

Minutes of the Meeting of Poringland Parish Council
Wednesday 29th April 2020 7pm
Meeting Held by Video Conference

In Attendance

Tim Boucher (Chairman)

John Henson

David Hewer

John Hodgson

John Joyce

Lisa Neal

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

Faye LeBon (Parish Clerk)

Also in Attendance:

Also in attendance was Vic Thomson (County Councillor) and two members of the public.

1. Chairman's Welcome

Tim Boucher welcomed everyone to the video conferenced meeting of the Parish Council, and advised where there would be time allocated for the public to speak.

2. Apologies for Absence

Apologies were accepted from Peter Lowndes-Burt

3. Declarations of Interest and Applications for Dispensation

Trevor Spruce disclosed an interest in item 11 (b)ii) – accounts for payment.

Lisa Neal declared an interest in item 9, as a member of South Norfolk Council's planning committee.

4. To Agree Minutes of the Meeting Held on 25th March 2020

Subject to the amendment of Chris Walker's interest in planning application 2019/1593 to a 'related' pecuniary interest, the minutes of the meeting held on 25th March 2020 were agreed after a proposal by John Henson and a second by John Hodgson.

5. To Ratify Decisions Made at the Meeting of 25th March 2020

- a) To Agree Minutes of 26th February 2020 subject to typographical amendment
- b) Planning Applications
 - a. 2019/1953 – Land South of Burgate Lane. Parish Council strongly objects to application.
 - b. 2020/0337 – Single Storey Extension to 30 Upgate. No comment by Parish Council.
 - c. 2020/0409 – Changes to Garage at 31 Rectory Lane. Parish Council supports application.
 - d. 2020/0344 – Extensions to 19 Rectory Lane. No comment by Parish Council.
 - e. 2020/0439 – New Vehicular Access to 18 Rectory Lane. No comment by the Parish Council.
 - f. 2020/0428 – Erection of 7ft Fence to 2A Stoke Road. Parish Council recommends refusal.
 - g. 2020/0422 – Refurbishment of Telephone Kiosk and Installation of Defibrillator – Parish Council makes no comment as this relates to Parish Council's own application.
- c) To Agree Updated Response to Covid-19 Crisis
- d) Finance
 - a. To Note Bank Reconciliation for February and Agree Accounts for Payment
 - b. To Agree Re-Investment of Hodge Bank Bond
- e) To Agree Community Centre Hire Fees and Treatment of VAT

All items under agenda item 5 were **agreed** en bloc after a proposal from John Henson and a second from John Joyce. Chris Walker abstained due to a related pecuniary interest in planning application 2019/1593.

6. Matters Arising, Including Clerk's Report

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. It is unlikely to be treated as a priority by government at present, and will be chased when Covid-19 restrictions have been lifted. However, the ongoing situation shows how valued both public and permissive rights of way are. **ONGOING**

Police Shed

The contractor was due to commence work on the police shed extension on 20th April, but this has been postponed due to the Covid-19 crisis.

Tim Boucher suggested that the contractor be advised that the community centre is currently closed, and therefore when they commence work again the community centre would be a safe working environment. The Clerk is to arrange for this communication.

Telephone Box

Men's Shed is now in possession of all the relevant materials for the refurbishment of the telephone box and this will progress when Covid-19 restrictions are lifted. Planning permission has been granted for all works by South Norfolk Council. John Hodgson is in the process of arranging all the defibrillator equipment. **ONGOING**

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 arranged to regularise the emails of the community centre staff, as part of the Parish Council. These will be set up when convenient.

A146/B1332 Stacking Survey

The survey is now ready to launch, but has been delayed in light of the Covid-19 crisis. There will no significant traffic to measure at present, and the Parish Council risks being

seen as insensitive with greater issues to address. The survey can be left in abeyance until a better time for release.

Dog Bins / Grit Bins

All agreed dog and grit bins have been delivered to site and are awaiting installation.

Playing Field Drainage Works

These have been instructed and will commence when the ground is able to support the machinery required. Trevor Spruce advised that it is increasingly difficult to obtain the necessary machinery at present.

Community Centre Pricing Structure

The new prices have been communicated to hirers. There has been no adverse reaction to this.

7. 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 Norfolk Homes has agreed to install a barrier along the footpath between Potters Way and Hillside to slow down cyclists. This footpath will be opened imminently.

Lisa Neal reported that there have been drastic changes at South Norfolk Council as a result of Covid-19. Most office staff are now working from home.

Virtual meetings are being attended.

There was no planning meeting in April as clarification was awaited on the new regulations. The first virtual planning meeting will be held on 6th May. For this meeting the public will be permitted to watch, but public speaking will only be permitted by written representations. From June the public should be permitted to actively speak in the meeting.

The committee is likely to be reduced from 9 to 5 members to make the meeting easier to manage.

As part of economic development, grants totalling £55m have been distributed to businesses in Broadland and South Norfolk, as a result of Covid-19 support grants from central government. Support is then going to be reviewed for economic recovery.

The Help Hub is continuing to support residents, but this was not budgeted for. Cabinet is aware of this and will be drawing up a new budget.

b) County Council Report

Vic Thomson reported that Norfolk County Council is responding to the new Coronavirus regulations. Every department at Norfolk County Council has been affected by the pandemic, either by the regulations or by the necessity to socially distance.

Adult and children's services have been most affected by the crisis, however the number of volunteers that come forward to assist vulnerable residents has been very heartening. The vulnerable person list does not only go by health or age of an individual, it also goes by circumstances such as homelessness.

The library services are operating on a virtual basis.

Road repairs and verge cutting are being done by the highways department, but they are being done by social distancing.

Norfolk County Council has been asked to make plans to open the recycling centres, but it was stressed that this needs to be a coordinated plan with neighbouring counties to reduce the risk of excessive travelling.

The boundary changes for the Norfolk County Council wards, which were being consulted upon, may not happen until 2025 due to the Covid-19 restrictions.

Planning application 2019/1593 (98 dwellings on Burgate Lane) had been refused.

Vic Thomson Left the Meeting

c) Public Participation

A member of the public asked whether the Parish Council had considered allowing members of the public to access the meeting remotely, on a permanent basis. Tim Boucher advised that there had been discussions to this effect and it would be good for inclusion.

Lisa Neal advised that even at District level, similar conversations were being held.

The Clerk is to publicise the next remote Parish Council meeting more broadly.

Standing orders were reinstated.

8. Consultations and Correspondence

a. To Consider Nominations for the Norfolk Biodiversity Awards

John Hodgson will see if there are any suitable nominees from the Kingfisher Club. John Overton will get the secretary of Poringland Lakes to contact the Clerk with any nominees.

The Clerk is to publicise the awards.

b. To Consider Proposals for use of Bowling Green and Pavilion

Three proposed uses had been put before the Parish Council.

i) To try to continue using the area as a bowling green.

Quotes had been received from the grounds maintenance contractor to bring the area back into a condition suitable for bowling and then maintain it to this standard. Concerns were raised by the Parish Council over the cost of this and the feasibility of bowls being able to restart due to the current Covid-19 restrictions.

ii) To hire out the area to an interested party for the purpose of dog training.

John Overton reminded the meeting that there was a legal byelaw in this area prevent dogs from being on the Trust's property.

Concerns were raised about trying to keep the area clean from dog waste. It was acknowledged that professional dog trainers are very likely to keep the area clean, but to make enough money to justify the upkeep of the area it would have to be opened up for other people for similar purposes. Less responsible dog owners would make the area unmanageable.

iii) To consider a Men's Shed in this area instead of on the Community Land Project

This option was favoured by councillors, however there are restrictions which may prevent this. The clerk is to make enquiries about the following:

- Enquire with Fields in Trust as to whether they would be in agreement about erecting a structure on this land. This structure would create a strong social benefit

to the community. In addition to this, the Parish Council would be creating more green open space to the community by the opening of the Community Land Project.

- To make enquiries of Norfolk Homes to ensure that this does not cause any problems with the Community Land Project transfer, as the Men's Shed was part of the original deal. The £10,000 due to the Men's Shed as part of the land transfer should also be retained and not withheld by Norfolk Homes.

Lisa Neal withdrew from the meeting.

9. Planning

a. To Consider Applications Received

i. 2020/0555 – 14 Malten Close – Erection of Side Extension, including Loft Conversion with Dormer Window. Removal of Chimney

Trevor Spruce presented this application. He proposed that the council make no comment on this application, seconded by Chris Walker and carried.

ii. 2020/0606 – 4 Church Close – Porch Replacement to Front of Dwelling

John Joyce presented this application. He proposed that the council make no comment on this application, seconded by John Henson and carried.

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

Chris Walker proposed that the Parish Council maintains its objection to this application, based upon the following:

- The amended application has done nothing to address the fact that 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 amended application still results in the loss of amenity to No6 Caistor Lane.
- There are still no suitable proposals for surface water drainage.
- There is now no bin storage for No6. Caistor Lane, which would result in the loss of car parking space.

Seconded by John Henson and carried.

Lisa Neal Re-Joined the Meeting

b. To Note Planning Decisions

The following decisions were noted:

i)2020/0344 – 19 Rectory Lane – Erection of single storey side and rear extensions –

APPROVAL WITH CONDITIONS

ii)2020/0337 – 30 Ugate - Erection of single storey rear extension with associated works –

APPROVAL WITH CONDITIONS

iii)2020/0417 – Cabin 1, Norwich Road (NON MATERIAL AMENDMENT) 2018/2480 - change to roofing material and raise ridge height by 400mm **APPROVAL NO CONDITIONS**

iv)2019/2542 – Land to the East of Rectory Lane – Proposed Dwelling with Garage and Access – **REFUSAL**

v)2020/0409 – 31 Rectory Lane – Re-roofing and Extension to Existing Garage – **APPROVAL WITH CONDITIONS**

vi)2020/0442 – Telephone Kiosk, The Street – Refurbishment and Installation of Defibrillator – **APPROVAL WITH CONDITIONS**

vii) 2020/0459 – Land North of Shotesham Road – (NON MATERIAL AMENDMENT) 2014/0319 - Design and house type changes for Area D. **APPROVAL NO CONDITIONS**

viii)2019/1940 – Land to the East of Overtons Way – **APPEAL DISMISSED**

ix)2020/0439 – 18 Rectory Lane - New vehicular access to create in/out driveway – **APPROVAL WITH CONDITIONS**

10. Covid-19

a) To Receive Parish Council Update on Covid-19 Crisis

With regards to the community centre, all scheduled hire has been cancelled up to 9th May. There was one private event scheduled in May (24th) which the hirer has cancelled. The community centre manager has cancelled the craft fair on 30th May and refunds are being processed.

The community centre manager had put forward a proposal for short dated stock which is likely to go out of date due to the bar being closed. The Parish Council requested further details on the type and quantity of stock. This will be deferred to the next meeting.

Consideration was given to the continuance of the village fete on 11th July. Concerns were raised about being unable to police social distancing and many vulnerable people still being in isolation and therefore excluded from the event. It was agreed to cancel the event after a proposal from John Hodgson and a second from Chris Walker.

Lisa Neal Left the Meeting

From the perspective of parish assets, the playgrounds remain closed as a result of government regulations but the open spaces remain accessible to allow people to exercise. The cemetery has been opened as a result of clarification of government guidance.

The Clerk queried whether the community woodland car park should be reopened as a result of the government relaxing rules on travelling for exercise. It was agreed that the Parish Council should stay consistent with South Norfolk Council's stance on Poringland Woods and the car park should remain closed.

Trevor Spruce will arrange to tie back the gate for the cemetery to avoid people having to touch it.

b) To Acknowledge Receipt of Covid-19 Business Support Grant

The Parish Council has received 3 grants of £10,000 in the form of Covid-19 small business support grants. These are each to support the community centre, the football pavilion and the bowls pavilion. It was agreed after a proposal from John Henson and a second from Chris Walker to retain the money for the football and bowls pavilion in the Parish Council account, but ensure it is ring fenced.

c) To Consider Public Communication to Encourage Seeking of Assistance

The Clerk reported that £1,000 has been received from the Norfolk Community Foundation to allow for the local assistance in the Covid-19 crisis. The grant application submitted proposed that the money should be spent on a Parish Council communication to all households to encourage the seeking of assistance during the Covid-19 crisis, the purchase of PPE for use by volunteers assisting vulnerable people during this period, and a small expenses fund, also for use by volunteers.

Tim Boucher advised that he and the Clerk had previously spoken about the communication and had agreed to expand it to include wellbeing activities for both adults and children. A link will be added to point residents towards the Parish Council website where links to additional support services can be found.

It was clarified that the communication is not trying to supersede the existing work being done by the Good Neighbours Scheme, merely trying to encourage vulnerable people who are not aware of the assistance they can receive, to make contact.

It was agreed to proceed with this communication, subject to the amendments agreed by Tim Boucher and the Clerk.

11. Finance

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

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

Chris Walker queried the bank balances on the bank reconciliation did not reflect all the bonds held by the council. The Clerk advised that for accounting purposes, any bond over two years old was deemed as a fixed asset rather than a cash balance and these bonds would be found on the asset register.

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	£6,772.37
HMRC	PAYE & NIC	£2,345.00
Norfolk Pension Fund	Pension Contributions	£2,522.90
L Gooderham	Mileage	£10.40
Microshade	Hosted IT	£255.60
Norfolk Copiers	Copier Printing	£37.37
Norfolk Copiers	Quarterly Hire of Copier	£172.76
BT	Landline and Broadband	£99.98
Ian Smith Group	Stationery and Stamps	£131.33
SLCC	Professional Fees	£281.00
Total Gas and Power	Electricity	£760.73
ESPO	Gas	£201.76

Payee	Description	Amount
Worldpay	Card Charges	£1.19
Office Water Supplies	Hire of Water Cooler	£85.80
Hollinger Print	Promotional Flyers	£35.00
Hugh Crane	Cleaning Consumables	£367.75
Martin Dawes	Staining of Exterior Boards	£230.00
Veolia	Waste Removal	£75.58
Parker Planning	Neighbourhood Plan Professional Fees	£1,080.00
Vortex	Grounds Maintenance	£519.99
Garden Guardian	Grounds Maintenance	£344.10
CGM	Grounds Maintenance of Memorial Garden	£159.08
Barclaycard	Bar Stock/Events/Maintenance	£728.58
Names Withheld	Community centre Hire Refunds (Covid19)	£156.50
		£17,374.77

Payments to CGM for grounds maintenance of the cemetery was withheld until the damaged grass is remediated.

Trevor Spruce and John Hodgson will authorise these payments

Trevor Spruce Disconnected from the Meeting

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

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

Payee	Description	Amount
Spruce Landscapes	Padlocks for play areas	£72.00
		£72.00

Trevor Spruce Re-joined the Meeting

c) To Receive Update on Fidelity Investment

Correspondence from Fidelity was circulated to councillors. This was noted. The Clerk reported that several of the Parish Council's banks had advised that the interest rate on the Parish Council's accounts would be going down significantly.

d) To Receive Fourth Quarter Budget Monitor

The budget monitor had been circulated to councillors and the contents were noted.

12. To Agree Parish Council Risk Assessments

Discussions occurred as to what additional checks would be required prior to the community buildings being reopened.

Trevor Spruce proposed that the risk assessments are accepted, seconded by John Henson and carried.

13. Committee and Advisory Group Reports

a) Neighbourhood Plan Committee

It was reported that it is still the intention of South Norfolk Council to consider the Poringland Neighbourhood Plan at the Cabinet meeting in 15th June. At this meeting, it is hoped that the following will be agreed:

- Agreement of examiner's recommendations for the Neighbourhood Plan, except policy 2
- To agree Policy 2 and consider whether this sole policy should be subject to consultation.
- If consultation is required, this will be a Regulation 16 consultation and thus generated by South Norfolk Council

Under the new Coronavirus regulations, a referendum cannot be held prior to 6th May 2021. However, under new guidance, Neighbourhood Plans awaiting referendum should be given 'significant weight' by Local Planning Authorities, when planning decisions are being made.

b) To Receive Update on the Community Land Project / Community Woodland

It was reported that the health and safety works have commenced on the community woodland. There had been contention over the works taking place in nesting season, however checks were made to the trees prior to work commencing. This was done visually and by use of thermal imaging technology.

The Clerk and the Tree Warden reviewed the area today and found that some of the works had not occurred. The Tree Warden has contacted the contractor and they will return to site to complete.

Norfolk Homes has forwarded the transfer details to the Parish Council's solicitor, however, upon reviewing the plan, an area south of Carr Lane has been included in the transfer. It was agreed that as this area contains a large attenuation pond, the Parish Council does not wish to adopt it. The Clerk will communicate this to Norfolk Homes.

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 the Item Refers to Terms and Conditions of Employment

It was agreed that section 15 should be closed to the public as it relates to terms and conditions of employment.

15. To Consider Recommendations from HR Advisory Group

John Joyce presented the recommendations from the HR Advisory Group, to the Parish Council. These recommendations were agreed by the Parish Council after a proposal from John Henson and a second from John Hodgson.

16. To Note Date of Next Parish Council Meeting and Agree Whether this Should be the Annual Meeting of the Parish Council.

This was noted as Wednesday 27th May, commencing at 7pm by video conference.

The new Coronavirus regulations mean an Annual Meeting of the Parish Council does not need to be held until May 2021. It was agreed that continuation and stability was required at this time, and therefore the meeting on 27th May would be a usual Parish Council meeting.

The meeting closed at 10pm

CHAIRMAN