

Minutes of the Meeting of Poringland Parish Council
Wednesday 27th January 2016 7pm Poringland Community Centre

Present: John Ellis (Chairman)
Steve Aspin
Tim Boucher
David Gooderham
John Henson
David Hewer
Jenny Kereama-Ellis
Lisa Neal
John Overton
Jane Pratt
Chris Walker
Catherine Moore (Clerk)

Also present: 12 members of the public.

1. Apologies

There were no apologies for absence.

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 14a as her husband had made an application for the Youth Grant in his role with the Youth Football Club.
John Overton declared an interest in item 14a as his son-in-law had made an application for the Youth Grant in his role with the Youth Football Club.

3. Minutes of the meeting held on 6th January 2016

The minutes of the meeting held on 6th January 2016 were **agreed**, proposed by John Henson, seconded by Jane Pratt, all in favour.

4. Matters Arising from the Minutes

There were no matters arising from the minutes.

5. Public Participation

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

A member of the public queried the tax base calculation, noting that there was inconsistency in the number of homes being built with the number being added to the tax base. It was explained that each home represented a fraction of the tax base, not a straight additional 1, and that factors such as council tax support would change the figures. It was **agreed** to ask South Norfolk Council for a full explanation of how the tax base was calculated, together with details of how many properties were council tax support claimants and therefore not on the tax base.

Clerk

A member of the public queried why Poringland's precept was one of the highest in South Norfolk, having gone up from £48 Band D to £82 Band D in 10 years. The increase in population and properties was discussed, together with the disparity of precept between Poringland and Framingham Earl. It was suggested that Poringland and Framingham Earl could be merged at the

boundary review, to make savings. In reply, the Chairman noted that even when a property was built, it would not immediately go onto the precept or equate to a whole point on the tax base. The boundary review would be discussed in 2017/18 and opinions could be voiced through that process. Inconsistency of figures had been challenged previously.

A member of the public noted that they objected to the planning application requesting that off site highways works take place on occupation of the 100th property rather than the 50th. These comments were noted.

A member of the public complained about the continued use of Carr Lane as an alternative diversion while Shotesham Road was closed. The Clerk was asked to write to Big Sky Developments asking their contractors to use the approved diversion.

Clerk

A member of the public queried the 'special expenses' on some council tax bills in other parishes. It was confirmed that this was applied by the district council to the residents of those parishes or area where a power or duty normally carried out by the Parish Council had been passed to the District Council, and that the charge paid for the servicing of the specific activity to which it related.

Representatives of the organisations that had applied for the Youth Grant were invited to present their applications.

Standing orders were reinstated.

6. Youth Funding Applications

Three applications for funding had been received. Churches Together had applied for funding of £2,000 to support youth work in the area; The Six Youth Council had applied for funding of £1,000 to support youth work in the area; and Poringland Wanderers Youth Football Club had applied for £1,175.00. It was **agreed** that all three organisations should be supported, with an equal grant of £700 each, proposed by Chris Walker, seconded by David Hewer, 10 in favour, 1 abstention.

Clerk

7. **Planning**

a) Applications Received

- i) 2015/1751 1 Hall Road: Erection of two storey and single storey extensions to provide self-contained annexe, pool room, toilet, plus additional garage space. Closure of existing vehicle access and creation of new vehicle access (amended).

Chris Walker had viewed the plans. He noted that the amendment deal with drainage issues, with percolation tests being carried out and soakaways being proposed. The revision also included 2 roof lights on the southern roof.

Clerk

It was **agreed** to remain opposed to the application on the basis that a soakaway had been suggested, and that this was not acceptable with the known surface water issues in Poringland, and noting that water could be directed to the positive surface water drain in Fallowfield, proposed by Chris

Walker, seconded by David Gooderham, 10 in favour, 1 not participating in the vote.

- ii) 2015/2893 Land north of Shotesham Road: Variation of condition 9 of planning permission 2011/0476 – Amend condition to require off-site highway works to be completed prior to occupation of 100th dwelling instead of 50th dwelling.

Tim Boucher had viewed the plans. He noted that the application asked for the off site highways works to be put back to the occupation of the 100th dwelling because Norfolk County Council were not issuing permits for roadworks in the Poringland area for the duration of the Anglian Water works (around 15 months). It was felt that the 100th dwelling or completion of the Anglian Water works, whichever was sooner, would be a more appropriate timescale.

It was **agreed** to recommend refusal on the basis that the Council did not feel that the works on the road should be linked to the occupation of houses, but should be linked to the completion of the Anglian Water works, proposed by Tim Boucher, seconded by David Hewer, 10 in favour, 1 not participating in the vote.

- iii) 2016/0043 Land north of Shotesham Road: Variation of condition 2 of permission 2014/0393/D – Revision to plot house types, parking and materials.

Tim Boucher had viewed the plans. He noted that the application sought to move the design of the layout of the development around, offering more shared ownership properties than affordable rentals.

It was **agreed** to offer no views or comments, proposed by Tim Boucher, seconded by John Henson, 10 in favour, 1 not participating in the vote.

- iv) 2016/0086 The Brambles, Heath Loke: Proposed new garage and porch.

David Gooderham had viewed the plans and briefed the Council on the application.

It was **agreed** to offer no views or comments, proposed by David Gooderham, seconded by John Henson, 10 in favour, 1 not participating in the vote.

- v) 2016/0128 Land west of Octagon Barn, Bungay Road: Retrospective application for two boards advertising that Bennett Homes has acquired the land.

John Ellis had viewed the plans and briefed the Council on the application. It was noted that although the signs had been in their existing location since November 2015, they had been moved from their original site in the highway verge where they had been in place since around June 2015.

It was **agreed** to offer no views or comments, proposed by John Ellis, seconded by John Henson, 10 in favour, 1 not participating in the vote.

- b)** Permission Granted
- i)** 2015/2468 62 Rectory Lane: Demolition of existing garage and the erection of two storey extension, associated decoration and landscape work. **APPROVED**
- ii)** 2015/2557 37 Stoke Road: Sub-division of garden and erection of a dwelling. **REFUSED**
- iii)** 2015/2577 7 Nelson Close: Attic roof conversion to form bedroom and en-suite. **APPROVED**
- iv)** 2015/2742 3 Oak Avenue: Proposed single storey rear extension, extending 6.271M from the rear wall of the original dwelling house, with a maximum height of 3.400M and an eaves height of 3.000M. **PRIOR APPROVAL NOT REQUIRED**
- v)** 2016/0002 7 Carr Lane: Fell (T8) Ash tree – replace with Hawthorn. **APPROVED**
- vi)** Y/7/2015/7016 Framingham Earl High School: Retrospective planning application for a 178kWp solar photovoltaic system on four buildings. **APPROVED**

8. Advisory Group and Working Group Reports

- a)** War Memorial Working Group
 Jenny Kereama-Ellis presented the report of the meeting of the Working Group. A public consultation on the final design was scheduled to take place at the Farmers Market on Saturday 20th February. It was confirmed that the Council had budgeted £1,000 towards the new memorial. The report was noted.

9. Correspondence

- a)** Bus Shelter, Norwich Road
 The Clerk reported that Barratt Homes wished to install a bus shelter on Norwich Road and was consulting with the Parish Council on the design. Comments had already been returned stating that a shelter matching the proposed Fiveways replacement would be preferred. It was noted that the Council would prefer the cantilever direction to be so that the closed side was nearest the road to prevent road stray. It was **agreed** to reply with these comments, proposed by John Henson, seconded by David Hewer, 10 in favour, 1 abstention.

Clerk

10. Finance

- a)** Receipts, Payments and Bank Reconciliation
 The bank reconciliation, receipts and payments for December 2015 were presented. It was **agreed** to accept those documents, proposed by Chris Walker, seconded by David Hewer, all in favour.
- b)** It was **agreed** to pay the following accounts, proposed by David Hewer, seconded by Chris Walker, all in favour.

Norfolk Pension Fund	Staff Salaries	£4,767.04
Norfolk Copiers	Superannuation	£1,612.75
TalkTalk	Photocopier Rental	£81.00
Spring	Telephone and Broadband	£25.00
Spruce Landscapes	Public Consultation Postage	£1,043.28
SSE Southern Electric	Burial Ground Maintenance	£610.01
ESPO	Community Centre Electric	£306.51
Anglian Water	Gas	£117.54
South Norfolk Council	Community Centre Water	£178.00
Veolia	Community Centre Rates	£266.00
H&N Electrical (replacement chq)	Waste	£77.20
MCL Mechanical Services	Community Centre PAT Testing	£58.40
Ezyglide	Boiler Servicing	£177.60
Barclaycard	Partition Servicing	£678.00
Norse Eastern Ltd	Various	£553.34
Fenland Leisure Products	Grounds Maintenance	£885.60
South Norfolk Council	Play Area Repairs	£498.96
Best Norfolk Office Solutions	Playing Field Rates	£10.00
Nationwide Instant Access Account	The Six Administrator	£50.81
Hugh Crane Cleaning Eq	Transfer	£50,000.00
Norwich Electrical	Cleaning Materials	£290.94
Abbey Memorials	Electrical Repairs	£101.46
Spruce Landscapes	Memorial Repairs	£1,050.00
C Moore	Play Area Repairs & Cem Bench	£432.00
	Petty Cash Top Up	£31.44

c) Third Quarter Budget Comparison

The Clerk presented the budget comparison, which was noted.

11. **Chairman's Report**

John Ellis reported that around 250 people had attended the Community Land Project consultation event. Feedback was being collated, and the public meeting would take place on 3rd February.

A meeting had been arranged by the South Norfolk representatives of Norfolk ALC, for the clerks and chairmen of South Norfolk parishes, for 26th February. John noted that he would be attending, and asked for any matters to be raised to be forward to the Clerk.

John Ellis had attended a meeting, together with the Clerk and District Councillors, at South Norfolk Council to discuss the flooding incident in Norwich Road in early January. A report was being compiled with recommendations and an action plan. It was **agreed** that the report would be confidentially circulated to councillors for information.

Clerk

John Ellis had attended a Saffron Housing walk around, and noted that the Saffron areas were being kept tidy. The responsibility for maintenance of a ditch had been queried.

12. **District Councillor's Report**

Lisa Neal reported that a boundary review workshop had taken place highlighting the reasons for the review and the process. Further information would be circulated.

Grant funding was available for communities to help celebrate the Queen's 90th birthday. Councillors were asked to send ideas for events to the Clerk.

85 nominations for the Community Awards had been received. The ceremony would be taking place on 25th February. The Big Litter Pick would be launching on 1st February, and running to the end of May. South Norfolk Council would offer equipment and waste collections. All groups undertaking a litter pick would receive £20, with another 20 prizes of £200 to be awarded by random draw. The Council was looking at a strategy for non-commercial asset management, which included play areas and open spaces. The aim was for less resource-intensive management and more involvement of the community. A consultation would be taking place until 29th February. The Council was working with libraries to set up a mobile re-use display, which would depict a living room scene containing items sourced at re-use events.

John Overton reported that the Community Policy Group was focussing on the A11 corridor, encouraging private enterprise, new homes and industrial space. This was a long term project to 2031, and would need improvements to infrastructure including traffic, broadband and rail.

13. County Councillor's Report

Roger Smith has sent his apologies for the meeting.

14. Welcome Home and Memorial Playing Field Trust

a) Update

John Overton reported that agreement had been reached with the Bowls Club and Junior Football Club regarding the transfer of the Trust to the Parish Council. A letter was anticipated from the Senior Football Club asking for clarification of some matters, and they were aware that the transfer could fall through if a decision was not reached. A gatekeeper had been found and had started immediately. The next meeting was scheduled for 10th February.

15. Other Matters

a) Draft Community Engagement Strategy

The draft strategy was considered. It was proposed that a newsletter would complement the Five+ and would be an insert into that publication. It was suggested that the website could be enhanced so that news items were more prominent. The viability of a councillor surgery was queried, and it was suggested that this could be trialled. The concept of a Facebook page was welcomed. It was noted that policies would need to be set up, and that elements of the Strategy would be implemented in phases.

It was **agreed** that:

- A Facebook page would be set up for the Parish Council (subject to draft policy)
- A Streetlife page would be set up for the Parish Council (subject to draft policy)
- The Five+ editor would be consulted as to whether a Parish Council newsletter could be included as an insert
- A Feedback Box would be made available at the Community Centre
- A Councillor Surgery would be trialled on a monthly basis at the Farmers Market.

Clerk

- b) Draft File Retention Policy
The draft policy was considered. It was clarified that the Policy referred to how long records would be kept, and that this did not stipulate that they had to be stored in-house. It was **agreed** to adopt the Policy, with an annual review, proposed by Chris Walker, seconded by David Hewer, all in favour.
- c) Coffee Shop Applications and Meetings
It was **agreed** to set up a small working group to review any applications and interview applicants, consisting of Tim Boucher, Jenny Kereama-Ellis and Lisa Neal, proposed by John Ellis, seconded by David Hewer, all in favour.
16. Correspondence from DCK Beavers Ltd
There was no update from the issue under discussion.
17. **Date of next meeting: Wednesday 24th February 2016, 7pm, Poringland Community Centre.**

The meeting closed at 9.10pm.

CHAIRMAN