

Minutes of the Meeting of Poringland Parish Council
Wednesday 25th October 2017 7.30pm Poringland Community Centre

Present: David Gooderham (Vice Chairman in the Chair)
John Henson
David Hewer
Jenny Kereama-Ellis
James Landshoft
John Overton
Trevor Spruce
Chris Walker
Catherine Moore (Parish Clerk)

Also attended: 9 members of the public in attendance.

1. Apologies

Apologies for absence were received and accepted from Tim Boucher, Steve Aspin and Lisa Neal, proposed by Chris Walker, seconded by John Henson, all in favour.

2. Declarations of Interest and Applications for Dispensation

John Overton declared an interest in all planning matters as he was a statutory consultee in his role as district councillor.

3. Minutes of the meeting held on 27th September 2017

The minutes of the meeting held on 27th September were considered. An amendment was made to page 2, changing the word 'duelled' to 'dualled'. With this amendment the minutes were **agreed**, proposed by John Henson, seconded by Chris Walker, all in favour.

4. Update on matters arising from the minutes

a) Tree Preservation Orders

It was reported that the Tree Warden was still recuperating from his illness. It was **agreed** that the project to apply TPOs to trees would be passed over to the Tree Warden, and that regular updates would be requested.

b) Rosebery Park S106 Transfer

The Clerk reported that the solicitor had sent a document raising a number of questions, and that she had booked a meeting with the Chairman to clarify these. If any matters required Council decision these would be brought forward to a future meeting.

5. Report from the Vice Chairman

David Gooderham reported that the Craft Fair was taking place on Saturday 25th November, and that tickets were still available for the Michael Jackson Tribute Night in December. The Race Night had been cancelled due to insufficient ticket sales. A meeting had been scheduled for 1st November at 3pm to discuss the Burgate Lane development with the land promoters, and it was confirmed that sufficient councillors were available to make this viable.

6. Public Participation

Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by James Landshoft, seconded by David Hewer, all in favour.

a) District Councillors

John Overton reported that areas for small scale development had been identified around South Norfolk, including Brooke and Shotesham. The Council had been calculating the five year land supply figures, and was taking legal advice to confirm whether their calculations equating to either 6.44 years or 8.39 years were correct. Norwich City Council was keen to build more houses but were being asked to keep within their administrative boundaries with these.

Issues of flooding associated with the proposed development in Burgate Lane had been raised with the developers. John had also asked whether the application would be made under Local Plan policies or under five year land supply, noting that it was outside the development boundary.

Adam Nicholls and Tim Horspole were leaving South Norfolk Council shortly. Further work was taking place on the joint working arrangements with Broadland District Council. A question was asked regarding whether Alington school had capacity. It was suggested that this could be discussed with the land promoters at the forthcoming meeting.

James Landshoft reported that he was taking part in Movember and would welcome any support people could give to the Movember Foundation.

b) County Councillor

Vic Thompson had sent his apologies and had circulated his report.

c) Public Participation

A member of the public asked when the pavement at Rosebery Park, fronting Shotesham Road, would be completed. It was noted that the contractors were waiting for someone to test the electric cable to see whether it was live. It was **agreed** that in order for force the developers to move this forward, the Council would not take on the open space land until the pavement had been completed, proposed by James Landshoft, seconded by John Henson, all in favour.

Clerk

A member of the public reported a rapidly increasing leak at the junction of Howe Lane / Shotesham Road. This had been reported but no action had been taken. The Clerk was asked to contact the Anglian Water representative to try to move this on.

Clerk

A member of the public noted his disappointment at the removal of the hedge at the Bixley development. It was understood that this had been approved through the planning process, and he suggested that the Neighbourhood Plan project could consider how they could protect hedges and trees in the parish. This was noted by the Chairman of the Neighbourhood Plan Committee.

A member of the public addressed the Council about his request to place a bench on Highways land at Critoph Close. He noted that the Clerk was waiting for a response from the Highways Engineer. It was **agreed** to support this project, proposed by James Landshoft, seconded by Chris Walker, all in favour.

A member of the public reported problems with traffic management on

Norwich Road the previous week. The Clerk replied that she had already raised concerns with the Anglian Water representative, who had been aware of issues and had taken steps to correct this quickly. It was noted that traffic management appeared to be fine this week.

Standing orders were reinstated.

7. Planning

a) Applications Received

- i) 2017/2168 Unit 4 Overtons Way: Change of use to D1 for the use of physiotherapy, podiatry services.
- ii) 2017/2169 Unit 4 Overtons Way: Wall sign above front door.

David Gooderham had viewed the plans. The proposal was for a non-retail use of the unit, and associated advertising.

Clerk

It was **agreed** to support the applications, proposed by David Gooderham, seconded by John Henson, all in favour.

- ii) 2017/2234 Solar Farm, White Horse Lane, Trowse: Variation of Conditions 1 and 2 of planning consent 2014/2380 (Development of a ground mounted solar farm including associated infrastructure which includes inverters and transformers and a substation) to allow extension of operational lifetime of the solar farm from 25 years to 30 years.

John Henson had viewed the plans. The variation was to extend the lifetime of the solar farm by a further five years. It was felt that this was good as often useable equipment was being removed when planning permission expired.

It was **agreed** to support the application, proposed by John Henson, seconded by Trevor Spruce, all in favour.

Clerk

b) Planning Decisions

- i) 2017/1771 235 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 outbuilding including lowered ridge height and wider building width. **APPROVED**
- ii) 2017/1811 Land north of Stoke Road: Discharge of condition 14 (archaeological written scheme of investigation) of application 2016/2388 – Full planning application for up to 120 dwellings (Phase 2), senior recreation space, children's play space and associated infrastructure. **APPROVED**
- iii) 2017/1898 47 Cawstons Meadow: Single storey rear extension. **APPROVED**
- iv) 2017/2104 St Lawrence, Bungay Road: Discharge of condition 3 from planning consent 2016/0872 - Materials. **APPROVED**
- v) 2017/2135 10 The Footpath: Single storey rear and side extensions and alterations. **APPROVED**

8. Correspondence and Consultations

a) Bungay Road, Bixley

The consultation regarding the extension of the 30mph to cover the new development north of The Ramblers was **supported**.

Clerk

b) Precept Consultation
 The Clerk noted that a consultation was in progress regarding whether referendum principles should be applied to local councils. It was noted that the Council had objected to this in 2016, and felt that the view had not changed. It was **agreed** to give the same response as before. **Clerk**

c) Letter Regarding Rosebery Park Open Space
 The Clerk presented a letter from a resident adjacent to the open space at Rosebery Park, noting that she was looking for some planting to soften the railings surrounding the areas. It was **agreed** to approach the developers to request that they plant some fast growing hedge on the inside of the railings, which would then be maintained as part of the contract. If this was agreed, it would be put to the resident as an acceptable solution. Proposed by John Henson, seconded by James Landshoft, all in favour. **Clerk**

9. Finance

a) Receipts, Payments, and Bank Reconciliation
 The receipts, payments and bank reconciliation for September 2017 were presented and **noted**.

b) Second Quarter Budget Comparison
 The heading on the comparison document was corrected, and it was noted that the figures within the Community Centre I&E and spreadsheet did not add up. The Clerk was asked to correct these. **Clerk**

c) Accounts for Payment
 It was **agreed** to pay the following accounts, proposed by James Hewer, seconded by David Hewer, all in favour.

	Staff Salaries	£5,581.40
	PAYE & NIC	£1,740.14
HMRC	Superannuation	£1,863.40
Norfolk Pension Fund	Hosted IT	£166.08
Microshade	Printing and Printer Set Up	£133.25
Norfolk Copiers	Telephone and Broadband	£45.58
BT	Cemetery Maintenance	£750.00
Spruce Landscapes	Waste	£74.23
Veolia	Kitchen Equipment	£467.96
Nisbets	Line Marking Paint	£9.48
J Henson	CC Gas	£51.05
ESPO	CC Electricity	£643.67
Total Gas & Power	CC Grounds Maintenance	£226.00
Spruce Landscapes	Loan Repayment	£4,356.63
Public Works Loan Board	Relief Caretaking	£839.22
HouseProud	Plumbing Repairs	£363.50
MCL Mechanical Engineers	Grounds Maintenance	£348.00
Spruce Landscapes	Grounds Maintenance / Verges	£723.00
Garden Guardian	Playing Field Water	£127.89
Anglian Water	Various	£2,101.34
Barclaycard	Six Administrator	£158.63
Best Norfolk Office Solutions		

Norfolk Copiers	Photocopier Rental	£143.97
Hugh Crane Cleaning Eqt	Cleaning Materials	£112.49
C Moore	Petty Cash Top Up	£68.40

10. Committees and Advisory Groups

a) Neighbourhood Plan Committee Report

The report of the meeting was **noted**.

11. Other Matters

a) Co-options to Neighbourhood Plan Committee

It was **agreed** to co-opt Marie Charles to the Committee, proposed by Chris Walker, seconded by David Hewer, all in favour. It was noted that Joss Riley had resigned from the Committee, leaving one vacancy to be filled.

Clerk

b) Delegation of Appointment of Neighbourhood Plan Consultant

It was noted that the first two interviews had been set up for Monday 6th November 2017, and that two councillors and two co-optees from the Committee would be interviewing, with the Clerk in attendance. It was **agreed** that the decision on appointment of a consultant would be delegated to the small group, proposed by Chris Walker, seconded by David Hewer, all in favour.

Clerk

c) Poringland Library Open Plus Works

The Chairman reported that Norfolk County Council had agreed to the warranties and latent defect guarantees as requested. A pre-works meeting was scheduled shortly, with the Clerk and Caretaker attending.

d) Play Area Markings Project

The Clerk gave an update on the project, noting that the cost would be £3,577.48 plus VAT which included cleaning the site. Funding had been pledged by Lisa Neal, Anglian Water and the Parish Council, with applications made to other organisations. John Overton agreed to fund £500 if the Parish Council would increase their share to £500, which was **agreed**, proposed by John Henson, seconded by David Hewer, all in favour. The Clerk was asked to send John details of the scheme for the application.

Clerk

e) Community Land Project Phase 2

The terms of reference for the Phase 2 Working Group were **agreed**, with Tim Boucher (Chairman ex-officio), David Gooderham (Vice Chairman ex-officio), Chris Walker, John Overton and James Landshoft appointed to the Group, proposed by David Hewer, seconded by James Landshoft, all in favour.

f) Community Land Project Planning Consultant

It was noted that the Council would need to engage a consultant to take them through the planning process for the community land, and Tim Boucher had suggested that he and the Clerk could draw together the specification, which would then be sent out for tender. This would come back to Council for agreement of the appointed consultant. It was **agreed** that this approach was acceptable, proposed by John Henson, seconded by James Landshoft, all in favour.

Clerk

1. Date of next meeting:

- Wednesday 29th November 2017, 7pm, Full Council, Community Centre.
The Clerk was asked to circulate a list of forthcoming meetings each month to councillors.

The meeting closed at 8.40pm.

CHAIRMAN