

Minutes of the Meeting of Poringland Parish Council
Wednesday 29th October 2014 7pm Poringland Community Centre

Present: John Ellis (Chairman)
Gary Atkins
Angela Beard
Terry Dartnell
David Gooderham
Christine Harrison
David Hewer
Jenny Kereama-Ellis
Barry Timson
Chris Walker
Caroline Milton (Clerk)
Catherine Moore (Clerk Designate)

Also present: County Councillor Roger Smith, District Councillors Lisa Neal and John Overton, and three members of the public.

1. Apologies

Apologies for absence were received and accepted from John Henson, proposed by Chris Walker, seconded by Barry Timson, all in favour.

It was noted that David Gooderham had signed his Declaration of Acceptance of Office with the Proper Officer prior to the meeting. The Chairman welcomed Mr Gooderham to his first meeting.
The Chairman also introduced the new Clerk, Catherine Moore.

2. Minutes of the meeting held on 24th September 2014

The minutes of the meeting held on 24th September 2014 were considered. An amendment was requested to page 2, line 14 – ‘sec. Mr Timson’. With this amendment, the minutes were **approved**, proposed by David Hewer, seconded by Christine Harrison, all in favour.

3. Matters Arising from the Minutes

An Amenities Advisory Committee meeting had been held on 24th October 2014, and a report would be presented later in the meeting.
Planning application 2014/1566 – an email had been circulated confirming the name on the application.
An email had been sent to the administrator of The Six Strategic Group regarding the future of that group.

4. Declarations of Interest

Terry Dartnell - Item 5(a) – application site adjoins the boundary of his home.

5. Public Participation

The meeting was suspended to allow members of the public to speak, proposed by Chris Walker, seconded by David Hewer, all in favour.
The local co-ordinator of the Poppy Appeal circulated posters to be placed on notice boards. She reported that the Royal British Legion was dropping the current strap line – Shoulder to Shoulder With All Who Serve – and replacing it with ‘Live On’.

County Councillor Roger Smith highlighted the increasing need for a pelican crossing outside the church, where the existing zebra crossing was. A child had recently been struck on the crossing. It was confirmed that a pelican crossing had formed part of the Section 106 agreement, however Norfolk County Council had made an assessment that it was not required. It was **agreed** that the Clerk would lobby Norfolk County Council to provide this crossing, using the commuted sum which was transferred from Norfolk Homes, proposed by Barry Timson, seconded by Chris Walker, all in favour. It was anticipated that the decision notice relating to the All Saints Centre would include conditions relating to traffic movement on The Footpath.

Clerk

The meeting was reconvened.

6. Planning

a) Planning Applications

- (i) 2014/1994 – Land South of Stoke Road and West of The Street: Variation to Condition 15 of planning permission 2010/1332 – Trigger point for the provision of the cycleway/footway to be amended prior to the occupation of the 75th dwelling on site instead of 50th.

Gary Atkins had viewed the plans and briefed the Council on the application. He noted that the cause of the change was with a third party delay in moving cables. It was **agreed** to make no comments on the application, proposed by Gary Atkins, seconded by Christine Harrison, all in favour.

Clerk

- (ii) 2014/2009 – 49 Howe Lane: Storm porch, ground and first floor extension. Terry Dartnell had viewed the plans and briefed the Council on the application. He expressed concern that the development would overlook neighbours and that the ridge height was high. It was **agreed** to recommend refusal with the following comments: the development would overlook the neighbours and dominate the street scene; it would spoil the ambience of the area; the window in the apex was too high and should be at the same level as the others; the development would adversely affect the neighbours over the road. Proposed by Terry Dartnell, seconded by David Hewer, all in favour.

Clerk

b) Permission Granted

2014/1967 – Land North of Shotesham Road: Non-material amendment to planning permission 2014/0393/D – Reposition of the electricity substation, amendments to commercial units 3 & 4 elevations with the introduction of plant room extractor grilles and amendments to the residential facing bricks schedule.

APPROVED

2014/1610 – 101 The Street: Variation of Condition 4 & 5 of planning permission 2010/1735/F Condition Number(s) 4 – Permitted hours of use 5 - Other persons employed.

APPROVED

2014/1595 – 2b Shotesham Road: Retention of 1no externally illuminated fascia sign and 4no non illuminated signs.

APPROVED

2014/1606 – 1 Hall Road: Extension and alterations to existing dwelling house.

APPROVED

2014/1659 – Bella Vista, Bungay Road: Extension and refurbishment of existing bungalow.

APPROVED

2014/1772 – Land North of Shotesham Road: Discharge of conditions 5, 7 & 11 of planning permission 2014/0393/D – Provision of bat and bird boxes, root protection areas and existing ground/proposed floor levels and boundary treatments.

APPROVED

2014/1107 – Land North of Shotesham Road: Discharge of conditions 3, 4, 7, 8, 13, 15, 16 & 17 of planning permission 2011/0476/O – Drainage, Highways traffic management, wheel management, wheel cleaning, foul and surface water, landscaping, tree protection and boundary treatment.

APPROVED

2014/1663 – Poringland Surgery, Stoke Road: Discharge of conditions 3 & 4 of planning permission 2011/1706/F – Materials and levels.

APPROVED

2014/1711 – 9 Blackthorn Way: T1 Crown raise TPO Oak to 3-4m from ground level and crown clean.

APPROVED

2014/1912 – 17 Stoke Road: Proposed single storey rear extension, extending 5.5m from the rear wall of the original dwelling house, with a maximum height of 3.5m and an eaves height of 2.5m.

PRIOR APPROVAL NOT REQUIRED

c) Consultations on Planning Applications

Council received correspondence from South Norfolk Council asking whether paper copies of plans were still required. It was **agreed** that the Council would prefer to continue to receive paper copies, and that A3 size was acceptable except where the level of detail of the plans would require larger copies. Proposed by Chris Walker, seconded by Barry Timson, all in favour.

Clerk

7. **Community Centre Reports**

a) Parish Council Issues

The Chairman introduced a report which outlined issues and concerns with the staffing of the Community Centre during a busy weekend with a wedding and a christening. It was acknowledged that the situation that staff were in was not acceptable and that the Council needed to look at the resourcing of these events if they wished to market the venue for larger parties. Council noted their thanks to the staff and volunteers who attended over the weekend, for their commitment and hard work during an exceptional circumstance.

John Ellis noted that he and the Clerk would be meeting with Planning and Licencing staff at South Norfolk Council, together with District Councillor John Overton, to ensure that the change of Premises Licence application reflected the lifting of relevant planning restrictions.

It was felt that a designated Front of House Manager should be working during large bookings, and that an appropriate staffing level should be put in place dependent on the type / size / expectations of the event. The Chairman and Clerk would look into this matter further and bring their findings back to

JE / Clerk

Council. It was noted that the next big event would be on 20th December, and that the Community Centre Manager would work closely with the hirer to ensure that staffing levels would be fit for purpose.

CCM

i. Bar Staff

The report which had been drafted by the Clerk was considered.

1. Further to the Council's discussions, the term 'Bar Manager' was clarified to include a Front of House Manager. It was agreed that this role would be informally discussed within the existing staff before any further decisions were made.
2. It was felt that the suggested £7 per hour was too low, and the Clerk was asked to undertake further research into suitable rates. It was noted that the basis on which bar staff were hired would need absolute clarity when referring to self-employment. The Council would consider peak evening enhancements once further research had been undertaken.
3. It was **agreed** that the Clerk would draft an advertisement and circulate this to councillors. Any person applying to join the pool of bar staff would be interviewed for suitability.
4. It was suggested that as well as gathering information prior to events, and feeding back on the performance of staff, feedback could be requested from casual hirers after their booking.

Clerk

Clerk

John Ellis noted that under the terms of the Premises Licence, CCTV was required in the main hall and bistro area. The Clerk would be looking into solutions for this for future discussion.

Clerk

ii. Coffee Shop: Six Month Review

The report of the six month review meeting with the hirers was circulated and discussed. Concern was expressed regarding the increased electricity costs. It was suggested that, so that cups did not have to be washed by hand, a commercial dishwasher could be considered for the kitchen. It was **agreed** to extend the hire by a further three months on the existing terms and conditions, subject to investigating the cost of electricity in the kitchen.

Clerk

Clerk

b) Report from the Management Committee

Jenny Kereama-Ellis reported that the bench in memory of Glenn Duffield had arrived. It was **agreed** that a plaque to read 'In memory of Glenn George Duffield' would be purchased. The family would be invited to view the bench once it was installed.

Clerk

8. **Correspondence**

a) South Yare Wildlife Group

Council received correspondence from the South Yare Wildlife Group, it was suggested that posters could be placed on notice boards and that a small item could be put into the 5+ magazine.

b) Parish Partnership Fund

It was noted that £200,000 was available for 50/50 funding of highways projects. Suggested schemes included the pelican crossing outside the church; a SAM2 speed monitoring machine; an improvement to the footpath at Upgate/Wash Lane; issues of encroachment of flora and fauna onto footways. Councillors were asked to consider suitable schemes and bring

All

these back for discussion at the next meeting.

9. Finance

a) Accounts for Payment

It was **agreed** to make a donation of £75.00 to the Poppy Appeal, proposed by David Hewer, seconded by Barry Timson, all in favour.

The bank reconciliation, receipts and payments for September 2014 were presented. It was **agreed** to accept those documents and to pay the following accounts, proposed by David Hewer, seconded by Gary Atkins, all in favour.

	Staff salaries	£5,683.13
Norfolk Pension Fund	Superannuation	£1,849.63
Best Norfolk Office Solutions	The Six Administrator	£145.13
Veolia	Waste collection	£46.90
British Gas	Electricity	£836.80
Glasdon	Bin and bench	£488.67
Ali Systems	Extractor fan repair	£115.20
ESPO	Gas	£87.16
Hugh Crane	Cleaning materials	£246.07
South Norfolk Council	Rates	£261.00
Norfolk Parish Training P'ship	Training	£70.00
South Norfolk Council	Election expenses	£2,543.85
Ian Smith Office Supplies	Stationery	£120.86
TalkTalk	Phone	£22.35
Spruce Landscapes	Ground maintenance	£1,164.86
WH&M Playing Field	Grant	£5,300.00
Public Works Loan Board	Loan repayment	£4,356.63
Norse	Ground maintenance	£987.20
L Gooderham/Halifax	Bar supplies	£106.21
SLCC Enterprises Ltd	Reference book	£50.50
Royal British Legion	Poppy wreath	£75.00
Information Commissioner	Annual registration	£35.00
C Moore	Petty cash top up	£97.26
J Kereama-Ellis	Table covers	£16.40
C Walker	Race Night DVD	£126.00
R McCarthy	Mileage & expenses	£92.48
The Frog on the Pond	Bar staff	£42.50
R Walker	Bar staff	£61.63
C Moore	Office equipment	£34.99
Must Close Saturday Records	Hire overpayment (refund)	£17.50
C Milton	Kitchen equipment	£268.23

b) Purchasing Card

It was reported that staff were being expected to make purchases on a personal credit card in relation to Council supplies. This was not an acceptable situation for the Council, and it was **agreed** that further investigation of the Barclaycard Government Purchasing Card, which was underwritten by the Home Office, would be undertaken.

Clerk

c) Wholesale Account

It was suggested that a wholesale account to enable delivery of bar stocks could be investigated, freeing up staff time and mileage, and making cost

savings on the stock. It was **agreed** that this could be further investigated. It was noted that both of these matters would need to be covered within the Council's financial regulations.

Clerk

10. **Chairman's Report**

John Ellis reported that the Vice Chairman would be formally representing the Council at the annual Remembrance Service on 9th November, and that all were welcome to attend.

The Chairman had attending the Development Management Committee meeting at South Norfolk Council where the village hall application was passed.

The Chairman formally recorded the Council's thanks to the outgoing Clerk, Caroline Milton, who had served the Council and community for many years and who would be retiring at the end of the month. His thanks were echoed by the Council and by district and county councillors.

11. **District Councillor's Report**

District Councillor Lisa Neal reported that South Norfolk Council would welcome suggestions for areas needing leaf clearance. The Piggott Lane development in Framingham Earl had been resubmitted as a full application because the scheme was changing significantly, it was expected that this would be heard by committee. South Norfolk Council had been selected as one of only 11 authorities to offer 'Right to Build'. Various elements of the Local Plan were being inspected.

District Councillor John Overton reported that South Norfolk Council had received £33,000 in Community Infrastructure Levy to date, and that 15% of this would be passed to relevant local councils. South Norfolk Council was celebrating its 40th anniversary. The Eastern Rivers neighbourhood funding had been allocated to many local organisations. Saffron Housing had signed a £19M development scheme for Bowthorpe.

The situation with Albion House sheltered housing scheme was discussed and it was **agreed** that the Council would write to Wherry Housing expressing their concerns.

Clerk

12. **County Councillor's Report**

County Councillor Roger Smith presented his written report. He requested feedback from the Council regarding two matters: lowering the speed limit at the Trowse bypass; and making the main road through Poringland a consistent width. The Council discussed these matters, and **agreed** that the Trowse junction was dangerous and that lowering the speed limit would not improve this. They suggested that further consideration of the overall layout of the junction was required.

In relation to the consistency of the width of the main road through Poringland, Council **agreed** that no changes were required and that any funds proposed for that scheme would be better diverted to improving the crossing point outside the church. The Clerk was asked to write to Roger Smith confirming these comments.

Clerk

13. **Amenities Advisory Committee**

a) Memorial Plaque for Glen Duffield

This was covered earlier in the agenda.

b) Report of the Meeting

Jenny Kereama-Ellis presented the report of the meeting held on 24th October. It was **agreed**:

- That the general maintenance issues highlighted at the cemetery would be priced and considered at a future meeting.
- That the fees and prices be adopted as presented, from 1st November 2014, proposed by David Hewer, seconded by Angela Beard, all in favour.
- That the revised rules and regulations be adopted as presented, proposed by David Hewer, seconded by Angela Beard, all in favour.
- That future requests for interment of cremated remains would be accommodated towards the rear of the cemetery.
- That the general maintenance issues at the Leisure Garden and pond, and the Community Centre pond, would be priced and considered at a future meeting.

14. **Playing Field**

a) Charity Trustee Role

Barry Timson reported that the Trustees had not met since the last parish council meeting. The charity administrator would remain in that role until 31st December 2014 while the trustees reviewed the future of the charity. A 'Role of the Charity Trustee' guidance note was circulated.

b) Play Area Equipment

Christine Harrison asked the Council to consider donating a second item of play equipment to the playing field play area. It was **agreed** that this would be referred to the Finance and Governance Advisory Committee for consideration when the budget was drawn up.

15. **Business Saver Account**

It was noted that the Nationwide fixed rate 1 year saver account was due to mature on 3rd November 2014. It was **agreed** to reinvest the capital plus interest in another 1 year fixed rate saver with Nationwide at a rate of 1.4%, proposed by Chris Walker, seconded by David Hewer, all in favour.

Clerk

The meeting closed at 9.30pm.

CHAIRMAN