

Minutes of the Meeting of Poringland Parish Council  
Wednesday 24<sup>th</sup> June 2020 7pm  
Meeting Held by Video Conference

**In Attendance**

Tim Boucher (Chairman)

John Henson

David Hewer

John Hodgson

John Joyce

Peter Lowndes-Burt

John Overton

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 video conferenced meeting of the Parish Council. He advised members of the public that there would be opportunity to speak under item 6(c).

**2. To Record Apologies for Absence**

Apologies were accepted from Lisa Neal.

**3. Declarations of Interest and Applications for Dispensation**

Trevor Spruce disclosed an interest in item 10 (b)(ii) – accounts for payment.

#### **4. To Agree Minutes of the Meeting Held on 27<sup>th</sup> May 2020**

Subject to the amendment of typographical errors, the minutes of the meeting held on 27<sup>th</sup> May 2020 were agreed after a proposal by David Hewer and a second by John Henson.

#### **5. Matters Arising from the Minutes of 27<sup>th</sup> May, Including Clerk's Report**

##### Funding for Permissive Pathways at High Ash Farm

The letter about the risk to permissive rights of way as a result of withdrawal of government funding has been sent to Richard Bacon MP. Mr Bacon's Parliamentary Assistant has advised that the concerns have been raised to DEFRA and a response is awaited from them. It is unlikely to be treated as a priority by government at present, and will be chased when Covid-19 restrictions have been lifted. However, the ongoing situation shows how valued both public and permissive rights of way are. **ONGOING**

##### Police Shed

The extension to the shed has been completed. All that remains to be completed is to relocate the cycle racks. **ONGOING**

##### Telephone Box

Men's Shed is now in possession of all the relevant materials for the refurbishment of the telephone box and this will progress when Covid-19 restrictions are lifted. Planning permission has been granted for the works by South Norfolk Council. John Hodgson is in possession of all the defibrillator equipment. **ONGOING**

##### Cyber Security

The purchase of the poringland-pc.gov.uk domain name is now complete and the new email addresses should all be set up and active. Three more email addresses have been arranged to regularise the emails of the community centre staff, as part of the Parish Council. These will be set up when convenient. **ONGOING**

##### A146/B1332 Stacking Survey

The survey is now ready to launch, but has been delayed in light of the Covid-19 crisis. There will no significant traffic to measure at present, and the Parish Council risks being seen as insensitive with greater issues to address. The survey can be left in abeyance until a better time for release. **ONGOING**

### Annual Accounts

The annual accounts have been passed to the Internal Auditor for review. The internal auditor has been delayed in their review, so the statutory extension of deadline for agreement by the Parish Council of 31<sup>st</sup> July will be utilised. **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 that would be supported. These have been sent to Men's Shed for consideration. Such items would include the provision for repair of the playground equipment. **ONGOING**

### Distribution of Covid-19 Flyer

The Distribution Company has provided GPS maps of the distribution and advised that they will not deliver to 'no cold calling' addresses or 'no junk mail' addresses. These need to be analysed, but it is recommended to use an alternative company in the future.

### Community Woodland / Lagoon.

The Parish Council's solicitor is in the process of undertaking the relevant searches to ensure that the Parish Council's interests are protected. When these have been completed to satisfaction, then the transfer document can be passed to the Parish Council for signing.

### Bar Stock.

Close dated bar stock that will not be sold has been sent to the food bank.

### Assets of Community Value

The applications for these have been completed. The plans just need to be attached and sent to South Norfolk Council.

### Parish Boundary / Village Entrance Signs

Details of the parish boundary have been provided to the county councillor for consideration when the village gateway signs are reinstalled.

The report on the change of signage on the Trowse bypass will be raised by the county councillor.

## **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 Spruce reported that the police are aware of the anti-social behaviour in the village and are doing regular patrols of problematic areas.

### b) County Council Report

Cllr Thomson had sent a comprehensive report and updates to the Parish Council.

Whilst adult social care and children's social care were still very active during the pandemic, there will be a project to emphasise economic recovery.

Norfolk is the trial county for the government's test and trace programme.

The Public Health Act already provides local authorities with the power to take action locally should outbreaks of the virus occur (eg: closing factories).

Towns and parishes have been sent a letter regarding information on the 2021/2022 Parish Partnership Scheme.

Norwich City Council is no longer the highway authority for Norwich, this is now Norfolk County Council.

People with bus passes can still travel for free but only after 9.30am. Masks should be worn on all public transport. A query was raised about people removing masks once they have entered the bus. Cllr Thomson advised that the bus companies, as the commercial business, should be enforcing these regulations.

After a query about the new road lane signage on the Trowse bypass, Cllr Thomson advised that the lane signage will remain, but he has arranged for extra signage to be installed closer to the B1332 to advise of the lane priorities.

After a query about where the village entrance signs will be installed to the north of the village, Cllr Thomson advised that this will be as per the plan agreed at the planning application stage for the Milestones development.

CLlr Thomson will be attending a footpaths meeting in July. The Clerk is to send him the letter sent to Richard Bacon MP about the funding for permissive pathways being withdrawn.

He is also in the process of getting accidents records for the B1332. John Henson explained why it would not be feasible to make the B1332 a 20mph zone. The challenge for the B1332 is to make it safer but still manage the flow of traffic. Tim Boucher advised that village gateway signs were previously considered for the southern end of the village, but this did not go ahead.

Discussions occurred about the increase in speeding generally around the county. It was agreed to move the SAM sign to Stoke Road, after complaints about speeding in this area.

*Vic Thomson Left the Meeting*

#### c) Public Participation

Members of the public were in attendance for council to consider options for 'Penelope the Python' that children had created in the Community Woodland. This is to be discussed under item 8 (a).

*Standing orders were reinstated.*

## **7. Planning**

### a. To Consider Applications Received

*i. 2020/0966 – 2 Romany Walk– Erection of first floor rear extension. Part demolition of existing garage/covered area and erection of attached flat roof garage*

Carl Pitelen presented this application. Concerns were raised that the apple tree had already been removed, however this was unlikely to have a tree preservation order on it. He proposed that the council make no comment on this application, seconded by Chris Walker and carried.

*The following planning applications were presented as they could not be deferred to the next meeting.*

*ii. 2020/1042 – 11 St Andrews Close – Two storey side and single story rear extensions.*

Trevor Spruce presented this application. The application details the joining of the extension to the neighbour's garage, but agreement has been obtained from the neighbour to do so. It will restrict access to the rear of the property, but will not change the street scene.

Trevor Spruce proposed that the Parish Council make no comment on this application and allow South Norfolk Council to make the decision regarding the party wall. Seconded by Peter Lowndes-Burt and carried on a majority vote with one abstention.

*ii. 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.*

John Hodgson presented this application. He noted that this was a large change to the property, but an improvement. He proposed that the Parish Council should make no comment on this application, seconded by Chris Walker and carried.

#### b. To Note Planning Decisions

The following decisions were noted:

i) 2019/2204 – 35 The Street – Details of condition 7 of 2017/2006 - (7) drainage layout and details. – **APPROVAL OF DETAILS**

ii) 2019/2498 – Land West of 6 Caistor Lane – Proposed Dwelling – **APPROVAL WITH CONDITIONS**

### **8. Correspondence and Consultations**

#### a) To Consider Permanent Location for 'Penelope the Python'

Trevor Spruce had measured the artwork on 23th June and it had measured 32m. It would be impractical to attach it to a wall, but it would be feasible to secure it to the Devlin Drive play area with a plaque on the wall.

Tim Boucher noted that some stones were painted with water based paint which has since washed off. It was advised that the Scouts have offered to varnish the stones to help protect them.

John Joyce raised reservations about the permanency of gluing the stones into place and suggested taking pictures and putting signage up in the woodland.

David Hewer felt that if the artwork were to grow further, then it should remain in the woodland.

Further consultation with the members of the public found no strength of feeling as to whether the structure should be moved or remain in its current location.

It was agreed that the structure should remain in its current location and ask the Scouts if they could varnish each stone (varnish to be provided by the Parish Council). Signage can then be installed to explain the story.

#### b) To Consider Tree Planting for 30<sup>th</sup> Anniversary of the Tree Warden Scheme

The Clerk presented a proposal from the Tree Warden regarding commemorating the 30<sup>th</sup> Anniversary of the Tree Warden Scheme. After a proposal from Trevor Spruce and a second from David Hewer, it was agreed that the Parish Council should purchase a tree and a commemorative plaque. Delegated authority for the type of tree and the site should be given to the Tree Warden and the Clerk.

#### c) To Consider Installation of Chet B-Line Panel

A request was presented to the Parish Council from The Chet Valley B-Line, requesting that a panel explaining the project be installed close to the source of the Chet. Trevor Spruce presented the panel to the meeting. It was agreed that, as a semi-permanent location, this should be installed close to the lagoon. It can be moved closer to the source of the Chet when the Parish Council takes on the Community Land Project land.

#### d) To Receive Notification of Resurfacing Works on B1332

Correspondence for resurfacing works along the B1332 was noted as follows:

150m south of Shotesham Road to Rectory Lane – Saturday 25<sup>th</sup> to Sunday 26<sup>th</sup> July (7am – 7pm)

Rectory Lane to Springfields Roundabout – 27<sup>th</sup> to 31<sup>st</sup> July. Monday to Friday (9am – 4pm).

Springfields to Stoke Road – 3<sup>rd</sup> to 11<sup>th</sup> August. Monday to Friday (9am – 4pm).

Stoke Road to The Ramblers – 12<sup>th</sup> – 28<sup>th</sup> August. Monday to Friday (9am – 4pm).

The B1332 will be closed during these periods and a diversion put in place.

e) To Review Locations of Dog Bins

This item had been added to the agenda after a request for a dog bin on the junction of Carr Lane and The Street. Concerns were raised that the Parish Council was being reactive to complaints and the installation of dog bins would not stop irresponsible dog ownership.

It was noted that a dog bin was missing from the Parish Council's plan. The Clerk is to rectify this.

It was agreed that the Parish Council should install a dog bin on the junction of Carr Lane and The Street, and that subject should be put on the agenda for the next Strategic Working Group for a dog bin location strategy.

f) To Consider Consultation for New Councillor Code of Conduct

The Clerk explained that the Local Government Association was consulting over a new code of conduct for councillors. Concerns were raised over the power apparently transferring from the District Council to the Parish Council and how feasible this would be. It was agreed not to respond to the consultation.

g) To Consider Appointment of Councillor(s) Responsible for Social Wellbeing and a Councillor for Climate Projects

Norfolk ALC has requested that each council provides a champion(s) for each of their wellbeing projects. This would be for social wellbeing and for climate and environmental wellbeing. It was agreed that Trevor Spruce and John Hodgson should represent the council on social wellbeing projects and Peter Lowndes-Burt and Chris Walker should represent the council for climate and environmental wellbeing projects.

h) To Agree Annual Report

It was agreed that Tim Boucher and John Joyce should review the Annual Report. The Clerk is to source an alternative distribution company. The Annual Report should be sent out as soon as possible.

i) To Consider Clerk's Attendance on 'A Good Appraisal' Course

The Clerk advised that she was due to attend this course in March, but it was cancelled due to Covid-19. The new course will be online at a cost of £25. It was agreed that the Clerk should attend on 30<sup>th</sup> June.

j) To Receive Information on Parish Partnership Scheme 2021/2022

The correspondence from Norfolk County Council was distributed to councillors. Councillors were asked to consider schemes for further discussion.

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

All community centre scheduled hire has been cancelled until 5<sup>th</sup> July. The community centre reopening plan is to be discussed under item 11b.

The play areas remain closed under prevailing government guidance.

The Parish Council is not eligible to apply for the Local Discretionary Support Grant due to being a precepting authority. South Norfolk Council is being pressed about distribution of government funding to lower tier councils, as detailed in the letter of 30<sup>th</sup> April from the Secretary of State for Housing, Communities and Local Government.

The Parish Council remains in possession of 35 Active at Home packs, which can be distributed to those vulnerable people who cannot leave the house to exercise. They are particularly designed for those who do not have access to the internet.

**10. Finance**

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

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

b) Accounts for Payment

*i) To Agree Accounts for Payment*

Chris Walker proposed that the following accounts for payment be accepted, seconded by John Hodgson and carried.

It was agreed to withhold payment for grounds maintenance works on the cemetery, due to the lack of remediation works for the grass killed by weed killer, and other items in the contract not completed.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)		£13,655.90
Microshade	Hosted IT	£144.60
BT	Landline and Broadband	£92.39
Parish Online	Parish Mapping Subscription	£72.00
Norfolk ALC	Annual Subscription	£463.95
Norfolk ALC	2 x 'Engaging Your Community' Courses	£108.00
L Gooderham	Mileage	£11.25
F LeBon	New C.C. Phone & Cabinet Keys	£32.20
Unity Bank	Quarterly Charges	£19.60
Community Action Norfolk	Annual Membership	£30.00
Total Gas and Power	Electricity	£541.83
ESPO	Gas	£51.54
Hugh Crane	Cleaning Consumables	£267.37
The Alarm Company	Annual Alarm Monitoring Charge	£330.00
Wave	Quarterly Water Bill	£99.83
Screwfix	Paint for Cemetery Gates	£32.99
Cardiac Science	Defibrillator & Cabinet for C.C.	£1,774.20
CGM	Grounds Maintenance	£159.08
Barclaycard	Various	£256.79
Central Source Ltd	Belt Barriers for community centre	£284.94
Name Withheld	Community centre refund (Covid19)	£27.75
<b>TOTAL</b>		<b>£18,456.21</b>

*Trevor Spruce 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 Peter Lowndes-Burt and carried.

Payee	Description	Amount
Spruce Landscapes	Repair community centre paving and install concrete pad next to police shed	£732.00
	<b>TOTAL</b>	<b>£732.00</b>

*Trevor Spruce Re-joined the Meeting*

c) To Consider Reinvestment of Hampshire Bond

The Parish Council's 1 year Hampshire Bond of £55,000 was due to mature on 6<sup>th</sup> July 2020. Options for reinvestment had been distributed to council.

It was agreed after a proposal from Chris Walker and a second from David Hewer that the Parish Council should reinvest the bond for a period of 1 year at 0.75%.

d) To Formally Agree Amount of Precept Demand for 2020/2021

The Clerk reported that the Internal Auditor had raised that in the minutes of 8<sup>th</sup> January, the percentage increase of precept had been minuted but the amount had not been.

Therefore, this was a retrospective item to ensure that the precept amount was minuted.

John Henson proposed that the precept for 2020/2021 would be £175,938.41, seconded by Chris Walker and carried.

**11. Advisory and Working Groups**

a) Neighbourhood Plan

John Henson reported that the Examiner's report had been presented to South Norfolk Council, with the recommendation to accept the Examiner's recommendations, with the exception of policy two which the Local Planning Authority would be exercising its power to take a different view from the examiner. This had been accepted by Cabinet and a six-week period of consultation for policy two only would shortly commence.

A referendum cannot be held until May 2021 as a result of changes in legislation due to Covid-19, but once the plan has been accepted by South Norfolk Council it will hold significant weight.

## b) Community Centre Advisory Group

### *i) To Agree Community Centre Return to Business Policy, Risk Assessment and User Guide*

John Hodgson reported that all documents presented had been reviewed and agreed by the Community Centre Advisory Group. John Henson suggested two small amendments to the documents. John Henson proposed the documents, subject to the amendments, be accepted. Seconded by David Hewer and carried.

Discussions occurred regarding upcoming private events. It was agreed that the bar would not be available.

John Hodgson reported that the capacity of the whole hall, spaced 2m apart, is 56 people.

### *ii) To Receive Recommendations on Changes to Terms of Reference*

The Clerk reported that the Community Centre Advisory Group had agreed to restrict group membership to solely councillors, and not members of the public. But it was agreed to have a six monthly meeting for community centre users to attend and discuss matters.

The following additions and amendments were agreed by the advisory group for the scope of the group:

- To receive operational and financial reports on the performance of the Community Centre.
- To create an annual business plan for the community centre, reviewed on a quarterly basis.

David Hewer stressed that the business plan needed to be agreed by full council.

The recommendations of the Advisory Group were agreed after a proposal from John Hodgson and a second from Chris Walker.

### *iii) To Consider the Feasibility of Outdoor Markets at the Community Centre*

It was agreed that risk assessments would be required from the hirer for an outdoor market. Council was also reluctant to make the toilets available due to contamination of the inside of the building.

It was noted that the community centre will be able to open from the 4<sup>th</sup> July as a result of government guidance changing. A discussion was held about what groups would be able to start. The Clerk is to check which groups are defined as fitness groups, as these are still not permitted to run in accordance with government guidance.

The staff will begin to liaise with hirers to see which groups can feasibly return.

c) Community Land Project

*i) To Receive Update on Community Land Project*

Tim Boucher reported that a letter of complaint had been sent to South Norfolk Council regarding the lack of enforcement action taken on the Community Land Project land. It was felt that the Parish Council had not been supported as much as it could have been. A copy of the letter had been circulated to all councillors.

**12. Policy Review**

a) To Review Social Media Policy

The Clerk advised that the policy in its current form was unclear as to whether this applied to staff acting under the Parish Council's name, or councillors acting in personal capacity. The policy had been amended to clarify this and place emphasis on councillors under the Code of Conduct.

David Hewer proposed that this policy be agreed as amended, seconded by Chris Walker and carried.

b) To Review Data Protection Policy

John Henson proposed that the policy be agreed as circulated, seconded by Chris Walker and carried.

c) To Review Information Security Policy

This policy had been checked against all the links to various card providers to ensure that all links to report breaches were still active. Chris Walker proposed that the policy be agreed as circulated. Seconded by John Henson and carried.

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

It was agreed after a proposal from John Henson and a second from David Hewer that section 14 should be closed to the public as it relates to terms and conditions of employment.

**14. To Receive Update Report from HR Advisory Group and Consider Staff Structure**

John Joyce provided a report to the council on the proposals from the HR Advisory Group.

The Strategic Advisory Group is to discuss the direction of the community centre, then this can be passed to the Community Centre Advisory Group to create a business plan around the strategic direction.

John Joyce proposed that the contents of the report be accepted by council seconded by John Hodgson and carried.

**15. To Receive Proposal to Close the Meeting for Item 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as Publicity would be Detrimental to the Public Interest**

It was agreed that section 16 should be closed to the public as publicity would be detrimental to the public interest.

**16. To Receive Report on s106 Agreements Relating to Norfolk Homes and the Community Land Project**

This had been previously reported under item 11c. There had been no further update from South Norfolk Council.

**17. To Note Date of Next Parish Council Meeting.**

This was noted as Wednesday 29<sup>th</sup> July, commencing at 7pm by video conference.

The meeting closed at 9.50pm

**CHAIRMAN**