

Minutes of the Meeting of Poringland Parish Council
Wednesday 30th June 2021 7pm
Meeting Held at Poringland Community Centre

In Attendance

Tim Boucher (Chairman)

Sean Curtis

John Henson

David Hewer

Peter Lowndes-Burt

Lisa Neal

Trevor Spruce

Chris Walker

Also in Attendance:

Also in attendance was Faye LeBon (Parish Clerk), Allison Haines (Assistant Clerk), Vic Thomson (County Councillor) and four members of the public.

The Meeting Began with a Minutes Silence in Memory of Stephen Warminger

1. To Record Apologies for Absence

Apologies were accepted from John Joyce, John Overton and Carl Pitelen.

2. 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 items 11 and 12(c)(ii).

3. To Agree Minutes of the Meeting Held on 26th May 2021

Chris Walker and Peter Lowndes-Burt wished for their abstentions to item 12 to be recorded. Subject to this amendment, the minutes of the meeting held on 26th May 2021 were agreed after a proposal by John Henson and a second by David Hewer.

4. Matters Arising from the Minutes of 26th May 2021, Including Clerk's Report

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

- **Playing Field CCTV:** Options have been received for viewing the CCTV images from the pavilion, at the community centre. The images via wifi will only be able to be viewed at the community centre with a dedicated p.c. and monitor. Other options will be available should a test of a wireless bridge between the community centre and pavilion be successful. It was agreed to progress with the wi-fi connection at a cost £1,100 after a proposal from John Henson and a second from David Hewer.
- **Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road** - A decision is due to be made by Norfolk County Council in week commencing 21st June on whether to extend the gritting route. This decision has yet to be communicated to the Parish Council.
- **Lease for the Men's Shed.** The draft Heads of Terms have been sent to the clerk for review, along with some queries. The document will be checked by the clerk and then sent back to the solicitor for forwarding to the Men's Shed.
- **Carr Lane.** The County Council will be funding one bollard to access the hedge owned by the Parish Council. The overgrown vegetation on Carr Lane is becoming progressively worse. There has been no response from Norfolk County Council over the Parish Council's proposal for the County Council to cut the hedge initially in recompense for the delayed response to the Parish Council's correspondence meaning the liability moved away from the developer.
- **Mulberry Playing Field Drainage.** A meeting has been held with the Norwich Fringe project, whose initial thoughts were in keeping with the thoughts of the Amenities Group. Further discussions will be held on this matter.
- **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. The Clerk is to follow this up.
- **Parish Partnership.** Payment has been made for the two gateway signs. The Parish Council is awaiting the design from Norfolk County Council. Norfolk County Council has been in contact to request a site meeting to progress this further.
- **Water Sensors.** John Henson, Vic Thomson, Carl Pitelen and the Clerk met on 8th June to discuss how this can help the village. A draft plan has been sent to the Clerk for review.
- **Burgate Lane.** The Parish Council's response to the appeal has been sent. There has yet to be a determination date set by the planning inspectorate.
- **SAM Signs on Rectory Lane.** Norfolk County Council has sent some possible locations on Rectory lane for the SAM sign to be located. These will be reviewed, the

Memorandum of Understanding updated and new brackets purchased to enable this siting. In addition to this, a site for the SAM sign has been requested by Norfolk County Council, that will assist in collection of data close to the crossing at the One Stop.

- **Change of Financial Regulations.** This has been actioned, along with the necessary change with Unity Bank
- **Replacement of Flooring in Community Centre Toilets.** The flooring has been completed, however it has raised an issue with the vanity unit in the ladies' toilet. To ensure that this area can be deep cleaned on a regular basis, the unit will require replacing. Quotes are being obtained for this and this will be progressed via the community centre advisory group.
- **Neighbourhood Plan.** A leaflet was delivered to each household in Poringland and the two community events were well attended. The referendum is on the 8th July and the count will occur straight after the polls close, at the community centre.
- **Graffiti Art.** The artist has been instructed. There is some preliminary work that requires doing to the shelter in the form of moss removal, and the trims to the roof will also be painted prior to the commencement of the project.

5. 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 Spruce reported that there had been two serious crimes in the village recently. These matters are in the hands of the police.

Cllr Neal reported that South Norfolk Council is in the process of responding to two government consultations. The first is for supporting housing delivery by changing permitted development rights. The second is for a first homes initiative by allowing first time buyers to purchase properties at a 30% discount. This discount will then be passed down on every subsequent purchase.

South Norfolk Council's Housing Clusters consultation runs from 7th June to 2nd August.

As part of post Covid economic development, South Norfolk Council is looking to support business and tourism. A 'portal' is to be created, which will be a manned telephone line which will cover all aspects of starting a new business, as opposed to entrepreneurs having to contact different departments in council.

Other proposed support for local businesses are 'Click it Local' which will operate in a similar manner to Amazon but will be designed for local independent businesses, and engaging

with 'Thinking Place' to establish what makes the district distinct, so as to enable the district to become more attractive and competitive.

Cllr Neal had attended the Police Safer Neighbourhood meeting. The three local priorities agreed were speeding, burglary and violent crime. The police are engaging in a 'park, walk and talk' process to increase visibility, but it was stressed that the police have 21 parishes to cover.

b) County Council Report

Vic Thomson had sent a comprehensive written report to the Parish Council.

He reported that he had commissioned a traffic survey in the village to establish data on traffic through the village. The crossings in the village had also been reviewed, and initial works to the crossings at the church and One Stop will include cleaning and vegetation removal. Additional works are being looked at for the crossing at the One Stop but these needed to be costed.

Norfolk County Council will pay for a replacement bollard on Carr Lane.

In relation to faster broadband for the village, Cllr Thomson has contacted the project responsible for the upgrade of the Framingham Earl exchange and will be discussing this in greater detail next week.

With regards to the water sensors project, Cllr Thomson has made contact with the Innovations Officer at Norfolk County Council, who will review the Parish Council's plans when available.

Small amounts of collected litter is now going to be allowed to be disposed of at Norfolk County Council recycling centres. There will be a bigger reuse shop at the new Harford Recycling Centre. This will be supporting the East Anglian Air Ambulance.

Norfolk County Council is distributing free wellbeing packs to unpaid carers.

c) Public Participation

No matters raised.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

9. Planning

a. To Consider Applications Received

i. 2021/1134– 6 Forge Close - Proposed Double Storey Rear Extension

Trevor Spruce presented this application to the meeting. He noted the location of the property, backing onto Zaks and advised that a drainage plan had also been submitted with the application. He proposed that the Parish Council should have no objections to this application, subject to South Norfolk Council checking the drainage plans for effectiveness. This was seconded by Chris Walker and carried.

ii) 2021/1125 – 26B Shotesham Road - Erection of front porch and attached side garage

Tim Boucher presented this application to the meeting. He noted the location of the property and that there were properties with similar extensions nearby. He proposed that the Parish Council should have no objections to this application subject to South Norfolk Council reviewing the application to ensure its conformity to the Poringland Urban Drainage Strategy, due to the increased level of hardstanding to the property. Seconded by Trevor Spruce and carried.

iii) 2021/1083 - 33 The Ridings - Internal changes to double garage at rear to create a home study - replacement of one garage door with a sliding patio door and garage retained (retrospective)

David Hewer presented this application to the meeting. He advised that this was a retrospective garage conversion and it was established that there was sufficient car parking on the drive of the property. David Hewer proposed that there should be no objections to this application, seconded by Chris Walker and carried.

iv) 2021/1205 – 38 The Street - Proposed extension to garage

Chris Walker presented this application to the meeting, noting that the extension was to form a recreational area. He proposed that there should be no objections to this application, seconded by David Hewer and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) APPROVAL WITH CONDITIONS

- a. 2021/0661 – Land Off Mill Close – Variation of condition 2 - siting, floor plans and elevations - of planning permission 2019/1750
- b. 2021/0662 – Amberwood, Heath Loke – Front single storey extension to dwelling
- c. 2021/0667 - Land South of Mill Close – Variation of condition 2 (siting, floor plans and elevations) of 2019/0699
- d. 2021/0668 - Land West of Mill Close – Variation of condition 2 (siting, floor plans and elevations) of 2019/0700
- e. 2021/0708 – 121 The Street – Erection of two storey side and rear extension to include self contained annexe above double garage.

ii) APPROVAL OF DETAILS

- a. 2021/0812 – Land South of Mill Close – Discharge of conditions 3, 7, 9, 12 and 13 of planning permission 2019/0699 - External materials, tree protection, boundary treatments, surface water and levels.
- b. 2021/0813 – land West of Mill Close – Details for conditions 3, 7, 9, 12 & 13 for 2018/1210 - External Materials (3), Tree Protection Plan (7), Boundary Treatments (9), Surface Water Drainage (12) and Slab Levels (13) - Plot 1

iii) PRIOR APPROVAL NOT REQUIRED

- a. 2021/0899 – 27 Howe Lane - Proposed single storey rear extension, extending 4m from the rear wall of the original dwelling house, max height 3.6m and eaves height of 2.55m

Lisa Neal Re-joined the Meeting

7. To Consider Response to the Norfolk County Community Safety Plan Consultation

It was agreed that the Clerk should send the consultation to councillors so that they can respond individually, and the Clerk should submit a response on behalf of the council.

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

The Clerk reported that the NHS is decommissioning all the vaccine centre equipment at the community centre.

Despite the delay in the lifting of restrictions, many regular hirers still wish to return to the centre from week commencing 5th July and work within the centre's restrictions. These include the wearing of face coverings when moving around the building, a one-way system and social distancing.

The outdoor furniture for the café has been delivered to better allow for outdoor service. Unfortunately, the awning will not be delivered until the end of July, but all the electrics are in place.

The office staff are still conducting lateral flow tests onsite, twice a week. A new desk has been placed in the office ready for the new parish officer, ensuring that it is not facing any other staff. It is not likely that all staff will be in the office at the same time thus mitigating risk.

The caretaker continues to refill the hand sanitizers in the village, with the one close to Budgens proving the most well used. Trevor Spruce queried whether the sanitizer by the church had been knocked over. The Clerk advised that it had been and the matter escalated to South Norfolk Council.

The café was inspected by South Norfolk Council's Covid Marshalls on 1st June and issued with a Covid Safe certificate.

9. To Receive Update Report on Fiveways Roundabout

Chris Walker reported that the Roundabout group had met on 12th June. A contractor had visited the site and it was proposed to create a low maintenance scheme of wildflowers and bulbs.

The Clerk noted that Poringland Parish Council has a legal agreement in place with Norfolk County Council for the amount of times that the roundabout is cut. This would need to be changed should a wildflower scheme go ahead.

10. Policy Review

a) To Review Data Protection Policy

John Henson proposed that the policy should be adopted, as presented. Seconded by David Hewer and carried.

b) To Review Information Security Policy

David Hewer proposed that the policy should be adopted, as presented. Seconded by Chris Walker and carried.

Trevor Spruce Left the Meeting

11. To Appoint Contractor for Potters Way Grounds Maintenance Contract

The Clerk advised that three contractors had been approached for proposals for the grounds maintenance of Potters Way. Two had responded and each of the proposals, anonymised, were presented to members.

John Henson proposed that contractor one be awarded the works, seconded by Chris Walker and carried.

The Clerk advised that contractor one was Spruce Landscapes.

Trevor Spruce Re-joined the Meeting

12. Finance

a) To Agree Donation in Memory of Stephen Warminger

It was agreed that the Parish Council should donate £100 to the Injured Jockeys Fund in memory of Stephen Warminger, after a proposal from John Henson and a second from Chris Walker.

b) To Receive Receipts, Payments and Bank Reconciliation for May 2021

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

c Accounts for Payment

i) To Agree Accounts for Payment

The Clerk noted a recent issue with the grounds maintenance of the playing field. John Henson 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 Pension Funds)	£10,214.31

Payee	Description	Amount
Viking Direct	Stationery	£45.96
Microshade	Hosted IT	£270.00
BT	Landline and Broadband	£81.60
BT	Mobile phones	£79.20
Norfolk Copiers	General Printing	£23.23
Auditing Solutions	Internal Audit fee	£534.00
Unity Bank	Bank charges	£9.20
Parish Online	Mapping Subscription	£84.00
Faye LeBon	Food Hygiene Training (G. LeBon)	£24.00
Amazon	Stationery	£9.94
Wave	Community Centre Water	£240.76
Total Gas & Power	Community Centre Electricity	£790.04
Go pak	Outdoor Furniture	£1,249.67
World pay	Café April	£15.68
World pay	Café May	£30.19
Bin dirty	Cleaning of Waste Bins	£77.50
RWB Electrical	Electrics for Awning	£232.98
ESPO	Community Centre Gas	£84.12
Faye LeBon	Café Consumables	£66.35
Yare Shipping	Café Consumables	£476.46
Hugh crane	Cleaning Consumables	£54.14
Willows	Café expenditure	£10.00
Wave	Burial Ground Water	£11.37
D. McGuinness	Pavilion Maintenance	£8.74
South Norfolk	Pavilion Business Rates	£28.75
RWB Electrical	Pavilion Electrical Repairs	£65.00
Anne Barnes	Audit for Playing Field Accounts	£22.00
Garden Guardian	Grounds Maintenance	£938.11
Veolia	Waste Removal	£77.47

Payee	Description	Amount
Barclaycard	Various*	£535.89
Arnolds Keys	Professional Services	£1,170.00
Vortex	Memorial/Rosebery/ Trafalgar Apr	£557.01
Vortex	Memorial/Rosebery/ Trafalgar May	£557.01
Norse	Promotional Leaflets	£183.00
Lisa Gooderham	Mileage	£14.54
RWB Electrical	Community Centre Improvements	£80.00
Faye LeBon	Petty Cash Top Up	£35.01
Faye LeBon	Café Consumables	£29.88
Yare Shipping	Café Consumables	£81.39
Broadland flooring	Community Centre Flooring	£1,452.37
MPs Doors	Electric Door Repairs	£120.00
Danny McGuinness	Pavilion Costs	£6.59
	TOTAL	£20,677.46

Trevor Spruce Left the Meeting

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

Chris Walker proposed that the following accounts should be paid, seconded by Peter Lowndes-Burt and carried.

Payee	Description	Amount
Spruce Landscapes	Cemetery Maintenance	£520.00
	TOTAL	£520.00

Trevor Spruce Re-joined the Meeting

d) To Consider Reinvestment of Hampshire Bond

It was agreed after a proposal from Chris Walker and a second from John Henson that £55,000 should be reinvested in the Hampshire Bond for a period of one year.

e) Annual Governance and Accountability Return

i) To Receive Internal Report (Final Version June 2021)

The internal audit report was noted by members.

ii) To Agree Annual Governance Statement

The Annual Governance Statement was agreed after a proposal from John Henson and a second from Chris Walker.

iii) To Agree Annual Accounting Statements

The Annual Accounting Statements were agreed after a proposal from John Henson and a second from Chris Walker.

13. To Consider Recommendations from Advisory Groups

a) Community Centre Advisory Group:

The community centre advisory group met on 9th June. The recommendations were as follows:

In support of making future meetings more accessible, to purchase a new projector for Quad 1 at a cost of £1,236.40. This was agreed after a proposal from Lisa Neal and a second from Trevor Spruce. A further meeting has been set up to demonstrate the broadcasting equipment.

It was further agreed that a £7,000 budget should be set for the conversion of the cloakroom to office space, and the widening of the door to the rear storage area to allow for better manoeuvring of the stage equipment.

With regards to the problems with the roof leaking, it was agreed after a proposal from John Henson and a second from David Hewer that a surveyor should be commissioned to do a radar survey of the community centre roof to establish exactly where the leaks are coming from. A surveyor should also be commissioned to establish whether the roof can support solar PV panels and if so, how many panels.

The advisory group discussed the need for a new till for the café, rather than sharing one with the bar as is the current process. It was agreed after a proposal from John Henson and

a second from David Hewer that a new ER900 cash register at a cost of £695+VAT be purchased.

The advisory group also discussed holiday cover for the café. Chris Walker proposed that an advertisement be put out for holiday cover, seconded by David Hewer and carried.

b) Community Engagement Advisory Group

The community engagement advisory group met on 16th June. The terms of reference for the group were presented to council for consideration, and agreed after a proposal from David Hewer and a second from Trevor Spruce. The Terms of Reference agreed are:

- To review how the Parish Council engages with Parishioners
- To develop proposals for improvements in communication
- To evaluate annual data on communication
- To advise on communication where necessary
- Develop a Communication Strategy
- To produce an annual Communications Plan

c) Community Land Project Working Group

The Community Land Project Working Group met on 23rd June. Under delegated authority a fencing contractor had been appointed. The next part of the project would be to replace the entrance gates. It was agreed after a proposal from David Hewer and a second from Chris Walker that the advisory group obtains quotes for the entrance gates and be given delegated authority to appoint a contractor.

David Hewer updated the meeting on the project to plant new saplings in the village. It was agreed after a proposal from Lisa Neal and a second from Peter Lowndes-Burt that grants totalling £2,000 should be applied for to purchase saplings and planting equipment.

David Hewer, Tim Boucher and the Clerk had met Norfolk Wildlife Trust onsite to discussed how certain areas could be managed for wildlife. A plan had been established between the two parties and this was agreed after a proposal from Chris Walker and a second from David Hewer.

The Clerk is to speak to the Parish Council VAT advisers to ensure the correct VAT treatment is being given to the various aspects of the project.

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 Consider Land Matter

Tim Boucher reported that he, John Joyce and the Clerk had been in negotiations under delegated authority. The result of these negotiations was presented to members. John Henson proposed to accept the result of the negotiations, seconded by Chris Walker and carried.

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 because the item contains matters relating to terms and conditions of employment

This was agreed

17. To Consider Recommendations from HR Advisory Group

The HR Advisory Group met on 2nd June. It was agreed after a proposal from Lisa Neal and a second from John Henson that there should be an enhanced role of assistant caretaker.

It was agreed after a proposal from John Henson and a second from David Hewer that the recruitment of the Parish Officer for Finance and Admin should commence as soon as is practicable.

The value of volunteers in the community was discussed and a volunteer policy was agreed after a proposal from David Hewer and a second from Lisa Neal.

The Meeting Reopened to the Press and Public

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

This was agreed as Wednesday 4th August 2021, 7pm at Poringland community centre.

The meeting closed at 8.35pm

CHAIRMAN