

Minutes of the Meeting of Poringland Parish Council  
Wednesday 1<sup>st</sup> September 2021 7pm  
Meeting Held at Poringland Community Centre

**In Attendance**

John Joyce (Chairman)

Tim Boucher

Sean Curtis

John Henson

David Hewer

Lisa Neal

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

**Also in Attendance:**

Also in attendance was Faye LeBon (Parish Clerk), Vic Thomson (County Councillor) and two members of the public.

**1. Chairman's Welcome**

John Joyce welcomed everyone to the meeting and advised that there would be time allocated for public participation under item 7c.

**2. To Record Apologies for Absence**

All members were in attendance.

**3. Declarations of Interest and Applications for Dispensation**

Lisa Neal declared an interest in item 8(a), as a member of South Norfolk Council's Development Management Committee, and item 12 as a South Norfolk Council Cabinet member who will be discussing this item at Cabinet in due course.

Trevor Spruce declared an interest in items 10b (ii) and 11a.

#### **4. To Agree Minutes of the Meeting Held on 4<sup>th</sup> August 2021**

The minutes of the meeting held on 4<sup>th</sup> August 2021 were agreed after a proposal by David Hewer and a second by Chris Walker.

#### **4. Matters Arising from the Minutes of 4<sup>th</sup> August 2021, Including Clerk's Report**

The Clerk's report had been previously circulated. It detailed:

- **Playing Field CCTV:** Project complete - The Playing Field CCTV can now be viewed at the community centre.
- **Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road** - A decision was due to be made by Norfolk County Council week commencing 21<sup>st</sup> June as to whether to extend the gritting route. Enquiries have been made of the Highways Engineer, and the decision has yet to be communicated.
- **Carr Lane.** The County Council will be funding the changes to the bollards. The overgrown vegetation on Carr Lane is becoming progressively worse. There has been no response from Norfolk County Council over the Parish Council's proposal for the County Council to cut the hedge initially in recompense for the delayed response to the Parish Council's correspondence meaning the liability moved away from the developer. With regards to the cutting of the highway verge, Norfolk County Council advised on 23<sup>rd</sup> July that 'Defects are scheduled for repair depending on the nature of the defect and work needed but on average can take approximately 6 weeks'. It was agreed to serve notice on Norfolk County Council for not maintaining the highway after 4<sup>th</sup> September, when the six week defect report expires. The hedges on the Parish Council's land can be cut back when the bollards are removed. The Parish Council will write to residents if it is established that the overgrown vegetation is coming from their land.
- **Mulberry Playing Field Drainage.** A meeting has been held with the Norwich Fringe project, whose initial thoughts were in keeping with the thoughts of the Amenities Group. A surveyor has been identified to do a topography report, and two possible engineers to do subsequent design and installation works, subject to Parish Council approval. It was agreed to go ahead with the topography report.
- **Rosebery Park Lagoon Area.** An enquiry has been made of Big Sky Developments about whether the Parish Council could take the area on and if so what the commuted sum would be. Big Sky is discussing with South Norfolk Council planning officers. It was agreed to remove this item from the report as the condition of the grounds maintenance in this area has improved.
- **Parish Partnership.** The Amenities Advisory Group has approved the signs and Norfolk County Council has placed the order.
- **Water Sensors.** The Clerk has met with representatives of Norfolk County Council's Innovations team onsite to discuss further requirements, both for the sensors and for the reporting.

- **Burgate Lane.** The planning inspector has dismissed the appeal against planning permission by Gladman Developments.
- **SAM Signs on Rectory Lane.** The SAM sign data for the new site on Norwich Road has been provided to Norfolk County Council. The sign has now moved to Rectory Lane, with the data expected to be available in Mid September. Lisa Neal requested the SAM data emails be reinstated. The clerk advised that the Parish Council was not resourced to do this at present.
- **Graffiti Art.** The artist has been instructed. Preliminary works to remove the moss and paint the roof trims have been completed.
- **Community Centre Improvements.** The awning has been installed, as has the new projector and new till. The new till has been programmed to differentiate between eat in and takeaway products (hot and cold) and is ready to be changed when the temporary hospitality VAT rates change (expected in October). There is a problem with the projector cabling in that it needs to be upgraded to CAT5 cabling to support the increased data, but a temporary booster has been left with the council to improve the data signal. Quotes are yet to be obtained for the replacement vanity unit. The electrician is being co-ordinated with the contractor for the hybrid meeting technology to install power and new connection points to facilitate the meeting room being turned around. It was agreed to place the order for the hybrid technology and associated installation costs, after a proposal from John Henson and a second from Chris Walker.
- **Neighbourhood Plan Meeting.** A meeting has been arranged with South Norfolk Council on 23<sup>rd</sup> September to discuss the application of Neighbourhood Plan policies.
- **Mulberry Play Area Repairs.** The urgent repairs have yet to be actioned as the contractor is unable to source the timber required. This is expected in September, therefor the senior play area remains closed.
- **Councillor Payment Authorisation Rota.** This was completed successfully for August.

## **6. Co option of Councillor to Poringland Parish Council**

Ken Aldridge provided a presentation to the meeting on his suitability to become a parish councillor, and took questions from members. A secret ballot was held, as permitted by standing orders, and as a result Mr Aldridge was co opted as a councillor for Poringland Parish Council. He took his seat with the council and signed his declaration of acceptance of office.

*Vic Thomson Joined the Meeting*

## **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 Neal reported that the District Direct Services are being expanded. This involves supporting patients in the NNUH to help them return home sooner by removing housing barriers. This has now been expanded to working with the Community Hospital as well.

The South Norfolk and Broadland staff will be working more flexibly. The two councils currently have two large offices with a combined annual running cost of £1.8m plus maintenance. Feedback from staff is that they would prefer to work as a team on one site.

The Village Clusters consultation has now completed, with 1644 comments uploaded as part of the process. Written representations not sent in via the website are in the process of being uploaded. There are now an extra 62 sites to be considered.

The manager of the Well Pharmacy is leaving, and a new pharmacist has been appointed.

Planning enforcement reports are now being sent out to parishes, and are in the process of being automated from 6<sup>th</sup> September.

The East Norwich Masterplan is currently being worked on, and this includes a small area of land that is part of the South Norfolk District.

#### b) County Council Report

Vic Thomson reported that 'I Choose' wristbands are being used at Norfolk County Council as part of their Covid mitigation measures.

The Lord Lieutenant of Norwich has expressed support of Afghan refugees.

The Framingham Earl exchange broadband project is likely to commence at the beginning of 2022. The project is going through the procurement stage as it will not just be restricted to Open Reach.

The Bergh Apton and Morningthorpe recycling centres will remain open when the new Harford Bridges recycling centre opens. There will be a hazardous waste amnesty at Ketteringham on 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> October.

With regards to Carr Lane, he has instructed an officer to do a plan of the areas of the responsibility. It was requested that the County Councillor respond to the Parish Council's proposal to the cutting back of vegetation on Carr Lane.

He and the Clerk have been looking into speed statistics for Shotesham Road. Norfolk County Council will not put in sleeping policeman or chicanes. After a suggestion from Lisa Neal, he will look into being able to move the Vehicle Activation Sign so it is visible from vehicles coming off The Street.

The highways safety team will not reinstate the pedestrian crossing markings on the Fiveways Roundabout.

### c) Public Participation

A member of the public asked whether the 10mph speed limit signs left over from the resurfacing in Arminghall can be removed. Vic Thomson advised that these belong to a third party, but will ask for them to be removed.

A member of the public asked why the Men's Shed will be located on the Recreation Ground rather than the Community Land. It was explained that there was a delay on the community land and the recreation ground became a feasible option for all parties.

*Standing orders were reinstated.*

*Lisa Neal withdrew from the meeting.*

## **8. Planning**

### a. To Consider Applications Received

No applications had been received.

### b. To Note Planning Decisions

The following decisions were noted:

#### **i) Approval With Conditions**

- a. 2021/1125 – 26B Shotesham Road - Erection of front porch and attached side garage
- b. 2021/1083 – 33 The Ridings – Internal changes to double garage at rear to create a home study including replacement of one garage door with a sliding patio door and garage to be retained (retrospective)
- c. 2021/1453 – 67 The Street – New Vehicular Access

## ii) Approval No Conditions

a. 2021/1162 – Land North of Shotesham Road - Non material amendment of 2014/0393 - house type substitutions for Plots 28.,31. 36, 38, 39, 41, 71, 72, 89, 90, 91, 105. 106, 107, 123, 126 and 145 and changes to some garages.

b. 2021/1555 – Land North of Shotesham Road - Non material amendment to permission 2019/2209 - change of brick type and build details

*Lisa Neal Re-joined the Meeting*

## 9. Projects with Framingham Earl Parish Council

### a) To Receive Update on Fiveways Roundabout Project

The Norfolk County Council Highways safety team did not approve the wildflower project on the roundabout, but had made an alternative suggestion.

## 10. Finance

### a) To Receive Receipts, Payments and Bank Reconciliation for July 2021

The receipts, payments and bank reconciliation for July 2021 were noted by council.

*Trevor Spruce Left the Room*

### b) Accounts for Payment

#### *i) To Agree Accounts for Payment*

The Clerk updated the room on the recent grounds maintenance issue. It was noted that the areas were much improved but it was agreed to continue to withhold 1 month's payment until the new matter raised on the playing field was resolved.

The following payments were agreed after a proposal by John Henson and a second from Chris Walker.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Pension Funds)		£10,175.79
Microshade	Hosted IT	£270.00
BT	Landline, Broadband & Mobiles	£199.86

Payee	Description	Amount
Rialtas	Omega and Bookings System License	£819.60
Viking	Stationery	£153.73
Total Gas & Power	Heat & Light	£760.54
ESPO	Community Centre Gas	£52.73
Eastern Cash Registers	New till and repairs to existing till	£966.00
Yare Shipping	Café Consumables	£426.73
Faye LeBon	Café Consumables	£41.03
Hugh Crane	Repair of Scrubber Drier	£113.60
Production Bureau	Supply and Install of New Projector	£1,483.68
Ace Plumbing	Pavilion Repairs	£312.54
South Norfolk Council	Business Rates for Bowls Pavilion	£8.49
S. Raney Tree Services	Clearance of Community Land	£1,400.00
Parish Land Surveys	Community land Boundary survey	£615.00
Bartlett Signs	Victory Avenue Signage	£101.40
Veolia	Waste Removal	£77.47
Taurus Monitoring	Legionella reports	£738.00
Playground Inspections	Annual Play Area Inspections	£270.00
Vortex	Grounds Maintenance	£557.01
Barclaycard	Various*	£588.45
Champions Music	Balance of Whitney Event	£480.00
Chase Stereo	Disco for Whitney Event	£345.00
Norfolk Copiers	Copying charges	£87.97
Ben Willis Commercial	community land fencing	£7,800.00
Vortex	Grounds Maintenance	£557.01
Petty Cash (transfer from multipay a/c)	Café Stock and Postage	£64.07
L. Gooderham	Mileage	£21.92
	<b>TOTAL</b>	<b>£29,487.62</b>

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

John Henson proposed that the following accounts should be paid, seconded by Chris Walker and carried.

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Spruce Landscapes	Grounds Maintenance and Repair Works	£1,018.00
Spruce Landscapes	Delivery of Annual Reports	£660.00
Spruce Landscapes	Replacement Bollards Mulberry Park	£384.00
	<b>TOTAL</b>	<b>£2,062.00</b>

## **11. To Consider Recommendations from Advisory Groups**

### a) Amenities Advisory Group

The Amenities Advisory Group met on 11th August and made the following recommendations:

*Rosebery Park P3 Play Area:* The Advisory Group agreed that it would be preferable to make the area fully inclusive and to consider a partnership arrangement with Big Sky Developments should cost prohibit this to the developer. Big Sky has since fed back that the original equipment had already been ordered and could not be retracted, but they will try to supplement with inclusive equipment. An updated plan is awaited.

Big Sky asked whether the Parish Council would like the informal footway between the development and Carr Lane reinstated, the Advisory Group agreed that it should be. Big Sky has since advised that they are in agreement.

*Norfolk Homes Area D Open Spaces:* An updated plan was provided from Norfolk Homes based upon the advisory group recommendations, which were:

Northern area – open space with some seating

Middle area – Obstacle course designed for teenagers and adults

Southern area – wildflower meadow

It was agreed that these should be the overriding plans for these areas, and the detail for the wildflower meadow should be delegated to the advisory group.

*Fringe Project Report:* The Fringe Project report covered the maintenance and improvement of 4 ponds in the village. The recommendations of the Advisory Group were as follows:

Community Centre Pond: To accept the Fringe Project proposal at a cost of £540

Memorial Garden Pond: To reject Fringe Project price and award works to Spruce landscapes at a cost of £700.

The Advisory Group deferred the decision on projects for the northern and southern lagoon.

It was agreed after a proposal from John Henson and a second from David Hewer to accept the Advisory Group's recommendations on the village ponds.

Discussions on grounds maintenance had already been covered under item 10bi.

*Trevor Spruce Re-joined the Meeting*

#### b) Community Land Project Working Group

The Community Land Project Group met on 18th August and the following was reported:

Boundary clearance and flail main area: completed 21<sup>st</sup> August

Boundary survey: completed 18<sup>th</sup> August

Fencing: completed 31<sup>st</sup> August

Prices are being sought for the replacement gates.

Tim Boucher proposed that a budget of £4,000 be allowed for the replacement gates, so as to allow the project to proceed. This was seconded by David Hewer and carried.

The Working Group were advised that the Tree Warden had made an application to the 'Close the Gap' fund for saplings and planting equipment. It has since been reported that the grant application was successful. The Clerk is to write a letter of thanks to the Tree Warden. The thanks to David Hewer were also recorded for his assistance with this project.

The Working Group recommended that, if the Norfolk Wildlife Trust could fit it in to their schedule, they should be allowed to start a wildflower meadow on the area of the community land adjacent to The Ridings. Norfolk Wildlife Trust had since advised that they are able to attend the site on 16<sup>th</sup> September. Tim Boucher proposed that Norfolk Wildlife

Trust should be allowed to start a wildflower meadow on this land, seconded by David Hewer and carried.

The Working Group also recommended progressing with the works required to start the public consultation for the community land. This would begin with the appointment of a contractor to do the initial designs, public consultation and planning application. John Henson proposed that the Parish Council should proceed with appointing a contractor, seconded by Chris Walker and carried.

This project would have to be advertised on the government's 'contracts finder' website for openness and transparency. Tim Boucher will assist the Clerk with this work.

The Working Group were also looking into holding a firework event on the Community Land. Proposals were presented for two different firework contractors – both of which had been anonymised for the purpose of the Working Group meeting. Tim Boucher proposed that the council formally Appoint Skylit Pyrotechnics to arrange a lightshow and firework display on the Community Land on 6th November at a cost of £2700 In addition to this, a Steering Group of Tim Boucher, Trevor Spruce, Carl Pitelen and Sean Curtis, along with The Clerk and the Bookings and Events Officer should make arrangements for the event with a budget of £5,000. This was seconded by Chris Walker and carried.

## **12. To Consider Response to South Norfolk / Broadland Council Accommodation Consultation**

It was agreed that the Parish Council would not comment on this consultation.

*Lisa Neal took no part in item 12*

## **13. To Agree Delegation of Appointment of Assistant Clerk**

The following delegation was agreed after a proposal from John Henson and a second from Tim Boucher:

Shortlisting delegated to the HR Advisory Group (due to meet 08/09/21)

Interview panel and date agreed by HR Advisory Group

Appointment delegated to interview panel

#### **14. To Consider Memorial Repair**

It was reported that a memorial in the cemetery had become unstable and has been laid flat as a matter of health and safety. All efforts to locate the family have been made, with no success. The memorial has been laid flat for a year with no family members contacting the Parish Council. Members were asked to consider whether, subject to the quote, authorise the repair and place a charge on the grave or remove memorial and lay in a separate area in the cemetery.

It was agreed to proceed with obtaining a quote but if this was excessive, consider laying the memorial on the grave in a permanent manner.

#### **15. To Receive Proposal to Close the Meeting for Item 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Commercial Sensitivity of the Item**

It was agreed to close the meeting to the press and public.

*The Public Left the Meeting*

#### **16. To Receive Update on Land Matter and Consider Arrangements for Next Meeting**

The Clerk provided an update from the Parish Council's solicitor. The process for obtaining further information was agreed. An additional meeting would be called when the matters with the solicitor have been finalised and the further information has been obtained.

#### **17. To Note Date and Time of Next Parish Council Meeting.**

This was agreed as Wednesday 6<sup>th</sup> October 2021, 7pm at Poringland community centre.

The meeting closed at 9.10pm

**CHAIRMAN**