

Minutes of the Meeting of Poringland Parish Council
Wednesday 24th February 2021 7pm
Meeting Held by Video Conference

In Attendance

Tim Boucher

John Henson

David Hewer

John Hodgson

John Joyce (Chairman)

Peter Lowndes-Burt

Carl Pitelen

Trevor Spruce

Chris Walker

Faye LeBon (Parish Clerk) and Allison Haines (Assistant Clerk)

Also in Attendance:

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

1. Chairman's Welcome

John Joyce welcomed everyone to the meeting of Poringland Parish Council and advised members of the public that there would be opportunity to make representation or ask questions of councillors under item 6 (c).

2. To Record Apologies for Absence

Apologies were accepted from Lisa Neal and John Overton.

3. Declarations of Interest and Applications for Dispensation

Trevor Spruce declared an interest in item 10(d)(ii) and aspects of the recommendations from the Amenities Advisory Group.

Tim Boucher advised that he knew the applicant for planning application 2021/0137 and so would not be participating in the discussion under item 7(a)(i)

4. To Agree Minutes of the Meeting Held on 27th January 2021

After the correction of typographical errors, the minutes of the meeting held on 27th January 2021 were agreed after a proposal by David Hewer and a second by John Hodgson.

5. Matters Arising from the Minutes of 27th January, Including Clerk's Report

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

- **Tree Warden Commemoration:** The Copper Beech has been purchased and planted. The associated plaque will be installed this week.
- **Playing Field CCTV:** The alarm company to be contacted to establish link between pavilion and community centre, now that CCTV system has been upgraded.
- **Play Areas at Clements Gate:** David Wilson Homes is in the process of reviewing their options as a result of the commuted sums that they will have to pay under South Norfolk Council's SPD.
- **Dog Bin at Clements Gate.** The invoice for the commuted sum has now been settled. South Norfolk Council has been advised that the bin is now the responsibility of the Parish Council and should be invoiced accordingly. Tim Boucher advised that there has been a second bin installed which ought to have been part of the commuted sum. The Clerk is to arrange for this to be added to the Parish Council's responsibility.
- **Extension of Gritting Route Along Rectory Lane** - Further to Norfolk County Council's request that parishioners should contact the Parish Council for extensions to gritting routes, and the Parish Council's support of the parishioner request, the initial response from Norfolk County Council advises 'For your information, we do not make any changes to our published routes during the gritting season, October to April, but any request we do receive during the season are reviewed in the Spring, and the Parish Council made aware of our decision. For your general information, it is very unusual for us to make any changes to our gritting routes without a significant change in the infrastructure (new roads/roundabouts etc being built), but I will certainly consider this matter for you, and send you a response, which is normally May/June.'
This is disappointing as this level of information is not given to parishioners, only that they should contact the Parish Council. Our county councillor has been asked to add weight to the Parish Council's request.
- **Staff Mobile Phones.** These have been purchased and the new numbers sent to councillors. They have also been insured and added to the asset register.
- **Lease for the Men's Shed.** The draft Heads of Terms have been sent to our solicitor, to draft a lease which can then be considered by Men's Shed and Fields in Trust.

However, our solicitor has been advised this this work is secondary to the s106 transfer with Norfolk Homes.

Chris Walker reported that the draft Terms of Reference for the Fiveways roundabout work will be going to Framingham Earl Parish Council on 2nd March. Clarity has been sought from the county councillor regarding the use of the £12,000.

6. 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 Spruce reported that the Covid-19 rates for South Norfolk were now 60 per 100,000 and there are 48 Covid patients in the Norfolk and Norwich University Hospital.

South Norfolk Council is still recruiting for a drainage/flood officer, and the Covid marshals remain active across the district.

South Norfolk Council planning officers are liaising with Norfolk Homes to ensure that there have been no planning breaches in relation to the infilling of the ditches on Carr Lane. If there has been a breach it will be passed to enforcement.

b) County Council Report

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

He reported that he had pushed for rewording on Norfolk County Council's website in relation to highways queries being directed to parishes.

He has been liaising with the Clerk over the bollards that have been installed on Carr Lane, restricting access to the adjacent land, and had ensured that the information about Carr Lane being closed off had been sent to the companies that feed information to satellite navigation. He had also escalated John Hodgson's query about the white lining between the A47 and A146. Clarification was also given about the s106 money for the Fiveways roundabout, and that was that the money does not cover maintenance. The cleaning of the gullies had also been escalated.

The census is on 21st March.

Norfolk County Council's budget was passed on 22nd February and money has been set aside for flooding. The members' grant has been increased from £6,000 to £10,000 and has been expanded to include green projects.

7,000 laptops and computers have been collected and distributed through the scheme arranged by Norfolk County Council, the Norfolk Community Foundation and the EDP.

Cllr Thomson will send the Clerk further details of a scheme to offer households across Norfolk grants to protect against flooding.

There remains interest in the improved broadband scheme. It was emphasised that the scheme is based around individual cabinets and not parish boundaries. David Hewer queried whether this could be extended to the whole of Poringland. Cllr Thomson replied that it could, but ideally there needs to be a willing councillor and also local volunteer to assist with each cabinet. Further information on the new scheme will be available at the beginning of April. It was agreed to discuss this at the next strategic meeting on 14th April.

The Clerk thanked Cllr Thomson for his assistance in ensuring the roadworks at the Budgens roundabout did not coincide with the vaccine clinics.

c) Public Participation

The applicant for planning application 2021/0137 provided the meeting with further information about the application.

A member of the public sought clarification on the condition of Carr Lane. It was clarified that it is still a public highway under the responsibility of Norfolk County Council. The Clerk is to report a pot hole outside the car park to the Community Woodland.

Vic Thomson Left the Meeting, Due to a Prior Commitment

Standing orders were reinstated.

7. Planning

a. To Consider Applications Received

i. 2020/0137 – 21 Stoke Road – Replacement Garage

Trevor Spruce presented this application to the meeting. There were no objections online to the application online, and it was thought that the application would be an improvement

to the existing garage. Trevor Spruce proposed that there be no objections to the application, seconded by John Henson and carried. Tim Boucher abstained from the vote and took no part in discussions.

ii. 2021/0207 – 33 The Street – Conversion of Existing Double Garage for use as a Chalet Style One Bedroom Annexe of Holiday Let

John Joyce presented this application to the meeting. This was a resubmission of a previous application which has obtain approval. It detailed changes to the converted garage, which removed a second floor and the living space which would have been on the second floor, forming a single storey extension. The neighbour objections were noted, mainly in relation to perceived overlooking of their respective properties. Taking all information into account, John Joyce proposed that there should be no objections to this application, seconded by Chris Walker and carried.

iii. 2021/0225 – 4 Sunnyside Avenue - Demolition of existing timber structure (masonry structure retained) and erection of new front side and rear extensions under new pitched roof.

John Hodgson presented this application to the meeting. He noted that the application was for a single storey design, more in keeping with other properties in this area. He proposed that there should be no objections to the application, seconded by Chris Walker and carried.

It was agreed to consider the following application as urgent business

iv. 2021/0151 – 35 Brickle Wood Avenue - Erection of a 7.4m long by 2.3m high brick wall to replace an existing wooden fence.

John Henson presented this application to the meeting. He raised concerns about the height of the wall, advising that it shouldn't be more than 2m in height. Tim Boucher felt that it would be surprising to allow such a change on a boundary of a new development which had recently been completed, and was concerned about the light being restricted to the neighbouring property. Trevor Spruce queried whether any neighbours have objected? John Joyce advised that it was too early in the planning process for this. John Henson proposed that the Parish Council should object to this application on the grounds of the height of the proposal wall, seconded by Tim Boucher and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) 2020/2157 – 7 Sebald Crescent – Single storey flat roof extension of rear of garage.

APPROVAL WITH CONDITIONS

ii) 2020/2285 – 28 The Ramblers - Single storey rear extension, loft conversion and addition of windows height of 2.9m. **APPROVAL WITH CONDITIONS**

iii) 2020/2318 – 55 Howe Lane - Single storey front extension and first floor side extension

APPROVAL WITH CONDITIONS

iv) 2020/2339 – 2 Ugate – Works to TPO Trees. **APPROVAL WITH CONDITIONS**

v) 2020/2451 – 66 Rectory Lane - Single storey pitched roof front extension **APPROVAL WITH CONDITIONS**

vi) 2020/1282 – 27 Howe Lane - First floor front and side extensions, including front infill extension to ground floor – **APPEAL DISMISSED**

vii) 2019/2542 Land to the East of Rectory Lane - Proposed dwelling and garage with access – **APPEAL DISMISSED**

8. Correspondence and Consultations

a) To Consider Response to Government Consultation on Changes to the NPPF (deadline 27th March)

John Henson advised that he and the Clerk had worked on the draft responses in this section. He presented the draft responses, emphasising the strengthening of the definitions of sustainability.

Chris Walker noted some typographical errors which will be checked prior to submission.

John Joyce stressed the need to push the need for ‘effective’ community engagement in the response.

Subject to the above, the response was agreed and will be submitted on behalf of the Parish Council.

b) To Consider Response to Government Consultation on Model Design Code and Associated Community Engagement (deadline 27th March)

John Henson presented this item. It was emphasised the need for a design code and local people to be involved in this process, to best reflect the design needs of the village. It was noted in the consultation that existing Neighbourhood Planning groups and Parish Councils should be best placed to be involved in this process. It was also emphasised for the need for local people to receive professional training to best achieve the objectives of this proposal. It was agreed that this response should be submitted on behalf of the Parish Council.

c) To Consider Response to Greater Norwich Plan Regulation 19 Consultation (deadline 15th March)

John Henson advised that this was the last opportunity to comment on the emerging local plan. There were no further allocations, other than those that had been rolled over from the previous plan. Poringland had been grouped with Framingham Earl and relevant parts of the surrounding villages for the plan, and it was noted in the response that the villages should be grouped as such through the whole planning process and not just at local plan stage. Tim Boucher raised concerns about whether this could result in CIL being diverted away from Poringland.

It was agreed that this response should be submitted on behalf of the Parish Council.

d) To Consider Response to the Norfolk Rural Strategy (2021-2024) (Deadline 19th March)

The draft response had been sent to councillors. The response was agreed in principle, but John Joyce is to work with the Clerk to strengthen the wording prior to submission.

9. To Receive Parish Council Update on Covid-19 Crisis

The Clerk had provided a written report which focussed on the continued success of the community centre being used as a vaccine clinic, and the anti-social behaviour being caused by those promoting anti-vaccination messages. The caretaker has refilled all the hand sanitizers located in public areas and the February 'Parish Matters' had focussed heavily on Covid support.

John Joyce reported that the military had inspected the vaccination clinic on 21st February and it was noted how well the centre was working, and the staff were thanked for their contribution to this.

10. Finance

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

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

b) To Receive Internal Audit Report

Chris Walker presented this item as a clean bill of health. John Joyce quoted from the report that 'On the basis of the programme of work we have undertaken for the year to date, we have concluded that the Council continues to maintain an adequate and effective system of internal control'.

c) To Consider Requests for Funding

i) All Saints' Church PCC

It was agreed after a proposal from Chris Walker and a second from Trevor Spruce, to donate £200 towards the running of the outreach post office at the Octagon.

ii) Norfolk Citizens Advice Bureau

It was agreed after a proposal from Trevor Spruce and a second from Chris Walker, to donate £100 for the Citizens Advice Bureau, particularly in light of those affected by the Covid-19 crisis.

d Accounts for Payment

i) To Agree Accounts for Payment

Tim Boucher proposed that the following accounts should be paid, seconded by John Hodgson and carried.

Payee	Description	Amount
	Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)	£10,086.82
ESPO	Community Centre Gas	£323.34
CGM	Topping up of graves	£432.00

Payee	Description	Amount
BT	Telephone	£86.08
BT	Telephone (overcharged – to be credited next month)	£126.00
Microshade	Hosted IT	£209.70
Hugh Crane	Cleaning Consumables	£71.46
Garden Guardian	Grounds Maintenance	£385.00
Vortex grounds	Grounds Maintenance	£587.00
Veolia	Waste Removal	£76.94
N &G Heating Solutions Ltd	Boiler Service / Maintenance	£228.60
Barclaycard	Maintenance and Improvements	£240.74
Business webpage limited	Hosted IT	£304.00
Zurich	Insurance	£3,679.77
Screwfix	Repairs/renewals	£29.99
Nisbetts	Cleaning materials	£61.46
JML	Community Centre Fridge Servicing	£171.60
Bartlett signs	Signage for Potters Way	£199.20
South Norfolk Council	Premises Licence	£180.00
Auditing Solutions	Internal Audit	£534.00
Pitkin & Ruddock	Servicing for Air Conditioning	£852.00
L Gooderham	Mileage	£30.51
Total Gas and Power	Community Centre Electricity	£820.24
	TOTAL	£19,716.45

Trevor Spruce Disconnected from the Meeting

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

Chris Walker proposed that the following accounts should be paid, seconded by Peter Lowndes-Burt and carried.

Payee	Description	Amount
Spruce Landscapes	Supply of salt/grit for community centre	£30.00

Payee	Description	Amount
	TOTAL	£30.00

Trevor Spruce Re-joined the Meeting

11. To Receive Updated Wording for Policy 2 of the Neighbourhood Plan

John Henson reported that the updated wording for policy 2 was presented to South Norfolk Council's Cabinet on 8th February. It was unanimously accepted and is now in a period of consultation for six weeks, concluding on 29th March. It is not anticipated that the policy will go back to examination. Once consulted upon, it is unlikely that further examination will be required, and South Norfolk Council will then issue the instruction that the Neighbourhood Plan can go to referendum.

12. To Consider Options for Waste Disposal at the Cemetery

A request had been received from the church to formalise an agreement which allowed the church to utilise the waste bin at the cemetery. The following was agreed after a proposal from Tim Boucher and a second from Chris Walker:

- The church be allowed use of the cemetery bin for the disposal of dead flowers and Christmas wreaths from graves.
- If the church has a working party that involves having to dispose of vegetation, if they get in touch with the Parish Council and enquire as to when the next bin collection is then, subject to the bin not being too full, they could dispose of their vegetation in the cemetery bin the night before collection.

13. To Receive Recommendations from the Amenities Advisory Group

David Hower reported that the Amenities Advisory Group met on 10th February and agreed the following recommendations to the council:

- a) To employ the services of a land drainage consultant to draw up a scheme to help drain surface water from Mulberry Park.*

The advisory group discussed the excess surface water at Mulberry Park and the possibility of diverting some of the water to the community centre pond.

Subsequent ideas suggested this should be possible via swale. It was agreed to approach potential land drainage contractors with a view to engaging a contractor to alleviate the surface water issues on the Mulberry playing field.

- b) To replace the picnic benches with recycled plastic alternatives which are designed to also accommodate wheelchairs and mobility scooters.*

It was noted that the picnic benches on the Mulberry play area are coming to the

end of their useful life. It was agreed to replace these with recycled plastic alternatives, with extended areas for greater accessibility for those utilising wheelchairs or mobility scooters.

- c) *To order a dog bin for the Potters Way play area to be located close to the entrance with Hillside.*

It was agreed that this should be purchased and allocated to the commuted sum when received.

Trevor Spruce Disconnected from the Meeting

- d) *Future Maintenance Contracts*

It was agreed that the current maintenance contracts were not as effective as they could be. It was agreed that from the 2022/2023 season, the contracts would be as follows:

- Areas of Sensitivity (memorial garden and cemetery).
- Small Parks (Victory Avenue, Trafalgar Square, Rosebery Park, Devlin Drive – and to include Potters Way and land by the Royal Oak).
- Large Parks (Community Centre, Playing Field and to include s106 land on Community Land Project)
- Verges (include small areas of land as part of Norfolk Homes s106 transfer).
- The Community Woodland

The contracts will also all become three year contracts, but the start dates will be staggered.

- e) *Final Payment to CGM*

£4,532.15 has been paid to CGM of a total contract worth £5,725, meaning there is £1,192.85 remaining on the contract. This consists of £375 for outstanding hedge cutting at the cemetery and £817.85 on the contract. The hedge cutting at the cemetery has been completed, therefore the Parish Council agreed to settle £375 + VAT for hedge cutting at the cemetery and to request the remaining £817.85 + VAT as a credit note for non completion of contract.

Trevor Spruce Re-joined the Meeting

- f) *Marking out of Cemetery Plots*

It was agreed that this should be part of the service to the funeral directors and it should fall under the role of the caretaker.

- g) *To Agree New Schedule of Fees for the Cemetery*

A new schedule of fees was circulated to councillors. These were agreed and will be distributed to local funeral directors and memorial masons, to take effect from 1st April 2021.

- h) *New Dog Bin on the Street*

A request has been made by a local business for a new dog bin close to them, to

prevent bagged dog waste being thrown into their car park. As there are dog bins quite close to this business, it was agreed to write to this business to ask for a contribution to purchase and maintenance/collection costs. If there is a commitment to a contribution, then the Parish Council will consider this further.

i) Rosebery Park Lagoon Area

Further to volunteer enthusiasm for wanting to improve this area, it was agreed to make tentative enquiries of Big Sky to see if it would be possible for the Parish Council to have the lagoon transferred to them with an appropriate commuted sum. Any information from Big Sky would be brought back to the Parish Council for further consideration.

j) Carr Lane

It was agreed that the Clerk would write to Norfolk County Council requesting that they cut the overgrown vegetation along Carr Lane. Whilst it was being argued that the vegetation belongs to the Parish Council, the Parish Council had been placed at a disadvantage by an extended delay in response by Norfolk County Council over ownership. Should a timelier response been received, the Parish Council would have had chance to approach Norfolk Homes about the matter before the land was transferred to the Parish Council. There is also the matter to resolve about the bollards that have been installed on Carr Lane which are preventing vehicular access to the vegetation. These bollards were installed as a result of the 278 agreement between Norfolk Homes, South Norfolk Council and Norfolk County Council.

k) Strategic Plan for the Woodland / Lagoons

It was agreed that the next meeting of the amenities advisory group, due to be held in May as the group would like to meet quarterly instead of half yearly, would prioritise putting together a strategic plan for the community woodland and lagoons. Groups which could provide additional advice for these areas could be brought in to support the strategy.

14. To Agree s106 Transfer from Norfolk Homes to the Parish Council

The draft transfer document had been sent for the land transfer from Norfolk Homes to the Parish Council. It was agreed after a proposal from John Joyce and a second from David Hewer that the transfer documents should be signed, but completion should not occur until a snagging meeting had been held between Norfolk Homes and the Parish Council. It was agreed that Tim Boucher, John Joyce, David Hewer and the Clerk should attend the snagging meeting.

15. To Consider Easter Trail for the Easter Holidays

Given the success of the Christmas Trail, the Parish Council agreed to engage the services of High Street Safari to provide an Easter trail. This is to support families during a time when there is limited services open during the Easter break due to lockdown restrictions.

16. To Receive Proposal to Close the Meeting for Item 17 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the commercial sensitivity of the item being discussed.

It was agreed to close the meeting to the press and public due to the commercial sensitivity of the matter being discussed after a proposal from David Hewer and a second from Chris Walker.

17. To Consider Proposal for Future Community Centre Usage, and Allow Delegation of Decisions on this Subject that Require Short Notice Response

Further to a request from the NHS, it was agreed to extend the license for use of the community centre to support the vaccine clinic.

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

Consideration was given to the proposed date of the next Parish Council meeting. The meeting had been diarised for the 31st March, but this would cause problems with getting payments through in the correct financial year. It was agreed to bring the meeting forwards to 24th March 2021, commencing at 7pm by video conference. This will be advertised in 'Parish Matters'.

The meeting closed at 9.35pm

CHAIRMAN