

Minutes of the Meeting of Poringland Parish Council
Wednesday 4th August 2021 7pm
Meeting Held at Poringland Community Centre

In Attendance

John Joyce (Chairman)

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), and Vic Thomson (County Councillor)

John Joyce welcomed everyone to the meeting. He advised that there were two items of urgent business relating to HR and the repair of play equipment and these would be discussed after Item 6.

1. To Record Apologies for Absence

Apologies were accepted from Tim Boucher.

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 6(a), as a member of South Norfolk Council's Development Management Committee.

John Overton declared an interest in item 6(a) as a District Councillor. He advised he had sought advice from South Norfolk Council's Monitoring Officer and would reserve the right to comment on applications but would not vote. The Clerk advised that in her professional

opinion commenting would not be advisable and urged consideration be given to public perception.

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

Chris Walker declared a personal interest in item 10c by virtue of being acquainted with one of the members of the auditing team.

3. To Agree Minutes of the Meeting Held on 30th June 2021

Subject to a typographical amendment, the minutes of the meeting held on 30th June 2021 were agreed after a proposal by Chris Walker and a second by David Hewer.

4. Matters Arising from the Minutes of 30th June 2021, Including Clerk's Report

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

- **Playing Field CCTV:** The CCTV works to view the playing field CCTV at the community centre are due to commence the first week in August. A static IP address has been ordered for the community centre to facilitate this work.
- **Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road** - A decision was due to be made by Norfolk County Council week commencing 21st June on whether to extend the gritting route. Enquiries have been made of the parish's 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. A report has been made regarding the overgrown highway verge.
- **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. Further discussions will be held on this matter.
- **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. They are discussing with South Norfolk Council planning officers.
- **Parish Partnership.** A site meeting has been held with Norfolk County Council's designer to confirm the location of the signs. Designs for the signs are now being created.
- **Water Sensors.** John Henson, Vic Thomson, Carl Pitelen and the Clerk met on 8th June to discuss how this can help the village. Vic Thomson has sent the plan to Norfolk County Council's Innovations Team for comment.
- **Burgate Lane.** The Parish Council's response to the appeal has been sent and a copy of the referendum result for the Neighbourhood Plan as well. The inspectorate has advised that they are currently obtaining the appellant's views on that document

- **SAM Signs on Rectory Lane.** Norfolk County Council has agreed a site on Rectory Lane for the SAM sign and the Memorandum of Understanding has been updated. The sign has been moved to a priority site on Norwich Road, but will be moved to Rectory lane as the next change. It was clarified that the sign on Rectory Lane will be located opposite Rosebery Avenue.
- **Vanity Units in Community Centre Toilets.** Quotes are being obtained for these.
- **Graffiti Art.** The artist has been instructed. There is some preliminary work that requires doing to the shelter in the form of moss removal, and the trims to the roof will also be painted prior to the commencement of the project.
- **Community Centre Improvements.** The awning is booked in for installation on 5th August. The new projector is due to be installed week commencing 9th August. A demo hybrid meeting has been held to test the new technology with pleasing results. However, for this to be at optimum performance, it would be better to turn the room around in council meetings so councillors face the projector. Extra USB and HDMI connection points would need to be installed (at a cost of £300-500 + VAT) plus the cost of getting power to the connectors. The new till has been ordered and quotes are being obtained for the plans for the break out office project.
- **Neighbourhood Plan.** The Neighbourhood Plan referendum result was 681 votes in favour and 56 votes against, meaning the Neighbourhood Plan passed the referendum. The plan was formally adopted by South Norfolk Council on 26th July and the plan now forms and equal part of the statutory development plan.

John Henson thanked all parties who had contributed to the Neighbourhood Plan and had helped to see it through to completion. David Hewer thanked John Henson for Chairing the project.

John Joyce expressed the need for a meeting to be arranged with South Norfolk Council to better understand how the Neighbourhood Plan is being used by the planning department.

5. 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 he had assisted in ensuring the removal of invasive bamboo that was causing concern for residents along Stoke Road.

He advised that primary school is having a new studio built onsite.

Cllr Overton advised that residents had raised concerns about the condition of the ditch on the playing field. It was noted that this was under the ownership of the residents, but formed part of the Parish Council's maintenance contract to ensure that the works are completed.

Cllr Neal reported that the planning and waste guidance notes are in the process of being updated.

The Long Stratton bypass has been agreed. This is a £37m project, but with £26.2m being funded from government grants. This would facilitate an 1,800 home development.

The Greater Norwich Local Plan has been submitted to the Planning Inspectorate, prior to going to the Secretary of State. This is anticipated as being November/December 2021 with adoption anticipated as being September 2022. Further work is to be done on Gypsy and Traveller sites as presently there is no five-year housing land supply for this land use.

An email will be sent to parishes about street naming and a checklist will be provided for assistance when responding to planning applications.

Apprenticeships are to be increased at South Norfolk and Broadland councils.

The nominees for the community awards are now open.

Trevor Spruce queried where the remaining funding for the Long Stratton would come from. Vic Thomson advised that it would come from the pooled Community Infrastructure Levy.

b) County Council Report

Vic Thomson had sent a comprehensive written report to the Parish Council.

He reported that there is a new campaign called 'I choose' to help reduce the spread of Covid-19. Whilst restrictions have been lifted, people still have the right to choose mitigation measures such as the wearing of a face covering.

The Highway Code is in the process of being updated.

In relation to faster broadband for the village, Cllr Thomson is continuing to find the contact for the Gigabit project to ensure that that all houses in the village will be covered by the project, and when it will commence.

The Harford Bridges recycling centre is in the process of being constructed, and to his knowledge the Bergh Apton recycling centre will remain open.

The Innovations Team are helping with the parish's water sensor project.

After a query from John Joyce, Vic Thomson will follow up on when The Ridings broadband project will be completed, as there remains a problem with connectivity to a few households.

c) Public Participation

No matters raised.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

6. Planning

a. To Consider Applications Received

i. 2021/1453 – 67 Norwich Road – Dropped kerb to the front of dwelling.

Trevor Spruce presented this application to the meeting. He noted that other properties in the location have a dropped kerb for access and egress to their property. It was agreed that there should be no objections to this application.

ii) 2021/1603 – 31 Malten Close – Single storey side extension

Trevor Spruce presented this application to the meeting. He noted that three cars can still fit on the driveway, therefore the proposal remains compliant with the Neighbourhood Plan. He proposed that the application be supported, seconded by Chris Walker and carried.

iii) 2021/1620- 15 Caistor Lane - Erection of single storey front porch and two storey rear extension

John Henson presented this application to the meeting. He advised that there were houses with similar extensions in the immediate locations and proposed that the Parish Council recommend approval of the application. This was seconded by Chris Walker and carried.

Permitted by Standing Orders, the following application was discussed.

iv) 2021/1583 – 5 Mitchell Gardens - Conversion and Extension of Existing Garage

Trevor Spruce presented this application to the meeting. He advised that the proposal was to convert the garage into accommodation for an elderly relative. Without utilising the garage for parking, there still remained ample parking at the property. He proposed that there should be no objections to this application, seconded by Chris Walker and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) Approval With Conditions

- a. 2021/0980 – 2A Stoke Road – Proposed single storey rear extension.
- b. 2021/1134 – 6 Forge Close – Proposed double storey rear extension.
- c. 2021/1205 – 38 The Street – Proposed extension to garage.
- d. 2021/2218 – Land off The Grove – Agricultural dwelling at Grove Farm, for association with works on the farm itself.

ii) Approval No Conditions

- a. 2021/0812 – 2 Church Close - Non material amendment to 2019/1384 - Removal of garage door and replace with white PVCU window to rendered base wall; additional skylight to flat roof and change skylights to flat design from domed.

iii) Withdrawn

- a. 2021/0631 – 9 Page Close – New pitched roof above garage and loft conversion.

iv) Prior Approval not Required

- a. 2021/1318 – 33 Norwich Road – Proposed single storey rear extension, extending 4.02m from the rear wall of the original dwelling house, with a maximum height of 2.52m and an eaves height of 2.52m.

Lisa Neal Re-joined the Meeting

Items of Urgent Business

a) HR

An action plan was distributed to members for consideration. This was accepted and it was agreed to commence with the recruitment of a new assistant clerk.

b) Inspection of Mulberry Park Play Area

After an inspection of the Mulberry Park Play area, the tower was deemed unsafe and the senior play area had been closed. A quote for repair of £1,050.22 had been received.

Sean Curtis queried the cost of the materials, but it was noted that in many trades the cost of materials had increased recently. It was agreed after a proposal from Chris Walker and a second from Trevor Spruce that these works should be authorised as an urgent health and safety matter.

7. To Receive Parish Council Update on Covid-19

The Clerk reported that it is being requested that when in the community centre, people should continue to wear a face covering if they can when they move around the centre, use the hand sanitisers provided, and keep a safe distance from others.

Staff continue to lateral flow test twice a week.

The community centre held its first public event on 24th July, a clairvoyant evening. The bar was open and all attendees were sensible and thoughtful around others in relation to Covid precautions.

8. Amenity Lands

a) Rosebery Park Phase 3 Play Area

The Clerk reported that Big Sky had been in touch about the Rosebery Park Phase 3 play area to consult the Parish Council on the design of the area. Initial discussions occurred about making the play area more inclusive and Big Sky had come up with an alternative design. The Parish Council discussed the designs and how to make the area fully inclusive and whether a financial contribution would ensure this. It was agreed after a proposal from Trevor Spruce and a second from Chris Walker, that the Amenities Group should look at the design of the play area and take a balanced view at a reasonable price. It was established that CIL could be used for any contribution.

b) To Consider Revising Norfolk Homes Area D Play Areas

The Clerk advised that a meeting had been held with a representative from Norfolk Homes on 22nd July to discuss the area D play areas. The plan which has been agreed with South

Norfolk Council was provided, but Norfolk Homes asked if the Parish Council would like this reviewed to better reflect the demographics of the village. It was agreed that this should be delegated to the Amenities Advisory Group.

Trevor Spruce emphasised the need for a financial plan for the future maintenance of the play areas.

c) To Consider Proposal to Replace Playground Gates Mechanisms

The Clerk reported that at the Parish Council meeting on 26th May, the Parish Council agreed to obtain quotes to change the gates at Mulberry Park, to those similar to the ones at Potters Way. The price for each Prosafe gate was £826 and installation of the same was £218, giving a quote of £1,044 per gate.

Sean Curtis advised that an alternative proposal would be for the Parish Council to purchase alternative closing mechanism at a cost of £257.60 each. Other costs would also be incurred such new gate posts and priming and painting, but the cost is still likely to be below £1,044.

It was agreed after a proposal from John Henson and a second from Lisa Neal, that Sean Curtis and Carl Pitelen should be permitted to change one gate with a budget of £500, then test its effectiveness. Should the mechanism work then consideration should be given to changing the rest of the gates.

9. Projects with Framingham Earl Parish Council

a) To Receive Update on Fiveways Roundabout Project

Chris Walker reported that the working group had met on 12th July. The plans had been sent to Norfolk County Council's Highways Engineer for review.

Carl Pitelen raised concerns about the verge cutting.

b) To Consider Joint Fete for the Queen's Platinum Jubilee

It was agreed that, whilst this was a good idea in principle, the Parish Council isn't currently resourced to look into this presently. It would be better to look into this after Christmas.

10. Finance

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

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

Trevor Spruce Left the Room

b Accounts for Payment

i) To Agree Accounts for Payment

The Clerk noted a recent issue grounds maintenance issue. It was agreed to withhold payment to this contractor and send a letter requesting remediation by 11th August when the quality of work will be reviewed by the Amenities Advisory Group.

The following payments were agreed after a proposal by Chris Walker and a second from David Hewer.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Pension Funds)		£11,392.98
Microshade	Hosted IT	£270.00
BT	Landline and Broadband	£81.68
BT	Mobile Phones	£105.60
Norfolk Copiers	General Printing (June & July)	£177.86
Norfolk Copiers	Quarterly Rental of Printer	£172.76
Ian Smith	Stationery	£171.92
4 Sports group	Workwear	£326.58
Total Gas & Power	Heat & Light	£724.76
ESPO	Community Centre Gas	£56.37
Office Water Supplies	Rental of Water Dispenser	£85.80
The Alarm Company	Annual Maintenance of Alarms & Remedial works	£347.06
World Pay	Card Machine Fees	£40.40
Hugh Crane	Cleaning Consumables	£249.99
Yare Shipping	Café Consumables	£262.96

Payee	Description	Amount
Amazon for Business	Replacement Bar Trays/Buckets	£56.95
Stockmaster	Stocktaking Services	£150.00
Leathes Prior	Fees	£2,755.00
Norwich City Council	General Repairs	£240.00
Bartlett Signs	Replacement Woodland Sign	£88.80
Oaks CCTV	CCTV Project	£1,290.00
Rialtas	Additional Account for Trust	£60.00
J and A Saunders	Window Cleaning	£135.00
Faye LeBon	Café & Bar Stock & Leaving Gift	£122.12
Garden Guardian	Grounds Maintenance	£938.11
Veolia	Waste Removal	£89.77
Barclaycard	Café and General Admin	£45.46
Flameskill	Fire Extinguisher Servicing	£219.05
Lisa Gooderham	Mileage	£22.01
Ian Smiths	Office Furniture for Bookings Officer	£465.86
Amazon for Business	Portable Sound Monitor	£24.98
Garden Guardian	Grounds Maintenance (July)	£938.11
Faye LeBon	Petty Cash Top Up	£47.76
World Pay	Card Machine Charges (July)	£38.70
Yare Shipping	Café Stock	£60.37
	TOTAL	£22,254.77

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

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

Payee	Description	Amount
Spruce Landscapes	Cemetery and Potters Way Maintenance	£700.00
	TOTAL	£700.00

Trevor Spruce Re-joined the Meeting

c) To Appoint Auditing Solutions to Conduct the Parish Council's Internal Audit for 2021/2022

It was agreed after a proposal from Lisa Neal and a second from John Henson that Auditing Solutions should be appointed as the Parish Council's Internal Auditor for the 2021/2022 financial year.

11. To Consider Recommendations from Advisory Groups

a) Welcome Home and Memorial Playing Fields Trust

The Trust met on 21st July and provided the following recommendations:

Pavilion hire charges: The charge for the pavilion is £5 per hour. It has been the same charge since the Parish Council took over as sole managing trustees of the pavilion. It was noted that RPI had gone up 14% since 2015 and therefore a recommendation of an increase of 75p per hour to £5.75 was made, with effect from 1st September. This was agreed.

Premises for Time Childcare: Time Childcare has requested some land on a similar basis that the Men's Shed has been permitted, to erect a building and provide open space for their children. The recommendation is to refuse this on the following grounds:

- That the land is covenanted by Fields in Trust for the protection of open space. The covenant was only released for the Men's Shed because the shed is taking the place of the bowls pavilion, so it is exchanging one restricted area for another.
- The recreation ground is the only area of open space to the east of the village. To restrict this area would disadvantage many families both in Poringland and Framingham Earl.

It was agreed that Time Childcare should not be permitted land on the playing field for the purpose of erection of a building and associated open space.

Structural Survey It was agreed to proceed with the recommendations of the recent structural survey. These being:

- An exhaustive CCTV drain survey is undertaken, which includes the rainwater pipe connections and their discharge points because it is believed that the drainage network is likely to be the cause of the movement and cracking.
- A full understanding is gained with regards to the ditch to the south of the site, it is possible that the ditch is not maintained to a sufficient level to allow discharge from the rainwater pipes (if this is where they terminate).

- That the cracks are repaired and the masonry reinforced.

This would be at a cost to the Trust and not the Parish Council.

It was agreed to go ahead with these recommendations.

Antisocial Behaviour: Reports of antisocial behaviour were received. The following will be further discussed by the Trust:

- If noise is coming from the playing field at 9.30pm, is this deemed as unreasonable?
- How noisy is the matter?
- If a property is purchased next to a playing field, should the householder be expected to tolerate normal playground noise?
- Is this the responsibility of the police as a criminal matter, or a civil matter for South Norfolk Council?
- It was established that the playing field has not got any set hours of access. Should opening hours be set and who will enforce them?

Lease for The Men's Shed: The draft lease was circulated to members and it was agreed that this should be accepted and should be sent to the Men's Shed.

b) Finance and Governance Advisory Group

The Finance and Governance Advisory Group met on 28th July, where the Quarter 1 budget monitor was reviewed. It was also agreed to have the following rota for authorising payments:

Councillor	Month
John Henson	August 21
Chris Walker	September 21
John Joyce	October 21
Tim Boucher	November 21
Trevor Spruce	December 21
David Hewer	January 22
John Overton	February 22
Lisa Neal	March 22
Carl Pitelen	April 22
Sean Curtis	May 22

Councillors would have to attend the community centre twice in their allocated month, once to authorise the payments and once to authorise salaries. Guidance was given to assist with forgotten passwords.

The Clerk will circulate the list to councillors.

12. To Agree Delegation of Appointment of Assistant Parish Caretaker

It was agreed after a proposal from John Henson and a second from David Hewer that the appointment of the assistant caretaker should be delegated to the interviewing panel.

13. To Receive Proposal to Close the Meeting for Item 14 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 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

14. To Receive Update Report on Land Matter

The Clerk provided an update from the Parish Council's solicitor.

15. To Note Date and Time of Next Parish Council Meeting.

This was agreed as Wednesday 1st September 2021, 7pm at Poringland community centre.

The meeting closed at 8.50pm

CHAIRMAN