

Minutes of the Meeting of Poringland Parish Council
Wednesday 26th June 2019 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
John Henson
David Hewer
John Hodgson
John Joyce
Trevor Spruce
Chris Walker
Faye LeBon (Parish Clerk)

Also attended: County Councillor Vic Thomson, Beat Manager P.C. Sherry Locke and three members of the public in attendance.

1. Attendance and Apologies for Absence

Apologies were accepted from Lisa Neal, John Overton and Carl Pitelen. Tim Boucher advised that James Landshoft had tendered his resignation from the council and this had been accepted.

2. Declarations of Interest and Applications for Dispensation

Chris Walker declared a non-pecuniary interest in item 7a(v) by reason of being acquainted with the applicant.

Trevor Spruce declared a non-pecuniary interest in item 7a(v) by reason of being acquainted with the applicant.

3. Minutes of the Meeting Held on 15th May 2019

Subject to the amendment of two typographical errors, the minutes of the meeting held on 15th May 2019 were **agreed** after a proposal by David Hewer and a second by Chris Walker.

4. Matters Arising, Including Clerk's Report

The Clerk presented her report into matters arising:

Tentative discussions have been held with a local landowner over a possible area of land for a new cemetery. It was noted that whatever land is suggested, this would require rigorous ground water testing to ensure that the land is suitable now and sustainable for the future.

With regards to the Bus Stop at Hardley Road, consultation letters had been sent to neighbouring properties. Only one response has been received which is querying the exact location as there is a small discrepancy between the aerial plan and the design picture, and querying whether the bus stop sign would be better on the lamp post, rather than digging up the footpath for a new post. Norfolk County Council has responded that if the parishioner is happy with the bus stop attached to the lamp post outside their property, they will endorse this following confirmation from the Parish Council. All were agreed to endorse locations of the bus stops, agreeing with parishioner feedback that the bus stop would be better placed on the lamp post.

Clerk

The Clerk had met with the Conversation Volunteer Group to review the ponds at the community centre and the leisure garden. Recommendations were read out to the meeting, including to cut back the trees at the community centre over a three-year period and reduce the nutrient levels to reduce the pond weed. The nutrient levels were better at the pond in the leisure garden but a reduction of vegetation is required. The cost of the conservation volunteers is £300 + VAT per day. The Clerk and Trevor Spruce will discuss the proposals to see what added value they can give over and above what is already in the contract.

**Clerk /
T.S.**

The intruder alarm has been installed at the community centre and the BT line in the bar re-instated to allow the call out system to work. The alarm contractor will be returning to site on 4th/5th July to connect the alarm to the phone line and also to connect a relay to the new rear doors to ensure these are fire safety compliant.

The application for the Charity Bank account has been completed and just requires signatures from all councillors to facilitate the opening. The forms have also been completed for the change of bank signatories for all existing bank accounts. These will have to be signed by all relevant councillors.

**Clerk to
coordinate**

A response to Norfolk County Council about poor communications relating to highway works, drafted by John Joyce and David Gooderham, has been sent to Norfolk County Council. No response has been received to date.

**Clerk to
chase**

Cllr Overton, Cllr Thomson and Tim Boucher are meeting with the head teacher of Poringland Primary School on 5th July to discuss the oversubscription of the primary school and what plans can be put in place over the short and long term to mitigate this matter.

A query was raised by a member of the public at the Annual Parish Meeting about problems with the bus service. First Bus have been contacted but without specific details of times and service they cannot progress the complaint.

With regards to the request for a donation for the permissive pathways at High Ash Farm, the proprietors advise that donations received are use for 2 purposes. First to help contribute to the cost of providing the permissive access walking (use of land, maintenance, mowing and machinery) and also to help contribute to the cost of the conservation work on the farm. Until the end of 2016 the £70,000 in annual costs was funded by the EU through a higher tier countryside stewardship scheme but this funding is no longer available. Since then the proprietors have been self-funding and asking for donations to maintain the paths to help prevent them from closing the access and returning the farm to intensive arable production. With regards to giving Poringland residents access to the additional routes, they advise it would be possible to provide a small number (5) passes that residents would be able to collect from the community centre and then be able to use the sponsored routes with these. It would be preferable if the cost of the passes would be borne by the Parish Council. Cllr Thomson advised that there may be a new approach coming up to promote the relationship between local landowners with permissive pathways and Parish Councils.

The Clerk is to liaise with the councils of the 6 group to find out their stance on the matter, as all have been approached by the landowner.

Clerk

5. Report from the Chairman

The Chairman reported that as a result of the resignation of James Landshoft, the process for recruitment of a new councillor will begin. The Clerk will contact South Norfolk Council to advise them of the situation and to initiate the process to request a by-election.

The community centre manager now has sufficient volunteers for the fete. All

councillors were encouraged to promote the event.

6. Public Participation

Standing orders were suspended to allow members of the public to speak.

a) District Councillors

Cllr Spruce reported that he is in the process of attending a considerable amount of training courses. Cllr Neal and Cllr Thomson are heavily involved with the parking in Trowse on Whitlingham Lane.

b) County Councillor

Cllr Thomson advised that the new parking scheme on Whitlingham Lane will provide parking meters and a ban on overnight parking.

P.C. Locke further advised that the motorhomes that are frequenting this area are being monitored to ensure that there is no one living in them. The police are working closely with Norfolk County Council to ensure that travellers are not living in non-compliant sites.

Cllr Thomson advised that if there are problems with the bus service, these need to be raised straight away. The passenger managers at Norfolk County Council have been attending the Six Strategic Group meetings as opposed to individual Parish Council meetings. Norfolk County Council still subsidises a small number of routes, such as the Loddon to Norwich route.

Cllr Thomson has been coordinating several departments to help with primary school provision. This included using data from South Norfolk Council to help with predicting numbers of reception age children.

Norfolk County Council is also involved in campaigning to reduce fly tipping and to promote water safety, particularly as Norfolk has 200 miles of inland waterways and 90 miles of coastline.

He wished to clarify that the plastic from recycling bins in Norfolk is processed in the UK, not abroad as was suggested in a recent BBC documentary.

After a successful bid by Norfolk County Council, Norfolk will be taking part in the Early Years Transformation Academy. Organisations working across health and maternity services will now work even more closely to strengthen how they work in partnership to improve children's lives. He also noted that it was important to promote the extra funding for childcare for 2 year olds for eligible families. He

further advised that ninety new specialist school places for children with autism are being created at Norfolk's mainstream schools, as part of Norfolk County Council's £120m investment in special educational.

Norfolk County Council held a carers support day on 14th June, as it is estimated that there are approximately 100,000 unpaid carers in Norfolk, many of them aged under 18.

1900 responses for the Western Link consultation are now being analysed and Cabinet will discuss this in July.

The Thickethorne improvement consultation runs between 3rd June and 11th July.

Other schemes in Norfolk include the campaign for the full dualling of the A47.

The Norfolk coastal paths map has been digitalised and is available online. A free book is also available.

£13.5m is being invested in improvements to Norwich Castle, as part of the 'Medieval Norwich' project.

Norfolk County Council will be investing in green technology firms using £10.5m from the EU's low carbon initiative fund. And Norfolk County Council's 'digital zone' can be visited at the Royal Norfolk Show, exhibiting technology to keep people independent for longer and enhancing children's education.

Norfolk County Council will also be supporting the Great British Cycling Festival which runs from the 27th – 30th June.

c) Public Participation

A member of the public raised that he felt that the Parish Council were due to apply for funding under the parish partnership scheme for white lines on approach to the mini roundabouts on Devlin Drive as he felt people were unsure as to how to navigate them. The Clerk clarified that the Parish Council applied for funding for 'Think' signs and that these will soon be installed in the area. The parishioner is to pass the details on to the Clerk and the Clerk will forward these to highways.

A member of the public raised concerns about the level of weeds on the cycle path, particularly south of Elizabeth Road. The Clerk advised that this had been reported to the highways rangers for clearance.

A member of the public raised concerns about the level of traffic travelling in excess

of the 20mph limit on Shotesham Road. P.C. Locke advised that 20mph zones ought to be self policing and is not police policy to provide resources to enforce speeds along 20mph roads. John Hodgson has volunteered to look at the data from the SAM sign in more detail. Trevor Spruce requested that P.C. Locke should liaise with the community speedwatch team to include Shotesham Road.

A member of the public noted the high level of vehicles parking on the pavement and felt that this should be better policed.

Standing orders were reinstated.

7. Planning

a) Applications Received

i) 2019/1061 – 5 West View - Erection of two storey rear extension and front porch.
Tim Boucher presented this application to the meeting. He proposed that council makes no comment on this application, seconded by Chris Walker and carried.

Clerk

ii) 2019/1139 – 38 The Street – Proposed Single Storey extensions to side and rear elevations. Minor layout and external alterations.

John Joyce presented this application to the meeting. He noted that there was an objection from the neighbouring property, but advised that this is relating to a previous application which has already been granted planning permission. John Joyce proposed that no comment be made on this application, seconded by John Henson and carried.

Clerk

iii) 2019/1174 – 77 Rectory Lane – To Replace existing conservatory with brickwork incorporating brick piers.

John Joyce presented this application to the meeting and proposed that there should be no comment made by the council. Seconded by John Hodgson and carried.

iv) 2019/0209 – 3 Rectory Lane - Retrospective freestanding car port/garage, a vehicle gate and picket fence to front and proposed garden shed to rear.

John Henson presented this application to the meeting and proposed that there should be no comment made by the council. Seconded by Chris Walker and carried.

Clerk

v) 2019/0783 - Unit 1 And Unit 2 (Rainbow International) Dormer House, Carr Lane.

Change of use from business to residential use (retrospective).

John Henson presented this application to the meeting. He raised concerns about the lack of commercial land in the village. He further added that the work had already been done without the provision of a viability report which could prove that the commercial use was still viable.

John Henson proposed that the Parish Council should recommend refusal of this application, seconded by David Hewer and carried. *[Trevor Spruce and Chris Walker abstained from participating in the debate and voting on this item]*

Clerk

vi) 2019/1173 – 52 Rosebery Avenue – Erection of 2 Storey Rear Extension

Trevor Spruce presented this application to the meeting. He noted that this extension mirrors that of extensions which have already occurred on neighbouring properties. He proposed that the Parish Council should recommend approval of this application, seconded by Chris Walker and carried.

Clerk

b) Planning Decisions

The following planning decisions were noted.

- i) 2019/0652 – 35 The Street - Variation of condition 2 of permission 2017/2006 (Erection of replacement bungalow and new bungalow on rear plot) - change of orientation and addition of 2 porches to new dwelling (at rear) **APPROVAL WITH CONDITIONS****
- ii) 2019/0849 – Land West of Octagon Farm Bungay Road Bixley Norfolk -Discharge of conditions 3 - Air source heat pumps and 4 – Water efficiency of permission 2015/2326– **APPROVAL OF DETAILS****
- iii) 2019/0699 - Variation of condition 2 of planning permission 2018/1211 - Plot 2, to amend size of dwelling and layout. **APPROVAL WITH CONDITIONS****
- iv) 2019/0700 - Variation of condition 2 of planning permission 2018/1210 - Plot 1, to amend size of dwelling and layout. **APPROVAL WITH CONDITIONS****
- v) 2019/0671 – 7 West View - Enlargement of existing ground floor and erection of first floor rear extension. **APPROVAL WITH CONDITIONS****

c) To Allocate Areas for Councillors to Review Planning Applications

It was noted that the Clements Gate area had yet to be allocated. It was agreed

that Trevor Spruce will review planning applications in this area.

It was agreed that John Hodgson would review the routes that were previously reviewed by Steve Aspin. Trevor Spruce will assist for an initial period.

It was agreed that Carl Pitelen will review the routes that were previously reviewed by David Gooderham.

The areas which were being covered by James Landshoft will be allocated to the new councillor when they are in post.

8. Correspondence and Consultations

a) To Consider Correspondence from Norfolk County Council Regarding a 20mph Zone Traffic Regulation Order at Mulberry Park

Norfolk County Council has provided a consultation for a Traffic Regulation order for a 20mph zone on the Mulberry Park development. It was agreed after a proposal from John Henson and a second from Trevor Spruce to support this proposal.

Clerk

b) To Consider Correspondence from Norfolk County Council Regarding the 2020/21 Parish Partnership Scheme and Raise Possible Projects for Consideration.

Correspondence had been received from Norfolk County Council about the 2020/2021 parish partnership scheme. Examples were given of possible schemes. It was agreed to defer this item to allow councillors time to consider possible schemes for the village.

c) To Consider Moving Dog Bin on Devlin Drive to Upgate.

The usefulness of the dog bin on Devlin Drive was considered, on the basis that there was no footpath to access it, and much of the bin was being engulfed by the hedge. It was agreed that, rather than considering moving the bin to Update, the bin would be better retained at Devlin Drive, but sited on the other side of the hedge. The Clerk is to seek the opinions of local dog owners, and also confirm that South Norfolk Council would collect from this site.

Clerk

9. Finance

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for May 2019 were presented and

noted.

b) Accounts for Payment

It was **agreed** to pay the following accounts, following a proposal from David Hewer and a second from Chris Walker. John Henson and Trevor Spruce will authorise the payments once agreed by council.

| Payee | Description | Amount |
|--------------------------|----------------------------------|---------------|
| | Staff Salaries | £6,107.96 |
| HMRC | PAYE & NIC | £2,044.16 |
| Norfolk Pension Fund | Pension Contributions | £2,271.83 |
| Microshade | Hosted IT | £241.20 |
| Norfolk Copiers | Copying and Repair of Printer | £286.09 |
| Ian Smith Group | Stationery and Stamps | £22.00 |
| Parish Online | Annual Subscription | £72.00 |
| BT | Telephone and Broadband | £48.14 |
| Auditing Solutions | Internal Audit | £516.00 |
| Hollinger Print | Newsletter for 5+ Magazine | £145.00 |
| Total Gas and Power | Electricity | £801.86 |
| ESPO | Gas (April and May) | £187.80 |
| World Pay | Card Charges | £1.32 |
| Hugh Crane | Cleaning Consumables | £276.90 |
| Wave | Community Centre Water | £290.67 |
| Dynorod (P. Bowyer) | Clearance of Drains | £258.00 |
| PHS Group | Annual Waste Removal | £217.44 |
| Office Water Supplier | Water Cooler Rental and Supplies | £131.35 |
| TP Fire | Fire Risk Assessment | £514.00 |
| Kids Karts | Fete Expenditure | £450.00 |
| PTA Events | Paypal platform fee | £0.79 |
| Norwich Electrical | Repair of Lighting / Install Fan | £273.18 |
| Total Gas and Power | Electricity | £138.65 |
| Parker Planning Services | Neighbourhood Plan Consultancy | £2,760.00 |
| Vortex | Grounds Maintenance | £519.99 |
| Spruce Landscapes | Grounds Maintenance | £983.40 |
| Garden Guardian | Grounds Maintenance | £782.27 |
| Veolia | Waste Removal | £75.58 |
| Barclaycard | Stationery / Event expenditure | £70.53 |
| Spruce Landscapes | Install Heras Fencing | £72.00 |
| Name Withheld | Refund of Fete Stall | £20.00 |
| R. McCarthy | Fete Prizes | £29.00 |
| R. McCarthy | Petty Cash Top Up | £83.87 |

TOTAL: £20,692.98

c) To Receive Internal Auditors Report for Close of 2018/2019

This had been circulated to councillors. The contents were noted.

d) To Agree Annual Governance Statement for 2018/2019

The Annual Governance Statement had been previously circulated to councillors. David Hewer proposed that the council had met its responsibilities and the Annual Governance should be agreed. This was seconded by Chris Walker and carried.

e) To Agree Accounting Statements for 2018/2019

The internally audited Accounting Statement had been previously circulated to councillors. Chris Walker proposed that this should be agreed, seconded by David Hewer and carried.

f) To Consider Reinvestment of Hampshire Trust One Year Bond

Correspondence with Hampshire Trust had been received, confirming maturity of the bond and options post maturity. Chris Walker proposed that the money should be re-invested in a further one-year bond, seconded by David Hewer and carried.

g) To Consider Contribution to the Octagon when in use as a Post Office

Councillors reviewed correspondence received from All Saints' PCC regarding the maintenance of the Octagon and the churchyard.

John Henson proposed that a donation of £200 should be made towards the Octagon when it is in use as a post office, seconded by John Hodgson and carried. Trevor Spruce proposed that a further £50 contribution should be made towards the grass cutting in the churchyard. There was no seconder and the motion was lost.

10. Committees and Advisory Group Reports and Recommendations

a) Neighbourhood Plan Committee

John Joyce reported that the Neighbourhood Plan has been submitted to South Norfolk Council for review. They have identified the need for an updated screening opinion and greater detail in the consultation statement, before they can agree that the plan meets the 'Basic Conditions'.

South Norfolk Council will undertake the Habitat Regulation Assessment (HRA)

Screening (plus full assessment if this is deemed to be necessary). They intend to prepare the HRA Screening next week and issue it to Natural England for their consideration accordingly. Natural England will then have a consultation period of six weeks to respond. South Norfolk Council has proposed the consultation dates of 2nd August – 13th September for the Regulation 16 consultation, but are querying whether the Parish Council would like this extended to an eight week consultation period, starting on 19th July, as much of the proposed six week consultation is in the summer holidays. This was agreed.

b) Welcome Home and Memorial Playing Fields Trust

The Trust met on 5th June for its Annual Meeting. It was agreed that a committee would be formed to streamline the work of the Trust. The committee now consists of John Overton, Carl Pitelen, Trevor Spruce, Tim Boucher and John Joyce.

The Annual Accounts (audited) were agreed as follows:

| | |
|------------------------|-------------------------|
| Opening Balance: | £4,934.17 |
| Receipts | £2,617.50 |
| Payments | £2,570.40 |
| Closing Balance | <u>£4,981.57</u> |

A quote of £860 +VAT has been received to repair the faulty CCTV camera. It was agreed to not proceed as yet and instead investigate the cameras direct link to the community centre.

A quotation had been requested for various maintenance works on the pavilion. The Clerk advised that the football club had offered to paint the dugouts. It was agreed that the Parish Council would provide some graffiti resistant paint to assist with this.

The insurance claim for the play equipment damaged by fire is progressing. Further to the insurance company's request, pictures of the damage have been provided and two quotes sought. The contractors have been met onsite and the quotes are awaited.

Contact has been made with the high school and they are very receptive to meeting up with councillors to discuss the recent spates of anti-social behaviour in the village – particularly at the playing field, and also the idea of a hard hitting assembly on fire

safety. They would also like Sherry Locke to be involved. It was agreed that Tim Boucher, John Hodgson and Trevor Spruce will be involved in this meeting when arranged.

c) Strategic Working Group

The Strategic Working Group met on 12th June. It was agreed that meetings would be held quarterly as opposed to half yearly. The meeting was focussed on closing off the 2018/2019 annual action plan and creating a new one for 2019/2020. These plans were presented to council. John Hodgson proposed that they be accepted, seconded by David Hewer and carried.

It was agreed that David Hewer, Chris Walker, John Overton, Tim Boucher, John Joyce and Trevor Spruce would make up the Community Land Project working group.

11. Training, Seminars and Development

a) To Agree Attendees for Community Land Trust Conference on 18th July

It was **agreed** that John Joyce and the Clerk should attend this conference

b) To Consider Invitation to the Norfolk Local Councils Conference 2019 on 12th July

It was agreed that John Joyce, John Hodgson and the Clerk should attend, at a cost of £49.50 each.

c) To Consider Invitation to CPRE Rural Housing Conference on 6th September

It was agreed that Poringland Parish Council need not be represented at this event, as much would be covered under the Community Land Trust Conference.

d) To Consider Method of Training for New Councillors / Refresher Training for Existing Councillors.

The Clerk advised that she had a training programme that she would be happy to present for new councillors. All were agreed that the Clerk can proceed with this.

e) To Agree for Clerk to attend a 'VAT for Larger Councils' course on 5th September.

It was agreed that the Clerk should attend this at a cost of £52.50.

12. Community Centre

a) To Consider Options for Boiler Repair / Replacement

Four options were presented to councillors, from replacement with a 'like for like' domestic type boiler, through to a full new commercial system. For each option,

councillors requested further details on the warranty period, whether the boiler is felt to be sufficient for the job, the kilowatt rating, and the running costs.

b) To Receive Fire Risk Assessment and Agree Action Plan

The fire risk assessment and action plan was presented to councillors. It was **agreed** that the Clerk, the Community Centre Manager, the Caretaker and the Relief Caretaker should all attend fire warden and fire extinguisher training. It was **agreed** that the clerk should action all matters on the action plan, with the exception of the separate compound for the bins, where costs are to be investigated.

c) To Consider Proposal for a Bierfest in 2020

It was agreed that the community centre manager should proceed with this proposal.

13. Public Telephone Box

a) To Agree Adoption Contract with BT and Agree Cheque to be Drawn for £1

John Hodgson proposed that the contract should be signed to adopt the phone box and a cheque drawn for £1 to reflect the purchase of the asset. Seconded by Chris Walker and carried.

b) To Consider Restoration and Future Use

The Men's Shed had provided a proposal for restoration and to create a wildlife friendly garden around it. This would be done and maintained in the future. There was also the opportunity to work with other village groups to make the box an informal village information hub containing information such as maps, walks, village history and details of village clubs and organisations. It was agreed to accept this proposal.

John Hodgson is currently obtaining the cost of having a defibrillator attached to the external area of the phone box and opportunities for funding.

14. To Agree Annual Report and Method of Distribution

Subject to minor changes, the annual report was **agreed**. Trevor Spruce proposed that a distribution company should be employed at a cost of £595 + VAT to distribute to the parish. Seconded by Chris Walker and carried.

15. To Receive Proposal that Item 16 Should be Closed to the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 Para 1 s2 for the Reason that Publicity would be Prejudicial to the Public Interest

It was **agreed** that the meeting should be closed for item 16 due to the reason that publicity would be prejudicial to the public interest.

16. To Receive Update on Proposed Amendments to s106 Agreement for Application 2010/1332/F

Tim Boucher provided a report on a recent meeting between representatives of the Parish Council and Norfolk Homes and the discussions that occurred regarding the s106 agreement.

17. Date of next meeting:

- Wednesday 31st July 2019, 7pm, Full Council, Community Centre.

The meeting closed at 10.15pm.

CHAIRMAN