

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

In Attendance

Tim Boucher

John Henson

David Hewer

John Joyce (Chairman)

Peter Lowndes-Burt

Lisa Neal

John Overton

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 nine 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

All councillors were in attendance.

3. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in items 7(a), as a member of South Norfolk Council's Development Management Committee, 8(b), as a family member had been a recipient of funding and 11, as a member of South Norfolk Council's Cabinet, which is the body which will decide whether the Neighbourhood Plan can be sent to referendum.

Trevor Spruce declared an interest in items 10(c) and 10(d)(ii). He also advised he would make no comment or vote on application 2020/1689.

Chris Walker reported a personal interest in application 2021/0477, being personally acquainted with the applicant.

Tim Boucher declared an interest in application 2021/0488, having a professional relationship with the applicant, and advised he would make no comment under item 8(c), being a resident of David Wilson Homes.

John Joyce declared an interest in application 2021/0488, although not pecuniary, he would not comment, vote or Chair the item.

John Overton declared an interest in all planning applications.

4. To Agree Minutes of the Meeting Held on 24th February 2021

The minutes of the meeting held on 24th February 2021 were agreed after a proposal by Trevor Spruce and a second by Chris Walker and carried.

5. Matters Arising from the Minutes of 24th February, Including Clerk's Report

John Overton reported that there has been no breach in planning conditions by Norfolk Homes over the infilling of the ditches on Carr Lane, as there had been an alternative drainage scheme installed.

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

- **Tree Warden Commemoration:** The Copper Beech has been purchased and planted and the associated plaque installed. The project is complete, and South Norfolk Council has shared the project on their social media, giving it good publicity.
- **Playing Field CCTV:** The alarm company has been contacted to establish a CCTV link between pavilion and community centre, now that system has been upgraded.
- **Dog Bin at Clements Gate.** Project complete - The second dog bin at Clements Gate has been adopted by the Parish Council and notification given to South Norfolk Council for collection and invoicing.

- **Extension of Gritting Route Along Rectory Lane** - A decision will be made by Norfolk County Council in May/June. It has been reported that the grit bins were not filled in February. This has been escalated to highways.
- **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, we have requested of our solicitor that this work is secondary to the s106 transfer with Norfolk Homes.
- **Carr Lane.** The pot hole opposite the community woodland has been reported to Norfolk County Council trails team, and they are investigating. Norfolk County Council has advised that they will be removing the 30mph speed limit sign, but have yet to commit to the initial cut of the vegetation that cannot yet be accessed by a vehicle.
- **Consultations.** All consultation documents agreed by the Parish Council (NPPF, Model design code, GNLP and Norfolk Rural Strategy) have had responses submitted.
- **Waste Bin at Cemetery.** The Parish Council's decision to allow the PCC to use the waste bin under certain conditions has been communicated and gratefully received.
- **Mulberry Play Area Drainage.** Three drainage contractors have been approached for advice. One cannot participate in the process due to the size of their current order book. The other two are being chased for a response.
- **Proposed Dog Bin on The Street.** The local business which raised the matter has been asked to consider a contribution to a new dog bin.
- **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.
- **Easter Trail.** This has not been progressed as the PTA advised they were also doing a trail, and after consultation with the Chair and Vice Chair, it was thought running the two together would not complement the each other.
- **Parish Partnership.** The Parish Council has been successful in its bid for 50% of the cost of 2no. village gateways.

The Clerk provided an update on the casual vacancy for the Parish Council, and reminded members that the current part of the process is that of seeing if parishioners want a by-election. Requests for a by-election can be made until 6th April. Should a by-election not be requested, then the Parish Council will be free to co-opt.

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 Neal reported that the government has legislated that virtual meetings are to finish after 7th May. This decision has been challenged.

Chris Walker advised that at the recent Planning Enforcement Seminar run by South Norfolk Council, he was unable to access the presentation as the event had reached the maximum number of attendees, despite having registered.

b) County Council Report

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

He reported that the number of Covid-19 cases in Norfolk are dropping, but it was still important to stay safe and keep to the government's guidelines. Carers are now able to receive a vaccine.

Building starts on the new recycling centre on 22nd March, with opening planned for October.

Lord Dannatt has chaired the first flooding alliance meeting.

Over 70,000 trips were made on Beryl Bikes this year.

There are now less than 1,000 children in care in Norfolk.

The business case for improvements to the A146 / B1332 junction has been proved, the funding just needs to be obtained. John Joyce queried whether this was a strong business case, and Cllr Thompson confirmed that it was.

The surveys to improve the broadband for properties served by cabinet 16 have been completed. The next stage is the build out. The next tranche of the scheme commences on 8th April. Cases have been initiated for other areas in the 5+ area and cabinet details area awaited.

c) Public Participation

The agent for planning application 2020/1689 advised he was in attendance to take any question about this application.

A representative from the Mulberry Park residents' committee was in attendance and advised that all equipment being provided by David Wilson Homes is to be installed on Clements Gate.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

7. Planning

a. To Consider Applications Received

i. 2020/1689 – Land to the East of Overtons Way – Construction of 9 new Residential Dwelling Units to include 1 Retail Unit Facing North towards Existing Retail/Commercial Units – AMENDED APPLICATION.

Carl Pitelen presented this application to the meeting, comparing the original application to the amended one. He noted no real change to the site layout and advised that the footprint had actually increased compared to the application that had been previously refused for overcrowding. Whilst the design had changed, some of the dwellings still opened out onto the footpath.

The application still remains against the emerging Neighbourhood Plan. The hedges that had been cut down are now in regrowth and should not be removed. The application is still contrary to the Neighbourhood Plan's policy on the village centre.

In relation to surface water flooding, some of the site is in a medium flood risk area.

The viability study was misleading as it advised that the Parish Council commissioned a feasibility study for the land which resulted in the land not being viable for the Parish Council. The Parish Council did not commission the study as the asking price for the land was in excess of the RICS market value.

The applicant was questioned about the dwellings opening out onto the footpath, and advised that most entrances are 1-2m from the pavement.

John Henson felt that the changes in the application are insignificant and are of no real improvement to the previous application. Tim Boucher advised that there is nothing in the application that should change the Parish Council's views and was disappointed about the misinformation put forward in the viability study.

Carl Pitelen proposed that the application be recommended for refusal, seconded by John Henson and carried.

If approved, the Local Planning Authority should place a condition on the permission to provide a construction management plan, as there remains concerns about pedestrian safety in the vicinity of the site.

ii. 2021/0387 – 44 Stoke Road – Replace Existing Roof Structure to add Further Bedrooms and Extend the Rear Extension and to Replace the Kitchen Extension and Conservatory.

Trevor Spruce presented this application to the meeting. He raised a concern about the increased roof height and how this would change the street scene because all the adjacent properties on this side of the road are bungalows.

John Henson commented that the proposal was inconsistent in scale and proportion compared with the adjacent properties.

Trevor Spruce proposed that the application be recommended for refusal, seconded by John Henson and carried.

iii. 2021/0401 – 20 Spruce Crescent – Erection of Single Storey Rear Extension

John Henson presented this application to the meeting. He noted that the proposal is single storey and does not overlook any neighbouring property. He proposed that there should be no objections to the application, seconded by Tim Boucher and carried.

iv. 2021/0425 – 1 Cawstons Meadow - Erection of a Single Storey Front and Side Extensions.

Carl Pitelen presented this application to the meeting. He noted that this was an infill extension and in line with other properties in the vicinity. John Henson agreed that this was consistent with other extensions on Cawstons Meadow. Carl Pitelen proposed that there should be no objections to this application, seconded by John Henson and carried.

John Joyce and Tim Boucher Disconnected from the Meeting. It was Agreed that David Hewer should Chair the following item.

v. 2021/0488 – Land to the North of Heath Loke - Erection of up to 19 Dwellings with All Matters Reserved Except Access

Trevor Spruce presented this application to the meeting. He advised that this was an almost identical application to the one that was refused in 2016.

The proposal is outside the development boundary, and as South Norfolk Council has a 5 Year Housing Land Supply, all their policies are relevant.

The eastern side of the site remains in a medium surface water flood risk zone and the intrusion into the landscape as noted in 2016 still stands.

The traffic through The Ridings has increased due to the spine road opening.

The design and access statement is misleading as there is reference to a 25 dwelling allocated site to the north of the application site. There is no such site allocated either in South Norfolk Council's plan or in the emerging Greater Norwich Plan.

Access to the site is across land that the applicant does not own and no notice has been served on the landowners.

John Henson advised that the applicant proposes raising the land by 600mm to mitigate the flood risk and felt that this was not sustainable.

Trevor Spruce proposed that the Parish Council should recommend refusal of this application, seconded by John Henson and carried.

John Joyce and Tim Boucher Reconnected to the Meeting. John Joyce Resumed the Position as Chair

vi. 2021/0477 – 13 Upgate - Single Garage and Erection of a Single Storey Rear Extension and Internal Alterations

David Hewer presented this application to the meeting. He noted the adequate space within the plot to facilitate these changes. Tim Boucher advised that the rear extension may already be covered by Permitted Development.

David Hewer proposed no objections to this application, seconded by Tim Boucher and carried. Chris Walker abstained from the vote.

It was agreed to consider the following applications as urgent business

vii. 2021/0551 – 3 Mulberry Close - Proposed demolition of conservatory and erection of single storey rear extension together with external alterations

Trevor Spruce presented this application to the meeting. He noted that the proposal included the removal of the conservatory and installing a rear extension instead. John Henson raised concerns about the proposed flat roof on the extension.

Trevor Spruce proposed that there should be no objections to this application, seconded by Tim Boucher and carried. John Henson abstained from the vote.

viii. 2021/0565 – 1 Mentmore Way - Erection of a single storey side extension with sloped roof.

Tim Boucher presented this application to the meeting. He noted the increased need for study areas in properties in the present circumstances. The proposal did not impact the neighbours and would improve the property for the current residents. He proposed that there be no objections to this application, seconded by John Henson and carried.

ix. 2021/0565 – 2021/0475 – 21 Norwich Road – Removal of Existing Summer House and Erection of Single Storey Kitchen Extension to Rear.

Tim Boucher presented this application to the meeting. The proposal was to remove a summer house at the rear of the property and replace it with a small extension, which would not impact on the neighbours. He proposed that there should be no objections to this application, seconded by John Henson and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) 2020/2230 – 41 Howe Lane – Erection of front entrance porch, new velux in side elevation and change to roof tile. **APPROVAL WITH CONDITIONS**

ii) 2020/2002 – 27 Howe Lane - Single storey front infill extension with pitch roof and first floor side extension. **APPROVAL WITH CONDITIONS**

iii) 2021/0085 – 5 The Footpath - Single storey rear extension and conversion of rear of garage including internal and external alterations. **APPROVAL WITH CONDITIONS**

iv) 2021/0094 – 49 Potters Way – Garage Conversion. **APPROVAL WITH CONDITIONS**

v) 2021/0108 – 10 Rosebery Avenue – Two Storey Side Extension **APPROVAL WITH CONDITIONS**

vi) 2021/0129 – 6 Caistor Lane - Variation of condition 2 of permission 2020/1445 - revised extent of render to front elevation and revised roofs of porches – **APPROVAL WITH CONDITIONS**

vii) 2021/0137 – 21 Stoke Road – Replacement Garage – **APPROVAL WITH CONDITIONS**

Lisa Neal Re-joined the Meeting

8. Correspondence and Consultations

a) To Consider Parishioner Request for Speed Calming Measures Along Rectory Lane

Further to another accident along Rectory Lane, the Parish Council were asked to consider supporting traffic calming measures along Rectory Lane, including a reduction in the speed limit to 20mph.

Members disagreed that a 20mph speed limit would reduce the amount of accidents, as the 20mph speed limit on Shotesham Road had had limited effect in reducing speeding. The SAM data presented to the meeting showed no excessive average speeds along this road. It was also recognised that the police report had yet to be received which would detail the cause of the accident. It was agreed to lobby Norfolk County Council for a white line in the road to encourage drivers to stay on the correct side of the road.

b) To Consider Corporate Membership of the Fuel Allotment Trust

The Fuel Allotment Trust had advised the Parish Council of the changing of legal status of the charity, and had invited the Parish Council to become a corporate member of the charity. The Parish Council would no longer be permitted to nominate trustees (these would be elected by the current trustees) but the Charity would consult the Parish Council on major issues, to provide them with updates on a regular basis as required and to provide them with a standing invitation to attend the AGM. As a corporate member the Parish Council would have a maximum liability of £10 under the articles of association. The charitable objectives of the trust would remain the same.

Members agreed that the Parish Council would accept the status of corporate member of the Fuel Allotment Trust, as this allows the Trust and the Parish Council to still remain connected.

c) To Review Alternative Offer from David Wilson Homes to Adopt Play Areas with Commuted Sum

The Clerk provided the meeting with details of the offer from David Wilson Homes for the Parish Council to take on the proposed play equipment on the David Wilson Homes estate.

This would include the children's equipment (the area would include the fencing and the area and equipment within the fencing) and the senior equipment (which is not delineated so would just be the equipment and matting). It would not include the surrounding green space. The commuted sum would be £20,030.70 and this figure has been checked as being in accordance with South Norfolk Council's SPD. It was noted that the figure was not very high and would not allow for the replacement of the equipment, and therefore the Parish Council would be considering a social decision rather than an economic one. Lisa Neal advised that the Parish Council was best placed to take on this equipment for the benefit of the village and proposed that the offer and commuted sum from David Wilson Homes should be accepted, seconded by David Hewer and carried. Tim Boucher abstained from the discussion or vote.

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

The Clerk had provided a written report which detailed that the vaccination centre is currently preparing to start the second round of vaccines, as the end of the 12 week period for the first vaccines ends on 6th April.

Regular hirers of the community centre prior to the lockdown have been contacted to advise them that the community centre will not be available until 1st July. This has been received with good understanding by hirers. The pavilion has been made available, as has the outside area of the community centre for some hirers wishing to start sooner, in line with government regulations.

The pavilion was used as an asymptomatic Covid testing centre between 15th and 19th March.

The Parish Council is now entitled to free lateral flow tests for staff, which are being used.

10. Finance

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

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

b) To Consider Reinvestment of Hodge Bank Bond

The Clerk advised that the Hodge Bank Bond had matured and provided options for reinvestment of the £22,000. It was noted that interest rates were very low at the moment and it would be unwise to reinvest at such low rates for an extended period of time. Chris Walker proposed that the Parish Council reinvests for a period of one year and reviews again after this period. This was seconded by Tim Boucher and carried.

Trevor Spruce Disconnected from the Meeting

c) To Consider Offer to Settle 2020/2021 Grounds Maintenance Contract

The Clerk provided the meeting with details of the offers and counter offers to settle the 2020/2021 grounds maintenance contract with CGM. It was agreed to accept the £475 + VAT credit note and settle the remaining £342.85 + VAT on account.

d Accounts for Payment

i) To Agree Accounts for Payment

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

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)		£10,263.25
BT	Telephone	£78.90
BT	Telephone	£12.38
Microshade	Hosted IT	£209.70
Hussey Knights	A1 plan printing	£36.00
Amazon Business	Stationery	£8.49
NALC	Annual Subscription	£463.96
ESPO	Stationery	£94.65
Norfolk copiers	Printing	£25.80
ESPO	Community Centre Gas	£245.86
Wave	Community Centre Water	£126.12
Dyno -Rod	Community Centre Drain Clearance	£162.00

Payee	Description	Amount
Screwfix	Repair & renewals	£12.00
Information Commissioner	Data Protection Renewal	£35.00
B&Q	Caretaking Materials	£7.00
Wave	Water Bill for Cemetery	£13.11
Glasdon	Dog bin	£260.28
Norfolk County Council	50% of Parish Partnership Scheme	£4,142.11
Garden Guardian	Grounds Maintenance	£385.00
Vortex Grounds	Grounds Maintenance	£587.00
Veolia	Waste Removal	£76.94
Barclaycard	C.centre/general admin/ p.field	£292.73
Play Inspections	Annual Inspections	£180.00
Name Withheld	Booking Refund (Covid 19)	£150.00
	TOTAL	£17,868.28

David Hewer 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 Tim Boucher and carried.

Payee	Description	Amount
5+ Magazine	Advertising /Publicity	£160.00
Spruce Landscapes	Community Centre Maintenance	£240.00
	TOTAL	£400.00

Trevor Spruce and David Hewer Re-joined the Meeting

11. To Receive Update on Poringland Neighbourhood Plan

A written report had been circulated. The Neighbourhood Plan policy 2 remains in a period of consultation until 29th March. If no further examination is required then the full plan will be considered by South Norfolk Council's Cabinet for passing to referendum.

12. To Receive Update on Norfolk Homes s106 Land Transfer

John Joyce, Tim Boucher, David Hewer and the Clerk had met with the Norfolk Homes to walk round the areas due to be transferred to the Parish Council. A snag list had been agreed with Norfolk Homes.

It was agreed to progress with the transfer subject to the snags being completed. It was further agreed that John Joyce, Tim Boucher and the Clerk should have delegated authority to see the transfer through to completion.

13. To Review Standing Orders, Financial Regulations and Scheme of Delegation.

Chris Walker proposed that these be adopted, subject to the delegation table in the scheme of delegation being made clearer, seconded by David Hewer and carried. An undertaking to further review the rules of debate was made.

The Clerk is to make the proposed 2021/2022 meeting calendar available for the Strategic Meeting on 14th April.

14. To Review Trial of Parish Matters Newsletter and Consider Future of this Communication

The Parish Matters newsletter had now completed its trial 3 editions. It was agreed that the publication had been well received and has more potential for the future when copies can be left with local business for people to read.

Tim Boucher proposed that the Parish Council continues with this publication, seconded by Chris Walker and carried.

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 items being discussed relate to terms and conditions of employment.

Chris Walker proposed that the meeting should be closed to the press and public due to the matters being discussed relating to terms and condition of employment. Seconded by David Hewer and carried.

The Public Left the Meeting

16. To Consider Recommendations from the HR Advisory Group

The Council considered and agreed to the HR Advisory Group's recommendations on:

- Staff recruitment
- Action Points from staff appraisals
- Reopening of the café
- Pay reviews

The Meeting Reopened to the Public

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

This was agreed as Wednesday 28th April 2021, 7pm. By video conference unless otherwise advised.

The meeting closed at 9.15pm

CHAIRMAN