

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 23<sup>rd</sup> August 2017 7pm Poringland Community Centre**

**Present:** David Gooderham (Chairman)  
Steve Aspin  
John Henson  
David Hewer  
James Landshoft  
John Overton  
Trevor Spruce  
Chris Walker  
Catherine Moore (Parish Clerk)

**Also attended:** 4 members of the public.

**1. Apologies**

Apologies for absence were received and accepted from Tim Boucher and Lisa Neal, proposed by James Landshoft, seconded by David Gooderham, all in favour.

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

Trevor Spruce declared a pecuniary interest in item 8a as he would be tendering for the work.

**3. Minutes of the meeting held on 26<sup>th</sup> July 2017**

The minutes of the meeting held on 26<sup>th</sup> July 2017 were considered. It was requested that the word 'accessible' be added to page 4 item 8b to make the sentence '*An extension of the footway in Howe Lane to make a dog bin accessible was suggested.*'. With this amendment the minutes were **agreed**, proposed by John Henson, seconded by David Hewer, all in favour.

**Clerk**

**4. Report from the Vice Chairman**

David Gooderham reported that the Clerk had attended the recent Boundary Review Committee meeting and presented the case for a merger of Poringland and Framingham Earl Parish Councils. This proposal had now been included in the second stage of consultation, which had left the feeling of an adversarial position rather than South Norfolk Council positively leading change.

David had attended a meeting with Anglian Water to discuss the issues with the water main works. Strong objections and comments about the management of traffic, communications, and public perception had been put forward. It had been agreed that weekly progress and update reports would be sent, which could be shared via websites and social media.

Compensation for business owners was being considered. It was hoped that the roundabout would be completed the following week, otherwise traffic outside the High School would be chaotic. It was highlighted that some utility services had not shown up on site surveys which had caused problems. The main contractor was Balfour Beatty, and it was noted that there were no concerns about workmanship, just about communication.

Finally, David reported that Tim Boucher had met with Highways about various issues within the parish. David suggested that the Strategic Six

should liaise on some work around speeding issues and visible police presence, although this was not an urgent priority.

#### **4. Public Participation**

*Standing orders were suspended to allow the District Councillors and members of the public to speak, proposed by Chris Walker, seconded by David Hewer, all in favour.*

##### **a) District Councillors**

John Overton reported that he had also attended the Boundary Review meeting but had to leave before Poringland was discussed. He also noted that the lagoon area in Shotesham Road was being tidied up.

##### **b) County Councillor**

Not present.

##### **c) Public Participation**

A member of the public endorsed the comments regarding poor communication by Anglian Water and was pleased to hear proposals to improve it. He noted that the installation of the footway in Shotesham Road had ground to a halt when the wells were discovered, and expressed concern that the junction at Rosebery Park was dangerous with the advertising hoardings in place. The Clerk was asked to speak with Big Sky about whether these signs had planning permission. He also enquired whether dog fouling issues were ever policed, and whether the new PSPO would have any impact if prosecutions were not made. Finally, he asked whether the Marlborough Properties hedge had been cut – it was confirmed that it had been.

**Clerk**

A member of the public commented on the water leak in The Footpath close to the school entrance. The Clerk confirmed that she had contacted Anglian Water who had advised that they were waiting for permission from Norfolk County Council to close the road.

A member of the public reported a water leak opposite Elvins Garage, the Clerk was asked to report this. He also expressed concern about the traffic management personnel who were apparently asleep in the sun on the roundabout. It was confirmed that this had been discussed with Anglian Water, as the public perception did not help Anglian Water's cause. It was noted that all of the operatives had been called in for a meeting to discuss this behaviour. It was noted that the traffic did seem to be flowing better.

**Clerk**

A member of the public asked whether the Post Office would be required to clean up outside after their works? It was confirmed that this was in Framingham Earl and should be referred to Framingham Earl Parish Council.

*Standing orders were reinstated.*

#### **5. Planning**

##### **a) Applications Received**

##### **i) 2017/1771 124 The Street: Variation of condition 2 of planning consent**

2015/1899 (Demolition of existing garden outbuilding and replacement with new garden outbuilding) – Revised design of building including lowered ridge height and wider building width.

Chris Walker had viewed the plans and visited the site. He noted that the Parish Council had previously recommended refusal on the grounds of height and massing. The proposed building was at the end of the garden, backing onto Saxonfields, and the revised proposal was for a larger building with a lower ridge height. The resident at 5 Saxonfields was not in support of the revision. It was noted that windows would be inserted into the ends, going up to eaves height, and these would overlook neighbouring properties.

It was **agreed** to recommend refusal on the same grounds as previously, as the height and massing of the development was out of scale with the area, and the windows would overlook the neighbours resulting in a loss of amenity, and to comment that the roads were incorrectly named on the maps accompanying the planning application. Proposed by Chris Walker, seconded by John Henson, all in favour.

**Clerk**

- ii) 2017/1835 Land west of The Ridings: Outline application for 32no. dwellings with all matters reserved bar access.

David Hewer had viewed the plans and was not able to access the site. He noted that neighbours were against the proposal which would overlook into back gardens. There were bats in the area. The access roadway would be across a field, and there were known flooding issues in Boundary Way. It was known that surface water from the David Wilson Homes site would be released through the network in Boundary Way and onto the field, which would cause a problem if the site was developed.

It was **agreed** to recommend refusal on the basis of flood risk concern. Proposed by David Hewer, seconded by John Henson, 7 in favour, 1 abstention.

**Clerk**

**b) Planning Decisions**

- i) 2017/1039 3 Hardesty Close: Single storey extension comprising a flat roofed garage plus a side and rear extension. **APPROVED**
- ii) 2017/1258 Land north of Stoke Road: Discharge of conditions of planning permission 2016/2388/F – 3 (roads, footways, cycleways, foul and water sewers), 5 (construction management plan), 7 (surface water drainage scheme), 8 (foul water strategy), 9 (fire hydrant details), 10 (landscaping), 11 (tree protection measures), 13 (biodiversity management plan), 15 (energy requirement), 16 (water consumption rate) and 17 (levels). **APPROVED**
- iii) 2017/1313 Land to the rear of 6 Old Mill Road: Proposed single storey dwelling and detached garage. **APPROVED**
- iv) 2017/136528 Collingwood Close: Demolition of existing conservatory and erection of single storey extension. **APPROVED**
- v) 2017/1537 1 Hall Road: Variation of condition 2 of permission 2015/1751 (erection of two storey and single storey extensions 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. **APPROVED**
- vi) 2017/1628 19 Rosebery Avenue: Retention of conservatory. **APPROVED**
- vii) 2017/1651 16 Uppgate: Loft conversion with front and rear dormers, pitched roof over front bay window. **APPROVED**
- viii) 2017/1666 7 Framingham Crescent: Erection of garden room. **APPROVED**

## 6. Correspondence and Consultations

### a) Public Space Protection Orders Consultation

Councillors supported the proposed PSPO which would deal with the problem of dog fouling, and would ban dogs from enclosed play spaces. Concern was expressed about policing and enforcing the Order. It was **agreed** to support the proposal, noting that it needed enforcement.

Clerk

## 7. Finance

### a) Fidelity Investment Valuation

The six monthly valuation was **noted**.

### b) Accounts for Payment

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

	Staff Salaries	£5,195.00
HMRC	PAYE & NIC	£1,733.54
Norfolk Pension Fund	Superannuation	£1,854.26
BT	Telephone and Broadband	£41.04
ESPO	Stationery	£54.18
Microshade	Hosted IT Solution	£138.36
Norfolk Copiers	Photocopier Rental	£172.76
Norfolk Copiers	Printing	£49.91
Mazars	External Audit	£960.00
Norfolk PTS	Data Protection Training	£35.00
Rialtas Business Solutions	Software	£4,119.36
Total Gas & Power	Comm Centre Electric	£660.41
ESPO	Comm Centre Gas	£41.77
WorldPay	Card Machine Charges	£4.61
Spruce Landscapes	Comm Centre Ground Maint.	£226.00
St John Ambulance	Fete First Aid Cover	£138.00
HouseProud	Relief Caretaking	£1,173.34
FlameSkill	Fire Extinguisher Servicing	£173.70
Norwich Electrical	PAT Testing / Repairs / Fly Zap	£439.61
Bartlett Signs	Signs	£48.48
TopMark Cleaning	Pavilion Carpet Clean	£365.00
Garden Guardian	Grounds Maintenance	£723.00
Veolia	Waste	£74.23
Spruce Landscapes	Burial Ground Maintenance	£750.00
Spruce Landscapes	Fence Removal	£180.00
Chaplin Farrant	Comm Land Prog Masterplan	£930.00
Barclaycard	Various	£1,395.98
C Moore	Petty Cash Top Up	£22.41
Mr D Griego	Frankie's Guys Balance	£1,575.00
Hollinger Print	Newsletter Printing	£138.00

## 8. Other Matters

*Trevor Spruce left the meeting.*

### a) Rosebery Park Section 106 Transfer

The Clerk outlined the proposed Section 106 commuted sum, noting that this seemed to cover the grounds maintenance required as well as the maintenance and replacement of play equipment. The Clerk had met on site with Trevor Spruce to discuss the quality of the land on transfer and some defects had been identified. It was **agreed** to accept the commuted sum subject to the defects being rectified before transfer, and a latent defects guarantee, proposed by John Henson, seconded by David Hewer, all in favour.

*Trevor Spruce returned to the meeting.*

### b) Poringland Library Open Plus

Nothing new to report.

### c) Norse Maintenance Contracts and Play Equipment Repairs

The Clerk gave an overview of the current situations with the Norse contracts. Norse had carried out some of the required works, but many remained outstanding with no discussion about extending deadlines (eg Trafalgar Square shrubs). It was noted that Norse had sent a foreman rather than a manager to the site meeting to discuss the contractual problems. There was no proper complaints procedure in place. The Clerk outlined the termination clauses within the contracts and noted that Norse had been given more than generous opportunity to rectify the situation. It was **agreed** to terminate the contracts from 1<sup>st</sup> September 2017, proposed by David Hewer, seconded by John Henson, all in favour. The Clerk was delegated to put in place measures to ensure that the grounds maintenance was carried out until new contracts would come into force in April 2018.

**Clerk**

## 9. Neighbourhood Planning

### a) Application to Designate a Neighbourhood Area

The application was considered by Councillors and **agreed** for submission, proposed by Chris Walker, seconded by James Landshoft, all in favour.

**Clerk**

### b) Terms of Reference for Neighbourhood Plan Committee

The terms of reference were considered. It was **agreed** that the group would be a decision making Committee of the Council. It was **agreed** that the Draft Policies would be subject to ratification by Council. It was **agreed** that the Committee would meet on the third Wednesday of each month. Proposed by James Landshoft, seconded by Trevor Spruce, all in favour.

**Clerk**

### c) Appointments to Neighbourhood Plan Committee

Following a voting process, the following people were appointed to the Neighbourhood Plan Committee, proposed by David Hewer, seconded by John Overton, all in favour.

**Clerk**

Councillors: Tim Boucher, Lisa Neal, John Henson, David Hewer, Trevor Spruce.

Co-opted members of the public: Henry Gowman, John Joyce, Lorraine Matthews, Sarah Lovelock, Roger Webb.  
This left five public vacancies on the Committee.

**d) Consultant Tender Specification**

The specification was considered by Councillors and **agreed**, proposed by Chris Walker, seconded by David Hewer, all in favour. It was **agreed** that the Committee would appoint two co-opted members to join John Henson and Tim Boucher to shortlist and interview the consultants, with the Committee reporting their recommendation to Council.

**e) Recruitment of Project Officer**

The recruitment material was considered by Councillors. It was **agreed** that the LGPS would not be offered, and that 24 days holiday would be given. It was **agreed** that the salary would be SCP23. It was **agreed** that, subject to availability, the interviews would be carried out by John Henson and Tim Boucher. Proposed by David Hewer, seconded by James Landshoft, all in favour.

**Clerk**

**f) Provisional Meeting Dates**

It was **agreed** that the third Wednesday of the month suited best, and the Clerk was asked to find an alternative venue when the Community Centre was not available.

**Clerk**

**10. 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 were contractually sensitive, proposed by David Gooderham, seconded by John Henson, all in favour.

**a) Norfolk Homes Open Space Land**

Councillors received a request relating to open space land and determined their response.

**11. Date of next meeting:**

- Wednesday 27<sup>th</sup> September 2017, 7pm, Full Council, Community Centre

The meeting closed at 9.00pm.

**CHAIRMAN**