

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

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

Also present: County Councillor Roger Smith, Norfolk ALC President Peter Wilkinson and 7 members of the public.

1. Apologies

Apologies for absence were received and accepted from Steve Aspin, proposed by Chris Walker, seconded by David Hewer, all in favour.

2. Declarations of Interest and Applications for Dispensation

John Ellis and Jenny Kereama-Ellis declared an interest in item 7a(iv) as they knew the owners of the property.

Lisa Neal declared an interest in all planning matters as a member of the South Norfolk Council Development Committee.

3. Minutes of the meeting held on 30th March 2016

The minutes of the meeting held on 30th March 2016 were **agreed**, proposed by David Hewer, seconded by David Gooderham, all in favour.

4. Matters Arising from the Minutes

It was noted that Norfolk County Council had been attending to potholes in Carr Lane on the day of the meeting.

The Freedom of Information request for tax base information had been submitted and was expected with a response by 4th May.

a) Anglian Water Progress Against Timeline

John Ellis gave an update on behalf of Anglian Water, noting that Shotesham Road was due to be completed by the beginning of May under 2-way traffic lights. Caistor Lane was nearly complete, with the final 600 metres scheduled for 2017. Arminghall Lane was expected to be completed by the end of May. Work was expected to begin on the B1332 at the end of May, with consideration being given to the section outside the High School during school holidays. Markshall Lane was expected to begin in September, however access was being negotiated with a landowner.

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 expressed disappointment at the performance of Anglian Water in the replacement of the water main, especially around communication and management. He noted that the scheme was already significantly behind, but also acknowledged that the workers on site were accommodating and pleasant to work with. He felt that pressure should be put on Anglian Water to improve the project targets. These comments were noted.

A member of the public asked why hirers of the Community Centre could not access their quad until 15 minutes before their booking, even when it was free and ready. It was confirmed that this was because consistency was required with all hirers, and sometimes rooms could not be ready until the last minute. It was confirmed that additional time could be booked and paid for if this was needed.

6. **Presentation by Peter Wilkinson, Norfolk ALC**

John Ellis welcomed Peter Wilkinson, President of Norfolk ALC, who had been invited to give a presentation about the benefits of membership of Norfolk ALC. Peter discussed current national lobbying, member benefits, and cited examples where advice received had saved councils considerable expenditure. Questions were asked and answered.

Standing orders were reinstated.

7. **Planning**

Lisa Neal withdrew from the meeting.

a) Applications Received

- i) 2016/0659 11 Hillside: Proposed rear extension and internal and external alterations.

John Henson had viewed the plans. He noted that the proposals were very simple, and only required because the householder had exceeded permitted development.

It was **agreed** to make no comment. Proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

- ii) 2016/0726 Land West of Norwich Road and South of Caistor Lane: Erection of non-illuminated adverts and flags

Jenny Kereama-Ellis had viewed the plans and visited the site. She noted that all the advertising had already been installed, and expressed dissatisfaction that yet again David Wilson Homes were applying for advertising consent when the scheme had already been completed.

It was **agreed** to object on the basis that the application was submitted after the scheme had been installed. There had been no consultation or communication with the community on any aspects of this. These types of issues brought the planning process into disrepute and brought the community and parish council into ridicule.

Clerk

The Clerk was asked to communicate the Council's dissatisfaction with this to

the Director responsible for planning.

- iii) 2016/0771 Land north of Shotesham Road: Variation of condition 2 of permission 2014/0393/D – various material changes.

Tim Boucher had viewed the plans and visited the site. He noted that the plans sought to change the paving colour from buff to charcoal, which would wear better, and simplified the number and type of materials for bricks and tiles. It was **agreed** to make no comment, proposed by Tim Boucher, seconded by Chris Walker, all in favour.

Clerk

- iv) 2016/0872 St Lawrence, Bungay Road: Reserved matters for 3no chalet bungalows for access, appearance, layout and scale, together with the discharge of conditions 4, 5, 6, 8 and 10 relating to outline consent from 2013/0930.

Chris Walker had viewed the plans and visited the site. He noted that the Parish Council had recommended approval at the outline permission stage, that the application had been refused by South Norfolk Council and was then approved on appeal. The application sought to give detail, although nothing was presented for Plot 2. The proposals presented attractive dwellings. Concern was expressed regarding HGV access however a turning circle had been included. The access to the site was compliant with Norfolk County Council requirements.

It was **agreed** to recommend approval, proposed by Chris Walker, seconded by David Gooderham, 6 in favour, 2 abstentions.

Clerk

- v) Paper Planning Applications

Councillors expressed concerns that they had been unable to view the detail of plans, and that everyone had different IT which gave different quality of image. It was noted that even with the good IT in the Community Centre to view plans within meetings, it was difficult to ascertain the detail, which was leading to a democratic deficit within the planning process. It was felt that plans should be legible in order to be read.

It was **agreed** that the Clerk would write to give these comments to South Norfolk Council, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

- b) Permission Granted

- i) 2015/2893 Land north of Shotesham Road: Variation of condition 9 of permission 2014/0476 – Amend condition to require off-site highway works to be completed prior to occupation of the 100th dwelling instead of 50th dwelling or within nine months of the completion of the Anglian Water works.

APPROVED

- ii) 2016/0034 7 Hardesty Close: Front and side extensions and replacement store. Existing and proposed walls to be rendered.

APPROVED

- iii) 2016/0349 Bowls Club, The Footpath: Installation of septic tank.

REFUSED

- c) Appeal Notifications
 i) 2015/2557 37 Stoke Road: Sub-division of garden and erection of a dwelling.

The Council had previously objected on the basis of overdevelopment and vehicle access, and had no further comments to add.

8. **Advisory Group and Working Group Reports**

a) Whole Council Strategic Working Group

A report of the Whole Council Strategic Working Group was presented. It was **agreed** that the Council would not pursue Neighbourhood Planning; that the Agreed and Preferred Suppliers List would be reviewed and agreed at a future Council meeting; that Councillors would be made aware of significant incidents within the village; and that emails would continue to be circulated to Councillors to pick up items of interest to them.

Clerk

9. **Correspondence**

None.

10. **Finance**

a) Receipts, Payments and Bank Reconciliation

The bank reconciliation, receipts and payments for March 2016 were presented. It was **agreed** to accept those documents, proposed by David Hewer, seconded by Tim Boucher, all in favour.

b) Year End Budget Comparison

The year end budget comparison was presented, noting income over expenditure of £11,996.17.

c) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by David Gooderham, seconded by David Hewer, all in favour.

	Staff Salaries	£5,963.17
HMRC	PAYE, NIC, Student Loan	£2,159.80
Norfolk Pension Fund	Superannuation	£2,205.90
Hugh Crane Cleaning Eqt	Cleaning Materials	£35.32
Anglian Water	Water – Community Centre	£178.00
South Norfolk Council	Rates – Community Centre	£268.00
ESPO	Gas	£205.81
SSE Southern Electric	Electricity – Community Centre	£595.95
Spruce Landscapes	Grounds Maintenance – C Ctre	£226.00
Jim Lawrance	Dishwasher Repair	£54.60
Public Works Loan Board	Loan Repayment	£4,356.63
Chase Stereo	70's Night Disco Deposit	£75.00
J & A Saunders	Window Cleaning	£114.00
Veolia	Waste	£64.16
Norfolk Copiers	Photocopier Rental	£81.00
Norfolk Copiers	Photocopier Charges	£37.18
TalkTalk	Telephone & Broadband	£25.00
Spruce Landscapes	Grounds Maintenance - Cem	£750.00
South Norfolk Council	Dog Bins	£833.45

South Norfolk Council	Rates – Bowls Pavilion	£32.31
South Norfolk Council	Rates – Football Pavilion	£97.41
Norwich Electrical	Electrical Repair	£76.44
R Meads	Gates – Playing Field	£59.68
B&C Shelter Solutions	Bus Shelter Replacement	£5,323.20
Greenbarnes	Fiveways Notice Board	£323.34
Best Norfolk Office Solutions	Six Administrator	£91.01
Barclaycard	Bar Stock / Petty Cash / Advert	£866.27
R Overton	Playing Field Cleaning	£256.00
Hugh Crane Cleaning Eqt	Cleaning Materials	£60.86
C Moore	Petty Cash Top Up	£37.36

d) Reinvestment of Bond Money

It was noted that contact information and research on options was to be forwarded, and **agreed** that reinvestment would be resolved on the next agenda.

Clerk

e) NS&I Savings Account

The Clerk reported that she had been notified of a drop in interest rate on the NS&I savings account, from 0.75% to 0.45%. It was **agreed** that the Clerk would research alternative options for instant access accounts.

Clerk

11. Chairman's Report

John Ellis had no new matters to report.

Lisa Neal gave an update on the activities of the Six Youth Council, noting that they were attending assemblies to try to recruit new members. Fund raising events were taking place, and the group was aiming to attend all Annual Parish Meetings.

12. District Councillor's Report

John Overton reported that he had attended the opening of the newly refurbished Wymondham Leisure Centre, and was highly impressed by the superb facilities. He reminded Council that he had a £30,000 Eastern Rivers budget to spend in the year, as well as his ward member budget.

Lisa Neal reported that from 6th June there would be a change in bin collection days. All residents would be receiving a brochure, and it would take a couple of weeks for the new arrangements to settle down. The new scheme was being introduced as quickly as possible, meaning that some residents had only just received their forward dates for bin collections. A query was raised as to whether parish level recycling rates were available, it was confirmed that this information was not recorded.

13. County Councillor's Report

Roger Smith had circulated his report. He briefly discussed the difference between S106 and CIL money, noting that both offered different opportunities. Roger noted that the Norfolk Youth Parliament, which was facilitated by Norfolk County Council, had just had elections and that MYPs were getting out and about to local schools. Roger had been notified that the closure of Long Lane in Stoke Holy Cross had been extended, and had challenged the reasons for this.

14. Welcome Home and Memorial Playing Field Trust

a) Bowls Pavilion Drainage
Tim Boucher was looking into possible options for cleaning of water so that it could be safely discharged into the water course. He noted that he would forward some options and costs to the Clerk, who would provide a cost/benefit analysis of the options. The Club were currently using the football pavilion, which would present clashes of bookings early in the season. The option of siting a portaloos for the duration of the bowls season was suggested. **Clerk**

b) Replacement of drain between manhole 1 and manhole 2
The Clerk noted the prices previously received for replacing the stretch of drain. It was suggested that Anglian Water could be approached to replace the drain for the Trust. It was **agreed** that if this was not possible, T Farrow Construction would be appointed to replace the pipe line, proposed by John Henson, seconded by Jenny Kereama-Ellis, all in favour. **Clerk**

Chris Walker left the meeting at 8.50pm.

15. **Other Matters**

a) Funding of Six Strategic Group
John Ellis reported that there was just under £1,000 in the fund for the Six Administrator, and that all councils within the Group had been asked to consider contributing around £70 per annum towards future funding. The administration cost around £450 – £500 per year. It was felt that the meetings were exceptionally valuable as they gave an opportunity to discuss matters affecting the wider area as well as projects. It was **agreed** that this would be included within the budget discussions for the following financial year, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**

b) South Norfolk Council Draft Community Asset Strategy 2016-2020 Consultation
The draft Strategy was presented for consideration, and it was noted that there were parcels of land owned by South Norfolk Council in Spruce Crescent and St Mary's Road, as well as the Leisure Garden. It was **agreed** to delegate responding to the consultation to the Clerk and Chairman, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**

c) Renewal of Norfolk ALC Subscription
The renewal of the subscription to Norfolk ALC and the presentation by Peter Wilkinson was considered. It was **agreed** not to renew the subscription, proposed by David Gooderham, seconded by John Henson, all in favour. **Clerk**
It was **agreed** to subscribe to the Local Council Public Advisory Service for 12 months to trial the service, with a review of the overall situation in February 2017, proposed by Lisa Neal, seconded by Tim Boucher, all in favour. **Clerk**

d) Community Infrastructure Levy
The Clerk reported that a CIL payment had been received totalling £1,557.90. There were very specific rules around what this could be spent on. It was **agreed** that this would be used to fund the replacement bus shelter at Fiveways, proposed by John Henson, seconded by Lisa Neal, all in favour. **Clerk**

e) Draft Scheme of Delegation

The draft Scheme of Delegation was presented. It was noted that this had been initially considered at the Strategic Working Group with some amendments made. One amendment was requested, removing 'etc' from the end of 2.1.34. It was **agreed** to approve the Scheme of Delegation, proposed by David Gooderham, seconded by David Hewer, all in favour. **Clerk**

f) Relief Caretaking Arrangements

The Clerk presented a report outlining options for relief and weekend caretaking following the issues of recruitment. It was noted that the person who had been interviewed but was not appointed was interested in the vacancy. It was noted that there was less than £200 difference in the indicative costs of outsourcing when compared to recruiting. It was **agreed** to set up a contract with Houseproud for outsourced caretaking at the quoted price, on a six month trial, and that a specification for the Council's requirements would be drafted, proposed by Lisa Neal, seconded by David Gooderham, all in favour. **Clerk**

16. Date of next meeting: Wednesday 25th May 2016, 7pm, Poringland Community Centre.

The meeting closed at 9.20pm.

CHAIRMAN