

Minutes of the Meeting of Poringland Parish Council
Wednesday 29th 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

Faye LeBon (Parish Clerk)

Also in Attendance:

Five members of the public also in attendance.

1. Chairman's Welcome

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

2. Apologies for Absence

Apologies were accepted from Chris Walker after a proposal from David Hewer and a second from Carl Pitelen. Vic Thomson had advised that he would be delayed due to prior meetings.

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 8th January 2020

The minutes of the meeting held on 8th 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 shortly

Pond Maintenance

The extra maintenance for the pond at the community centre has been completed. Ongoing maintenance should now be easier.

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 letter about the risk to permissive rights of way as a result of withdrawal of government funding has been sent to Richard Bacon MP. A response is awaited.

Fire Risk Assessment

The bin storage area at the community centre has been completed and the dropped kerbs installed. The pathway between the two is in the process of being completed and then the bins can be relocated.

Police Shed

The Police and Crime Commissioners Office has accepted the Parish Council's offer for the police shed. They will be sending the Parish Council an invoice, and as soon as this has been settled then the Parish Council will take ownership. The Parish Council utilising desk space in the police station will be discussed at the Police and Crime Commissioners meeting in February. In anticipation of a positive response, a vetting form has been sent for the clerk to complete. It was agreed to pay the £120 vetting fees when the Police and Crime Commissioner has agreed for the Parish Council to use the office space.

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.

Insurance Claim

The insurance company has now settled the claim for the heras fencing, completing this project.

Cyber Security

The new email addresses for each councillor have been set up, the Clerk is to add these to each gmail account. The website is 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.

Grit Bins

Norfolk County Council has been consulted on the best location for grit bins on Bricklewood Avenue and Mentmore Way. Once this is agreed, the bins will be ordered.

Pocket Parks Grant

South Norfolk Council has been advised of the Parish Council's support over the improvements to Poringland Woods. South Norfolk Council will contact the Parish Council when a response has been received about the grant, to see what support the Parish Council can facilitate.

Playing Field Drainage Works

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

Neighbourhood Plan

The examiner's report was received on 24th January and a Neighbourhood Plan committee meeting has been convened for the 3rd February to discuss the examiner's findings.

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

It was agreed that standing orders should be suspended.

District Council Report

Cllr Overton reported that the refusal of planning permission for the proposed development on Overtons Way has been appealed by the applicant.

He had met with Caistor Parish Council to discuss a potential development that could include housing, a village hall (if justified), a country park and a possible school site.

He had met with Highways England to discuss the improvements to the Thickthorn Interchange and the improvements to the A47 at North Tuddenham.

South Norfolk Council is reviewing its funding of the Citizens Advice Bureau, and also a new contract with NPLaw.

There are likely to be new discussions in the spring into the possibility of devolution. This could include a unitary council or a regional mayor.

It is proposed to expand and relocate the school site at Trowse from 1st September 2020. the number of pupils accommodated will increase from 105 pupils to 210 pupils.

Cllr Overton continues to press for the new roundabout at George Lane, Loddon. He also advised that there is a new event, the Big South Norfolk Litter Pick, to incentivise community groups to litter pick in their local communities. There will be a £20 reward for community groups which participate, and a chance to win a further £200.

Cllr Spruce reported that he and the Clerk had visited the South Norfolk Council Help Hub. He reported the benefits of this set up, with all experts in early intervention help such as the police, debt advisors and children's services, being in one place and being able to react quickly and communicate effectively. It was noted that both Poringland surgeries had access to 'community connectors' which were provided as part of the Help Hub service. These community connectors are in a good position to assist people when required.

County Council Report

It was agreed to defer the county council report until Cllr Thomson was in attendance.

Public Participation

A member of the public raised concerns about the new bin storage area at the community centre and its impact on the residents of Heath Loke. It was suggested that a fencing screen could be put in place. This is to be placed on the next agenda.

A member of the public provided an example of the way the Help Hub had assisted a parishioner.

A member of the public raised that the Greater Norwich Local Plan consultation had commenced today and would run until 16th March. The Clerk advised that this would be on the agenda for the Parish Council meeting of 26th February to allow the public time to review the document and feed back to the Parish Council.

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

7. Planning

a. To Consider Applications Received

i. 2019/2339 – 109 Cawstons Meadow – Single Storey Front Extension Including Alterations.

Carl Pitelen presented this application to the meeting. He raised no concerns to the meeting about this not being in compliance with planning policy, and there had been no neighbour objections. John Henson noted that there should be adequate plans for drainage if necessary.

Carl Pitelen proposed that the Parish Council recommends approval of this application, subject to any drainage plans required by the local planning authority being deemed as satisfactory. Seconded by Trevor Spruce and carried.

The Chairman raised the following item of urgent business as a planning matter that could not be deferred until the next meeting.

Lisa Neal Re-Joined the Meeting as the Following Would not go before the Planning Committee

ii. APPEAL 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)

It was noted that the applicant had appealed the refusal of planning permission by South Norfolk Council.

John Overton advised that he had attended the planning committee meeting, and the application was not refused on highways grounds, however, it was important to explain to the inspector that Overtons Way is not a generic estate road, as was defined by the highways officer.

Lisa Neal advised that the Parish Council would need a stronger case than just highways, and should look to the NPPF for guidance.

The Clerk advised that the Parish Council now has an examined Neighbourhood Plan which, under section 48 of the NPPF, should hold more weight. The Parish Council could therefore use Neighbourhood Plan policy 21 arguing that this development is the wrong type of development for this location.

Trevor Spruce stressed the need to focus on the planning committee's decision in that this remains an overcrowded development which has an adverse impact on the street scene.

John Henson emphasised the concerns about drainage in the area.

John Overton noted that the applicant still does not have access to the site via the Budgens car park, however South Norfolk Council will treat this as a civil matter. Tim Boucher

advised that regardless of the availability of access, mixing construction traffic with pedestrians and domestic retail traffic is dangerous and should be a consideration.

It was agreed to strengthen the Parish Council's objection to this application, on the grounds of the application be contrary to the emerging Neighbourhood Plan, drainage matters, safe access for construction traffic and the need to not classify Overtons Way as a usual estate road.

b. To Note Planning Decisions

i) 2019/2339 – Land North of Stoke Road - Details for condition 14 (Parts B and C) of 2016/2388 - Post investigation assessment and analysis of the site investigation, recording and for the preservation in situ of the heritage asset – **DETAILS APPROVED**

Lisa Neal noted that since the agenda was published, application 2019/2417 for the retention of access gates to the front of Green Fall had been refused by South Norfolk Council on the grounds of the adverse impact on the street scene.

8. Correspondence and Consultations

a) To Consider Request from South Norfolk Council to Install a Dog Bin on Bricklewood Avenue

It was noted that this area has yet to be adopted by Norfolk County Council highways. John Henson proposed that South Norfolk Council's request should be agreed subject to agreement by the developer. Seconded by Trevor Spruce and carried.

9. Finance

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

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

b) Accounts for Payment

i) To Agree Accounts for Payment

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

Payee	Description	Amount
	Staff Salaries	£6,698.54
HMRC	PAYE & NIC	£2,243.97
Norfolk Pension Fund	Pension Contributions	£2,403.30
Norfolk Copiers	Copier Printing	£141.31
Total Gas and Power	Community Centre Electricity	£866.57
The Alarm Company	Replacement Battery	£40.49
Hugh Crane	Cleaning Consumables	£189.65
Norfolk County Council	Refund of Hire	£56.25
Total Gas and Power	Pavilion Electricity	£185.26
Cardiac Science	Defibrillator Trainer	£366.00
Veolia	Waste Removal	£61.79
Vortex	Grounds Maintenance	£519.99
Barclaycard	Bar Stock/Events/Xmas Event	£708.80
Print In London	Bierfest Ticket Printing	£14.00
Norfolk Copiers	Quarterly Rental for Copier	£172.76
ESPO	Gas for community centre	£300.96
Sarginson Garden & Tree Service	Pond Clearance	£1,100.00
Name Withheld	Refund of Hire	£66.25
Business Webpage	Annual hosting of existing domain	£129.00
R&S Reinstatements	Drop Kerbs & Kerb Repairs	£516.00
R. McCarthy	Petty Cash top up	£29.85
		£16,810.74

Trevor Spruce Left the Meeting

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

John Henson proposed that the following account for payment be accepted, seconded by David Hewer and carried.

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance	£945.00

Payee	Description	Amount
Spruce Landscapes	Creation of Bin Storage Area	£1,320.00
Spruce Landscapes	Fallen tree/Bench & Lock Install	£270.00
Spruce Landscapes	Extension to pad / infill hedge	£450.00
		£2,985.00

Trevor Spruce Re-joined the Meeting

iii) To Receive Quarterly Budget Reports

The contents of these reports were noted.

iv) To Consider Options for Reinvestment of Hodge Bank Bond

It was agreed after a proposal from John Henson and a second from David Hewer to reinvest the £55,000 Hodge Bank Bond for a fixed period of two years at a rate of 1.2%.

Vic Thomson Entered the Meeting.

It was Agreed to Hear the County Council Report at this Point

County Council Report

Vic Thomson reported that there are two young people now settling in to the semi independent living home.

P.C. Locke has requested an increase in 'keep clear' road markings by the school. This request is under consideration by Norfolk County Council highways.

Norfolk County Council has agreed on a resurfacing project for the B1332. Three areas of road are due to be resurfaced in a project week commencing 26th July. These areas are outside the high school, outside One Stop and outside the church.

Tim Boucher requested that Norfolk County Council highways give consideration to the efficient running of the traffic management system during the associated period of roadworks, including having the lights manned during peak times. He further advised that P.C. Locke has been to the school to speak with the parents about dangerous parking.

John Overton requested that the Clerk write to the owners of Goodfella's Barbers shop to request that their customers do not park on the road and cause an obstruction.

John Henson raised concerns that Norfolk County Council is looking at provision for youngsters with learning disabilities and did not want facilities to close down like the children's centres did. Vic Thomson explained that the children's centres were replaced with better outreach facilities so that the services could be provided in the community. In addition to this, £120m is being spent on educational provision for SEND children.

10. Improvements to Village Assets

a) To Receive Update on Defibrillator Installation and Consider Facility for Training.

John Hodgson reported that it would be difficult to place the defibrillator next to the phone box due to the location of the neighbouring tree and root structure, and also the location of underground services. It would therefore be better to have the defibrillator installed inside the phone box. John Hodgson is to create a sketch plan for the Clerk so that she can liaise with the planning department, as the phone box is a listed structure. In principle the Parish Council was agreeable to the defibrillator being placed inside the phone box, subject to agreement by the local planning authority.

Three defibrillator training sessions have been arranged at the community centre. David Hewer offered the services of the 5+ magazine to pay the community centre hire fees for these sessions.

11. To Consider Proposal for Race Night at the Community Centre

A proposal for a race night was put before the council for 27th June. In principle it was agreed that a race night was a good idea, however it would be better to hold this during the autumn/winter months. Further clarification was also required on what equipment would be used and the staffing costs.

A proposal was brought to the council at the meeting for a Whitney Houston tribute evening. Consideration of this matter was declined on lack of notice for the council to consider this.

12. To Consider Proposal from Norfolk Homes for Transfer of Community Woodland

The Clerk reported that the first stage of the project would be Health and Safety works which would be conducted at the expense of Norfolk Homes. This would bring the area to an acceptable level for transferring to the Parish Council.

Norfolk Homes then proposes to transfer the woodland along with a commuted sum of £9,375.00. This commuted sum has been calculated by Norfolk Homes' arboriculturalist, so as to enable the 5 year maintenance plan to be adhered to by the Parish Council. It was felt by Norfolk Homes that a 10 year maintenance plan could not be created, as anything beyond five years is unpredictable when it comes to trees. The arboriculturalist has committed to helping to steer community projects in relation to this area, particularly with the involvement of Men's Shed.

The parish tree warden has reviewed the health and safety plans and the maintenance plan and is satisfied with them.

John Overton felt that the commuted sum should be increased to allow for a ten year maintenance plan as opposed to five years, in line with South Norfolk Council's recommendations.

John Henson questioned the matter of the water table dropping in this area, and if the area would become a burden if the water table dropped further.

Consideration was given to the proposal, and it was agreed that the offer from Norfolk Homes should be accepted, after a proposal from John Henson and a second from Lisa Neal.

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 Feedback on Staff Restructure

The feedback from the staff consultation on the proposed restructure, both written and verbal, was presented to the council. Taking into account all feedback, it was unanimously

agreed to proceed with the restructure and additional staff appointment, after a proposal from John Henson and a second from David Hewer.

15. To Note Date of Next Parish Council Meeting

This was noted as Wednesday 26th February, commencing at 7pm.

The meeting closed at 9.15pm

CHAIRMAN