

Minutes of the Meeting of Poringland Parish Council  
Wednesday 27<sup>th</sup> January 2021 7pm  
Meeting Held by Video Conference

**In Attendance**

Tim Boucher

John Henson

David Hewer

John Hodgson

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

Trevor Spruce declared an interest in item 10(e)

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

After the correction of an item under public participation, the minutes of the meeting held on 6<sup>th</sup> January 2021 were agreed after a proposal by David Hewer and a second by Tim Boucher.

### **5. Matters Arising from the Minutes of 6<sup>th</sup> 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 has been ordered and just required installation.
- **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. The clerk is to check whether the bin has been installed, and if so it can be registered with South Norfolk Council as being under Parish Council ownership.
- **Financial Contribution to The Octagon.** Further details have been requested from the P.C.C in relation to this request. This is to be chased.
- **Newsletter.** The first edition has been well received. The second of the three trial editions will be drawn up after this meeting
- **Framingham Earl Parish Council.** Letters have been sent to Framingham Earl Parish Council, one to thank them for their donation for Poringland Playing Field, and also a letter of condolence about the passing of one of their former councillors.

### **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 Overton reported that a Scrutiny Meeting was held at South Norfolk Council to discuss the flooding that occurred on 23<sup>rd</sup> December. A lack of management of ditches locally had been identified, as had pinch points at the Bennett Homes development drainage system. Officers are being appointed at both South Norfolk Council and Norfolk County Council to remind people of their responsibilities to the natural drainage system, particularly Riparian rights and responsibilities. A possible train station at Long Stratton is currently being investigated, that South Norfolk Council has been consulted upon.

Cllr Neal reported that South Norfolk Council had paid out £11m to businesses in the form of government business grants. The Additional Restrictions grant had reopened for applications and additional £2.4m had been received from the government to top up this fund.

The Regulation 19 consultation for the Greater Norwich Plan will be going live on 1<sup>st</sup> February, for a period of 6 weeks.

An analysis of the Housing Land Supply, completed on 21<sup>st</sup> April, showed a 6.15 year Housing Land Supply.

The Secretary of State has granted planning permission for the Hornsea Offshore Wind Farm, which would consist of 231 offshore wind turbines. The energy from the turbines would be transferred to a station in Dunston.

Officers from South Norfolk Council, Norfolk County Council and Anglian Water have attended a flooded site at The Dell and Tulip Tree Drive. A leak was identified which is currently under repair at the Fiveways Roundabout.

The census will occur on 21<sup>st</sup> March.

South Norfolk Council staff have been supporting the Norfolk and Norwich University Hospital. When asked, over 100 staff offered to assist.

The Covid Support Advisors and Environmental Health Officers have been visiting local business premises and challenging unsafe and weak practices.

CLlr Spruce reported that the District Council had recognised how well the community centre is operating as a vaccine centre.

#### b) County Council Report

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

Norfolk County Council's Flood Management Strategy had been updated. There are three new policies reflecting net zero carbon, biodiversity and resilience and adaption. There are 36 flood authorities in Norfolk, and there will soon be an enquiry which will advise on how incidents of flooding are dealt with.

There are concerns about people becoming complacent about Covid-19, particularly in light of the start of the vaccine process. The priority vaccination list is designed to protect the NHS.

Norfolk County Council's budget has been published and is available online.

A map of the priority gritting routes has been published.

The Census is going digital this year, although paper copies will be available. This is a mandatory process.

John Hodgson queried the highway between the A47 and the A146 as he felt that there was ambiguity because of the lack of road lining. Vic Thomson will look into this.

Tim Boucher queried whether there were any statistics on vaccinations for the District. Vic Thomson advised that these were NHS statistics, but they ought to be passed to the Director of Public Health at Norfolk County Council. As soon as these are received he will pass them on.

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

#### c) Public Participation

No matters raised.

*Standing orders were reinstated.*

*Lisa Neal withdrew from the meeting.*

## **7. Planning**

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

#### *i. 2020/2230 – 41 Howe Lane– Erection of front entrance porch and change to roof tile*

John Hodgson presented this application to the meeting. Councillors found the plans difficult to interpret, therefore recommended refusal on the grounds of insufficient information. This was agreed after a proposal from John Henson and a second from Chris Walker.

#### *ii. 2020/2002 – 27 Howe Lane - Single storey front infill extension with pitched roof and first floor side extension*

John Hodgson presented this application to the meeting. It was clarified that this was a separate application to the one which was currently under appeal with the Planning Inspectorate. John Henson proposed that there should be no objection to this application, seconded by John Hodgson and carried.

#### *iii. 2020/2451 – 66 Rectory Lane – Single storey pitched roof front extension*

John Joyce presented this application to the meeting. He noted that the extension would add 1.25m to the front of the property. The extension would go up to the boundary but did not feel it would impact light coming into the neighbouring property. Tim Boucher concurred that there would be no impact on light supply. John Joyce proposed that there should be no objections to the application, seconded by Tim Boucher and carried.

#### *iv. 2021/0085 – 5 The Footpath - Single storey rear extension and conversion of rear of garage including internal and external alterations*

Tim Boucher presented this application to the meeting. He detailed that there would be a proposed infill to the courtyard area to the rear of the building and a garage conversion. Tim Boucher proposed that there should be no objections to this application, seconded by Chris Walker and carried.

*It was agreed to consider the following applications as urgent business*

#### *v. 2021/0094 – 49 Potters Way – Garage Conversion*

David Hewer presented this application to the meeting. He noted with the garage converted, there would still remain four car parking spaces, which is sufficient for the size of

property. He proposed that there should be no objections to this application, seconded by Chris Walker and carried.

*vi. 2021/0108 – 10 Rosebery Avenue – Two Storey Side Extension*

John Joyce presented this application to the meeting. He advised that there are several similar extensions along Rosebery Avenue. The new windows do not impact on the privacy of the neighbouring property, as there are already windows to this elevation. He proposed that there should be no objections to this application, seconded by John Henson and carried.

*vii. 2021/0129 – 6 Caistor Lane – Variation to Condition of Application 2020/1445 – Revised Extent of Render to Front Elevation and Revised Roofs of Porches*

The Clerk presented this application to the meeting. Plans were displayed of the original extent of the render and design of the porch roofs as already agreed, along with the proposed new design. John Henson 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) 2020/1977 – 33 The Street – Conversion of Existing Double Garage for use as Chalet Style One Bedroom Annexe or Holiday Let. **APPROVAL WITH CONDITIONS**
- ii) 2020/2364 – 5 The Footpath - Proposed single storey rear extension, extending 7.8m from the rear wall of the original dwelling house, with a maximum height of 2.9m and an eaves height of 2.9m. **APPLICATION WITHDRAWN**
- iii) 2020/2370 – 36 Clearview Drive - Construction of box dormer to existing loft conversion and completion of unfinished front Porch. French Lantern over the existing flat roof extension. **APPROVAL WITH CONDITIONS**

*Lisa Neal Re-joined the Meeting*

## **8. Correspondence and Consultations**

### **a) To Consider Request to Norfolk County Council to Extend Gritting Route Along Rectory Lane**

A parishioner request to extend the gritting route from Long Road to Rectory Lane and Ugate was presented to the council. Norfolk County Council had directed the parishioner to the Parish Council. The council considered the request and agreed that the extension to the gritting route would be sensible given the route is on a slope with a dangerous bend. In addition to this, the route is well used and is a bus route. After a proposal from David Hewer and a second from Chris Walker, it was agreed that the request should be passed to Norfolk County Council with the full backing of the Parish Council.

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

The Clerk had provided a written report which focussed on the use of the community centre as a vaccine clinic. The clinics were working smoothly, but a plea was made for parishioners not to call the Parish Council and community centre about appointments and the waiting list. It was emphasised that the Parish Council does not have access to any medical records or the waiting list.

## **10. Finance**

### **a) To Receive Receipts, Payments and Bank Reconciliation for December 2020**

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

### **b) To Receive Quarterly Budget Monitor**

The budget monitor for Quarter 3 was presented. The Clerk noted that there is likely to be possible savings in staff costs in Quarter 4 because the agreed recruitment had to be put on hold because of the lockdown. No matters of concern were raised and the budget update was noted.

### **c) To Consider Contract for Staff Mobile Phones**

A report was presented detailing the necessity for some members of staff to have adequate mobile phones that belong to, and are paid for by the Parish Council. This was on the grounds of safety, work convenience, and with the increase in home working due to Covid, necessity. Trevor Spruce queried whether the proposal was for a business package, and the

Clerk clarified that it was. After reviewing three different suppliers, it was agreed to enter into a contract with BT for two years for the supply of three company phones. This was proposed by Chris Walker and seconded by Tim Boucher.

d) To Review Council Investment Strategy

The Investment Strategy, with an updated figure on the Parish Council's finances, investments and reserves, was presented. This was agreed after a proposal from John Henson and a second from Chris Walker.

*Trevor Spruce Disconnected from the Meeting*

e) 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 one of the contractors, but a second contractor had yet to complete works in the cemetery and memorial garden therefore it was agreed to not complete payment on the contract until the contracted works have been completed.

f) Accounts for Payment

*i) To Agree Accounts for Payment*

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

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)		£10,214.20
BT	Telephone - Jan	£92.39
Norfolk copiers	Printing	£45.60
Microshade	Hosted IT	£209.70
Total Gas and power	Community Centre Electricity	£735.37
Espo	Community Centre Gas	£288.97
Worldpay	Café Card Charges (December)	£31.25
Garden Guardian	Grounds Maintenance	£385.00
Vortex grounds	Grounds Maintenance	£587.00
Veolia	Waste Removal	£76.94



Payee	Description	Amount
Norwich Electrical	Maintenance	£428.10
Barclaycard	Various	£53.89
Stephen Warminger	PPE	£12.99
Screwfix	Café Maintenance	£9.87
Spire Cleaning Svs	Contract clean (nov)	£105.60
Hugh Crane	New Dispenser for Pavilion	£13.50
Norfolk Copiers	Quarterly Hire of Photocopier	£172.76
MPS Doors	Call out to repair rear door	£120.00
	<b>TOTAL</b>	<b>£13,583.13</b>

*Trevor Spruce Re-joined the Meeting*

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

None Presented

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

John Henson reported that he, John Joyce and the Clerk had met with officers from South Norfolk Council to discuss updated policy wording. Robust questions had been asked of the officers about the wording, of which satisfactory responses had been received. It was therefore agreed under delegated authority that South Norfolk Council officers could present this wording to Cabinet on 8<sup>th</sup> February. If agreed by Cabinet, the policy would then be put to consultation for six weeks. It is hoped that after this consultation the Neighbourhood Plan can be agreed by South Norfolk Council to be put to referendum. Once the plan is at this point, it is deemed as having 'significant weight'.

John Joyce will attend the Cabinet meeting on 8<sup>th</sup> February to speak on behalf on the Parish Council in support of the amended wording.

Chris Walker queried whether the referendum required a particular turnout to make the decision binding. John Henson responded that it only required a majority vote of the turnout to make the decision binding.

Lisa Neal advised that the South Norfolk Council officers had gone through the policy wording carefully and sought legal advice on the matter, prior to putting their proposal to the Parish Council.

### **12. To Receive Report from Fiveways Roundabout Working Group and Agree Terms of Reference**

The draft Terms of Reference had been previously circulated to the council.

Tim Boucher commented that he was pleased that there was no road closure applied for as this would reduce the commuted sum available. Discussions occurred about how the commuted sum should be split between capital and maintenance and whether it should be distributed between the two parishes.

Chris Walker proposed that the Terms of Reference be approved, seconded by David Hewer and carried.

### **13. To Receive Recommendations from the Playing Fields Advisory Group**

#### **a) To Consider Heads of Terms for Lease for Men's Shed Building.**

John Overton advised that the draft minutes of the meeting had been circulated. Within these minutes were the proposed heads of terms for the Men's Shed for the lease of the proposed new building. These had been well received, with just some minor amendments. It was agreed after a proposal from John Overton and a second from David Hewer that the Parish Council should pay the solicitors fees for the lease agreement, but the Men's Shed should pay for the applications under the planning process. It was further agreed after a proposal from John Joyce and a second from Tim Boucher that the Clerk should send the lease agreement to Fields in Trust for approval.

### **14. To Receive Proposal to Close the Meeting for Item 15 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.

**15. To Consider Proposal(s) for Community Land Project Site**

It was agreed that the Parish Council would not be prepared to discuss the current proposal put to them any further.

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

This was noted as Wednesday 24<sup>th</sup> February 2021, commencing at 7pm by video conference.

The meeting closed at 9pm

**CHAIRMAN**