

**Minutes of the Meeting of Poringland Parish Council  
Wednesday 25<sup>th</sup> July 2018 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
David Gooderham  
John Henson  
David Hewer  
John Joyce  
Trevor Spruce  
Chris Walker  
Catherine Moore (Parish Clerk)

**Also attended:** 13 members of the public in attendance.

**1. Apologies**

Apologies for absence were received from Steve Aspin, Lisa Neal, John Overton and James Landshoft.

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

None.

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 27<sup>th</sup> June 2018 were considered. It was felt that the minutes relating to item 8a did not reflect the strength of the issue. It was felt that dog parks were a complicated issue which was too strong to be put forward to the Community Land Project at this stage, and that the Council would need time to consider the matter in a measured way. The Community Land Project masterplan had already been agreed. It was considered that this was a chance to recognise the need to look at dog parks, recognising the complexity and need to look at this as a separate project. With this clarification noted, the minutes were **agreed**, proposed by David Hewer, seconded by John Henson, all in favour.

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

The Clerk presented her report into matters raised. It was noted that Norfolk County Council had agreed to repaint the white roundabouts, however there were no promises regarding junction markings, although the Parish Council was looking at this for the Parish Partnership Scheme.

**5. Report from the Chairman**

The Chairman reported that the village fete had been a huge success and enjoyed by many people, and congratulated the staff involved in the success of the day.

The Chairman reported that the Clerk had handed in her notice and would be leaving the employment of the Council at the end of August. Interim arrangements were being put in place.

**6. Public Participation**

*Standing orders were suspended to allow members of the public to speak, proposed by John Henson, seconded by Chris Walker, all in favour.*

a) District Councillors

Not present.

b) County Councillor

Not present, report circulated.

c) Public Participation

A member of the public noted that he had raised a point regarding weeds in the guttering on the roads. The Clerk was asked to report this to Norfolk County Council.

**Clerk**

A member of the public enquired about the slow progress of the development opposite Octagon Barn. It was noted that this was in the parish of Bixley, and it was understood that they were putting in the road and drainage infrastructure first. The pace of development was not something that the Council could address.

A member of the public asked whether anything was being planned for Norfolk Day. It was confirmed that as the fete had taken up a substantial amount of officer time, nothing had been planned for this, however the library was planning an event at 2pm.

A member of the public raised again the issues of the stones on the path outside the new retail units near Budgens. This had been raised with South Norfolk Council who had confirmed that it was built to specification. It was suggested that this could be raised with the HSE. The Clerk was asked to write to South Norfolk Council noting that this was a poor design and asking whether anything could be done about it. The Clerk was also asked to write to the landlord of the properties noting the issues.

**Clerk**

**Clerk**

The district councillor for the neighbouring area reported that South Norfolk Council and Broadland District Council had formally agreed the merging of staff functions, with a new Joint Managing Director to be recruited.

A member of the public suggested that all mini-roundabouts on estates should be required to have junction lines. He thanked the Council for requesting that the 20mph sign be moved. He felt that traffic calming was required for Devlin Drive and The Ridings.

*Standing orders were reinstated.*

## 7. **Planning**

a) Applications Received

i) 2018/1112 4 Highland: Retrospective proposal to install 4 air source heat pumps.

John Henson had viewed the plans and visited the site. He noted that the noise from the units was like a diesel engine running constantly, and that the commercial nature of the units was an eyesore.

It was **agreed** to object to the proposals, due to loss of neighbouring amenity, ugly design and noise intrusion. It was felt that the units would be better sited to the rear of the property, out of sign, and with quiet versions instead, proposed by John Henson, seconded by Chris Walker, all in favour.

**Clerk**

ii) 2018/1586 Pure Spice, 109 The Street: Replace front window with door and addition of extractor fan.

Chris Walker had viewed the plans and visited the site. He noted that the plans were poorly presented, with no application form, little context, and no information regarding noise and smell. He felt that the elevation of the door may not be in keeping with the rest of the building.

It was **agreed** to object on the basis of limited information so a meaningful response could not be prepared, proposed by Chris Walker, seconded by John Henson, all in favour.

**Clerk**

**b) Applications with Further Information**

- i) 2018/1210 Land west of Mill Close: Erection of single dwelling and garage.**
- ii) 2018/1211 Land south of Mill Close: Erection of single dwelling and garage.**

Trevor Spruce reported the additional information received in respect of the above applications. It was felt that the new information did not change the view of the Council. It was noted that the bungalow on the site had to be dug in to protect privacy.

It was **agreed** to continue to object, proposed by Trevor Spruce, seconded by David Hewer, all in favour.

**Clerk**

**c) Urgent Applications**

The following application had been received and an extension had not been granted to allow it to be heard at the next Council meeting.

2018/1639 Land west of Mill Close: Residential development

Trevor Spruce noted that this was a 'planning in principle' application under new rules which came into force on 1<sup>st</sup> June 2018. It was noted that the whole of Poringland was visible from the site, and the proposal was for 2 to 3 bungalows. It was noted that a previous similar application for the site had been withdrawn. The site was dominant in the landscape and would overlook all surrounding houses. It was **agreed** to recommend refusal, proposed by Trevor Spruce, seconded by John Henson, all in favour.

**Clerk**

**d) Planning Decisions**

- i) 2018/0048 Land to the east of Overtons Way: Construction of 8no. new 3 storey, 3 bedroom town houses with private gardens and parking allocation. **REFUSED****
- ii) 2018/0878 14 Boundary Way: Ground floor kitchen extension, first floor bedroom extension with balcony and internal alterations. **APPROVED****
- iii) 2018/0986 Casa Florenza, Bungay Road: Two storey rear extension to dwelling and new front boundary wall. **APPROVED****

**8. Correspondence and Consultations**

**a) Traffic Calming, St Marys Road**

Correspondence from a member of the public was noted, together with a response from the Highways Officer. The issues on the road were understood, and it was felt that yellow lines would push the issue further down the road. However this could make the road more accessible where currently the bend was a hazard. It was felt that there was a benefit for double yellow

lines, or a single yellow for timed restrictions. It was **agreed** that the Clerk would write to Norfolk County Council asking for this to be reconsidered, and to inform the writer of the work being undertaken.

**Clerk**

**9. Finance**

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

The receipts, payments and bank reconciliation for June 2018 were presented and **noted**.

**b) Accounts for Payment**

It was **agreed** to pay the following accounts, proposed by Trevor Spruce, seconded by David Hewer, all in favour. Trevor Spruce and John Henson would authorise the payments.

	Staff Salaries	£6,275.32
HMRC	PAYE & NIC	£2,099.36
Norfolk Pension Fund	Superannuation	£2,159.76
C Moore	Mileage	£29.25
BT	Telephone and Broadband	£40.24
Microshade	Hosted IT	£217.62
Norfolk Copiers	Printing	£43.59
Norfolk Copiers	Photocopier Rental	£172.76
Zurich Municipal	Insurance - Additional	£182.15
Nisbets	C Centre Equipment	£224.70
Office Water Supplies	Water Cooler	£241.80
Total Gas & Power	CC Electricity	£712.23
ESPO	CC Gas – June 2018	£41.90
WorldPay	Card Machine Charges	£2.88
Eastern Tree Care	Tree Plan – Car Park Ext	£490.00
R McCarthy	Event Expenditure	£30.98
Norse Eastern	Display Boards	£50.00
Parker Planning Services	N Plan Consultant	£1,440.00
D Ogilvie Engineering	Bench & Stools	£2,003.40
Spruce Landscapes	Grounds Maintenance	£945.00
Veolia	Waste	£74.23
Heritage	Relief Caretaking	£1,332.16
Flameskill	Fire Extinguisher Servicing	£180.42
Spruce Landscapes	Various Maintenance	£936.00
Vortex	Grounds Maintenance	£191.66
Barclaycard	Various	£1,018.31
L Gooderham	Mileage	£23.72
Eon	P Field Electric	£62.37
Tina Eagle	Six Administrator	£46.98
Eastern Tree Care	Tree Inspections	£1,650.00
S Alderton	Artist Fee	£400.00
R McCarthy	Event Expenditure	£9.23
Norwich Electrical	Emergency Lighting Tests	£132.00
Cem Development Services	Professional Fees	£480.00
C Moore	Petty Cash Top Up	£67.25

**c) Quarterly Finance Monitoring Reports**

The reports were noted.

## 10. Committees and Advisory Groups

### a) Neighbourhood Plan Committee

The report of the meeting was **noted**. The draft policies were presented with the following comments made:

- Policy 3 – a presumption against development to the south was made, which could cause those in the north to oppose the Plan. It was confirmed that the north was fully developed, and that extensive development to the south would increase traffic flows and cause issues for residents in the north. The biggest issue for residents was traffic, with a demand for flows to be moderated.
- Policy 4 – it was felt that some of the text accompanying the policy was in the wrong place. It was confirmed that only the wording in the policy boxes would carry weight in planning terms, and that the accompanying text was for explanation. Assistance to pick out this detail in the documents was gratefully requested.
- Policy 15a – it was noted that there was an issue with people parking on and blocking footways as they perceived the road to be too narrow. It was felt that the need for on-street parking could be made stronger, together with a review of the ‘parking court’ situation. It was acknowledged that this was also a behavioural issue.
- The term ‘future-proofed’ was discussed, and it was clarified that this related to the ability to live your life in one property, rather than having to move as needs changed. For example, installation of ground floor bathrooms, and the ability to install lifts without major alterations being required.

### b) HR Advisory Group

The report of the meeting was presented. The policies were adopted as presented, proposed by John Joyce, seconded by David Hewer, all in favour.

**Clerk**

## 11. Other Matters

### a) Health and Safety Policy

The draft policy was presented. It was **agreed** to adopt, proposed by Chris Walker, seconded by David Hewer, all in favour.

**Clerk**

### b) Renewal of Café Agreement

The Clerk reported that the café was performing well and the hirers were happy and wished to continue. It was **agreed** to continue for a further 12 months, proposed by John Henson, seconded by Chris Walker, all in favour.

### c) Tree Inspection Report

A summary of the report was presented. It was **agreed** to commission the urgent works and make the TPO applications, as well as getting three quotes for the remaining works, proposed by Trevor Spruce, seconded by Chris Walker, all in favour.

## 12. Exclusion of the Press and Public

It was **resolved** to exclude the press and public for the duration of item 12 on the agenda proposed by Trevor Spruce, seconded by Tim Boucher, all in favour.

- a) Cemetery Groundwater Report  
The advice from the Environment Agency and Cemetery Development Services was presented and discussed. It was **agreed** to have a discussion with the Environment Agency about permitted burials, and to take necessary action where permission was not given, proposed by Tim Boucher, seconded by Trevor Spruce, all in favour. **Clerk**
- b) Staffing Matters  
The confidential recommendations of the HR Advisory Group were discussed. It was felt that performance-related increments should be included, and that the salary offered would be within the banding rather than the whole banding. A six month probation period would be included, with three month review. The shortlisting and interview panels were appointed. It was **agreed** to begin recruitment based on the documents prepared, and the above comments, proposed by Tim Boucher, seconded by Trevor Spruce, all in favour. **Clerk**
13. **Date of next meeting:**  
➤ Wednesday 22<sup>nd</sup> August 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9pm.

**CHAIRMAN**