

**Minutes of the Meeting of Poringland Parish Council  
Wednesday 26<sup>th</sup> July 2017 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
John Henson  
James Landshoft  
Chris Walker  
Catherine Moore (Parish Clerk)

**Also attended:** Vic Thompson (County Councillor) and 4 members of the public in attendance.

**1. Apologies**

Apologies for absence were received and accepted from David Gooderham, Lisa Neal, John Overton, Jenny Kereama-Ellis, David Hewer, and Trevor Spruce, proposed by Chris Walker, seconded by John Henson, all in favour.

**2. Declarations of Interest and Applications for Dispensation**

There were no declarations of interest.

**3. Minutes of the meeting held on 28<sup>th</sup> June 2017**

The minutes of the meeting held on 28<sup>th</sup> June 2017 were **agreed**, proposed by John Henson, seconded by Chris Walker, all in favour.

**4. Update on matters arising from the minutes**

**a) Rialtas Software**

The Clerk reported that she and the Assistant Clerk had visited two councils that were operating the bookings and accounts software, and were satisfied that it was suitable for Poringland and would achieve the savings outlined. The software had been purchased and would be installed during August.

**b) Community Centre Fete**

The Chairman reported the Fete had been a resounding success and made £750 on the day. He thanked all those who volunteered or helped out in any way on the day.

**5. Report from the Chairman**

Tim Boucher reported that a meeting had been scheduled with South Norfolk Council to discuss the S106 transfer of the open space land at Rosebery Park. A meeting had also been booked with the County Councillor and Highways Officer to discuss various highways issues in the parish.

**6. 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 James Landshoft, all in favour.*

**a) District Councillors**

Not present.

**b) County Councillor**

Vic Thompson presented his report, which would be circulated to Councillors.

He also noted that there would be a hazardous waste amnesty later in the year, with information on this published in the Your Norfolk magazine. He noted that the locations for the school speed awareness signs were being finalised.

c) Public Participation

A member of the public asked whether the Parish Council would be taking over the lagoon area at Rosebery Park. It was confirmed that this had been declined, and that only the open space where the builders compound had been sited was being taken on. The member of the public reported that two open wells with concrete covers had been discovered, and urged caution in relation to that area of land.

A member of the public asked whether the Parish Council's policy on commercial advertising around the village had changed, and it was confirmed that this had not. He complained about the sign which had been put onto the Budgens roundabout railings, the Clerk confirmed that she had only become aware of it the previous day, and would speak with the person who had put it up to confirm that they had permission from Highways.

Clerk

A member of the public reported that the hedge at the southern end of the Budgens site was very overgrown again, the Clerk was asked to write to the owner requesting that this be cut back.

Clerk

A member of the public asked whether there was any update on the proposed businesses to occupy the new retail units. It was confirmed that the Parish Council had no information on this.

A member of the public reported that the traffic lights at the church were dangerous, with an accident occurring on Friday evening, and cars going through at speed. Rectory Lane and Shotesham Road did not benefit from lights.

James Landshoft reported back on his discussions with the Student Council at Framingham Earl High School, noting that they continued to feel disillusioned with the 6YC and that they had hoped for more two way communication from the Parish Council. They wanted to make their voice heard but felt intimidated by the democratic process. It was **agreed** that James would ask a representative of the 6YC to meet with the Student Council.

JL

*Standing orders were reinstated.*

7. **Planning**

a) Applications Received

- i) 2017/1039 3 Hardesty Close: Single storey extension comprising a flat roofed garage plus a side and rear extension.

John Henson had viewed the plans and visited the site. He noted that the application was a revision to the plans which had been previously considered. A window facing a neighbour's garage was proposed, and neighbours were now happy with the revised plans. The extension would double the size of the

structure which could cause drainage issues, these were not addressed in the plans. A shingle driveway was shown.

It was **agreed** to support the application subject to sustainable drainage provision, proposed by John Henson, seconded by Chris Walker, all in favour.

**Clerk**

- ii) 2017/1393 Land at Stoke Road: V stack sign displaying proposed development.

Trevor Spruce had viewed the plans and visited the site, sending his comments to the meeting. The sign was to advertise the Phase 2 development by David Wilson Homes and had already been erected. It was noted that the directional signage pointed to 'Old Mill and Millgates Surgery', and that Millgates Surgery was in fact in Hempnall. It was **agreed** to make no comment other than to suggest a correction to the surgery name error. Proposed by Chris Walker, seconded by James Landshoft, all in favour.

**Clerk**

It was once again noted with disappointment that David Wilson Homes had retrospectively applied for permission for the signboard.

- iii) 2017/1537 1 Hall Road: Variation of condition 2 of permission 2015/1751 (erection of two storey and single storey extension to provide self-contained annexe, pool room and toilet, plus additional garage space. Closure of existing vehicle access and creation of new vehicle access) – to reduce the size of the garage extension.

John Overton had viewed the plans and visited the site, sending his comments to the meeting. The proposal offered a smaller footprint for the garage, bringing it further from the boundary.

It was **agreed** to make no comment. Proposed by Tim Boucher, seconded by James Landshoft, all in favour.

**Clerk**

- iv) 2017/1628 19 Rosebery Avenue: Retention of conservatory.

David Hewer had viewed the plans and visited the site, sending his comments to the meeting. The application was retrospective, for the retention of a conservatory that had been erected. This had no impact on the neighbours. It was **agreed** to make no comment. Proposed by Tim Boucher, seconded by Chris Walker, all in favour.

**Clerk**

- v) 2017/1651 16 Ugate: Loft conversion with front and rear dormers, pitched roof over front bay window.

Tim Boucher had viewed the plans and visited the site. The applicant proposed to convert the bungalow loft into two beds and a bathroom. All other bungalows along the road were dormers, there were no proposals to raise the ridge height, and it would not result in any overlooking of neighbours. It was **agreed** to make no comment. Proposed by Tim Boucher, seconded by John Henson, all in favour.

**Clerk**

- vi) 2017/1666 7 Framingham Crescent: Erection of garden room.

John Henson had viewed the plans and visited the site. The applicant wished to add a garden room to her bungalow, which would sit close to the fence. The neighbour was supportive. It was **agreed** to support the application. Proposed by John Henson, seconded by Tim Boucher, all in favour. **Clerk**

**b) Planning Decisions**

**i) 2017/0881 Land north of Shotesham Road: Variation of condition 2 following 2016/0771 – Change of finish material to the access road from block paving to asphalt. **APPROVED****

**ii) 2017/0969 Land at Mill Close: Discharge of conditions 5 (Surface Water Drainage maintenance) and 6 (Water Consumption) of application 2016/2692 – 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. **APPROVED****

**8. Correspondence and Consultations**

**a) Application offering unforeseen benefits at The Street, Poringland (Pharmacy)**  
Councillors considered the resubmitted application. It was felt that the applicant was showing enterprise, and that a new pharmacy would serve the future population of the area as growth continued, as the existing facilities would reach capacity at some point. It was **agreed** to support the application, proposed by Chris Walker, seconded by John Henson, all in favour. **Clerk**

**b) Parish Partnership Scheme 2017/18**

It was noted that the next scheme had opened for applications for small highways works. It was suggested that a village gateway scheme could be considered, however Framingham Earl would need to be included in the Norwich Road end. An extension of the footway in Howe Lane to make a dog bin accessible was suggested, however it was felt that the issue of siting of dog bins was always contentious. It was **agreed** that the Clerk would look at prices for village gateways, and would put this item onto the September agenda for further consideration. **Clerk**

**c) Draft Guidelines for Recreation Provision in New Residential Developments Supplementary Planning Document**

Councillors considered the consultation documents. It was noted that play facilities only went up to age 12 years, and then open space was considered adequate for older children and teenagers. Councillors wished to see paragraph 5.15 be strengthened, with emphasis that developers *must* provide rather than *should*. The provision for older children and adults should be strengthened, with the emphasis on providing facilities rather than open space. It was felt that the word *can* should be replaced with *will* wherever possible. It was **agreed** that this would be fed into the consultation process, proposed by John Henson, seconded by Chris Walker, all in favour. **Clerk**

**9. Finance**

**a) Receipts, Payments, and Bank Reconciliation**

The receipts, payments and bank reconciliation for April, May and June 2017 were presented and **noted**.

b) First Quarter Budget Comparison

The first quarter budget comparison and Community Centre figures were presented and **noted**. It was suggested that relief caretaking costs could be reduced through the use of volunteers, however the Clerk noted that the Council had generally moved away from this approach as there were some jobs that needed to be done by reliable paid staff. It was suggested that if the Council wished to consider this approach it should be referred to the HR Committee for discussion.

c) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by Chris Walker, seconded by James Landshoft, all in favour.

	Staff Salaries	£5297.00
HMRC	PAYE & NIC	£1,733.54
Norfolk Pension Fund	Superannuation	£1,854.26
C Moore	Mileage	£72.45
BT	Telephone and Broadband	£41.96
WorldPay	Credit Card Charges	£21.20
Norfolk Copiers	Printing	£116.38
Microshade	Hosted IT Solution	£138.36
Total Gas & Power	Comm Centre Electricity	£628.78
ESPO	Comm Centre Gas	£40.99
Spruce Landscapes	Comm Centre Grounds	£226.00
Hugh Crane Cleaning Eqt	Cleaning Materials	£10.08
Banqueting Hire Service	Frankie's Guys Expenses	£241.20
All Stars Entertainment	M Jackson Tribute Night	£105.00
J Henson	Fete Expenses	£10.00
R McCarthy	Fete Expenses	£153.76
Veolia	Waste	£74.23
Spruce Landscapes	Burial Ground Maintenance	£750.00
Eastern Tree Care	Tree Works	£600.00
Garden Guardian	Grounds Maintenance	£723.00
Garden Guardian	Grounds Maintenance	£723.00
Play Inspection Company	Play Inspections	£180.00
Barclaycard	Various	£500.81
High Crane Cleaning Eqt	Cleaning Materials	£673.47
Norwich Electrical	Emergency Light Testing	£222.12
Spruce Landscapes	Bin Install / Tree	£156.00
C Moore	Petty Cash Top Up	£68.02

10. **Other Matters**

a) Community Centre Event Autumn 2018

A proposal was made to host a band night with Lee Vasey, giving options for a party night or a dinner dance. It was felt that the more informal setting of a party night was preferred, and **agreed** that the Assistant Clerk could book Lee Vasey at a cost of £1,600.00 for Autumn 2018, as with previous events of ticket sales were not forthcoming the event could be cancelled with minimal cost to the Parish Council, proposed by John Henson, seconded by Chris Walker, all in favour.

b) Community Land Project Public Consultation

The Clerk presented the feedback report from the consultation event, and tabled further feedback received after the agenda was published. The following comments were made:

- 3G surfaces had been noted to only to be suitable for football and not for other sports, and that astroturf provided an artificial surface which suited sports such as hockey and tennis as well.
- The demographic of respondents were more likely to support particular proposals over others.
- A 3G pitch would be expensive to hire, would it be accessible and affordable to most? Should it be subsidised by the Parish Council? The provision of a pitch and pavilion would cost in excess of £1M.
- The site should be master planned, with phased delivery. The 3G pitch would need a strong business case.
- It was noted that the more 'natural' proposals were more popular.

A meeting of the Working Group had been set up, and the September meeting would received the final proposed site plan for consideration.

c) Neighbourhood Planning Scoping Report

John Henson presented the scoping report. He noted that there was significant value in influencing the planning process, and that the Locality funding would expire on 31/03/2018 without any announcements on further rounds of funding. It was **agreed** that the Parish Council would proceed with a Neighbourhood Plan, proposed by John Henson, seconded by Chris Walker, all in favour. It was **agreed** that the Clerk would draft a consultant specification, committee terms of reference, and advertisement for staff for approval at the August meeting. The Clerk would advertise for volunteers for the committee during August, and the August meeting would define the boundary for the Plan.

Clerk

A vote of thanks was given to John Henson and the Clerk for the work that had gone into this research and proposal paper. It was **agreed** that the update of the Parish Plan would be delayed by 12 months to allow the Neighbourhood Planning process to take precedence.

d) Community Centre Surplus Furniture

The Clerk reported that there were 30 black chairs in the cinema cupboard which had never been used and were heavy to move around, and that the space would be useful for bar stock and storage. She asked whether they could be sold. It was **agreed** to offer them locally initially, then advertise them to councils through Norfolk ALC, and failing this to offer them for sale on eBay/Gumtree, proposed by John Henson, seconded by James Landshoft, all in favour.

Clerk

e) Anglian Water Update

Tim Boucher reported that the Fiveways roundabout traffic management plan had been received, and that he and the Clerk had robustly challenged the phasing and monitoring arrangements. It was expected that peak time manning would be used, and that there would be longer working hours on site, and weekend working. It was acknowledged that there would be significant traffic disruption.



- f) Norse Maintenance Contracts  
The Clerk reported that she had met with the South Norfolk Council officer who held the Village Green contract money regarding the problems with Norse, which had not yet been resolved. She had set up a meeting with Norse to discuss the issues. She noted that there was around £1,000 of play equipment repairs that needed to be carried out which came under the remit of the Norse contract. It was **agreed** to commission these repairs from Fenland Leisure with a view to reimbursement by Norse, to seek legal advice on the contracts from LCPAS, and to make a decision on the future of the contracts at the August meeting, proposed by John Henson, seconded by Tim Boucher, all in favour. **Clerk**
- g) Play Area Annual Inspection  
The Clerk presented the play inspection reports for the Playing Field and Devlin Drive, together with updates on action being taken. The report was **noted**.
- h) Poringland Library Open Plus  
Councillors received the response from the officer dealing with the Open Plus project, noting that a warranty of more than 12 months could not be offered. It was felt that the Council was opening itself to potential maintenance issues arising from works to Council property by a third party, which was not acceptable. It was **agreed** that in addition to the 12 month making good warranty, the Council wished to be named as a third party on a five year latent defects warranty, proposed by John Henson, seconded by Chris Walker, all in favour. **Clerk**
- i) Community Café Hire Review  
The Clerk reported that the hirer was happy to continue in the café on the existing arrangements, and that the café was thriving. The hirer had asked for a fly zapper to be installed. It was **agreed** to extend the hire by a further 12 months, and to install a fly zapper at a cost of £173.78, proposed by Chris Walker, seconded by James Landshoft, all in favour. **Clerk**
11. **Exclusion of the Press and Public**  
It was **resolved** to exclude the press and public for the duration of item 11a on the agenda, as the matters related to staff employment, proposed by Tim Boucher, seconded by John Henson, all in favour.
- a) Clerk's Appraisal  
The Clerk's appraisal was presented and **approved**, proposed by James Landshoft, seconded by John Henson, all in favour.
12. **Date of next meeting:**  
➤ Wednesday 23<sup>rd</sup> August 2017, 7pm, Full Council, Community Centre

The meeting closed at 9.00pm.

**CHAIRMAN**