on the way forward, proposed by Trevor Spruce, seconded by Chris Walker, all in favour.

Clerk

12. Date of next meeting:

- Wednesday 26th September 2018, 7pm, Full Council, Community Centre.

The meeting closed at 8.15pm.

CHAIRMAN