

Minutes of the Meeting of Poringland Parish Council
Wednesday 25th September 2019 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
John Henson
David Hewer
John Hodgson
John Joyce
John Overton
Carl Pitelen
Trevor Spruce
Chris Walker
Faye LeBon (Parish Clerk)

Also attended: Ten members of the public also in attendance.

1. Attendance and Apologies for Absence

Apologies were accepted from Lisa Neal and County Councillor Vic Thomson, both of who would be arriving late due to other local authority meetings.

2. Declarations of Interest and Applications for Dispensation

Trevor Spruce disclosed an interest in item 8aiii (planning application 2019/1851).

3. Minutes of the Meeting Held on 4th September 2019

Chris Walker requested that his interest in item 7aii be noted as a relevant pecuniary interest. This was agreed. Subject to this and the amendment of a typographical error, the minutes of the meeting held on 4th September 2019 were **agreed** after a proposal by David Hewer and a second by John Hodgson.

4. Matters Arising, Including Clerk's Report

The Clerk presented her report into matters arising:

New Cemetery: This remains in abeyance while possible new areas of land are investigated. It may be possible that areas of land may come available after the site

specific consultation of the Greater Norwich Local Plan. All sites put forward would be subject to a desktop study by planning officers which would give some indication of the land's suitability for a cemetery, should they not be deemed suitable for development. It was agreed to remove this from the agenda until the site specifics of the Greater Norwich Plan have been published.

Bus Stop at Hardley Road: Norfolk County Council has ordered the bus stops and will programme them in to be installed over the next few weeks. The Clerk is to find out the status of this with Norfolk County Council.

Clerk

Pond Maintenance: An updated street cleaning programme has been requested from South Norfolk Council. The Conversation Volunteers will be onsite on 1st October to clear the pond at the Leisure Garden. Specifications have to be put together to cut back the trees at the pond at the community centre.

Bank Accounts: The charity bank account has been opened and initial deposit confirmed. Final details are required for the Barclays (Welcome Home and Memorial Playing Fields Trust) change of signatories to complete this project and for the opening of the new Cambridge Building Society Account.

C.P. /

T.S.

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: A letter has been drafted to be presented to the Strategic Six Group, for sending to Richard Bacon MP, about the expiry of the Higher Level Stewardship Schemes and the associated loss of funding to incentivise land owners to allow the public to access the countryside via their land. A response to a Freedom of Information request to the Rural Payments Agency is due by 2nd October, which will detail how many permissive pathways there are in Norfolk, which will be used to add substance to the letter about how many pathways this matter concerns.

Dog Bins: The new dog bin for the Mulberry open space has been delivered, which now allows the project to move the dog bin on Devlin Drive to commence. South Norfolk Council has been consulted and has no objections to the move. David Wilson Homes has been consulted about the location of a new dog bin on the Hardley Road junction.

Fire Risk Assessment: A contractor has viewed the fire door to the kitchen and advised that they will return to site with the intention of trying to adjust the door. Should this not be successful, then a new door will have to be purchased.

Police Shed: A counter offer has been placed for the purchase of the police shed. This will be put to the Police and Crime Commissioner's Office on or after 27th August. The clerk is to follow this up for a response.

Clerk

Telephone Box: Men's Shed has confirmed that they would be happy to do the refurbishment of the telephone box, so the refurbishment paint kit has been ordered. The only thing excluded is the gold paint for the crown, for which we have been advised that a gold Hammerite is suitable

Community Centre Improvements: The boiler repair has commenced today. The grease cleaning and remedial works to the extractor have been completed.

Terracycle: It was advised that the crisp packet recycling programme was now full so the Parish Council could not participate. Four possible alternatives were put to council, and it was agreed to participate in a recycling programme for baby food pouches.

Insurance Claim: The insurance claim has been paid out in full (with the exception of the heras fencing, which will be paid out when the full term of the hire has been established). The installation of the new play equipment will commence on 1st October.

Planning Application Time Extensions: South Norfolk Council has responded to the Parish Council's concerns about decisions being made prior to the time extension being granted to the Parish Council to enable a response. They advise a new protocol has been set up and relayed to case officers which should assist with avoiding the above from occurring again. The Clerk advised that this was as a result of intervention by Lisa Neal.

Cyber Security: The Parish Council's web hosting company has advised that it is not possible to have the poringland.gov.uk domain name, as a descriptor is required, such as poringlandparishcouncil.gov.uk or poringland-pc.gov.uk. It was agreed that pc would be preferable over parishcouncil.

Ditch Clearance: Quote requests have been sent out for clearance of the ditch to the west of the playing field.

5. Report from the Chairman

The Chairman reported that Poringland Primary School is looking for a new community governor, and encouraged interested parties to make enquiries of the school.

The 'Rule The World' Take That tribute event sold out and made £945 profit.

The Olly Day and Night Train cabaret event has sold 90 tickets. He encouraged people in the meeting to attend this event.

6. To Consider Candidates for Co-Option on to Poringland Parish Council

Three candidates had expressed an interest in the role of parish councillor. All had been invited to attend the meeting and provide a brief presentation about themselves and why they would like to join Poringland Parish Council. Two candidates attended to provide a presentation and answer subsequent questions from councillors. Following the presentations a ballot was held. The count was performed by John Henson, overseen by John Joyce. The result of the ballot was that Peter Lowndes-Burt was elected on the council. Mr Lowndes-Burt signed his declaration of acceptance of office and took his place on the council.

7. Public Participation

Standing orders were suspended to allow members of the public to speak.

a) District Councillors

Cllr Overton advised that he has been liaising with the newly formed residents' association for Mulberry Park. There have been issues with build of the properties which are being raised with the developer.

He advised that there had been a delay with the issuing of the Greater Norwich Plan Site Specifics consultation. Whilst this was regrettable, it was important that the document being issued was right.

He appealed for applicants for the Community Action Fund grant scheme for community initiatives. There is presently an underspend in issuing grants from this fund.

The opportunity was taken to remind the meeting of the open event being held at Lansdowne Drive for the Semi Independent Living project for looked after children

aged 16-18, being held between 5pm and 7pm on 30th September. Disappointment was expressed over the recent social media post encouraging prejudice against the project, and Cllr Overton had arranged for the post to be removed. He encouraged people to attend the open event and find out more about how similar projects are working successfully in other areas, such as Hethersett.

He had met with the new Chief Executive of Saffron Homes. There has historically been a lot of problems reported by residents which have not been addressed by Saffron, however there is now new confidence that customer service levels will be improved.

Trevor Spruce advised that concerns had been raised about the letters sent from Norfolk County Council to local people about the semi-independent living project. He confirmed that letters sent to residents about the event were to ensure that people were correctly informed about the project.

b) County Councillor

Cllr Thomson's report was deferred.

c) Public Participation

A member of the public raised grave concerns about the proposed new bungalow on Mill Close (item 8ai). Concerns included boundaries overlapping with previous planning applications, the implications on a historic fresh water supply and the access/egress to the property, particularly for large vehicles.

Lisa Neal Joined the Meeting

A member of the public raised concerns about the Parish Council's actions to clear the dead weeds from The Street (close to Elizabeth Road) and whether this would make the Parish Council responsible for this in the future. The Clerk confirmed that no permanent responsibility has been taken by the Parish Council and this remains the responsibility of Norfolk County Council.

A member of the public raised concerns about the loss of hedgerows along Carr Lane as a result of the planning conditions for the spine road. The member of the public raised further concerns about the retrospective planning application for the change of use for Dormer House from a commercial to residential premises. It was

confirmed that the Parish Council had discussed this and opposed the application. Tim Boucher confirmed that South Norfolk Council had since refused the application. A member of the public enquired as to who is responsible for the village hall. It was advised that the building forms part of the Poringland Benefice. There is currently planning permission for the existing building to be demolished and a new 'All Saints Centre' built.

A member of the public enquired as to whether the Parish Council receives proposed elevation plans when planning applications are submitted, and specifically referenced the Milestones development. Lisa Neal explained that proposed elevation sketches are received, however the Milestones development formed part of Bixley parish at the time, so Poringland Parish Council had limited weight put to their objection to the development.

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

8. Planning

a) Applications Received

i) 2019/1950 – Land off Mill Close – Erection of Bungalow

John Overton presented this application to the meeting. He also presented the history to the wider site and planning decisions made. He queried whether the presence of a historical water pipe under the proposed property was a planning consideration, but felt that it should be raised to South Norfolk Council regardless. John Henson noted that there is a window in the roof of the proposed property, therefore it should be deemed as a chalet and not a bungalow. He also advised that the access plans for the turning circle are for plot 2 and not the proposed site and that this development would create an overcrowding of the wider site.

John Henson proposed that the Parish Council should recommend refusal of the application on the grounds that safe access/egress has not been demonstrated, and concerns about the development being over a fresh water supply pipe should be raised. This was seconded by Chris Walker and carried.

Clerk

Trevor Spruce left the meeting

ii) 2019/1803 – Bella Vista, Bungay Road – Installation of Biomass Boiler

Chris Walker presented this application to the meeting.

Discussions occurred as to the height of the flue pipe, with the property being in an elevated position. The ecological concept of the application was also raised.

Chris Walker proposed that the Parish Council make no comment on this application, seconded by David Hewer and carried.

Clerk

iii) 2019/1851 – 1 Sunnyside Avenue - Proposed flat roof dormer to the rear and 2 pitched roof dormers to the front elevation with an infill extension

John Joyce presented this application to the meeting. He advised that there is already a dormer window to the front of the property and a velux window to the rear. The footprint to the property is not increasing, just the first floor. Discussions occurred as to the impact the extra windows would have on overlooking the neighbouring properties.

John Joyce proposed that Poringland Parish Council make no comment on this application, seconded by David Hewer and carried.

Clerk

Trevor Spruce Returned to the Meeting

b) Planning Decisions

The following planning decisions were noted.

i) 2019/1709 – Land West of Octagon Farm – Details of Condition 4 (materials)

APPROVAL OF DETAILS

Lisa Neal Returned to the Meeting

Vic Thomson Arrived at the Meeting - It was Agreed to Hear the County Councillor's Report

Cllr Thomson reported that 40 Norfolk libraries are now offering extended opening hours. The library may not be staffed for all these hours, but will work on 'Open

Library' access using a membership card and PIN.

Norfolk library members can now access 'PressReader', an app that allows free digital access to newspapers and magazines. It has been noted that the app is a bit 'clunky' at present. Cllr Thomson encouraged parishioners to email him if this was their experience and he will feed this back to the relevant officers. Printed newspapers and magazines will still be available in libraries.

A sample letter has been sent to the Parish Council, about how a neighbouring parish is addressing highway obstructions, such as overhanging vegetation. This is free to be adapted and used by Poringland should the Parish Council wish.

Guidance has been issued on the protection of dunes along the Norfolk coast.

The Peddars Way and Norfolk Coast Path National Trails are now completely stile-free, making them more accessible.

A 'Norfolk Coastal Treasures' map featuring routes for walking and cycling has been issued.

The Norfolk Minerals and Waste Local Plan – Preferred Options consultation has been issued. This consultation runs for six weeks between 18th September and 30th October (inclusive).

The 'Still Young Enough to.....' campaign has been launched to promote healthy ageing.

A consultation by the Boundary Commission about how the wards for Norfolk County Council should be arranged has been issued. It is recommended that Norfolk County Council retains 84 councillors.

Guidance has been published on how to prepare for Brexit, and regular email updates are available.

It was noted that the recycling rate at Norfolk's recycling centres has been at more than 75% for the past four years. Hazardous household waste will be accepted at Ketteringham recycling centre on 11th, 12th and 13th October as an amnesty period.

An update was provided on scams in the county. There has been an increase in doorstep cold calling.

9. Correspondence and Consultations

a) To Consider the Norfolk Minerals and Waste Local Plan: Preferred Options

Consultation

Councillors considered this consultation and agreed that no comment was required, as none of the proposed preferred sites were in close proximity to Poringland.

10. Finance

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for August 2019 were presented and **noted**.

b) Accounts for Payment

It was **agreed** to pay the following accounts, following a proposal from Chris Walker and a second from John Henson.

Payee	Description	Amount
	Staff Salaries	£6,610.64
HMRC	PAYE & NIC	£2,091.86
Norfolk Pension Fund	Pension Contributions	£2,325.89
Microshade	Hosted IT	£241.20
BT	Telephone and Broadband	£79.31
Norfolk ALC	VAT Training	£63.00
PKF Littlejohn	External Audit	£1,560.00
Total Gas and Power	Electricity	£750.85
ESPO	Gas	£56.81
World Pay	Card Charges	£5.03
Greasebusters	Cleaning and Repair of Extractor	£384.00
Wave	Water Bill	£287.87
Hugh Crane	Cleaning Consumables	£224.42
Night Train	Band for 5th October	£600.00
X2 Connect	Paint for Telephone Box Refurb	£166.80
Norfolk Plumbing	Unblocking of Drains	£85.00
Wave	Water Bill	£166.04
Total Gas and Power	Electricity	£121.22
Veolia	Waste Removal	£75.58
Spruce Landscapes	Grounds Maintenance	£1,050.00
Garden Guardian	Grounds Maintenance	£782.27
Barclaycard	Telephone/Bar/Maintenance/Event	£1,240.39
R. McCarthy	Petty Cash Top Up	£28.12
Glasdon	Dog bin and Spare Parts	£315.86

James D's Party Time	Halloween Party	£552.00
TOTAL:		£19,864.16

John Henson and Trevor Spruce will authorise these payments.

c) To Receive Fully Audited Accounts for 2018/2019

The external audit of the accounts had been completed, with the auditor advising that sections 1 and 2 of the AGAR are in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. John Henson proposed that the fully audited accounts be **accepted**, seconded by Chris Walker and carried.

d) To Agree Donation to Royal British Legion for Poppy Wreath

It was **agreed** that a £75 donation be made to the RBL Poppy appeal for a poppy wreath.

11. Committees and Advisory Group Reports and Recommendations

a) Neighbourhood Plan Committee

John Henson reported that the Neighbourhood Plan had been considered by South Norfolk Council's Cabinet on 9th September. John Overton and John Joyce presented the plan and answered questions posed by members. Cabinet agreed that the plan could proceed to examination.

The CVs of two possible examiners were sent from the NPIERS referral unit, but concerns were raised about their experience with settlements similar to Poringland. Two further CVs were sent for consideration and it was agreed that both were suitably experienced. It was agreed that the candidate with the better availability should be appointed.

b) Strategic Working Group

i) To Consider Parish Council Procedure for Operation London Bridge

The following was agreed as an initial strategy for Operation London Bridge:

- A loose leaf book of condolence should be purchased in advance of the event. This will be displayed at the community centre during the period of mourning (date of death until the day after the funeral).

- An appropriate picture and frame will be sourced at the relevant time to display with the book of condolence.
- An area will be set aside for people to lay flowers. An area at the community centre was thought most appropriate as it is easily accessible. Flowers will be purchased on behalf of the Parish Council. The public will be advised that no plastic or cellophane will be allowed as the flowers will be composted afterwards. A composter will be purchased at the time.
- An alternative front page for the website should be drafted in advance. This will display a picture of the deceased, a message of sympathy from the Chairman, information on the book of condolence, information on the laying of flowers and details of services arranged. This page will be displayed for the period of mourning.
- When the flowers have composted, a memorial tree will be purchased. The type of tree and location of planting is to be arranged.
- The decision to continue with, or cancel Parish Council meetings or events will be taken at the time, when it is known what events occur over the period of mourning.

This protocol will be applicable for the death of the Queen, the Duke of Edinburgh and the Prince of Wales. The Parish Council will consider whether to apply this protocol to other members of the Royal Family should a death occur.

ii) To Consider Christmas Tree / Event at Poringland Community Centre

It was agreed to source a 20ft Christmas Tree for display at the front of the community centre. An initial price of £275 + £125 delivery was quoted, but alternative sources were suggested for investigation. It was suggested that 2,500 lights would be required for a 20ft tree. The clerk is to seek quotes for lights and to investigate the installation of a socket at higher level at the community centre.

The Clerk advised that the only date that the community centre would be available prior to the Christmas period would be 8th December.

Other aspects to consider:

The singing of Christmas carols and an accompanying band

The sale of mulled wine

Free mince pies for attendees.

An appearance by Father Christmas

It was **agreed** that the Parish Council should run this Christmas event. The Clerk is to finalise plans and costs for the next meeting.

12. Date of next meeting:

- Wednesday 30th October 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9.10pm.

CHAIRMAN