

Minutes of the Meeting of Poringland Parish Council  
Wednesday 6<sup>th</sup> January 2021 7pm  
Meeting Held by Video Conference

**In Attendance**

Tim Boucher

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 eight members of the public.

**1. Election of Chairman**

Tim Boucher stood down as Chairman of Poringland Parish Council. Chris Walker proposed that John Joyce should be the next Chairman of Poringland Parish Council, seconded by David Hewer. There were no further nominations and the motion was carried. John Joyce thanked the council and signed the declaration of acceptance of office.

A vote of thanks was given to Tim Boucher for the work he had put in and everything he had accomplished during his time as Chairman.

As this had led to a vacancy for the position of vice chairman, John Joyce proposed that Tim Boucher should become the vice chairman of Poringland Parish Council. This was seconded by Trevor Spruce and, there being no further nominations, carried.

John Joyce advised that there would be an item of urgent business relating to the staffing of the Parish Council during this lockdown period, which would have to be discussed at the end of the meeting in a closed session. He also advised parishioners that there would be opportunity to speak under item 6c (public participation).

## **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 10(b) and 10(d)(ii) and 10(e)(i)

David Hewer declared an interest in item 12

## **4. To Agree Minutes of the Meeting Held on 25<sup>th</sup> November 2020**

After the amendment of typographical errors, the minutes of the meeting held on 25<sup>th</sup> November 2020 were agreed after a proposal by John Henson and a second by David Hewer.

## **5. Matters Arising from the Minutes of 25<sup>th</sup> November 2020, Including Clerk's Report**

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

- ***Tree Warden Commemoration:*** The Copper Beech has been purchased and planted. The associated plaque has been ordered and just required installation.
- ***Parish Partnership Scheme:*** An application has been made for village gateways to the south of the village, and on entry to the village from Shotesham Road. The Parish Council will find out if it has been successful in March.
- ***CCTV Improvements:*** The physical works to the CCTV system at the pavilion have been completed. Now that the ultra fast broadband has been installed at the pavilion, a link can be established to the community centre.

- **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.
- **Dog Bin at Clements Gate.** Further to the Parish Council accepting the offer from David Wilson Homes to accept ownership and maintenance of a dog bin on Clements Gate in exchange for a commuted sum of £2,000, an invoice has been issued to David Wilson Homes, but this has yet to be settled.
- **Bulbs:** All bulb planting is now complete.
- **Subsiding Tree on BR6:** This has now been removed.
- **Ultra-Fast Fibre Broadband to Pavilion:** This has been installed and the project complete.
- **Public Space Protection Order.** The Parish Council's support for this was conveyed to South Norfolk Council. The Public Spaces Protection Order was issued by South Norfolk Council on 14<sup>th</sup> December.
- **Financial Contribution to The Octagon.** Further details have been requested from the P.C.C in relation to this request.
- **Fiveways Roundabout Project.** Details of the members of the working group have been sent to Framingham Earl Parish Council. It was reported that a productive meeting was held on 4<sup>th</sup> January to move this project forwards.
- **Petition for 20mph Speed Limit on Caistor Lane.** The petition has been sent to Norfolk County Council along with the SAM2 data and the crashmap data. This information has also been conveyed to the resident who sent the petition
- **Norfolk Homes s106 Agreement.** A further amendment has been made in the s106 agreement between Norfolk Homes and South Norfolk Council to include a deadline for transfer. The definition of the nominated body will now read: *Nominated Body means Poringland Parish Council, or where Poringland Parish Council fails to complete the transfer of all or part of the land to be transferred by 1 March 2020 AND PROVIDED THAT a minimum of 28 days have elapsed from the date of receipt of a signed transfer deed from the Developer by Poringland Parish Council, it shall mean the Management Company AND FOR THE AVOIDANCE OF DOUBT a different body may be agreed for each separate area of land to be transferred unless otherwise agreed in writing between the Parties.*  
Chris Walker corrected the date to complete the agreement to 1<sup>st</sup> March 2021.

## **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 Council has been reviewing the localised flooding over the Christmas period. With regards to the flooding at Bennett Homes, the planning department has met to discuss how agencies such as the Environment Agency and the Lead

Flood Authority can work together to secure adequate planning conditions. The Bennett Homes development was classed as Flood Zone 1 so is a low flood risk.

It was emphasised that flooding should be reported to the Lead Flood Authority, but assurances were given that this is being fully investigated.

Cllr Neal had reviewed the emergency plans made by the Strategic Six Group. They are all out of date and suggested a working group to update the Poringland Plan. David Hewer advised that he would be happy to help update the plan.

The Clerk queried the definition of Flood Zone 1 as an area not at risk from sea or river flooding. This being the definition, Poringland is unlikely to ever be a flood risk. Cllr Neal responded that this was National Policy and there was a further drainage strategy specifically for Poringland.

Cllr Neal reported that the fitness equipment on the field to the south of the village had been there in excess of the 56 days permitted without planning permission. Planning permission is now required to regularise the business. Investigations are also being made to see if the signage requires planning permission.

Changes have been made to the permitted development rules, in that fast track approval can be granted for applications to build upwards, without increasing the footprint of the building. There have also been changes to fast track brownfield regeneration and high street regeneration.

In reference to the Neighbourhood Plan, there may be a justifiable case to change Policy 2 so that it better meets the aspirations of the community. Weekly meetings were held up until Christmas on the Greater Norwich Plan and the plan should be going to Cabinet on 11<sup>th</sup> January. The plan also needs to be presented to the Cabinets of Broadland and Norwich City Council. There were 44K responses to the Government's planning White Paper, which will inevitably cause delay.

With regards to economic growth, there is now another round of grants available as a result of the latest Covid-19 lockdown.

The next planning training session for Parish Council's is on 19<sup>th</sup> January.

Tim Boucher queried whether South Norfolk Council will be keeping track of the vaccination rate within the district and whether there could be an update each month. Cllr Neal will look into this.

#### b) County Council Report

Vic Thomson reported that all vaccines are controlled by the NHS. Vaccination of priority groups had already started.

All flooding incidents over Christmas are being investigated, as is the event rate (eg: is this a 1 in 100 year event / 1 in 1,000 year event etc).

The road markings outside the Railway Tavern are in the process of being restored, and the highway safety team is considering restoring the bricks around the Budgens roundabout.

In regards to school places, the projections for the September 2021 intake look balanced, but more will be known by the end of February. Sites for the new school are presently being looked at and assessed.

There has been sufficient uptake on the fibre to property broadband scheme to proceed with the project. An approach has been made with regards to Cabinet 6 (corner of Shotesham Road) for a similar project.

It remains unclear whether the elections in May will still go ahead.

*Vic Thomson Left the Meeting, Due to a Prior Commitment*

#### c) Public Participation

A member of the public made representation about the amended planning application 2020/1925. He stressed the negative impact the development would have on the property St Lawrence. Unlike the planning application for Burgate Lane, there is only one property that would be impacted, but this impact would be striking causing the property to be surrounded by development. The need for the Parish Council to support the principle of care based living was understood, but stressed the need for the Parish Council to understand the burden that was being placed on the neighbouring property. The member of the public advised that the applicant had a 28 hectare site and felt that it was not necessary to fill all of it with development.

John Joyce thanked the member of the public for their representation.

*Standing orders were reinstated.*

*Lisa Neal withdrew from the meeting.*

## **7. Planning**

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

*i. 2020/2218 – Land West of the Grove – Agricultural Workers Dwelling at Grove Farm, for Association with Works to the Farm Itself*

It was agreed to consider this application later on the agenda.

*ii. 2020/2285 – 28 The Ramblers – Single Storey Rear Extension, Loft Conversion and Addition of Windows*

Trevor Spruce presented this application. He advised that there had been no neighbour objections to date. The property backs onto woodland so the proposed development would not be intrusive to another property. There would be no visual impact and there would remain ample parking space. He proposed that there should be no objections to this application, seconded by David Hewer and carried.

*iii. 2020/2318 – 55 Howe Lane – Single Storey Front Extension and First Floor Side Extension*

John Hodgson presented this application. The adjacent property has a similar extension and there remains ample car parking space. Whilst the extension is large, it is an improvement to the property with no impact on neighbouring properties. John Hodgson proposed that there should be no objections to the application, seconded by Chris Walker and carried.

*i. 2020/2218 – Land West of the Grove – Agricultural Workers Dwelling at Grove Farm, for Association with Works to the Farm Itself*

Tim Boucher presented this application. He detailed that this was a proposed bungalow next to existing chicken sheds, designed for use by the manager of the chicken farms. The proposed dwelling is remote from other dwellings and therefore would not impact upon them.

Chris Walker noted that there had been objections to the application from a member of the public.

Queries were raised about the impact on the nearby trees and whether all tied properties are currently being used for the purpose of agricultural employees. Tim Boucher advised that there is no proposal to remove trees from the wooded area, and that if this dwelling were to be offered as a private residence, then this would require further planning permission.

Tim Boucher proposed that there should be no objections to this application, on the provision that the dwelling is retained as a tied property for agricultural workers of the business of the applicant. Seconded by Chris Walker and carried.

*iv. 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. (AMENDED APPLICATION)*

Chris Walker presented this application. He read out the decision by Poringland Parish Council on the original application. He noted that the amended application focused on a clarification statement that had tried to mitigate the concerns of the objections that had been raised on the original application. He acknowledged a letter sent by a member of the public representing a property next to the proposed development.

John Hodgson clarified that there is no development proposed to the eastern boundary of the neighbouring property.

Chris Walker proposed that, on balance, the Parish Council should continue to not object to this application. Seconded by David Hewer and carried.

#### **b. To Note Planning Decisions**

The following decisions were noted:

i) 2020/1732 – 14 Meadow Way – Works to TPO Trees - Oak tree (in rear garden) - reduce height of approx 16m and 15m spread to leave height of approx 13m and 12m spread.

#### **APPROVAL WITH CONDITIONS**

ii) 2020/1789 – 40A The Street - Erection of flat roof single storey side extension.–

#### **APPROVAL WITH CONDITIONS**

iii) 2020/2038 – Land North of Shotesham Road - Non material Amendment from 2014/0319  
- Proposed external finishes changes to all plots including, render colours altered to work in with new cladding, cladding colour changes, brick manufacturer changed for supply reasons and block paving colours updated. – **APPROVAL NO CONDITIONS**

iv) 2020/1682 – 31 Shotesham Road – Single storey side & rear extension - **APPROVAL WITH CONDITIONS**

v) 2020/2039 – Phase 2 Area C Devlin Drive – Non Material Amendment from 2000/0995 -  
Soil levelling of proposed public open space area. - **APPROVAL NO CONDITIONS**

*Lisa Neal Re-joined the Meeting*

## **8. Correspondence and Consultations**

### a) To Consider Response to Police and Crime Commissioner Budget Consultation (Deadline 21<sup>st</sup> January 2021)

This consultation detailed a proposal to increase the Police share of the council tax by 5.68% to support policing in Norfolk. After consideration it was agreed, after a proposal from John Henson and a second from Chris Walker, not to respond to this consultation.

### b) To Formally Acknowledge Those Involved in the Christmas Project

Thanks were given to those involved in the Christmas Project:

Ben Burgess – for loan of the gator, trailer and cherry picker.

Spruce Landscapes for purchase and transportation of the tree and purchase of sleigh materials.

Sean Curtis for installing and decorating the tree

All who dressed up for the Santa sleigh event.

Men's Shed for construction of the sleigh and Carl Pitelen (and his family)

The support truck for helping to keep everyone safe.

Poringland Primary school and everyone who helped to promote the event.

Radio Norfolk and Wally Webb

South Norfolk Council for a grant.

The clerk for co-ordinating the events.

## 9. To Receive Parish Council Update on Covid-19 Crisis

The Clerk had provided a written report based on national guidance for Tier 4, however much had changed since the report was published as the country had now been placed in lockdown for the third time. An update on staffing would be given in the closed session at the end of the meeting. It was stressed that details about the proposed use of community centre were, at this stage, confidential.

## 10. Finance

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

The receipts, payments and bank reconciliation for November 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 gave a report on contractor performance. It was agreed that another staged payment should be made to one of the contractors, but a site meeting should be requested with the second to discuss the completion of the contract.

### c) To Receive Notification of Donation from Framingham Earl Parish Council

It was noted that a donation of £100 had been received from Framingham Earl Parish Council for the maintenance of Poringland Playing Field. It was agreed that the Clerk should thank Framingham Earl Parish Council for their generosity.

### d) Accounts for Payment

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

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

Payee	Description	Amount
	Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)	£10,547.84
Ian Smith	Office Equipment & Stationery	£126.39
BT	Telephone - Dec	£92.74
BT	Telephone - Nov	£93.08

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Norfolk copiers	General Printing	£26.33
Microshade	Hosted IT	£209.70
Unity Trust bank	Bank Charges	£20.70
Information Commissioners Office	Data Protection Subscription	£35.00
Total Gas and power	Community Centre Electricity	£650.61
Espo	Community Centre Gas	£213.58
Wave	Community Centre Water	£13.24
MPS Doors	Community Centre Dorr Repair	£120.00
RWB	Extra sockets in office	£370.50
Hugh Crane	Cleaning consumables	£150.80
The Alarm company	Maintenance	£314.40
Yare Shipping	Café Stock	£217.21
Worldpay	Café Card Charges	£22.90
Screwfix	Cafe storage	£9.52
Glasdon	Dog bin	£236.71
J S Gannon	Bench Refurbishment	£90.00
South Norfolk Council	Alcohol Licence	£70.00
High Street Safari	Christmas Trail	£210.00
Men's Shed	Materials for Sleigh	£115.06
Garden Guardian	Grounds Maintenance	£385.00
vortex grounds	Grounds Maintenance	£587.00
Veolia	Waste Removal	£76.94
Barclaycard	Various	£204.04
Faye LeBon	Café / Christmas Event	£128.71
Amazon Business	cooking utensils/ reindeer costume	£176.21
Bartlett signs	signs	£104.40
J&A Saunders	Window Cleaning	£205.00
Office Water Supplies	Hire of Water Cooler	£85.50

Payee	Description	Amount
Faye LeBon	Petty Cash Top Up	£60.45
Ezyglide	Servicing of Partitions	£678.00
Lisa Gooderham	Mileage	£20.39
	<b>TOTAL</b>	<b>£16,667.95</b>

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

The following accounts for payment were agreed

Payee	Description	Amount
Spruce Landscapes	Removal of Hedge Cuttings	£96.00
Spruce Landscapes	Install Dog Bin	£36.00
Spruce Landscapes	Level 12no. Graves	£417.60
	<b>TOTAL</b>	<b>£549.60</b>

e) To Consider Recommendations from the Finance and Governance Advisory Group

The draft minutes from the meeting had been circulated.

*i) To Agree Grounds Maintenance Contracts*

Five companies had been approached to quote for the grounds maintenance contracts for the 2021/2022 season, with three companies providing quotations.

Discussions occurred as to how less staff time can be used in the management of contractors. The Amenities Advisory Group is to be utilised more to assist. The Clerk is to try to ask contractors for a brief email when they have attended site detailing the work they have done. It was agreed to award the following contracts after a proposal from Chris Walker and a second from David Hewer:

Burial Ground	Spruce Landscapes	£5,200 + £30 per ad hoc plot (based on 10 ad hoc plots p/a)
Community Centre	Garden Guardian	£1,420
Community Woodland	Garden Guardian	£330
Devlin Drive	Garden Guardian	£830
Memorial Garden	Vortex	£890

Verges	Garden Guardian	£2,684
Mulberry Grass	Garden Guardian	£1,100
Mulberry Grounds	Garden Guardian	£1,100
Playing Field Grass	Vortex	£900
Playing Field Grounds	Vortex	£1,140
Rosebery Park	Vortex	£1,480
Trafalgar Square	Vortex	£1,160

*Trevor Spruce Re-joined the Meeting*

*ii) To Agree Budget and Precept for 2021/2022*

Chris Walker presented this item. He advised that it had been a challenge forecasting for 2021/2022 when it was unknown as to when the country would be returning to normal after the pandemic. The tax base had only increased by one despite the level of development in the village, showing that people were falling out of the criteria for paying council tax.

Discussions also occurred as to the predicted level of free reserves at the end of year. It was predicted that £30,000 of reserves would have been utilised over this financial year and the advisory group discussed whether this should be recouped. The Advisory Group decided that it should be recouped in due course, but it would be inappropriate to do so in the 2021/2022 financial year, given the difficult financial year many people have had. Chris Walker proposed that the precept should be set at £179,363.64, an increase of 1.89% on a Band D property. This was seconded by Lisa Neal and carried.

Trevor Spruce thanked Chris Walker for his work on the budget.

*iii) To Agree Extension to Café Support*

When the café was set up, it was agreed that the Parish Council would support the café up to £900 in set up costs. The clerk provided a breakdown of the performance of the café which showed that the café was moving into profit until the lockdown in November. Expenditure had also been divided into consumables and equipment, and it was noted that

the equipment would not be a recurring cost. The Parish Council agreed to support the café to an amount of £1,500 until year end.

*iv) To Agree Changes to Barclaycard Access*

It was agreed that the Clerk and Assistant Clerk should have a company Barclaycard, alongside the caretaker. As David Hewer was the only authorised signatory on the account, Chris Walker, John Joyce and Tim Boucher should also be added. This was proposed by Chris Walker, seconded by Tim Boucher and carried.

**11. To Consider Updated Wording for Policy 2 of the Neighbourhood Plan**

A report was circulated with the original wording and the wording proposed by the examiner, along with reason why this amended wording would not meet the aspirations of the people in the village. South Norfolk Council planning policy officers have sought legal advice and are in the process of amending the policy wording to better suit the plan. It was agreed to give John Henson, John Joyce and the Clerk delegated authority to resolve this with South Norfolk Council officers, unless they feel it should be brought back to full council.

**12. To Consider Monthly Parish Council Publication**

John Joyce had previously sent councillors information on the benefits of a monthly publication, primarily to be accessed online and in noticeboards, but eventually it is hoped to be left in local businesses. It was assured that the publication would be designed to complement the 5+ magazine and there was no intention for the publication to be delivered to every household.

Discussions occurred over the name of the publication, and ideas are to be sent to the Clerk by Friday. Discussions were also had over whether a monthly or bi-monthly edition would be preferable.

It was agreed to trial a monthly publication for a period of three months after a proposal from John Joyce and a second from John Hodgson.

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

This was noted as Wednesday 27<sup>th</sup> January 2021, commencing at 7pm by video conference.

*Urgent Business*

**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 item 15 should be closed to the public. The public left the meeting.

**15. To Consider Staffing Arrangements of Parish Council under Lockdown 3**

The working arrangements of each member of staff and the proposed staff under the recruitment process were reviewed and agreed. As the Parish Council staffing is likely to be subject to change at short notice, as a result of changes in legislation, delegated authority to change working arrangements would be delegated to the Clerk, in consultation with the HR Advisory group and the Parish Council chairman. This was agreed after a proposal from John Joyce and a second from Tim Boucher.

The meeting closed at 9pm

**CHAIRMAN**