

Minutes of the Meeting of Poringland Parish Council
Wednesday 25th March 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

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

Faye LeBon (Parish Clerk)

Also in Attendance:

Due to the nature of the meeting, no members of the public were in attendance.

1. Chairman's Welcome

Tim Boucher welcomed councillors to the first video conferenced meeting of the Parish Council.

2. Apologies for Absence

None received

3. Declarations of Interest and Applications for Dispensation

Trevor Spruce disclosed an interest in item 9 (b)ii) – accounts for payment.

Lisa Neal declared an interest in item 7, as a member of South Norfolk Council's planning committee.

Chris Walker disclosed a related pecuniary interest in item 7a(i) – planning application 2019/1593. It was agreed that Cllr Walker be permitted to remain on the conference call for this item, but not take part in any part of the council discussions or decision making.

4. Minutes of the Meeting Held on 26th February 2020

Subject to a typographical error, the minutes of the meeting held on 26th February 2020 were **agreed** after a proposal by John Henson and a second by Chris Walker.

5. Matters Arising, Including Clerk's Report

Bus Stop at Hardley Road

The bus stop signage has now been installed and the bus stops fully operational. This project is now complete.

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. With the ongoing Covid-19 crisis, this query is not likely to be prioritised by government.

Police Shed

The contractor was due to commence work on the police shed extension on 20th April, but this has been postponed due to the Covid-19 crisis.

Telephone Box

Men's Shed is now in possession of all the relevant materials for the refurbishment of the telephone box. Planning permission has been sought as it is a grade II listed structure (see separate agenda item).

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.

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.

Dog Bins / Grit Bins

All agreed dog and grit bins have been delivered to site and are awaiting installation.

Playing Field Drainage Works

These have been instructed and will commence when the ground is able to support the machinery required. Trevor Spruce advised that it is increasingly difficult to obtain the necessary machinery at present.

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 she is involved in regular Cabinet conference calls. It is possible that the council may have authority turned over to the Emergency Committee who will be responsible for the decisions of the council. The MD will make a decision on this shortly. It was clarified that the Emergency Committee was made up of elected members (Cllr John Fuller, Cllr Chris Brown, Cllr Michael Edney, Cllr Richard Elliot, Cllr Keith Kiddie and Cllr Kay Mason Billig).

Cllr Overton reported that Air Chief Marshal Sir Stephen Hiller has been appointed to assist South Norfolk Council and Broadland Council with the Covid-19 crisis.

Contact has been made with Framingham Earl High School, and the Sports Centre will be made available as a Covid-19 facility if required. This building has very good facilities, including showers.

b) County Council Report

The Clerk is to forward the County Council report on to all councillors. Should the Parish Council meet again in this format next month, Cllr Thomson is to be invited.

c) Public Participation

Due to the nature of the meeting, public participation was not possible.

Standing orders were reinstated. Lisa Neal withdrew from the meeting. Chris Walker withdrew from the meeting.

7. Planning

a. To Consider Applications Received

i. 2019/1593 – Land South of Burgate Lane – Outline planning application for the erection of up to 98 residential dwellings, including 5 live/work units, structural planting and landscaping and a sustainable drainage system (SuDs) with a vehicular access point from Burgate Lane. All matters reserved except means of access. AMENDED APPLICATION

John Overton presented this application.

Trevor Spruce raised concerns about the land drainage that is currently being installed on the application site. This is not consistent with the applicant specifying that there is not an issue with drainage on the land.

Tim Boucher advised that the priority access scheme has been removed and changed to a T-junction, and queried whether this would change the Parish Council's original objection on highways grounds.

John Henson advised that the plans still involve the removal of an ancient hedgerow and therefore does not remove the Parish Council's objections. None of the additional documentation submitted by the applicant will mitigate the Parish Council's original objections.

John Henson proposed that the Parish Council continues to object to this application and should re-emphasise its previous concerns. Seconded by John Hodgson and carried.

John Overton is to find out how this application will be dealt with, should the planning committee be unable to meet.

Chris Walker Joined the Meeting

ii. 2020/0337 – 30 Upgate – Erection of Single Storey Rear Extension with Associated Works.

John Overton presented this application. It was noted that the plot was quite large and the extension would not overlook neighbouring properties.

John Overton proposed that the Parish Council makes no comment on this application, seconded by Chris Walker and carried.

iii. 2020/0409 – 31 Rectory Lane – Re-roofing and Extension to Existing Garage.

Trevor Spruce presented this application. It was noted that the only property which overlooks the application site is on Hadden Close, and that the proposal is to replace a flat roof of the garage with a pitched roof.

Trevor Spruce proposed that the Parish Council supports this application, seconded by John Henson and carried.

iv. 2020/0344 – 19 Rectory Lane – Erection of Single Storey Side and Rear Extensions.

Trevor Spruce presented this application. Concerns were raised that the extensions were too large for the property and could be too close to 21 Rectory Lane. However further discussions concluded that the proposal will still be in compliance with planning policy.

Trevor Spruce proposed that the Parish Council makes no comment on this application, seconded by Chris Walker and carried by a majority vote.

v. 2020/0439 – 18 Rectory Lane – New Vehicular Access to Create In/Out Driveway.

John Hodgson presented this application. No concerns were raised from a highway safety perspective; however, it was noted that the dog bin may have to be re-sited to allow for the construction of the new driveway. The applicant advises that if the dog bin has to be moved, this would be done at the applicant's cost. The Parish Council, as owners of the dog bin, would also like to agree the new site.

John Hodgson proposed that the Parish Council makes no comment on this application, seconded by Chris Walker and carried.

vi. 2020/0428 – 2A Stoke Road – Erection of 7ft Fence and 7ft Wooden Entrance Gates to Replace Existing Gate.

Trevor Spruce presented this application. He proposed that the Parish Council should recommend refusal on the following grounds:

- Impact on the street scene. This property is in a very prominent position, being on the junction of Stoke Road and Norwich Road. A 7ft fence in this location would be overbearing and damage the street scene. The existing boundary consists of a hedge approximately 1m in height, which softens the impact of the extensive boundary.
- Highway Safety. Should the proposed double gates on Stoke Road be closed, the householder would have to park their vehicle close to a busy roundabout to open the gates, prior to entering the property.
- Damage to Existing Tree. The Parish Council feels that the installation of a fence in close proximity to the existing tree would cause damage to the tree.

This was seconded by John Henson and carried.

vii. 2020/0442 – Telephone Kiosk, The Street – Refurbish Redundant Telephone Kiosk with BT Approved Materials, Installation of Community Defibrillator

As this was a planning application lodged by the Parish Council, it was agreed that the application should be acknowledged and no comment passed, after a proposal from John Henson and a second from Trevor Spruce.

Lisa Neal Re-Joined the Meeting

b. To Note Planning Decisions

i) 2020/0213 – 6 Green Fall – Erection of Two Storey Front Extension – **APPROVAL WITH CONDITIONS**

8. To Agree Parish Council's Response to Covid-19

The draft minutes from the Strategic Working Group held on 18th March where this subject was discussed, were circulated. Since this meeting, the following had been actioned or updated:

- The community centre and pavilion had been closed to the public. It was noted that the Farmers Market had ignored the closure order and had set up on the car park on 21st March. The Clerk is to write to the hirer expressing the Parish Council's displeasure over this action.
- The play parks had been closed (but adjacent green open space remains open). Signage is to be installed to emphasise the closure.
- The following events had been cancelled:
 - 20th March – Music Quiz
 - 28th March – Indoor Car Boot Sale
 - 25th April – Indoor Car Boot Sale
 - 2nd May – Bierfest
 - 13th June – Village Garage Sale
 - Discussions occurred as to the village fete. It was agreed to make a decision on this event in April.
- It was noted that the caretaker and the relief caretaker were alternating shifts to give the community centre a deep clean. Lone working procedures are to be escalated, whereby regular contact should be made with the Clerk. The community centre manager, project officer and the clerk were working from home. The pavilion cleaner was self isolating. The street cleaner should continue working if he is able, on the grounds of public health. However, he should adhere to all prevailing government guidelines. A '72 hour bin' will be allocated at the community centre, whereby waste from the litter bins will be placed in this bins for 72 hours, prior to being moved to the main waste bin for collection.
- The Clerk has diverted the main Parish Council number to her mobile so that parishioner queries can be serviced off site. The Clerk is to arrange for a company mobile for work use to be delivered.
- Chris Walker will look at income / expenditure projections for the council. The Clerk will check any guidance from SLCC/NALC and enquire of the insurance company if the Parish Council is entitled to claim against losses.
- All physical Parish Council meetings are now cancelled and government guidance is awaited on virtual meetings.
- The recruitment and restructure process is on hold.
- Further guidance is awaited from South Norfolk Council as to how the Parish Council can engage with the wider community

Peter Lowndes-Burt proposed that these actions be accepted, seconded by John Hodgson and carried.

9. Finance

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

The receipts, payments and bank reconciliation for February 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 Trevor Spruce and carried.

Payee	Description	Amount
*	Staff Salaries	£6,671.34
HMRC**	PAYE & NIC	£2,168.17
Norfolk Pension Fund*	Pension Contributions	£2,340.78
Microshade***	Hosted IT	£255.60
Norfolk Copiers***	Copier Printing	£75.66
BT***	Landline and Broadband	£79.31
Total Gas and Power***	Electricity	£1,066.71
ESPO***	Gas	£287.28
Worldpay***	Card Charges	£13.53
MPS Doors****	Servicing and Remedial Works	£665.99
Wave***	Water Rates (community centre)	£287.39
Wave***	Water Rates (cemetery)	£13.34
Wave***	Water Rates (Playing field)	£87.98
Information Commissioners Office*****	ICO registration (Playing Field)	£40.00
Collective Community Planning***	Neighbourhood Plan Professional Advice	£468.00
Glasdon****	Mulberry Park Bench	£727.66
Veolia***	Waste Removal	£75.58
Vortex***	Grounds Maintenance	£519.99
Garden Guardian***	Grounds Maintenance	£344.10
Barclaycard*****	Bar Stock/Events/Telephone	£342.19
Names Withheld+	Music Quiz Refunds	£140.00
Names Withheld+	Indoor Car Boot Sale Refunds	£65.00

Payee	Description	Amount
Names Withheld+	Bierfest Refunds	£390.00
Names Withheld+	Village Garage Sale Refunds	£14.00
Names Withheld+	Community centre Hire Refunds	£830.00
Champions Music and Entertainment+	50% of Event Hire – Whitney Houston Tribute	£480.00
		£18,449.60

Justification for payment

* Amount agreed under employment contract – Statutory Requirement (financial reg 7.2)

** Statutory requirement – delayed payment would result in fine (financial reg 7.2)

*** Continuing Contract entered into (financial reg 5.5b)

****Late Payment Risks Charge Under the Late Payment of Commercial Debts (Interest) Act 1998 (fin reg 5.5a)

*****Legal Requirement Under Data Protection Act 2018 - risk fine of £4,350

*****Contract with Barclaycard (fin reg 6.17)

+ Parish Council risks being in breach of contract if not refunded.

Trevor Spruce and John Henson will authorise these payments

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 Lisa Neal and carried.

Payee	Description	Amount
Spruce Landscapes***	Grounds Maintenance	£945.00
		£945.00

Trevor Spruce Re-joined the Meeting

c) To Consider Re-Investment of Hodge Bank Bond

It was agreed that the Hodge Bank investment of £22,000 should be re-invested for a period of 1 year at a rate of 1.2%

10. Committee and Advisory Group Reports

a) Neighbourhood Plan Committee

It was reported that, to date, the Neighbourhood Plan was still due to go to South Norfolk Council's Cabinet on 20th April for agreement of the changes to Policy 2.

b) Community Centre Advisory Group

i) To Consider Proposal for Hire Fees (Including Treatment of VAT)

John Hodgson presented the prices agreed by the community centre advisory group. As part of this, a study had been done into the VAT that needs to be applied to some of the income received by the community centre.

Lisa Neal raised concerns about the prices rising after lettings being cancelled. John Joyce advised that the advisory group looked into what the could be passed onto the hirer and what should be subsidised by the Parish Council.

John Overton queried the contracts that were already in place. The Clerk advised that the Parish Council would have to adhere by contracts that were already in place and absorb the VAT costs that should have been passed to the hirer.

Chris Walker proposed that the recommendations of the community centre advisory group should be accepted, seconded by Carl Pitelen and carried. John Overton abstained from the vote.

11. To Note Date of Next Parish Council Meeting

This was noted as Wednesday 29th April, commencing at 7pm at Poringland community centre, subject to government restrictions on the building.

The meeting closed at 9.25pm

CHAIRMAN