

Minutes of the Meeting of Poringland Parish Council
Wednesday 26th February 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:

County Councillor Vic Thomson and five members of the public also in attendance.

1. Chairman's Welcome

Tim Boucher welcomed everyone to the February meeting of Poringland Parish Council. He advised members of the public that there would be opportunity to speak under item 6c – public participation.

He raised that the Poringland Cinema Group had offered a grant of £1,000 to provide a defibrillator to be publically available within the community centre.

2. Apologies for Absence

None received

3. Declarations of Interest and Applications for Dispensation

Trevor Spruce disclosed an interest in item 9 (b)ii) – accounts for payment.

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

4. Minutes of the Meeting Held on 29th January 2020

The minutes of the meeting held on 29th January 2020 were **agreed** after a proposal by David Hewer and a second by Trevor Spruce.

5. Matters Arising, Including Clerk's Report

Bus Stop at Hardley Road

The poles have been installed for the bus stop, but the flags have yet to be installed. Norfolk County Council advises that these are being manufactured and should be installed by the end of February.

Primary School Places

Norfolk County Council is in the process of reviewing sites put forward for a prospective new school, but in the meantime are progressing well with discussions to improve the facilities at the primary school to help with the current school numbers. Norfolk County Council has not made these sites available in the public domain, and advise that Poringland Parish Council will be contacted when a site has been selected and a pre-planning event arranged. This is a long term project and it has been recommended to remove this from the agenda at present. Cllr Thomson will provide an update on admissions when the figures can be made publically available.

Funding for Permissive Pathways at High Ash Farm

The letter about the risk to permissive rights of way as a result of withdrawal of government funding has been sent to Richard Bacon MP. Mr Bacon's Parliamentary Assistant has advised that the concerns have been raised to DEFRA and a response is awaited from them.

Fire Risk Assessment

The relocated bin storage area has been completed and from a fire risk assessment perspective, this project is complete. The screening fencing has also been installed and

correspondence has been received from residents of Heath Loke to advise that they are pleased with this.

Police Shed

The next meeting of the Police and Crime Commissioner estates is due in February to confirm that the Parish Council can have desk space in the police station. The Clerk is to chase this as no feedback has been received as of yet. It has been agreed to sell the police shed to the Parish Council and a quote has been sought to extend the storage area of this building, to be discussed under agenda item 10c.

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.

Planning permission is required for the phone box as it is a Grade II listed structure. Prior to submitting the application, the Clerk is to check with the planning officer whether the changing of the 'telephone' signage to 'defibrillator' signage would be looked upon favourably.

Cyber Security

The purchase of the poringland-pc.gov.uk domain name is now complete and the new email addresses should all be set up and active. Three more email addresses have been requested to regularise the emails of the community centre staff, as part of the Parish Council.

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. The survey had been tested by councillors this week, and it was agreed to launch the survey.

Grit Bins

All agreed dog and grit bins have been ordered. Locations have been agreed on Brickle Wood Avenue. Final confirmation about the location on Mentmore Way is awaited .

Pocket Parks Grant

Regrettably South Norfolk Council's Pocket Parks Grant was unsuccessful, so this will not progress any further.

Playing Field Drainage Works

These have been instructed and will commence when the ground is able to support the machinery required.

Community Centre Consumables Project

The washroom products in the community centre have now all been replaced for those Ecolabel certified, which is awarded for environmental excellence to products and services meeting high environmental standards throughout their life-cycle: from raw material extraction, to production, distribution and disposal.

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 the District Councillors had had a successful meeting with the new head teacher of Framingham Earl High School. The Clerk is to ensure that she is invited to the Annual Parish Meeting.

Discussions have occurred as to the pupil capacity of Framingham Earl High School, but it was noted that a lot of children attend from out of catchment. Upon application, local children will receive priority over those out of catchment.

South Norfolk Council has budgeted £220,000 for improvements to Framingham Earl Sports Centre.

Of the food establishments in the South Norfolk area, 99.2% are rated satisfactory or above, which is an improvement.

South Norfolk Council is in the top ten in the country for New Homes Bonuses, which is where the CAF funding comes from. Applications for the CAF were over subscribed, and some applications will be rolled forwards to the next round.

South Norfolk Council is investing in 350 new dwellings at St Giles Park in Cringleford. They have also invested in 20,000 square feet of commercial buildings at the research park. The return on these investments is 6%.

b) County Council Report

Cllr Thomson reported that the gritters will be out tonight as a result of a fall in temperature.

Beryl will be installing approximately 70 'Beryl Bays' across Norwich, for storage of the publically accessible 'Beryl Bikes'.

At its meeting on 17th February, Norfolk County Council agreed to increase the council tax for 2020-21 by 3.99%. 70% of Norfolk County Council's budget focuses on 5% of the population (covered by adult social services and children's services).

The two recent storms have meant that the highways department has been very busy.

The plans for the new recycling centre at Harford Bridges are now open for consultation.

The plans for the protected turning outside Octagon Barn (as part of the s278 agreement for Bennett Homes) have been made available. He will find out when works are due to commence.

He confirmed that offers for primary school placements go out on 16th April. The numbers are still subject to confirmation because some people have yet to apply.

Tim Boucher queried why the Parish Council would not be consulted on the options for the new school sites, just the proposed solution. Cllr Thomson advised that this is the normal way of planning for a new school.

c) Public Participation

A member of the public raised concerns about the amount of waste (particularly garden waste, but toxic pigeon waste is also of concern) being dumped in the ditch between the Mulberry Park estate and Norwich Road. The Parish Council were concerned about the potential flooding issues and environmental issues that could result. It was agreed that the member of the public would send photographic evidence to the Clerk, and the Clerk will send a letter to all properties adjoining the ditch to request that nothing be dumped in this area.

A member of the public queried the price of the police shed that the Parish Council was to purchase. The Clerk advised that the original price was £4,000 + VAT, but this was then

negotiated down to £3,000 + VAT. It was also clarified that desk space is being sought in the police station for the Clerk to have a confidential / quiet area.

A member of the public queried how many empty houses there are in South Norfolk. Trevor Spruce advised that an officer from South Norfolk Council will have this information available and will find out.

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

7. Planning

a. To Consider Applications Received

i. 2020/0213 – 6 Green Fall – Single Storey Front Extension Including Alterations.

John Joyce presented this application to the meeting. There were no concerns about the application not being in compliance with planning policy, and the proposals were thought to be generally in keeping with the rest of the area. John Joyce proposed that the council make no comment on this application, seconded by Chris Walker and carried.

b. To Note Planning Decisions

i) 2020/0017 – 109 Cawstons Meadow - Single storey front extension including alterations –

APPROVAL WITH CONDITIONS

ii) 2020/0059 – 2a Stoke Road – Works to TPO Trees (T1 oak - crown raise to a height of 5.2m, crown clean, remove deadwood) - **APPROVAL WITH CONDITIONS**

iii) 2019/2417 – 4 Green Fall – Retention of Access Gates at front of property – **REFUSAL**

iv) 2019/2483 – 7 Highland - Loft conversion with raised roof pitch, including dormers and roof lights. Additional front entrance porch – **APPROVAL WITH CONDITIONS**

8. Correspondence and Consultations

a) To Consider Response to Greater Norwich Local Plan Consultation

John Henson presented this item to the council. He advised that the Greater Norwich Local Plan has recommended that Poringland be considered along with the parishes of Framingham Earl, Framingham Pigot (and well related parts of Bixley, Caistor and Stoke Holy

Cross). It has further recommended that the existing allocation for B1 usage on the ex MOD site be carried forwards, however no new residential sites will be allocated as part of the plan due to the high amounts of existing commitments and environmental/infrastructure constraints. There are currently 536 dwellings with planning permission on smaller sites to be developed in the area.

John Henson proposed that the Parish Council welcomes the recommendations relating to Poringland and the surrounding parishes, in the consultation document. Seconded by Chris Walker and carried. Lisa Neal abstained from the vote due to her role in formulating the Greater Norwich Local Plan.

Parishioners are to be encouraged to respond to the consultation, which is open until 16th March.

John Henson thanked Lisa Neal for her work on the Greater Norwich Local Plan.

b) To Consider Proposition for Use of Bowls Club

The Parish Council has been approached by a member of the public (a lapsed bowls coach, prepared to renew the appropriate qualification) to consider the opportunity to do bowls ‘taster sessions’ for children. This would be done in conjunction with an approach to the school (possibly years 5 and 6) to see if a permanent club can be established.

Discussions occurred as to the upkeep of the bowling green, and the member of the public proposing this project is to be asked for advice.

John Henson proposed that the Parish Council support this project in principle, seconded by David Hewer and carried.

9. Finance

a) To Receive Receipts, Payments and Bank Reconciliation for January 2020

The receipts, payments and bank reconciliation for January 2020 were noted by council.

b) Accounts for Payment

i) To Agree Accounts for Payment

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

Payee	Description	Amount
	Staff Salaries	£6,506.89
HMRC	PAYE & NIC	£2,108.95
Norfolk Pension Fund	Pension Contributions	£2,318.83
Microshade	Hosted IT	£241.20
Norfolk Copiers	Copier Printing	£75.24
BT	Landline and Broadband	£79.31
Hollinger Print	Newsletter Printing	£145.00
Paul McCarthy	Repair of Parish Laptop	£110.00
Office for Police & Crime Commissioner	Purchase of Police Storage Shed	£3,600.00
Hussey Knights	A0 Printing	£23.76
Total Gas and Power	Electricity	£938.96
ESPO	Gas	£300.85
Worldpay	Card Charges	£17.44
South Norfolk Council	Premises License	£180.00
Nisbets	Replacement Water Boiler	£363.58
Pitkin and Ruddock	Maintenance of Air Conditioning	£836.40
Norwich Electrical	5 Year Electrical Installation Condition Report	£956.40
R. McCarthy	Cash Withdrawal (music quiz prize)	£60.00
Total Gas and Power	Electricity	£207.72
Cardiac Science	Additional Defibrillator Cabinet	£638.40
Collective Community Planning	Neighbourhood Plan Professional Advice	£475.34
Veolia	Waste Removal	£87.58
Vortex	Grounds Maintenance	£519.99
Garden Guardian	Grounds Maintenance	£344.10
Play Inspection Company	Play Area Inspections	£180.00
J&A Saunders	Window Cleaning	£120.00
Glasdon	Grit Bins and Dog Bin	£618.30
Barclaycard	Bar Stock/Events/Xmas Event	£1,416.71
Jan Dodman	Bar Staff	£63.13

Payee	Description	Amount
HMRC	PAYE on Above	£1.00
Zurich Municipal	Annual Insurance Premium	£3,571.35
F. LeBon	Petty Cash Top Up	£36.27
Norwich Diocesan Board	Refund of Hire	£200.00
Fenland Leisure	Repairs to Play Equipment	£1,410.62
Hugh Crane	Cleaning Consumables	£275.22
		£29,028.54

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 and carried.

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance	£1,041.00
Spruce Landscapes	Community Centre and Playing Field Improvement Works	£1,440.00
		£2,481.00

Trevor Spruce Re-joined the Meeting

10. Community Centre

a) To Receive Proposal for Whitney Houston Tribute Night.

A proposal for a Whitney Houston tribute night had been put forward by the Community Centre manager. Peter Lowndes-Burt queried the travel and rider costs for the event, as they were not part of the proposal. The Clerk advised that they were not yet known.

The bar profits of £7 per ticket were queried. After a spot check of two recent events, it was noted that this may be closer to £5. This is to be raised with the Community Centre manager for future events.

John Henson proposed that this event be agreed by the Parish Council but a £250 cap put on the travel and rider costs. Seconded by Trevor Spruce and carried.

b) To Receive Report into VAT Treatment of Community Centre Income

After seeking professional advice, it was noted that the tax treatment of some of the community centre income would need to be changed.

John Overton queried how this would affect hirers with existing bookings. The Clerk advised that people with existing bookings should have a contract in place, therefore would be protected from any resulting changes in price.

Peter Lowndes-Burt suggested that this may be a good time to review the community centre prices. This was met with agreement.

It was clarified that the changes would not affect people using equipment which did not belong to the community centre. For example, the cinema hires just the room (which is not vatable) and uses its own equipment. If the cinema was to use equipment belonging to the Parish Council, then the hire of an equipped room would be vatable.

It was agreed that the community centre manager completes the analysis into this and provides recommendation to the community centre advisory group. The advisory group's recommendations can then be brought back to the council at the March meeting, and implemented in the new financial year.

c) To Receive Report into Problems with the Community Centre Roof

Trevor Spruce reported that RG Carters have attended site to review the ongoing problems with the leaking roof. They have returned to site and fixed the downpipe free of charge as this was deemed as a fault in the construction.

Carters believe that the leaks are being caused by the mastic jointing where the roof and the higher level windows meet. They advise that mastic should be replaced every ten years and this has not been done to the community centre since construction.

Carters also advised that the single ply roof membrane is rippling in places due to expansion and contraction when the weather changes. Concerns were also raised about the design of the roof which encourages the water to fall inwardly to internal drainage pipes rather than outwardly. It was agreed to obtain prices from roofing specialists who would be able to carry out a radar survey of the roof, to determine where the faults lie.

c) To Consider Proposal to Extend Police Shed

The Clerk reported that the firm which constructed the police shed had been contacted to price for an extension to the structure, which will effectively double the storage capacity. The price has come in at £1,760 + VAT. It has been confirmed by South Norfolk Council that this is an acceptable project which can be completed utilising CIL money.

It was agreed after a proposal from Lisa Neal and a second from John Hodgson to waive financial regulations to obtain three quotes, on the grounds that it would be better for the council to engage the services of the firm who did the original construction of the police shed to do the modifications, and to accept their quotation and proceed with the works. The site is to be reviewed to see where best to relocate the bike racks.

11. To Consider Attendees for NALC / CPRE Spring Conference

The details of the conference, focussing on parishioner needs and aspirations, had been circulated. It was agreed that Trevor Spruce and the Clerk should attend on behalf of the council, at a cost of £65 per delegate.

12. Committee and Advisory Group Reports

a) Neighbourhood Plan Committee

i) To Agree Examiner's Modifications (Excluding Policy 2)

It was reported that the Neighbourhood Plan committee had reviewed the Examiner's findings and had agreed to the Examiner's modifications, with the exception of policy 2 (scale of housing).

ii) To Consider Amended Wording for Policy 2 (Housing – Small Scale)

The Clerk explained that the Local Planning Authority has a right to take a different view from the Examiner of the Neighbourhood Plan. Whereby the Neighbourhood Plan committee had originally wanted a restriction of 20 dwellings per development, the Examiner had recommended that the policy be changed to 'small developments'. The Neighbourhood Plan committee was concerned that this was not precise enough to comply with the NPPF and would be open to interpretation by developers. John Henson advised that a meeting had been sought with planning policy officers from South Norfolk Council

and Broadland Council for advice, and these officers had created alternative wording to base the policy around a hectare of land being defined as 'small scale'.

Chris Walker raised concerns that development could still be dense on a hectare of land.

The Clerk advised that any planning application would still have to adhere to Policy 14 of the Neighbourhood Plan which states that 'proposals for new development should be locally distinctive, in keeping with the context of a rural village of similar diversity, density, footprint, separation and scale to the surrounding area...'.

Lisa Neal advised that the South Norfolk Council Cluster policy uses the measurement of a hectare for small scale, and it would generally cover 12 to 25 dwellings.

The planning officers had provided alternative wording for policy 2, but had cautioned that they may be suggesting some further, minor amendments to the proposed policy wording, to further improve clarity, and based on the legal advice they receive.

John Henson advised that to take a different view on the Examiner's modification would cause a delay in proceeding to referendum, however it was important to get the Neighbourhood Plan right. It is likely that the plan would reach referendum in September.

Trevor Spruce proposed that the council accepts all the Examiner's recommendations, with the exception of Policy 2 whereby the amended wording from the Local Planning Authority should be accepted (subject to minor amendments resulting from legal advice). Seconded by Peter Lowndes-Burt and carried.

b) Community Land Project Working Group

The draft minutes of the meeting of the 5th February had been circulated to council. An email had been sent to Norfolk Homes on 11th February with items that the Parish Council still feels are unanswered about the community land. A copy of this email had been sent to South Norfolk Council with regards to Norfolk Homes' adherence to the S106 agreement. A meeting with South Norfolk Council's Community Assets Management Officer is to be arranged to help move the project forwards.

Trevor Spruce suggested that, once the land is signed over, the public are consulted again over the use of the land as it has been three years since the last consultation.

c) Welcome Home and Memorial Playing Fields Trust

The draft minutes of the meeting of the 5th February had been circulated to council.

The playing field ditch has now been cleared, and Trevor Spruce is to repair the guttering to the pavilion.

The Clerk is to provide John Overton and Carl Pitelen with the information required to change the bank mandate.

d) Amenities Advisory Group

The draft minutes of the meeting of the 12th February had been circulated to council.

David Hwer reported that the annual independent play inspections of the Mulberry play area and Victory Avenue had returned with all 'low' or 'very low' risk assessments.

i) To Consider Proposal for Seating on Mulberry Green

David Hwer reported that previously the council had agreed to allow a local group to install a memorial seat on Mulberry Park. The local group had raised sufficient funds for a domestic bench, however council were concerned about the longevity of this bench, and the bench being in keeping with other seating in the parish. It was agreed after a proposal from David Hwer and a second from Chris Walker, that the Parish Council should purchase a Timberpol seat at a cost of £606.38 + installation. A donation will be accepted from the local group as a contribution towards the seat.

ii) To Consider Refurbishment of Cemetery Noticeboard and Cemetery Gates

It was agreed to have these projects costed.

e) Strategic Working Group

Tim Boucher reported that the group met on the 19th February and the council's action plan updated. The action plan is to be brought to council next month.

13. To Receive Proposal to Close the Meeting for Item 14 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.

14. To Receive Update on Staff Restructure and Recommendations from HR Advisory Group

A two stage report was considered by the council.

The Clerk Left the Meeting for the Second Part of the Report

15. To Note Date of Next Parish Council Meeting

This was noted as Wednesday 25th March, commencing at 7pm.

The meeting closed at 9.45pm

CHAIRMAN

DRAFT