

Minutes of the Meeting of Poringland Parish Council
Wednesday 30th September 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) and Allison Haines (Assistant Clerk)

Also in Attendance:

Also in attendance was Vic Thomson (County Councillor) and five members of the public.

1. Chairman's Welcome

Tim Boucher welcomed everyone to the second meeting of the Parish Council in September, and advised that there is opportunity for the public to make comment and ask questions under item 6c.

2. To Record Apologies for Absence

All councillors were in attendance.

3. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 7(a), as a member of South Norfolk Council's Development Management Committee.

Trevor Spruce declared an interest in item 11 (b) and 11 (c)(ii).

John Hodgson declared an interest in item 11 (c)(ii).

4. To Agree Minutes of the Meeting Held on 2nd September 2020

After the amendment of a typographical error, the minutes of the meeting held on 2nd September 2020 were agreed after a proposal by David Hewer and a second by Chris Walker.

5. Matters Arising from the Minutes of 2nd 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.
- **A146/B1332 Stacking Survey:** This survey is ready to be released at an appropriate time when traffic movements can be deemed as 'normal'.
- **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 Clerk reported that an A2 sign for 'Penelope' would cost £74+VAT and provided councillors with a draft. It was agreed to proceed with the sign purchase.
- **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:** The Clerk is liaising with the highways engineer over prices for a village gateway to the south of the village.
- **Informal Football Equipment:** This is due to be delivered and installed on 6th October.
- **Fiveways Roundabout:** Framingham Earl Parish Council has been advised that the trigger has been hit for the developer to release the £12,000 to Norfolk County Council for improvements to the roundabout. The old preferred design has been located, but the Clerk raised concerns over the shingle which would likely end up on the road. Norfolk County Council Developer Services are due to contact the Clerk to

discuss the constraints on design. Queries were raised on maintenance of the roundabout. The Clerk advised that the roundabout is currently maintained by the Parish Council under the delegated verge agreement from Norfolk County Council.

Further to discussions last month regarding a potential land purchase, Tim Boucher proposed that no further action be taken due to the land value being greater than was originally quoted, and lack of commitment from the seller to provide the Parish Council with an option to purchase. This was seconded by John Joyce and carried.

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 South Norfolk and Broadland councils were in the process of aligning their planning enforcement policies.

The first draft of plans for the dualling for the A47 between Easton and North Tuddenham has been received and will be considered.

The Covid-19 discretionary grants fund had now closed. It is likely that the fund had been oversubscribed and difficult decisions may have to be made. £756,000 has been received from central government to distribute to residents suffering financial hardship as a result of Covid-19. Those receiving council tax support will be able to have their bills reduced further.

Originally South Norfolk Council had planned for a two year budget, but had changed this to one year on the basis of changing circumstances.

Norfolk is no longer deemed as an area of concern with regards to Covid-19, but residents should not become complacent.

South Norfolk Council has agreed its response to the government's planning white papers. Cllr Neal urged the Parish Council to consider the impact of the papers on Neighbourhood Plans, and whether they would all be deemed as out of date if the government's changes are approved.

The white paper on devolution in Norfolk was expected, but has now been delayed.

b) County Council Report

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

- The creation of ‘Police Connect’ where subscribers can receive information from the police by email, text or telephone, based on their local area.
- There is currently a consultation for the improvement of St Stephen’s Street in Norwich.
- As part of the sustainable transport agenda, the use of electric scooters in Norwich.
- The consultation for changes in ward boundaries (it is proposed that Poringland remains in the Henstead ward).
- Norfolk’s response to the Covid-19 outbreak at Banham Poultry helped to decrease the infection rate from 18.3 per 100,000 to 12 per 100,000.

He advised that caution had to be taken with designs for the Fiveways roundabout, because the roundabout is high on approach from every road and too much additional height would reduce visibility.

He had received a query about highway safety with regards to the B1332/Devlin Drive roundabout since the brick paving had been removed as part of the resurfacing works. He confirmed that this type of ‘offset’ roundabout would not be an approved design now, but was at the time it was constructed by the developer. However, the signage was not as clear as it could be southbound and this can potentially be addressed. There had only been one recorded incident at this roundabout so it was reasonably safe. Tim Boucher queried whether there was only one previous incident because of the brick paving.

He had reviewed the sharp turning on Rectory Lane / Upgate as a result of recent accidents and it had been agreed to paint ‘SLOW’ in the road.

He had arranged for the gullies on The Street to be jetted, and he, Cllr Spruce and the Clerk will be meeting on 1st October to discuss the recent flooding incidents on Boundary Way.

The entrance to the village via Shotesham Road was being reviewed as the speed limit goes from National Speed limit to 20mph, which is very unusual. Trevor Spruce suggested and additional village gateway in this area may help slow traffic down. Cllr Thomson advised that research into the effect of village gateways on speed reduction is positive. Peter

Lowndes-Burt suggested the use of countdown signs to the 20mph zone. Cllr Thomson will look into this.

John Joyce and Cllr Thomson have been working with a local resident to improve broadband speeds to 138 properties served by an Open Reach cabinet that only has a copper network, rather than fibre. It was agreed that the Parish Council can provide practical support for this project.

c) Public Participation

A member of the public noted that pedestrians were restricted from walking on the pavements around Trafalgar Square due to cars parking on the pavements. The Clerk advised that the Parish Council does not have the power to stop this. The police can take enforcement action over dangerous parking, but are rarely sufficiently resourced to make this a priority. However, there is a current government consultation regarding parking on pavements and making this illegal in the same way that it is in London. The Parish Council will be responding to this prior to the deadline of 22nd November.

A member of the public raised the matter about the tree that was subsiding on the footpath at Upgate. The clerk advised it had been reported to Norfolk County Council and will be chased.

Standing orders were reinstated.

Lisa Neal Left the Meeting for Section 7(a)

7. Planning

a. To Consider Applications Received

i. 2020/1058 – 4 Sunnyside Avenue – Demolition of Existing Dwelling and Erection of a New Single Storey House with Pitched Roof.

John Hodgson presented this application, and advised that it was the same application as was previously supported by the Parish Council, with the exception that there is to be a full demolition of the existing property, rather than a partial demolition. He proposed that the Parish Council should retain its support for this proposal. This was seconded by John Joyce and carried.

ii. 2020/1659 – 29 Shotesham Road – Single Storey Side Extension with Vehicular Access

Tim Boucher presented this application. He noted that the vehicular access is opposite the entrance to Bellamy Way, however planning conditions had been proposed by Norfolk County Council highways in relation to the access. It was also noted that the vehicular access is onto a 20mph road. Tim Boucher proposed that there should be no objections to this application, seconded by Chris Walker and carried.

iii. 2020/1682 – 31 Shotesham Road - Single Storey Side and Rear Extension

Tim Boucher presented this application. He noted that the proposal does not interfere with the privacy of the neighbouring property, and it does not create a new access. It will create a different roofline to the neighbouring property. John Henson raised concerns about the change in street scene. John Joyce felt it was not a strong enough of an inconsistency to object to the application. Tim Boucher proposed that there should be no objections to this application, seconded by John Joyce and carried.

iv. 2020/1689 – Land to the East of Overtons Way – Construction of 9 New Residential Dwelling Units, to Include 1 Retail Unit Facing North Towards Existing Retail and Commercial Units

Carl Pitelen presented this application. He read out the reasons that the planning inspectorate had dismissed the previous appeal against refusal of permission, and then showed the site layout of the current proposal and the previous proposal. There had been no changes in the application which would satisfy the concerns of the planning inspectorate. Not only this, but the site would be more overcrowded than previously proposed.

With regards to the retail unit, there was no space allocated for deliveries to the unit and there was insufficient parking for the residential units.

John Hodgson raised concerns about the ‘canyon’ effect on Devlin Drive that the residential units would cause.

John Henson noted that plots 4-6 had frontages right onto the pavement. This was inconsistent with the rest of the village, with the exception of properties at the end of Rectory Lane, and therefore out of character. He also noted that the properties will be built

on top of a French drain that was installed to reduce surface water from Budgens, which is built on top of a spring.

Tim Boucher raised concerns about the amount of hard landscaping.

The Clerk raised inconsistencies with the emerging Neighbourhood Plan, which included bin storage areas being proposed to the front of the properties, meaning bin lorries would have to stop between the two roundabouts and the removal of existing boundary hedges. It could also be argued that there were insufficient garden areas.

John Joyce raised that the applicant had raised concerns about viability for retail premises in the area, and would therefore have no choice but contribute to residential development.

Tim Boucher suggested that the applicant is only considering retail premises and not all commercial opportunities.

Carl Pitelen proposed that the Parish Council objects to this application, seconded by John Henson and carried.

Lisa Neal Rejoined the Meeting

b. To Note Planning Decisions

The following decisions were noted:

- i) 2020/1123 – Land South of Hillside – (T1) Poplar remove large limb overhanging property to pollard point 1-2m out from main stem and remove 2-3 small limbs below new pollard point back to stem. – **APPROVAL WITH CONDITIONS**

8. Correspondence and Consultations

a) To Consider Actions Regarding Complaints About Local Prescription Dispensing Services

Lisa Neal provided a background into why NHS England had not permitted a license for a second pharmacy in the village in 2018. Despite the Parish Council being supportive, other pharmacies, and indeed the two doctors' surgeries had objected. Contact has been retained with the applicant and they are still keen to open a pharmacy in Poringland.

A discussion occurred about whether this was a local problem, or a national political problem which only allows doctors to dispense if the patient lives over a mile from the

nearest chemist. A second chemist would reduce the number of properties that the doctors could dispense to, and therefore reduce income which is being spent on other medical services.

Other matters discussed were the aging population of Poringland and the inability of some of the demographic to use internet based dispensing services.

It was agreed that the Clerk is to work with the District Councillors on this matter and speak to the doctors' surgeries to find out if they would still retain their objections if a second pharmacy was proposed for Poringland.

b) To Agree Nomination for Trustee to the Poringland Fuel Allotment Trust

The Clerk reported that according to the Fuel Allotment Trust constitution, the Parish Council should nominate two trustees for a term that lasts 4 years. The term for Alison Randall had expired and the Parish Council should now nominate again, however Mrs Randall had expressed an interest in continuing for a further four years. David Hewer proposed that Alison Randall should be a Parish Council nominated representative for a further four year term, seconded by Chris Walker and carried.

c) To Consider Government Consultation 'Changes to the Current Planning System'
(deadline 1st October).

John Henson presented a draft response to the 35 questions posed by the government under this consultation. These were under the headings 'The standard method for assessing housing numbers in strategic plans', 'delivery of first homes', 'supporting small and medium sized developers' and 'extension of the planning in principle consent regime'.

Subject to minor amendments and the addition of raising that the government makes no reference to the accessibility of mortgage finance, this document was accepted after a proposal from Trevor Spruce and a second from Chris Walker.

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

John Henson and the Clerk have started drafting a response and the Clerk will send to councillors for comment in due course. An updated document will be included in the agenda pack for the meeting of 28th October.

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

Councillors are to send initial comments to the Clerk. The Clerk will provide a draft response in the agenda pack for the meeting of 28th October.

9. Open Space

a) To Consider Transfer Document for the Community Woodland and Southern Lagoon

The transfer document had been received from the Parish Council's solicitor just prior to the meeting. Whilst the Parish Council's solicitor had raised no concerns to the transfer, it was agreed that councillors should have sufficient time to review the documents. However, councillors did not wish to delay the transfer until the next meeting. Lisa Neal proposed that the Parish Council agree the transfer, subject to councillors being given 2 weeks to review the documents and send any comments or concerns to the Clerk. Seconded by Trevor Spruce and carried.

b) To Consider the Planting of Bulbs in Public Spaces

A budget was requested for the purchase of spring bulbs. Members of the public have taken an interest in assisting with bulb planting and areas such as around the community centre pond and on Mulberry Park have been identified as possible areas for planting. Members should also consider the purchase of bluebell and snowdrop bulbs for the community woodland.

A member of the public has requested permission to plant bulbs on the slopes of the Rosebery Park lagoon, and permission has been sought for this from Big Sky Developments. They are supportive and have offered to contribute to the cost of the bulbs.

It was agreed to budget £700 for bulbs, but commuted sums for the relevant areas should be used where possible. It was also agreed to ask if Big Sky would contribute £300 towards the project.

c) To Consider Agreement to Receive Transfer of Play Areas at Clements Gate

The Clerk reported that the Parish Council had been contacted by David Wilson Homes with regards to the possibility of transferring the play areas on the development to the Parish Council. The District Council's policy is not to take on play areas, and should the Parish

Council not wish to take on the areas, it will be passed to a management company. The commuted sums would be £13,598.10 for the equipped space and £73,382.40 for the Older children's and adults recreational space. These calculations are in line with South Norfolk Council's SPD.

Trevor Spruce advised that if the Parish Council does not take this on the residents of David Wilson Homes will be treated differently from residents of other areas of the village where the Parish Council has taken on the play areas.

David Hewer proposed that the Parish Council should accept the transfer of these play areas, seconded by Trevor Spruce and carried.

d) To Receive Update Report on Community Land Project

The Clerk provided a report on the Community Land Project, as part of the transfer of s106 lands from Norfolk Homes. Norfolk Homes had provided a plan of all lands to be transferred under the s106 agreement. It is proposed to transfer all these lands under one parcel. The gift land will be transferred at a later date as planning permission is required on this area for the levelling works, and South Norfolk Council has requested further survey works. Norfolk Homes has offered to take out an indemnity insurance to indemnify the Parish Council against any adversities resulting from the surveys on the gift land.

It was agreed in principle to commence with the transfer of the s106 lands, as soon as the community woodland and southern lagoon transfer has been completed. Norfolk Homes has agreed to pay for the Parish Council's legal fees in the matter.

10) To Receive Parish Council Update on Covid-19 Crisis

The Clerk reported that the community centre has started to accept evening bookings, taking into account the 10pm curfew. This is within the current caretaking capacity.

Other recent guidance changes that affect the community buildings is:

- Guidance specifies that "from 24 September, organised indoor sport and indoor exercise classes can continue to take place with larger [than 6] numbers present, provided groups of more than six do not mix". Therefore, all classes can continue in their present form.

- The staff exemption from wearing face coverings in the communal areas of the community buildings has been removed. Staff were already adhering to this, prior to the guidance being updated.
- Both the pavilion and community centre have been registered with test and trace and QR codes obtained.
- Times when staff are in the building(s) are now being recorded.
- The guidance regarding table service has now been made clear and that is 'In licensed premises, food and drink must be ordered from, and served at, a table.' Despite the fact that the community centre is not serving alcohol, it is still licensed premises, therefore ordering will need to be done at the table.
- There will be an effect on furlough from 1st November.

11. Finance

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

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

Trevor Spruce Disconnected from the Meeting

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

The Clerk reported that both contractors of concern had completed works towards the fulfilment of their contracts since the last meeting. There was no reason to withhold this months payment, but not sufficient works completed to pay the retained amount. This was agreed by members.

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)		£12,443.59
BT	Landline and Broadband	£92.39
L. Gooderham	Mileage	£17.60
Viking Direct	Stationery /Café Stock	£81.36
Viking direct	Office Desk	£232.80

Payee	Description	Amount
Total Gas and Power	Community Centre Electricity	£631.00
ESPO	Community Centre Gas	£50.78
World Pay	Card Charges	£6.06
CGM	Grounds Maintenance	£981.43
Vortex	Grounds Maintenance	£587.00
Garden Guardian	Grounds Maintenance	£836.20
Barclaycard	Various	£375.74
Veolia	Waste Removal	£76.94
Faye LeBon	Café Stock & office equipment	£113.97
Pitkin & Ruddock	Repair to Air conditioning	£241.50
Wave	Water Rates	£157.07
Unity Bank	Quarterly bank charges	£7.70
Hugh Crane	Cleaning Consumables	£61.62
Nisbetts	Kitchen items	£44.37
OPCC	Shed rental 19-20	£240.00
Cooks Blinds and Shutters	Maintenance of shutters	£328.80
UK DMO	Public Works Loan	£4,356.63
Faye LeBon	Petty Cash Top Up	£65.61
Wave	Community Centre Water Rates	£19.45
JS Gannon	Repairs to Victory Park Play Area	£265.00
JS Gannon	Repair to community centre door	£70.00
Rialtas	VAT MTD Fee	£70.80
Name Withheld	Car Boot Sale Refund	£1.00
Name Withheld	Car Boot Sale Refund	£7.00
Name Withheld	Car Boot Sale Refund	£8.00
Name Withheld	Car Boot Sale Refund	£15.00
Name Withheld	Car Boot Sale Refund	£7.00
Name Withheld	Whitney refund	£10.00
Name Withheld	Craft Fair Refund	£10.00

Payee	Description	Amount
Name Withheld	Community centre hire refund	£72.00
		TOTAL £22,585.41

John Hodgson Disconnected from the Meeting

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

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

Payee	Description	Amount
Spruce Landscapes	Installation of Dog Bin	£72.00
Spruce Landscapes	Repair of Bench	£60.00
Mr J. Hodgson	Café Expenditure	£183.58
Mr J. Hodgson	Refund of community centre hire	£27.50
		TOTAL £343.08

Trevor Spruce and John Hodgson Re-joined the Meeting

d) To Agree Donation to RBL for Poppy Wreath

Tim Boucher proposed that the Parish Council should donate the same as in 2019, seconded by Chris Walker and carried.

e) To Appoint Internal Auditor to Review 2020/2021 Accounts

The Clerk recommended the Parish Council appoints Auditing Solutions on the grounds of their support during the previous annual audits. Lisa Neal proposed that Auditing Solutions to be reappointed, seconded by David Hewer and carried.

12. Advisory and Working Groups

a) Neighbourhood Plan

John Henson reported that the Examiner for the examination of Policy 2 has been appointed and examination has commenced. The Parish Council has been given the opportunity to comment on the responses received in the consultation. All responses were positive, with the exception of Gladman Developments. The Parish Council's response to Gladman's comments had been circulated to council and then forwarded to the examiner.

c) Playing Field

i) To Receive Update on the Possibility of a Men's Shed on the Playing Field

After discussions with Fields in Trust, their solicitors have advised that they are sympathetic to the cause of the Men's Shed and have requested a formal application for a structure on the playing field be submitted. This has been done as the Trustees are meeting on 1st October. This does not commit the Trust to building anything, it just, if successful, releases the covenant for the building of a structure.

ii) To Consider Improvements to CCTV

Three quotes were presented for the repairs and upgrade to the CCTV at the playing field (also incorporating additional works at the community centre). It was noted that the playing field has additional income of £500 which was previously not budgeted for, which can be put towards this project. It was agreed after a proposal from Lisa Neal and a second from David Hewer to award the works to The Alarm Company.

iii) To Consider Principle of Installing a BT Open Reach Cabinet on Playing Field Land

The Clerk reported that the Trust has been approached by Intouch Systems who have been given funding by the Government's Education Department to deliver Ultra-Fast Fibre connectivity to Poringland Primary School and are looking for a suitable location for a roadside cabinet.

As there is no appropriate highway location, they would like to put a cabinet on the Trust's land. In return they would offer a free of charge Ultra-Fast broadband connection to the pavilion. They would site the box in consultation with the Trust and it is possible this could be placed close to the fence line. An application to Fields In Trust would have to be made, but it has been suggested that this would be supported.

John Henson proposed that the proposal from Intouch be accepted, seconded by David Hewer and carried.

13. To Discuss Christmas Event

It was agreed that the Parish Council will pay for the material costs of creating a ‘sleigh’ which can be driven through the village.

A Christmas event in a similar format as was held last year is not possible as the Parish Council cannot be seen to be encouraging social gatherings.

It was suggested that there could be a live feed when the lights are turned on the Christmas Tree.

A Christmas lunch for lonely and vulnerable people was considered. Assistance could be sought from local business to pay for the meal, and volunteer help would be sought for serving. This would have to be risk assessed and could proceed, but only with caution and within prevailing government guidelines.

The Clerk raised the possibility of a feature in the grounds of the community centre. Further information should be supplied to councillors prior to progressing with this.

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 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.

15. To Consider Recommendations from HR Advisory Group

Recommendations were made by the HR Advisory Group covering the agreed national pay increase, staffing for the café, an update on the agreed staffing restructure and acknowledgement for works during the Covid-19 lockdown.

16. To Note Date of Next Parish Council Meeting.

This was noted as Wednesday 28th October, commencing at 7pm by video conference.

The meeting closed at 10.10pm

CHAIRMAN