

Minutes of the Meeting of Poringland Parish Council  
Wednesday 8<sup>th</sup> January 2020 7pm  
Poringland Community Centre

**In Attendance**

Tim Boucher (Chairman)

John Henson

David Hewer

John Hodgson

John Joyce

Peter Lowndes-Burt

Lisa Neal

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

Faye LeBon (Parish Clerk)

**Also in Attendance:**

Nine members of the public also in attendance.

**1. Apologies for Absence**

John Overton and county councillor Vic Thomson had advised that they would be delayed due to prior meetings.

**2. Declarations of Interest and Applications for Dispensation**

Trevor Spruce disclosed an interest in the following:

Item 9 (a)(b) – accounts for payment.

Item 10(a) - Contract for drainage scheme at the playing field.

Item 11 (d) (a) – Grounds maintenance contracts.

Lisa Neal declared an interest in item 7, as a member of South Norfolk Council's planning committee.

### **3. Minutes of the Meeting Held on 27<sup>th</sup> November 2019**

Subject to the amendment of typographical errors, the minutes of the meeting held on 27<sup>th</sup> November 2019 were **agreed** after a proposal by David Hewer and a second by John Hodgson.

### **4. Matters Arising, Including Clerk's Report**

#### Bus Stop at Hardley Road

The posts for the new bus stops have been installed, but the signage is currently awaited.

#### Pond Maintenance

The contract for the extra maintenance of the community centre pond has been awarded and will be completed in the New Year.

#### Primary School Places

Norfolk County Council is in the process of reviewing sites put forward for a prospective new school. Norfolk County Council has not yet made these sites available in the public domain.

#### Funding for Permissive Pathways at High Ash Farm

The Rural Payments Agency has responded to the Parish Council Freedom of Information request, advising that there are 2,694.48km of permissive paths in the UK, of which 283.62km are in Norfolk. These are at risk with the expiration of the government funding agreements. This information is to be worked into the proposed letter to the MP for South Norfolk when the new government is formed. The letter has been considered by the Strategic Six Group and can now be sent **[Clerk to action]**.

#### Fire Risk Assessment

The contract for the new bin storage area has been awarded and will be completed in the New Year.

### Police Shed

The Police and Crime Commissioners Office has been chased for a response to the Parish Council's offer to purchase the police shed to enable additional storage at the community centre. A quote has been received to extend the storage area of this building.

### Telephone Box

Men's Shed is now in possession of all the relevant materials for the refurbishment of the telephone box. This will be completed when resources allow.

### Improved Recycling Facilities

The applications to Terracycle to be a partner in the programmes for recycling baby food pouches and also plastic can holders have been approved. These can now be promoted.

### Insurance Claim

The insurance company has erroneously closed down the Parish Council's claim, prior to settling the invoices for the heras fencing. This is now being reviewed by the insurance company.

### Cyber Security

The purchase of the poringland-pc domain name is now complete and the new email addresses are in the process of being set up. The old email addresses will not be closed down but people should be encouraged to use the new addresses once created. The website will stay on the existing domain for the time being, with a pointer from the new domain name to the existing site.

### A146/B1332 Stacking Survey

The survey has now been updated in line with the requests made at the last meeting and is ready to be updated into an electronic format

## **5. Report from the Chairman**

Tim Boucher reported that the Parish Council's Christmas event had been a great success. In particular, he thanked Carl Pitelen and Trevor Spruce for their practical assistance, and Ben Burgess who had supported the event through the loan of equipment, manpower and

the donation of materials. The Clerk is to write to Ben Burgess to formally thank them for their support.

## **6. Adjournment for Public Participation, District and County Councillors, and Councillors with any Pecuniary Interests**

Standing orders were suspended after a proposal from John Henson and a second from Chris Walker.

### District Council Report

Cllr Neal reported that the Greater Norwich Local Plan Regulation 18 consultation will commence on 29<sup>th</sup> January and finish on 16<sup>th</sup> March. South Norfolk Council has elected to spread the allocated development around the district, so that smaller villages are supported. A windfall policy is in the process of being drawn up for a maximum of three dwellings per site. This is likely to appeal to individuals and small developers.

### County Council Report

The county council report had been distributed to councillors and was available to members of the public in attendance. It was agreed to defer the verbal report until Cllr Thomson was in attendance.

### Public Participation

A member of the public sought clarity over the Greater Norwich Local Plan. Cllr Neal confirmed that the plan would run until 2038 and will include new parcels of land.

A member of the public commented on the planning application for a new dwelling on the land to the east of Rectory Road, advising that the application had already been refused once, and that the constraints had not been overcome in the new application. The site is in the same location as the cemetery, and the cemetery had been closed to new burials due to high groundwater levels.

A member of the public raised concerns about parking on the Ridings and Devlin Drive and also speeding on Devlin Drive. A suggestion was made about the installation of a pedestrian crossing close to The Royal Oak.

Tim Boucher responded that surveys would need to be done prior to a new pedestrian crossing being requested, as this facility would hold up traffic travelling through the village. The District and County Councillor are currently campaigning for improvements to the pedestrian crossing opposite the church, as there have been accidents and near misses in this location. With regards to speeding on Devlin Drive, the SAM sign data does not reflect concerns about speeding.

A member of the public raised concerns about the spine road being opened. Trevor Spruce noted that there may be a possibility of a bus route through The Ridings when the spine road is opened.

A member of the public raised objections to the planning application for a new dwelling on land adjacent to 6 Caistor Lane. This was due to overdevelopment of the site and the scale of development, with the proposed new dwelling being only 1m from the boundary. There were also concerns about restriction of light and privacy to the neighbouring property. Drainage is proposed via a soakaway, but this area already floods and the new dwelling will exacerbate this. The new property would adversely affect the street scene, which currently consists of dwellings with ample space between them.

A member of the public raised no objections to the retrospective planning application for the access gates at 4 Green Fall.

*Standing orders were reinstated. Lisa Neal left the meeting and observed from the public area.*

## **7. Planning**

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

#### *i. 2019/2417 – 4 Green Fall – Retention of Access Gates*

John Joyce presented this application to the meeting. He noted that the gates were 1.7m in height, and provided photographs of the street scene. He felt that the appearance of the gates was subjective and a matter of personal opinion.

Trevor Spruce noted that Norfolk County Council highways had no objections.

John Henson advised that he would prefer not to see any object on the boundary in excess of 5' in height.

John Joyce proposed that the Parish Council should make no comment on this application, seconded by Chris Walker and carried.

*ii. 2019/2483 –7 Highland – Loft Conversion with Raised Roof Pitch, Including Dormers and Roof Lights. Additional Front Entrance Porch.*

John Henson presented this application to the meeting. He noted that it was unclear how much the roof was being raised. If granted, the property would have eight bedrooms and an annex. He raised concerns about it becoming a house of multiple occupancy. If this happens there would be an impact on the street scene, and in particular, parking.

Trevor Spruce confirmed that there would need to be a change of use planning application and a license granted from South Norfolk Council to enable the property to be changed into a House of Multiple Occupancy.

It was established that the footprint of the property would remain the same, and that the neighbouring properties are already 2 storey dwellings.

Peter Lowndes-Burt noted that the application was to enable a family to improve their property and remain in the same home.

John Henson proposed that the Parish Council make no comment on this application, seconded by Peter Lowndes-Burt and carried.

*iii. 2019/2498 –Land West of 6 Caistor Lane – Proposed Dwelling.*

John Henson presented this application to the meeting. He noted that this was infill development by subdividing the garden of 6 Caistor Lane.

It was agreed after a proposal from John Henson and a second from Chris Walker that the application should be recommended for refusal on the following grounds:

- The proposed new dwelling is an overcrowding of the site. The street scene of Caistor Lane is that of dwellings with ample space between neighbouring properties. The new dwelling is of such a size that there is approximately only one metre between the boundary of both no6 and no8 Caistor Lane.

- The development would result in the loss of the vehicular turning area of no6 Caistor Lane, meaning that vehicles would have to either access or egress the property in reverse gear. This would be onto the busy Caistor Lane, close to the junction with the main B1332.
- The reduction of amenity for no6 Caistor Lane via the removal of the porch.
- The lack of suitable proposals for surface water drainage.

It was noted that the Parish Council did not want to see a precedent being set by this application being approved.

*iv. 2019/2542 – Land to the East of Rectory Lane – Proposed Dwelling and Garage.*

John Joyce presented this application to the meeting. He advised that this is a revised proposal that is now approximately 10m further forward than the original proposal. However, the proposal remains outside the planning boundary. An ecological survey has been provided and has noted the presence of bats and nesting birds but has concluded that there will be no significant impact.

John Henson advised that there has been no recognition of the bat survey conducted by the parish.

There is no evidence that the drainage concerns can be overcome, particularly because Green Fall is in an area of medium flood risk.

It was also noted that the proposed dwelling would overlook no. 11 Green Fall as it would be developed on higher ground.

John Joyce proposed that the Parish Council recommend refusal of this application as there is not strong enough evidence to justify development outside the planning boundary.

Seconded by John Hodgson and carried.

*Lisa Neal Re-joined the Meeting*

b. To Note Planning Decisions

- i) 2019/2312 – Land South of Stoke Road and to the West of The Street - Non material amendment to 2017/0495 - Plot 5 (Defoe') - window to bedroom 4 moved from rear elevation to gable end; Additional window to bedroom 3 in gable end. Plot 6 (Babington 'A') - window to bedroom 2 moved from side to rear elevation and Plot 7 (Chesterton) -

bedroom 1 window moved from rear elevation to gable end; Additional window to bedroom 2 in side elevation. **Approval no Conditions**

ii) 2019/2255 – Land South of The Ridings, Stoke Road - Non material amendment of 2017/0495 - to conjoin garages of plot 3 and 6, amendment of parking spaces of plot 3 and minor levels changes. **Approval no Conditions**

iii) 2019/0667 – Land South West of Bungay Road - Demolition of existing buildings and construction of 60 bed care home, 56 extra care apartments and 31 extra care bungalows together with vehicular access, landscaping and communal facilities including cafe bar, restaurant, lounge, gym, salon and spa, bowls green, allotments and multi-functional open space. **Refusal**

iv) 2019/1940 – Land to the East of Overtons Way - Construction of 8 no: 5 no. 2 bed apartments (with shared amenity and allocated parking), 2 no. 3 bed detached, 2 storey dwellings and 1 no. 4 bed detached, 2 storey dwelling (with private parking and garden amenity) (Resubmission of planning consent 2018/0048). **Refusal**

v) 2019/2243 – Evangelical Free Church, Carr Lane - Retrospective application to amend garage design (following planning approval 2017/0047). **Approval with Conditions**

Tim Boucher thanked John Joyce and the Clerk for attending the South Norfolk Council planning committee meeting to represent the Parish Council when the planning applications for the land on Overtons Way and the Care facility on the Bungay Road were discussed.

## **8. Correspondence and Consultations**

### a) To Consider Contribution to Match Funding Pocket Parks Project for Poringland Woods

Information was provided about the 'Pocket Parks' project to improve Poringland Woods. Support could be given financially or in kind. The application had been sent by South Norfolk Council therefore the Parish Council's support had been noted on the grant application as 'unsecured'. David Hewer proposed that the Parish Council should support the project as it is a valuable amenity for the parish of Poringland. Seconded by Chris Walker and carried.

b) To Consider Attendees to the South Norfolk Council Greater Norwich Plan Briefing on 23<sup>rd</sup> January.

John Henson advised that the draft Greater Norwich Local Plan was good news for the parish of Poringland. In this draft it advises that high amounts of existing commitments and environmental / infrastructure constraints limit the potential for additional housing in Poringland and the surrounding areas. He thanked Lisa Neal for her work on this document.

Tim Boucher thanked John Henson for his work on the Parish Council's response to the previous consultation.

Lisa Neal stressed that there may be exceptional circumstances in which development could still occur.

It was agreed that John Joyce and John Henson should attend the briefing on behalf of the Parish Council, and should a third place become available, then the clerk should attend.

## **9. Finance**

a) To Receive Receipts, Payments and Bank Reconciliation for November 2019

The receipts, payments and bank reconciliation for November 2019 were noted by council.

b) Accounts for Payment

*i) To Agree Accounts for Payment*

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

| <b>Payee</b>         | <b>Description</b>      | <b>Amount</b> |
|----------------------|-------------------------|---------------|
|                      | Staff Salaries          | £6,710.86     |
| HMRC                 | PAYE & NIC              | £2,259.75     |
| Norfolk Pension Fund | Pension Contributions   | £2,408.26     |
| Microshade           | Hosted IT               | £241.20       |
| BT                   | Telephone and Broadband | £79.31        |
| Norfolk Copiers      | Copier Printing         | £78.41        |
| Ian Smith Group      | Stationery              | £119.47       |
| Auditing Solutions   | Internal Audit          | £534.00       |
| Norse                | ID Card                 | £7.20         |

| <b>Payee</b>              | <b>Description</b>                   | <b>Amount</b> |
|---------------------------|--------------------------------------|---------------|
| Total Gas and Power       | Electricity                          | £978.50       |
| ESPO                      | Gas                                  | £229.98       |
| World Pay                 | Card Charges                         | £23.77        |
| Wave                      | Water Bill                           | £296.17       |
| The Alarm Company         | Annual Maintenance of Fire Alarm     | £314.40       |
| Anglia Catering Equipment | Replacement Oven                     | £1,674.00     |
| Name Withheld             | Refund of Hire                       | £49.00        |
| Humpty Dumpty Brewery     | Real Ale                             | £112.20       |
| L. Gooderham              | Annual Claim for Tea Towel Washing   | £30.00        |
| Chase Stereo              | Balance of Disco for 'Stayin' Alive' | £245.00       |
| "Stayin Alive"            | Balance for Tribute Event            | £1,920.00     |
| J & A Saunders            | Clean Beams in Hall                  | £80.00        |
| Office Water Supplies     | Rental of Water Cooler and Cups      | £101.35       |
| Total Gas and Power       | Electricity                          | £198.26       |
| Wave                      | Water Bill                           | £161.74       |
| South Norfolk Council     | Annual Premises License              | £70.00        |
| Townsend Ltd              | Attend to Blocked Toilet             | £100.80       |
| Wave                      | Water Bill                           | £28.25        |
| South Norfolk Council     | Annual Dog Bin Charge                | £2,563.20     |
| Veolia                    | Waste Removal                        | £75.58        |
| Garden Guardian           | Grounds Maintenance                  | £344.10       |
| Vortex                    | Grounds Maintenance                  | £519.99       |
| Barclaycard               | Bar Stock/Events/Xmas Event          | £2,579.40     |
| Spire Cleaning Services   | Carpet Cleaning                      | £150.00       |
| R. McCarthy               | Petty Cash Top Up                    | £92.00        |
| J&A Saunders**            | Window Cleaning                      | £140.00       |
| Microshade Business       | Hosted IT                            | £241.20       |
| MCL                       | Service of Boilers                   | £96.00        |
| Ezyglide                  | Service of Partitions                | £678.00       |
| BT                        | Landline and Broadband (Jan)         | £79.31        |
| Worldpay                  | Card Machine Charges                 | £9.48         |
| Garden Guardian           | Grounds Maintenance (Jan)            | £344.10       |

| Payee      | Description      | Amount            |
|------------|------------------|-------------------|
| Bin Dirty  | Cleaning of Bins | £70.00            |
| Unity Bank | Bank Charges     | £89.30            |
|            |                  | <b>£27,123.54</b> |

*\*\* payment previously agreed, but cheque lost in post*

*Trevor Spruce Left the Meeting*

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

Chris Walker proposed that the following account for payment be accepted, seconded by John Hodgson carried.

| Payee             | Description                     | Amount           |
|-------------------|---------------------------------|------------------|
| Spruce Landscapes | Grounds Maintenance and Repairs | £1,425.00        |
|                   |                                 | <b>£1,425.00</b> |

*Trevor Spruce Re-joined the Meeting*

*iii) To Receive Internal Auditor's Report*

The Internal Auditor's Report was noted as received and that there were no matters raised. John Joyce suggested that, as the Internal Auditor had not had the time to review the petty cash, this should be prioritised upon the next visit.

*iv) To Receive Annual Fidelity Report*

The report was noted. Councillors felt this was still a good return for the £30,000 investment.

*v) To Acknowledge Donation from Framingham Earl Parish Council*

It was noted that Framingham Earl Parish Council has donated £100 towards the upkeep of the park at the playing field, in recognition of the benefit this area is to residents of Framingham Earl. The Clerk is to write to Framingham Earl Parish Council to formally thank them.

*Trevor Spruce Left the Meeting*

## **10. Improvements to Village Assets**

### **a) To Receive Advice on Drainage for Entrance to Playing Field Park**

The Clerk read the response from Norfolk County Council's Flood Risk Officer. The Parish Council's land drainage proposal was deemed as an acceptable starting point. If ponding still occurs then the Parish Council should look to relocate the path and the entrance to the park.

The Clerk reminded the meeting of the quotes received. It was agreed after a proposal from John Henson and a second from David Hewer that Spruce Landscapes should be awarded the contract for the installation of further land drainage at the playing field, at a cost of £900.

*Trevor Spruce Re-Joined the Meeting*

### **b) To Consider Entering into a Three Year Contract for Environmentally Friendly Consumable Products for the Community Centre**

The Clerk presented the costs and benefits of replacing the regular consumable products at the community centre, with those that had been granted Ecolabel status. This is awarded to products meeting high environmental standards throughout their life-cycle, from raw material extraction, to production, distribution and disposal. To change to these products would require changing the dispensers for all the hand towels and toilet rolls. However, the cost of this will be underwritten by the supplier, on the provision that the Parish Council undertakes to order supplies of these products from the current supplier for a period of three years. John Henson proposed that the Parish Council proceeds with this proposal, seconded by Chris Walker and carried.

### **c) To Consider Additional Grit Bins for the North of the Village and the Community Centre**

It was agreed that three additional grit bins should be purchased, after a proposal from David Hewer and a second from John Henson. These would be located at Phase 1 of David Wilson Homes, Mentmore Way and the community centre. This would be subject to Norfolk County Council highways agreeing the locations and consultation with residents if the bins are proposed to be in front of their property.

*John Overton Joined the Meeting*

## **11. Committee and Advisory Group Reports and Recommendations**

### a) To Receive Report on Christmas Event and Agree in Principle to Run in 2020

The Clerk provided a report on the Christmas event. All were agreed that this was a great success for the village and was a good example of community engagement between the Parish Council and the village. It was agreed to provisionally book the 6<sup>th</sup> December 2020 to run the event again.

### b) Neighbourhood Plan Committee

John Henson reported that the fact check response from the examiner was received on 7<sup>th</sup> January. This will be reviewed by himself, John Joyce, the Neighbourhood Plan Project Officer, the Neighbourhood Plan Consultant and the Clerk and any factual errors reported back to the examiner. After which the final report will be issued by the examiner and the Neighbourhood Plan committee will be convened to discuss the report.

### c) Welcome Home and Memorial Playing Fields Trust

The Welcome Home and Memorial Playing Fields Trust committee met on 4<sup>th</sup> December. The minutes of the meeting were distributed to the meeting and noted.

### d) Finance and Governance Working Group

*Trevor Spruce Left the Meeting*

#### *i) To Agree Grounds Maintenance Contracts*

Tim Boucher presented the contract prices received. Firstly the Advisory Group had considered the prices and advice provided by potential contractors on the use of non-glyphosate weed killers. Based on the information received, the group had decided to continue to allow the use of glyphosate weed killers on Parish Council land.

The following recommendations were presented to council:

**Burial Ground:** It was recommended that this should be awarded to CGM. Contract price £4,797 + £30 per ad hoc visit.

**Community Centre:** It was recommended that this should be awarded to Vortex. Contract price £1,950.

**Devlin Drive:** It was recommended that this should be awarded to Vortex. Contract price £720.

**Memorial Garden:** It was recommended that this should be awarded to CGM. Contract price £928.

**Verges:** It was recommended that this should be awarded to Garden Guardian. Contract price £2,632.

**Mulberry Grass:** It was recommended that this should be awarded to Garden Guardian. Contract price £1,100.

**Mulberry Grounds:** It was recommended that this should be awarded to Garden Guardian. Contract price £1,100.

**Playing Fields Grass:** It was recommended that this should be awarded to Vortex. Contract price £900.

**Playing Fields Grounds:** It was recommended that this should be awarded to Vortex. Contract price £1,140.

**Rosebery Park:** It was recommended that this should be awarded to Garden Guardian. Contract price £1,650.

**Trafalgar Square / Victory Avenue:** It was recommended that this should be awarded to Vortex. Contract price £1,160.00

John Overton requested that the proposed new contractor for the cemetery takes great care in the area, particularly around the headstones, as it is a very sensitive area. The Clerk will meet with CGM onsite to ensure they understand what is expected of them.

Lisa Neal proposed that the recommendations of the advisory group were accepted. Seconded by David Hewer and carried.

*Trevor Spruce Re-Joined the Meeting*

*ii) To Agree 2020/2021 Budget and Associated Precept*

Chris Walker presented the draft budget to the meeting. The recommendation of the advisory group was to raise the Band D element of the precept by 4.29%, which equated to £3.68 per annum for a Band D property. He gave examples of how the precept would be affected by taking funds out of free reserves.

Lisa Neal felt that, as a cash rich parish, it would be preferable to take some money out of free reserves and keep the precept increase to 2.5%-3%.

The vote was taken to increase the Band D element of the precept by 4.29%. There were six votes in favour, three against and one abstention. The vote was carried.

**12. To Receive Proposal to Close the Meeting for Item 13 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as the Item Refers to Terms and Conditions of Employment**

This was agreed and the public left the meeting.

**13. To Consider Recommendations from HR Advisory Group**

The Clerk presented a document to the council on the recommendations of the HR Advisory Group.

Chris Walker proposed that the recommendations be accepted, seconded by John Henson and carried.

The Clerk, Tim Boucher and John Joyce will meet with staff to discuss the proposal and then a period of consultation with the staff will commence and feedback will be given to councillors at the next meeting.

**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 Publicity would be Prejudicial to the Public Interest**

This was agreed.

**15. To Receive Update Report on Community Land Project and Consider any Actions Necessary**

The response from Norfolk Homes to the Parish Council's queries about the land was presented to council. It was agreed that this is to be delegated to the Community Land Project working group, who will report back to council.

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

This was noted as Wednesday 29<sup>th</sup> January, commencing at 7pm.

The meeting closed at 9.40pm

**CHAIRMAN**