



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Faye LeBon FdA
Chairman: Mr Tim Boucher



NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 15th May 2019 at Poringland Community Centre.

The business to be transacted at the meeting is as follows:-

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **To Pass Resolution that Poringland Parish Council Meets the Conditions to Exercise the General Power of Competence, under the Localism Act 2011**
4. **Attendance and Apologies for Absence**
5. **Declarations of interest for items on the agenda and applications for dispensations**

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has made a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.

A) To Agree Dispensation for all Members of Poringland Parish Council to Allow for Decisions in Relation to the Welcome Home and Memorial Playing Field Trust
6. **Minutes of the meeting held on 24th April 2019**
7. **Matters arising including Clerk's Report**
8. **Report from the Chairman**
9. **Committees and Advisory Groups**
 - a. To Review Terms of References for Committees / Advisory Groups
 - b. To Appoint Members to the Following Committees / Advisory Groups
 - i. Neighbourhood Plan Committee
 - ii. HR Advisory Group
 - iii. Finance and Governance Advisory Group
 - iv. Amenities Advisory Group
 - v. Community Centre Advisory Group
 - vi. Welcome Home and Memorial Playing Field Trust Advisory Group
 - vii. Six Strategic Group
10. **Adjournment for public participation, district and county councillors, and councillors with any pecuniary interests**
 - a. District Councillors (7 mins total)
 - b. County Councillor (5 mins total)
 - c. Public Participation (15 mins total)

11. Planning

- a. Applications Received
 - i. 2019/0652 35 The Street - Variation of condition 2 of permission 2017/2006 (Erection of replacement bungalow and new bungalow on rear plot) - change of orientation and addition of 2 porches to new dwelling (at rear)
- b. Planning Decisions
 - i. 2019/0623 - 105 Cawstons Meadow - Single storey side extension and single storey rear extension. **APPROVAL WITH CONDITIONS**
 - ii. **2019/0671** – 7 West View - Enlargement of existing ground floor and erection of first floor rear extension – **APPROVAL WITH CONDITIONS**
- c. To Allocate Areas for Councillors to Review Planning Applications

12. Correspondence and Consultations

- a. To Consider Correspondence from High Ash Farm Regarding Support for Permissive Walks

13. Finance

- a. To Receive Receipts, payments and bank reconciliation for April 2019
- b. To Agree Accounts for payment
- c. To Receive Fidelity Valuation Statement
- d. To Consider Reinvestment of Hampshire Trust One Year Bond
- e. To Review of Internal Controls
- f. To Review Account Signatories

14. Committee and Advisory Group Reports and Recommendations

- a. Neighbourhood Plan Committee
- b. Community Land Project

15. Policies and Regulatory

- a. To Review Standing Orders
- b. To Review Financial Regulations
- c. To Review Data Protection Policy (deferred from April meeting)
- d. To Review the Scheme of Delegation (deferred from April meeting)
- e. To Agree Calendar of Meetings for 2019/2020

16. Community Centre

- a. To Consider Options for Boiler Repair / Replacement

17. Date of next Parish Council meeting: Wednesday 26th June 2019 2019, 7pm, Poringland Community Centre

Dated the 9th May 2019

Clerk..... *Faye LeBon*

Minutes of the Meeting of Poringland Parish Council
Wednesday 24th April 2019 7pm Poringland Community Centre

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

Also attended: County Councillor Vic Thomson and nineteen members of the public in attendance.

1. Apologies

None received

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 7 as a member of the South Norfolk Council Planning Committee.

3. Minutes of the Meeting Held on 27th March 2019

John Joyce requested an amendment to the confidential minutes relating to item 15 to state that the decision made regarding the pension benefit was because it was advised that the council were implementing a previous council decision. The minutes, as amended, of the meeting held on 27th March 2019 were **agreed**.
Proposed by Chris Walker, seconded by Trevor Spruce and carried.

4. Update on matters arising from the minutes

The Clerk presented her report into matters arising:

With regards to the community land project, Norfolk Homes were due to meet week commencing 15th April to finalise the paperwork for the land transfer. The Parish Council's solicitor is being chased for the result of this meeting.

The matter of a new burial ground will be progressed after the elections.

The Parish Council's contractor has lowered the hedge on Devlin Drive to aid highway visibility.

The tree works have now been completed.

Representatives from Norfolk County Council have visited the site of the proposed bus stop in the vicinity of Hardley Road and will be providing their recommendations in due course.

An order has been placed for the dog signage and it is hoped that this will be ready and installed in time for the May meeting.

The application for the disapplication of the Designated Premises Supervisor position has been approved by South Norfolk Council and as a result the Parish Council, as a corporate body, is now responsible for the license of the community centre.

In response to the query as to when the Spine Road to the south of Carr Lane will be opened, the planning conditions state: 'Prior to the occupation of the 150th dwelling within the development a vehicular route shall be opened and maintained through the site to link Shotesham Road with the estate road within Area C to a standard to be agreed in writing with the Local Planning Authority in consultation with the Highway Authority'.

Quotes have been requested to dig out the village and community centre ponds.

In relation to the adoption of the BT Phone Box, an expression of interest has been completed with BT and as a result they have commenced with a 3 month consultation period with the District Council. This should be completed in mid-June.

A representative from Norfolk County Council's streetworks team met with Anglian Water on 4th April to discuss the condition of the Norwich Road. The following areas were identified for remedial works:

The connection outside the chemist.

The cover outside the high school.

The cover on Caistor Lane.

These remedial works were completed on 14th April.

Some of these works were within Anglian Water's guarantee period, some were not, however Anglian Water has undertaken to fund all the above remedial works.

In the community centre, the flooring in the gentlemen's toilets has been completed. The replacement rear door is booked in to be installed on 16th and 17th April. The order has been placed for the installation of the intruder alarm and an installation date is to be confirmed after the installation of a spur (booked for 24th April) to facilitate this.

The application for a new bank account with the Charity Bank is in the process of being completed.

The parishioner who advised that a fall had occurred on The Street as a result of an uneven footpath had sent further details through to John Overton, who in turn had raised this with the local highway engineer.

With regards to the formal letter sent to Norfolk County Council Highways about the recent poor communication about forthcoming highways works, a reply had been received from Norfolk County Council which had been circulated to councillors. It was **agreed** that this response was unsatisfactory and the Parish Council should respond to this effect.

D.G. / J.J
/ Clerk

5. Report from the Chairman

The Chairman acknowledged that this would be the last meeting for Steve Aspin and David Gooderham as they had chosen not to stand for the next Parish Council term. He thanked both councillors for their service and presented them with a gift from the Parish Council in recognition of their voluntary work for the community.

6. Public Participation

Standing orders were suspended to allow members of the public to speak.

a) District Councillors

Cllr Overton reported that South Norfolk Council had ratified the senior directorship appointments within the joint Broadland and South Norfolk Council, including the positions of Director of Planning, Director of Resources and Director of People and

Communities. Further vacancies are still to be filled and an extensive interview process is ongoing.

He reflected on a very good year as Chairman of South Norfolk Council.

Cllr Overton advised that since South Norfolk Council had announced that their Five Year Housing Land Supply had been met, Gladman Homes had withdrawn their appeal to the planning inspector over refusal of planning permission on Burgate Lane. As a result, there will be no meeting with the planning inspector on June 4th.

Cllr Neal added that much work had been ongoing to achieve the Five Year Housing Land Supply within the Norwich Policy area. There is now very little that Gladman can do to successfully appeal the planning refusal.

b) County Councillor

Cllr Thomson advised that Norfolk County Council now had 9 're-use' shops located at recycling centres. The ones at Dereham and Caister are to increase in size and a refurbished one is going to be located at Bergh Apton. In 2017/2018 £184,000 was raised from 're-use' shops. 50% of this was used to improve the recycling centres, and 50% was donated to the East Anglian Air Ambulance.

The Wherryman's Way is to be upgraded and reinstated in accordance with the 1905 Definitive Map. The walk along the Norfolk Coastal Path has been filmed, and this can be found on YouTube. There has also been new leaflets products for 'West Norfolk Treasures' which details 100 miles of countryside walks in West Norfolk, and the Boudicca Way. Cllr Thomson will bring some leaflets into the community centre for parishioners to collect.

Preparations are being made for Brexit, with discussions being had with local businesses and partners.

The Fire Service has raised the dangers of smoking in relation to fires from cigarettes, advising that every five days someone dies from a fire caused by cigarettes or smoking materials in the UK.

Cllr Thomson is liaising with the local highways engineer about the resurfacing of the Norwich Road. Presently it is difficult to get this on the forward programme due to the extent and associated expense of the works. A possible alternative may be to

break the works up into smaller sections. Whilst the works would take longer to complete, there is a higher chance of getting smaller works on the forward programme.

James Landshoft reported the latest scams are being done by people using what appears to be a legitimate local phone number, and encouraged people to insist that they call the alleged legitimate number back to ensure that they are speaking to the correct person. Cllr Thomson encouraged people to report scams to the Citizens Advice Consumer helpline.

c) Public Participation

A member of the public advised that the proposed Tree Preservation Order on the land south of Hillside (agenda item 8a) is not intended to prevent development of this area, rather to prevent wholesale clearance of trees. He further mentioned that the South Norfolk Tree Wardens' Network can replace the damage trees that were felled on Victory Avenue (agenda item 8b). It was also raised that there were other options to wildflower areas which will help support insect life, such as grassed areas between pathways and tracks. There was now a noticeable decrease in flying insects. Tim Boucher advised that further works into areas supporting insects would be discussed when a meeting is held with the architect for the Community Land Project.

The member of the public also advised that, should the Parish Council adopt the village phone box, Men's Shed will assist in any refurbishment works.

A member of the public thanked all that were involved in the campaign against development of Burgate Lane, and thanked South Norfolk Council with their work in achieving the Five Year Housing Land Supply. With regards to the Neighbourhood Plan, he suggested that a map be included to show the development boundary.

John Henson advised that this would be difficult as over the course of the Neighbourhood Plan the settlement boundary is likely to change in accordance with South Norfolk Council's policies. However, this could be referred to in the evidence base.

A member of the public raised concerns about planning application 2019/0667 due to the design of the proposed development and the proximity to neighbouring

properties.

Several members of the public were in attendance to raise concerns about the recent oversubscription of the new reception class at Poringland Primary School, resulting in 28 children who had selected Poringland Primary as their first choice school not receiving a place, many of which resided in the village. They raised that a new primary school was proposed in the 2003 Local Plan as a result of development by Norfolk Homes, and this had not happened.

John Overton clarified that the District Council did not receive any money for schooling, developer contributions for educational purposes are paid to Norfolk County Council. He added that at the time it was concluded, between Norfolk County Council, the developer and the school, that a new primary school in Poringland would have a significant negative impact on the current school as the pupil numbers did not make the options viable. Instead it was agreed that Norfolk Homes would pay for new classrooms in the existing school and allocate funds for a MUGA, the latter of which is yet to be built and funds for which are retained by Norfolk County Council.

It was noted that Norfolk Homes built at a steady pace, building 800 dwellings over a period of 25 years, whereas more recent developments such as David Wilson Homes build at a more rapid rate and cause a greater short term impact on infrastructure.

Cllr Thomson advised that he is responsible for ensuring that all families are treated fairly and equitably and in line with the admissions policy adopted by the school. He advised that there is an appeals process which families can go through should they disagree with the decision made.

He further advised that it takes three years and £8m to build a new school. In 2016 the reception intake was 44 children where there remained capacity in the school, therefore funding would for new school provision would not have been obtainable at this point.

Norfolk County Council figures for predicting intake are based upon children registered at the local GP surgery, so it is important to have all children correctly registered at the local GP. In addition to this a standard multiplier is applied for new developments and historically the number of children new developments in

Poringland have generated has underperformed the multiplier. Parental choice is also a factor in admission numbers as this cannot be predicted.

Tim Boucher asked what number was predicted for the 2018/2019 intake. Cllr Thomson responded that it was 68. Whilst this was still over the school's pupil admission number of 60, a new school would not be viable for eight children. In 2018 when the pupil admission number was achieved, work started on a review and with a similar problem predicted next year, sites are being looked at for a new school.

James Landshoft advised that it is important that children are not thought of as numbers on a sheet of paper. It was disappointing that children were being forced to attend a different school from their siblings, some of which had special educational needs. He advised that Norfolk County Council had been previously warned about the pressure on the school from new development.

Trevor Spruce encouraged parents with children with special education needs to appeal the decision as the admission policy prioritises these children but this was dependent on the child being within the catchment area.

Discussions occurred as to whether a modular building on the school site would be a viable solution in the short term. A member of the public advised this had been declined due to access issues.

John Joyce stressed the need for both a short term solution and a long term solution and asked what pressure could be put on the education service, both at officer and political level. It was agreed to contact the head teacher, the head of education at Norfolk County Council and the local MP about the matter.

Clerk

Concerns were raised that some parents cannot drive and their children were being allocated a school place outside Poringland.

Lisa Neal Left the Meeting

David Gooderham felt that Norfolk County Council is avoiding building a new school just to fill places in the neighbouring schools. He was disappointed that there had been no discussions with the Parish Council over any proposed new school sites.

There was a Ten Minute Adjournment

Standing orders were reinstated.

7. Planning

a) Applications Received

- i) 2019/0671 – 7 West View – Enlargement of Existing Ground Floor and Erection of First Floor Rear Extension**

John Henson presented the plans to the council. After the plans were discussed, it was **agreed** that there should be no comment from the Parish Council after a proposal from Steve Aspin and a second from Chris Walker.

Clerk

- ii) 2019/0700 – Land South of Mill Close – Variation of Condition 2 (pp 2018/1210) Plot 1 – Amend Size of Dwelling and Layout**

Trevor Spruce presented this application to the council. It was noted that this was a proposed reduction in the size of the property. It was **agreed** that the Parish Council should make no comment on this application after a proposal from Trevor Spruce and a second from John Joyce.

Clerk

- iii) 2019/0700 – Land South of Mill Close – Variation of Condition 2 (pp 2018/1210) Plot 1 – Amend Size of Dwelling and Layout**

Trevor Spruce presented this application to the council. As with the previous application, it was noted that this was a proposed reduction in the size of the property. It was **agreed** that the Parish Council should make no comment on this application after a proposal from Trevor Spruce and a second from John Joyce.

Clerk

- iv) 2019/0667 – Land South West of Bungay Road - Demolition of existing buildings and construction of 60 bed care home, 56 extra care apartments and 31 extra care bungalows together with vehicular access, landscaping and communal facilities including cafe bar, restaurant, lounge, gym, salon and spa, bowls green, allotments and multi-functional open space**

Chris Walker presented this application to the meeting, advising that the applicant had held a public meeting on this proposal in August 2018 and this was the subsequent planning application. He was fully supportive of the proposal in principle, advising that it would add to the facilities in the village. The consultations for the Neighbourhood Plan were supportive of provision for the elderly, and the

Joint Core Strategy found an unmet need for this type of facility. However, he felt that the proposal was of a high density and was concerned about the impact on the three properties to the east of the site.

It was noted that, of the consultees who have responded to date, the police have raised concerns about security and the flood risk authority is not satisfied with the information provided by the applicant.

David Hewer advised that the development would help to prevent loneliness in elderly people, but he was also concerned with the intensity of the development, and would prefer to see a 20mph speed limit through the site.

John Joyce noted that from the perspective of the Neighbourhood Plan, there is clearly a need for this type of development. However, the proposal is located to the south of the village which is opposed by the Neighbourhood Plan as it would bring traffic through the village. The development would also be in contraction to the Neighbourhood Plan policy on valued views.

Trevor Spruce emphasised the need to be consistent as the Parish Council had previously objected to other developments outside the planning boundary. Whilst he was in favour of the concept, the development was too big and would cause traffic problems through the village. He also raised concerns about drainage.

Steve Aspin was in agreement that the concept was correct, but the development was too big and in the wrong location.

John Henson also raised concerns about the development being outside the planning boundary, and also the fact that it creates a 'hard edge' to the village. He also raised concerns about the tenure of the properties and the C2 usage class of the bungalows which would mean the developer would avoid contributing any CIL and providing any affordable housing. Again, the idea was right, but it was in the wrong place and should also provide an allocation to those who are limited financially.

James Landshoft echoed colleagues' comments about density and siting. He also raised concerns about the pressure this will put on the local primary healthcare facilities. He asked whether the green open space would be available to the public.

John Henson was keen to ensure that this not be a gated community.

David Gooderham opined that this is a facility that Poringland needs, but also noted it as being overdevelopment, too dense, a flood risk and setting a precedent of

development outside the boundary.

John Overton advised that he had received advice from a senior planning officer at South Norfolk Council and they have confirmed that the bungalows are C2 development as a minimum of 1.5 hours care is to be provided. This type of development is supported by a feasibility study which shows an unmet need. There are currently 643 C2 bed spaces needed in South Norfolk. His greatest concern was the three storey building and its visual impact.

James Landshoft queried whether the Parish Council could object on ecological grounds. It was agreed that this was part of the planning process and an ecological report had been submitted.

Tim Boucher felt that the development would form a hard edge to the village and will be detrimental to the skyline. He also noted the traffic concerns, advising that if this was a normal housing development then the Parish Council be strenuously objecting. This development could unwittingly extend the village, especially with the applicant's proposal to extend the 30mph speed limit.

John Henson proposed that the Parish Council recommends refusal on the grounds of:

- Height of the three storey buildings
- Surface water drainage concerns
- Pressure on local infrastructure (roads and primary healthcare services)
- Located outside the planning boundary and to the south of the village
- Density of development
- Loss of important views
- Impact on neighbouring properties.

Seconded by James Landshoft and carried.

Clerk

b) Planning Decisions

The following planning decisions were noted.

- i) 2019/0435 – 7 Howe Lane – Replacement of single storey side extension with two storey side. Erection of front porch. **APPROVAL WITH CONDITIONS**

8. Correspondence and Consultations

a) To Consider Application for TPO – Land South of Hillside

Chris Walker proposed that this application be **supported**, seconded by James Landshoft and carried.

b) To Consider Replacement Tree Planting for Victory Avenue

Further to the report from the Tree Warden under Public Participation, James Landshoft proposed that the Parish Council **accept** the offer to plant replacement trees on Victory Avenue, seconded by Chris Walker and carried.

c) To Consider Correspondence from Bergh Apton Conservation Trust Regarding Grant Application for B-Line in the Parish

The meeting was suspended to allow a representative from the Bergh Apton Conservation Trust to explain the grant application to the Watermills and Marshes Landscape Partnership and how support from the Parish Council for a pollinator corridor at the source of the River Chet would greatly assist the application.

The Parish Council **agreed** that the proposals from the Bergh Apton Conservation Trust should be supported.

Clerk

d) To Consider Correspondence Requesting More Pollinators

Correspondence was received requesting that the Parish Council plant more pollinators and does not use weedkiller. It was clarified that weedkiller was only used on hardstanding areas, and it was **agreed** that the Parish Council is already supporting more pollinators in the village as part of its support for the Bergh Apton Conservation Trust in proposing to install a pollinator corridor at the source of the Chet.

Clerk

e) To Receive Correspondence from South Norfolk Council re: CIL Expenditure

The Parish Council **noted** receipt of £99,538.11 in CIL payments from developments made between 28th October and 28th April.

f) To Consider Membership Correspondence from the Norfolk Association of Local Councils

Information and an invoice had been received for annual membership of the Norfolk Association of Local Councils at a cost of £681.58. It was noted that last year the Parish Council had subscribed to the Local Council Public Advisory Service at a cost of £100, however they had not been responding to the Clerk's queries and

their website was advertising out of date training courses. It was agreed to decline membership of the Norfolk Association of Local Councils and, as an alternative to access professional advice, to pay for the Clerk's membership of the SLCC (excluding ALCC membership) at a cost of £273. This was **agreed** after a proposal from John Henson and a second from David Hewer.

9. Finance

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for March 2019 were presented and **noted**.

b) Accounts for Payment

It was **agreed** to pay the following accounts, following a proposal from John Henson and a second from Chris Walker.

Payee	Description	Amount
	Staff Salaries	£6,083.95
HMRC	PAYE & NIC	£1,970.86
Norfolk Pension Fund	Pension Contributions	£2,181.83
BT	Telephone & Broadband	£34.41
Microshade	Hosted IT	£241.20
Norfolk Copiers	Monthly Printing Fee	£92.58
Norse	ID Badge	£5.40
Ian Smith Group	Stationery and Stamps	£90.63
Total Gas and Power	Electricity (March)	£896.19
ESPO	Gas	£150.72
World Pay	Card Charges	£0.20
Hugh Crane	Cleaning Consumables	£310.78
Show-Sound Productions	PA for Queen Tribute	£350.00
UK Debt Management	Loan Repayment	£4,356.63
Broadland Flooring	Flooring in Gents	£1,275.77
Total Gas and Power	Electricity (Nov - March)	£743.72
Screwfix / Trade Uk	Smoke Alarms	£24.99
South Norfolk Council	Business Rates - Football Pavilion	£110.88
South Norfolk Council	Business Rates - Bowls Pavilion	£32.76
Nisbets	Entrance Mats	£79.16
J and A Saunders	Window Cleaning	£130.00
Barclaycard	Bar stock, stationery, events	£218.22
Spruce Landscapes	Grounds Maintenance	£945.00

Vortex	Grounds Maintenance	£191.66
Veolia	Waste Removal	£74.23
Garden Guardian	Grounds Maintenance	£637.57
Total Gas and Power	Electricity July-Aug 18	£317.82
Norfolk Copiers	Quarterly Rental of Copier	£172.76
Bin Dirty	Bin Cleaning	£70.00
T. Eagle	Six+ Group Support	£74.39
API Cleaning	Cleaning	£43.50
R. McCarthy	Petty Cash Top Up	£38.06
Various	Ticket Refunds	£342.00
TOTAL:		£22,287.87

To Receive Quarterly Budget Report

- c) It was **agreed** to defer this until the next meeting due to time constraints

10. Committees and Advisory Group Reports and Recommendations

a) To Agree Poringland Neighbourhood Plan

John Henson introduced this item. All members had received a copy of the draft plan, which had been updated to account for the Regulation 14 consultation.

Four typographical errors were noted for amendment.

John Henson thanked John Overton for his support at South Norfolk Council, particularly in relation to policy 1, a phased development in the village.

Trevor Spruce thanked John Henson, the Neighbourhood Plan committee, John Overton, the Project Officer and the consultant for all their hard work to create the plan.

Chris Walker proposed that the plan, as amended, be **adopted** and submitted to South Norfolk Council, allowing the Neighbourhood Plan Steering Group to make any amendments to correct any further typographical errors. Seconded by David Hewer and carried.

**Project
Officer**

John Joyce Left the Meeting

11. Policy Review

a) To Review Data Protection Policy

It was **agreed** to defer this until the next meeting due to time constraints.

b) To Review the Scheme of Delegation

It was **agreed** to defer this until the next meeting due to time constraints.

12. To Receive Proposal to Close the Meeting for Items 13 and 14 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as the Item Relates to the Terms and Conditions of Employment

This was **agreed** after a proposal from John Henson and a second from Trevor Spruce

The Public Left the Meeting

13. To Review Employer Pension Policy

The eligibility criteria for the Local Government Pension Scheme was agreed and the policy adopted.

14.

To Receive Update for the Relief Caretaking of the Community Centre and Pavilion

The Clerk provided an update and an amendment to the hourly rate was agreed.

15. Date of next meeting:

- Wednesday 15th May 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9.50pm.

CHAIRMAN

Clerk's Update on Matters Raised at Previous Meetings

The following matters have been raised at previous meetings, and updates are noted below for information. This document does not include matters within the agenda.

- **New Burial Ground** – This is to be progressed after the elections. **ONGOING**
- **Bus Stop at Hardley Road** – Norfolk County Council has viewed the site and is looking favourably on the project. They have mocked up some pictures of the site for the council to consider (appended). If agreed, is likely that the project will be completed without full DDA kerbing due to the cost. A question was asked about whether developer contributions could pay for this, however the response was that, despite the level of development close to the site, a bus stop would have to be written into the planning conditions/s106 agreement to obtain funding from the developer. **ONGOING**
- **Dog Signage** – The dog signage has been installed. **COMPLETED**
- **Pond Maintenance** – Quotes have been requested to dig out the village and community centre ponds. **ONGOING**
- **Adoption of Phone Box** – An expression of interest has been completed with BT and as a result they have commenced with a 3 month consultation period with the District Council. This should be completed in mid-June. **ONGOING**
- **Community Centre Improvements** – The intruder alarm has been installed. Once the staff are used to it a cascade system will be put in place notifying key holders if the alarm has been triggered.
- **Charity Bank** – The application for this bank account is in the process of being completed
- **Communications by Norfolk County Council over highways works** – A response draft by John Joyce and David Gooderham has been sent to Norfolk County Council.
- **School** – Cllr Overton has contacted the Leader of Norfolk County Council to relay the Parish Council's dissatisfaction with the current situation with primary school being oversubscribed. To date no response has been received. Cllr Overton also invited the headteacher to attend the APM to listen to parishioner concerns, however he was unable to attend. The school has extended an invite to meet with him at school to discuss the matter further. The clerk has requested a copy of the minutes from the Governors' / Senior Leadership Team meeting when the number of first choice applications and respective school PAN was discussed. There has been no response to this request, however the school must treat this under the Freedom of Information Act so a response should be forthcoming by 28th May.
- **Pavilion Cleaner** – A cleaner for the pavilion has been found and they start on 12th May.

Hi Faye,

As discussed, below are two illustrations of where the stops could be sited. As a parish council, could you please confirm your agreement and I will then progress to costing the scheme? Because of limited budgets, I would suggest bus stop poles in this instance with a view to installing DDA compliant kerbing if/when budget becomes available in the future.





High Ash Farm

Dear Poringland Parish Council

High Ash Farm is seeking support from Poringland Parish Council to provide and enhance the permissive walks at Caistor, Stoke Holy Cross and Arminghall. The national funding for permissive access walking from Natural England ceased in 2015 under Countryside Stewardship.

High Ash Farm has continued to provide public access to more than 5 miles of walking and conservation work without any funding. We have been asking for donations from public and local businesses to help with the maintenance costs which has been an assistance but still falling some way short of the annual cost to the farm.

Walking at High Ash Farm is open 365 days a year and special events are held annually to celebrate Norfolk's countryside;

May – Bluebell walks

June – Bee walks through our well-established pollen and nectar meadows

July – A sunflower walk through our over-winter wild bird seed mix

August – January – A walk through our wonderful Teasel display.

Walking at High Ash Farm provides year-round health, education and enjoyment on well maintained, mown, wide, safe walkways. They are a well-used and very important local amenity that can be accessed free of charge by all.

We are asking our local parish councils to help contribute to the costs of providing this community asset. Perhaps the community infrastructure levy could be well utilised here as the facility High Ash Farm is providing meets the requirements for the CIL.

Please see our enclosed leaflets and we will be pleased to provide further information if required.

Kind regards,



High Ash Farm

Conservation And Public access sponsorship

Just three miles south of Norwich is a haven for wildlife and people. High Ash Farm is dedicated to conservation work which includes creating habitats, improving soil and water quality and protecting our archaeological heritage.

Beautiful walks are open to the public for relaxation, education and green exercise.

High Ash is loved across the county, thanks to farmer Chris Skinner's weekly slot on BBC Radio Norfolk.

All this was made possible by an EU fund, but sadly this expired in 2017 with no replacement. It was unimaginable for us to return to normal, intensive farming. That would involve destroying the pollen and nectar fields, ploughing up the wild bird seed plantings and closing the gates for public access.

We have kept going, thanks to the donations of individuals who care about the countryside as much as we do.

More support is needed to fund our public access into the future. We are seeking new sponsors who want to play their part in protecting and enhancing nature, while enabling us to keep the walks open for public health and education.

Our existing sponsors have their contribution recognised by gaining access to some exclusive sponsors walking routes and get invited to some special events such as visits to the stunning bluebell display. You are also supporting the conservation work across the farm.



Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 30 April 2019

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Barclays Current	0.00
1	Unity Trust	196,233.04
2	Barclays Deposit	0.00
2	Hodge Bank	55,000.00
2	United Trust	50,000.00
2	CCLA	40,000.00
2	Santander Bond 1	60,000.00
2	Hampshire Trust Bond 1	55,000.00
2	Cambridge & Counties 120 Day	75,311.82
2	Nationwide Instant Access	121,117.00
2	Unity Trust Deposit	95,463.30
		748,125.16
<u>Other Bank & Cash Balances</u>		
	Petty Cash	550.00
	Cashbook Suspense	0.00
		550.00
		<hr/> 748,675.16
<u>Unpresented Payments</u>		
1	29/04/2019 300090	130.00
1	29/04/2019 SO	172.76
1	29/04/2019 DD	227.59
1	27/02/2019 300085	75.00
		605.35
		<hr/> 748,069.81
<u>Receipts not on Bank Statement</u>		
0	30/04/2019 All Receipts Cleared	0.00
		0.00
		<hr/> 748,069.81
Closing Balance		
		<hr/> 748,069.81
<u>All Cash & Bank Accounts</u>		
	Current	195,627.69
	Bonds & Savings	551,892.12
	Other Bank & Cash Balances	550.00
	Total Bank & Cash Balances	<hr/> 748,069.81 <hr/>

PORINGLAND PARISH COUNCIL			
Payments List 15th May 2019			
Payee	Code	Description	TOTAL
F LeBon	Salaries	Clerk	
R McCarthy	Salaries	Asst Clerk	
L Gooderham	Salaries	Caretaker	
S Warminger	Salaries	Cleaner	
S Duffell	Salaries	Project Officer	
S Cunningham	Salaries	Administrator / Caretaker	
S Cunningham	Salaries	Bar Staff	
HMRC	Salaries	PAYE & NIC	£2,108.73
Norfolk Pension Fund	Salaries	Pension Contributions	£2,329.88
Microshade	General Administration	Hosted IT	£241.20
Ian Smith Group	General Administration	Stationery and Stamps	£114.97
SLCC	General Administration	Annual Subscription	£273.00
World Pay	Community Centre	Card Charges	£6.93
Hugh Crane	Community Centre	Cleaning Consumables	£8.50
Norwich Electrical	Community Centre	Install Spur for Alarm	£142.68
The Alarm Company	Community Centre	Intruder Alarm	£1,149.60
MPS Doors	Community Centre	New Rear Door and Servicing of Existing	£7,211.70
	Community Centre	Refund of Swing Ticket	£18.00
Eastern Tree Care	Open Spaces	Tree Works	£5,070.00
Glasdon	Playing Field	New Bin	£239.20
Garden Guardian	Playing Field / Comm Sums / Verges	Grounds Maintenance	£782.27
Vortex	Commuted Sums	Grounds Maintenance	£519.98
Bartletts	Commuted Sums	Dog Signage	£885.60
Barclaycard	Community Centre	Bar stock, Event exp. Maintenance	£840.92
			£28,369.76