

Minutes of the Meeting of Poringland Parish Council
Wednesday 27th February 2019 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
Trevor Spruce
John Henson
David Hewer
Lisa Neal
John Overton
Chris Walker
Faye LeBon (Parish Clerk)

Also attended: County Councillor Vic Thomson, two representatives from Brown and Co (re: item 6c) and 6 members of the public in attendance.

1. Apologies

Apologies for absence were received from Steve Aspin, David Gooderham, John Joyce and James Landshoft.

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

Following correction of a typographical error the minutes of the meeting held on 30th January 2019 were **agreed**. Proposed by David Hewer, seconded by Chris Walker and carried.

4. Update on matters arising from the minutes

The Clerk presented her report into matters arising:

With regards to the community land project, draft Heads of Terms have been sent from the solicitor. Once these have been agreed, Norfolk Homes will be approached to see if they are ready to proceed to complete the transfer on the basis that the

Lease to Men's Shed have been substantively agreed. Updated plans have been sent which are under review.

The Opens Spaces Advisory Group has looked into alternative burial grounds, such as woodland burials, but still remain concerned about the water table. Further investigation is ongoing about utilising the cemetery extension, purely for ash interments, but offering plots whereby a small headstone can be installed and/or a plant (eg: hybrid tea rose) can be planted.

The Open Spaces Advisory Group has agreed that a dog park need not be taken forward further to the council's decision to allow dogs on Parish Council owned land as long as they are under proper control. Concerns were raised about the management of dog parks and although there are examples of them running well, these are all private enterprises and not local authority run. There is also the problem of sourcing the land.

The developer, as owner of the hedge on Devlin Drive, has agreed to allow the Parish Council to lower the first five metres of hedge to 75cm in height. The Clerk is **Clerk** to arrange this.

Winkworth has engaged a grounds maintenance contractor to help prevent loose stones from their land becoming trip hazards on the pathway. Mesh has been laid to keep the stones in place, and features will be installed to detract people from walking over the stoned area, yet not detract people from looking at properties displayed in the window.

Further to the decision to award tree works, instruction has been given to the successful contractor to commence works. This will be started in late March and be completed in April.

A presentation from Buglife will be given at Poringland community centre on 14th March, regarding the Chet Pollinator Corridor. A representative from Buglife will be speaking with representatives from the Parish Council prior to the presentation.

South Norfolk Council has advised that the fencing around the Norfolk Homes compound is allowable under permitted development and therefore no enforcement action can be taken.

A request has been made of Norfolk County Council to start a full consultation into a new bus stop at Hardley Road.

Quotes are being sought for the additional signage to allow South Norfolk Council to enforce their public open spaces protection order should it be breached by dog owners.

The forms for the disapplication of the DPS position have been completed and will be sent with payment authorised at this meeting.

5. Report from the Chairman

The Chairman reported that the recent George Michael tribute night held at the community centre had been regarded as one of the most successful events held.

Approximately £1,500 profit had been made by the community centre.

Consideration was given to re-booking this event on 9th November, due to its success and rapid sell out of tickets. This was **agreed** on the same terms and conditions.

6. Public Participation

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

a) District Councillors

Cllr Overton reported that South Norfolk Council were in the process of agreeing their annual budget.

Every council house lost to the council under the Right to Buy scheme has been replaced, and the council is in the top five in the country for the New Homes Bonus. Investments are being made in sports and leisure, with the newly renovated Long Stratton Leisure Centre opening shortly. Work is being done in partnership with the FA and the LTA to increase sports provision. They will also be looking to improve usage of Framingham Earl Sports Centre.

Work to the Hempnall cross roads has started and the Long Stratton by-pass is still in the process of negotiation.

South Norfolk Council is the second council in the country to achieve a platinum 'Investor in People' award. It has helped 2127 people through its 'Early Help Hub' scheme and currently has the best recycling rate for green bins in Norfolk.

Cllr Neal reported that South Norfolk Council is supporting the 'SCRAP' fly-tipping scheme, encouraging residents to ensure waste carriers are licensed. There have

also been police checks on waste vehicles in the local area. Whilst most were found to be legal, some were found to have faults such as defective tyres, using red diesel and having the incorrect paperwork. A similar exercise is planned by the police later in the year.

Illegal highway adverts have also been targeted, with sixteen adverts being removed.

Cllr Neal further reported that she and other Cabinet members from South Norfolk Council had visited West Suffolk Council to learn how this council had been created as result of the merger between Forest Heath and St Edmundsbury councils. Advice has been given on the merger between South Norfolk Council and Broadland Council, and representatives of West Suffolk Council will be visiting South Norfolk Council to give a presentation to other councillors and officers.

An 'employability day' is to be held at the Jarrold Training Centre to assist young people and adults who are finding it difficult to gain employment through lack of confidence or interview skills.

South Norfolk Council are offering 'pop-up' grants for up to £100 for acts that perform at 'Inn Crowd' beer festivals.

b) County Councillor

Cllr Thomson reported that the main works to Caistor Lane were now complete and the remedial works will be reviewed. Traffic management has been difficult during this period, but it was emphasised that Norfolk County Council do not select the traffic management contractors. Consideration was being given to an 'internal rating' scheme by which officers would be alerted to monitor works involving a low rated traffic management contractor. He will check for upcoming roadworks in the area.

Information has been sent through about the revised bus timetable for the First Bus service and Cllr Thomson also emphasised that Norfolk County Council was supporting the message from the NHS that those with flu should avoid going to the doctors unless absolutely necessary, to prevent spreading of the virus.

Cllr Thompson provided an update report on the Fiveways roundabout, in that the developer will contribute £12,000 to the improvement of the roundabout but, in accordance with the s106 agreement, only when 70% of homes on the Heath Farm

phase 2 development have been occupied. He further advised that the money will go directly to Norfolk County Council as the highways authority, who will ring-fence the funds. He also reminded the meeting that this roundabout is split between two parishes.

Door step scams remain particularly problematic in the county, and the Strategic Six traffic group will soon have its next quarterly meeting.

c) Presentation from Brown and Co re: Reg18 Site (Bungay Road)

A presentation was given from Brown and Co regarding an area of land for potential development on the Bungay Road. This area of land had been submitted under the Local Plan Regulation 18 call for sites.

John Overton queried what the highway proposals would be to allow traffic from this development onto the Bungay Road, given the high level of traffic that travels between Brooke and Poringland each day. Brown and Co responded that not all vehicles travel at the same time and this area is within the street lit area.

Discussions occurred as to the merit of a roundabout in this area.

John Henson raised concerns about the housing mix, in that the affordable housing should be mixed in with the market housing, not in a segregated area. He also raised concerns about the environmental impact of development in this area, as it is known that there are bats in this location. Furthermore, he encouraged Brown and Co to look at the emerging Neighbourhood Plan to find out what local people think.

Tim Boucher suggested that a 'low cost homes for local people' scheme be implemented.

John Overton suggested that a planning application for this site would be premature as the local plan was not yet adopted.

The Clerk raised that under South Norfolk Council's Landscape study, developments that added to a linear expansion of the village would not be encouraged, and as part of South Norfolk Council's desktop study it was noted that this site had a significant risk of surface water flooding. Brown and Co responded that they would not be building upon the area of flood risk. John Henson explained that Poringland is situated on a perched water table. Lisa Neal explained that Bennett Homes had to pile a significant number of dwellings due to unforeseen flooding.

d) Public Participation

A member of the public raised concerns that the proposed Bungay Road development site had only one point of access, leaving the site vulnerable for emergency services to access should there be an incident. He also stressed it was imperative that developers refer to the emerging Neighbourhood Plan.

A member of the public enquired as to why the link road through the new developments had not been opened up. Tim Boucher suggested that it is still being used for site access, but the Clerk is to follow up.

Clerk

Trevor Spruce raised concerns about the rat running through Long Lane as this becomes problematic when this traffic joins Norwich Road, having right of way at the roundabout.

A member of the public raised concerns about the proposed Bungay Road development and its impact on the source of the River Chet. He also expressed disagreement over the Parish Council's decision to reduce the height of the hedge along Devlin Drive. He also wished for further work to the design of the Men's Shed building on the community land project.

A member of the public raised concerns about pollution around the school resulting from the increased levels of traffic.

Standing orders were reinstated.

Lisa Neal left the meeting and observed from the public area.

7. **Planning**

a) Applications Received

i) 2019/0171 – 41 Howe Lane – Erection of Side Extension

Trevor Spruce presented the plans to the council, on behalf of Steve Aspin.

Comments were passed about this being an extension of an already extended building and the proximity of the extension to the boundary. However, it was **agreed** that no comment should be made on this application.

Clerk

ii) 2019/0410 - 2 Elizabeth Road - Removal of front dormer and replace with new pitch roof over proposed front porch extension, including interior alterations. Erection of carport canopy and associated driveway works.

John Overton presented this application to council, and reported that these works were proposed to make to property more accessible for a person with disabilities. He proposed that the application be **supported**, seconded by Chris Walker and carried.

Clerk

iii) 2019/0350 – 9 Green Fall – Erection of Summerhouse

Tim Boucher presented this application to council. Consideration was given to the roof height and style. It was **agreed** that no comment should be made on this application.

Clerk

b) To Consider Planning Appeals Received

i) 2016/1627 – Land to the North of Heath Loke – Erection of 19 Dwellings

It was **agreed** to continue to object to this application. In addition to the previous comments made by the council in objection to this application which will be taken into consideration by the Inspector, the application is not in conformity with the emerging Neighbourhood Plan and pushes the development boundary ever closer to the parish boundary.

ii) 2018/0048 – Land to the East of Overtons Way – Construction of 8no. 3 Storey Town Houses.

It was **agreed** to continue to object to this application. In addition to the previous comments made by the council in objection to this application which will be taken into consideration by the Inspector, the application is not in conformity with the emerging Neighbourhood Plan. It takes away from the concept of the 'village centre' in this area and loss of commercial land reduces employment opportunities for local people.

c) **Planning Decisions**

The following planning decisions were noted.

2018/2725 Land North of Stoke Road - 5 non-illuminated free-standing marketing signs **APPROVAL WITH CONDITIONS**

2018/1882 - 4 Green Fall - Retention of access gates at front of property.

WITHDRAWN

2018/2649 – 121 The Street - Proposed new dwelling to side of existing semi-detached dwelling **APPROVAL WITH CONDITIONS**

Lisa Neal returned to the meeting

8. Correspondence and Consultations

a) To Receive Update on Fiveways Roundabout and Agree any Subsequent Actions

An update was provided under the county councillor's report. The Parish Council was encouraged to start looking at possible solutions prior to the money being transferred from the developer to Norfolk County Council.

b) To Consider Request for the Improved Maintenance of the Village Pond – to Include Digging Out.

It was noted that regular maintenance work is being done on the pond as part of the grounds maintenance contract. Concerns were raised about the amount of silt running off the road and into the pond. The Clerk is to arrange quotes for this work, seeking advice from Alington Parish Council which has recently completed a similar project.

Clerk

9. Finance

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for January 2019 were presented and **noted**.

b) Accounts for Payment

It was **agreed** to pay the following accounts, following a proposal from Trevor Spruce and a second from David Hewer.

Payee	Description	Amount
	Staff Salaries	£6,613.73
HMRC	PAYE & NIC	£2,177.49
Norfolk Pension Fund	Pension Contributions	£2,232.44
BT	Telephone & Broadband	£47.12
Microshade	Hosted IT	£225.42
Norfolk Copiers	Monthly Printing Fee	£32.47
Hollinger Print	Newsletters for 5+	£145.00
Community Action	Annual Membership	£20.00
Auditing Solutions	Internal Audit Visit	£516.00
ESPO	Gas	£264.48

Total Gas and Power	Electricity (December and Jan)	£1,657.29
South Norfolk Council	Annual Premises License Fee	£180.00
World Pay	Card Charges	£5.48
MCL Mechanical	Repair of Urinal	£100.80
South Norfolk Council	Disapplication of DPS	£23.00
Spruce Landscapes	Grounds Maintenance	£945.00
Garden Guardian	Grounds Maintenance	£637.57
Vortex	Grounds Maintenance	£191.66
API Cleaning	Relief Caretaking	£851.88
Barclaycard	Bar / Event / Statt	£551.41
Norwich Electrical	Electrical Repairs to Pavilion	£325.44
DLM	Flyers and Distribution	£529.00
WDR & RT Taggart	Architects Fee	£4,710.00
Norwich Electrical	Spur for New Door	£65.10
Earth Anchors	Replacement Dog Bin Lid	£69.54
R. McCarthy	Petty Cash Top Up	£93.15
Hugh Crane	Cleaning Consumables	£284.79
MD Roberts	Deposit DJ (Bee Gees Tribute)	£100.00
TOTAL:		£23,595.26

To Consider Quotations for Insurance Policy

- c) Options for insurance were presented by the Clerk. It was **agreed** to renew the insurance policy with Zurich on a three year long term agreement at a cost of £3,480.82 for the first year. This was proposed by Chris Walker and seconded by John Henson.

To Receive Internal Audit Report and Agree Recommended Action Plan

- d) The internal audit report was presented to council, along with the following recommendations:

R1: As previously recommended, and in accordance with the Council's Financial Regulations, the bank reconciliations should be reviewed by a Council Member on at least a quarterly basis and at the financial year-end. This should involve checking the details on the overall reconciliation to the original bank statements and confirming the lists of any unrepresented cheques or unbanked receipts. The review should be evidenced by signing the bank reconciliation produced from Omega and by initialling the various bank statements.

Whilst it was noted that the bank reconciliations are presented to council every month, this was **agreed**, with Chris Walker to do the first review at year end.

C.W.

R2: In order to account correctly for the transfer of the balance of the 2-year fixed rate bond with Hodge Bank to a 7-day notice account on its maturity and the subsequent reinvestment of the balance in a one-year bond, the sum involved should be accounted for as income in the 2018-19 accounts and reported within the bank and cash balances (Omega Cash Book 2).

The Clerk reported that this had been completed.

R3: Where the need for any amendments to the minutes of a meeting is identified at the time of their approval, any corrections made should be initialled by the Chair of that meeting.

The Clerk advised this was now procedure.

R4: Following the recent appointment of the new Clerk to the Council, it is an ideal time to review and formally document all of the key financial procedures and the roles and responsibilities of staff in relation to them. These procedures should also document the steps to be followed by Members in relation to financial matters, in particular the approval of expenditure items (including payroll).

Clerk

The Clerk advised that this would be put in place.

R5: The review of invoices or other supporting documentation by the Members responsible for authorising payments, is a key element of the control over the payment process, whether the payments are by BACS, standing order or direct debit. Ideally, this review should be evidenced by initialling the original invoice or other supporting documentation.

The Clerk advised that this is now in place.

R5: To comply with regulatory requirements, the Council must ensure that it formally reviews its risk management arrangements prior to the end of the 2018-19 financial year. The results of the review, including any agreed actions, must be formally minuted.

The Clerk will arrange for this to be put before council.

Clerk

R7: Council must adopt a formal investment strategy, in line with the 'statutory guidance on local government investments' produced by the Department for Communities and Local Government (DCLG).

Clerk

The Clerk will arrange for this to be put before council.

e) To Consider Requests for Donations

All requests received were considered and the following **agreed** after a proposal from John Henson and second from Chris Walker:

Norfolk Age UK £75 (Section 137 of the Local Government Act 1972)

Poringland First Responders £75 (Section 137 of the Local Government Act 1972)

St Martins Housing Trust £75 (Section 137 of the Local Government Act 1972)

Norfolk CAB £75 (Section 142 of the Local Government Act 1972)

10. Committees and Advisory Groups

a) Neighbourhood Plan Update

John Henson reported that the Neighbourhood Plan has gone out for the Regulation 14 consultation. Postcards have been delivered to each household to make parishioners aware. Initial comments have been received from South Norfolk Council and these will be reviewed when the consultation closes.

b) Facilities Strategic Advisory Group

A positive meeting was held on 6th February, with it being reported that the community centre is very nearly paying for itself. The bar prices were reviewed and changes implemented with immediate effect.

The replacement flooring in the gentlemen's toilet and the replacement back door are all booked in.

The group has agreed to meet more frequently.

c) Open Spaces and Recreational Advisory Group

David Hewer reported that the group had met on 13th February. The groundsman project is to be reviewed so as to ensure that the Parish Council is obtaining best value for its grounds maintenance. The Clerk is to arrange for a replacement lid for the dog bin on the junction of Howe Lane and Shotesham Road. The Clerk is also to follow up with David Wilson Homes for the compensation for removing a mature oak tree.

Clerk

Clerk

The opinion of parishioners is to be sought about the sourcing of a new burial ground as part of the village survey to be arranged after the May elections.

The Clerk is to follow up on the adoption status of the phone box.

Clerk

The entrance to the playing field play ground is to be investigated into why it is flooding, the group will review all the play areas when there is more light available in the evening.

South Norfolk Council is seeking legal advice over the status of the s106 agreement for the Milestones development in relation to the proposed boundary transfer from Bixley to Poringland.

The Community Land Project was discussed by the group.

d) To Agree Heads of Terms for Men's Shed Lease for the Community Land Project

It was confirmed that the Peppercorn rent for the Men's Shed would be £1. It was also noted that all architectural enquires by the Men's Shed should go through the Parish Council.

Chris Walker proposed that the Heads of Terms for the Men's Shed for the Community Land Project should be **agreed**, seconded by David Hewer and carried.

e) To Review Responsibility for Playing Field Management

Discussions occurred as to the usage and maintenance of the playing field and recent problems that have arisen. John Overton is to liaise with the Clerk to re-start the Trust meetings.

J.O./Clerk

To Consider Re-Naming of Advisory Groups

f) It was felt that some of the names of the advisory groups were unclear to members of the public as to what they are responsible for. The following name changes were **agreed:**

The Facilities Strategic Advisory Group will become the Community Centre Advisory Group.

The Open Spaces, Recreational and Environmental Advisory Group will become the Amenities Advisory Group.

Policy Review

11. To Review CCTV Policy

a) The Clerk presented the reviewed policy, updated to reflect current practices, noting that the current CCTV signage would need to be updated. John Henson proposed that this be **adopted, seconded by Chris Walker and carried.**

b) To Review Statement of Training Intent

The Clerk presented the reviewed statement, updated to reflect current needs of the council. It was **agreed** to not restrict the council to any particular training provider, and book training to reflect the needs to the council. David Hewer proposed that this be **adopted**, seconded by Trevor Spruce and carried.

c) To Review File Retention Policy

The Clerk presented the reviewed policy, updated to reflect current practices. Chris

Walker proposed that this be **adopted**, seconded by David Hewer and carried.

d) To Review Lone Working Policy and Agree Risk Assessment

The Clerk presented the reviewed policy and risk assessment, updated to reflect current practices. It was noted that the Clerk is in the process of obtaining quotes for the installation of personal alarms for staff in the building, particularly for the vulnerable areas such as the office and the bar. It was agreed that at the end of a late night event there should always be two people closing the building. David Hewer proposed that the policy and risk assessment be **adopted**, seconded by Trevor Spruce and carried.

12. Date of next meeting:

- Wednesday 27th March 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9.40pm.

CHAIRMAN