

Minutes of the Meeting of Poringland Parish Council
Wednesday 30th October 2019 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
David Hewer
John Hodgson
John Joyce
Peter Lowndes-Burt
John Overton
Carl Pitelen
Trevor Spruce
Faye LeBon (Parish Clerk)

Also attended: County councillor Vic Thomson and eleven members of the public also in attendance.

1. Attendance and Apologies for Absence

Apologies were accepted from John Henson, Lisa Neal and Chris Walker.

2. Declarations of Interest and Applications for Dispensation

Trevor Spruce disclosed an interest in item 7aiii (planning application 2019/1851) and in all matters relating to grounds maintenance contracts.

3. Minutes of the Meeting Held on 25th September 2019

The minutes of the meeting held on 25th 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's report had been previously distributed. It noted the following:

Bus Stop at Hardley Road: The new bus stop has been authorised and is awaiting installation. This has been contracted to Norse to complete.

Pond Maintenance: An updated street cleaning programme has been requested from South Norfolk Council. The Conversation Volunteers completed a half day

onsite at the Leisure Garden pond on 2nd October, which has added extra value to the contracted works. A specification for the extra pond maintenance works at the community centre pond has been drafted.

Bank Accounts: The Cambridge Building Society has advised that they will not open the requested bank account for Parish Councils. Instead they have offered an account paying 0.2% interest. It is not recommended that this is accepted.

Alternative accounts will be investigated.

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's 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 Richard Bacon MP and to be considered by the Strategic Six group.

Dog Bins: The dog bin at Devlin Drive has been moved to Mulberry Park, and a new dog bin has been installed at Hardley Road.

Fire Risk Assessment: The Parish Council has been advised that the kitchen fire door cannot be repaired and will have to be replaced. Quotes are being sought for this. A specification has been drafted for the creation of the new bin storage area.

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.

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.

Community Centre Improvements: The new boiler has been installed. The leather sofas in the bistro were due to be cleaned, but have been damaged by the sunlight. As a result there is too much risk of the dye rinsing out of the leather.

Terracycle: Applications have been put in to Terracycle to be a partner in the programmes for recycling baby food pouches and also plastic can holders.

Insurance Claim: The installation of the new play equipment has been completed.

All invoices have now been received for the heras fencing, so this aspect of the claim can be made to the insurance company

Cyber Security: The Parish Council's web hosting company has been instructed to purchase the poringland-pc domain name. Once this has been confirmed, and email address for Cllr Lowndes-Burt will be set up on this domain name and trialled.

Ditch Clearance: Contractors have been met onsite for clearance of the ditch to the west of the playing field. Quotes are expected in due course.

5. Report from the Chairman

The Chairman welcomed Peter Lowndes-Burt to his first full council meeting.

He reminded the meeting that it was Remembrance Sunday on 10th November and encouraged people to attend the village service.

He reported that the Halloween Parties sold over 200 tickets and a profit of £150 was made.

The George Michael Tribute Act was nearly sold out.

6. Public Participation

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

a) District Councillors

Cllr Overton reported that he had attended two site meetings with Norfolk Homes regarding land at the lakes. A fence has been installed to prevent people accessing the lakes from the Norfolk Homes site.

There is still substantial construction going on at the Stoke Road end of The Ridings therefore the link road is yet to be opened. This will be at the discretion of Norfolk Homes and is anticipated to be opened late 2020.

He had attended a meeting with David Wilson Homes and Trinity Land Management in relation to the landscaping which has yet to be completed on the David Wilson site. The meeting was positive and it was agreed that the landscaping will be completed by spring 2020.

Cllr Overton is on the Broadland/South Norfolk Joining Committee. Unison continue to be happy with the way the transfer of staff to a joint authority is happening.

The District Councillors have contributed £750 to the community defibrillator

appeal.

He had attended the funeral of Glen Preston.

b) County Councillor

Cllr Thomson's report had been distributed to members and the public in attendance. This focussed on:

- Norfolk County Council's budget consultation which is now active
- The fire and rescue plan consultation, which is also active.
- The 'what three words' app. This defines a location using three words, which will help emergency services find a location. This is particularly useful in rural areas.
- Trading standards information on fireworks.
- A free app for walking along Marriotts Way.
- Advice and funding for householders to heat their homes and reduce fuel costs.
- Funding available for commemorations of VE day and VJ day.
- A new bike sharing service in Norwich utilising both manual and electric assisted bikes.
- An update on scams

c) Public Participation

Members of the public made representation about planning application 2019/1851 (1 Sunnyside Avenue). Concerns were raised about the impact on the privacy of neighbouring properties and the playing field and the design being out of character for the area. John Overton and John Joyce were thanked for their assistance in the matter, and the applicant was thanked for resubmitting their plans.

A member of the public raised concerns about application 2019/0667 (amended plans for care facilities on Bungay Road). Concerns included the increase in traffic (approximately 500 vehicle movements per day) which will result in air, light and noise pollution. The new road layout could also cause difficulties for emergency vehicles. Concerns were also expressed about the precedent the development will set for expanding the village in the southerly direction, against the direction of the emerging Neighbourhood Plan. He also noted that Wash Lane had recently flooded and this new development is in an area of Bungay Road that had been subject to

flooding.

Members of the public raised concerns about recent flooding incidents at Boundary Way. The flood water is restricting access and egress to properties and damaging the pavement. As the street cleaner cannot access this area, mud which has been deposited by the flood water is not being cleared.

A member of the public queried planning application 2019/1940 (residential development at Overtons Way) and asked if the land had been designated for a nursery. The Clerk advised that a planning application had been submitted for a nursery, but this had been withdrawn. The member of the public noted that three parking spaces are proposed between the Devlin Drive roundabout and Budgens car park and advised that road safety is already problematic in this area.

A member of the public requested that the council give consideration to the acoustics in the meeting, as it was difficult to hear the council, even when the music from the neighbouring room was not playing.

Standing orders were reinstated.

7. Planning

a) Applications Received

- i) *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. AMENDED APPLICATION***

John Hodgson presented this application to the meeting. He advised that the amended application is not too dissimilar to the previous documentation, with the exception of an amended access arrangement to the site from Bungay Road. He felt that there was nothing substantial enough for the Parish Council to change its original decision of recommending refusal.

John Joyce was of the opinion that the amended plans marginally improved highway safety, but not significantly.

John Overton advised that the application will be determined by South Norfolk

Council's planning committee. It is a finely balanced application as it complies with the council's 'live well' policy which will assist with the District's under provision of care beds.

Discussions occurred as to the council being in favour of the principle of increasing care for the elderly, but the adverse impacts of this application outweighed the benefits.

John Hodgson proposed that the Parish Council continues to object to this application, seconded by Peter Lowndes-Burt and carried.

Clerk

- ii) *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)*

Carl Pitelen presented this application to the meeting. He explained that this is a resubmission of an application which was refused on the grounds of overdevelopment, however this application has a proposed ninth dwelling, which would make the area more developed than the application which was refused. He further advised that the proposed development is out of keeping with other residential properties in the area and goes against the ambition of the Neighbourhood Plan for creating a commercial hub in the village centre. The site is also in a flood risk area.

Highway matters dominated the discussion, with concerns being raised about the three proposed driveways to be located in the short space between the Devlin Drive roundabout and the entrance to the Budgens car park. Not only would this be a danger to pedestrians, but residents would have to either reverse into or out of their driveway into traffic along Overtons Way. Concerns were also raised about overspill parking from the development having no place to park with the exception of Budgens car park. This would have an adverse effect on the local businesses which own these car parking spaces.

It was agreed that the design of the development was poor.

For all of the above reasons, Carl Pitelen proposed that the Parish Council objects to this application, seconded by Trevor Spruce and carried.

Clerk

Trevor Spruce left the meeting

- 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. AMENDED APPLICATION

John Joyce presented this application to the meeting. He advised that the applicant has now added a frosted window to the proposal to reduce the impact on privacy of the neighbouring property. Objections had been received from the neighbouring property, and he felt that these should be supported.

It was noted that Sunnyside is a naturally private area, being an estate of bungalows, and any increase in the height of the buildings will impact on this.

John Overton advised that he had spoken to the case officer, and it was felt that there would not be sufficient reasons to refuse the application, and there would have to be a very strong legal reason to take the application to the Planning committee for determination.

Tim Boucher proposed that a strongly worded letter be written to the case officer requesting that due weight be given to the concerns of the neighbouring property, and should it be minded to approve the application, conditions be put in place to mitigate the risk to loss of privacy to the neighbouring property. This was seconded by Carl Pitelen and carried.

Clerk

Trevor Spruce Returned to the Meeting

b) Planning Decisions

The following planning decisions were noted:

- i) 2019/1660 – 113 The Street – Installation of external air conditioning units
APPROVAL WITH CONDITIONS
- ii) 2019/0783 – Unit 1 and 2 Dormer House, Carr Lane - Change of use from business to residential use (retrospective) REFUSAL
- iii) 2019/1864 – Land North of Shotesham Road (Area D) Non material amendment to

2014/0319 - Plots 32 and 105 (Anderson): replacement of balcony with a mono-pitched, tiled roof. Vertical boarding above mono pitched roof changed to brick. Replace living room corner window with window in front elevation. High level window added to Living Room side elevation APPROVAL NO CONDITIONS

- iv) 2019/1803 – Bella Vista, Bungay Road - Installation of biomass boiler APPROVAL WITH CONDITIONS
- v) APP/L2630/W/19/3231496 – 37 Stoke Road – Subdivision of garden to provide building plot for one bedroom single storey dwelling – APPEAL DISMISSED
- vi) APP/L2630/W/19/3222447 – Land to the Rear of Sebald Crescent – New Chalet Bungalow with Log Cabin Annexe – APPEAL DISMISSED

8. Correspondence and Consultations

- a) To Consider Response to the Local Government Boundary Commission on Norfolk County Council Division Boundaries

It was agreed that the Clerk responds to this consultation requesting that Stoke Holy Cross be included in the same division and Poringland, due to its close proximity and association with Poringland and the surrounding villages.

Clerk

It was noted that there will be a second round of consultation.

- b) To Consider Request for Memorial Bench on Mulberry Playing Field.

This was agreed, subject to the Parish Council approving the design and then having the ownership of the bench transferred to the council so that it can be maintained. A concrete pad to secure the bench to will also be required. It was also requested to ensure that the bench be located so it does not impede the track used by the fete.

Clerk

- c) To Consider Parishioner Request for Discussion Regarding Flooding on Boundary Way.

Evidence was presented to the council about recent incidents of flooding on Boundary Way. Trevor Spruce advised that he had visited the site at the time of the last incident and established that a culvert to the rear of Boundary Way had collapsed, preventing flood water from flowing through the drainage ditches. John Joyce emphasised the need for Norfolk County Council highways to act on this. Not only is the flood water damaging the highway, but Norfolk County Council is

also the lead flood authority.

Vic Thomson will follow this up with Norfolk County Council. Concerned parishioners are to forward any relevant correspondence in this matter to the Clerk.

This is to be placed on the agenda under 'matters arising' for the next meeting and parishioners were encouraged to continue making the Parish Council aware of any further incidents.

Clerk

d) To Consider Request from Framingham Earl Parish Council Relating to Allotment Provision

Framingham Earl Parish Council had requested that Poringland Parish Council consider the allocation of some of the proposed allotments on the Community Land Project to them, in exchange for a financial contribution. The Clerk advised that under s23 of the Allotments and Small Holdings Act 1908, a Parish Council has, subject to certain conditions, a duty to satisfy the demand for allotments in the parish. The Community Land Project proposes 32 allotments, whereby there are 53 people from Poringland on the waiting list. It was agreed that Poringland Parish Council must satisfy its own demand prior to allocating plots to neighbouring parishes.

e) To Consider Correspondence Regarding Highway Safety on Devlin Drive

Discussions occurred as to the lack of visibility from Overtons Way to Devlin Drive and whether this will naturally slow down traffic, making drivers more cautious. Correspondence received suggested that pedestrians should be encouraged to cross Overtons Way closer to Budgens. The Clerk is to speak with the Highways Engineer to see if this can be encouraged.

Clerk

f) To Consider Lobbying Actions for Improvement of the A146/B1332 Junction

Vic Thomson is keeping a diary of reports of 'stacking' from the refuge area for the B1332 right turn. A letter has been sent to Norfolk County Council raising the concerns of the Parish Council, but it was felt that more was required. It was agreed that the Clerk should design a survey so that parishioners of not only Poringland, but the neighbouring parishes can provide evidence of the dangers of this junction.

Clerk

g) To Consider Correspondence from Poringland Primary School regarding Young

Voices Concert.

Members consider correspondence requesting consideration for a donation to enable the Poringland Primary School choir to attend the Young Voices singing event in London. John Joyce proposed that the Parish Council donates £200 to Poringland Primary School for this purpose. Seconded by David Hewer and carried.

9. Finance

a) Receipts, Payments, and Bank Reconciliation

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

b) Accounts for Payment

i) To Agreed Accounts for Payment

It was **agreed** to pay the following accounts, following a proposal from David Hewer and a second from Carl Pitelen.

Payee	Description	Amount
	Staff Salaries	£6,900.64
HMRC	PAYE & NIC	£2,268.44
Norfolk Pension Fund	Pension Contributions	£2,433.11
Microshade	Hosted IT	£241.20
BT	Telephone and Broadband	£80.04
Norfolk ALC	Local Council Award Scheme	£50.00
Information	Data Protection Fee	£40.00
Norfolk Copiers	Hire of Copier	£172.76
Norfolk Copiers	Copier Printing	£60.27
Norse	ID Badge	£4.80
Shaw and Sons	Stationery	£120.00
Rialtas	Making Tax Digital Update	£70.80
Total Gas and Power	Electricity	£821.13
ESPO	Gas	£62.40
World Pay	Card Charges	£5.03
Dyno Rod	Service Cleaning Works	£150.00
JD Catering	Call Out for Fault with Oven	£108.00
Hugh Crane	Cleaning Consumables	£224.42
Office Water Supplies	Rental of Water Cooler	£111.19
Symtech	New Boiler	£4,632.00
MPS Doors	Callout for Door Repair	£144.00
UK Debt Management	Public Works Loan	£4,356.63

Olly Day	Event 05/10/19	£450.00
CBF Ltd	Settlement R. Lamberti	£1,500.00
PTA Events	Paypal Platform Fee	£5.02
Wave	Water Bill	£11.95
TCV	Pond Management (Leisure	£180.00
Norfolk Plumbing	Jetting of Drains	£170.00
Danny Morley	Pavilion Repairs	£90.00
Total Gas and Power	Electricity	£117.97
FLP	Replacement of Fire Damaged	£32,038.38
Veolia	Waste Removal	£75.58
Garden Guardian	Grounds Maintenance	£782.27
Vortex	Grounds Maintenance	£519.99
Barclaycard	Telephone/Bar/Maintenance/Event	£1,430.83
Metrol Springs Ltd	Gas Struts for Play Area Gates	£165.16
Tina Eagle	Support for Strategic Six	£90.31
Six Strategic Group	Annual Contribution	£102.00
TOTAL:		£60,786.32

Trevor Spruce Left the Room

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

David Hewer proposed that the below invoice be paid, seconded by John Hodgson and carried.

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance	£1185.00
TOTAL:		£1185.00

David Hewer and John Hodgson will authorise these payments.

Trevor Spruce Re-joined the Meeting

c) To Receive Six Monthly Budget Update

This had been previously distributed to members and the contents noted.

d) To Receive Fidelity Valuation Statement

This had been previously distributed to members and the performance of this investment noted.

10. Committees and Advisory Group Reports and Recommendations

a) Neighbourhood Plan Committee

It was reported that The Parish Council's preferred examiner, Deborah McCann, had been appointed by South Norfolk Council to perform the examination of the Poringland Neighbourhood Plan. Examination should have now commenced. Responses to the Regulation 16 consultation can be found on South Norfolk Council's website.

b) Finance and Governance Advisory Group

The Finance and Governance Advisory Group met on 2nd October to discuss the initial thoughts about the 2020/2021 budget. The draft minutes had been circulated to councillors.

Trevor Spruce Left the Room

i) To Agree Grounds Maintenance Tender Documents

The draft documents had been previously distributed to members. Discussions occurred about the levels of prescription for the documents. The documents were agreed for distribution to contractors after a proposal from John Overton and a second from David Hewer.

Trevor Spruce Re-joined the Meeting

11. To Receive Update Report on Community Defibrillator Project and Agree Order of Equipment

John Hodgson reported that the appeal for donations towards the project had been very successful, with pledges from local businesses, charities and individuals. The project was now at a point where two defibrillators can be purchased. One will be located at The Railway and the other next to the phone box on the junction of The Street and Shotesham Road. This will give good defibrillator coverage to the village.

It was agreed to fund the defibrillators from the Parish Council led appeal. Any money raised in excess of the amount required would be donated to the local Community First Responders to enable them to provide training for local people. John Hodgson will be responsible for the regular testing of all the village defibrillators.

The Chairman thanked John Hodgson for his work on this project.

12. To Receive Update Report on Christmas Event and Agree Budget

The Clerk provided a proposal that included a tree, lights, installation of an external socket, hire of a brass band, mince pies and chocolates. This proposal amounted to £995.46. David Wilson Homes had been approached to sponsor the lights, electrical works and the band.

Carl Pitelen advised that there would be a maximum of £150 required to fabricate the stand for the tree.

It was agreed that both these amounts were acceptable.

Both local schools have been approached to take part in the event. The church has also offered to assist in any way that they can. The 'Can't Sing, Won't Sing' group will also be approached to help lead the singing.

A 'wish tree' was considered, with donations being given to charity, but it was agreed that this would be too much to organise in the first year of this event and should be considered again next year.

It was agreed to sell mulled wine and open the bar for the evening.

13. To Agree Council Protocol for Actions upon the Death of a Senior Member of the Royal Family

A draft protocol was distributed based upon previous discussions by the council. It was agreed to adopt this protocol after a proposal from Trevor Spruce and a second from David Hewer.

14. To Consider Replacement Oven for the Community Centre

The Clerk reported that the doors on the oven at the community centre are faulty and now will not close properly. Initially it was one door, and now the second has

gone. Whilst the oven is functioning, all cooking now takes a great deal longer as heat is being lost. A commercial catering repair firm has visited site to review the oven and they have advised that it is not commercially viable to repair the unit. Quotes were provided which were very similar. David Hewer proposed that the Clerk is to be delegated authority to arrange for the purchase of a new oven from any of the proposed suppliers, taking into account guarantees and lead in time for replacement.

Clerk

15. To Receive Proposal to Close the Meeting to the Press and Public for Item 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as Publicity would be Prejudicial to the Public Interest.

It was agreed that the meeting should be closed for item 16.

The Public Left the Meeting

16. To Receive Update Report on Community Land Project

A report was provided on the transfer process of the community land and the recent meeting with a representative from Norfolk Homes. A further meeting will be held with Norfolk Homes prior to the next council meeting.

The Public Were Permitted to Re-Enter the Meeting

17. Date of next meeting:

- Wednesday 27th November 2019, 7pm, Full Council, Community Centre.

The meeting closed at 10.10pm.

CHAIRMAN