

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 27<sup>th</sup> March 2019 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
Trevor Spruce  
David Gooderham  
David Hewer  
John Joyce  
James Landshoft  
Lisa Neal  
John Overton  
Chris Walker  
Faye LeBon (Parish Clerk)

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

**1. Apologies**

Apologies for absence were received from Steve Aspin and John Henson. John Overton and James Landshoft had also advised that they would be late to the meeting due to prior engagements.

**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 27<sup>th</sup> February 2019 were **agreed**. Proposed by David Gooderham, seconded by Lisa Neal 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, the Parish Council's agreement to the draft Heads of Terms for the lease with the Men's Shed have been sent to the

solicitor. The solicitor will now contact Norfolk Homes with a view to transferring the site to the Parish Council.

The matter of a new burial ground will be progressed after the elections.

The Parish Council's contractor will be lowering the hedge on Devlin Drive on 28<sup>th</sup> March.

The tree works are due to commence on 1<sup>st</sup> April.

Representatives from Norfolk County Council will be visiting the village to review the possibility of a new bus stop in the vicinity of Hardley Road. However, they have warned that funding of a new bus stop may be an issue and that a collaborative approach between the Parish Council and County Council may be necessary.

With regards to dog related signage, quotes have been requested from two different contractors, with the cheapest coming out at £28.00 + Vat for A4 signage to allow enforcement of South Norfolk Council's public spaces protection order. Ten of these will be required and funds will be taken from the commuted sums budgets relating the relate play areas. The bespoke 'dog rules' signage has been designed and will cost £140 for the signs and posts. The finance was agreed however the Clerk will send the proposed signage to councillors for final feedback on wording.

**Clerk**

The application for the disapplication of the DPS position has been sent to South Norfolk Council and their decision is awaited.

The tree works in the village will commence on 1<sup>st</sup> April. The school has been contacted to request access to their car park on 19<sup>th</sup> April so that the trees on The Footpath can be accessed.

It was clarified that the link road is not likely to be opened until approximately one year's time. This is due to development continuing in this area and Norfolk Homes will not consider opening the road until there is no risk to pedestrians or private vehicles from construction traffic.

Quotes have been requested for the digging out of the ponds at the memorial garden and community centre, however the price will be determined by whether the silt can be disposed of close to site or whether it needs to be taken away. Quotes are to be requested for both options.

**Clerk**

## 5. Report from the Chairman

The Chairman encouraged members to spread the word about the two upcoming events at the community centre. These are 'Flash, a Queen Tribute' on 19<sup>th</sup> April (updated ticket sales of 72) and 'Swing' on 24<sup>th</sup> May (updated ticket sales of 47). It was important to have these events supported or it could not be expected to put on similar events in the future.

He also reminded the room of the upcoming local elections, more information of which will be given under item 8b.

## 6. Public Participation

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

### a) District Councillors

Cllr Neal reported that Long Stratton Leisure Centre had now reopened following a £2m refurbishment. Facilities include a new fitness suite, changing facilities, café and soft play area.

Nominations are open for the South Norfolk Council Community Awards and will remain open until 28<sup>th</sup> April.

The merger with Broadland Council has meant that staff would have to reapply for roles within the council. Three director roles have all been filled internally and interviews for the assistant directors commenced this week.

The police have reported that they are adding extra resources to combat 'county lines' whereby criminal gangs from London are using vulnerable children for drug trafficking into Norfolk. Following this, the 'cuckooing' of the homes of vulnerable people by criminals occurs. There are also problems in Norfolk with people hiding knives (often in front gardens) to be collected at a later time. The police are encouraging everyone's vigilance with these matters.

South Norfolk Council has achieved a five year housing land supply. Only a 5% buffer is required by the council and this has also been achieved. South Norfolk Council will continue to work to ensure this is maintained.

Chris Walker asked what the progress is with the Greater Norwich Development Plan. Cllr Neal responded that the Regulation 18 consultation has now closed and the responses are being reviewed.

**b) County Councillor**

Cllr Thomson had previously provided his apologies for this meeting.

**c) Public Participation**

A member of the public requested clarification over which link road the Clerk had referred to in item 4. The Clerk responded that this was the northern part linking The Ridings with Stoke Road. It was queried when the southern part of the link road (between Mentmore Way and Victory Avenue) would be completed. The Clerk responded that this would be some way in the future as the latest part of the development had only just commenced and would be determined by the trigger point in the planning agreement. The Clerk will find out when this trigger point is. **Clerk**

A member of the public suggested that the dog information signage may be better with white writing on an olive green background, as opposed to black writing on a white background. He will send an example to the Clerk for consideration and the Clerk will check if this will have any impact to people who are visually impaired. **Clerk**

A member of the public provided the council with health and safety information about the wearing of lanyards whilst driving and the danger of their impact on the body should the vehicle's airbag be activated.

The Clerk is to follow up with highways as to when the white lines will be re-done on Devlin Drive. **Clerk**

*James Landshoft Entered the Meeting*

A member of the public raised concerns about the poor quality of remedial works on the highway by Anglian Water along Norwich Road following their roadworks. The noise that is being created by HGVs as a result of the uneven road surface, especially in front of the high school, is causing a lot of concern for residents. The Clerk advised that the Network Officer from Norfolk County Council is meeting with Anglian Water onsite on 4<sup>th</sup> April to further discuss this matter. Tim Boucher advised that Anglian Water have provided a warranty for their works and further advised that Cllr Thomson has campaigned hard to get this area of highway completely resurfaced. Cllr Neal added that Cllr Thomson tried to get this area resurfaced last

year when additional funding was made available from central government, but unfortunately the project did not get selected. John Joyce cautioned that there had to be a balance struck between getting the road resurfaced and allowing the remedial works to settle, else there is a risk run that parts of the newly resurfaced road will sink.

A member of the public reported to the Parish Council that a fall had occurred over a raised edge on the pavement outside 81 The Street. The parishioner was requested to send further details to the Parish Council so that this can be escalated to highways.

*Standing orders were reinstated.*

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

## **7. Planning**

### **a) Applications Received**

- i) 2019/0435 – 7 Howe Lane – Replacement of Single Storey Side Extension with Two Storey Side Extension**

Trevor Spruce presented the plans to the council, advising that he had visited the site and consulted occupiers of the neighbouring properties. After the plans were discussed, it was **agreed** that the application should be supported after a proposal from Trevor Spruce and a second from David Hewer.

**Clerk**

- ii) 2019/0623 – 105 Cawstons Meadow – Single Storey Side Extension and Single Storey Rear Extension.**

David Gooderham presented this application to council, and reported that he had visited the site and consulted with the occupier of the neighbouring property. James Landshoft queried how different the footprint of the property would be. It was established that the footprint would be extended but only to the extent of the garage. It was **agreed** that the application should be supported after a proposal from David Gooderham and a second from Chris Walker.

**Clerk**

### **b) To Consider Planning Appeals Received**

- i) 2018/2267 – Land South West of Sebald Crescent – Proposed New Chalet Bungalow with Log Cabin Annexe**

After a proposal from Chris Walker and a second from David Hewer, it was **agreed** to continue to object to this application. The proposal continues to be inappropriate development outside the planning boundary. In addition to this, South Norfolk Council can now demonstrate a five year housing land supply therefore there should be no reason in this instance why development outside the settlement boundary should occur.

**Clerk**

**c) Planning Decisions**

The following planning decisions were noted.

- i** 2018/2734 – 1 Norwich Road – Side Extension **APPROVAL WITH CONDITIONS**
- ii** 2019/0129 - 1 Nelson Close -Loft conversion including the installation of Velux or similar roof windows to the front and rear of the dwellinghouse (Certificate of Lawful Development). **APPROVAL NO CONDITIONS**
- iii** 2019/0171 – 41 Howe Lane – Erection of Side Extension **WITHDRAWN**
- iv** 2018/2824 – 6 Greenacres Drive – Rear and Side Extension **APPROVAL WITH CONDITIONS**
- v** 2019/0197 – Land North of Shotesham Road - Non material amendment of permission 2014/0319/D - Minor changes to elevational treatments, 'footprints' and some house type substitutions. **APPROVAL NO CONDITIONS**
- vi** 2019/0350 – 9 Green Fall – Erection of Summer House – **APPROVAL WITH CONDITIONS**
- vii** 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. – **APPROVAL WITH CONDITIONS**

*Lisa Neal returned to the meeting*

**8. Correspondence and Consultations**

**a) To Consider Proposals to Encourage Better Communication Regarding Highways Works**

David Gooderham raised concerns about the lack of communication from Norfolk County Council highways regarding the roadworks on Caistor Lane. Mistakes had been made in this instance and it was important to learn from this experience and

put in place measures in the future to ensure that residents affected by roadworks are better informed in advance. It was also raised that it was important that the Parish Council was better informed, as it reflects badly on the Parish Council when they are not aware of pending roadworks.

Periods of notification were discussed, however the notice periods that companies have to provide Norfolk County Council to apply for a permit to work on the road varies with the scale of works required. It was agreed after a proposal from David Gooderham and a second from James Landshoft that the following request is to be put to Norfolk County Council Highways for consideration in relation to communication with the Parish Council and residents regarding highway works in the village:

- 1) A project plan is shared with the Parish Council at an early stage and well before final plans are completed whenever planned roadworks are known.
- 2) A plain English communications plan is drafted and given to the Parish Council to comment on before publication.
- 3) All impacted residents should receive a letter drop setting out what works are being done, when and why. This should include a contact number to answer any questions.
- 4) All traffic management on the main B1332 should be manually controlled between the hours of 07:00 and 19:00 on weekdays as an absolute minimum.
- 5) Even where the works are "Developer led" it is Highways responsibility to ensure that these guidelines are followed.

**Clerk**

**b)**

#### To Receive Information on Process and Timeline for Local Elections

The Clerk provided the meeting with details from the Electoral Commission of the timescales for the upcoming elections. Most notably, the deadline for nomination forms to be delivered to South Norfolk Council is 4pm on Wednesday 3<sup>rd</sup> April. Clarification was also provided for campaigning and canvassing and the purdah period.

## **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 Gooderham.

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	Staff Salaries	£6,165.50
HMRC	PAYE & NIC	£1,939.15
Norfolk Pension Fund	Pension Contributions	£2,107.94
BT	Telephone & Broadband	£66.04
Norfolk Copiers	Monthly Printing Fee	£92.58
Total Gas and Power	Electricity (February)	£830.10
ESPO	Gas	£178.96
World Pay	Card Charges	£15.49
Cooks	Repair of Blinds	£510.00
PPL/PRS	Music License	£1,583.22
Hugh Crane	Cleaning Consumables	£101.81
Wave	Quarterly Water Bill	£309.92
Wave	Quarterly Water Bill	£14.55
Wave	Quarterly Water Bill	£132.87
Information	Data Protection Fee	£40.00
Barclaycard	Bar stock, stationery, events	£1,124.34
API	Relief Caretaking	£873.63
Spruce Landscapes	Grounds Maintenance	£945.00
Garden Guardian	Grounds Maintenance	£637.57
Vortex	Grounds Maintenance	£191.66
Veolia	Waste Removal	£74.23
Norfolk County Council	50% of Parish Partnership	£300.00
Microshade	Hosted IT	£264.90
Parker Planning Svs	Neighbourhood Plan	£4,560.00
CBF Ltd	Deposit for George Michael	£500.00
R. McCarthy	Petty Cash Top Up	£78.85
	<b>TOTAL:</b>	<b>£23,638.31</b>

*John Overton Entered The Meeting*

**c) To Consider Council Investment Strategy**

The draft investment strategy was presented to council as part of the recommendations of the internal auditor. Following government guidelines this focussed on security, liquidity and return (in this order of priority).

A query was raised about the level of scrutiny for non specified investments being greater, but not specifying being greater to what.

Adoption of the strategy was **agreed**.

The Clerk raised that there was agreement in the meeting of May 2018 that an account should be opened with Charity Bank, with an opening sum of £85,000 being transferred. However, it had become apparent that the account had never opened. Chris Walker proposed that the Parish Council should re-apply for an account with Charity Bank, transferring £85,000 from the Parish Council's general reserves, with the Chair and Vice Chair being signatories. Seconded by John Joyce and carried.

**Clerk**

*James Landshoft Left the Meeting*

## **10. Committees and Advisory Groups**

### **a) Neighbourhood Plan Update**

John Joyce reported that the Regulation 14 consultation had finished today. The steering group is meeting with South Norfolk Council on 2<sup>nd</sup> April to discuss South Norfolk Council's initial feedback.

### **b) HR Advisory Group**

A meeting was held on Monday 11<sup>th</sup> March, the contents of which will be discussed under item 15.

## **11. Community Centre**

### **a) To Consider Project for Alarm System**

The Clerk presented what would be required for the installation of an intruder alarm system, which in turn would enable the installation of personal alarms for staff. The cost of the installation would be £958 + VAT and there would be an annual fee of £70 + VAT to have the system linked to the monitoring service. The monitoring service could also be linked to the fire alarm to ensure that the council is made aware of any incident at the earliest opportunity. This quote was deemed as

reasonable and no further quote required as this would then necessitate separate maintenance contracts on the alarms.

It was **agreed** to have an intruder alarm system installed after a proposal from Chris Walker and second from Trevor Spruce.

It was agreed that the cascade system for the alarm should consist of Tim Boucher, Trevor Spruce, Chris Walker, David Hower and John Joyce.

Clerk

**b) To Consider Replacement Boiler System**

Members were advised one of the boilers heating the community centre had failed, leaving one remaining boiler heating the whole building. It seemed that the two boilers are of a domestic type specification and further guidance has been requested on a commercial boiler set up. A quote has been received for this, but there are aspects of the specification that are unclear. Further advice is to be sought and this will be presented at the next meeting.

Clerk

**c) To Receive Update on Improvement Projects**

The Clerk reported that the new flooring has been installed in the gentlemen's toilet.

The new rear door installation has been programmed in for 3rd and 4th April.

**d) To Receive Update on Ticket Sales for Upcoming Events**

This was covered under the Chairman's Report.

**12. To Consider Adoption of BT Phone Box**

The Clerk reported that the BT phone box in the village was available for adoption by the Parish Council. Caution had been raised over its Grade II listed status, however initial enquiries of the planning authority had fed back that improvement projects for the box, such as an area to host a defibrillator, would be supported.

It was **agreed** to adopt the village phone box at a cost of £1, after a proposal from Chris Walker and a second from Trevor Spruce.

**13. To Consider Parish Risk Assessments**

The parish risk assessments were presented to council. It was clarified that the transport of money was covered under the Lone Working Policy as agreed in February, but the risk assessment was also included in the information sent to

members.

It was **agreed** that the risk assessments associated with the playing field, football pavilion and bowls pavilion should be dealt with by the Trust and not form part of the Parish Council meeting.

The risk assessments were **accepted**.

**14. To Receive Proposal to Close the Meeting for Item 15 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as the Item Relates to the Terms and Conditions of Employment**

It was **agreed** that Item 15 should be closed to the press and public.

*The Public Left the Meeting*

**15. To Consider Options for the Relief Caretaking of the Community Centre and Pavilion**

John Joyce provided a report. Actions plans were put in place for the cleaning/caretaking of the community centre and the cleaning of the football pavilion.

**16. Date of next meeting:**

- Wednesday 24<sup>th</sup> April 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9.35pm.

**CHAIRMAN**