

Minutes of the Meeting of Poringland Parish Council
Wednesday 30th January 2019 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
Trevor Spruce
Steve Aspin
David Gooderham
John Henson
David Hewer
John Joyce
James Landshoft
John Overton
Chris Walker
Faye LeBon (Parish Clerk)

Also attended: County Councillor Vic Thomson and 16 members of the public in attendance.

1. Apologies

Apologies for absence were received from Lisa Neal.

2. Declarations of Interest and Applications for Dispensation

None raised

3. Minutes of the Previous Meeting

Following correction of a typographical error and clarification of the use of reserve monies to fund the Neighbourhood Plan in 2019/2020 budget, the minutes of the meeting held on 2nd January 2019 were **agreed**. Proposed by David Hewer, seconded by James Landshoft and carried.

4. Update on matters arising from the minutes

The Clerk presented her report into matters arising;
White lines being painted on Mentmore Way will be initiated upon highway adoption. This is likely to be delayed as highways are reluctant to adopt the 'Big Sky'

side of Mentmore Way until the 'Norfolk Homes side is completed.

The draft heads of terms document for the lease of land to the Men's Shed as part of the Community Land Project has been received from the solicitor and is being considered by the relevant committee.

The project to locate a new burial ground remains ongoing.

The footpaths on the Shotesham Road have been reinstated following the completion of works by UK Power Networks.

Norfolk County Council highways has recommended that 5m of hedge can be removed from Devlin Drive at the end closest to The Ridings in order to improve highway visibility. Councillors **agreed** that it would be preferable to have this part of the hedge reduced in height to approximately 75cm after a proposal from Trevor Spruce and a second from John Henson.

Clerk

The landlord of the commercial development where Budgens is located has been contacted with regards to the loose stones which clutter the pathways. They advise that this is the responsibility of the tenants to resolve, and the tenants have been considering possible permanent solutions to the matter. James Landshoft advised that staff at the EACH shop now sweep up the loose stones on a daily basis to prevent them becoming a hazard to pedestrians.

The solar light has been installed at the teenage shelter and this area will be monitored to see if this action reduces anti-social behaviour in this area.

A letter of support in principle has been sent to the Bergh Apton Conservation Trust in relation to their 'B-Line' project.

Councillors had been forwarded the response from South Norfolk Council regarding the Parish Council's stage two complaint about poor planning enforcement at 4 Highfields. David Gooderham wished it recorded that he felt that this response was poor. All agreed this matter had been dealt with badly by South Norfolk Council.

5. Report from the Chairman

As this was the second meeting in January, there was nothing of significance to report from the previous meeting.

6. Public Participation

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

a) District Councillors

Cllr Overton reported that a full council meeting had been held to ratify the terms and conditions of the merger between South Norfolk Council and Broadland Council. Broadland Council requires extra time to ratify the terms and four weeks has been given for this purpose. The UNISON representative at South Norfolk Council is content with the terms.

The new managing director in charge of the joint authority is in the process of selecting his senior team.

Cllr Overton supported comments made by David Gooderham on planning enforcement, and he is currently dealing with a similar matter in another parish whereby adequate enforcement action is not forthcoming.

b) County Councillor

Cllr Thomson reported 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.

Norfolk County Council's gritting map is available to the public so roads that are on the gritting route can be viewed. He stressed the need to regularly check that grit bins in the parish are full.

Cllr Thomson reminded the meeting that the best way to report highway faults is to do so via Norfolk County Council's online reporting tool. Whilst this can be done anonymously, by logging in an update will be provided on the repair.

Norfolk County Council Children's Services committee has agreed to change the way children's centres are operated, in that they will now be operating more outreach services rather than using a centre based approach. This means that more people will be able to access the services the centres provide, especially in rural locations. After a query from James Landshoft about the difficulty of making some services outreach (eg; mental health services) Cllr Thomson confirmed all services will still be available but to a larger catchment.

Norfolk County Council is progressing with its proposals to implement a 20mph

speed limit on the Shotesham Road and linked cul-de-sacs, and the provision of a 'no through road' and prohibition of motor vehicles on Carr Lane.

With reference to the proposed works on Caistor Lane, Cllr Thomson will send a report to the Clerk for circulation. David Gooderham raised concern about the lack of communication and attention to detail about the proposed works on Caistor Lane. A plain English press release was suggested.

Konectbus will be ceasing the operation of the 87 and 88 bus service which operates through the village. First Bus will be taking up the 87 service, and it is hoped they will take on the 88 service as well.

Cold calling and scam telephone calls still remain problematic, with only 5% of scams being reported.

David Gooderham requested an update on the Fiveways Roundabout be placed on the agenda for the February meeting.

Clerk

c) Public Participation

A member of the public raised concerns that despite having a 'no cold calling' sign in his window, he still receives cold calls. John Henson advised he had been involved in the setting up of the 'no cold calling zones' in the parish and advised that the number to report cold callers to is located on the Rosebery Avenue sign.

A member of the public raised concerns with the Parish Council proposal to restrict dogs to being on leads on areas owned by the council. She is involved in dog training and the education of people in the matters of responsible dog ownership. She would be willing to help the Parish Council to come to a compromise should they be willing to accept the help. Another member of the public suggested that signage requesting that all dogs be under 'proper control' would be more appropriate. A further member of the public raised concerns that the council had not received sufficient complaints to warrant actions about insisting that dogs be kept on leads.

A member of the public requested assistance with the moving of the Norfolk Homes site compound fencing away from their property. The Clerk will escalate this to South Norfolk Council's planning enforcement team.

Clerk

A member of the public raised concerns about reducing the height of the hedge on Devlin Drive, which would improve highway visibility, which in turn would speed up

the traffic, which is of concern in an area where there is a drop-kerb crossing point. The Clerk is to ask the police to speak to the owner of the car who regularly parks on the corner of Devlin Drive, and thus causes vehicles to drive around the corner on the wrong side of the road. It was established that the SAM2 sign would record vehicular speeds in this area and this information would be forwarded to the police. James Landshoft wished to raise awareness of the good work being done by the pre-school. They are currently in need of more trustees. David Hwer advised that if the pre-school wanted to do a recruitment article he would place this in the next edition of the 5+ magazine.

Standing orders were reinstated.

7. Planning

a) Applications Received

- i)** 2018/2725 – Land North of Stoke Road – Amended proposal (5 promotional signs, reduced from 10)

Trevor Spruce had previously visited the site. He suggested that as the previous proposal was for ten signs and there were no objections then the council should not object to five signs. This was **agreed**.

Clerk

- ii)** 2019/0129 – 1 Nelson Close – Install Velux windows to the front and rear of the property for a loft conversion

David Hwer had viewed the plans and visited the site. The Clerk clarified that this was an application for a certificate of lawful development, being sought under permitted development rights.

It was **agreed** to make no comment regarding the application.

Clerk

b) Planning Decisions

Planning decisions were noted as follows:

- i)** 2018/2480 1 Norwich Road - Erection of chalet and demolition of existing garage.

APPROVAL WITH CONDITIONS

- ii)** 2018/1611 - Poringland Community Centre - Discharge of condition 3 of

planning permission 2018/0718 – Tree Protection Plan **APPROVED**

iii) 2018/2223 – 4 Highfield - Retain in situ the one air-to-air heat pump unit at ground level on front elevation; remove and relocate the existing air-to-water heat pump unit to ground level at the rear; and remove two existing air-to-air heat pump units and relocate one of those units to first-floor level on rear elevation together with installation of a barrier. **APPROVAL WITH CONDITIONS**

It was established that if the heat pumps become too noisy, then this can be escalated as a planning enforcement matter.

iv) 2018/2578 – 6 Burgate Lane – Works to TPO Trees – **APPROVAL WITH CONDITIONS**

v) 2018/2746 – 6 Burgate Lane - Discharge of condition 4 - Tree protection of permission 2013/0486 – **APPROVED**

vi) 018/2480 – 1 Norwich Road - Erection of chalet and demolition of existing garage – **APPROVAL WITH CONDITIONS**

8. Correspondence and Consultations

a) Request for Support for an Official Bus Stop at Hardley Road

A request had been made by a parishioner for a bus stop along Stoke Road, close to Old Mill Surgery. Norfolk County Council is responsible for this, but they will not consider any requests from the public without support from the Parish Council.

Chris Walker proposed that the Parish Council should **support** this request, seconded by James Landshoft and carried. The Clerk is to advise Norfolk County Council of the Parish Council's decision.

Clerk

South Norfolk's Big Litter Pick Scheme 2019

Correspondence had been received from South Norfolk Council about their big litter pick scheme. John Overton advised that the Parish Council had not traditionally participated in this event, but had encouraged local groups to do so as there was a financial incentive for them to participate. The Clerk is to promote the scheme.

Clerk

9. Finance

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for December 2018 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.

Payee	Description	Amount
	Staff Salaries	£6,517.50
HMRC	PAYE & NIC	£2,098.55
Norfolk Pension Fund	Pension Contributions	£2,156.43
BT	Telephone & Broadband	£50.21
Microshade	Hosted IT	£217.62
Citrus Security Shredding	Annual Shredding Fee	£319.20
ESPO	Stationery	£35.04
Norfolk Copiers	Printer Quarterly Rental	£172.76
ESPO	Gas	£210.53
Hugh Crane	Cleaning Consumables	£167.07
Ezyglide	Service & Repair of Partitions	£678.00
MCL Mechanical Services	Boiler / Toilet Repairs	£584.72
JML Refrigeration	Refrigerator Service	£171.60
CBF Ltd	Balance of George Michael Tribute	£1,500.00
Jim Lawrance	Repair of Dishwasher	£102.12
Veolia	Waste	£74.23
Spruce Landscapes	Grounds Maintenance	£945.00
Garden Guardian	Grounds Maintenance	£1,059.29
Vortex	Grounds Maintenance	£191.66
PI Play Inspections	Play Equipment Inspections	£180.00
Tina Eagle	Six+ Strategic Group	£70.47
API Cleaning	Relief Caretaking	£855.50
Barclaycard	Bar / Event / Stationery	£510.44
High Spec Ltd	Events Expenditure (Curtain)	£438.00
R. McCarthy	Petty Cash Top Up	£32.95
	TOTAL:	£19,338.89

c) Quarterly Budget Report

The quarterly budget report was presented to councillors and was **noted**.

d) To Consider More Effective Method of Cross Referencing Accounts for Payment

Trevor Spruce raised that the cross referencing of accounts after authorisation at the council meeting was a distraction to other matters being discussed. He proposed that the cross referencing should be done prior to the meeting when more time allowed but, in conformity with financial regulations, no bank payments should be permitted until payments had been authorised by full council. This was seconded by Chris Walker and carried. The necessity to ensure more councillors can authorise payments in the bank system was also discussed.

e) To Agree that Mrs F. LeBon be permitted to access parish bank accounts

The Clerk advised that a formal resolution was required by the Parish Council's bank to allow this to happen. John Henson proposed that Mrs F. LeBon should be permitted access to the Parish Council bank accounts, seconded by James Landshoft and carried.

10. Committees and Advisory Groups

a) Neighbourhood Plan Update

John Henson reported that a small meeting was held to discuss the finer points of the Neighbourhood Plan. The document is at an advanced stage of drafting, and thanks were given to those who had taken the time to feedback on the document and to proof read.

The Regulation 14 consultation is imminent (running from 8th February to 22nd March) and consultees will be notified by email or postcard delivered through their door.

A decision is awaited on whether a strategic environmental assessment is required, but early indications suggest that it will not be.

Once the consultation has been completed, the Neighbourhood Plan Working Group will review the responses, ratify the plan and then submit to the Parish Council for

formal approval.

11. Dog Access to Public Areas

a) To Receive Proposal to Waive Standing Order 7a to Enable Further Discussion on Parish Council's decision to restrict dogs to being on leads in Public Areas.

James Landshoft proposed that the Parish Council should waive Standing Order 7a to allow further discussion on the Parish Council's decision to restrict dogs being on leads in all public areas. Seconded by David Hewer and carried.

b) To Consider Actions to Promote Enforceable Dog Legislation

The Clerk explained the powers in place to enforce responsible dog ownership. These include the Dangerous Dogs Act 1991, which legislates that dogs must be kept under 'proper control' in public areas and is enforceable by the police. South Norfolk Council also has a 'public spaces protection order' which makes it an offence for dogs to be in fenced play areas and also for an owner to not clean up after their dog. These acts are enforced by South Norfolk Council.

Chris Walker proposed that signage be installed to promote dogs being under 'proper control' and also signage to allow enforcement of South Norfolk Council's public spaces protection order. Seconded by Trevor Spruce and carried.

James Landshoft recorded his objection to the proposal due to the lack of positive reinforcement.

Clerk

12. Community Centre

a) Event Proposal 2020 – Stayin' Alive Bee Gees Tribute Act

The Community Centre Manager had provided a proposal to bring a Bee Gees tribute act to the community centre, as a community event in 2020. After a review of the proposal James Landshoft proposed that this should be **accepted**, seconded by David Gooderham and carried.

RM

b) To Consider Disapplication of DPS Status for Licensing Purposes

The Clerk reported that community groups are permitted to disapply from the licensing requirement to have a Designated Premises Supervisor (DPS). This would mean that the responsibility of any licensing issues at the community centre would fall to the Parish Council as a corporate body, rather than a named individual.

Members of the Parish Council team hold a personal license which should be sufficient to prove to the licensing authority that the Parish Council has the necessary qualification and experience to do this. John Henson proposed that the Parish Council should apply to the licensing authority for a disapplication of DPS status, seconded by David Gooderham and carried.

Clerk

c) To Consider Full Fire Risk Assessment of the Community Centre

It was noted that due to the age of the building, a full fire risk assessment should be performed on the community centre. Quotes had been obtained from reputable companies, and it was **agreed** to conduct a full fire risk assessment at a cost of £420 + VAT. This was proposed by John Henson and seconded by Chris Walker. The assessor should be asked how often a full fire risk assessment should be conducted.

Clerk

13. Policy Review

a) To Review Bad Debt Policy

The Clerk presented the reviewed policy, updated to reflect current practices. Chris Walker proposed that this be **adopted**, seconded by John Henson and carried.

b) To Review Community Engagement Strategy

The Clerk presented the updated community engagement strategy and review of progression since 2016. It was suggested that this was more of a communications strategy rather than an engagement strategy. It was **agreed** after a proposal from John Joyce and a second from John Henson that this document should be accepted and a wider review of engagement should be done after the May elections.

c) To Review Information Security Policy, With a View to Include PCI DSS

The Clerk provided a policy which combined the Parish Council's original information security policy, with detail of what is required under PCI DSS (Payment Card Industry Data Security Standard), which is required by all organisations which accept card payments, so as to keep card holder data secure. John Henson proposed that this new policy be accepted, seconded by Chris Walker and carried.

James Landshoft Left the Meeting

14 Deputising Procedure

a) To Receive Proposal that, under the Public Bodies (Admissions to Meetings) Act

1960, the Meeting Should be Closed to the Press and Public for item 14b as the Item Relates to the Terms of Service of Employees

John Henson proposed that item 14b be closed to the press and public, seconded by Chris Walker and carried.

b) To Consider Procedure Relating to Deputising of Positions

This was discussed and agreed in principle, with delegation to the Chairman and the Clerk to agree the final arrangements.

15. Date of next meeting:

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

The meeting closed at 9.15pm.

CHAIRMAN