

Minutes of the Meeting of Poringland Parish Council  
Wednesday 27<sup>th</sup> May 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:**

Also in attendance was Vic Thomson (County Councillor) and one member of the public.

**1. Chairman's Welcome**

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

**2. Apologies for Absence**

All councillors were in attendance.

**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.

John Overton queried what impact his District Councillor comments would have at a Parish Council meeting. The clerk advised that all District Councillors had to be clear on what 'hat' they were wearing at Parish Council meetings. As Lisa Neal holds a senior position as part of South Norfolk Council's planning committee, she is right to withdraw from the decision making process at a Parish Council meeting regarding planning applications because of the perception that she could be predetermining her decision on a planning application at committee stage.

#### **4. To Agree Minutes of the Meeting Held on 29<sup>th</sup> April 2020**

Subject to the amendment of the number of members of the public in attendance, the minutes of the meeting held on 29<sup>th</sup> April 2020 were agreed after a proposal by David Hewer and a second by Chris Walker.

#### **5. Matters Arising, 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 remain to be done 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 the process of arranging 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**

### Dog Bins / Grit Bins

All agreed dog and grit bins have now been installed. **COMPLETE**

### Playing Field Drainage Works

The playing field drainage works have been completed. **COMPLETE**

### Annual Accounts

The annual accounts have been passed to the Internal Auditor for review. It is hoped that they can be presented to council in the June meeting. **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**

Tim Boucher queried where the SAM sign was presently. The Clerk advised it was still monitoring data on Rectory Lane, but it was not possible to move the sign at present due to it being a job for two members of staff and they could not presently be in close proximity. Trevor Spruce will move the sign to the main road to monitor how close to 'normal' traffic counts the village is currently experiencing.

Carl Pitelen raised that the road markings on the Trowse bypass had been changed.

## **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 £50m had been distributed in grants to local businesses affected by Covid-19.

The Help Hub have worked very hard. South Norfolk Council will continue to support vulnerable individuals, but the focus will now be moving to economic recovery. Staff will be deployed to help with the market towns, to ensure that people can shop safely by social distancing, to help people feel confident in local shopping.

There will be a dedicated telephone number to assist the hospitality sector from July.

The next planning meeting will have public speaking enabled.

The Emergency Committee will finish in the middle of June and the Cabinet system will resume. The Poringland Neighbourhood Plan is on the Cabinet agenda for 15<sup>th</sup> June. Cllr Neal will find out if parish councillors can attend and if they can speak in support of the Neighbourhood Plan.

### b) County Council Report

Cllr Thomson had sent a comprehensive report on Covid-19 statistics in Norfolk, and Norfolk County Council's response through their different departments.

He reported that the library service was continuing to support residents through their online services, with 63% more e-books being downloaded compared to the same time last year. There will be a review of mobile libraries in due course, as people are starting to change their book borrowing habits.

A new campaign has been launched to recognise Norfolk's young carers. It is estimated that over 11,000 young people in Norfolk, some as young as 5 years old, are caring for a family member or friend.

The recycling centres are starting to reopen.

The Parish Council is to keep Cllr Thomson informed of any problems with the traffic management relating to the road improvements outside Milestones. Cllr Thomson will also look into the positioning of the village gateway signs for both Poringland and Framingham Earl, to the north of the village.

He further reported that there had be a delay in the start of the road resurfacing outside Framingham Earl school. He will ensure that when this starts there is no negative impact on traffic already affected by the current roadworks.

*Vic Thomson Left the Meeting*

#### c) Public Participation

No matters raised.

*Standing orders were reinstated.*

*Lisa Neal withdrew from the meeting.*

## **7. Planning**

### a. To Consider Applications Received

*i. 2020/0832 – 4 Caistor Lane– Erection of a two storey side extension including a single dormer window to front and two skylights to rear*

Trevor Spruce presented this application. He felt the only matter needing to be raised was that the roofline of the extension was not in keeping with the neighbouring properties, but felt that this was not significant enough for an objection to the proposal. He proposed that the council make no comment on this application, seconded by John Joyce and carried.

*Lisa Neal Re-Joined the Meeting*

### b. To Note Planning Decisions

The following decisions were noted:

- i) 2020/0555 – 14 Malten Close – Erection of side extension to rear, including loft conversion with dormer window. Removal of chimney. – **APPROVAL WITH CONDITIONS**
- ii) 2020/0608 – 4 Church Close – Porch Replacement to Front of Dwelling – **APPROVAL WITH CONDITIONS**

## **8. Covid-19**

### a) To Receive Parish Council Update on Covid-19 Crisis

With regards to the community centre, all scheduled hire has been cancelled up to 5<sup>th</sup> July. There are two further casual hires in July which have been contacted to advise that their hire may be cancelled (18<sup>th</sup> and 25<sup>th</sup> July). The fete has been cancelled and refunds are in the process of being cancelled.

The Covid-19 support flier was delivered week commencing 11<sup>th</sup> May. As result, one person called the Parish Council for assistance. Permission was given to pass her details to South Norfolk Council and the Fuel Allotment Trust. South Norfolk Council ensured that this person had a food parcel delivered and was placed on the government list for regular parcels. Details were passed onto the benefits team for assistance and a hardship grant was awarded. It is likely that other people will have contacted South Norfolk Council directly as a result of the flier.

There were concerns raised about the delivery of the flier as not all councillors had received one, and upon checking with neighbouring properties, the deliveries had been quite haphazard. The Clerk is to follow this up with the delivery company.

Active Norfolk has advised that the Parish Council has been successful in an application for 50 'Active at Home' packs for vulnerable people. Once received, these can be distributed to vulnerable people, particularly those who have no access to the internet. 15 packs are to be given to the Good Neighbours Scheme, who can distribute amongst their clients.

## **9. Finance**

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

The receipts, payments and bank reconciliation for April 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 Peter Lowndes-Burt and carried.

Payee	Description	Amount
	Staff Salaries	£6,524.26
HMRC	PAYE & NIC	£2,105.20
Norfolk Pension Fund	Pension Contributions	£2,369.13
Microshade	Hosted IT	£255.60
BT	Landline and Broadband	£92.39
Total Gas and Power	Electricity	£531.55
Hugh Crane	Cleaning Consumables	£223.51
PHS	Waste Removal	£217.44
X2 Connect	Defibrillator Signage	£85.08
AC Bacon Engineering	Extend Police Shed	£2,112.00
Veolia	Waste Removal	£26.26
Garden Guardian	Grounds Maintenance	£836.20
CGM	Grounds Maintenance	£981.43
Barclaycard	Microsoft License (inc. Teams)	£211.20
R. McCarthy	Mileage & Expenses	£22.65
ESPO	Gas	£78.79
Wave	Water Supply	£1.71
Wave	Water Supply	£18.70
Elysian Associates	Professional Advice (VAT)	£1,800.00
Vortex	Grounds maintenance (Apr/May)	£1,174.00
Names Withheld	Community centre Hire Refunds (Covid19)	£657.75
	<b>TOTAL</b>	<b>£20,324.85</b>

The Clerk advised that correspondence had been received from South Norfolk Council that they had paid the £10,000 Covid-19 grant to the community centre in error and had sent an invoice to retrieve this. Lisa Neal advised that South Norfolk Council had apologised and confirmed that the money would be going back to central government.

*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 John Hodgson and carried.

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Spruce Landscapes	Grouting, paving repairs and install grit bin at community centre. Playing field drainage scheme. Weld fence at Mulberry Park. Install village dog and grit bins.	£1,577.40
	<b>TOTAL</b>	<b>£1,577.40</b>

*Trevor Spruce Re-joined the Meeting*

**10. To Receive Additional Information from Norfolk Homes Regarding Lagoon South of Woodland and Consider Adoption**

A group of councillors visited the southern lagoon on 19<sup>th</sup> May, and were shown around the area by a representative of Norfolk Homes. The Clerk had sent pictures to councillors who could not attend. The extent of the proposed adoption was discussed and it was confirmed that the hydrobrake system had been adopted by Anglian Water. The proposed commuted sum had also been increased from £9,375 to £17,500. This would allow for desilting (a quote and report had been provided) and vegetation strimming.

Discussions occurred about access and it was agreed that access would have to be controlled by the Parish Council. It was also queried whether more money would be required, even to have this as a wildlife area.

John Henson proposed that the southern lagoon should be adopted with the community woodland, and a commuted sum of £17,500 should be received. Seconded by David Hewer and carried.

**11. Community Centre**

a) To Consider Re-opening Plan and Risk Assessments

John Hodgson introduced the documents and stressed that they were dynamic and could be updated when required. He would prefer to see these authorised at this meeting so that they could be tested on the NHS when they have their blood service booking on 11<sup>th</sup> June.

John Overton raised concerns about this booking and would prefer the community centre to remain closed. The Clerk advised that the NHS had provided its own risk assessment, and that the blood transfusion service was an exceptional booking.

It was agreed by majority vote that the NHS be permitted to use the building on 11<sup>th</sup> June, on the provision that the building is cleaned afterward, including the wiping down of all surfaces.

On the basis that the desire is to open the community centre at the earliest opportunity, delegated authority was given to the Clerk, in consultation with John Hodgson, to procure the safety equipment and signage required to maintain social distancing in the community centre. The agreed budget was up to £1,000.

A Community Centre Advisory Group meeting is to be called to review and agree the reopening plan, and then these documents will be brought back to council in June.

#### b) To Consider Use for Out of Date Stock

The community centre manager had provided a list of bar stock which was becoming short dated. It was agreed that all the non-alcoholic stock dated May and June would be donated to the food bank, and all alcoholic to Priscilla Bacon Lodge. The Clerk is to be given delegated authority to release short dated stock dated July, depending upon whether opening the bar would be allowed to open or indeed whether it would be practical to open it.

#### **12. To Consider Attendees for 'Engaging Your Community' Course**

The Clerk advised that the Norfolk Association of Local Councils is running an 'Engaging Your Community' course at a cost of £67.50 per delegate. This course would be in line with the Parish Council's objectives of community engagement, as identified by the Strategic Working Group. It was agreed that Tim Boucher and the Clerk should attend, after a proposal from Chris Walker and a second from Lisa Neal.

#### **13. To Agree 2020/2021 Meeting Calendar**

A draft meeting calendar had been circulated by the Clerk. It was agreed not to meet in December or August, and to have two meetings in January and September respectively, the

first of which would be a meeting only to discuss essential matters, including planning applications and finance. The meeting calendar for 2020/2021 was agreed.

#### **14. To Review Register of Assets of Community Value**

The Clerk reported the following assets of community value and their expiration date:

<b>Asset</b>	<b>Address</b>	<b>Reason</b>	<b>Date of Listing</b>	<b>Expiry</b>
The Dove	Bungay Road, Poringland, NR14 7NB	Pub of social interest and wellbeing	07/08/2015	07/08/2020
Poringland Library	Overtons Way, Poringland, NR14 7WB	Community Centre of social interest and wellbeing	07/08/2015	07/08/2020
Poringland Village Hall	The Street, Poringland, NR14 7RQ	Community Centre of social interest and wellbeing	07/08/2015	07/08/2020
Royal Oak	The Street, Poringland, NR14 7TJ	Pub of social interest and wellbeing	07/08/2015	07/08/2020
Zaks	The Street, Poringland, NR14 7LA	Community Centre of social and economic interest and wellbeing	07/08/2015	07/08/2020

It was agreed after a proposal from John Henson and a second from Chris Walker that applications for these assets of community value should be put in to prevent them being unprotected after expiry.

#### **15. To Consider Membership Subscription to the Norfolk Association of Local Councils**

The Clerk presented the membership proposal from the Norfolk Association of Local Councils. It was acknowledged that the group had had organisational issues in the past. The

Clerk advised that the group had provided good advice and support via virtual meetings for the council during the Covid-19 crisis, despite the council not being a member. It was agreed after a proposal from John Henson and a second from David Hewer that the council should accept membership for 2020/2021 at a cost of £463.95. This will be reviewed upon renewal next year.

## **16. Policy Review**

### **a) To Review Grant Awarding Policy**

This was reviewed by the council and amendments were made to make it less restrictive, particularly now the council can exercise the General Power of Competence. The policy was agreed after a proposal from Chris Walker and a second from John Hodgson.

### **b) To Review Ticket and Refund Policy**

This policy had been reviewed and submitted to council by the community centre manager. It was requested that all references to the community centre manager be replaced by the Parish Council, and that reserved tickets should be paid for within 2 weeks rather than 4. With these amendments, the policy was agreed.

The Clerk is to review the community centre booking forms to ensure that there is no liability to the council for any bookings taken during the Covid-19 pandemic.

## **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 as the Item Refers to Terms and Conditions of Employment**

It was agreed that section 18 should be closed to the public as it relates to terms and conditions of employment.

## **18. To Receive Update on HR Matters and Agree Subsequent Actions if Required**

John Joyce provided an update report to the council on staff which had been affected by the closure of the community centre.

A further matter of correspondence sent by a member of staff was discussed and subsequent actions agreed by the council after a proposal from John Henson and a second from Chris Walker.

The HR Advisory Group is to meet to look at the future staffing structure of the council.

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

This was noted as Wednesday 24<sup>th</sup> June, commencing at 7pm by video conference.

The meeting closed at 9.40pm

**CHAIRMAN**