

Minutes of the Annual Meeting of Poringland Parish Council  
Wednesday 26<sup>th</sup> May 2021 7pm  
Meeting Held at Poringland Community Centre

**In Attendance**

Tim Boucher

John Henson

David Hewer

John Joyce (Chairman)

Peter Lowndes-Burt

Lisa Neal

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

**Also in Attendance:**

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

**1. Election of Parish Council Chairman for the Forthcoming Year**

Chris Walker nominated John Joyce for the position of Chairman of the Parish Council for the forthcoming year, seconded by John Henson. John Joyce advised that he was prepared to stand, and there were no further nominations. The nomination was carried unanimously and John Joyce signed his declaration of acceptance of office.

**2. Election of Parish Council Vice Chairman for the Forthcoming Year**

John Henson nominated Tim Boucher for the position of Vice Chairman of the Parish Council for the forthcoming year, seconded by David Hewer. Tim Boucher advised that he was

prepared to stand, and there were no further nominations. The nomination was carried unanimously.

### **3. To Record Apologies for Absence**

All members were in attendance. Vic Thomson had advised he would be late due to a prior meeting, and the assistant clerk had sent apologies.

### **4. To Co-Opt Councillor to Poringland Parish Council**

There were four applicants for the vacant position on the Parish Council. Each applicant had sent a bio, which had been circulated to councillors. Each applicant was then asked to give a brief presentation to the council about themselves and why they want to join the council, and took questions from councillors. A ballot was taken and a majority vote was achieved in favour of Sean Curtis after the first round. Mr Curtis was asked to join the council meeting, and he signed his declaration of acceptance of office.

John Joyce thanked all applicants for their interest in the position, noting that it was a pity there was only one vacancy as all would have brought skills and knowledge to the council.

### **5. Declarations of Interest and Applications for Dispensation**

Lisa Neal declared an interest in item 9(a), as a member of South Norfolk Council's Development Management Committee.

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

John Overton declared an interest in all planning applications.

### **6. To Agree Minutes of the Meeting Held on 28<sup>th</sup> April 2021**

The minutes of the meeting held on 28<sup>th</sup> April 2021 were agreed after a proposal by Chris Walker and a second by John Henson. The minutes were signed as a true and accurate record of the meeting by John Joyce.

### **7. Matters Arising from the Minutes of 28<sup>th</sup> April, Including Clerk's Report**

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

- ***Playing Field CCTV:*** A new CCTV company has been contacted to quote for establishing a link between the pavilion CCTV and the community centre.

- **Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road** - 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. A follow up email has been sent to Norfolk County Council to find out if there has been an update on the extension of the gritting route
- **Lease for the Men's Shed.** The draft Heads of Terms have been sent to the Parish Council's solicitor, to draft a lease which can then be considered by Men's Shed and Fields in Trust. The Parish Council has been allocated a new solicitor to deal with this project and they will be corresponding with the Chairman of the Men's Shed
- **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. The Chairman and Clerk met with representatives from Norfolk County Council on 25<sup>th</sup> May to discuss the pedestrianised area of Carr Lane. It was noted that the trees along Carr Lane adjacent to the southern lagoon need to be tagged and added to the Parish Council's asset register.
- **Mulberry Playing Field 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 have been chased for a response but have not done so. The Amenities Advisory Group has decided it would be better to split the contract into the designing of the scheme and then the groundworks.
- **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.** Norfolk County Council has confirmed that they will arrange for the gateway mount of the Parish Council's choosing (as detailed in the application). Therefore, payment can be made and the project can be progressed
- **Recruitment.** The HR Advisory Group, in consultation with the staff, has shortlisted the applicants for the Parish Officer role. Interviews are booked for the 28<sup>th</sup> May.
- **Water Sensors.** John Henson, Vic Thomson and the Clerk will be meeting with the representative for the water sensors on 8<sup>th</sup> June.
- **Hybrid Meetings.** A proposal has been received from a local company to allow the Parish Council meetings to be broadcast. This will be put to the community centre Advisory group on 9<sup>th</sup> June.
- **Burgate Lane.** The Parish Council's response to the appeal has been sent. There has yet to be a determination date set by the planning inspectorate.
- **SAM Signs on Rectory Lane.** A location for the SAM machine close to the accident site is going to be problematic. The pole closest to the accident site is impeded by hedging. An alternative pole is opposite Rosebery Avenue but may be too low as the sign will edge into the pathway. The Clerk is to ask the Highways Engineer to look for a possible site next time they are in the area.

## **8. 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 received extra funding to support businesses in the events and travel sectors. So far £80m has been distributed to businesses and residents in the South Norfolk and Broadland areas.

There are three projects being worked on by South Norfolk Council:

‘Click it Local’ which will operate in a similar manner to Amazon but will be designed for local independent businesses.

Engaging with ‘Thinking Place’ to establish what makes the district distinct, so as to enable the district to become more attractive and competitive.

Looking at offering skills and training for young people and those over 50, as their employment has been affected the most by Covid-19.

Cllr Spruce reported that the latest Covid figures for the South Norfolk District were 7 cases per 100,000 people.

### b) County Council Report

To be deferred

### c) Public Participation

A member of the public thanked the Parish Council for their work over the past year, and for the effort put in to the Annual Parish Meeting. He also raised concerns about an overgrown hedge on Elizabeth Road. The Clerk will review and write to the householder if necessary. Concerns were also raised about the accuracy of the SAM sign. The Clerk will find out if it needs recalibrating.

It was queried why the Men’s Shed are not moving to the Community Land. Tim Boucher advised that there was a delay on the Community Land, and the opportunity of utilising the bowls green land came up.

*Standing orders were reinstated.*

*Lisa Neal withdrew from the meeting.*

## **9. Planning**

### **a. To Consider Applications Received**

#### *i. 2021/0980 – 2A Stoke Road – Proposed Single Storey Rear Extension*

Trevor Spruce presented this application to the meeting. He noted that the proposed extension is to the rear of the property. It is close to the neighbouring boundary; however the neighbouring property is also close to the boundary. As at the time of the meeting, there had been no neighbour objections. Trevor Spruce proposed that there should be no objections to this application, seconded by Chris Walker and carried.

*It was agreed to consider the following application as a matter of urgent business*

#### *ii. 2021/0708 – 121 The Street - Erection of two storey side extension to include self contained annexe above double garage. AMENDED APPLICATION*

The Clerk presented this application to the meeting. The original and amended plans were presented and members were reminded of their response to the original application and that was that there should be no objections, as long as the proposal remains an integral part of the original property and will not create a separate dwelling.

It was noted that the large area on the ground floor where the annexe was to be accessed from the main property had been withdrawn, to be replaced with a door on the first floor. Tim Boucher raised concerns that if the proposal is remotely self contained, it is not an annexe.

Tim Boucher proposed that the Parish Council objects to this application as it is a precursor to a separate dwelling. Seconded by John Henson and carried.

### **b. To Note Planning Decisions**

The following decisions were noted:

#### **i) APPROVAL WITH CONDITIONS**

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

b. 2021/0477– 13 Ugate - Attached single garage and erection of single storey rear

extension and external alterations..

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

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

e. 2021/0434 – 40D The Street– Works to TPO Trees

**ii) APPROVAL NO CONDITIONS**

a. 2021/0590 – Land North of Shotesham Road - Non material amendment to permission 2014/0319/D - detailed landscaping added to site layout in place of previously approved landscaping plans. Perry house types updated.

**iii) REFUSAL**

a. 2020/1689 – Land East of Overtons Way - Construction of 9 new residential dwelling units, to include 1 retail unit facing North towards existing retail/commercial units

**iv) PRIOR APPROVAL NOT REQUIRED**

a. 2021/0780 – 23 Caistor Lane - Proposed single storey rear extension, extending 6m from the rear wall of the original dwelling house, with a maximum height of 4m and an eaves height of 2.3m

*Lisa Neal Re-joined the Meeting*

*Vic Thomson Entered the Meeting*

*It was Agreed to Receive the County Councillor’s Report at this Point*

**6 b) County Council Report**

Cllr Thomson reported that the Covid-19 cases in Norfolk were now only 9 per 100,000 people, but stressed the need to continue to take care.

The next Flood Alliance Partnership meeting will be on 28<sup>th</sup> May.

Work has commenced on the new recycling centre at Harford Bridges. This is due to open in October and will feature a large re-use centre. Information on what can and can’t be recycled can be accessed online.

The cutting of the highway verges is done in May and September, and the works are done for safety rather than aesthetics.

Cllr Thomson has been in touch with the parish tree warden about the availability of trees from Norfolk County Council.

There is currently a consultation for local walking and cycling infrastructure in the greater Norwich area, with a brown pedalway proposed to connect Poringland with Drayton. John Joyce queried whether this would be on or off road. Cllr Thomson clarified that most of the route is on-road.

Norfolk County Council has issued new videos about keeping safe whilst boating.

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

The Clerk had provided a written report which detailed that the vaccine clinic at the community centre is now completing the second round of vaccines. Enquiries from regular hirers of the centre have come in about wanting to return to the centre early, as volunteers have told them that there are no more vaccinations. Clinics will be running until mid June and it is not feasible to remove all of the NHS's equipment and IT set up to allow the running of classes. In addition to this, the NHS formally has the license until the end of June.

Bookings are being taken for the re-opening of the community centre on 5<sup>th</sup> July. No allowances have been made for social distancing as the intention is by this date that all restrictions will be lifted, however national guidance on this is being monitored. It is intended that all hand sanitisers should remain in situ and hirers will be encouraged to utilise them.

Tim Boucher queried whether there is sufficient bar staff for upcoming events. The Clerk responded that there was.

### **11. Finance**

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

The receipts, payments and bank reconciliation for April 2021 were noted by council. Lisa Neal queried the £20,000 payment made from the Parish Council to the Welcome Home and Memorial Playing Fields Trust. The Clerk advised that this related to two Covid-19

support payments, each of £10,000, which were paid to the Parish Council but should have been paid to the Trust.

**b Accounts for Payment**

*i) To Agree Accounts for Payment*

Chris Walker proposed that the following accounts should be paid, seconded by David Hewer 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)		£10,580.10
Amazon Business	Chalkboards for Café	£10.99
Amazon Business	Order pads café	£5.00
Amazon Business	Pole for Life Ring Retrieval	£109.99
Amazon Business	Hook for Life Ring Retrieval	£29.99
Amazon Business	Cleaning Equipment	£12.63
Microshade	Hosted IT	£215.10
BT	Phone	£81.96
Lisa Gooderham	mileage	£10.49
Total Gas & Power	Heat & Light	£869.80
norfolk copiers	Printing	£26.97
Zurich	Additional Insurance Premium	£160.81
Norfolk local council	Training	£48.00
Faye LeBon	Café expenditure	£73.60
S Raney Tree Services	Grounds Maintenance	£75.00
Yare Shipping	Café expenditure	£68.17
Garden Guardian	Grounds Maintenance	£938.11
Veolia	Waste Removal	£77.47
Welcome Home and Memorial Playing Fields Trust	Income received by Parish Council in error	£225.00
Barclaycard	Various	£691.08



Payee	Description	Amount
ESPO	Community Centre Gas	£96.00
Oaks CCTV Ltd	CCTV Repairs	£135.60
PHS Group	Waste Removal	£217.44
Hugh Crane	Cleaning Consumables	£55.33
Faye LeBon	Café Consumables	£31.44
Yare Shipping	Café Consumables	£53.44
Faye LeBon	Petty cash top up	£29.68
Faye LeBon	Petty Cash Top Up - Photo Frame & Café	£10.69
	<b>TOTAL</b>	<b>£14,939.88</b>

The following payment was agreed by members acting as sole managing trustee to the Welcome Home and Memorial Playing Fields Trust:

Payee	Description	Amount
Canham Consulting	Initial Survey of Pavilion	£660.00
	<b>TOTAL</b>	<b>£660.00</b>

*Trevor Spruce Left the Meeting*

*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 Maintenance	£520.00
Spruce Landscapes	Playing Field Repairs	£84.00
Spruce Landscapes	Turfing of Five Graves	£150.00
	<b>TOTAL</b>	<b>£754.00</b>

*Trevor Spruce Re-joined the Meeting*

### **12. To Consider Update to Financial Regulations to Better Facilitate Staff and Other Payments**

The Clerk presented a proposed update to financial regulation 6.4 which reflected the removal of the legislation where two members had to authorise payments. The proposal was to allow a member of staff to give the first authorisation to a payment, and a councillor the second authorisation. Discussions occurred as to whether there should be a limit put on the staff member, however this was rejected in favour of having a rota for councillors to do the second authorisation so that it isn't the same councillors authorising payments each time. It was agreed to amend financial regulations as per the proposal to streamline council payments. Chris Walker and Peter Lowndes-Burt abstained from the vote.

Consideration was also given to the payment of staff salaries and it was agreed that the method of paying part of the salaries by standing order and topping up at the end of the month was impractical and out of date. All staff should be paid on a specified date and the salary reported to council as a matter of courtesy. Authorisations to pay salaries were done on the signing of the contract.

### **13. To Receive Quotations for Replacement Flooring in Community Centre Toilets and Appoint Contractor**

The Clerk reported that in 2018 the flooring in the gent's toilets was replaced. In the 2021/2022 budget, councillors agreed a budget of £2,000 to replace the flooring in the ladies' and disabled toilets. Three contractors have visited site and quotes received. These were reviewed by members and it was agreed, after a proposal from Chris Walker and a second from John Henson, to award the works to Broadland Flooring at a cost of £1,210.31.

### **14. To Agree Order for Staff Workwear**

John Henson proposed that the order is placed as per the quotation received, for £307.15 + VAT, seconded by Chris Walker and carried.

### **15. To Receive Update on Poringland Neighbourhood Plan**

John Henson reported that the referendum date has been set for the 8<sup>th</sup> July. Minor changes to the plan are being made to ensure it aligns to the changes agreed by South Norfolk Council as part of its decision statement, and then it will be published on South Norfolk Council's website. The office staff will then promote on plan on social media, and create

hard copies of the plan for distribution. A postcard will be sent to each household making them aware of the referendum, and also two drop in sessions at the community centre. These will be held on 23<sup>rd</sup> June between 10am and 1pm, and 24<sup>th</sup> June between 3pm and 7pm.

It was emphasised that the Parish Council can promote the referendum, but not try to influence the way people vote.

Chris Walker queried when the count will occur. John Joyce advised that, from experience, it may be the same evening but if not it will be the next day.

### **15. To Consider Recommendations from Amenities Advisory Group**

David Hewer reported that the Amenities Advisory Group had met on 12<sup>th</sup> May. The following recommendations to full council were made:

#### a) Annual Inspections of Victory Avenue and Mulberry Playing Field:

Obtain quotes for replacement equipment at Victory Avenue and Mulberry Park.

Obtain quotes for replacement gates at Mulberry Park

Obtain quotes to replace safagrass with wet pour rubber/fibrefall (or equivalent) in all play areas.

Utilise free reserves where necessary.

These recommendations were agreed.

#### b) Community Woodland, Northern and Southern lagoons

It was recommended that the overarching strategies for these areas should be:

Woodland: family friendly, engaging, educational

Northern Lagoon: improve for wildlife and visitors.

Southern Lagoon: Keep natural but allow controlled access.

To get community views on the woodland via Parish Matters.

These recommendations were agreed.

### c) Additional Trees in the Village

It was agreed to pursue the offer of new trees from Norfolk County Council, as these would allow for water storage, carbon storage and provide a habitat for wildlife. Vic Thomson has offered to assist the Parish Council with this project.

### d) Graffiti Art

A mock up for some graffiti art for the bus shelter at the memorial garden was shown to members. It was agreed to proceed with this project, at a maximum cost of £200.

## **17. To Agree Delegation of Appointment of Parish Officer to HR Advisory Group**

The Clerk reported that 18 applications were received for the position of Parish Officer for Bookings and Events. The HR Advisory Group, the Clerk, Assistant Clerk and Caretaker have reviewed the applications and narrowed down 5 for interview. The interviews will take place on Friday 28<sup>th</sup> May and will be conducted by David Hewer, Chris Walker and the Clerk.

The HR Advisory Group will be meeting on 2<sup>nd</sup> June and it is requested that this group be allowed delegated authority to make the appointment based on the results of the interviews. This was agreed after a proposal from John Henson and a second from Tim Boucher.

## **18. To Consider Recommendations from the Community Land Project Working Group**

Tim Boucher reported that the Community Land Project Working Group met on 19<sup>th</sup> May. They visited the Community Land site and then the meeting moved to the community centre to discuss short and long term strategies for the land.

The Working Group recommended that the Community Land be fenced. It was agreed that delegated authority be given to the Working Group to arrange this, subject to a limit of £10,000.

Discussions also occurred about a firework display on the Community Land. Quotes are to be discussed by the working group at the next meeting.

**19. To Receive Proposal to Close the Meeting for Item 20 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 that the meeting should be closed to the press and public.

*The Public Left the Meeting.*

**20. To Consider Land Matters**

It was agreed that independent professional advice should be sought and John Joyce, Tim Boucher and the Clerk should be given delegated authority in the matter and bring the information back to full council for consideration.

Correspondence had been received from Time Childcare. Members considered this and a response was agreed.

*The Meeting Reopened to the Press and Public*

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

This was agreed as Wednesday 30<sup>th</sup> June 2021, 7pm at Poringland community centre.

The meeting closed at 9.35pm

**CHAIRMAN**