

Minutes of the Annual Meeting of Poringland Parish Council
Wednesday 15th May 2019 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
John Henson
David Hewer
John Hodgson
John Joyce
James Landshoft
Carl Pitelen
Trevor Spruce
Chris Walker
Faye LeBon (Parish Clerk)

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

All members had signed their Declaration of Acceptance of Office

Item 1 was chaired by the Chairman of the previous year, Tim Boucher.

1. Election of Chairman

David Hewer proposed that Tim Boucher should be Chairman of Poringland Parish Council for the ensuing year, seconded by John Henson and carried. Tim Boucher duly signed his declaration of acceptance of office for the position of Chairman.

2. Election of Vice Chairman

There were two nominees for Vice Chairman, Trevor Spruce and John Joyce. After a secret ballot John Joyce was duly elected as 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

John Henson proposed that that Poringland Parish Council meets the conditions to exercise the General Power of Competence, seconded by David Hewer and carried.

4. Attendance and Apologies for Absence

Apologies were accepted from Lisa Neal and John Overton.

5. Declarations of Interest and Applications for Dispensation

Councillors who had served in the previous term were asked to review their Register of Pecuniary Interests. For new councillors, their interests should be registered at South Norfolk Council by 30th May.

a) To Agree Dispensation for all Members of Poringland Parish Council to Allow for Decisions in Relation to the Welcome Home and Memorial Playing Fields Trust.

David Hewer proposed that this dispensation be granted, seconded by John Henson and carried.

6. Minutes of the Meeting Held on 24th April 2019

Subject to the amendment of two typographical errors, the minutes of the meeting held on 24th April 2019 were **agreed**. Proposed by David Hewer, seconded by James Landshoft and carried.

7. Update on matters arising from the minutes

The Clerk presented her report into matters arising:

With regards to the 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. 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. Councillors reviewed the documentation from Norfolk County Council and agreed that this was an appropriate site which would serve the new surgery well. However, correspondence should be sent to the properties fronting the proposed site to advise them of the intentions and seek comment.

Clerk

All the dog signage has been installed with the exception of the 'responsible dog

ownership' signage on the Mulberry green open space, where assistance will be required with installing the posts.

An estimate has been received for the removal of silt from the two village ponds. To clear the ponds and leave the silt onsite would cost approximately £17,000. To have the silt removed from site would cost approximately £43,000. Discussions occurred as to the necessity to have the ponds cleared and the cause of the problem, particularly the lack of street cleaning which had caused silt from the road to transfer into the pond at the Leisure Garden. The Clerk is to seek clarification from South Norfolk Council as to how often this area of the village has been street cleaned and to ask for a contribution to the cost. She is also to investigate the use of the Conservation Volunteer Group.

Clerk

In relation to the adoption of the BT Phone Box, the three-month consultation should be complete in mid-June. In the meantime, parishioners are encouraged to put forward ideas for its future use.

The intruder alarm has been installed at the community centre. Once the staff are used to it, a cascade system will be put in place notifying key holders if the alarm has been activated.

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

A response to Norfolk County Council about poor communications relating to highway works, drafted by John Joyce and David Gooderham, has been sent to Norfolk County Council.

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 head teacher to attend the Annual Parish Meeting 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.

A cleaner for the pavilion has been appointed and they started on 12th May. The Clerk is to send details of the new employee to all councillors.

Clerk

8. Report from the Chairman

The Chairman formally welcomed John Hodgson and Carl Pitelen to the Parish Council team.

There had been 39 plots sold for the village garage sale, which was in excess of the number originally expected.

The plans for the village fete are coming together well, but volunteers are required.

The Parish Council accounts have been internally audited. The Clerk advised that the statutory latest date for sending these to the external auditor is 1st July, so these and the supplementary documentation is to be sent to councillors in advance of the next meeting, thus allowing time for any questions, so formal agreement of the accounts can be made at the June meeting.

9. Committees and Advisory Groups

a) To Review Terms of Reference for Committee / Advisory Groups

All terms of reference were reviewed. It was agreed that the terms of reference for the HR Advisory Group and the Finance and Governance Advisory Group were adequate in their current form and required no amendment. The Community Centre Advisory Group Terms of Reference was amended to reflect that the meetings should be held quarterly rather than bi-monthly and remove reference to the pavilions. It was also agreed to amend the Amenities Advisory Group Terms of Reference to remove reference to the playing field.

It was agreed not to create a Terms of Reference for the Welcome Home and Memorial Playing Fields Trust as this role should be reserved for the charity as a separate legal entity.

James Landshoft proposed that these Terms of References should be accepted, seconded by David Hewer and carried.

The Neighbourhood Plan Committee Terms of Reference was reviewed and it was agreed to amend the membership of the committee to reflect that two committee

members which were originally members of the public were now parish councillors. This was done to ensure that the committee as a whole could remain as it was, because the committee had worked well together to bring the Neighbourhood Plan to the point it was and it would be senseless to change the committee at this late stage. This change was proposed by James Landshoft, seconded by Chris Walker and carried.

b) To Appoint Members to the Following Committees/Advisory Groups

i) Neighbourhood Plan Committee

Parish councillors on this committee should be Tim Boucher, John Henson, David Hewer, John Hodgson, John Joyce, Lisa Neal, Carl Pitelen and Trevor Spruce.

ii) HR Advisory Group

The HR Advisory Group should be made up of Chris Walker, Trevor Spruce, David Hewer (and Tim Boucher and John Joyce ex officio).

iii) Finance and Governance Advisory Group

The Finance and Governance Advisory Group should be made up of Chris Walker, John Henson, James Landshoft (and Tim Boucher and John Joyce ex officio).

iv) Amenities Advisory Group

The Amenities Advisory Group should be made up of David Hewer, Carl Pitelen, John Overton, Lisa Neal and Tim Boucher.

v) Community Centre Advisory Group

The Community Centre Advisory Group should consist of John Henson, John Hodgson, John Joyce, Chris Walker and Tim Boucher.

vi) Welcome Home and Memorial Playing Fields Trust

All members should form part of this, with any further delegation being the responsibility of the Trust as a separate legal entity.

vii) Six Strategic Group

Representing the parish should be David Hewer and James Landshoft

John Henson proposed that the committees and advisory groups should be accepted en bloc. Seconded by John Hodgson and carried.

10. Public Participation

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

a) District Councillors

Cllr Spruce reported that it was still very early in the term of the new District Council. Committees are in the process of being arranged and acceptance will be at the full council AGM on 22nd May.

b) County Councillor

Cllr Thomson advised that the council is still in the second period of Purdah, due to the upcoming European elections.

A new bus stop has been located in Upper Stoke. He confirmed that some bus routes are 'hail and ride', others are restricted to stopping only at bus stops. He will clarify which routes are 'hail and ride' upon request. Chris Walker requested that Cllr Thomson check the 40 and 40a routes.

The area of highway opposite the high school has been further reviewed and some patching work has been arranged to be completed by 28th May. This area has also been escalated to the 'A and B Roads team' for consideration for a full resurface.

The Placement team is still reviewing the matter of the oversubscribed primary school and the appeals process is currently underway. It has yet to be confirmed whether all places offered will be taken up. Sites for a new school are being identified and once these have passed the confidentiality stage, the sites will be put forward for public consultation.

With regards to previous comments about having a mobile building on the school site, there are several factors to consider. Firstly, the school and the governors have to agree. The site is already deemed as below the recommended size for a two form entry school. There will also be other consultees, and Sport England may object as any proposed mobile will take up valuable play space. Residents and highways will also have to be consulted.

Cllr Thomson left the meeting

c) Public Participation

James Landshoft felt that the bus shelter by The Royal Oak was not practical in

winter months due to the lack of sides, and queried whether the sides could be retrofitted? He felt that this was preventing people using this bus stop. Tim Boucher advised that this was not possible and the bus stop would have to be removed and a new one installed. As this bus stop was privately purchased this may be perceived as disrespectful. John Joyce felt that this bus stop was well used. A member of the public advised that since the bus service providers had changed, the bus was now regularly not stopping at Saxonfields and would not stop until Zaks. The service from Norwich to Poringland on a Saturday afternoon is also often very poor.

A member of the public queried whether there is a plan in place for a pedestrian crossing near The Royal Oak? Tim Boucher responded that there were currently no plans in place and to do so there had to be a need demonstrated. This also had to be balanced with holding up traffic on a very busy road. David Hewer advised a pedestrian crossing by the chemists was previously rejected by highways. John Joyce felt that as The Ridings has grown, there is an increased number of people crossing the road at this point after they disembark from the bus.

A member of the public asked if there were plans for the pond at the community centre. Trevor Spruce responded that maintenance work will be done in June, with the area within the fence trimmed and the reeds cleared.

James Landshoft raised that when crossing the Springfields roundabout, coming from Devlin Drive, visibility is restricted because of the hedge.

A member of the public asked whether the raised kerb on The Street had been addressed. John Overton had arranged for highways to inspect the area.

John Hodgson asked whether the Parish Council had had any further thoughts about a change of name for the Parish Council. Tim Boucher advised that this would form part of the first Strategic Working Group meeting.

Standing orders were reinstated.

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)

Concerns were raised that the Parish Council had originally objected to this application and therefore there ought to be something substantial in the variation of conditions to enable the Parish Council to seek an alternative decision.

John Henson noted that there were now three windows very close to the boundary and this is not the type of development that the Parish Council should be encouraging.

John Joyce noted that the Neighbourhood Plan did support infill development.

John Joyce proposed that the Parish Council continue to object to this development on the grounds of inappropriate and overdevelopment of this area. Seconded by John Henson and carried.

Clerk

- ii) 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. **ADDITIONAL PLANS**

The additional plans for the surface water drainage were raised as urgent business.

John Henson proposed that the Parish Council should object to these plans on the grounds that the connections are into storm drains rather than water courses. This will eventually have a negative effect on the discharge rate and there will be consequences for neighbouring properties in the long term. Seconded by Chris Walker and carried.

Clerk

b) Planning Decisions

The following planning decisions were noted.

- 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**

12. Correspondence and Consultations

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

Walks

Trevor Spruce explained the difference between the general permissive pathways in this area, and the sponsored walks which are reserved for those who have made a financial contribution. There is scope for, in exchange for a financial donation from the Parish Council, the people of Poringland using the sponsored walks. A pass system could be created, with local walkers collecting a pass from the community centre when required.

John Joyce advised that at recent Community Led Planning seminars, it was established that there was an element of flexibility to utilise CIL for projects such as this, in mitigation of local development.

It was agreed to defer this item to allow the Clerk time to find out exactly what the money will be used for and how the people of Poringland can benefit.

Clerk

13. Finance

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for April 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	£6,522.60
HMRC	PAYE & NIC	£2,132.73
Norfolk Pension Fund	Pension Contributions	£2,329.88
Microshade	Hosted IT	£241.20
Ian Smith Group	Stationery and Stamps	£114.97
SLCC	Annual Subscription	£273.00
World Pay	Card Charges	£6.93
Hugh Crane	Cleaning Consumables	£8.50
Norwich Electrical	Install Spur for Alarm	£142.68
The Alarm Company	Intruder Alarm	£1,149.60
MPS Doors	New Rear Door and Servicing of	£7,211.70
Name Withheld	Refund of Swing Ticket	£18.00
Eastern Tree Care	Tree Works	£5,070.00
Glasdon	New Bin	£239.20

Garden Guardian	Grounds Maintenance	£782.27
Vortex	Grounds Maintenance	£519.98
Bartletts	Dog Signage	£885.60
Barclaycard	Bar stock, Event exp. Maintenance	£840.92
Name Withheld	Village Garage Sale Refund	£7.00
Veolia	Waste Removal	£75.58
Total Gas and Power	Electricity	£785.64
Total Gas and Power	Pavilion Electricity	£155.95
BT	Telephone and Broadband	£47.24
Spruce Landscapes	Grounds Maintenance	£945.00
R. McCarthy	Petty Cash Top Up	£34.23
Anne Barnes	Internal Audit (Playing Field)	£40.00
TOTAL:		£30,580.40

To Receive Fidelity Valuation Statement

- c) This was presented to councillors and the valuation noted.

To Consider Reinvestment of Hampshire Trust One Year Bond

- d) To date no details had been received from Hampshire Trust. Once received the Clerk is to forward to councillors.

To Review of Internal Controls

- e) Councillors reviewed the internal controls in place by the council. John Henson proposed that these be accepted, seconded by Chris Walker and carried.

To Review Account Signatories

- f) The following account signatories were accepted en bloc, after a proposal from Trevor Spruce and a second from David Hewer:

Unity Trust: All councillors

Nationwide: Tim Boucher, John Overton, John Henson

Julian Hodge: Tim Boucher, Chris Walker

Hampshire Trust: Tim Boucher, Trevor Spruce, John Henson, Chris Walker

Cambridge and Counties: Tim Boucher, Trevor Spruce, John Henson, Chris Walker

Fidelity: Tim Boucher, Trevor Spruce, John Henson, Chris Walker

United Trust: Tim Boucher, Trevor Spruce, John Joyce

Charity Bank: Tim Boucher, Trevor Spruce, John Joyce

Santander: Tim Boucher, Trevor Spruce, John Joyce

CCLA: Tim Boucher, Trevor Spruce, John Joyce

The change of signatories for the Welcome Home and Memorial Playing Fields Trust will be agreed by the Trust as a separate legal entity.

14. Committees and Advisory Group Reports and Recommendations

a) Neighbourhood Plan Committee

The Neighbourhood Plan is in the process of being submitted to South Norfolk Council, taking on board comments made at the last Parish Council meeting and subsequent evidence from the school admissions. South Norfolk Council will then check to ensure it meets the 'Basic Conditions' and then re-consult on the document (known as a Regulation 16 consultation). Once through this consultation it will be submitted for independent examination.

The Clerk is to send all members the link to the most updated version of the Neighbourhood Plan.

Clerk

b) Community Land Project

It has become apparent that there has been no one at Norfolk Homes monitoring the Community Land Project since the previous manager left the company. As a result, Norfolk Homes have employed someone, commencing 13th May, whose first job will be to look at this. The Parish Council's solicitor advises that the paperwork is ready to be signed once Norfolk Homes has given their approval.

Tim Boucher and the Clerk will arrange to meet with Norfolk Homes to discuss The Vision.

15. Policy Review

a) To Review Standing Orders

The Standing Orders were reviewed and no amendments were deemed necessary.

This was proposed by John Henson, seconded by Chris Walker and carried.

b) To Review Financial Standing Orders

After a recommendation from the Internal Auditor, section 6.5 was extended to include all supporting documentation, not just cheque stubs. This was proposed by John Henson, seconded by Chris Walker and carried.

c) To Review Data Protection Policy (deferred from April meeting)

It was agreed that this should be amended to reflect the post of the Parish Clerk

when referring to the Data Protection Officer, rather than a specific name. This was after a proposal from Chris Walker and a second from David Hewer.

d) To Review the Scheme of Delegation (deferred from April meeting)

After a proposal from Chris Walker and a second from David Hewer it was agreed that this document should be amended to reflect the Neighbourhood Plan Committee, and the document accurately renumbered when this is done.

e) To Agree Calendar of Meetings for 2019/2020

It was agreed not to hold any meetings in August and the calendar was updated to reflect this by holding an extra full council meeting in September. The calendar was agreed after a proposal from John Henson and a second from David Hewer.

16. Community Centre

a) To Consider Options for Boiler Repair / Replacement

It was **agreed** to defer this item to allow for full information to be collated and presented to members.

17. Date of next meeting:

- Wednesday 26th June 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9pm.

CHAIRMAN