

Minutes of the Meeting of Poringland Parish Council  
Wednesday 27th November 2019 7pm  
Poringland Community Centre

**In Attendance**

John Joyce (Chairman)

John Henson

David Hewer

John Hodgson

Lisa Neal

John Overton

Trevor Spruce

Chris Walker

Faye LeBon (Parish Clerk)

**Also in Attendance:**

County councillor Vic Thomson and three members of the public also in attendance.

**1. Apologies for Absence**

Apologies were accepted from Tim Boucher, Peter Lowndes-Burt and Carl Pitelen. John Hodgson had advised that he would be delayed.

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

Trevor Spruce disclosed an interest in item 7 (planning applications) and item 11.

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

John Overton declared an interest in item 7i.

**3. Minutes of the Meeting Held on 30<sup>th</sup> October 2019**

The minutes of the meeting held on 30<sup>th</sup> October 2019 were **agreed** after a proposal by David Hewer and a second by Trevor Spruce.

#### **4. Matters Arising, Including Clerk's Report**

##### Bus Stop at Hardley Road

This project has been approved by Norfolk County Council. The installation work has been contracted to Norse where there appears to be a delay. Norfolk County Council has chased Norse.

##### Pond Maintenance

An updated street cleaning programme has been requested from South Norfolk Council. The Conservation Volunteers did half a day onsite at the Leisure Garden pond on 2<sup>nd</sup> October, which has added extra value to the contracted works. A specification for the extra pond maintenance works at the community centre pond has sent out, the quotes for which will be discussed as an agenda item.

##### Primary School Places

Norfolk County Council is in the process of reviewing sites put forward for a prospective new school. Norfolk County Council has not yet made these sites available in the public domain.

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

The Rural Payments Agency has responded to the Parish Council Freedom of Information request, advising that there are 2,694.48km of permissive paths in the UK, of which 283.62km are in Norfolk. These are at risk with the expiration of the government funding agreements. This information is to be worked into the proposed letter to the MP for South Norfolk when the new government is formed. This is to be considered by the Strategic Six group.

##### Fire Risk Assessment

A repair has been made to the kitchen fire door. A specification has been drafted for the creation of the new bin storage area and the quotes for this will be discussed as an agenda item.

##### Police Shed

The Police and Crime Commissioners Office has been chased for a response to the Parish Council's offer to purchase the police shed to enable additional storage at the community centre. A quote has been sought to extend the storage area of this building.

##### Telephone Box

Men's Shed is now in possession of all the relevant materials for the refurbishment of the telephone box. This will be completed when resources allow.

### Improved Recycling Facilities

Applications have been put in to Terracycle to be a partner in the programmes for recycling baby food pouches and also plastic can holders. The plastic can holder account has been opened and can now start being promoted.

### Insurance Claim

The installation of the new play equipment has been completed. The invoices for the final part of the claim (heras fencing) have been sent to the insurance company.

### Flooding on Boundary Way

Norfolk Homes, whilst advising that this is not their land, have cleared the culvert as a gesture of goodwill. Upon further investigation, there appears to be a blockage between the inspection chamber on one of the Boundary Way properties and the culvert. This appears to have been caused by trees from a residential property. The householder has been advised.

### Cyber Security

The Parish Council's web hosting company has confirmed that the government domain name service will allow the Parish Council to purchase the poringland-pc domain name. Once this has been confirmed, and email address for Cllr Lowndes-Burt will be set up on this domain name and trialled. The website will stay on the existing domain for the time being, with a pointer from the new domain name to the site.

### Ditch Clearance

Contractors have been met onsite for clearance of the ditch to the west of the playing field. Quotes are expected in due course.

*John Hodgson entered the meeting*

## **5. Report from the Chairman**

John Joyce reported that nearly £3,200 was raised by the Royal British Legion in the recent poppy appeal. The thanks of the Parish Council are to be passed on the local co-ordinator for her work  
*[Clerk to action].*

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

Standing orders were suspended after a proposal from John Henson and a second from David Hewer.

### District Council Report

Cllr Overton reported that the Business Awards, being run jointly with Broadland Council, are now open for nominations.

The Community Action Fund grants have been re-opened as there remains an underspend. There is a maximum of £15,000 which can be applied for. There also remains a small amount in the Members' Grant fund, but this must be applied for by 31<sup>st</sup> December.

He attended the formal opening of The Nook, and had also attended a meeting of the Police and Crime Commissioner, where County Lines was discussed. He also took the opportunity to clarify the police enforcement of 20mph limits, and has forwarded this information to the Clerk.

Subject to Cabinet approval, South Norfolk Council will be taking over the running of Framingham Earl Sports Centre for a five year period, with the intentions of improving its financial viability.

### County Council Report

Cllr Thomson reported that the gritting lorries had already been active in Norfolk, and provided the gritting routes for the village and the location of the grit bins. He urged the Parish Council to check that all the grit bins are in place and that they are full.

He raised the 'Drive to Arrive' campaign, with recent accidents on Long Road, he urged people to drive to the road and weather conditions. Any pot holes or other faults with the road or public rights of way should be logged via Norfolk County Council's website.

Norfolk County Council is also supporting the local campaign to encourage all eligible people to have flu jabs, and also the 'Norfolk Winter' campaign to help keep people healthy during the winter months.

The Christmas events being run at Norfolk County Council museums were listed, and grants available to commemorate the end of the second world war were raised.

### Public Participation

A member of the public raised concerns about the proposed office block under Phase 3 of Rosebery Park, feeling that it was quite imposing for its location. They also felt that there would be light

pollution from the development which would affect Landsdowne Drive and Mentmore Way. They felt that an office development would be better suited to Carr Lane, as the overspill vehicles from the current office development are already spreading into the residential area.

A member of the public felt that the current office block is visually overbearing from a landscaping perspective. A new office block will emphasise this.

A member of the public queried the speed restrictor signs outside the Milestones development, and whether these would be moved closer to Norwich. Cllr Thomson confirmed that they would be.

*Lisa Neal, John Overton and Trevor Spruce Left the Meeting Due to Declared Interests*

## **7. Planning**

### **a. To Consider Applications Received**

*i. 2019/2209 – Land North of Shotesham Road (Phase 3) Erection of 15no. dwellings and office accommodation, with associated access, parking and play space provision.*

John Henson presented this application to the meeting.

Concerns were raised about the percolation tests in that they were not successful. There was also no mention of the application being in compliance with the Poringland Integrated Drainage Study. The dwellings were also noted as being rather bland.

Although elevation drawings were provided for the offices and the dwellings separately, there was no full site elevation so the impact of the office block on the dwellings could not be established.

Discussions occurred about how many car parking spaces were within the existing development, and how many extra were proposed.

John Henson proposed that the application be recommended for refusal based upon inadequate car parking for the office accommodation, inadequate detail on the drainage scheme and there being no detail on the elevation relationship between the commercial building and the dwellings. This was seconded by David Hewer and carried. *[Clerk to respond to South Norfolk Council]*

*John Overton Re-joined the Meeting*

*ii. 2019/2243 –Evangelical Free Church – Carr Lane – Retrospective Application to Amend Garage Design*

Chris Walker presented this application to the meeting. He proposed that the Parish Council provide no comment on this application, seconded by John Henson and carried. *[Clerk to respond to South Norfolk Council]*

*Lisa Neal and Trevor Spruce Re-joined the Meeting*

**b. To Note Planning Decisions**

i.2019/1694 – Land North of Stoke Road – T1 Oak – Crown Lift over footpath to 3m and 5.5m over highway and remove deadwood and remove ivy. **APPROVAL WITH CONDITIONS**

ii.2019/1750 – Land off Mill Close – Erection of Bungalow **APPROVAL WITH CONDITIONS**

iii.2019/1851 – 1 Sunnyside Avenue – Proposed flat roof dormer to the rear and two pitched roof dormers to the front elevation with an infill extension. **APPROVAL WITH CONDITIONS**

**8. Correspondence and Consultations**

**a) To Consider Response to Norfolk County Council’s Budget Consultation**

Chris Walker proposed that the Parish Council should support at 1.99% increase in council tax in 2020/2021. Seconded by John Hodgson and carried. *[Clerk to respond to Norfolk County Council]*

**b) To Agree Questions for A146/B1332 Survey**

The questions about stacking on the A146/B1332 junction were agreed, however it was felt that an extra question was required to make the questionnaire more relevant to usage. It was also agreed that the introduction should be expanded to improve clarity.

John Henson proposed that, subject to these amendments, the survey should go ahead online, with paper copies available for those who require them. Seconded by Chris Walker and carried. *[Clerk to action]*

**9. Finance**

**a) To Receive Receipts, Payments and Bank Reconciliation for October 2019**

The receipts, payments and bank reconciliation for October 2019 were noted by council.

## b) Accounts for Payment

### *i) To Agree Accounts for Payment*

Chris Walker queried the items that made up the payment of £1,391.71 to Barclaycard. The clerk advised this was primarily for bar stock (1,033.21) with the remaining £358.50 between split between community centre event expenditure, training and materials for repairs.

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

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	Staff Salaries	£6,742.82
HMRC	PAYE & NIC	£2,155.79
Norfolk Pension Fund	Pension Contributions	£2,353.61
Microshade	Hosted IT	£241.20
BT	Telephone and Broadband	£80.03
Norfolk Copiers	Copier Printing	£66.45
Ian Smith Group	Stationery	£45.96
Hussey Knights	General Printing	£42.00
Hollinger Print	Newsletter Printing	£145.00
Total Gas and Power	Electricity	£989.97
ESPO	Gas	£144.28
World Pay	Card Charges	£7.33
Hugh Crane	Cleaning Consumables	£167.69
Groundhog	Repair of Fire Door	£60.00
Name Withheld	Refund of Pitch Hire	£10.00
Trowse Netball Club	Refund of Hire	£26.00
Norfolk Plumbing	Installation of Outside Tap	£240.00
PPL / PRS	Licensing	£1,527.46
Total Gas and Power	Electricity	£160.80
S. Raney Tree Services	Remove Poisoned Tree	£275.00
Cardiac Science	Order of 2no. Defibs + Equipment	£4,832.40
Cawston Band	Brass Band for Christmas Event	£150.00
Dereham Direct Packaging	Heat Resistant Cups	£50.23
Veolia	Waste Removal	£101.36

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Garden Guardian	Grounds Maintenance	£782.27
Vortex	Grounds Maintenance	£519.99
Barclaycard	Telephone/Bar/Maintenance/Event Expenditure	£1,391.71
Trade UK	Pressure Washer	£284.99
Name Withheld	Refund on Indoor Car Boot	£14.00
RWB Electrical Svs	External Socket	£230.00
JML Refrigeration	Servicing of Refrigeration Units	£171.60
Mr J Everett	Christmas Tree	£40.00
Business Web Page	New domain set up	£194.00
Welcome Home and Memorial Playing Fields Trust	Funds paid to incorrect account	£345.00
R. McCarthy	Petty Cash Top Up	£56.62
J&A Saunders	Window Cleaning	£140.00
		<b>£24,785.56</b>

*Trevor Spruce Left the Meeting*

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

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

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Spruce Landscapes	Grounds Maintenance and Repairs	£1,109.40
		<b>£1,109.40</b>

*Trevor Spruce Re-joined the Meeting*

## **10. To Consider Purchase of Additional Defibrillator Cabinet**

John Hodgson provided an update on the defibrillator project. He further advised that he had been in contact with Poringland Wanderers FC about the defibrillator located in the pavilion. This is currently in the ownership of the football club, and is only accessible when the pavilion is open. The Football Club is happy for the Parish Council to take ownership of the defibrillator, on the provision

that it is accessible for everyone. To do this, an additional cabinet would be required to house the defibrillator on the side of the pavilion.

John Hodgson proposed that the Parish Council adopt the defibrillator located at the pavilion, and purchase an additional cabinet for it to be housed. Seconded by Chris Walker and carried.

John Joyce thanked John Hodgson for his work on this project.

*Trevor Spruce Left the Meeting*

## **11. Improvements to Village Assets**

### **a) To Consider Quotations for Improved Drainage System at the Playing Field**

The scheme presented was an extension to the existing land drainage scheme. Alternatives to the proposed scheme were discussed. These included an extension to the pathway so that the play park can be accessed via drier ground, a new access to the play park closer to the bowling green, and raising the pathway. Concerns were raised about the discharge of the surface water into the ditch.

Lisa Neal proposed that the clerk seek professional advice on this matter and then bring the scheme back to council. Seconded by Chris Walker and carried. *[Clerk to action]*

*Vic Thomson Left the Meeting*

### **b) To Consider Quotations for Bin Storage Area at Community Centre**

This proposal would remove the bins from being stored next to the community centre, and therefore would complete one of the recommendations of the fire risk assessment.

John Henson proposed that the quote of £1,100 from Spruce Landscapes to be accepted to complete this work. The clerk is also to be given discretion to negotiate an extension of the concrete towards the road, so as to ensure that the grass is not damaged when the bins are moved. This was seconded by John Hodgson and carried.

### **c) To Consider Quotations for Extra Pond Maintenance at the Community Centre**

This proposal would see the trees around the pond tidied and some of the brambles removed.

Quotes were considered and the quote of £1,100 from T. Sarginson was agreed to be accepted after a proposal from John Henson and a second from Chris Walker.

*Trevor Spruce Re-joined the Meeting*

## **12. Committee and Advisory Group Reports and Recommendations**

### **a) Neighbourhood Plan Committee**

The results of the independent examination are imminent. South Norfolk Council has been in contact with the examiner, providing extra documentation as requested. However, they have not been advised of the date of publication of the examiner's findings.

### **b) Finance and Governance Working Group**

The Finance and Governance Advisory Group met on 6<sup>th</sup> November. The draft minutes for which were forwarded to members. The tax base will be released to the Parish Council on 6<sup>th</sup> December and the group will meet to finalise the budget on 18<sup>th</sup> December.

### **c) Strategic Working Group**

The Strategic Working Group met on the 13<sup>th</sup> November. The following items were discussed that require approval from full council:

- The appointment of Elysian Associates for a partial exemption review of the Parish Council's business and non-business activities. 'For undertaking a 4 year VAT review of the past. Calculating the VAT errors and assisting with the declaration to HMRC. For correcting VAT liabilities going forward and considering options that might make more of the VAT recoverable for the future. We will devise a direct attribution method which will help ensure that the de minimis limits are not exceeded in future years.' The cost of this review is £1650.
- The formation of an 'engagement committee', which would consist of David Hewer, Tim Boucher, Chris Walker, John Hodgson and John Joyce.
- Agree to allow the police to utilise the Parish Council's waste bin, to save on space
- A list of improvements to the exterior of the community centre to be completed this financial year. The items which have an implication for this year's budget are:
  - Refurbishment of panelling on police side of building
  - Repair loose slabs at the community centre (quote obtained for max £400 ex VAT). It is a maximum quote as it may be less, depending upon what is found beneath the slabs that are making them uneven.
  - Purchase of jet washer to clean aspects of exterior of building and suitable for use in a public area (quote obtained for £237.50 ex VAT).
  - Purchase of leaf vacuum suitable for use in a public area (quote of £90 obtained)

These were agreed en bloc after a proposal from David Hewer and a second from Lisa Neal.

### **13. To Receive Update Report on Christmas Event**

The clerk provided the meeting with an itinerary of the Christmas event to be held on 8<sup>th</sup> December at the community centre.

It was agreed that the band should start at 5pm and then there should be a pause in the music at 5.30pm for Santa to arrive. John Henson will arrive on site early to set up the PA system, and Chris Walker will turn on the Christmas Tree lights when Santa has done the countdown. Then the mince pies will be distributed and Santa will give out sweets to the children.

David Hewer will assist in controlling the traffic to ensure that pedestrians at the front of the community centre are safe. John Hodgson will ask Peter Lowndes-Burt to assist.

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

John Henson proposed that the meeting be closed for item 15 as publicity would be prejudicial to the public interest. Seconded by John Hodgson and carried.

### **15. To Receive Update Report on Community Land Project and Consider any Actions Necessary**

There was no further update from Norfolk Homes.

### **16. Date of Next Parish Council Meeting**

8<sup>th</sup> January 2020

The meeting closed at 8.45pm

**CHAIRMAN**