

Minutes of the Meeting of Poringland Parish Council
Wednesday 31st July 2019 7pm Poringland Community Centre

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

Also attended: County Councillor Vic Thomson and four members of the public also in attendance.

1. Attendance and Apologies for Absence

Apologies were accepted from Lisa Neal and John Overton.

2. Declarations of Interest and Applications for Dispensation

John Henson advised that he was no longer in the employment of Ian Smith and therefore no longer had an interest in payments made to them.

3. Minutes of the Meeting Held on 26th June 2019

Subject to the amendment of a typographical error, the minutes of the meeting held on 26th June 2019 were **agreed** after a proposal by David Hewer and a second by John Henson.

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. A possible area of land which may become available has been identified, however this would require rigorous ground water testing to ensure that

the land is suitable now and sustainable for the future.

Bus Stop at Hardley Road: Norfolk County Council has been instructed to commence with the new bus stops, with the Parish Council's endorsement.

Pond Maintenance: South Norfolk Council has advised that the B1332 is programmed to be swept quarterly (in line with the Code of Practice on Litter and Refuse). They also advise that The Street has been cleaned four times this year due to it being identified as a 'hotspot'. They further advise that they feel that the excess silt has been caused by development. There was great disappointment in this response as there is no development in this area of the village. It was **agreed** that if the frequency is not the problem, then this leaves the standard of cleanliness. The Clerk is to obtain a copy of the revised street sweeping programme to enable the Parish Council to inspect the road after sweeping.

Clerk

It was noted that the Church Close was flooded again today due to the gullies being clogged. The Clerk is to report this to Norfolk County Council highways.

Clerk

The proposal from the Conservation Volunteers has been reviewed in line with the maintenance contracts for the ponds. The recommendation to the council is to accept the Conservation Volunteers' proposal to spend one day clearing out the pond at the Leisure Garden. The Parish Council's contractor will remove the vegetation from site and also spend their contracted day at the pond. Two full days will mean that the pond should be brought up to a maintainable standard going forwards. The recommendation for the pond at the community centre was to not go through a three year programme of tree maintenance at this pond, but to go out to tender on works to complete the tree maintenance in one year. The current contractor will complete their works they are contracted to, and also provide a barley bale to reduce the current levels of nutrients.

These recommendations were **accepted** after a proposal from John Henson and a second from David Hewer.

Community Centre Improvements: There had been a delay in completing the alarm installation project. The contractors will be onsite on 1st August to complete the works.

Charity Bank and Bank Signatories: Charity Bank has acknowledged receipt of the application form and will advise when funds can be placed in the account. Final

signatures are required for United Trust Bank, Hampshire Trust, CCLA and Barclays (Welcome Home and Memorial Playing Fields Trust) to complete this project. The Clerk is to chase Unity to process the change of signature request for the main Parish Council accounts.

Clerk

Communications by Norfolk County Council Over Highway Works: A comprehensive response from Norfolk County Council's Assistant Director for Highways and Waste had been received. Whilst the response was sympathetic with the Parish Council, it felt that the requests being made, over and above to the additional communications made by Norfolk County Council, would not be practical or cost effective. The Clerk is to share the 'Roadworks.org' link so as to ensure that parishioners can be advised of roadworks directly at the earliest opportunity.

Clerk

Primary School Places: Tim Boucher, along with Cllr Thomson and Cllr Overton met with the head teacher of Poringland Primary School. Councillors were informed that there is insufficient space in the school hall to accommodate all pupils at lunchtime, forcing some pupils to eat in corridors. The head teacher advised that the money set aside from developers for a MUGA would be better spent on a studio which could act as an extension to the school hall. It was agreed to continue to support the head teacher to have the respective s106 changed to accommodate this request. It was agreed between all parties to have further meetings between the Parish Council and the school to improve relations between the parties.

Funding for Permissive Pathways at High Ash Farm: The Clerk provided Councillors with information from the other councils who had been approached for assistance with funding. Options were discussed, including the utilisation of NALC to campaign to the government on this matter, given that it is a national issue affecting many parishes. However, councillors **agreed** that this should be raised with the Local MP directly. The Clerk and David Hewer are to draft a letter to be taken to the next Strategic Six meeting.

**Clerk /
D.H.**

Highway Safety on Devlin Drive: The Clerk reported that this area had been reviewed by a highway safety engineer. All resulting recommendations had been put in place with the exception of the 'Think Signs'. Once these are in place, the project will be completed from a highways perspective and no other improvements were deemed necessary.

Dog Bin on Devlin Drive: The Clerk had liaised with a representative from local dog walkers and it was agreed that the dog bin on Devlin Drive was not in a sensible location. After seeking advice, it was **agreed** to move the dog bin onto Mulberry Park and purchase another bin which would result in coverage of all four corners of this popular area. The Clerk is to ensure South Norfolk Council is happy with these proposals from the perspective of collection, and once this agreed, to proceed with the project.

Clerk

Fire Risk Assessment: Four members of staff have now attended fire warden training and fire extinguisher training. Signage has been ordered for the community centre, and using the principles of the Fire Risk Assessment, signage has also been ordered for the pavilion. A review of the bin storage area has been conducted and the preferred site is to the east of the police shed, extending the existing concrete pad. South Norfolk Council has been consulted on this for ease of access to the bins and they are content with this solution. Prices are to be obtained for this work. Storage of combustible items in the boiler room remains problematic. A tentative enquiry had been sent to the police about the possibility of purchasing the police shed, which is currently being leased to the Parish Council. The Clerk confirmed she had made enquiries of South Norfolk Council's s106 officer, and she had confirmed that it would be permissible to use CIL money for this project. The police had advised that they would be prepared to sell the police shed at £4,000 + VAT. Alternatives were discussed in the form of a storage container, but this was not looked favourably upon. It was **agreed** that the police shed should be purchased, but the clerk should attempt to negotiate on the price first.

Clerk

Telephone Box: The Clerk confirmed that the phone box is now in the Parish Council's ownership, and a live supply had been left to enable a defibrillator to feed from it. Discussions occurred as to whether the defibrillator should be attached to the box, or a separate structure to house it constructed close by. It was **agreed** to install the defibrillator on a post next to the phone box. John Hodgson is collecting donations to finance the defibrillator and associated casing.

Insurance Claim: The Clerk advised that the insurance company had now paid out for the fire damaged play equipment. The order had been placed but there is a six to eight week manufacturing period so unfortunately it is unlikely that the equipment

will be replaced during the school holidays.

The Clerk raised an urgent matter of the rear doors at the community centre which had broken. After a professional review, the doors required a new processor at a cost of £1,477.83. This was deemed to be urgent works because allowing the doors to close was part of the community centre's license, so as to limit noise pollution. The doors cannot be permanently closed as they have to let people out in the event of a fire, therefore financial regulations were waived to allow these works to commence urgently.

5. Report from the Chairman

The Chairman reported that the recent village fete was an overwhelming success and, despite the primary objective being community cohesion, made a profit for the council.

On 1st and 2nd of August, volunteers from the National Citizen Service are to paint the bowls pavilion as part of their volunteer works.

It was agreed that that date for co-option of a new councillor should be 25th September, to allow for an extended period to advertise the vacancy. Expressions of interest should be in writing to the Clerk, and applicants are to be invited to do a brief presentation to the council on 25th September, followed by any questions from councillors.

6. Public Participation

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

a) District Councillors

Cllr Spruce reported that there is going to be some maintenance work in Poringland Woods, in the form of the replacement of bridges with culverts. He attended the recent bio-diversity awards and cited the award to Kate Blincoe for her campaign to remove swallow netting from businesses.

b) County Councillor

Cllr Thomson reported that Norfolk County Council has agreed on a new link road to join the Broadland Northway with the A47. This would be done in conjunction with Highways England's plan to dual the A47 between North Tuddenham and Easton.

The summer reading challenge at Norfolk Libraries has commenced and already has a high number of children that have signed up. The theme this year is 'Space Chase'. In September and October 2019 the County Council is again holding Hazardous Waste Disposal Days at seven of its Recycling Centres. The closest recycling centre to Poringland which is participating in this event is Ketteringham and this will be held on 11th, 12th and 13th October.

The Bergh Apton Re-Use cabin is now open.

Norfolk's Police and Crime Commissioner (PCC) Lorne Green hosted a special Q&A in Fakenham where the people in charge of the county's fire service joined the PCC and Chief Constable in facing public questions.

A leaflet on how the county council manages and repairs potholes had been circulated to councillors.

Cllr Thomson reminded the meeting that Norfolk County Council cuts highway verges for safety and not appearance. The county council also supports 112 roadside nature reserves across the county. The grassland and hedgerows along the road networks also plays a vital role as corridors for wildlife to move along and help connect the increasingly isolated 'islands' of good habitat where wildlife still thrives. One of Norfolk County Council's County Farms measuring 400 acres, produces wildlife seeds for wildlife verges, gardens and Bee lines.

The Chet Bee Line has been successful in its funding bid of £5,000 to create a Bee Line along the river Chet, the source of which is in Poringland.

An updated list of scams was provided.

Cllr Thomson will find out if there is an exemption for Parish Council's to apply for planning permission for phone boxes.

Information was provided on a road closure on St Mary's Road, and the plans to widen the B1332 to allow for protected turnings to be put in outside the Milestones development. Further information was provided on the removal of the new bus stop close to Arminghall Lane. This was installed in good faith to assist the people of Bixley who had suffered a reduction in their bus service, however had been removed on the grounds of highway safety.

An update on primary school places was provided with four potential sites being analysed for a possible new school. The number of children within the catchment

area who had been unable to secure a place at Poringland Primary School had reduced to 15.

Tim Boucher asked whether the refuge area on the A146 to turn right to the B1332 was being lengthened, on the basis that the damaged barrier hadn't been replaced. Cllr Thomson advised that he had requested officers to include this area as part of the project to improve the Trowse bypass. He encouraged members of the public to report incidents of lack of space in the refuge. He further encouraged parishioners to report highway faults via Norfolk County Council's website. This can be done anonymously but if a login is created then updates can be provided on the repair. Chris Walker raised concerns that a faulty street light reported via this system had yet to be repaired.

Trevor Spruce queried the timetable for the new school. Cllr Thomson advised that modular prefabricated buildings can be installed relatively quickly.

c) Public Participation

A member of the public advised that the gate on the Mulberry Park play area had yet to be fixed. Also requested was a larger bin on the Mulberry Park open space by the bandstand as there was little room for fast food waste.

A member of the public raised whether the community woodland had yet to be transferred to the Parish Council. The Clerk confirmed that it had not.

A member of the public queried whether ordinary doors would be best suited to the community centre, rather than the electric doors given the cost of repair. Tim Boucher advised that the electric doors provide better access to those with limited mobility.

A member of the public cautioned about the use of the roadworks.org notifications, as there had been notifications about the tar and chipping of Shotesham Road, which had since been delayed on four occasions.

A member of the public raised a complaint about the overgrown vegetation to the south of Elizabeth Road. The Clerk advised that this had been raised to the Highway Rangers, who appear to have used weed killer on the area, but not cleared the dead weeds. The Clerk is to escalate this.

A member of the public requested an update on the damage to the surface of the

B1332 from Crown Estates. Cllr Thomson advised that the highway engineer had reviewed this and it was decided that to attempt to repair the damage would make the problem worse by creating a new patch in the road.

A member of the public advised that there were upcoming open days for the new Nook building and encouraged councillors to attend.

A member of the public reported a pot hole on Elizabeth Road. Cllr Thomson requested that this be reported via Norfolk County Council's website.

A member of the public requested better feedback to queries.

Standing orders were reinstated.

7. To Receive Update on Councillor Vacancy and Agree Co-Option Procedure

The Clerk reported that, as it was agreed that the next meeting on 4th September was only for urgent matters, the co-option ought to be delayed until 25th September. This would give more time to advertise the position over the summer break, and also for it be publicised in the 5+ Magazine. Expressions of interest should be in writing to the Clerk, and interested parties would be invited to attend the meeting on 25th September to provide a short presentation to the meeting on what skills they can bring to the council.

John Joyce queried whether anything else should be asked of candidates so as to allow councillors to have more information prior to making a decision. David Hewer felt that just to come forward was a big enough step for prospective councillors and the process should not be made more complicated.

Trevor Spruce stressed the need to ensure that any prospective candidates with disabilities were accommodated.

8 Planning

The Clerk advised that, despite time extensions being granted by South Norfolk Council, two of the three applications on the agenda had already been determined.

A complaint had been raised about this.

a) Applications Received

i) 2019/1384 –2 Church Close – Single Storey Rear Extension.

Application determined. Approval with conditions.

- ii) 2019/1399 – 113 The Street - Replacement of shopfront with new polyester powder coated aluminium shopfront.

Chris Walker presented this application to the meeting. It was **agreed** that no comment should be made on this application.

Clerk

- iii) 2019/0209 – 77 Rectory Lane – 3 Rectory Lane - Retrospective freestanding car port/garage, a vehicle gate and picket fence to front and proposed garden shed to rear – AMENDED APPLICATION

Application determined. Approval with conditions.

b) To Consider Appealed Applications

- i) 2018/2212 – 37 Stoke Road – Sub Division of Garden to Form a Residential Building Plot

John Henson presented this application to the meeting. The appellant is appealing on the lack of five year housing land supply in the District. This is incorrect as this level of housing has now been achieved. The appellant has also not made any improvements to the drainage plans. It was agreed that the Parish Council should recommend that the appeal be refused, with emphasis being placed on the insufficient drainage proposals.

Clerk

c) Planning Decisions

The following planning decisions were noted.

- i) 2019/1173 – 52 Rosebery Avenue – Erection of Two Storey Rear Extension – **APPROVAL WITH CONDITIONS**
- ii) 2019/1139 – 38 The Street - Proposed single storey extensions to side and rear elevations, minor layout and external alterations – **APPROVAL WITH CONDITIONS**
- iii) 2019/1061 – 5 West View - Erection of Two Storey Rear Extension and Front Porch **APPROVAL WITH CONDITIONS**
- iv) 2019/1174 – 77 Rectory Lane – To Replace Existing Conservatory, with Brickwork Incorporating Brick Piers – **APPROVAL WITH CONDITIONS**

9. Correspondence and Consultations

a) To Consider Improvement of Recycling Facilities at Poringland Community Centre

Cllr Thomson was Invited to Speak on this Matter

Cllr Thomson introduced the 'Terracycle' recycling project, a project designed to help recycle items that are not currently able to be recycled in the green bin household recycling. These items included crisp packets, Pringles tubes and marker pens. It was **agreed** to trial a 'crisp packet' recycling area and look to extend this if it is successful.

Clerk

b) To Consider Consultation from South Norfolk Council Regarding Review of Polling Stations.

South Norfolk Council had reviewed all polling stations in the District and had recommended that the polling arrangements in Poringland remain unchanged, utilising the community centre as a polling station. It was **agreed** to endorse this recommendation.

c) To Consider Membership Correspondence from the Norfolk Association of Local Councils

The Clerk introduced correspondence from the Norfolk Association of Local Councils, offering Poringland Parish Council membership for the eight remaining months of this year, for the cost of four months (£270). Discussions occurred as to the value for money that the Parish Council is likely to obtain from this. John Henson proposed that the Parish Council should decline this offer, seconded by David Hewer and carried.

10. Finance

a) Receipts, Payments, and Bank Reconciliation

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

b) Accounts for Payment

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

Payee	Description	Amount
	Staff Salaries	£6,756.88
HMRC	PAYE & NIC	£1,922.25

Norfolk Pension Fund	Pension Contributions	£2,311.02
Microshade	Hosted IT	£241.20
Norfolk Copiers	Copying	£74.71
Norfolk Copiers	Quarterly Rental of Equipment	£172.76
Ian Smith Group	Stationery	£74.76
BT	Telephone and Broadband	£318.50
Norse	Councillor ID Cards	£59.40
Norse	Copying of Annual Report	£528.00
DLM	Delivery of Annual Report	£714.00
NALC	Registration Fee - Local Councils	£60.00
Total Gas and Power	Electricity	£792.52
ESPO	Gas (April and May)	£54.58
World Pay	Card Charges	£21.06
Office Water Supplier	Quarterly Rental of Equipment	£85.80
Groundhog	Replacement of Tap Gland	£84.00
The Oompah Band	Deposit for Bierfest Entertainment	£50.00
Tribute Acts Management	Balance of 'Rule The World'	£2,000.00
EACH	Donation from Village Garage Sale	£100.00
Name Withheld	Refund for Party Cancellation	£54.15
Miniature Donkeys for	Fete Expenditure	£30.00
Hugh Crane	Cleaning Consumables	£129.29
MPS Doors	Callout for Faulty Doors	£120.00
Total Gas and Power	Electricity	£122.90
Wave	Water	£36.04
Veolia	Waste Removal	£75.58
Flameskill	Fire Extinguisher Servicing	£176.38
Vortex	Grounds Maintenance	£519.99
Spruce Landscapes	Grounds Maintenance	£1,000.80
Garden Guardian	Grounds Maintenance	£782.27
Wicksteed	Replacement Swing Seat	£61.80
Play Inspection Company	Play Inspection Reports	£270.00
J & A Saunders	Window Cleaning	£90.00
Tina Eagle	Six + Group Support	£53.37
Barclaycard	Telephone/Bar/Maintenance/Event	£939.28
Rialtas	Annual Support for Omega &	£802.80
R. McCarthy	Petty Cash Top Up	£47.82
Name Withheld	Refund 1 x Rule the World Ticket	£15.00
St John's Ambulance	Fete Expenditure	£144.00
Norfolk Copiers	Printing	£39.29
	TOTAL:	£21,932.20

To Receive Quarterly Budget Information

c) This had been circulated to councillors. The contents were noted.

To Consider Options for the Renewal of the Santander 1 Year Bond

d) The Clerk advised that Santander had provided the following options for the re-investment of the bond:

6 month bond at 0.45%

12 month bond at 0.6%

18 month at 0.8%

Alternative investments were discussed to maximise income on this investment. It was agreed to open a one year bond with the Cambridge Building Society at a rate of 1.55%, after a proposal from Chris Walker and a second from John Henson.

To Receive Fidelity Valuation Statement

e) This had been circulated to councillors. The contents were noted.

11. Committees and Advisory Group Reports and Recommendations

a) Neighbourhood Plan Committee

John Henson reported that The Neighbourhood Plan has now entered a final round of consultation known as Regulation 16. The consultation is generated by South Norfolk Council and all responses should be returned to them. The Plan will be put to South Norfolk Council's Cabinet on 9th September where there should be opportunity for the Parish Council to briefly speak on the matter. It was agreed that John Joyce should speak on behalf of the parish at this meeting.

Trevor Spruce praised the plan and the way it had been put together.

b) Amenities Advisory Group

David Hewer reported that the amenities advisory group met on 17th July. The Clerk is to follow up on the planning conditions for the landscaping at David Wilson Homes, to ensure that extra planting has taken place in compensation for the removal of the oak tree.

The recent play inspections to Devlin Drive and Rosebery Park were discussed and remedial works agreed. John Henson raised that additional works to Mulberry Park would be required in the form of damage to the roof areas of the multiplay

equipment. There is also a railing at Mulberry Park to be replaced.

The Clerk reported that the incident of children writing graffiti on the equipment at Mulberry Park had been reported to the police. The Clerk also reported that the police had been in contact regarding the graffiti next to the Royal Oak. As this is on private property, a letter had been sent to the householder.

Discussions occurred as to possible locations for a new cemetery. Consideration is to be given to sites rejected for development under the Greater Norwich Plan. A desktop study would have already been done by planning officers which may assist when trying to identify suitable sites.

It was agreed to review all the benches/seating in the village and consider any restoration work necessary.

Two evenings are to be set aside to review the open spaces in the village.

c) To Receive Reports from SLCC Annual Conference and Community Land Trust Seminar

The Clerk reported that the SLCC seminar was attended by John Joyce, John Hodgson and the Clerk. There were three presentations of interest:

Cyber Security and Relevant Insurance Cover

This generated a discussion about how secure the gmail accounts are. The Clerk will investigate this further, to see if the Parish Council's domain name can be used for more email addresses. The Clerk is also to review the insurance cover to see what level of cover the Parish Council has against cyber attacks.

Clerk

Clerk

Operation London Bridge

These are procedures to be put in place in the event of the death of a senior member of the Royal Family. The full procedure is quite complicated, but is not obligatory. The message of the meeting was to proceed with sensitivity and in line with the feelings of the community. A copy of the presentation will be provided at the next Strategic Working Group meeting (11th September).

Anglia in Bloom

This was an interesting presentation but not in line with Poringland's priorities at present.

The Community Land Trust Seminar was attended by John Joyce and the Clerk.

Presentations involved community groups taking a lead on developments for their

community. Primarily this involved housing developments according to housing need in the area, but it also included a ground source heating scheme. Local need was not always defined as financial need. One scheme was set up as a housing development for older single women, so that they could socialise and care for each other.

Different levels of control were discussed. Some schemes are run by a housing association on behalf of the Community Land Trust. The housing association takes the risk, but the Community Land Trust then loses an element of control. Some schemes are completely in the control of the community. This included the Lothingland Community Trust near Great Yarmouth.

This is to be added to the agenda for the Strategic Working Group.

12. Community Centre

a) To Consider Options for Boiler Repair / Replacement

Updated information was provided to councillors on the options for repairing the faulty boiler. Each option was discussed and it was **agreed** to proceed with option 4, which is to replace the faulty domestic boiler with a commercial boiler at a cost of £3,860 + VAT. This would run in tandem with the existing working boiler, to safeguard the community centre in the event of failure of one of the units.

13. To Agree Poringland Parish Council Meets the Criteria for the Local Council Award Scheme – Foundation Level

The Clerk advised that the documentation is in place for Poringland Parish Council to renew its Foundation status for the Local Council Award Scheme. It was **agreed** that the Clerk should proceed with the application.

Clerk

14. To Receive Proposal that Item 15 Should be Closed to the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 Para 1 s2 for the Reason that Publicity would be Prejudicial to the Public Interest

It was **agreed** that the meeting should be closed for item 15 due to the reason that publicity would be prejudicial to the public interest. However, as this is a scheme from Norfolk County Council, Cllr Thomson should be invited to stay to assist with

any questions.

The Public Left the Room

15. To Receive Norfolk County Council Report on Semi-Independent Living Proposals

Cllr Thomson provided the council with more information and answered questions of parish councillors. He advised that councillors will be invited to an open evening and encouraged them to attend.

16. To Receive Proposal that Item 17 Should be Closed to the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 Para 1 s2 for the Reason that Publicity would be Prejudicial to the Interest of a Possible Contract of Employment

It was **agreed** that the meeting should be closed for item 17 due to the reason that publicity would be prejudicial to the public interest.

Cllr Thomson Left the Room

17. To Consider Options to Ensure Closure of Playing Field Gate out of Term Time

A financial contribution was considered. This is to be put to the school for their consideration.

18. Date of next meeting:

- Wednesday 4th September 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9.55pm.

CHAIRMAN