

28.05.2014

Minutes of the Annual Meeting of Poringland Parish Council held at 7.00 p.m. in the Community Centre.

1. To Elect a Chairman and to sign Declaration of Acceptance of Office

Mr Ellis was nominated by Mr Hewer, seconded by Mrs Harrison, all in favour. Agreed that Mr Ellis is elected as Chairman of Poringland Parish Council.

In the Chair: Mr J. Ellis.

2. Attendance Register & to Accept Apologies for Absence

Present: Mrs Beard, Mrs Harrison, Mrs Neal, Mrs Kereama-Ellis, Mr Atkins, Mr Henson, Mr Timson, Mr Dartnell, Mr Walker & Mr Hewer. Also Present: Clerk: Mrs Milton, County Councillor Mr Smith, Mr Sean Marten, Senior Planner and Mr Stuart Dunston, Architect on behalf of DWH and 12 Members of Public.

Apologies: Mr Overton. These apologies were formally accepted by Council, proposed by Mrs Harrison, seconded by Mr Hewer, agreed.

3. To Elect a Vice-Chairman and to sign Declaration of Acceptance of Office

Mrs Beard was nominated by Mrs Neal, seconded by Mr Dartnell, all in favour. Agreed that Mrs Beard is elected as Vice-Chairman of Poringland Parish Council.

The Chairman and Vice-Chairman completed their Declaration of Acceptance of Office.

4. The Register of Members' Interests - Registration of Financial and Other Interests

Mr Walker Declared an Interest and signed the register in respect of application no. 2014/0883. Mr Atkins Declared an Interest and signed the register in respect of application no. 2014/0858.

5. Review of Parish Council Standing Orders & Financial Regulations

Mr Hewer proposed the Financial Regulations and Standing Orders are adopted, sec. Mr Henson, agreed.

6. Appointment of Community Centre Management Advisory Committee

Mr Foster agreed to continue. Mr Ellis proposed that he steps down from the Committee and Mr Atkins confirmed he would be willing to join. On the motion of Mrs Beard, sec. Mrs Neal, it was resolved to appoint members of the Community Centre Management Committee as follows:- Mrs Neal, Mrs Beard, Mrs Kereama-Ellis, Mrs Harrison, Mr Atkins, Mr Henson, Mr Hewer, Mr Timson, Mr Walker, Mr Dartnell and Mr Foster.

7. Appointment of H.R. Advisory Committee

On the motion of Mrs Harrison, sec. Mr Atkins, it was resolved to appoint members of the H.R. Committee as follows:- Mr Walker and Mr Timson. Chairman and Vice-Chairman to remain as ex-officio Members.

8. Appointment of Representatives to attend The Six Strategic Group meetings

Mr Hewer asked to stand down as a representative of Poringland Parish Council to The Six Strategic Group. On the motion of Mr Henson, sec. Mr Timson, it was resolved to appoint Representatives to attend The Six Strategic Group meetings as follows:- Mrs Neal & Mr Ellis.

9. Appointment of Finance & Governance Advisory Committee

Mr Atkins expressed a wish to join the Committee. On the motion of Mr Dartnell, sec. Mr Hewer, it was resolved to appoint members of the Finance & Governance Committee as follows:- Mr Walker, Mr Henson & Mr Atkins. Chairman and Vice-Chairman to remain as ex-officio Members.

10. Appointment of Planning Committee

Mr Atkins expressed a wish to join the Committee. On the motion of Mr Dartnell, sec. Mr Walker, it was resolved to appoint members of the Planning Committee as follows:- Mrs Kereama-Ellis, Mrs Harrison, Mr Dartnell, Mr Henson, Mr Hewer, Mr Timson, Mr Atkins & Mr Walker.

11. Appointment of Playing Field Committee to Act as Trustees

Mrs Harrison confirmed the current Trustees would welcome other members joining the Committee. Mrs Watkins and Mr Overton both agreed to continue. On the motion of Mr Dartnell, sec. Mr Walker, it was resolved to appoint members of the Playing Field Committee as follows:- Mrs Harrison, Mrs Neal, Mrs Beard, Mrs Watkins, Mr Overton and Mr Timson.

12. Appointment of Amenities Advisory Committee

On the motion of Mr Timson, sec. Mr Henson, it was resolved to appoint members of the Amenities Committee as follows:- Mrs Kereama-Ellis, Mrs Beard, Mrs Harrison, Mr Walker, Mr Dartnell and Mr Hewer.

Regarding the appointment of the Emergency Resilience Co-ordinator, Mr Hewer asked to stand down as the parish representative and proposed that Mr Ellis is appointed Emergency Resilience Co-ordinator for Poringland, sec. Mrs Kereama-Ellis, agreed.

13. To confirm the Minutes of the last Parish Council meeting held on 30th April 2014

Minutes of the last meeting held on 30.04.14, having been circulated, were approved and signed as a correct record. Prop. Mr Timson, sec. Mr Hewer, agreed.

14. To Report Matters Arising from the Minutes not on the Agenda: For Information Only

14.1 – Poringland Primary School - Ref: Y/7/2014/7001

Notice of planning permission and particulars of decision circulated.

14.2 Fiveways Roundabout

The Chairman confirmed a meeting has been held with representatives from Framingham Earl PC, Bob Edwards from NCC and County Councillor Mr Smith and discussions will continue in order to make the roundabout look pleasing to the environment.

14.3 Council Development at Poringland

Suggested road names have been passed to SNC as agreed at the last meeting and members of the 6YC have agreed to look at researching future names.

14.4 Pedestrian Crossing Points

An initial discussion has taken place and a further meeting will be held with Framingham Earl PC.

14.5 Retirement of Clerk

Closing date for applications 20.6.14.

15. Adjournment for Public Participation and Councillors' with any Declarations of Interests

Mr Hewer prop. Standing Orders are suspended, sec. Mr Walker, agreed.

A parishioner referred to application no. 2014/0732 and confirmed he was speaking on behalf of about 100 residents affected by the development. He reiterated concerns about traffic, and put forward suggestions such as building the suggested cycle path in Caistor Lane to meet that on the main road. Create a footpath on both sides of Caistor Lane. Abandon the widening of Caistor Lane since it will increase speeds, not reduce them. A simple "Give Way" in Caistor Lane at entrance to the new development in favour of Heath Farm exiting traffic, and/or a 20 mph limit in Caistor Lane as far as that Minutes of the Annual Meeting of Poringland PC 28.5.14

junction. A vision splay at the junction with Norwich Road.

Mr Timson confirmed that he fully supports the view of the residents and he would like it recorded in the Minutes that he has found a total arrogance in the highway department in dealing with Heath Farm development and the residents have not received any support in any way from NCC.

Mr Dunston confirmed the developers met with the Parish Council, they have taken a fresh look at the scheme and taken on board comments relating to overlooking. The architectural design has been looked at, the landscape edge has been increased and the scheme has been enriched.

Mr Marten explained the road crossing details have not been finalized and do not form part of the reserved matters application.

Standing Orders resumed.

16. To consider Planning Applications Received for Consultation

Applications Received

2014/0732 – Land West of Norwich Road and South of Caistor Lane – Reserved Matters application for 150 dwellings and associated appearance. Approval is sought for appearance, landscaping, layout and scale. Recommendation Approval, prop. Mr Atkins, sec. Mr Henson, agreed, subject to the following concerns:-

1. There are still grave concerns in connection with the highway structure in and around the development for pedestrians and all road users; bearing in mind we have a High School and shops within the vicinity.
2. As far as drainage arrangements for the site are concerned, moving from west to east across Norwich Road to the area of the school, we have concerns about the capacity of the current drainage system under the road and would urge that this be viewed to ensure the drainage is able to carry the anticipated capacity, bearing in mind the impacts of climate change.
3. In connection with Caistor Lane, it might be appropriate to have a footpath on both sides of the road from the development through to Norwich Road on safety grounds, to stop people having to crisscross a busy road close to the junction.

2014/0774 – 8 Green Fall – Proposed first floor front extension – Recommendation No Comment. Prop. Mr Henson, sec. Mr Atkins, agreed. Mr Walker and Mrs Harrison both Declared an Interest and signed the register.

2014/0883 – Sunnyways, Sunnyside Avenue – Single storey front/side extension to dwelling – Recommendation Approval – Prop. Mr Hower, sec. Mrs Beard, all in favour.

2014/0858 – 31 St Marys Road – Proposed extension to rear of dwelling. Demolition of garage and shed and replace with new garage and office with open car port. Insertion of 2 dormer windows on side of dwelling. Recommendation No Comment – Prop. Mrs Kereama-Ellis, sec. Mrs Harrison, agreed. Mr Walker Declared an Interest and signed the register.

(b) Permission Granted

2013/1326 – Land at Mill Close - APPROVAL WITH CONDITIONS

2014/0582 – 39 Rectory Lane – APPROVAL WITH CONDITIONS

2014/0250 – The Old Workshop, Dove Lane – APPROVAL WITH CONDITIONS

2012/1676 – Budgens Supermarket – Proposed illuminated sign on building and various non illuminated signs on building and within car park and three banner signs on the road frontage hedge – APPROVAL IN PART, REFUSAL IN PART

(c) Planning Authority Reference Appeal: Local Planning Authority Reference: 2014/0239

Subdivision of garden of 85 The Street – Mr Henson proposed that no further comments are forwarded; Mr Hewer seconded the proposal, agreed.

17. To receive written Community Centre Reports

(a) Parish Council Issues

Planning Restrictions on Licence

Email from SNC circulated. Following a discussion Mr Hewer proposed we apply for a variation/removal of the current planning restrictions on the licence, including Christmas Eve midnight opening and apply for a total of 12 midnight openings per calendar year. Mr Henson seconded the proposal, agreed.

ESPO Gas Rates 1.4.14 – 31.3.154

Gas Rates for Period 1st April 2014 – 31st March 2015 circulated.

(b) Report from Community Centre Management Committee

No report.

18. To Consider Correspondence

18.1 Burglary Initiative in South Norfolk

Email from PC Garry Hoadley circulated. Mr Henson proposed a property marking kit for 50 items at £25 is purchased. Mr Hewer seconded the proposal, agreed. It was also agreed to work with people within the Good Neighbour scheme as part of this project.

18.2 Delivering Local Highway Improvements in Partnership – Upgate Trod Path

Letter from NCC with a request the PC funds for the shared scheme are transferred to Norfolk County Council. Mr Hewer proposed a cheque for £1,250.00 is forwarded, seconded by Mrs Harrison, 9 members voted in favour, 1 member voted against. Carried.

18.3 Norwich Road – Toucan Crossing and Widening of Shared Use Path

Letter circulated from NCC concerning the proposal to construct a toucan crossing for cyclists and pedestrians on Norwich Road to provide a safe crossing point from the new development to the High School. Following a discussion it was agreed that a reply is forwarded confirming that whilst the construction of a toucan crossing is most welcomed in the area we have reservations about the proposed location and new design of the highway. We would like clarity on the design proposals on both the east and west side, including shared use and full details of the road narrowing, because the drawings are not clear. We consider the current proposals might have an adverse safety effect because there will be issues for parents dropping off and picking up children from the school, which might add to the problems. We would not like to have an issue where parents are parking in other nearby streets.

19. To Pass Accounts for Payment

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| 1. Salaries (to 31.5.14) | £ 4,062.84 |
| 2. Spruce Landscapes (Maintenance Contract to 31.5.14) | £ 610.01 |
| 3. South Norfolk Council (Rates) | £ 261.00 |
| 4. Veolia ES (UK) Ltd (Trade Waste Collection) | £ 59.18 |
| 5. Ian Smith Office Supplies (Stationery) | £ 85.38 |
| 6. Spruce Landscapes (C.Centre Maintenance) | £ 294.85 |

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| 7. Spruce Landscapes (P/Field Maintenance) | £ | 260.00 |
| 8. All Saints PCC (Donation to Post Office running costs) | £ | 250.00 |
| 9. NORSE (Grounds Maintenance P/Field) | £ | 508.81 |
| 10. British Gas (Electricity) | £ | 553.24 |
| 11. Mrs C. Milton (On Line 24 Job Advert) | £ | 238.80 |
| 12. Talk Talk (Broadband) | £ | 18.14 |
| 13. Norfolk Pension Fund | £ | 1,323.38 |
| 14. Peachman (Water Boiler Leak) | £ | 98.94 |
| 15. NCL (Photocopier) | £ | 27.41 |
| 16. Por. Welcome Home & Mem. P/Field Committee (Grant) | £ | 5,300.00 |
| 17. NCC (Trod Path) | £ | 1,250.00 |
| 18. Norwich Electrical (Electrical Work) | £ | 233.06 |
| 19. Anglian Water (Community Centre Water Charge) | £ | 107.00 |
| 20. NORSE (Playing Field Grounds Work) | £ | 900.00 |
| 21. Mrs C. Milton (Talk Talk Line Rental) | £ | 141.00 |
| 22. Hugh Crane (Cleaning Supplies) | £ | 245.17 |
| 23. R. McCarthy (Out of pocket expenses) | £ | 12.00 |
| 24. NORSE (Grounds Maintenance Devlin Drive) | £ | 376.64 |
| 25. Mrs C Milton (Petty Cash) | £ | 66.12 |

All passed for payment.

20. To receive Report from the Chairman

No report.

21. To receive brief verbal District Councillor's Report

No report.

22. To receive brief County Councillor's Report

Written report circulated. Mr Smith referred to the proposed toucan crossing and widening of shared use path and explained he has been kept informed of this developer funded project. He mentioned the Library summer reading programme that starts in July and confirmed that Poringland has very enthusiastic library staff. He outlined a few other relevant County Council matters. Mrs Neal mentioned the fact that the verges have become very untidy and overgrown and the Clerk confirmed she has been in touch with highways.

23. To receive written Amenities Committee Report

Mrs Kereama-Ellis reported on the recent Circus Ferrel visit on the village green and confirmed the event proved to be very successful.

24. To receive written Playing Field Report

Mrs Harrison reported the AGM was held on 12.5.14 when both the Chairman and Vice Chairman resigned their posts and the Secretary informed the committee she will be moving from the village in the near future. As there were no nominees for these posts they are currently vacant. A new Gatekeeper has been appointed and starts on 1.6.14. Revised opening times throughout the year have been agreed; the gates will open at 8.00 am and close at 6.00 pm daily, apart from Christmas Day, Boxing Day and New Year's Day. Mr Timson has agreed to be the designated person responsible for CCTV. A mobile phone has been purchased for use as a contact point to report anything about the playing field.

Written proposal from Mrs Beard circulated explaining that if more Parish Councillors are willing to join the Playing Field Committee and at least two people are prepared to take on Officer roles then the Playing Field Committee can continue in its present form. However, if this does not happen the suggestion is for an Administrator to be employed by the Parish Council to undertake the administration of the Playing Field, the Secretarial and the Treasurer roles. Chairing of meetings to be on an ad hoc basis by volunteer committee members. Following a discussion Mr Dartnell confirmed that he would be willing to serve as a Trustee. Mr Hewer proposed that Mr Dartnell joins the Playing Field Committee, seconded by Mrs Neal, all in favour. Following a general discussion on the terms of the Trust Deed, Mr Ellis proposed that advice is sought from the Charity Commissioners and NALC and the matter is referred to the HR Committee. Mr Timson seconded the proposal, agreed.

25. To consider Report of Annual Parish Meeting

Mr Ellis confirmed the issue relating to the request for the year end accounts being presented at the APM was discussed at SNC and it has been confirmed the accounts must be approved and signed by the end of June and available to the public from July. Cleaning of Shotesham Road whilst development takes place has been taken up with NCC and Norfolk Homes.

26. To consider Dates of Future Meetings

The dates for the next 12 months were circulated and agreed.

27. To review the Equal Opportunities Policy

The Policy was discussed and Mr Hewer agreed to seek advice from NALC. Amended Policy to be drafted for discussion at next meeting.

There being no further business, the meeting closed at 8.55 p.m.

Signed..... Date: 25th June 2014