

Minutes of the Meeting of Poringland Parish Council
Wednesday 2nd September 2020 7pm
Meeting Held by Video Conference

In Attendance

Tim Boucher (Chairman)

John Henson

David Hewer

John Hodgson

John Joyce

Peter Lowndes-Burt

Lisa Neal

Carl Pitelen

Trevor Spruce

Chris Walker

Faye LeBon (Parish Clerk)

Also in Attendance:

Also in attendance was Vic Thomson (County Councillor) and three members of the public.

1. Chairman's Welcome

Tim Boucher welcomed everyone to the first of two meetings of the Parish Council in September, after the August break.

2. To Record Apologies for Absence

Apologies were accepted from John Overton.

3. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 7(a), as a member of South Norfolk Council's Development Management Committee, and item 8(b) as she is working with officers at South Norfolk Council in this matter.

Trevor Spruce declared an interest in item 10 (b) and 10 (c)(ii).

John Hodgson declared an interest in item 10 (c)(ii).

4. To Agree Minutes of the Meeting Held on 29th July 2020

After the amendment of typographical errors, the minutes of the meeting held on 29th July 2020 were agreed after a proposal by David Hewer and a second by Chris Walker.

5. Matters Arising from the Minutes of 29th July, Including Clerk's Report

The Clerk's report had been previously circulated. It detailed:

Telephone Box

John Hodgson reported that the phone box has now been painted. He is now liaising with the electrician to install the defibrillator. **ONGOING**

A146/B1332 Stacking Survey

This survey is ready to be released at an appropriate time when traffic movements can be deemed as 'normal'. **ONGOING**

Men's Shed

The Fields In Trust legal team will not support a Men's Shed on the Playing Field, however, they have provided guidance as to what activities the Men's Shed could provide which would be supported. Men's Shed have provided a proposal which has been sent to Fields in Trust. **ONGOING**

Bar Stock.

All soft drinks are now being sold via the cafe. The alcohol going out of date is being reviewed on a monthly basis and sent to Priscilla Bacon Lodge.

Assets of Community Value

Applications have been sent to South Norfolk Council. A decision was due to be made by South Norfolk Council by 27th August. The Clerk will follow up on this.

'Penelope' The Python

Photos have been taken of Penelope and signage can be created from this, giving the history of the artwork and encouraging people to add to it with stones painted in a non water based paint. **ONGOING**

Tree Warden Commemoration

The Clerk and the tree warden have met and agreed on a location on the site near the lagoon for a copper beech. The tree warden is considering the wording for the plaque. It is recommended that the tree be planted in October. Tim Boucher emphasised the need for a good quality plaque to be installed. **ONGOING**

Parish Partnership Scheme

The Amenities advisory group has recommended that the Parish Council commences with further investigation into the application for a village gateway sign to the south of the village, under the parish partnership scheme.

Vic Thomson reported that the Framingham Earl sign to the north of the village will be located opposite the Poringland one. It will not necessarily be placed on the official boundary, but in the place that is clearest for people entering the village.

John Henson raised concerns about accessibility to the meetings now they are being held online.

6. Adjournment for Public Participation, District and County Councillors, and Councillors with any Pecuniary Interests

It was agreed that standing orders should be suspended.

a) District Council Report

Cllr Neal reported that South Norfolk Council's Help Hub had been very busy with calls. The type of calls was beginning to change, from vulnerable people shielding and needing to access services, to calls relating to financial vulnerability due to jobs being lost as a result of Covid-19.

The Help Hub had assisted with distributing 2 pallets of food donated by Morrisons in Diss, worth over £1,000, and a further £500 in household items. This was donated to the Hope

Community Church Hub Project in Wymondham, to support families during the school holidays.

Covid-19 grants had now closed to new applications and all signs were showing that the fund had been oversubscribed and difficult decisions may have to be made.

South Norfolk Council is working with Norfolk County Council, the LEP and Visit England to provide grants of between £250 and £2,500 to promote tourism and extend the tourism season into the autumn.

South Norfolk Council is working on responses to the government's planning consultations.

A Topping Out ceremony was held at the Norwich Research Park, where South Norfolk Council had invested in the buildings and road infrastructure. This £5m development should lead to increased employment.

b) County Council Report

Cllr Thomson had sent a full report to the Parish Council. Information submitted included:

- Warnings that Covid-19 is still prevalent in Norfolk, and emphasis for the need to comply with the Test and Trace scheme.
- Information on returning to school. He advised that there were 58 local children applying for Poringland Primary School this year and two children out of catchment, meaning that there was no waiting list.
- Norfolk County Council's investment in improvements to Norwich Castle.
- Amnesty waste days returning to the recycling centres.
- The plans to locate a new recycling centre on redundant spaces at the Harford Park and Ride. This would include a larger reuse shop.
- The government's consultation for making parking on pavements an offence.
- The improved facilities as part of the Caistor Roman Town project.
- The resurfacing of the B1332 overrunning by a few hours, as a result of bad weather in the last week of the works.

John Henson queried why only 50% of the Banham Poultry employees had been tested after the recent Covid-19 outbreak. Vic Thomson responded that all employees in the cutting room, where the outbreak occurred, had been tested. The method of dealing with the outbreak had been agreed by the public health department.

Tim Boucher commented that the resurfacing works were very good, and those involved in the project had been very accommodating to the needs of local people being able to access their properties and local services.

Vic Thomson encouraged the Parish Council to send a letter to the parish's highways engineer, thanking him for his work to create the project, as without his assistance the works would never have occurred.

c) To Receive Presentation on Childcare Provision in Poringland, from Time Childcare

Tim Boucher welcomed the Chairman of Time Childcare, who explained the situation of the group and its running from the premises in Poringland village hall. The premises were built in 1919 and was not designed specifically for youngsters. The organisation has a good relationship with the village hall management committee and will be a guaranteed tenant when the All Saints Centre is built, but it is unsure when this will be.

The organisation wishes to start a conversation with the Parish Council about the risk to childcare provision in the village, and whether the Parish Council can give any assistance in this matter.

It was agreed that the Parish Council should discuss this further at its next Strategic Working Group.

d) Public Participation

No matters raised.

Standing orders were reinstated.

Lisa Neal Left the Meeting for Section 7(a)

7. Planning

a. To Consider Applications Received

i. 2020/1426 – Land Adjacent To 11 Norwich Road – Erection of Dwelling and Detached Garage

Trevor Spruce presented this application. He noted that the newly laid road may have to be dug up again to install the services to this property and stressed the need for the remedial

works to the road to be done to bring the road back up to its resurfaced condition. He proposed that there be no objections to this application.

Chris Walker raised concerns that the Water Management Officer had objected to the application on the grounds of insufficient drainage detail.

There being no second to the original proposal, Tim Boucher proposed that the Parish Council objects to the application due to insufficient information being provided on surface water drainage. This was seconded by Chris Walker and carried.

ii. 2020/1445 – Land West of 6 Caistor Lane - Variation of condition 2 of 2019/2498 - to relocate the entrance door to the front of the property and fenestration changes

John Henson presented this application and commented that this amendment was a much improved design. He proposed that the Parish Council supports this application, seconded by Chris Walker and carried.

iii. 2020/1058 – 4 Sunnyside Avenue - Demolition of existing timber structure and erection of new ground floor extensions with first floor bedroom accommodation under new pitched roof - AMENDED APPLICATION

John Hodgson presented this application. He noted that the amended application now has the frontage of the dwelling running parallel with Sunnyside Avenue. He proposed that the Parish Council supports the application, seconded by Chris Walker and carried.

The following were presented as urgent items, as they could not be deferred to the next Parish Council meeting.

iv. 2020/1545 – 2 Romany Walk – Resubmission of approved application 2020/0966 - Amending the attached flat roof garage to a pitched roof detached garage

The Clerk presented this application, with the only change to the approved application being the design of the garage roof from a flat roof to a pitched roof. John Henson proposed that the Parish Council supports this application, seconded by Chris Walker and carried.

v. 2020/1313 – 28 Rectory Lane – Proposed drop kerb to create access for disabled tenant
Chris Walker proposed that the Parish Council supports this application, seconded by Carl Pitelen and carried.

vi. 2020/1282 – 27 Howe Lane – First floor front and side extensions, including front infill extension to ground floor.

The Clerk had notified councillors that this application had been called in by the District Councillor to be heard by the Development Management Committee, and the Parish Council had to decide if it wished to make verbal representation at the meeting. It was noted that the planning officer had put together a strong case for refusal, which covered all the concerns raised by the Parish Council. It was agreed that the written objections of the Parish Council, as supported by the planning officer's report, would be sufficient at the meeting from the perspective of the Parish Council and no further value would be gained by making a verbal presentation at the meeting. The Clerk is to communicate this to South Norfolk Council, and thank them for their invitation to make representation at the meeting.

Lisa Neal Rejoined the Meeting

b. To Note Planning Decisions

The following decisions were noted:

- i) 2020/1234 – 57 Potters Way– Conversion of part of existing garage into non-habitable garden room. – APPROVAL WITH CONDITIONS
- ii) 2020/1012 – 109 Cawstons Meadow – Variation of condition 2 from 2020/0017 - Revised design.– APPROVAL WITH CONDITIONS
- iii) 2020/1102 – 22 Hillside - Proposed first floor front extension. APPROVAL WITH CONDITIONS
- iv) 2020/1106 – Land North of Shotesham Road - Non Material Amendment from 2014/0319 - Layout changes (Plots 89-93 and 126-144) and House type substitutions (Plots 28, 32, 36, 38, 39, 72, 73, 105, 106,107 and 145) APPROVAL NO CONDITIONS
- v) 2020/1141 – Land South of the Ridings, Stoke Road - Non material amendment to 2017/0495 - Amendment to footpath surfacing; additional shrub planting: footpath adjacent plots 15-17 (Area A) – APPROVAL NO CONDITIONS

8. Correspondence and Consultations

a) To Consider Requests for 20mph Zones and Other Highway Safety Measures in the Village.

The Clerk reported that there had been requests from parishioners, that the Parish Council ask Norfolk County Council for 20mph zones along Caistor Lane, St Mary's Road, Rectory Lane and Upgate. These requests were as a result of the parishioners contacting Norfolk County Council and being advised by Norfolk County Council's customer service centre that Norfolk County Council only takes requests from Parish Councils. Whilst it was agreed that the Parish Council should be representative of the village, concerns were raised that the Parish Council would be lobbying for what could be a lost cause, as Norfolk County Council highways had already advised that it was rarely desirable to change an existing 30mph road to a 20mph road if the highway had not been designed with speed management features. The exception in Poringland was Shotesham Road, as the legal fees for changing this road to a 20mph road had been paid for by the developer.

Chris Walker advised that he had been contacted by a parishioner to raise this after two accidents on Rectory Lane / Upgate.

Vic Thomson offered to look into this on behalf of the Parish Council.

b) To Consider Request for 'Dogs to be Kept on Leads' Signage at Mulberry Park

The Clerk advised that she had been contacted by a parishioner with regards to dogs being deemed as out of control due to being off leads at Mulberry Park. The Clerk advised councillors that signage could be installed, but could only be enforceable via two methods:

1. An extension of the Public Spaces Protection Order, already in place by South Norfolk Council. With this South Norfolk Council would need to be convinced to extend the order, as they would be responsible for enforcing it.
2. The Parish Council could take out a Dog Control Order on this area of land alone, and the Parish Council would be responsible for enforcement.

The Clerk stressed that either method would require written evidence of why the Order was required and to date this had not been received. The complainant had been advised that

evidence would be required, and also advised of the importance of calling the police if a dog is dangerously out of control, as they have the power to prosecute.

It was agreed that without evidence, no further action can be taken.

c) To Consider Request for Equipment for Informal Football

Further to an appeal by a parishioner, the Clerk had provided council with a report for consideration for equipment for informal football.

It was agreed to suspend the meeting to allow the parishioner to put forward the case for this equipment. The parishioner explained that support in excess of 500 people had been received in support of this equipment, in a recent social media poll. He explained that local children had been very restricted during recent times in their ability to play football and exercise in general, and stressed that this was for informal use and not for use by any team to train as there were local facilities for formal training already.

With the meeting back in session, councillors considered the request. With concerns that the goals could cause arguments, it was agreed that they could be moved if necessary.

Lisa Neal proposed that two goals for informal football should be purchased and installed at Mulberry Park, seconded by John Henson and carried. This is to be funded by CIL.

d) To Consider Government Consultation 'Changes to the Current Planning System' (deadline 1st October).

The Clerk advised that the deadline for this is after the next Parish Council meeting, but it is an important document for the Parish Council to consider.

Lisa Neal raised that, should the government's paper be passed, there would likely be a significant effect on the GNLP. There were also concerns raised about the impact on the Parish Council's emerging Neighbourhood Plan.

John Henson noted that whilst it was designed to promote house building, it won't prevent land banking, which is the biggest barrier to house building.

It was agreed that John Henson and the Clerk will draft a response to present to council on 30th September.

e) To Consider Government Consultation 'Planning for the Future (deadline 29th October).

Lisa Neal raised grave concerns that this proposal was taking away the democracy of the planning system. Clarity was required on the level of local consultation and also the proposal for the Infrastructure Levy.

It was agreed that John Henson and the Clerk will draft a response to present to council on 30th September.

f) To Consider South Norfolk Council Consultation on Amendment of Statement of Community Involvement (deadline 4th September)

The Clerk advised that this was a temporary amendment to account for different methods of public consultation resulting from Covid-19 restrictions. John Henson proposed that the Parish Council support this amendment, seconded by Chris Walker and carried.

g) To Consider South Norfolk Council Consultation on Licensing Policy Review (deadline 21st September)

It was noted that the new policy promoted an increased level of communication between the licensing authority and Parish Councils, in the form of informing the relevant parish when a new application is made. Chris Walker proposed that the Parish Council supports the proposed policy, seconded by Peter Lowndes-Burt and carried.

9. To Receive Parish Council Update on Covid-19 Crisis

The Clerk reported that the community centre bookings are increasing in September. A staff meeting was held to discuss evening bookings and these could be staffed, therefore opening hours can be extended. This is on the basis that weekend bookings are currently very restricted and will not put extra pressure on staff. Consideration had also been given to the Indoor Car Boot Sale which was booked for 12th September, and a plan had been put together to allow this event to continue in a Covid secure environment. John Henson proposed that with the additional mitigation measures put in place, the Indoor Car Boot Sale can go ahead, seconded by Lisa Neal and carried.

10. Finance

a) To Receive Receipts, Payments and Bank Reconciliation for July 2020

The receipts, payments and bank reconciliation for July 2020 were noted by council.

Trevor Spruce Disconnected from the Meeting

b) To Receive Update on Ground Maintenance Contracts and Agree Further Actions

The Clerk provided a report into the performance of all three grounds maintenance contractors to date, with concerns being raised about two.

John Joyce and the Clerk had met with one of the contractors of concern for a second time, and had been encouraged by the response.

As there were two meetings of the Parish Council in September, it was agreed to withhold payment from these two contractors and review again on 30th September

c) Accounts for Payment

i) To Agree Accounts for Payment

The Clerk advised that the Parish Council had been requested to settle the balance for the Whitney Houston tribute as the event was originally due to have taken place on 19th September but another date was currently in the process of being agreed. It was agreed that the act had already had a 50% deposit and there was too much risk to the council to settle the full balance without knowing that the event can actually go ahead.

Chris Walker proposed that the following accounts should be paid, seconded by John Hodgson and carried.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)		£9,748.14
Microshade	Hosted IT	£147.00
BT	Landline and Broadband	£93.60
Norfolk Copiers	Printing Charges	£31.75
L. Gooderham	Mileage	£10.71
S. Cunningham	Mileage	£10.80
Rialtas	Subscriptions - Omega	£464.40
Rialtas	Subscriptions - bookings	£355.20
Faye LeBon	office equipment (shelving)	£15.00
Business Web Page	Add Additional Email Address	£25.00

Payee	Description	Amount
Norse	Printing of Annual Report	£690.00
Viking Direct	Stationery /Café Stock	£81.36
Total Gas and Power	Electricity	£566.89
ESPO	Gas	£50.97
Norwich Electrical	PAT Testing	£197.16
World Pay	Bar	£11.99
Garden Guardian	Grounds Maintenance	£836.20
Barclaycard	Various	£104.60
Veolia	Maintenance	£50.69
Trevor Rushmer	Treat wasp nest	£90.00
Anne Barnes	Audit of 2019/2020 Playing Field Accounts	£44.00
Central Source	Additional belt barriers	£113.98
Danny Morley	Maintenance	£285.00
Faye LeBon (Petty Cash Top Up)	Maintenance and Café Stock	£54.59
Ian Smith Group	Stationery	£190.15
Norfolk Copiers	Printing (august)	£19.66
Cooks Blinds and Shutters	Callout for faulty shutter	£119.52
MCL Mechanical Services	Install new Cisterniser	£467.70
Microshade	Hosted IT (Sept)	£202.50
Name Withheld	Refund of Hire (Covid 19)	£27.00
Name Withheld	Refund of Deposit (Covid 19)	£68.75
Name Withheld	Refund of Hire (Covid 19)	£63.00
Name Withheld	Refund of Indoor Car Boot Sale	£14.00
	TOTAL	£15,251.31

John Hodgson Disconnected from the Meeting

ii) To Agree Accounts for Payment (Councillors with Pecuniary Interests)

Chris Walker proposed that the following account for payment be accepted, seconded by David Hewer and carried.

Payee	Description	Amount
Spruce Landscapes	Delivery of Annual Reports	£660.00

Payee	Description	Amount
Mr J. Hodgson	Café Expenditure	£28.45
	TOTAL	£688.45

Trevor Spruce and John Hodgson Re-joined the Meeting

d) To Agree that Peter Lowndes-Burt (Authorise) and the Assistant Clerk (View and Submit) be Permitted Access to the Unity Bank Account

Chris Walker proposed that both people should be authorised to the relevant level of authority, seconded by David Hwer and carried.

e) To Receive Notification of Sector Pay Increases

The Clerk reported that the sector pay increases had been announced for those members of staff on 'green book' contracts. It was agreed to delegate to the HR Advisory Group the review of treatment of those not on green book contracts.

11. Advisory and Working Groups

a) Neighbourhood Plan

John Henson reported that as a result of an objection by Gladman Developments, South Norfolk Council had recommended a second examination of modification to policy 2 for the emerging Neighbourhood Plan. It was agreed to delegate to John Henson, John Joyce and the Clerk the reviewing of potential examiners and to work with South Norfolk Council to appoint the chosen examiner.

b) Amenities Advisory Group

The draft minutes of the meeting had been circulated. David Hwer reported that it had been agreed to install a new dog bin on Potters Way when the open space comes into the ownership of the Parish Council, and to proceed with investigations into a village gateway to the south of the village under the Parish Partnership scheme.

c) Community Centre Advisory Group

John Hodgson provided a report into the trial opening of the café, as run by the Parish Council. He proposed that the café should now open on a Monday to Friday between 9am and 2pm, seconded by Lisa Neal and carried. Feedback reports are to be provided to the Parish Council for the next 3 meetings and John Hodgson, the Clerk and the Café Supervisor

are to be given delegated authority to vary the menus. The HR Advisory group is to review the contract for the café supervisor.

e) Playing Fields

i) To Consider Improvements to CCTV

It was agreed to defer this item.

ii) To Receive Quotes for Improvements to Pavilion

It was agreed to defer this item.

12. Community Land

a) To Receive Update Report on Transfer of Community Woodland and Lagoon

The Clerk reported that the transfer was in its final stages, and the last few queries being resolved between the party's solicitors. It is hoped to present the transfer document to council on 30th September.

b) To Receive Update on Community Land Project

The Clerk reported that there remain some issues between the treatment of the s106 land and the gift land. It was agreed to delegate this to the Community Land Project group to progress this.

13. To Consider Training Requirements

It was agreed to defer this item

14. To Consider Principle of Installation of Open Reach Cabinet at Playing Field

It was agreed to defer this item

15. To Discuss Christmas Event

It was agreed to defer this item

16. To Consider Format of Future Meetings

Discussions occurred as to the possibility of socially distanced or hybrid meetings. It was agreed to trial socially distanced meetings with the advisory groups.

17. To Receive Proposal to Close the Meeting for Item 18 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Commercial Sensitivity of the Item

No members of the public remained at the meeting.

18. To Receive Report on Land Option and Consider Architects' Quotes

Tim Boucher reported that the land owner had been agreeable to allowing the Parish Council an option to purchase the land. It was agreed to defer the architects' quotes.

19. To Note Date of Next Parish Council Meeting.

This was noted as Wednesday 30th September, commencing at 7pm by video conference.

The meeting closed at 10.10pm

CHAIRMAN