

Minutes of the Meeting of Poringland Parish Council
Wednesday 28th October 2020 7pm
Meeting Held by Video Conference

In Attendance

Tim Boucher (Chairman)

John Henson

David Hewer

John Joyce

Lisa Neal

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

Faye LeBon (Parish Clerk) and Allison Haines (Assistant Clerk)

Also in Attendance:

Also in attendance was Vic Thomson (County Councillor), representatives from Cygnet Care Ltd and five members of the public.

1. Chairman's Welcome

Tim Boucher welcomed everyone to the October meeting of Poringland Parish Council, and advised that there is opportunity for the public to make comment and ask questions under item 8.

2. To Record Apologies for Absence

Apologies were accepted from John Hodgson and Peter Lowndes-Burt. Lisa Neal and Vic Thomson had provided apologies for being late to the meeting, due to a prior meeting commitment.

3. Declarations of Interest and Applications for Dispensation

Trevor Spruce declared an interest in item 14.

Tim Boucher advised that he knew the applicant under item 9a(ii) and therefore would not comment. He also declared that he knew the representative for Cygnet Care Homes in a professional capacity, but they had not worked together on this planning application.

4. To Agree Minutes of the Meeting Held on 30th September 2020

5. To Agree Minutes of the Meeting Held on 14th October 2020

6. To Agree Minutes of the Meeting Held on 23rd October 2020

After the amendment of typographical errors, the minutes of the meetings held on 30th September 2020, 14th October 2020 and 23rd October 2020 were agreed en bloc after a proposal by David Hewer and a second by John Henson.

7. Matters Arising from the Minutes of 30th = September, Including Clerk's Report

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

- **Telephone Box:** The refurbishment of the phone box is almost complete. John Hodgson is liaising with the electrician to install the defibrillator.
- **Assets of Community Value:** All applications for assets of community value have been agreed by South Norfolk Council (the Library, the Royal Oak, Zaks, the Village Hall, the Dove).
- **'Penelope' The Python:** The sign has been ordered and will be installed in due course.
- **Tree Warden Commemoration:** The Copper Beech has been purchased and planted. The associated plaque has been ordered.
- **Parish Partnership Scheme:** Further information and prices are being sought about a village gateway to the south of the village, and enquiries are being made of a gateway via Shotesham Road.
- **Informal Football Equipment:** This has been installed. Project complete.
- **Fiveways Roundabout:** Framingham Earl Parish Council has been in contact with regards to setting up a working group to agree a new design for the roundabout.

- **Local Pharmacy:** The two doctors' surgeries have been written to and asked whether they would reconsider their previous objections to a second pharmacy in the village.
- **CCTV:** The contract has been awarded for the CCTV improvements and the associated paperwork completed. A start date for works is awaited.
- **Play Areas at Clements Gate:** David Wilson Homes is in the process of reviewing their options as a result of the commuted sums that they will have to pay under South Norfolk Council's SPD.
- **Bulbs:** £300 has been received as a kind donation from Big Sky Developments towards some bulbs for the Rosebery Park area. Permission has been received from Norfolk Homes to plant bulbs in the woodland as the transfer has yet to be completed. The first working party was arranged for the 24th October.
- **Subsiding Tree on BR6:** Norfolk County Council has yet to attend to the tree but the Clerk has visited it and placed a significant amount of weight on it. The tree showed no sign of collapse.

The Clerk raised that a quote has been received for a new laptop that would be better capable of facilitating the virtual meetings. With the data transfer service and extended warranty, the cost of this would be £809.45 + VAT. This was agreed after a proposal from John Henson and a second from Trevor Spruce.

8. 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 Overton reported that South Norfolk has deployed a quarter of its staff as a result of the coronavirus pandemic. 20,000 calls have been taken by the Help Hub and this is being manned seven days a week on a rota system. 5,000 vulnerable residents are being assisted and the Housing and Benefits team have dealt with 9,000 calls.

£50m in business grants have been distributed on behalf of the government, and Environmental Health officers have been loaned to Norwich and Great Yarmouth to assist. They are also working with the police in the enforcement of coronavirus regulations on licensed premises.

Officers are dealing with an increased number of planning applications compared to this time last year and there is currently an audit on the improvement of the planning enforcement service, making it more proactive. The plan for village clusters is progressing.

The District Councillors are working with the surgeries to discuss the prescription dispensing service in the village.

Norfolk County Council has an assistance scheme for anyone facing food poverty.

Cllr Spruce advised that he had requested that the planning application for the land to the east of Overtons Way be called in to be determined by South Norfolk Council's Development Management Committee, should the officer be minded to approve the application.

b) County Council Report

To be deferred.

c) To Receive Presentation on Behalf of Cygnet Care Ltd Regarding Planning Application 2020/1925

A presentation was received regarding the proposed care complex on Bungay Road. It was advised that the applicant had reduced the scale and density of the proposal to help address the concerns of the Parish and South Norfolk Council. The pavilion has been removed from the proposal and all buildings are single storey with the exception of the care home. The location of the care home has been moved from the southern boundary to lessen the impact on the view.

It was acknowledged that the application did not fully conform with the emerging Neighbourhood Plan. However, it was advised that traffic from the development would rarely travel at peak time therefore not impact the rush hour traffic travelling through the village. And the improved design would not impact the important views around the south of the village.

With reference to drainage, the local lead flood authority had previously not had any objections to the proposed mitigation measures in the previous application, and it is not anticipated this application should be any different.

John Henson raised concerns about the impact on the view from the Bungay Road as a result of the construction of the care home.

A member of the public queried the location of the site, being outside the development boundary. Concerns were also raised about the compliance with the emerging Neighbourhood Plan and South Norfolk Council's Landscape Strategy. It was also felt that if permission was given for this application, it would encourage development on the other side of the road.

Trevor Spruce queried that, should permission be granted, what the lead in time would be. The applicant advised that the lead in time would be short due to the level of need and the care home would form phase one of the development. There would be no land banking.

Trevor Spruce queried what would happen to the current residents of the care home. The applicant advised that once the new care home was two thirds constructed, the residents of the existing care home could be transferred into the newer building. The final third can then be constructed.

The Chairman thanked all parties for their contribution.

d) Public Participation

There was no further public participation

Standing orders were reinstated.

9. Planning

a. To Consider Applications Received

i. 2020/1789 – 40a The Street – Erection of a flat roof single storey side extension.

John Joyce presented this application. It was felt that there would not be an impact on neighbouring properties. Whilst not generally supportive of flat roofed structures, it does make the extension less visible. John Joyce proposed that there should be no objections to this application, seconded by Chris Walker and carried.

ii. 2020/1882 – Uttings Farmhouse, Saxonfields – Erection of single storey extension to outbuilding including link to main house

Chris Walker presented this application, guiding members through the design of the extension. He proposed that there should be no objections to this application, seconded by David Hewer and carried (Tim Boucher abstained from voting).

iii. 2020/1925 – Land South West of Bungay Road – Demolition of existing buildings and construction of a 41 bed care home (with 10 extra care apartments on ground floor, Use Class C2) and 44 extra care lodges (All Use Class C2), together with vehicular access, landscaping and communal facilities including, restaurant, cafe, bar, gym, therapy rooms, hair salon, shop and bowls green.

Chris Walker presented this application. He stated the reasons for which the Parish Council had objected to the previous application, but noted the reduced scales of the new application and the unmet need for care for the elderly in the district.

John Henson advised that the proposal would create a hard edge to the village and there would be an impact to properties on the southern boundary. He also raised concerns about the permeable hard surface which will cause problems with the perched water table and would prefer that the Parish Council recommend refusal of the application.

Carl Pitelen sought clarity on the highway access to the development. The highways advice was for one point of access and egress to the B1332.

John Joyce supported the concept but noted the concerns in regards to its location and the Neighbourhood Plan policy to restrict development to the south of the village.

John Overton made no comment as he will be responding in his capacity as a District Councillor.

Trevor Spruce noted that the applicant has worked with South Norfolk Council to address their concerns and the concerns of the Parish Council, since the last application was refused. He stressed that the Water Management team will be reviewing the drainage scheme.

David Hewer noted the benefits this development will bring to the local community.

Tim Boucher advised that he was previously concerned about the visualisation, but this has been addressed.

Chris Walker proposed that, on balance, the Parish Council should not object to this application, seconded by David Hewer and carried. John Overton abstained from the vote and John Henson voted against the proposal.

Lisa Neal and Vic Thomson Joined the Meeting

b. To Note Planning Decisions

The following decisions were noted:

i) 2020/1282 – 27 Howe Lane - First floor front and side extensions, including front infill extension to ground floor. **REFUSAL**

ii) 2020/1444 – Broadlands, Brickle Road – Works to TPO Trees – **APPROVAL WITH CONDITIONS**

iii) 2020/1426 – Land Adjacent to 11 Norwich Road - Erection of dwelling and detached garage – **APPROVAL WITH CONDITIONS**

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

v) 2020/1058 – 4 Sunnyside Avenue - Demolition of existing dwelling and erection of new single storey house with pitched roof. **APPROVAL WITH CONDITIONS**

vi) 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 change. **APPROVAL WITH CONDITIONS**

vii) 2019/2209 – Land North of Shotesham Road - Erection of 15no. dwellings and office accommodation, with associated access, parking and play space provision. **APPROVAL WITH CONDITIONS**

10. Correspondence and Consultations

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

John Henson introduced the response document, which had been previously circulated to councillors. The proposed White Paper is to allow planning decisions to be made by algorithm and computer and the Parish Council will have very little input into planning applications. Developers will find it easier to obtain approval and there is nothing in the proposed White Paper that will address the problem of land banking.

John Joyce noted a typographical error and requested that question 9a be elaborated upon to allow support for SME builders. This was agreed.

John Henson proposed that the response document, as amended, be approved and submitted. Seconded by David Hewer and carried.

b) To Consider Government Consultation on Managing Pavement Parking (deadline 22nd November)

Three options were provided in the Government consultation to manage pavement parking. These were:

- To rely on improvements to the existing Traffic Regulation Order system
- To allow local authorities with Civil Parking Enforcement powers to enforce against 'Unnecessary obstruction of the pavement'
- A national Pavement Parking prohibition (based on the London model).

John Henson advise that it is difficult for the Parish Council to comment as Norfolk County Council is responsible for Traffic Regulation Orders.

All noted that all three options would work along some roads, but would be problematic on others.

Chris Walker proposed that, on balance, the Parish Council should support option 3, seconded by Trevor Spruce and carried.

c) To Consider Response to Norfolk County Council Boundary Divisions Consultation

Maps showing the original Henstead ward and the proposed Henstead ward were provided, and Vic Thomson explained the implications of the changes.

It was noted that the changes would not have an impact on Poringland. Trevor Spruce proposed that the Parish Council offer no comment on this consultation, seconded by Chris Walker and carried.

d) To Nominate a Representative to Norfolk ALC Co-operative

It was reported that Norfolk ALC had become a co-operative and required a representative from each member council as part of its new constitution. It was agreed that David Hewer should represent Poringland Parish Council.

e) To Nominate Trustees to the Sand and Gravel Trust

It was reported that the term for all trustees had expired. David Hewer proposed that all four trustees, Caroline Milton, Pat Easter, Jenny Huxtable and Chris Walker should be re-elected en bloc. Seconded by Lisa Neal and carried.

11. Open Space

a) To Consider Request from David Wilson Homes to Maintain 2no. Dog Bins on Clements Gate

The Clerk reported that a request had been received from David Wilson Homes for the Parish Council to maintain two dog bins on Clements Gate. The cost of this over ten years would be approximately £2,000 to the Parish Council, therefore a request had been made to David Wilson Homes for a commuted sum to cover this cost. As there had been no response from David Wilson Homes, it was agreed to defer this item until next month.

b) To Receive Update Report on Community Land Project

The Clerk reported that the community woodland had now been signed off and Norfolk Homes proposes to start work on the transfer of the Section 106 community land when the woodland transfer has been completed.

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

The Clerk reported that the community centre continues to operate in a Covid secure environment. The indoor car boot sales have worked well, as did the Clear Company craft and food fair.

Staff felt that visitors were starting to become complacent, particularly over hand sanitising, so a 6ft 'hands / face / space' banner has been installed.

The Parish Council had been subject to a Health and Safety Executive spot check on Covid workplace safety, and there were no issues arising as a result.

Tim Boucher reported that he will be attending the village's Remembrance Sunday service on behalf of the Parish Council, but stressed that this a much scaled down service and encouraged others to attend the war memorial in their own time, rather than at 11am.

13. To Review Complaints Policy

The Clerk provided a proposed updated policy, that included a section on vexatious and persistent complaints. Subjects to typographical errors, this was adopted after a proposal from John Henson and a second from Chris Walker.

Trevor Spruce Disconnected from the Meeting

14. Finance

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

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

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

The Clerk reported that one contractor had works outstanding that which were beginning to outweigh money still owed on the contract. As a result, the recommendation was to not pay the amount billed this month and advise the contractor that this is due to contracted works not being completed. This will be reviewed next month.

The second contractor had works outstanding, however the money left still to pay on the contract left the Parish Council in a position of little risk. The recommendation was to pay the amount billed this month and monitor the situation.

This was agreed after a proposal from Lisa Neal and a second from Chris Walker.

c) Accounts for Payment

i) To Agree Accounts for Payment

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

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)		£13,619.64
Office Water Supplies	Hire of Water Cooler	£85.80
J and A Saunders	Window Cleaning	£95.00
E.Jacobs & Sons Ltd	Football Goals	£2,472.00
Total Gas and Power	Community Centre Electricity	£706.86
ESPO	Community Centre Gas	£62.92
World Pay	Café - card charges	£30.55
Vortex	Grounds Maintenance	£587.00
Garden Guardian	Grounds Maintenance	£908.20
Barclaycard	Café stock, washer drier, IT, maintenance	£1,094.26
Veolia	Waste Removal	£103.20
Faye LeBon	Café Stock & office equipment	£110.32
Lisa Gooderham	Mileage	£22.59
Microshade	Hosted IT	£202.50
BT	Landline and Broadland	£93.90
Wave	Community Centre Water Rates	£424.06
Wave	Burial Ground Water Rates	£7.08
S Raney Tree Services	Tree Clearance	£375.00
Hugh Crane	Cleaning Consumables	£99.84
RWB	Electrical Improvements	£105.00
Norfolk ALC	Training	£96.00
Ian Smith	Stationery /Café Stock	£46.97
Norfolk Copiers	General Printing	£65.83

Payee	Description	Amount
Norfolk Copiers	Hire of Printer	£172.76
AHS	Plumbing in Washing Machine	£60.00
Foundry Plant Centre	Bulbs	£450.00
Trevor Rushmer	Removal of wasps' nest	£90.00
Citrus	Confidential Waste Disposal	£432.00
Amazon Business	Events/Café Equipment/PPE	£113.57
Faye LeBon petty Cash Top up	Café Stock	£66.48
Yare Shipping	Café Stock	£443.65
Name Withheld	Craft fair refund	£10.00
Name Withheld	Craft fair refund	£21.00
Name Withheld	Craft fair refund	£18.00
Name Withheld	Craft fair refund	£20.00
Name Withheld	Craft fair refund	£21.00
Name Withheld	Craft fair refund	£12.00
Name Withheld	Craft fair refund	£20.00
Name Withheld	Hire Refund	£45.50
Name Withheld	Car Boot sale refund	£7.00
	TOTAL	£23,417.48

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	Supply of Commemorative Tree	£40.19
	TOTAL	£40.19

Trevor Spruce Re-joined the Meeting

12. Advisory and Working Groups

Lisa Neal declared an interest in matters relating to the Neighbourhood Plan, in her position of South Norfolk Council Cabinet member responsible for planning.

a) Neighbourhood Plan

The Clerk reported that the Examiner has released their 'fact check' report. This is a confidential document that is only requesting the Parish Council and South Norfolk Council comment on the facts of the document and not whether they are in agreement with the Examiner's findings.

From a 'fact check' perspective, The Parish Council has raised that the final paragraph needs rewording, and South Norfolk Council has raised some matters relating to the cross referencing against the Local Plan policies.

The final document will then be issued once the fact check has been completed, but concerns were raised from the fact check report that the policy may not be achieving its objective.

b) Playing Field

i) To Consider Recommendations for Progression with Men's Shed Project

The playing fields committee met on 21st October to discuss the project to install a Men's Shed on the playing field, now that Fields in Trust have lifted the restricted covenant for this purpose. It was requested that delegated authority be given to the playing fields committee to work with the Men's Shed to bring the plan to a key stage, and then bring back to the Parish Council. This would mimic the successful structure of the Neighbourhood Plan committee.

It was agreed to delegate the project to the Playing Fields Committee to a point where a planning application is ready to be submitted, then bring back to the Parish Council.

16. To Receive Update on Christmas Event

Tim Boucher reported that the Christmas group met on 21st October to discuss the creation of the sleigh and installation of the Christmas Tree. A large event at the community centre will not be possible this year due to restrictions on social gatherings, but it may still be possible to take a sleigh around the village. The group, along with the Men's Shed will continue with the construction of the sleigh.

It was agreed to hear the County Councillor's Report at this Point

Vic Thomson had previously sent a detailed report to councillors.

He reported that Norfolk County Council had yet to respond to the Managing Pavement Parking Consultation, (the deadline being 22nd November).

Seven new gritters have been purchased, which the public are able to name.

Norwich Castle Museum is now open again, but by appointment only.

There are to be no large events for bonfire night due to restrictions of social gatherings.

50-64 year olds are now eligible for flu jabs and GPs will be in touch with patients about this.

Norfolk County Council Public Health has been working with Cranswick Food to control the coronavirus outbreak at their factory.

There is a need for more foster carers.

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 subject matter deals with terms and conditions of employment.

It was agreed that the meeting should be closed to the public. The public left the meeting.

18. To Receive Update Report into HR Matters

It was formally agreed that the wording of the HR document was acceptable.

19. To Note Date of Next Parish Council Meeting.

This was noted as Wednesday 25th November, commencing at 7pm by video conference.

The meeting closed at 10pm

CHAIRMAN