

Minutes of the Meeting of Poringland Parish Council  
Wednesday 25<sup>th</sup> November 2020 7pm  
Meeting Held by Video Conference

**In Attendance**

Tim Boucher (Chairman)

John Henson

David Hewer

John Hodgson

John Joyce

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 one member of the public.

**1. Chairman's Welcome**

Tim Boucher welcomed everyone to the final Parish Council meeting of 2020, and advised that there is opportunity for the public to make comment and ask questions under item 6.

**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 item 7(a), as a member of South Norfolk Council's Development Management Committee, and item 11(a) and a member of South Norfolk Council's Cabinet

Trevor Spruce declared an interest in item 10(b) and 10(f)(ii)

### 4. To Agree Minutes of the Meeting Held on 28<sup>th</sup> October 2020

After the amendment of typographical errors, the minutes of the meetings held on 28<sup>th</sup> October 2020 were agreed after a proposal by Chris Walker and a second by Trevor Spruce.

### 5. Matters Arising from the Minutes of 28<sup>th</sup> October 2020, Including Clerk's Report

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

- **Telephone Box:** The box has been refurbished and defibrillator installed.
- **'Penelope' The Python:** The signage for Penelope has been installed.
- **Tree Warden Commemoration:** The Copper Beech has been purchased and planted. The associated plaque has been ordered.
- **Parish Partnership Scheme:** Norfolk County Council is supportive of a village gateway to the south of the village. They would also support one along Shotesham Road, but do query whether it would be any more effective than the one that was installed 18 months ago. It was agreed that two village gateways would be applied for under the parish partnership scheme.
- **Local Pharmacy:** Responses from the two surgeries had been received and circulated to councillors. Lisa Neal reported that, in her capacity as District Councillor, this has been escalated to NHS England via Richard Bacon MP. A meeting has also been arranged with the Chief Executive of Well Pharmacy. It was agreed that further action from the Parish Council would not be productive, and allow the District Councillors to take this forward.
- **CCTV Improvements:** The CCTV works to the pavilion and improvements to the community centre have been completed. All that is required is for the cables to be dug in.
- **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.
- **Bulbs:** Working parties at the Community Woodland were held on 24<sup>th</sup> and 31<sup>st</sup> October to plant bulbs, and parishioners continue to plant bulbs at Rosebery Park.
- **Subsiding Tree on BR6:** Norfolk County Council has sent a letter to the landowner to remove the tree.

- **Ultra-Fast Fibre Broadband to Pavilion:** In Touch Systems attended site on 16<sup>th</sup> November to start installing the cabinet, and Open Reach will continue with the connection works. The network works to connect the broadband could take a further month. In Touch Systems will provide the router for the pavilion and also technical assistance to connect up the CCTV.
- **Community Fibre Programme:** John Joyce advised that there had been over 70 expressions of interest and thanked the Parish Council for its support.

## **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 South Norfolk Council has arranged for some planning training for parish and town councils and encouraged councillors to attend. With regards to the Greater Norwich Development Partnership, in view of the proposed White Paper and local plans which are not at Regulation 19 by the end of 2020 being forced to restart, the plan is to be accelerated to reach Regulation 19 at the end of 2020. An additional 5,000 houses will form part of the plan and allocations have been found for these. None of the extra allocation sites are in Poringland. The South Norfolk village clusters plan is still being worked on, with 1200 dwellings being part of this plan.

South Norfolk Council is currently distributing a second grant for businesses as a result of the recent additional restrictions as a result of Covid-19. Expressions of interest for funding are being invited for those who do not qualify for the initial grant.

There was a multi-agency approach to the recent Covid-19 spike in Wymondham. South Norfolk Council employees have been engaging with local residents, and the council is advertising for Covid Support Workers.

A new website of [www.norwichmarket.net](http://www.norwichmarket.net) has been launched to promote the stalls at Norwich Market, as many are now accepting orders for delivery.

### b) County Council Report

Vic Thomson had sent a comprehensive report which had been circulated to councillors.

The library is closed as a result of the additional Covid-19 restrictions, but books can be reserved ready for when the library is open again. E-books are also available. The libraries will be assisting with the 2021 census.

The Beryl Bike scheme is continuing, and there has been an increased uptake on the electric scooters.

The grit bins will be filled shortly and refilled in January.

There has been an extension for entitlement for flu jabs to include ages 50-64. GPs will contact all eligible persons.

There is a need for more foster carers in Norfolk.

In the Boundary Review it is proposed that Poringland will remain in Henstead Ward.

There is funding to assist people who are experiencing financial hardship over the Christmas period.

The Harford recycling centre has been approved.

The scheme to improve the right turn from the A146 to the B1332 has been approved. Funding now needs to be sought.

In relation to village highway improvements, 'SLOW' has now been painted on the road at the Rectory Lane/Upgate corner, and the safety team has been asked to look at the Budgens roundabout. A section 76 notice has been sent to Anglian Water to repair the ironwork outside Bennett Homes.

Chris Walker queried whether there had been any developments regarding the building of a new primary school. Cllr Thomson advised that there remains a need for a new school, but the September intake appears balanced. Sites are currently being assessed and Cabinet has approved the funding. It will be an academy school and the aim is for it to be completed by 2023.

Tim Boucher raised the recent spate of crime in the village and queried whether this could be related to difficult financial times.

*Vic Thomson Left the Meeting, Due to a Prior Commitment*

### c) Public Participation

There was no further public participation

*Standing orders were reinstated.*

*Lisa Neal withdrew from the meeting.*

## **7. Planning**

### a. To Consider Applications Received

#### *i. 2020/1682 – 31 Shotesham Road – Single Storey Side and Rear Extension (amended application)*

Tim Boucher presented this application. The roof height is now proposed to be the same and it appears to be an improved application. He proposed that there should be no objections to this application, seconded by Chris Walker and carried.

#### *ii. 2020/1977 – 33 The Street – Conversion of Existing Double Garage to Chalet Style One Bedroom Annexe*

John Joyce presented this application. He advised that the footprint of the garage will remain the same. Concerns have been raised by neighbouring properties about a window that will overlook these properties, and the Water Management Officer would like further information on the viability of a sustainable drainage system, as the applicant wishes to discharge the surface water into the main sewer, however there is no main sewer close to the location.

Trevor Spruce queried whether there is sufficient parking for this application. John Joyce advised that there was.

John Joyce proposed that there should be no objections to this application, subject to resolving matters relating to the obscuring of the window facing Romany Walk, and taking into account the comments of the Water Management Officer, resolving drainage concerns. Seconded by John Henson and carried.

*The following application was presented to council as urgent, as it was not possible to obtain a time extension to the next meeting.*

*iii. 2020/2157 – 7 Sebald Crescent – Single Storey Flat Roof Extension to Rear of Garage*

Trevor Spruce presented this application. The extension was to create an area for a gym in the garage. There are no concerns about overlooking, only that a tree needs to be removed to facilitate the extension. 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) 2020/1086 – 1 White House Gardens – Works to TPO Trees - Sycamore - Reduce crown by 20ft to 40ft in height and 10ft in width. Fell small group of Sycamore, Ash First floor front and side extensions, including front infill extension to ground floor. **APPROVAL WITH CONDITIONS**

ii) 2020/1659 – 29 Shotesham Road – Single storey side extension and new vehicle access.– **APPROVAL WITH CONDITIONS**

iii) 2020/1313 – 28 Rectory Lane - Proposed drop kerb to create access for disabled tenant – **APPROVAL WITH CONDITIONS**

iv) 2020/1512 – 4 Bramble Way – Proposed Log Cabin **APPROVAL WITH CONDITIONS**

v) 2020/1719 – 9A Carr Lane – Works to TPO Trees - Oak - raise crown to 5m from ground and crown thin by 25% - **APPROVAL WITH CONDITIONS**

vi) 2020/1140 – St Lawrence, Bungay Road - Application to vary condition 5 of permission 2016/0872/D - Revised drainage – **APPROVAL WITH CONDITIONS**

vii) 2020/1882 – Uttings Farmhouse, Saxonfields - Erection of single storey extension to outbuilding including link to main house – **APPROVAL WITH CONDITIONS**

*Lisa Neal Re-joined the Meeting*

## **8. Correspondence and Consultations**

### a) To Consider Proposal from David Wilson Homes for Maintenance of Dog Bin on Clements Gate

Correspondence was presented that advised that David Wilson Homes is in the process of initialising installation of 1 dog waste bin situated within the central public open space on site following their planning approved landscaping scheme, and has asked if the parish would maintain with a £2k commuted sum. Trevor Spruce proposed that this be acceptable, seconded by David Hewer and carried.

### b) To Consider Petition for 20mph Speed Limit on Caistor Lane

A petition was presented to council from residents of Caistor Lane, to reduce the 30mph speed limit down to 20mph. The SAM2 speed data was reviewed which showed no trend of concerning speeds. There were also no registered accidents on crashmap.

It was noted that Shotesham Road is only 20mph as a result of the developer paying for the change under their development agreement.

It was agreed to escalate the request to Norfolk County Council as the highway authority, forwarding the SAM2 data. The parishioners will be advised of the council's findings and course of action.

### c) To Consider South Norfolk Council Consultation for their Public Spaces Protection Order

It was agreed to support South Norfolk Council's proposal for the Public Spaces Protection Order.

### d) To Consider Norfolk County Council Budget Consultation

John Joyce queried whether the reduction in grass verge cutting would have any impact on the parish's grant to cut the verges in the village. The clerk advised that the legal agreement that the parish has in place with Norfolk County Council would offer protection from this.

Queries were raised about the proposed reduced hours for the recycling centre, however the data in the document suggests that the proposed early closing hours were when the centres were used the least. It was noted that there is going to be a new recycling centre close to Poringland which will compensate for this.

It was agreed not to comment on this document.

e) To Consider Request from Framingham Earl Parish Council for a Working Group for the Fiveways Roundabout Project.

It was agreed that Peter Lowndes-Burt, David Hewer and Chris Walker should form part of the working group. The first task should be to look at the terms of reference and report back to the Parish Council.

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

The Clerk reported that the community centre has been closed since 5th November because of its role as a building that encourages social gatherings, and to enable staff to work from home where possible. The café is open on a Thursday and Friday offering collections for pre-orders only. As of the date of the Parish Council meeting, the café had been open for 4 days for takeaway, and all had been successful.

The breakfast club is still running at the pavilion under government exemption for childcare, however the football club has had to cease running during lockdown.

There had been no follow up calls from the Health and Safety Executive.

**10. Finance**

a) To Receive Receipts, Payments and Bank Reconciliation for October 2020

The receipts, payments and bank reconciliation for October 2020 were noted by council.

*Trevor Spruce Disconnected from the Meeting*

b) To Receive Update on Ground Maintenance Contracts and Agree Further Actions

The Clerk gave a report on contractor performance. It was agreed that another staged payment should be made to each contractor based on work done over the past month.

c) To Receive Half Yearly Budget Audit

The Clerk presented the budget monitor based upon the budget that was agreed in January 2020. An updated budget was also presented which was more reflective of the Parish Council's position in light of loss of income as a result of the Covid-19 crisis and adjustments made for staff expenditure as a result of staff changes. These documents were noted by the council.

d) To Receive External Audit Report for 2019/2020 Accounts

The external audit was presented to council. This detailed that in the opinion of the auditor the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

e) To Consider Financial Contribution to The Octagon

Correspondence was presented with regards to a contribution towards the maintenance of the footpaths accessing the church and the Octagon. It was agreed that the Clerk should seek further clarification on the amount required and what is proposed to be done with the money.

f) Accounts for Payment

*i) To Agree Accounts for Payment*

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

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)		£11,568.76
Dyno-Rod	Drain Maintenance	£150.00
South Norfolk Council	Dog bins - Annual Charge	£3,019.44
ESPO	Gas	£178.52
World Pay	Café - card charges	£44.50
Garden Guardian	Grounds Maintenance	£836.20
Barclaycard	Various	£456.51
Veolia	Waste Removal	£76.94
Faye LeBon	Café	£37.57
Microshade	Hosted IT	£202.50
Nisbets	Café	£66.67
The Alarm Company	CCTV Improvements	£2,223.60
Bin Dirty	Bin clean	£77.50

Payee	Description	Amount
Bartlett signs	Play ground signs / Penelope sign	£412.80
Direct Packaging Dereham	Café supplies	£60.54
Ian Smith	Stationery	£67.52
Spire Cleaning services	Pavilion Cleaning	£57.60
Spire Cleaning services	Community Centre Cleaning	£134.40
Norfolk copiers	General Printing printing	£45.71
Yare Shipping	Café Stock	£74.38
CGM	Soil and fill sunken graves	£36.00
CGM	Grounds Maintenance	£981.43
PKF Littlejohn LLP	External Audit fee	£1,200.00
Vortex Grounds	Grounds Maintenance	£587.00
Amazon Business	Basketball nets / Cake Display	£32.30
Names Withheld	19 x Craft Fair Refunds	£232.00
Names Withheld	2 x Car Boot Refunds	£14.00
Ravencroft Tree Services	Tree survey	£510.00
Total Gas and Power	Community Centre Electricity	£808.44
Faye LeBon	Café supplies	£19.48
Faye LeBon	Petty Cash Top Up	£35.31
L. Gooderham	Mileage	£13.95
	<b>TOTAL</b>	<b>£24,261.57</b>

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

Chris Walker proposed that the following accounts for payment be accepted, seconded by David Hewer and carried.

Payee	Description	Amount
Spruce Landscapes	Emergency Infill of Collapse Grave	£36.00
Spruce Landscapes	Dig Channel for CCTV Cabling / Infill	£624.00
	<b>TOTAL</b>	<b>£660.00</b>

*Trevor Spruce Re-joined the Meeting*

## **11. Advisory and Working Groups**

*Lisa Neal Disconnected from the Meeting*

### a) Neighbourhood Plan: To Consider Options Relating to the Second Examination of the Poringland Neighbourhood Plan

John Joyce reported that, subsequent to the second examination of policy 2, there still remains concerns that the objectives of the village are not been represented. He, John Henson and the Clerk have met with officers from South Norfolk Council but options from this point may be limited. South Norfolk Council officers are seeking additional legal advice to assist the Parish Council.

It was agreed to raise to John Fuller, as this not only impacts Poringland but may extend to impact upon the appeal of the Neighbourhood Planning process in general.

It was agreed that John Henson, John Joyce and the Clerk should work with South Norfolk Council to get to a point where the final options can be presented to the Parish Council. The Clerk should contact Cllr Thomson to ensure he is kept up to date.

*Lisa Neal Reconnected to the Meeting*

### b) Finance and Governance: To Receive Report from the Meeting of the 6<sup>th</sup> November

Chris Walker reported that the draft minutes had been circulated. The advisory group focussed on the use of free reserves during a difficult year and whether the reserves would need to be replaced in future years. The group will meet again on 16<sup>th</sup> December where they will agree a budget and precept recommendation to put to full council in January.

## **12. To Receive Update on Christmas Event**

Carl Pitelen reported that the Men's Shed are making very good progress with the sleigh.

The tree will be installed on 28<sup>th</sup> November and the risk assessment for this has been completed. The Clerk is to follow up with the caretaker as to the location of the adapter for the tree lights.

**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 as the subject matter deals with terms and conditions of employment.**

It was agreed that item 14 should be closed to the public. The public left the meeting.

**14. To Consider Recommendations from HR Advisory Group**

It was agreed to proceed with the next stage of the staff restructure and the recruitment process should commence at the earliest opportunity.

A procedure for dealing with cafe tips was also agreed.

**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 being discussed.**

It was agreed that item 16 should be closed to the public.

**16. Community Land Project**

a) To Consider Response to 2020/2039 – Non Material Amendment to 2000/0995 – Soil Levelling of Proposed Public Open Space.

John Hodgson proposed that there should be no objections to this application, subject to the indemnity offered by Norfolk Homes being in place. Seconded by David Hewer and carried.

b) To Consider Comments to South Norfolk Council on Proposed Amendment to s106 Agreement to Norfolk Homes Area A

The Clerk reported that South Norfolk Council had agreed to reword the amendment to ensure that it meets its objective of creating a cascade for the land with the Parish Council being given first refusal.

John Henson proposed that the Parish Council should not object to the amendment, subject to the appropriate cascade being written into the document. This was seconded by Chris Walker and carried.

John Overton did not support the variation.

c) To Agree s106 Transfer Plan of Land from Norfolk Homes to the Parish Council

John Henson proposed that the transfer of s106 land, as detailed in the plan circulated be accepted, subject to the indemnity and cascade being in place. Seconded by Lisa Neal and carried.

**17. To Note Date of Next Parish Council Meeting.**

This was noted as Wednesday 6<sup>th</sup> January 2021, commencing at 7pm by video conference.

The meeting closed at 9.25pm

**CHAIRMAN**