

Minutes of the Meeting of Poringland Parish Council
Wednesday 28th April 2021 7pm
Meeting Held by Video Conference

In Attendance

Tim Boucher

John Henson

David Hewer

John Joyce (Chairman)

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 ten members of the public.

1. Chairman's Welcome

John Joyce welcomed everyone to the meeting of Poringland Parish Council and advised members of the public that there would be opportunity to make representation or ask questions of councillors under item 6 (c). This was especially relevant to the appeal relating to Burgate Lane.

2. To Record Apologies for Absence

Peter Lowndes-Burt had advised that he would be late to the meeting due to a prior commitment.

3. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in items 7(a), as a member of South Norfolk Council's Development Management Committee and 11, as a member of South Norfolk Council's Cabinet, which is the body which will decide whether the Neighbourhood Plan can be adopted to referendum.

Trevor Spruce declared an interest in items 10(c)(ii).

Chris Walker declared a related financial interest in item 7a(i).

John Overton declared an interest in all planning applications.

Carl Pitelen declared an interest in item 7a(ii) due to proximity of his property.

4. To Agree Minutes of the Meeting Held on 24th March 2021

Subject to typographical errors, the minutes of the meeting held on 24th March 2021 were agreed after a proposal by Chris Walker and a second by Trevor Spruce.

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

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

- **Playing Field CCTV:** The alarm company has been contacted to establish a CCTV link between pavilion and community centre, now that system has been upgraded.
- **Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road** - A decision will be made by Norfolk County Council in May/June. It has been reported that the grit bins were not filled in February. This has been escalated to highways.
- **Lease for the Men's Shed.** The draft Heads of Terms have been sent to the Parish Council's solicitor, to draft a lease which can then be considered by Men's Shed and Fields in Trust. Unfortunately the Parish Council's solicitor is in the process of leaving the company and handing the file over to a colleague.
- **Carr Lane.** The pot hole opposite the community woodland has been reported to Norfolk County Council trails team, and they are investigating. Norfolk County Council has advised that they will be removing the 30mph speed limit sign, but have yet to commit to the initial cut of the vegetation that cannot yet be accessed by a vehicle.
- **Mulberry Playing Field Drainage.** Three drainage contractors have been approached for advice. One cannot participate in the process due to the size of their current order book. The other two are being chased for a response.
- **Rosebery Park Lagoon Area.** An enquiry has been made of Big Sky Developments about whether the Parish Council could take the area on and if so what the commuted sum would be. They are discussing with South Norfolk Council planning officers.

- **Community Land.** The transfer of the community land, along with the commuted sums, has now completed. Norfolk Homes is working through the snag list and has made a great improvement to the culvert on the community land. Unfortunately, there has been contention over the installation of the litter / dog bins, although they have been installed in accordance with the approved plans.
- **Parish Partnership.** The Parish Council has been successful in its bid for 50% of the cost of 2no. village gateways. Whilst the Parish Council has given authorisation to pay 50% of the cost to Norfolk County Council, clarification is awaited about who does the order for the white gateway mount.
- **Recruitment.** Recruitment of the Parish Officer for Booking and Events has commenced. The closing date is 30th April.
- **Highway Safety Along Rectory Lane.** The County Councillor is to hold a meeting between highways and the police safety team. This will establish the cause of the most recent accident and if any highway improvements can mitigate a similar accident happening again. At this meeting it will be established whether white lines can be installed at the bend at Ugate. The Clerk is to see if the SAM sign can be moved closer to the accident location, subject to a suitable post to mount the sign on and Norfolk County Council agreeing to update the Memorandum of Understanding between the two councils.

Chris Walker updated the meeting on the progress of the working group to improve the fiveways roundabout. Quotes are being obtained for a wildflower area on the roundabout and the group is looking at other works close to the roundabout.

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 Overton reported that a new site is being sought for a waste recycling centre as the site at Ketteringham Lane has been outgrown. All waste lorries are to be fitted with cameras and monitoring equipment so that reports of missed bin collections can be verified.

He has emailed Norfolk Homes querying responsibility to maintain the road at Hillside, and Norfolk Homes have sent evidence that they are not responsible for this. John Joyce advised that the Parish Council is also looking into this. Tim Boucher advised that Saffron Housing also has a responsibility for the part of Hillside in their ownership, and John Overton confirmed he had sent all the correspondence to the CEO of Saffron.

Cllr Neal reported that the South Norfolk Council Help Hub answered 20,104 calls during the pandemic. £1.2m has been attributed to residents in council tax support, and £84m has been distributed to local businesses.

There has been an increase in planning applications with 4,372 being determined and the planning committee has held 31 meetings virtually. The challenge for South Norfolk Council now is to make future meetings Covid secure in light of the recent government ruling to not permit virtual meetings after 6th May.

In response to Chris Walker's query last month about not being able to access the Planning Enforcement training, South Norfolk Council were notified of less than 100 attendees and therefore arranged the zoom license as such. A greater number of attendees joined the meeting, despite not all notifying South Norfolk Council in advance, therefore some people who had booked on could not access the meeting.

John Joyce asked if Cllr Neal could break down all figures provided by parish, so that the figured affecting Poringland could be established. Cllr Neal will find out.

b) County Council Report

Vic Thomson will send his written report to the Clerk.

He reported that flooding is still very much on the agenda and the new flood alliance group had met. Riparian Rights are a big issue in relation to flooding.

The Covid recovery continues, with the Norfolk figures in February being 188 cases per 100,000 people, but now only 10 cases per 100,000 people.

As venues are starting to reopen, there has been a warning for increased risk of fire through use of outdoor heaters and barbeques.

The A146/B1332 junction improvements have been approved. The council is waiting for the government to release highway money to allow the scheme to proceed.

The new broadband scheme started on 8th April. The Stoke Holy Cross (and associated parts of Poringland) should receive the vouchers soon, and Open Reach have started The Ridings scheme. A further 10 cabinets in Poringland (with associated surrounding areas) are in the process of being costed.

Work has started on the Harford Bridges recycling centre. This will consist of low level bins which have improved accessibility, and the project should open to the public in October.

The Park and Ride scheme can now be paid for on a 'Tap and Go' system.

c) Public Participation

No matters were raised.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

7. Planning

a. To Consider Applications Received

Chris Walker withdrew from the meeting

i. 2019/1593 – Land South of Burgate Lane - Outline planning application for the erection of up to 98 residential dwellings including 5 live/work units, structural planting and landscaping and a sustainable drainage system (SuDs) with a vehicular access point from Burgate Lane.

All matters reserved except means of access. APPEAL TO THE PLANNING INSPECTORATE

John Henson presented this application to the meeting. He and the Clerk had put together a draft response to the planning inspectorate, which had been circulated in advance of the meeting. He stressed that only new information should be sent to the inspectorate as they are already in possession of previous correspondence. He advised that the new information that the Parish Council can provide can be based upon the Neighbourhood Plan, for which a decision statement was issued by South Norfolk Council on 19th April to allow the plan to proceed to referendum.

It was agreed that the response prepared by John Henson and the Clerk should be submitted to the inspectorate on behalf of the Parish Council, to strengthen the Parish Council's objection to this appeal.

Chris Walker Returned to the Meeting

ii. 2021/0631 - 9 Page Close - New pitched roof above garage and loft conversion.

Trevor Spruce presented this application to the meeting. He raised a concern about the reduced amount of parking that would result with the conversion of the garage. The amount of bedrooms would increase to 4 and the number of parking spaces reduced to 1. This would be in contravention of the Neighbourhood Plan which specifies a minimum of 3 parking spaces for a 4 bedroom dwelling. John Henson noted that Page Close is not suited to on-street parking. Trevor Spruce proposed that the Parish Council recommends refusal on the grounds of insufficient parking, seconded by John Henson and carried.

iii. 2021/0662 – Amberwood, Heath Loke - Front single storey extension to dwelling.

Carl Pitelen presented this application to the meeting. He noted that the front extension not having any visual impact on any other properties, and there being ample space to facilitate the proposal. Carl Pitelen proposed that there should be no objections to this application, seconded by Tim Boucher and carried.

The following applications were considered en-bloc:

vi. 2021/0661 – Land Off Mill Close – Variation of conditions 2 - siting, floor plans and elevations and 8 - trees and hedges of 2019/1750 (S73 / S19)

v. 2021/0667 – Land Off Mill Close – Variation of conditions 2 - siting, floor plans and elevations and 9 - boundary treatment of 2019/0699 (S73 / S19)

vii. 2021/0668 – Land Off Mill Close – Variation of cond. 2 - siting, floor plans and elevations and 9 - boundary treatment of 2019/0700 (S73 / S19)

Trevor Spruce presented these applications to the meeting. He provided a plan of the changes in positions for each property. He advised that they were minor variations and proposed that the council should provide no objections to all three applications. This was seconded by Chris Walker and carried.

vii. 2021/0708 – 121 The Street - Erection of two storey side extension to include self contained annexe above double garage.

Peter Lowndes-Burt joined the meeting

Chris Walker presented this application to the meeting. Plans of this application, a previous application approved and subsequent variation refused were presented. It was noted that

there is space for the extension and annexe, and Tim Boucher provided the definition of an annexe in planning terms.

Chris Walker proposed that there should be no objections to this application, as long as the proposal remains an integral annexe and will not create a separate dwelling. This was seconded by Tim Boucher and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) APPROVAL WITH CONDITIONS

a.2017/0307 – Land West Of Norwich Road And South Of Caistor Lane – Discharge of conditions 7 - Section 38 agreement, 20 – Landscape management plan from planning permission 2013/1986.

b.2021/0093 – Land West of 6 Caistor Lane - Discharge of conditions of permission 2020/1445 - 4 - surface water drainage & 10 - Swift boxes.

c.2021/0207– 33 The Street - Conversion of existing double garage with single storey extension, for use as chalet style one bedroom annexe or holiday let (Resubmission of 2020/1977).

d.2021/0151 – 35 Brickle Wood Avenue – Erection of a 7.4m long by 2.3m high brick wall to replace an existing wooden fence.

e.2021/0387 – 44 Stoke Road – Replace existing roof structure to add further bedrooms and extend the rear extension and to replace existing kitchen extension and conservatory.

f.2021/0401 – 20 Spruce Crescent - Erection of single storey rear extension.

g.2021/0425 – 1 Cawstons Meadow - Erection of single storey front and side extensions.

h.2021/0321 – Broadlands, Brickle Road – Works to TPO Trees (Ash - 0075 - Fell. Ash - 0290 - Fell. Ash - 0206 - Fell. Ash - 0202 - Fell.)

ii) APPROVAL NO CONDITIONS

a.2021/0600 – 41 Howe Lane - Non material amendment to permission 2020/2230 - Move front door to side of porch rather than front elevation. Place 1 x glass panel in front elevation rather than 2 panel originally planned.

iii) REFUSAL

a. 2020/0322 – 121 The Street - Variation of condition 2 of planning permission 2018/2649 - amendments to the approved plans

Lisa Neal Re-joined the Meeting

8. Correspondence and Consultations

a) To Consider Appointment of Councillor to Represent the Council for the Fuel Allotment Trust

Further to the Parish Council's decision to become a Corporate Member of the Fuel Allotment Trust, the Trust has asked that the Parish Council may wish to consider nominating a Councillor to represent them when necessary in this role. It will not require day to day involvement but will enable us to ensure that the Parish Council has a reference point when required. That person can then update/ advise the rest of the Parish Council when necessary. Peter Lowndes-Burt advised he would be prepared to fulfil this role. John Joyce proposed that Peter Lowndes-Burt should be the Parish Council's representative for the Fuel Allotment Trust, seconded by Trevor Spruce and carried.

b) To Consider Project to Utilise Sensors to Record Flood Data in Poringland

The Clerk has been approached about the piloting of a scheme to use 1 or 2 water sensors to record flooding data in the village. The data can be used for logging flood events which can be used as evidence for future local planning or trying to get remedial works to resolve the cause of the flooding, or may even pre-warn of potential flooding in order that action can be taken to prevent flood damage. Should the pilot be successful, it can be rolled out to other parishes, with the opportunity for District and County councils to use the data for future flood prediction.

John Henson proposed that the Parish Council should go ahead with this project, seconded by Lisa Neal and carried.

John Henson offered his assistance with the project.

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

The Clerk had provided a written report which detailed that regular hirers of the community centre prior to the lockdown have been contacted to advise them that the community centre will not be available until 1st July due to the vaccine clinic. This has been received with good understanding by hirers. The pavilion has been made available, as has the outside area of the community centre for some hirers wishing to start sooner.

The café opened for outside service and takeaway on 12th April. The picnic benches have been placed to the rear of the community centre and are proving very popular. The awning and outside furniture have been ordered but as there has been a surge in demand for these products there will be a delay in delivery / installation.

10. Finance

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

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

b) To Receive Q4 Budget Monitor

The Clerk presented the quarter 4 budget monitor to the council. Chris Walker queried the annotation about some of the community centre income possibly being returned. The Clerk advised that this was paid to the Parish Council by South Norfolk Council as a 'closed business' grant, however the Parish Council was receiving an income from the NHS so the clerk had advised South Norfolk Council that the Parish Council was not eligible for the grant.

c Accounts for Payment

i) To Agree Accounts for Payment

After a query from Chris Walker, the Clerk clarified that the community centre improvements were for the creation of storage units, and that Yare Shipping was for café consumables.

Lisa Neal queried the cost of the Norfolk ALC membership. It was established that this was agreed last month and can be reviewed again next year.

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

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)		£10,511.97
BT	Telephone	£79.20
BT	Telephone	£81.30
Microshade	Hosted IT	£215.10
SLCC	subscriptions	£289.00
Lisa Gooderham	mileage	£20.84
Norfolk copiers	Printing	£40.35
Norfolk copiers	Printing	£13.13
Norfolk copiers	Hire of Copier	£172.76
Hugh Crane	cleaning	£197.54
Faye LeBon	Café expenditure	£55.40
J Gannon	Improvements to Storage	£670.00
Yare	Café expenditure (consumables)	£411.55
ESPO	Community Centre Gas	£224.52
Screwfix	Café Expenditure	£24.99
Bartlett	Woodland	£91.20
Office Water supplies	Hire of Water Cooler	£85.80
Garden Guardian	Grounds Maintenance	£385.00
vortex grounds	Grounds Maintenance	£587.00
Veolia	Waste Removal	£103.20
Barclaycard	Various	£358.97
NBB Recycled Furniture	Picnic tables	£1,752.00
Playing field Trust	Grants received	£20,000.00
Norfolk Pension Fund	Pension correction 20/21	£12.42
Community Action Norfolk	Subscriptions	£20.00
Total Gas & Power	electricity	£664.96
Yare Shipping	Café Stock	£90.11

Payee	Description	Amount
Faye LeBon	Petty Cash Top Up - Photo Frame & Café	£10.69
	TOTAL	£37,169.00

Trevor Spruce Disconnected from the Meeting

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	Cemetery Maintenance	£520.00
Spruce Landscapes	Materials for Storage Improvements	£360.53
Spruce Landscapes	Cemetery Materials and other Repairs	£240.00
	TOTAL	£1120.53

Trevor Spruce Re-joined the Meeting

11. To Consider Amendments to Standing Orders

The Clerk presented two proposed amendments to Standing Orders, the first to allow for a secret ballot but only permissible when the matter of a co-option of a councillor was being considered. The second to change the rules of debate which better reflected current practices of the debate at Parish Council meetings. The changes were agreed after a proposal from John Joyce and a second from David Hewer.

12. To Consider Calendar for 2021/2022 Meetings

The Clerk presented a revised calendar for 2021/2022 with the objective of changing full council meetings from the last Wednesday of the month to the first. This change could not be done in May because of the annual meeting, nor in June because of the accounts, but the first meeting on the new date could be held on 4th August. The new calendar for 2021/2022 was agreed.

13. Poringland Neighbourhood Plan

a) To Receive update on Poringland Neighbourhood Plan

John Henson reported that the Neighbourhood Plan was considered by South Norfolk Council's Cabinet on 19th April and agreed that it should be put forward to referendum. It is unlikely that a referendum will be held before July, but the elections team will be in touch with this information in due course.

The office staff are in the process of updating the Neighbourhood Plan with the approved modifications.

b) To Consider Community Engagement to Inform Parishioners of Referendum

John Henson advised that the Parish Council is not permitted to encourage parishioners to vote a specific way, but can inform parishioners about the plan and encourage them to cast a vote. John Joyce suggested that some informal events at the community centre with visual aids to tell parishioner how the policies of the Neighbourhood Plan reflected the responses in the initial public consultation. It was agreed that the community engagement should be delegated to John Joyce, Tim Boucher, John Henson and the Clerk.

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

This was agreed as Wednesday 26th May 21, 7pm at Poringland community centre.

The meeting closed at 8.30pm

CHAIRMAN