

Minutes of the Meeting of Poringland Parish Council
Wednesday 29th July 2020 7pm
Meeting Held by Video Conference

In Attendance

John Henson

David Hewer

John Hodgson

John Joyce (Chairman)

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 one member of the public.

1. Chairman's Welcome

John Joyce welcomed everyone to the meeting of the Parish Council.

2. To Record Apologies for Absence

Apologies were accepted from Lisa Neal and Tim Boucher.

3. Declarations of Interest and Applications for Dispensation

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

4. To Agree Minutes of the Meeting Held on 24th June 2020

The minutes of the meeting held on 24th June 2020 were agreed after a proposal by David Hewer and a second by Chris Walker.

5. Matters Arising from the Minutes of 24th June, Including Clerk's Report

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

Funding for Permissive Pathways at High Ash Farm

Having chased the office of Richard Bacon MP, it transpires that DEFRA has responded in March to the Westminster address, which has been closed. This letter advises *'As we move forward post our exit from the EU we will be looking to develop our own national agriculture and environmental policies. The cornerstone of future agriculture policy will be the payment of public money for environmental public goods. Paths that provide access to farmers' land enable people to access and spend time in the natural environment. Infrastructure is required for recreational walking, cycling and horse-riding and providing access to green space and countryside for disabled people. This is important for maintaining and improving physical and mental health and wellbeing and therefore provides public benefits. Public access will be an important issue and we will want to look at ways in which those who own or manage land can feel able to provide the opportunities for people to be able to enjoy the countryside, while balancing this against ensuring that the countryside remains a working environment.'* As this letter suggest there will not be a change in government policy until after Brexit, the matter can be removed from Matters Arising and monitored.

Police Shed

The extension to the shed has been completed and the cycle rack removed and reinstalled.

PROJECT COMPLETE.

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

All staff have now been issued with the poringland-pc.gov.uk email addresses. **PROJECT COMPLETE**

A146/B1332 Stacking Survey

This survey is ready to be released at an appropriate time when traffic movements can be deemed as 'normal'. **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 which would be supported. Men's Shed have provided a proposal which will be sent to Fields in Trust. **ONGOING**

Annual Report

This has been agreed, however there are currently problems in finding an alternative distribution company due to Covid-19. It was suggested that the Scouts may do this, or that the distributor of the South Side Guide may be able to assist. The Clerk is to contact these representatives or it will have to revert to councillors delivering the reports.

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. This was hoped to have been completed by the end of July.

Bar Stock.

A letter has been received from Priscilla Bacon Lodge, thanking the Parish Council for the donation of the alcohol. Events for August are being reviewed and the out of date bar stock for August which may not be used, will be distributed to the foodbank and Priscilla Bacon Lodge as previously agreed.

Assets of Community Value

Applications have been sent to South Norfolk Council who will make a decision by 27th August.

'Penelope' The Python

Photos have been taken of Penelope and signage can be created from this, giving the history of the artwork and encourage people to add to it.

Tree Warden Commemoration

The Clerk and the tree warden have met and agreed on a location on the site near the lagoon for a copper beech. The tree warden is considering the wording for the plaque. It is recommended that the tree be planted in October.

Parish Partnership Scheme

Norfolk County Council has confirmed that village gateways are acceptable under the Parish Partnership Scheme. More information on examples of gateways has been requested.

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 had sent a written report which had been distributed to councillors.

Cllr Spruce provided an apology on behalf of the Planning Department as two applications due to be discussed tonight had already been determined, despite the agreement of a time extension for the parish.

John Joyce raised that a non material amendment had been granted for the path between Potters Way and Hillside to remain a Type 1 surfacing rather than be upgraded to tarmac. Concerns had been raised about its disability compliance. The amendment had been done without consulting the Parish Council despite the knowledge that the Parish Council is due to take over this land in due course.

Trevor Spruce raised concerns about the adjoining railings not being suited to allow a mobility scooter through.

b) County Council Report

Cllr Thomson had sent a comprehensive report to the Parish Council. Information submitted included:

- The proposed improvements to the A47/A11 Thickthorn junction.
- The project to provide better facilities and access for visitors to the Roman Town at Caistor St Edmund.
- The NHS (Norfolk and Waveney) briefing on their response to Coronavirus.
- The planning application for a proposed new recycling centre has been submitted and is subject to consultation.
- Norfolk being the pilot area for coronavirus Test and Trace.
- The report in the EDP for a new 420 pupil school in Poringland. The most economic way to build a primary school is for two form entry communal areas, but it may only start with one form entry with space for future growth.
- The extra white line signage on the B1332 / A146 has been installed.
- The Clerk and the Highways Engineer have been in discussions about highway safety on St Mary's Road following a complaint. Wheelie bin stickers have been discussed to prevent 'sign blindness' which can occur with permanent signage.

He thanked parish councillors for their engagement with the site team and the public regarding the ongoing roadworks. He further advised that the brickweave area of the Budgens roundabout will disappear and it will be tarmacked along with the rest of the road. In response to queries about the roadworks finishing after 4pm, this would be because the site team are fully completing a section.

Chris Walker raised concerns about heavy vehicles using Burgate Lane to circumnavigate the roadworks. Vic Thomson advised that the diversion route is around the A146 and Norfolk County Council cannot be held to account for irresponsible driver behaviour. The Clerk has reported the branches that have broken down by heavy goods vehicles and are obstructing the footpath on Rectory Lane to Norfolk County Council Highways.

CLlr Thomson is to send the Clerk regular updates on the completion of the roadworks.

Vic Thomson Left the Meeting

c) Public Participation

No matters raised.

Standing orders were reinstated.

7. Planning

a. To Consider Applications Received

i. 2020/1012 – 109 Cawstons Meadow – Variation of condition 2 from 2020/0017 - Revised Design

Application determined by South Norfolk Council – approval with conditions.

ii. 2020/1102 – 22 Hillside – Proposed First Floor Front Extension

Application determined by South Norfolk Council – approval with conditions.

iii. 2020/1140 – St Lawrence, Bungay Road - Application to vary condition 5 of permission 2016/0872/D - Revised drainage.

Chris Walker presented this application. He noted that South Norfolk Council's Environmental Quality Team had been consulted on this application and did not support the strategy submitted. He proposed that the Parish Council support the Environmental Quality Team in objecting to this application, seconded by John Henson and carried.

iv. 2020/1237 – 73 Rectory Lane – Proposed 2 Storey Side Extension

John Joyce presented this application. He advised that the extension would cause minimal overlooking and noted that the resident of the property opposite supported the proposal.

John Joyce proposed that the Parish Council should have no objections to this application, seconded by Chris Walker and carried.

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

v. 2020/1282 – 27 Howe Lane – First Floor Front and Side Extensions, Including Front Infill Extension to Ground Floor

Trevor Spruce presented this application. He raised concerns that the extension would stand proud of the party wall, and that the extension would result in a distinct change of street scene. He proposed that the Parish Council objects to this application on these grounds, seconded by John Henson and carried.

vi. 2020/1322 – 121 The Street – Variation of Condition 2 of Planning Permission 2018/2649 – amendments to the approved plans.

The Clerk presented this application. The original design of this dwelling was for it to form an end terrace. Due to problems adjoining the new property, the new design is proposed to be a detached property. John Henson proposed that there be no objections to this application, seconded by Peter Lowndes-Burt and carried.

vi. 2020/1234 – 57 Potters Way – Conversion of Part of Existing Garage into Non-Habitable Garden Room

Trevor Spruce presented this application. It was noted that part of the conditions of the original planning application for the Norfolk Homes development was that none of the properties could be converted without the appropriate planning permission. Trevor Spruce advised that there was still room for four cars in the driveway and so there would be no impact on on-street parking. He proposed that there should be no objection to this application, seconded by John Hodgson and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) 2020/0681 – 31 Church Close – T2 - Ash Tree - Subsidence to property, put in root barrier. Crown reduction to leave approx height at 12m, crown to be reduced on southern side by approx 2m to leave spread of tree at approx 7.5m.. – **APPROVAL WITH CONDITIONS**

ii) 2020/0830 – 4 Caistor Lane – Erection of a two storey side extension including a single dormer window to front and two skylights to rear.– **APPROVAL WITH CONDITIONS**

iii) 2020/0890 – 8 Landsdowne Drive - Proposed single storey rear extension, extending 4.5m from the rear wall of the original dwelling house, with a maximum height of 2.99m and an eaves height of 2.99m – **PRIOR APPROVAL NOT REQUIRED**

iv) 2020/0428 – 2A Stoke Road - Erection of 7ft fence and 7ft wooden entrance gate to replace existing gate – **APPLICATION WITHDRAWN**

v) 2020/0454 – Land North of Stoke Road - Non Material Amendment to 2016/2388 - amended details relating to conditions 10 and 17 of 2016/2388 - (10) landscaping scheme (17) levels – **APPROVAL NO CONDITIONS**

vi) 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. **APPROVAL WITH CONDITIONS**

vii) 2020/1042 – 11 St Andrews Close - Two storey side and single story rear extensions – **APPROVAL WITH CONDITIONS**

c. Planning Appeals

i. 2019/2417 – 4 Green Fall - Retention of access gates at front of property

The Clerk advised that the Planning Inspector will be considering this application on comments already submitted. The Parish Council could either keep its original comments or withdraw them, no new comments will be permitted. It was agreed to retain the original comments.

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

The Clerk reported that the first community centre hire commences on 31st July. Week commencing 3rd August see the return of pilates, T'ai chi and Zumba classes. Whereas week commencing 24th August sees the return of Slimming World.

All play areas are now open and there have been no complaints received about the areas not being used in accordance with the guidelines.

South Norfolk Council has given the Parish Council the opportunity to have some 'shop with confidence' items to encourage local people to use local shops. Cllr Spruce and the Clerk have reviewed 5 suitable locations in the parish for the hand sanitiser stations, which would cover most of the local shops. Permissions are in the process of being obtained for these items.

The Clerk reported that she had attended a 'Rebuilding Communities' seminar run by NALC. At this meeting, parishes were encouraged to think about community resilience and how the parish would fare should a second wave of Covid-19 occur or when the furlough scheme ends. She stressed the need to work with the Good Neighbours scheme to see how this could be supported. It was agreed to discuss this at the next Strategic Meeting.

9. Finance

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

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

b) Accounts for Payment

i) To Agree Accounts for Payment

Trevor Spruce proposed that the following accounts for payment be accepted, seconded by Peter Lowndes-Burt and carried. This included the agreement to fulfil the account to CGM for grounds maintenance, with the exception of a retention of £450 which will be paid over when the hedges in the cemetery have been fully completed.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)		£8,615.21
Microshade	Hosted IT	£147.00
BT	Landline and Broadband	£92.83
Norfolk ALC	A Good Appraisal' Course	£30.00
Ian Smith Group	Stationery & Covid19 Items	£337.32
Norfolk Copiers	Quarterly Rental	£172.76
Norfolk Copiers	Printing Charges	£54.04
L. Gooderham	Mileage	£16.29
F. LeBon	Petty Cash Top Up	£2.95
Auditing Solutions	Audit 19/20	£534.00
Total Gas and Power	Electricity	£539.77
ESPO	Gas	£52.04
DW Sayer	Stock Taking Fee	£150.00
MCL Mechanical	Replacement seal to pipework	£128.70
MCL Mechanical	New water heater for kitchen	£568.85
Office Water Supplies	Quarterly Rental	£85.80
Glasdon	New Dog Bin	£260.28
Greenbarnes Ltd	Lettering for Noticeboard	£45.48
Screwix	Maintenance Materials	£58.95

Payee	Description	Amount
Flameskill	Fire Extinguisher Servicing	£71.64
CGM	Grounds Maintenance	£2998.48
Vortex	Grounds Maintenance	£587.00
Garden Guardian	Grounds Maintenance	£1,672.42
J&A Saunders	Window Cleaning	£120.00
Barclaycard	Various	£131.21
Central Source Ltd	Additional Belt Barriers	£284.94
Play Inspection Company	Play Area Inspections	£270.00
Bin Dirty	Bin Cleaning	£77.50
Norwich Electrical	Emergency Lighting Test & Repairs	£404.34
Faye LeBon	Refund for Cleaning Materials	£15.00
Name Withheld	Refund of community centre hire (Covid-19)	£100.00
	TOTAL	£18,624.80

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 Henson and carried.

Payee	Description	Amount
Spruce Landscapes	Take down and rehang cemetery gates and install B-Line sign	£102.00
	TOTAL	£102.00

Trevor Spruce Re-joined the Meeting

c) To Receive Quarterly Budget Report

The Clerk advised that all finances were on budget, with the exception of community centre income which, due to Covid-19, had had no income for the first quarter. An analysis of loss of income had been done and it had been established that from the date the community centre closed, to the end of July, in excess of £32,000 had been lost in income from the

community centre. The bar wastage would have to be added to this to establish a figure which reflected the true impact on the community centre.

d) To Receive Internal Audit Report

The internal audit report had been circulated to councillors. John Henson proposed this was received, seconded by Chris Walker and carried.

e) To Agree Annual Governance Statement for 2019/2020

John Henson proposed that the Parish Council had met all its obligations, seconded by Chris Walker and carried.

f) To Agree Annual Accounting Statements for 2019/2020

John Henson proposed that the Annual Accounting Statements be accepted, seconded by Chris Walker and carried.

10. Advisory and Working Groups

a) Neighbourhood Plan

John Henson reported that the six week consultation on the changes to Policy 2 commenced on Monday 29th June and runs to 5pm on 10th August 2020. Depending upon the result of the consultation, an examination may be needed for just this policy,

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.

It was agreed to discuss item (b) at the end of this section as it leads into the HR discussion to be held under item 12.

c) Community Land Project

i) To Receive Update on Community Land Project

John Joyce reported that a useful meeting had been held with South Norfolk Council on 16th July, to discuss the Parish Council's concerns with the land transfers from Norfolk Homes.

The Clerk advised that South Norfolk Council had recently provided details of Norfolk Homes' updated proposal and that South Norfolk Council had deemed this reasonable. This included the relinquishing of the access rights to the land by Norfolk Homes. The Clerk is in

the process of checking the contents of the email and is to ask South Norfolk Council whether the proposed commuted sum applies to just the Community Land Project land or whether it also includes the smaller parcels of land that Norfolk Homes also wanted to transfer at the same time.

d) Playing Field

i) To Consider Options for CCTV Upgrade

The draft minutes from this meeting had been circulated. It was agreed after a proposal from John Henson and a second from Chris Walker, to defer the decision on the CCTV upgrade as the proposals had not been reviewed.

Carl Pitelen queried the cutting of the bowling green. The Clerk advised that the contractor had been instructed to proceed with the cut.

e) Strategic Working Group

The draft minutes of this meeting had been circulated.

b) Community Centre Advisory Group

i) To Consider Plan for Re-Opening Café

John Hodgson had provided council with the plans and costings for reopening the café, which had been agreed by the community centre advisory group. He proposed that the café should be reopened for a 4 week trial period starting on 10th August. The café should be opened on a Monday, Wednesday and Friday between the hours of 9.30am to 12.30pm for teas/coffees and a limited food service. This was seconded by John Henson and carried.

11. To Receive Proposal to Close the Meeting for Item 12 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 12 should be closed to the public as it relates to terms and conditions of employment.

12. HR Advisory Group

c) To Consider Employment of a Person to Run the Community Centre Café

It was agreed after a proposal from John Joyce and a second from Trevor Spruce that a member of staff should be employed to run the community centre café for the trial period. Terms and conditions of employment were agreed and John Hodgson and the Clerk were given delegated authority to make the appointment.

a) To Receive Update Report on Interview Process for Assistant Clerk

The Clerk reported that the HR Advisory Group had met and agreed a shortlist of applicants for the position of Assistant Clerk. Tim Boucher, Chris Walker and the Clerk will be interviewing on 4th August.

b) To Agree Delegated Authority for the HR Advisory Group to Make Appointment for Assistant Clerk

It was agreed after a proposal from John Joyce and a second from John Hodgson to give delegated authority to Tim Boucher, Chris Walker and the Clerk to make the appointment of Assistant Clerk after interviewing each candidate.

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 due to the Commercial Sensitivity of the Item.

It was agreed after a proposal from Chris Walker and a second from John Hodgson that section 14 should be closed to the public due to the commercial sensitivity of the item.

14. To Consider Land Options

Tim Boucher had sent council a proposal for consideration in relation to land in the parish.

John Joyce proposed that the Parish Council should commit a maximum of £3,000 into a feasibility study to establish financial viability of the project, seconded by John Henson and carried. Tim Boucher and The Clerk were given delegated authority to proceed with the feasibility study for the project.

15. To Note Date of Next Parish Council Meeting.

This was noted as Wednesday 2nd September, commencing at 7pm by video conference.

The meeting closed at 9pm

CHAIRMAN