

Minutes of the Meeting of Poringland Parish Council
Wednesday 2nd January 2019 7pm Poringland Community Centre

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

Also attended: 3 members of the public in attendance.

1. Apologies

Apologies for absence were received from John Joyce.

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.

John Henson declared a personal interest in item 7 a(iv), having a connection with the applicant.

3. Minutes of the Previous Meeting

Following correction of typographical errors, the minutes of the meeting held on 28th November 2018 were **agreed**. Proposed by David Hewer, seconded by Chris Walker, all in favour.

4. Update on matters arising from the minutes

The Assistant Clerk presented her report into matters raised;

It was confirmed that the estate agents boards used to advertise events were not illegal and were installed at the discretion of the landowner.

The developers of Rosebery Park have advised that the road surfacing will be reinstated mid to late January, after which point the road markings can be painted.

A meeting about the Community Land Project had been held with the football club and the Men's Shed. Feedback from this meeting had been sent to the architect.

The stones in front of Budgens are not in breach of any planning condition and are being swept daily by Winkworth, however it was felt that this was not sufficient. The landlord of the area is to be established and contacted regarding this problem.

Final letters have been sent regarding the closure of the cemetery to new burials, with a deadline for response of January 31st. After that the Parish Council will assume plots will be retained for the interment of ashes only, however refunds of the exclusive rights of burial will still be available.

There have been no recent requests for wheelie bin speed awareness

Clerk

stickers, therefore these are to be left in the foyer of the community centre for anyone to collect.

The solar light has yet to be delivered, but when it is received it will be installed in the teenage shelter.

David Gooderham advised that the response from South Norfolk Council about the lack of planning enforcement over the air source heating units at 4 Highland had been poor. This is to be escalated as, despite the new planning application being submitted, the lack of enforcement had been of detriment to the neighbouring property over an extended period of time.

Clerk

5. Report from the Chairman

The Chairman welcomed the new clerk to her first official meeting.

He reported that 74 children had attended the Princess Party held on 19th December. Nearly £100 profit was made and this was a successful community event.

The Jukebox Rogues Cabaret event on December 8th was very well received and a £640 profit was made.

6. Public Participation

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

a) District Councillors

Cllr Neal reported that the new Managing Director of the combined district councils of South Norfolk and Broadland, Trevor Holden, had started in his role today. Organisation of senior staff is to be discussed at the full council meeting on 14th January.

'Pick and Mix' Bitesize learning packages have been put together for community groups. The first session is to be held on 31st January at the Cock Inn in Diss, and will cover 'How to get more volunteers and keep them'. Another 'ping' initiative has been launched with grants of up to £100 being made available for community outdoor table tennis tables.

A planning agents forum has been held, with the new NPPF being discussed. In this new framework, 10% of all affordable housing allocations now have to be for affordable rent (it was established that in South Norfolk this would be 10% of the 28% agreed affordable housing contribution). Two bedroom affordable flats were being discouraged and there will no longer be a requirement for 'pepper potting' of affordable housing.

The new calculation for the five year housing land supply is imminent, however there is a level of confidence that South Norfolk will still retain their five year supply.

Chris Walker queried the recent leaflet from South Norfolk Council detailing the forthcoming bin collection dates. All dates were on a Thursday as usual, with the exception of the dates in October which were a Tuesday. Cllr Neal is to raise this, but it was suspected that this was a typographical error.

b) County Councillor
Cllr Thomson had given his apologies for the meeting, but had forwarded a report to the Clerk. This is to be circulated to councillors. **Clerk**

c) Public Participation
There was no comment from the public.

James Landshoft wished all in the room and happy and prosperous 2019

Standing orders were reinstated.

Lisa Neal left the meeting and observed from the public area.

7. **Planning**

a) Applications Received

i) 2018/2725 Land North of Stoke Road: Proposed non-illuminated 5 no. Signs and 5 no. Flags
Trevor Spruce had visited the site and obtained clarity on where the proposed signs and flags were to be situated.

It was **agreed** to recommend approval for this application with conditions applied so that the flags would be removed if noise resulting from movement of the flags became a nuisance to residents of neighbouring properties. **Clerk**

The Clerk is to check whether the signage for the show home has planning permission. **Clerk**

ii) 2018/2734 1 Norwich Road: Side extension and car ports
Trevor Spruce had viewed the plans and visited the site. **Clerk**
It was **agreed** to make no comment regarding the application.

iii) 2018/2223 4 Highland: Retain in situ the one air-to-air heat pump unit at ground level on front elevation; remove and relocate the existing air-to-water heat pump unit to ground level at the rear; and remove two existing air-to-air heat pump units and relocate one of those units to first-floor level on rear elevation together with installation of a barrier

John Henson had viewed the plans and visited the site. He raised continued concerns that 'Unit X' would likely cause a noise nuisance to the neighbouring property. Similar concerns were raised about the other two units detailed in the application having adverse effects on the residents of the other two properties close to the applicant's property. There was also consternation over disregard for the previous refusal of the application.

John Overton advised that South Norfolk Council's Environmental Health department had viewed the site and had assured that the decibel level from the units would be acceptable.

It was **agreed** that refusal of the application be recommended on the grounds, that there is no evidence in the revised plans that would mitigate the adverse effects of the noise from the units, which will ultimately be of detriment to three neighbouring properties. Unit X is certainly a commercial unit which is totally unsuitable to being installed on a domestic property, which is located within an

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

Clerk

- iv) 2018/2824 6 Greenacres Drive: Rear and side extension
John Henson took no part in the discussion of this item and abstained from voting.

David Gooderham had viewed the plans and visited the site.

Discussions occurred as to the loss of the garage, but it was established there remained sufficient car parking space.

It was **agreed** to make no comment regarding the application, proposed by David Gooderham and seconded by Trevor Spruce. All in favour.

Clerk

b) **Planning Decisions**

Planning decisions were noted as follows:

i.2018/2267 Land South West Of Sebald Crescent: Proposed new chalet bungalow and a log cabin annexe.

REFUSAL

ii.2018/2370 5 St Marys Road: Proposed single storey extension to side of existing dwelling. Demolition of existing flat roof detached garage and erection of 1.8m fencing and gate.

APPROVAL WITH CONDITIONS

iii.2018/2617 Evangelical Free Church, Carr Lane: Non Material Amendment following 2017/0047 – change to windows.

APPROVAL WITH NO CONDITIONS

iv.2018/2652 Land South Of Stoke Road And West Of The Street: Non material amendment to 2017/0495 – alterations to internal layout, main body of house above plinth level changed from render to brickwork, window to Utility in side elevation changed to a door, window on half landing reduced in size and addition of high level roof light in roof slope to both sides of dwelling to plot 1.

APPROVAL WITH NO CONDITIONS

8. **Correspondence and Consultations**

a) Pollination Corridor Presentation

A presentation was received from the Bergh Apton Conservation Trust regarding a potential 'B-Line' which is a network of pollinator friendly corridors. Presently there are none in Norfolk, but it was proposed to create one along the Chet Valley, on the provision that local support is received. Trevor Spruce queried whether there would be any additional financial commitment from the Parish Council should part of this conservation project be located on Parish Council land, to which it was responded that it was not anticipated that there would be any additional maintenance cost to what would already be budgeted if the area was just grassed. The Community Land Project plans were displayed to show an area provisionally allocated as a wetland nature walk. Other areas in the village were discussed for potential consideration for this project, as were other types of plants. The project was also noted as one that would be well supported by local bee keepers.

It was **agreed** to send a letter of support in principle for this project to the Bergh Apton Conservation Trust.

Clerk

b) The Ridings/Devlin Drive Hedge

Correspondence had been received from the public about the lack of highway visibility being caused by a hedge on Devlin Drive, when over taking parked cars, causing a danger. Some councillors had experienced similar problems in this area. It was noted that the Highways Engineer had visited the site and advised that the lack of visibility was a natural incentive for people to stay within the 20mph speed limit. Discussions occurred as to whether the problem was the hedge or the parked cars. It was **agreed** to contact the local police and ask them to speak with the car owners who are parking in the dangerous position, and to ask the Highways Engineer to put his advice regarding the hedge in writing. .

Clerk

9. Finance

a) Receipts, Payments, and Bank Reconciliation

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

b) Accounts for Payment

It was **agreed** to pay the following accounts. Trevor Spruce and Tim Boucher would authorise the payments.

Payee	Description	Amount
	Staff Salaries	£4,730.52
HMRC	PAYE & NIC	£1,229.55
Norfolk Pension Fund	Pension Contributions	£1,336.57
BT	Telephone & Broadband	£49.55
Microshade	Hosted IT	£217.62
Norfolk Copiers	Printing	£35.98
Total Gas & Power	Electricity	£855.58
ESPO	Gas	£161.78
Wave	Water	£282.18
WorldPay	Card Machine	£4.08
R McCarthy	Event Catering	£80.00
Norwich Electrical	Electrical Repair	£130.96
J Lawrance	Repair of Dishwasher	£75.00
The Alarm Company	Fire Alarm Servicing	£312.00
Wave	Water	£198.63
South Norfolk Council	Premises Licence	£70.00
Wave	Water	£16.03
Parker Planning	Consultant	£240.00
Veolia	Waste	£74.23
Spruce Landscapes	Grounds Maintenance	£945.00
Garden Guardian	Grounds Maintenance	£1,059.29
Garden Guardian	Grounds Maintenance (July)	£870.22
Vortex	Grounds Maintenance	£191.66
API Cleaning	Relief Caretaking	£793.88

Barclaycard	Bar / Event / Statt	£1,064.13
Hugh Crane	Repair of Floor Cleaner	£273.13
Office Water Supplies	Water Cooler Rental	£90.98
J and A Saunders	Window Cleaning	£200.00
R McCarthy	Petty Cash Top Up	£72.21
TOTAL:		£15,660.76

10. Committees and Advisory Groups

a) Finance & Governance Advisory Group

The report was presented by Chris Walker. The group had focussed upon the 2019/2020 budget and precept setting. It was **agreed** that additional staff hours would be required for the Neighbourhood Plan and this should be included in the budget.

Trevor Spruce Left the Room Due to a Pecuniary Interest

The following 2019 maintenance contracts were **agreed**:

Community Centre – Spruce Landscapes at £2,350 per annum
Following a proposal from Chris Walker and a second from David Hewer, all in favour.

Trevor Spruce Re-Entered the Meeting

Tree Works – Eastern Tree Care at £4,750 per annum plus £320 for additional required works identified.
Following a proposal from Chris Walker and a second from John Henson, all in favour.

11. Other Matters

a) Budget and Precept Setting 2019/20

Chris Walker presented the budget which resulted in a precept of £166,235.54, Band D of £88.56 and a 4.98% increase, owing principally to the lack of shortfall grant available and loss of income due to the closure of the Cemetery to new burials
It was advised that South Norfolk Council had confirmed the tax base of 1877.

The budget included revised pay staff scales as recommended jointly by NALC and SLCC. It also included a £10,000 budget for unforeseen repairs to the community centre due to the age of the building, and an additional £8,500 for Neighbourhood Planning, the latter was **agreed** to be taken out of reserves.

David Gooderham raised concerns about £10,000 being precepted for the professional fees for a potential new cemetery, and would prefer this to come out of reserves. A vote was taken with the majority **agreed** that £5,000

should be taken from reserves and £5,000 from the precept.

The 2019/2020 precept was therefore **agreed** at £161,235.54, a Band D of £85.90 per annum, an increase 1.82%

The Clerk raised that correspondence had been received over Christmas regarding the £55,000 fixed term investment with Hodge Bank. This had matured and had now been automatically transferred to a seven day notice account paying 0.3% interest. It was **agreed** that this should be reinvested with Hodge bank on 1 year fixed term at a rate of 1.4% after a proposal from Chris Walker and a second from John Henson, all in favour.

Clerk

The Clerk raised that Norfolk County Council had made an error with the 20mph order on the Shotesham Road, caused by the traffic signs not being installed within two years from the order notice date. Norfolk County Council is therefore consulting again so as to ensure that the order is enforceable. It was **agreed** to respond positively to this consultation.

Clerk

Thanks were given to the Assistant Clerk for her hard work in ensuring that the parish office ran smoothly whilst the recruitment process for a new clerk took place.

12. Date of next meeting:

- Wednesday 30th January 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9.10pm.

CHAIRMAN