

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 28<sup>th</sup> November 2018 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
Trevor Spruce  
James Landshoft  
John Henson  
David Hewer  
John Joyce  
Lisa Neal  
John Overton  
Chris Walker  
Rachel McCarthy (Assistant Parish Clerk)

**Also attended:** 26 members of the public in attendance.

**1. Apologies**

Apologies for absence were received from Steve Aspin.

**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. Chris Walker declared an interest in item 7.a.iv. but asked for dispensation to remain in the meeting for the item's discussion

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 31<sup>st</sup> October 2018 were **agreed**. Proposed by David Hewer, seconded by Trevor Spruce, all in favour.

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

The Assistant Clerk presented her report into matters raised and confirmed that whilst work on the Rosebery Park play area was complete, the pathway on Shotesham Road was not now likely to be completed until mid January at the earliest.

Speed awareness wheelie bin stickers had been offered to residents of Devlin Drive and Rectory Lane as a priority and were now available to all residents.

John Joyce referred to the white lining work to be undertaken on Devlin Drive and suggested Council engage with residents when it is known when the work will take place. John Overton requested that the developers of Rosebery Park be written to regards installing road markings at the junction with Shotesham Road.

**RM**

**5. Report from the Chairman**

The Chairman thanked the Assistant Clerk for having fulfilled the Clerk responsibilities whilst the post was vacant.

He reported sales of 145 for the Jukebox Rogues Cabaret event on December 8<sup>th</sup> and 65 for the Princess Parties on December 19<sup>th</sup>.

## 6. Public Participation

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

### a) District Councillors

Cllr Overton spoke about the good work achieved by the Community Connectors scheme, helping a range of vulnerable people experiencing financial or other difficulties.

The vacant properties on the Charles Church estate in Framingham Earl were now being purchased by Flagship, and he discussed a collaboration between Broadland and South Norfolk Council (SNC) to unify the allocation of social housing.

Cllr Neal reported that the two district councils were being combined into a single paid authority which will have a new identity presently being decided. She advised that the outgoing Chief Executive of SNC, Sandra Dineen would stay on as Director of Big Sky Developments, with Trevor Holden becoming Chairman of the Board.

The Long Stratton bypass should be heard by planning in March and was awaiting finance from central government. First Buses had taken on the bus service dropped by Konnect which retained the coverage for residents of Stoke Holy Cross. The SNC parking scheme had been taken up by some local parishes and would now be developed. A crackdown on trailer advertising along the highway was to be undertaken with new jurisdiction introduced to see about their removal.

### b) County Councillor

The County Councillor confirmed that the Norfolk Police Crime Commissioner would remain a separate entity to the Fire service and advised that Norfolk had been selected as the location of the 2019 British Cycling National Road Championships.

Markshall Bridge had been assessed for damage and whilst heavily used was found to be fit for purpose, with trees cleared out of Caistor Lane to ease the priority flow.

The consultation for the new Western Link road was now open, with a number of public events scheduled.

He confirmed that the bus route through Stoke Holy Cross was to be reinstated by First, and advised that the November meeting of the Norfolk Bus Forum was always open to the public.

A trial in Great Yarmouth has been commissioned by Norfolk County Council to assess the road temperature before the grit lorries are dispatched.

Residents were advised to remain vigilant about scams operating illegally.

c) Public Participation

A member of the public referred to Item 7.a.iv and asked if the Cemetery Groundworks report could be submitted as evidence against the appeal. The Chairman did not consider the sites to be close enough in location for it to be relevant.

A member of the public invited the council to meet and discuss the B-Line Conservation Scheme. The Chairman confirmed that this could be arranged.

RM

A member of the public referred to planning application 2018/2223. As the neighbour to the property concerned, he asked for the council's support in raising a complaint to South Norfolk Council about their failure to enforce the decision made. Cllr Overton read an update from SNC confirming the air pumps needed to be removed within a month of 8<sup>th</sup> January 2019. There was widespread support for a complaint being made. Cllr Neal agreed to bring the matter up in the next SNC planning committee meeting.

RM

Another member of the public spoke regarding item 7.a.iv. and raised concern about the loss of agricultural land and the implications of introducing sufficient foul water connections to the site.

A member of the public spoke of her dislike of the use of Estate Agent boards to advertise events and asked for the Parish Council's support in their removal. Clerk to look into the legality of the boards.

A member of the public asked for an update on the Community Centre Car Park Extension. The Chairman advised that the planning stipulations had meant the project was unfeasible at the present time so it had been put on hold.

A member of the public repeated his complaint about the blocked gutters along The Street. Assistant Clerk to follow up with the Rangers.

*Standing orders were reinstated. Lisa Neal left the meeting.*

7. **Planning**

a) Applications Received

i) 2018/2370 5 St Marys Road: Proposed single storey extension to side of existing property. Demolition of existing flat roof detached garage.

James Landshoft had viewed the plans and visited the site. He saw no issue with the development.

It was **agreed** to make no comment to the application, proposed by Trevor Spruce, seconded by Chris Walker, all in favour.

ii) 2018/1882 4 Green Fall: Retention of access gates at front of property

RM

John Joyce had viewed the plans and visited the site. A retrospective application had been made for large wooden gates approximately 6ft high at

the front of the property.

It was **agreed** to make no comment to the application on the grounds of the legality of the installation being determined by the planning officers, proposed by David Gooderham, seconded by Trevor Spruce, one abstention, one vote against.

**RM**

- iii) 2018/2480 1 Norwich Road: Erection of chalet and demolition of existing garage

Trevor Spruce had viewed the plans and visited the site. He advised that planning permission had already been granted and the application was for a slight amendment to the proposition.

It was **agreed** to make no comment to the application, proposed by James Landshoft, seconded by Chris Walker, all in favour.

**RM**

- iv) APPL/L2630/W/18/3214238: Land South of Burgate Lane

The appeal was discussed but with no new comments put forward to be submitted. The public were encouraged to submit their comments and respond to the Greater Norwich Local Plan which had recognised the site under Regulation 18.

## 8. Correspondence and Consultations

### a) Greater Norwich Local Plan Consultation

John Henson presented the paper received from the Campaign to Protect Rural England (CPRE). It was **agreed** not to sign up to the proposed pledge, proposed John Henson, seconded David Gooderham, all in favour.

John Henson detailed the parish sites outlined within Regulation 18 of the GNLP and his concerns with them. It was **agreed** to submit a response based on the comments prepared, proposed by Chris Walker, seconded by David Hewer, all in favour.

### Public Space Protection Orders

The Chairman outline concerned raised locally about dogs being off the lead in public spaces, specifically around children's play areas. It was **agreed** to install signs requesting "Dogs Must Be Kept On Leads" on all public open spaces initially and to monitor the success, proposed Trevor Spruce, seconded Lisa Neal, all in favour.

**RM**

### Solar Powered Light – Village Green Youth Shelter

The Assistant Clerk asked for a decision from council about the installation of a solar powered light within the Youth Shelter, as requested by a resident. It was **agreed** to purchased and install a light and review its impact, proposed John Henson, seconded David Hewer.

**RM**

## 9. Finance

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

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

### b) Accounts for Payment

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

|                           |                               |           |
|---------------------------|-------------------------------|-----------|
|                           | Staff Salaries                | £4,919.45 |
| HMRC                      | PAYE / NIC                    | £1,196.59 |
| Norfolk Pension Fund      | Pension Contributions         | £1,304.06 |
| BT                        | Telephone & Broadband         | £47.18    |
| Microshade                | Hosted IT                     | £217.62   |
| Hollinger Print           | Printing – Newsletter         | £246.00   |
| Total Gas & Power         | Electricity                   | £832.14   |
| ESPO                      | Gas                           | £94.72    |
| Hugh Crane Cleaning Eq    | Cleaning Materials            | £242.79   |
| Fantastical Entertainment | Character Appearance          | £275.00   |
| David Michael Productions | Jukebox Rogues                | £1,620.00 |
| Pitkin & Ruddock          | Air Con Maintenance           | £819.60   |
| WorldPay                  | Card Machine                  | £5.29     |
| Parker Planning Services  | Neighbourhood Plan Consultant | £960.00   |
| API Cleaning              | Relief Caretaking (Oct/Nov)   | £1,392.00 |
| Veolia                    | Waste                         | £99.56    |
| Garden Guardian           | Grounds Maintenance           | £1,059.29 |
| Vortex                    | Grounds Maintenance           | £191.66   |
| Spruce Landscapes         | Grounds Maintenance           | £945.00   |
| Barclaycard               | Bar/Maint/Vodafone            | £1,222.63 |
| L Gooderham               | Tea Towel Washing             | £30.00    |
| South Norfolk Council     | Dog Bins                      | £1,920.00 |
| Westcotec                 | Brackets                      | £60.00    |
| Banqueting Hire           | Tables & Cloths               | £219.60   |
| Spruce Landscapes         | Install Dog Bin               | £60.00    |
| Name Withheld             | Exclusive Rights Refund       | £330.00   |
| Victoria Kirk             | Damage Deposit Refund         | £18.00    |
| R McCarthy                | Petty Cash Top Up             | £75.69    |

### c) Fidelity Statement

It was **agreed** to retain the funds held with Fidelity International, proposed Chris Walker, seconded John Henson, all in favour.

## 10. Committees and Advisory Groups

### a) Finance & Governance Report

The report was presented by Chris Walker. It was **agreed** to apply for funding through the Parish Partnership Scheme for “Think” signs to be installed at Devlin Drive, proposed by John Henson, seconded by James Landshoft, all in favour.

**RM**

Chris advised that the Community Centre grounds maintenance contract had needed to be revised and that tenders would be put to the next meeting. It was **agreed** to award the other contracts as follows, proposed John Henson, seconded James Landshoft, all in favour.

**Burial Ground** – Spruce Landscapes at £5,600 per annum  
**Memorial Garden** – Spruce Landscapes at £1,500 (combined discount)  
**Devlin Drive** – Garden Guardian at £807 per annum.  
**Verges** – Garden Guardian at £2,556 per annum.  
**Mulberry Grass** – Vortex at £1,150 per annum.  
**Mulberry Grounds** – Vortex at £1,140 per annum.  
**Playing Field Grass** – Garden Guardian at £978 per annum.  
**Playing Field Grounds** – Garden Guardian at £1,656 per annum.  
**Rosebery Park** – Vortex at £1,750 per annum.  
**Trafalgar Square** – Vortex at £1,160 per annum.

David Gooderham presented correspondence from David Wilson Homes confirming a payment of £12,000 would be made to Norfolk County Council for the redesign of the Fiveways Roundabout upon occupation of 70% of the dwellings. No budget needed to be allocated for the project but it did not need to be abandoned altogether.

Budget had been put in place for the installation of rear electric doors and reflooring of the Gents toilet in the Community Centre and final figures would be put to council at the next meeting when the tax base would be confirmed.

- b) Neighbourhood Plan Committee Report  
A verbal report was provided by John Henson and John Joyce regards recent movement with the Neighbourhood Plan and they confirmed it was all on schedule.

11. **Other Matters**  
None

**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) HR Matter  
The confidential matter was discussed and the preferred approach **agreed**, proposed John Overton, seconded Trevor Spruce, all in favour. Letter to be issued 1<sup>st</sup> December 2018. **RM**

12. **Date of next meeting:**

- Wednesday 2<sup>nd</sup> January 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9.29pm.

**CHAIRMAN**