

Minutes of the Meeting of Poringland Parish Council
Wednesday 6th October 2021 7pm
Meeting Held at Poringland Community Centre

In Attendance

John Joyce (Chairman)

Ken Aldridge

Sean Curtis

John Henson

David Hewer

Lisa Neal

John Overton

Chris Walker

Also in Attendance:

Also in attendance was Faye LeBon (Parish Clerk), Vic Thomson (County Councillor), P.C Sherry Locke (Norfolk Constabulary) and two members of the public.

Carl Pitelen was present online.

1. Chairman's Welcome

John Joyce welcomed everyone to the meeting and advised that there would be time allocated for public participation under item 6d.

He reported that a donation had been received from the family of Stephen Warming to purchase some bulbs to be planted in the village in his memory. It was suggested that a plaque should be sought as well and this would be delegated to the amenities group.

The incoming Assistant Clerk was welcomed to the meeting.

2. To Record Apologies for Absence

Apologies were accepted from Tim Boucher and Trevor Spruce. Whilst absent from the meeting, Carl Pitelen was available online.

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.

John Overton advised he would refrain from commenting on planning applications.

John Overton declared an interest in item 7(a)(i) as a governor of the school.

John Joyce made the meeting aware that he lived on Sebald Crescent, but was at sufficient distance to not have an interest in item 7c.

4. To Agree Minutes of the Meeting Held on 1st September 2021

The minutes of the meeting held on 1st September 2021 were agreed after a proposal by Chris Walker and a second by David Hewer.

4. Matters Arising from the Minutes of 1st September 2021, Including the Clerk's Report

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

Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road - The Parish Council's request for an extension of the gritting route has been rejected by Norfolk County Council. A freedom of information request had been sent to Norfolk County Council to find out how many requests from parishes had been successful and details of the policy about signposting requests about gritting of roads to parishes. The result of this request was that the signposting to parishes wasn't a policy but a procedure and therefore there were no meeting minutes nor a consultation with parishes about this matter. In 2020/2021 there were 3 requests by parishes to increase gritting routes and one was successful. In 2021/2022 there had been 14 requests from parishes and again only one was successful.

Carr Lane. The bollards have been replaced and therefore Carr Lane is now accessible by machinery. The Parish Council's contractor has been instructed to cut back the hedge adjacent to the lagoon and this will be programmed within the next 3 weeks. Norfolk County Council is working to create a plan of this area to determine which areas of Carr Lane are the responsibility of highways and which are landowner. Norfolk County Council has yet to respond to the Parish Council's formal proposal of March 2021.

Mulberry Playing Field Drainage. Three quotes had been obtained for a topography report to enable the progressing of the plan to improve the drainage of this area. It was agreed to proceed with the proposal from Parish Land Surveys.

Parish Partnership. The Amenities Advisory Group has approved the gateway signs and Norfolk County Council has placed the order. Norfolk County Council has advised that the signs have been constructed, they are just awaiting installation.

Water Sensors. The Clerk has met with representatives of Norfolk County Council's Innovations team onsite to discuss further requirements, both for the sensors and for the reporting.

SAM Signs on Rectory Lane. The SAM sign data for the new site on Rectory Lane has been collated and sent to all parties that requested it. The historic SAM data for all sites has been analysed, downloaded and placed on the Parish Council's website so it is accessible for all.

Graffiti Art. The graffiti art instructed has been completed. Designs for the sides of the bus shelter were distributed to members and it was agreed to proceed with this additional artwork in time for Remembrance Sunday. The Clerk is to source an alternative noticeboard that can be used by the Parish Council and members of the public, as the noticeboards will have to be removed from the bus shelter. It was agreed to do a press release on this artwork.

Community Centre Improvements. The hybrid meeting equipment and associated electrical works have been installed. The vanity units will be costed for next years' budget.

Mulberry Play Area Repairs. The urgent repairs to the Mulberry Play area are due to be completed on 12th October.

Pond Clearance Works. The pond improvement works to the community centre pond by the Norwich Fringe Project were completed on 29th September, and the works to the memorial garden pond is in the process of being programmed in.

New Play Areas. An updated plan is awaited from Big Sky on the proposed play area to the south west of the village. The updated plan from Norfolk Homes was distributed to members and agreed.

Wildflower Meadow. Norfolk Wildlife Trust attended site on 16th September and provided green hay which was spread by local volunteers. Covering such a large area was made possible by Cllrs Pitelen and Curtis in the preparation of the land.

Memorial Repair. Options for repair were provided to councillors. It was agreed to instruct Abbey Memorials to repair the memorial and place a charge on the grave.

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) Norfolk Constabulary (P.C Sherry Locke)

P.C Locke advised that the local police priorities for the next quarter were speeding, road safety and anti-social behaviour. On 6th October the South Norfolk Beat Managers and their colleagues had a high visibility day in Poringland. They focussed on parking around the schools and speeding, doing checks along Norwich Road near Octagon Barn, Stoke Road,

Caistor Lane and Upgate. Speeding tickets were issued, a drug driver was arrested and a further arrest was made after a stolen vehicle was identified.

Walkabouts have been arranged with different parishes on a monthly basis. On 16th September Vic Thomson, John Joyce and the Clerk walked round Poringland with P.C Locke, discussing issues of concern.

John Overton raised concerns that a resident had allegedly not been able to contact the police on 101. P.C Locke emphasised that emergency calls should always be made to 999. And an alternative to calling 101 would be to report a non-emergency incident via the website.

A member of the public raised a report about a person acting suspiciously. P.C Locke advised that this had been passed to her and she had responded.

Lisa Neal raised a previous report. P.C Locke advised that the person concerned had been spoken to. She further advised that index numbers are very helpful in relation to a vehicle being involved.

P.C Locke was thanked for her work in the village and for her attendance at the meeting.

P.C Locke left the meeting.

b) District Council Report

Cllr Overton reported that Framingham Earl Parish Council had approved the bulb planting scheme at the Fiveways roundabout.

Cllr Neal reported that she had attended a virtual meeting with the police to help set the local priorities. She emphasised the effectiveness of community speedwatch and hoped that a group could be set up in the village. David Hwer advised that it would be useful if a police officer were able to attend the next meeting of the Strategic Six.

Ken Aldridge queried the penalties for being caught speeding by the speedwatch team, and whether the equipment was calibrated. It was advised that the equipment is regularly calibrated by the supplier and there is a mixture of treatments for speeders, ranging from a letter being written to the offender, to the information being passed to the police for escalated action.

South Norfolk Council has taken on 13 apprentices, with a further 5 positions to fill.

South Norfolk Council is working alongside the other District Councils and Norfolk County Council to support Afghan refugees. The District has two spare properties for utilisation, and will be talking to private landlords to increase the provision.

All Licensing Authorities must review their Gambling Policy every 3 years, and South Norfolk Council's consultation on their policy review runs until 1st November.

The Norfolk Strategic Flood Alliance has been created in response to the floods in December 2020. A single non-emergency number has been created for residents to use in the event of a flood. Areas to focus on moving forwards to alleviate flooding include ditches and Riparian Rights. David Hower advised that he had been appointed the Norfolk ALC representative to the Norfolk Strategic Flood Alliance.

Money has been received from central government to support local businesses and grants of up to £2,000 will be available for small businesses.

c) County Council Report

Vic Thomson reported that Riparian Rights will be a significant matter for the Norfolk Strategic Flood Alliance.

He encouraged more people to attend the quarterly police meetings to ensure better representation when the police set their local priorities.

Norfolk County Council is emphasising that, whilst restrictions have been lifted, Covid-19 has still not gone away. Parishes will be receiving plaques for their work during the pandemic.

The library rules on overdue books have now reverted back to their original rules now that lockdown is over.

The recycling centre at Harford will now be a brick building rather than steel, and is on target to be completed at the end of October. There are hazardous waste amnesty days to be held at the recycling centres, including the local one at Ketteringham.

Car parks, such as those at the community centre, may wish to consider installing charging points for electric cars to help reduce range anxiety.

Norfolk County Council officers are to do a detailed map of Carr Lane to show which areas are privately owned and which are highway responsibility, to ensure that this highway stays unobstructed. The bollards at Carr Lane have been changed from permanent to removable ones, and this has been paid for from Cllr Thomson's members' fund.

d) Public Participation

A member of the public asked whether the village hall would be entitled to a small business grant from South Norfolk Council. Lisa Neal advised that it is only available to businesses.

A member of the public asked if the solidier silhouettes could be placed at the Memorial Garden for Armistice Day again. It was agreed that they could be.

A member of the public advised that the new book about Poringland in WW1 and WW2 went to press yesterday and will be on sale for £15.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

7. Planning

a. To Consider Applications Received

i) FUL/2021/0049 – Poringland Primary School - Erection of a new stand-alone studio hall building

John Joyce presented this application to the meeting. The proposal is a single storey building with a sloped roof, with windows looking towards the school. John Henson advised that the windows are designed to let light in, not for people to look into or out of.

Vic Thomson advised that the building is of a modular design. It will not be funded from the s106 agreement money as this was designated for a MUGA, as a MUGA was not supported by Sport England due to the amount of play space it would take up. This money may have to be returned to the developer. £750,000 has been allocated to the project, and this is to be funded from other s106 monies and from funding from the Department of Education.

John Joyce proposed that the Parish Council supports this application, seconded by Chris Walker and carried.

ii) TPO/SN0559 – Tree Preservation Order at 35 Stoke Road

The Clerk provided details of the proposed tree preservation order. Chris Walker proposed that this order be supported, seconded by David Hewer and carried.

iii) 2021/2135 – 4 Malten Close - Removal of existing garage and conservatory. Erection of 1.5 storey rear extension with dormer window and single storey flat roof side extension

Trevor Spruce had visited this property, and provided notes for the meeting. Concerns were raised about the change of street scene, despite the development being to the rear of the property. And the lack of information about the drainage despite this being a requirement of the Neighbourhood Plan.

John Henson proposed that the Parish Council recommends refusal of this application by reason of the lack of required information that should be provided under policy 13 of the adopted Poringland Neighbourhood Plan. This states '...all development proposals coming forward within the areas of high, medium and low risk from surface water flooding, as identified by the Environment Agency, should have due regard to the South Norfolk Council Poringland Integrated Urban Drainage Strategy Supplementary Groundwater Drainage Report (2008)...'. Malten Close is in an area of low to medium surface water flood risk as defined by the Environment Agency, so an assessment of risk against the Poringland Intergrated Urban Drainage Strategy should be provided.

Furthermore, the Parish Council also recommended refusal on the grounds that there would be a detrimental impact on street scene. Whilst it is acknowledged that the development proposal is to the rear of the property, it was still felt that the impact on street scene would be significant enough to warrant objection.

This proposal was seconded by Chris Walker and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) Approval With Conditions

a. 2021/1620 – 15 Caistor Lane - Erection of single storey front porch and two storey rear extension.

- b. 2021/1603 – 31 Malten Close - Single storey side extension
- c. 2021/1583 – 5 Mitchell Gardens - Conversion and extension of existing garage to annexe

ii) Certificate of Lawfulness

a.2021/1487 – 9 Page Close - Erection of single storey front porch and two storey rear extension

c. To Consider Formal Response to Notice under Article 13 of the Town and County Order 2015 that Application 2021/0488 intends to cross land belonging to Poringland Parish Council

Notice has been served by the applicant of application 2021/0488 (19 houses north of Heath Loke) to the Parish Council, that the development intends to go over land owned by the Parish Council. John Henson proposed that the Parish Council strongly objects to this, not least because the land is under a covenant which states 'Not to use or permit the property to be used for a purpose other than as a public open space'. A highway is not a public open space therefore the development would not be deliverable.

Seconded by Chris Walker and carried.

Lisa Neal Re-joined the Meeting

d. To Review Planning Application Meeting Presentation Delegation List

It was agreed that the Clerk should redo the planning lists for councillors to include Ken Aldridge and Sean Curtis, and to remove John Overton as he had requested as such.

8. Projects with Framingham Earl Parish Council

a) To Receive Update on Fiveways Roundabout Project

Chris Walker advised that a bulb planting scheme had been agreed with the Highways safety team, along with a slender, high canopy tree in the centre, possibly for the Platinum Jubilee. Norfolk County Council has an approved list of trees that can be used.

The effect of the tree roots on the utilities was discussed and the maintenance of the area.

John Henson proposed that the working group should proceed with the project, subject to the project not risking the verge delegation agreement the council has with Norfolk County Council. Seconded by Chris Walker and carried.

b) To Receive Update on Chairs' Meeting

John Joyce reported that he had met with the Chair of Framingham Earl Parish Council. The roundabout project was discussed. There was also a discussion to the Six Group moving in a more strategic direction.

9. Finance

a) To Receive Receipts, Payments and Bank Reconciliation for August 2021

The receipts, payments and bank reconciliation for August 2021 were noted by council.

b) To Receive 2020/2021 Externally Audited Accounts

The externally audited accounts were presented, and noted by council.

c) Accounts for Payment

i) To Agree Accounts for Payment

The following payments were agreed after a proposal by Chris Walker and a second from John Henson.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Pension Funds)		£11,216.16
Community Action Norfolk	Training	£80.00
Microshade	Hosted IT	£270.00
BT	Landline, Broadband & Mobiles	£200.88
Rialtas	Training	£222.00
4Sports	Work Clothing	£151.98
Norse	Printing of Annual Report	£695.00
PKF Littlejohn	External Audit	£1,560.00
Unity Trust	Bank Charges	£23.20
Business Webpage	New email addresses	£50.00

Payee	Description	Amount
Total Gas & Power	Heat & Light	£737.61
ESPO	Community Centre Gas	£56.58
Wave	Water Bill	£130.47
Yare Shipping	Café Consumables	£643.65
Cooks Blinds	Awning	£7,130.40
Worldpay	Card Charges	£63.71
Nisbets	Kitchen Supplies	£63.32
Amazon for Business	Kitchen Supplies	£65.52
ACE Plumbing	Repairs to Toilets	£96.40
UK DMO	Loan Repayment	£4,356.63
Norwich Electrical	PAT Testing and Repairs	£327.30
Wave	Water Bill	£15.20
Toolchimp	Padlocks	£136.60
Wave	Water Bill	£14.08
NAME WITHHELD	Return of Excusive Rights	£270.00
Community Heatbeat Trust	Defib Consumables	£22.80
Veolia	Waste Removal	£77.47
Garden Guardian	Grounds Maintenance	£938.11
J&A Saunders	Window Cleaning	£125.00
Barclaycard	Various	£1,207.98
Office Water Supplies	Water Cooler Rental	£85.80
Norfolk Copiers	General Printing	£35.50
RWB Electrical	Power for Hybrid Technology	£180.00
Rialtas	MTD Vat software	£70.80
Unity Multipay	Grounds Maintenance	£557.01
Petty Cash (transfer from multipay a/c)	Café Stock and Maintenance	£77.00
Vortex	Grounds Maintenance	£557.01

Payee	Description	Amount
Garden Guardian	Grounds Maintenance	£938.11
Microshade	Hosted IT (Sept)	£270.00
Worldpay	Card Charges (Sept)	£55.31
Lisa Gooderham	Mileage	£9.95
Yare Shipping	Café Stock	£104.30
	TOTAL	£33,888.84

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

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

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance and Repair Works	£1,400.00
	TOTAL	£1,400.00

10. To Consider Recommendations from Advisory Groups

a) Community Centre Advisory Group

The Community Centre Advisory Group met on 15th September and made the following recommendations:

Inconsistent Historical Hire Charges: The Advisory Group recommended that all hirers be treated in an equitable manner. For hirers that had received the different rates, to allow them to budget for increase, the increase will be effective from 1st January 2022.

Kitchen Upgrade: The Advisory Group recommended that the community centre kitchen be upgraded to better facilitate the running of the community café. Initial quotes suggest the project will cost £8,200. A grant of £3,000 has been received. Other quotes are being sought to ensure best value, but the balance of up to £5,200 can be paid for by CIL. It was also recommended to upgrade the coffee machine to a commercial machine at a lease cost of £10 per week, as the domestic machine being used is struggling to cope with the demand. It was recommended that the advisory group be permitted to manage these projects.

Breakout Office: It was recommended that Archidite be appointed as the architect for the breakout office and widening of the rear storage room door, at a cost of £2,900 plus planning fees. The project should be managed by the community centre advisory group.

Variation of License: It has been confirmed that no variance of the license is required for opening of the partitions and windows when music is being played in the community centre, before 11pm. It was recommended that the Parish Council embraces the changes in licensing rules as it will be a better hiring experience and will allow the event to be better managed by staff as better visibility of the main party area will be allowed. Allowing the windows to be open will also allow for better Covid Safety.

However, this should be balanced with the quality of life of the neighbouring properties so events should be monitored. This could include sound monitoring at intervals to find the right balance and ensure that the Parish Council has factual evidence of noise from the centre.

Purchase of a Scrubber / Drier: It was recommended that a scrubber / drier, at a cost of £1240 be purchased to not only improve the efficiency of cleaning the community centre, but also reduce the effect of manual handling on caretaking staff.

Legionella Risk Assessment: The advisory group recommended to put in place the relevant checks as a matter of urgency, and review all pipework matters with the intention of engaging the services of a contractor to rectify these.

Items for 2022/2023 Budget: It was recommended that these should be:

- The roof repair and solar PV project
- Reception desk arrangement
- Vanity units in the toilets with built in sinks and access panels.

The recommendations of the community centre advisory group were agreed after a proposal from John Joyce and a second from Chris Walker.

b) Six Strategic Group

David Hewer reported that the group had met for the first time since lockdown. The future format of the group was discussed, as was the community resilience project. David Hewer is to take forward the resilience project on behalf of Poringland. Going forwards, other

matters that affect all the relevant parishes are transport, traffic, highways, policing and environmental matters.

c) Firework Night Working Group

A request was made to increase the budget for the group from £5,000 to £5,500. This was agreed after a proposal from Chris Walker and a second from David Hewer.

d) To Appoint Working Group for Christmas Event

It was agreed that the working group should consist of Tim Boucher, Trevor Spruce, Sean Curtis, Ken Aldridge, Carl Pitelen, John Overton, The Clerk and the Bookings and Events Officer.

Dates of 5th and 19th December were provisionally considered for events.

11. Consultations

a) To Consider Response to Transport for Norwich Strategy Consultation (Norfolk County Council)

It was agreed that Poringland Parish Council would not comment on this consultation.

b) To Consider Response to Consultation on Review of Hackney Carriage and Private Hire Vehicle Policy and Conditions (South Norfolk Council)

It was agreed that Poringland Parish Council would not comment on this consultation.

12. To Consider Amendments to Proposed Lease with Men's Shed

The Men's Shed had put forward some minor amendments for the proposed lease on the playing field. These were agreed after a proposal from Chris Walker and a second from John Henson. The matter of storage of flammable materials was raised as a matter for clarification.

13. To Receive Report on Neighbourhood Plan Meeting with South Norfolk Council

John Joyce and the Clerk met with Lisa Neal, Vic Thomson and South Norfolk Council officers to discuss how the Neighbourhood Plan is being applied to planning applications. John Joyce reported that it was a productive meeting which resulted in South Norfolk Council recognising that they need to look into their approach to Neighbourhood Plans. It was also noted that if the Parish Council wishes to cite the Neighbourhood Plan in their responses to

planning applications, it is also important to explain why it is important that that policy be applied.

Lisa Neal stressed that the Neighbourhood Plan is a legal document which has as much legal strength as any other plan which is in the framework.

The Clerk asked if the planning officers would be responding to the queries on the individual policies quoted in the meeting. Lisa Neal will follow up on 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 due to the Commercial Sensitivity of the Item

It was agreed to close the meeting to the press and public.

The Public Left the Meeting

15. To Receive Advice on Land Matter and Finalise Decision

All reports from the Parish Council's solicitor had been circulated to members. It was agreed after a proposal from John Henson and a second from Chris Walker to proceed with the purchase.

16. To Receive Proposal to Close the Meeting for Item 17 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Item Containing Details of Terms and Conditions of Employment

It was agreed that item 17 should be closed to the public after a proposition from Chris Walker and a second from John Henson.

17. To Consider Recommendations from the HR Advisory Group

The recommendation regarding pay was agreed by members.

18. To Note Date and Time of Next Parish Council Meeting.

This was agreed as Wednesday 3rd November 2021, 7pm at Poringland community centre.

The meeting closed at 9.20pm

CHAIRMAN