

Minutes of the Meeting of Poringland Parish Council
Wednesday 30th November 2016 7pm Poringland Community Centre

Present: Tim Boucher (Vice Chairman in the Chair)
Steve Aspin
David Gooderham
John Henson
David Hewer
James Landshoft
Lisa Neal
Chris Walker
Catherine Moore (Parish Clerk)

Also attended: County Councillor Roger Smith and 5 members of the public.

1. Apologies

Apologies for absence were received and accepted from Jenny Kereama-Ellis and John Overton, proposed by John Henson, seconded by Chris Walker, all in favour.

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in all planning items as a member of the South Norfolk Council Development Management Committee.
John Henson declared an interest in item 10b as his employer was listed as a payee.

3. Minutes of the meeting held on 26th October 2016

The minutes of the meeting held on 26th October 2016 were **agreed**, proposed by John Henson, seconded by David Hewer, all in favour.

4. Matters Arising from the Minutes

a) Replacement of Bus Shelter at Royal Oak

Tim Boucher noted that the old bus shelter had been demolished and the new shelter was being installed on 12th December.

5. Co-option of Councillor

The Chairman reported that one application for the vacancy had been received, noting the letter in front of councillors. Trevor Spruce was invited to address the Council. He noted that his business did carry out contract work for the Council, and that if he was co-opted he would take no part in decision making where he had tendered for work. It was **agreed** to co-opt Trevor Spruce, proposed by John Henson, seconded by David Hewer, all in favour.

The meeting was suspended to allow the Declaration of Acceptance of Office to be signed.

Trevor Spruce took his seat and the meeting resumed.

Trevor Spruce declared an interest in item 10b as he was a recipient of payment for contract services; and in item 11b as he had tendered for the grounds maintenance contracts.

6. Report from the Vice Chairman

Tim Boucher began by congratulating the Assistant Clerk on achieving the Certificate in Local Council Administration recently.

Recent events had raised funds for the Community Centre, including the 70's Night, Race Night and Craft Fair, totalling £1,272.00. The concert in aid of The Nook Appeal had raised £322.00 for that charity.

There were a number of events coming up at the Community Centre:

- New Years Eve Party 31st December
- Clairvoyant Evening 20th January
- Indoor Car Boot 28th January

Tickets were available from the Parish Office.

Sound monitoring equipment had been installed into the Hall, allowing greater management of events and helping the Centre to be a good neighbour.

The war memorial had been installed and dedicated, and had received favourable comments from the public.

7. Public Participation

Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by John Henson, seconded by Chris Walker, all in favour.

a) District Councillors

Lisa Neal reported that the devolution deal appeared to have collapsed, although talks continued to see whether any form of joint working / partial devolution could be put in place.

South Norfolk Council had reached the finals of the LGA Council of the Year Award. The results would be known in March.

The new website had gone live.

The Community Connectors hubs in Diss, Wymondham and Costessey continued to provide support and signposting to vulnerable residents.

The seasonal bin collection information had been distributed.

The autumn leaf clearance initiative was underway.

b) County Councillor

Roger Smith noted that his newsletter would be circulated shortly. He noted that there was uncertainty as to whether Norfolk and Suffolk would work together in a devolution deal.

Roger reported that Michael Rosen, Director of Children's Services, had resigned and an interim successor had been appointed.

The Council had begun gritting roads as temperatures had fallen recently.

The Poringland Library Christmas Choir event would be taking place on 6th December at 2pm.

c) Public Participation

A member of the public requested information about how the replacement of the bus shelter had been funded. It was confirmed that the Council had been approached by the owner of the chip shop, and had agreed to accept his offer of grant funding.

A member of the public expressed concern that no action had been taken

regarding the dangerous leaves outside the church which were causing a slippery surface, and which he had reported to South Norfolk Council. District Councillor Lisa Neal agreed to chase this up.

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A member of the public asked whether any other parish councils in the surrounding area had opposed devolution. District Councillor Lisa Neal was not aware of the responses of other parishes, but had fed back comments made by the Parish Council.

A member of the public expressed concern at the 24.19% rise in salaries for 2016/17, noting that previous years had also seen significant increases. He asked what the percentage increase was for each member of staff. It was **agreed** to supply non-confidential information demonstrating the year on year increase and explaining the reasons for this. It was noted that the staffing requirements of the Parish and the Community Centre had changed significantly in recent years.

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A member of the public noted that the Council was paying a lot for relief caretaking. It was confirmed that the Council had always engaged a relief caretaker to cover the holiday and weekly days off of the caretaker. This had previously been a salaried member of staff. This was now shown as a different type of payment as the relief caretaking had been outsourced.

A member of the public enquired as to the plans for the waste land site next to Budgens, which had recently been sold. It was understood that the planning permission had been granted during the first phase of Norfolk Homes development, and would still apply as the overall development had begun within three years of the permission. The Clerk was asked to see whether any plans for that site could be found.

Clerk

Jean Waters, RBL Poppy Appeal co-ordinator, reported that the local area had raised £2,416.66. More collectors would be appreciated. Mrs Waters was congratulated on her success with the appeal.

Standing orders were reinstated. Lisa Neal left the meeting.

8. Planning

a) Applications Received

i) 2016/1627 Land to the north of Heath Loke: Erection of 19 dwellings with access and all other matters reserved (amended).

David Gooderham had viewed the plans and visited the site. The plans were an amendment to the proposal which had originally been rejected by the Parish Council. The amendments included a drainage strategy, however other concerns raised by the Parish Council had not been addressed. The surface water flood risk was assessed as low to medium, with the use of percolation and permeable paving. It was suggested that this would add to problems further downstream. The plans showed clustering of affordable housing.

It was **agreed** to continue to object to the application on the basis of the

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clustering of affordable housing, and reiterating the previous objections around flood and water management. Proposed by David Gooderham, seconded by John Henson, all in favour.

- ii) 2016/2589 1 Norwich Road: Demolish existing double garage and erect 3 bedroom chalet.

David Gooderham had viewed the plans and visited the site. The plans proposed to replace an existing garage with a chalet dwelling, utilising an existing driveway which would be shared. The owner of the neighbouring property had not expressed any concerns. A sustainable drainage scheme had been proposed, using polystorm crates. This type of infill had been seen elsewhere.

It was confirmed that there was sufficient turning circle in the existing driveway and that no new highways access would be created.

It was **agreed** to make no comment on the application, but note that a satisfactory surface water drainage strategy would be required. Proposed by David Gooderham, seconded by John Henson, all in favour.

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The following application had been received after the agenda had been published, and it was felt that it was in the greater public interest to hear the application rather than defer to consideration by email.

- iii) 2016/2692 Land at Mill Close: Variation of condition 2 of planning permission 2013/1326/F (Erection of 2 bed bungalow, landscaping and tree-planting). Amended plans and elevations plus materials details, boundary treatments and floor levels.

David Hewer had viewed the plans and visited the site. He noted that the plans proposed a change in access to the property, as the original access was deemed too dangerous in reality. The amendment would move the access to a safer point around the corner.

It was **agreed** to recommend approval of the variation. Proposed by David Hewer, seconded by James Landshoft, all in favour.

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- iv) 2016/2388 Land north of Stoke Road: Full planning application for up to 120 dwellings (Phase 2), senior recreation space, children's play space and associated infrastructure (Amended).

The Chairman reported that the above application had been received on the day of the meeting, and that an extension to 4th January had been refused. The list of amendments ran to 8 pages, and councillors would need time to consider these. It was **agreed** that the amended application would be considered at an additional meeting on Wednesday 14th December 6.30pm at the Playing Field Pavilion. David Gooderham agreed to review the amendments, and the Clerk was asked to circulate the letter to all councillors.

Clerk

- b) Permission Granted

- i) 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. **APPROVED**

ii) 2016/2047 4 Mill Close: Variation of condition 2 of permission 2013/0638 (Change of use from commercial to residential) – design amendments. **APPROVED**

iii) 2016/2362 9 Hornbeam Drive: First floor side extension. Conversion of rear conservatory to single storey rear garden room. **APPROVED**

iv) 2016/2650 63 Rectory Lane: Non material amendment following 2016/1776/H – change of material from facing brickwork to white painted render. **APPROVED**

Lisa Neal returned to the meeting.

9. Correspondence and Consultations

a) Police Budget Consultation

Councillors received the Police and Crime Commissioner's Budget Consultation. It was **agreed** to support the proposal to raise the precept by 2%, proposed by James Landshoft, seconded by Chris Walker, all in favour.

Clerk

b) Electoral Review of South Norfolk

Councillors received the Local Government Boundary Commission's consultation on draft changes to the electoral boundaries. It was felt that bringing Trowse in with Poringland and the Framinghams did not make sense as the area had more in common with Caistor and Stoke Holy Cross. The Council expressed a preference for smaller wards with one or two councillors, rather than three councillors for one larger ward. It was felt that the allocation of the boundaries had been based on convenient numbers within a parish rather than the locality. It was **agreed** to respond with these comments.

Clerk

c) Draft South Norfolk Community Asset Strategy

Councillors received the draft South Norfolk Community Asset Strategy. It was **agreed** to make no further comments.

10. Finance

a) Receipts, Payments, Outstanding Invoices and Bank Reconciliation

The bank reconciliation, outstanding invoices, receipts and payments for October 2016 were presented. It was **agreed** to accept those documents, proposed by David Hewer, seconded by James Landshoft, all in favour.

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by David Hewer, seconded by David Gooderham, 8 in favour, 1 abstention.

	Staff Salaries	£5,018.21
HMRC	PAYE, NIC, Student Loan	£1,881.09
Norfolk Pension Fund	Superannuation	£1,794.85
Norfolk Copiers	Photocopying	£25.18
Ian Smith Group	Stationery	£123.18

K-Teas	War Memorial Dedication Lunch	£420.00
SLCC Enterprises Ltd	Reference books	£38.96
BT	Telephone and Broadband	£48.81
Business Web Page	Web domain renewal	£102.00
Microshade VSM	Hosted IT	£138.36
Hollinger Print	Newsletter printing	£138.00
Information Commissioners Office	Annual registration	£35.00
ESPO	Comm Centre Gas	£86.25
Anglian Water	Comm Centre Water	£178.00
South Norfolk Council	Comm Centre Rates	£268.00
Spruce Landscapes	Comm Centre Grounds	£226.00
Hugh Crane Cleaning Eq	Cleaning Materials	£213.99
Jim Lawrance	Kitchen equipment repair	£184.68
JML Refrigeration	Service fridges	£171.60
MCL Mechanical Services	Toilet repair	£83.59
PRS for Music	PRS licence	£729.82
Norfolk Police	Shed lease	£200.00
WorldPay	Card machine	£234.37
Audio Electronic Design	Sound Ear & CCTV	£4,142.40
The Fish Inn	Race Night food	£262.80
Jason Evans	New Years Eve DJ	£50.00
Chase Stereo	70's Night DJ balance	£200.00
R McCarthy	Expenses	£415.24
Veolia	Waste collection	£73.73
HouseProud Commercial	Relief caretaking	£1,029.53
Anglian Water	Burial ground water	£15.16
Spruce Landscapes	Burial ground maintenance	£750.00
Anglian Water	Playing Field water	£163.58
R Overton	Playing Field caretaking	£214.50
Eyre Building Services	Water Regulations works	£1,132.20
Norfolk County Council	Professional fees	£762.00
South Norfolk Council	Dog bin emptying	£858.53
Barclaycard	Various	£2,355.08
Abbey Memorials	War memorial replacement	£6,222.00
Spruce Landscapes	Memorial Garden path	£1,632.00
Business Web Page	Email hosting (replacement chq)	£144.00
Norse Eastern Ltd	Remembrance Service Print	£47.00
Abbey Memorials	Memorial repairs	£420.00
C Moore	Petty cash top-up	£50.15
D R Cole Demolition	Bus Shelter Demolition	£1,080.00
Spruce Landscapes	Removal of bus shelter shrubs	£120.00
RBL Poppy Appeal	Wreath for Remembrance (S137)	£75.00
Eastern Tree Care	High priority tree works	£390.00

11. Advisory Group and Working Group Reports

a) Facilities Strategic Advisory Group

A report of the Advisory Group was received. It was **agreed** that a fete would be considered for 8th July 2017 as part of the Community Centre tenth anniversary celebrations, in co-operation with Framingham Earl Parish Council. The Clerk was asked to prepare a report outlining the proposed event, cost implications and voluntary support required.

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- b) Finance and Governance Advisory Group
The report of the meeting was noted. The recommendation regarding the application to the Parish Partnership Scheme was discussed, with the view expressed that the Council should be sure that the scheme was supported before it made funding applications. It was also suggested that residents should only be consulted when the financial viability of the scheme was known. The Clerk noted that applications to the Parish Partnership needed to be made by 14th December, and that there were no guarantees of future funding. It was **agreed** to make the funding application, proposed by John Henson, seconded by James Landshoft, 4 in favour, 3 against and 1 abstention. It was **agreed** that a street lighting strategy would be discussed at the next Strategic Working Group meeting. **Clerk**

Trevor Spruce left the meeting.

Grounds Maintenance Contracts

It was **agreed** to award the contracts for Devlin Drive/Blackthorn Way; Playing Field grounds maintenance; and Playing Field grass cutting to Garden Guardian, proposed by John Henson, seconded by Chris Walker, all in favour. **Clerk**

Trevor Spruce returned to the meeting.

12. **Other Matters**

- a) Tree Works
One tender had been received for the low priority tree works, at a cost of £940.00. It was **agreed** to appoint Eastern Tree Care to complete this work, proposed by John Henson, seconded by David Hewer, all in favour. The Clerk noted that the work was within budget for 2016/17, and would be requested to be completed in February with the medium priority works. **Clerk**
- b) 6 Youth Council
Councillor Lisa Neal discussed with the Council her concerns with the direction of the 6YC, and whether it was achieving its original aims. She noted that a new Youth Worker was being recruited, and that the new person needed to bring interest, enthusiasm and new ideas to the role. David Hewer and James Landshoft offered assistance with the 6YC to bring it back to its original objectives.
- c) Wayleave Agreement, BT Cabinet
The Clerk presented a draft wayleave agreement for a new BT cabinet to sit behind the existing cabinet in Trafalgar Square, which was **agreed**, proposed by John Henson, seconded by Trevor Spruce, all in favour.
- d) Urban Verge Cutting Delegation
The Council received a report outlining an option to take on the urban verge cutting as a delegated service, noting that it was a year on year contract with annual uplifts, which could be handed back if it became less cost effective. It was **agreed** to enter into a delegated service agreement with Norfolk County Council for the urban verge cutting. Three quotations had been received, and it was **agreed** to appoint Garden Guardian to carry out cuts every three **Clerk**

weeks which came in budget, proposed by John Henson, seconded by Chris Walker, all in favour.

e) Upgrade of Zebra Crossing to Toucan

The Clerk reported that although contractors had been approached to give prices for an upgrade, Norfolk County Council had informed the Council that there would be no authorisation of street works until a new pedestrian count had been undertaken to establish the need. The survey would cost the parish between £3,000 and £5,000. A proposal was put forward by Lisa Neal and seconded by David Hewer to go ahead with the survey. It was **agreed** to defer a decision on this until Lisa Neal had undertaken more work to get realistic prices for the upgrade, taking into account the infrastructure in place.

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f) Professional Fees for Community Land Project Site

Tim Boucher highlighted that the Council needed to engage some professional advice to create a blueprint for the site. He noted that the Council would get the usual three quotations for the work. It was **agreed** that prices could be obtained, and that in principle the money could be met with part of the reserve set aside for future open spaces, proposed by John Henson, seconded by Chris Walker, all in favour.

13. Election of Chairman

Tim Boucher was elected as Chairman, proposed by John Henson, seconded by Chris Walker, all in favour.

14. **Exclusion of the Press and Public**

It was **resolved** to exclude the press and public for the duration of item 14a on the agenda, as the matters related to staff employment, proposed by Chris Walker, seconded by John Henson, all in favour.

a) Report of the HR Advisory Group

The confidential recommendations of the HR Advisory Group were discussed and agreed.

15. **Date of next meeting: Wednesday 14th December 2016, 6.30pm, Playing Field Pavilion; and Wednesday 4th January 2017, 7pm, Poringland Community Centre.**

The meeting closed at 8.50pm.

CHAIRMAN