

Minutes of the Meeting of Poringland Parish Council
Wednesday 26th September 2018 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
David Gooderham
Steve Aspin
John Henson
David Hewer
John Joyce
Lisa Neal
John Overton
Chris Walker
Rachel McCarthy (Assistant Parish Clerk)

Also attended: 6 members of the public in attendance.

1. Apologies

Apologies for absence were received from Trevor Spruce.

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 7 as a member of the South Norfolk Council Planning Committee.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 22nd August 2018 were **agreed**, with an amendment at page 5 where Trevor Spruce had not left the meeting as detailed. Proposed by John Henson, seconded by David Hewer, all in favour.

4. Update on matters arising from the minutes

The Clerk presented her report into matters raised. Concern was raised regarding the delayed delivery of the Shotesham Road pavement. David Gooderham suggested that a formal complaint be made.

RM

5. Report from the Chairman

The Chairman reported that the George Michael Tribute Night in February 2019 was sold out and the Christmas Cabaret was selling well. He confirmed that interviews had been held for the new Clerk and that a suitable candidate had been found, subject to council approval.

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

Cllr Overton advised that he is to be involved in the selection process for the new Managing Director's jobs at Broadland and South Norfolk Council.

He confirmed that an ongoing issue at Clearview Drive regarding unauthorised access had been resolved by new fencing being installed to prevent trespass. A resident issue on Greenacres had also been resolved, with David Wilson Homes restoring a fence that had been removed in error.

Cllr Neal gave an update on the Greater Norwich Plan and confirmed that she was involved in further discussion around the potential implementation of a resident's parking scheme.

b) County Councillor
Not present.

c) Public Participation

A member of the public raised the point about weeds still being an issue along The Street. Assistant Clerk to raise with Highways. **RM**

A member of the public spoke of his concern at speeding on Blackthorn Way. Council expressed their support but acknowledged speeding is extremely difficult to manage. It was suggested that the Assistant Clerk look into the re-siting of the speed machine to include Blackthorn Way. John Joyce confirmed that the matter involving the hedge was ongoing with NCC. **RM**
The same member of the public also raised concern about the stones alongside the new build within Budgens car park. The Chairman confirmed that letters had been issued to the Landlord.

A member of the public asked for clarity on the Shotesham Road pavement reinstatement. John Overton confirmed that the matter was dissatisfactory and would be followed up.

Standing orders were reinstated.

7. **Planning**

a) Applications Received

i) 2018/1839: 36 Victory Avenue: To erect a conservatory to the rear of the property.

The Assistant Clerk presented an email from South Norfolk Council advising that planning permission was not actually required for the development.

b) Planning Decisions

i) 2018/1639 Land West Of Mill Close: Residential development

REFUSED

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

2018/1210 Land West of Mill Close: Erection of single dwelling and garage **APPROVAL WITH CONDITIONS**

2018/1211 Land South of Mill Close: Erection of single dwelling and garage **APPROVAL WITH CONDITIONS**

8. **Correspondence and Consultations**

a) Litter Bin on The Street, outside The Fish Inn

Correspondence from resident complaining that the bin was overfull and was being used for Dog Waste. Environmental Services had commissioned to deal with the waste however the potential movement of the bin away from the bus stop had been suggested. It was agreed that rather than move the bin the Assistant Clerk should get a quote for a new Dog Bin to go in the area. **RM**

- b) Anti-Social Behaviour at Devlin Drive
Correspondence from resident regards anti-social behaviour from youths utilising the Youth Shelter on the Village Green. The Chairman advised that PC Sansbury had confirmed there would be extra patrols of the area. Council felt that the problem was a police matter and would be seasonal but requested the Assistant Clerk research the cost of solar lighting for the area. **RM**

9. **Finance**

- a) Receipts, Payments, and Bank Reconciliation
The receipts, payments and bank reconciliation for August 2018 were presented and **noted**. Chris Walker queried a duplicate entry within the listed payments and one of the "Unpresented Payments". Assistant Clerk to liaise with RFO and advise. **RM**

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by Chris Walker, seconded by David Hewer, all in favour. David Gooderham and Steve Aspin would authorise the payments.

	Staff Salaries	£4,208.28
HMRC	PAYE / NIC	£960.10
Norfolk Pension Fund	Pension Contributions	£1,189.31
BT	Telephone & Broadband	£44.10
Microshade	Hosted IT	£217.62
Norfolk Copiers	Printing	£57.42
Total Gas & Power	Electricity	£721.51
ESPO	Gas	£47.83
WorldPay	Card Machine Charges	£2.40
Wave	Water	£275.60
Pitkin & Ruddock	Air Con Maintenance	£393.60
M Daws	Decorating Repair (Hirer Damage)	£30.00
Cooks Blinds	Blind Repair	£510.00
Wave	Water	£16.27
Ben Willis Landscaping	Fence Replacement	£4,080.00
SymTech	Heating Installation	£6,720.00
Wave	Water	£13.05
Name Withheld	Exclusive Rights Refund	£825.00
Name Withheld	Exclusive Rights Refund	£750.00
Name Withheld	Exclusive Rights Refund	£150.00
Name Withheld	Exclusive Rights Refund	£330.00
Name Withheld	Exclusive Rights Refund	£330.00
Parker Planning Services	Neighbourhood Plan	£1,920.00
A Henshaw	Craft Fair Refund	£14.00
Eastern Tree Care	Tree Works	£860.00
Abbey Memorials	Memorial Repairs	£630.00
Vortex	Grounds Maintenance	£191.66
Norwich Electrical	Emergency Lighting & PAT Testing	£1,020.97
Veolia	Waste	£86.02
Spruce Landscapes	Grounds Maintenance	£945.00
Garden Guardian	Grounds Maintenance	£1,059.29
Heritage Cleaning Services	Caretaking	£703.07
J & A Saunders	Window Cleaning	£120.00
Barclaycard	Stationary / Gas Meter	£571.94

ESPO	Gas	£45.37
K-Teas	Refreshments	£12.00
Spruce Landscapes	Tree Maintenance	£288.00
Mr P Steffen	Refund of overcharged fees	£110.00
PKF Littlejohn LLP	Audit	£720.00
R McCarthy	Bar Stock	£311.33
R McCarthy	Petty Cash Top Up	£61.55

10. Committees and Advisory Groups

a) Neighbourhood Plan Committee Report

John Henson reported that two successful public consultations had taken place with valuable feedback received. The group will now modify policies and engage with the District Council.

b) Update re. Welcome Home and Memorial Playing Field Trust Pavillion Works

John Overton confirmed that the new heating system had been installed at the Pavillion. The new boiler had registered a fault at the weekend but this had been resolved. Decorating is scheduled.

c) Update re. Community Land Project

The Chairman confirmed there was a meeting scheduled with the Architect to look at potential plans. He advised that the legal transfer had been complicated due to Norfolk Homes requesting a lease was agreed with Men's Shed *before* completion. This had been resolved however and it was **agreed** to request the solicitors seek a contract to include an obligation for council to arrange a lease with the Men's Shed after completion. Proposed by John Overton, seconded by John Henson, all in favour.

RM

11. Other Matters

a) Relief Caretaking- Delegated Decision

The departing Clerk had appointed Shine Clean API as the new relief caretakers and they are to commence on 1st October 2018 on an initial 3 month trial.

Exclusion of the Press and Public

It was **resolved** to exclude the press and public for the duration of item 12a due to the contractual nature of the business to be transacted.

12.

a) Appointment of Parish Clerk

The interview panel presented their recommendation to council and the starting pay scales were **agreed** for the recommended candidate. Proposed by John Henson, seconded by John Joyce. Chairman to contact all interviewed candidates by telephone next day.

TB

12. Date of next meeting:

- Wednesday 31st October 2018, 7pm, Full Council, Community Centre.

The meeting closed at 8.30pm.

CHAIRMAN