



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, NR14 7WB

Tel: 01508 492182 Email: [clerk@poringlandparishcouncil.gov.uk](mailto:clerk@poringlandparishcouncil.gov.uk)

Clerk to the Council: Mrs Faye LeBon

Chairman: Mr Tim Boucher



## NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 6<sup>th</sup> January 2021. The meeting will occur via video conference as permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings)(England) Regulations 2020 and as recommended by national guidelines.

***Members of the public wishing to view the meeting and / or participate under item 6 should click here or contact the clerk for a link to the meeting***

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The Business to be Transacted is as Follows:

### 1. Election of Chairman

### 2. To Record Apologies for Absence

### 3. To Receive Declarations of Interest

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has made a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.

### 4. To Agree Minutes of the Meeting of 25<sup>th</sup> November 2020

### 5. Matters Arising from Previous Meetings Including Clerk's Report

### 6. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests

- a) District Council Report (7 minutes)
- b) County Council Report (5 minutes)
- c) Public Participation (15 minutes)

### 7.Planning

- a) To Consider Applications Received
  - i) 2020/2218 – Land West of The Grove – Agricultural workers dwelling at Grove Farm, for association with works on the farm itself
  - ii) 2020/2285 – 28 The Ramblers – Single storey rear extension, loft conversion and addition of windows
  - iii) 2020/2318 – 55 Howe Lane - Single storey front extension and first floor side extension

- iv) 2020/1925 – Land South West of Bungay Road - Demolition of existing buildings and construction of a 41 bed care home (with 10 extra care apartments on ground floor, Use Class C2) and 44 extra care lodges (All Use Class C2), together with vehicular access, landscaping and communal facilities including, restaurant, cafe, bar, gym, therapy rooms, hair salon, shop and bowls green. (AMENDED APPLICATION)

b) To Note Planning Decisions

- i) 2020/1732 – 14 Meadow Way – Works to TPO Trees - Oak tree (in rear garden) - reduce height of approx 16m and 15m spread to leave height of approx 13m and 12m spread.  
**APPROVAL WITH CONDITIONS**
- ii) 2020/1789 – 40A The Street - Erection of flat roof single storey side extension.– **APPROVAL WITH CONDITIONS**
- iii) 2020/2038 – Land North of Shotesham Road - Non material Amendment from 2014/0319 - Proposed external finishes changes to all plots including, render colours altered to work in with new cladding, cladding colour changes, brick manufacturer changed for supply reasons and block paving colours updated. – **APPROVAL NO CONDITIONS**
- iv) 2020/1682 – 31 Shotesham Road – Single storey side & rear extension - **APPROVAL WITH CONDITIONS**
- v) 2020/2039 – Phase 2 Area C Devlin Drive – Non Material Amendment from 2000/0995 - Soil levelling of proposed public open space area. - **APPROVAL NO CONDITIONS**

## 8. Correspondence and Consultations

- a) To Consider Response to Police and Crime Commissioner Budget Consultation (deadline 22<sup>nd</sup> January 2021)
- b) To Formally Acknowledge Those Involved in the Christmas Project

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

## 10. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation for November 2020
- b) To Receive Update Report on Grounds Maintenance Contracts and Agree Further Actions
- c) To Receive Notification of Donation from Framingham Earl Parish Council
- d) Accounts for Payment
  - i. To Agree Accounts for Payment
  - ii. To Agree Accounts for Payment (Councillors with Pecuniary Interests)
- e) To Consider Recommendations from Finance and Governance Advisory Group
  - i. To Agree Grounds Maintenance Contracts for 2021/2022
  - ii. To Agree Budget and Precept for 2021/2022
  - iii. To Agree Extension to Café Support
  - iv. To Agree Changes to Barclaycard Access

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

## 12. To Consider Issue of Monthly Parish Council Publication

## 13. To Note Date of Next Parish Council Meeting

Wednesday 27<sup>th</sup> January 2021, 7pm. By video conference unless otherwise advised

Dated 30<sup>th</sup> December 2020

Clerk: *Faye LeBon*

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 has 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*

## **12. 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.

### 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**

DRAFT

**Clerk's Update on Matters Raised at Previous Meetings**

The following matters have been raised at previous meetings, and updates are noted below for information. This document does not include matters within the agenda.

- **Tree Warden Scheme Commemoration.** The Copper Beech has been purchased and planted. The associated plaque has been ordered and just requires installation. **ONGOING**
- **Parish Partnership Scheme.** An application has been made for a village gateway to the south of the village, and on entry to the village from Shotesham Road. The Parish Council will find out if it has been successful in March **ONGOING**
- **CCTV.** The physical works to the CCTV system at the pavilion have been completed. Now that the ultra fast broadband has been installed at the pavilion, a link can be established to the community centre. **Ongoing**
- **Play Areas at Clements Gate.** David Wilson Homes are 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. **Ongoing**
- **Dog Bin at Clements Gate.** Further to the Parish Council accepting the offer of David Wilson Homes to accept ownership and maintenance of a dog bin on Clements Gate in exchange for a commuted sum of £2,000, an invoice has been issued to David Wilson Homes, but this has yet to be settled. **Ongoing**
- **Bulbs.** All bulb planting is now complete. **Project Complete**
- **Subsiding Tree on BR6.** This has now been removed. **Project Complete**
- **Ultra-Fast Fibre Broadband to Pavilion.** In Touch Systems has now completed this project. **Project Complete**
- **Public Space Protection Order.** The Parish Council's support for this was conveyed to South Norfolk Council. The Public Spaces Protection Order as issued by South Norfolk Council on 14<sup>th</sup> December. **Complete**
- **Financial Contribution to The Octagon.** Further details have been requested from The P.C.C in relation to this request. **Ongoing**
- **Fiveways Roundabout Project.** Details of the members of the working group have been sent to Framingham Earl Parish Council. **Ongoing**
- **Petition for 20mph Speed Limit on Caistor Lane.** The petition has been sent to Norfolk County Council along with the SAM2 data and the crashmap data. This information has also been conveyed to the resident who sent the petition.



- **Norfolk Homes s106 Agreement.** A further amendment has been made in the s106 agreement between Norfolk Homes and South Norfolk Council to include a deadline for transfer. The definition of the nominated body will now read: *Nominated Body means Poringland Parish Council, or where Poringland Parish Council fails to complete the transfer of all or part of the land to be transferred by 1 March 2020 AND PROVIDED THAT a minimum of 28 days have elapsed from the date of receipt of a signed transfer deed from the Developer by Poringland Parish Council, it shall mean the Management Company AND FOR THE AVOIDANCE OF DOUBT a different body may be agreed for each separate area of land to be transferred unless otherwise agreed in writing between the Parties*

**Faye LeBon**

**Clerk to the Council, 30<sup>th</sup> December 2020**



## POLICE BUDGET 2021/22 CONSULTATION

A message from Norfolk's Police & Crime Commissioner (PCC), Lorne Green

Four and a half years ago you did me the great honour of asking me to be your Police and Crime Commissioner. I pledged to you then to do all in my power to keep our county safe, to protect the vulnerable and to support victims of crime. I undertook to ensure an effective and efficient police force equipped with the 21st century tools to prevent and tackle crime in the 21st century. I also committed to be a good steward of police resources - money that is yours, not mine.

Central to the delivery of all these things is the budget for policing in Norfolk – which I am required by law to set. As part of this duty, I must decide how much you contribute through the policing element of Council Tax – the police precept. To inform that decision, each year I consult with people across the county, setting out the challenges your police service faces in keeping you safe from harm and highlighting new opportunities for Norfolk Constabulary to support you and your families.

Based on that information, I give you, the residents of Norfolk, the opportunity to voice your opinion on how far you are prepared to support your police force in tackling those challenges and realising those opportunities.

Looking back over my term as PCC, every year a large majority of you has supported an increase in the police precept to ensure Norfolk Constabulary can continue to provide the high-quality policing services you want and expect from them. You've also made possible investment in key areas of policing vital to remaining fit for purpose against the changing face of crime and increases in demand and complexity.

Again this year, I am hoping residents will understand the challenges Norfolk Constabulary faces in these unprecedented times and respond in a positive way so our police service can continue to provide a service that ensures the safety of us all.



You continue to tell me that visible policing is a priority for you as Norfolk residents. I have worked hard with the Constabulary to champion that priority and, by the end of January 2021, there will be over 200 extra police officers operating in Norfolk in uniform and detective roles compared to when I took office in 2016. We have strengthened neighbourhood policing by increasing the number of Beat Managers and Rural Beat Managers across the county to 104. We have raised our game, as I promised, to engage personally with communities across the county.

I have supported the Constabulary to maximise efficiency and effectiveness by equipping officers with the 21st century tools they need to fight 21st century crime. Today, every frontline officer is equipped with a body worn camera, both to gather evidence and to enhance their personal safety. We have an impressive drone fleet helping to find missing persons, track down hare coursers and prevent and detect crime. Gone are the days of officers using notebooks and pencils - our officers are now equipped with tablets to record evidence and send it back electronically to the police station allowing them to get on with the next job. We have put powerful resources on our roads through Automated Number Plate Recognition technology to keep Norfolk safe and to track down suspect individuals of interest. These resources have delivered genuine gains thanks to the support of police staff without whose hard work this would not be possible.

At the same time, we have concentrated our efforts and put greatly increased resources into protecting the most vulnerable members of our communities, and helping victims of crime back to a better life. The demands on policing have grown exponentially and the complexity of crime investigation increased enormously. Traditional crimes such as robbery and burglary are down; crimes of violence including sexual exploitation of children and adults are on a steep upward curve. Today nearly 25% of recorded crime is related to domestic abuse. Cybercrime, including fraud has gone through the roof. These are enormously complex, time-consuming and demanding crimes to investigate, but no victim should be left behind.

We can be proud that our police force has been assessed by national inspectors as outstanding for efficiency, and that we remain one of the safest counties in the country – but the hard fact is that none of this comes cheap. Norfolk Constabulary has done wonderful things, particularly in partnership with our sister county Suffolk, to make tens of millions of pounds of efficiency savings over the past decade. Yet our budget is still groaning under the financial strain as we absorb burgeoning high cost demands - such as a new three-year educational qualification for all police officers, an apprenticeship levy and increased insurance premiums.

Taking all of these financial burdens into consideration, I have instructed the Chief Constable to present to me a plan to maintain the level of policing services you have come to expect and, where possible, enhance services in areas of particular demand or threat to the safety of our communities.

In response, he has said a maximum rise in the police precept will be required to ensure that Norfolk Constabulary can continue to provide current levels of service and also confront challenges to keeping Norfolk safe, such as continued high demand associated with domestic abuse and rising reports of fraud.

The Chancellor in his November Spending Review capped the maximum precept increase at 5.68% for Norfolk. The Chief Constable has assured me that, should I agree to this maximum rise, he will also commit to a further increase in neighbourhood policing, ensuring more warranted officers are engaging with communities across Norfolk.

Furthermore, the maximum increase will allow for additional resources to deal with those dangerous individuals involved in incidents of domestic abuse across our county, as well as resources to help trace those using new technology to scam Norfolk residents out of their hard-earned money.

Without this increase, the Chief Constable has informed me that we simply cannot afford to continue to deliver the police service that you have come to expect. The financial pressure this year is once again severe, with the Force having to find an additional £4 million worth of savings. If the precept is not raised, the Chief Constable has also told me there may be an impact on staffing levels within the Constabulary.

As your PCC, I want to be able to reassure every man, woman and child in Norfolk that you will continue to receive an excellent police service. I also want to be able to ensure job security for those who have helped protect us during such unsettling times, whether they are police officers or the police staff who are absolutely integral to providing and maintaining an effective service.

I fully appreciate these are really tough times for our Norfolk community, ravaged as it is by the continuing consequences of a pandemic. I know that the last thing you want to hear is a proposal for increased demands on your household budget. And yet, we absolutely must do all possible to keep our community, our vulnerable, our families, our young people, and yes, ourselves safe, while preserving the gains you, as Norfolk taxpayers, have helped us make.

**Based on the information provided by the Chief Constable, I propose to increase the police precept by 5.68% in order to maintain current levels of the policing service you receive and to tackle the new challenges that the police are faced with going forward. A 5.68% rise represents 22 pence per week for a Band B property or 29 pence at Band D.**

**I would like you, as a resident of Norfolk, to tell me whether you agree with my proposal.**

**Before you complete the survey provided, please take the time to consider the words from Norfolk's Chief Constable, Simon Bailey.**



**NORFOLK**  
CONSTABULARY

*Our Priority is You*

## A message from Norfolk's Chief Constable, Simon Bailey

The past year has brought unprecedented demands for our organisation. We have met the challenge of policing the coronavirus pandemic whilst responding to exceptional levels of emergency calls. Crime rates for burglary, robbery, theft, vehicle crime and criminal damage have all fallen. However, we continue to see increasing levels of violent crime, of which sadly the majority of the increase is as a result of domestic abuse in the home.

We have also continued to improve our service through the Norfolk 2020 change programme; an incredible amount has been achieved and we have undergone one of the biggest restructures in the force's history. This radical reform was developed through significant consultation and ideas from our workforce, the PCC, members of the public and evidence from our data.

With the support of the PCC, we have increased the number of police officers on the beat. When those officers arrive at incidents, the PCC's investment in body worn video, drones and mobile technology means that they have the right tools needed to tackle

modern day criminality. These extra officers have allowed us to establish Neighbourhood Policing Teams and a number of proactive policing teams called Operation Moonshot. Since recording began in 2016, Moonshot teams across the force have stopped 3,123 vehicles, made 2,647 arrests and from 2018 charged 1,978 of those for various offences with more than £700,000 worth of property seized.

In the battle against county lines drug dealing, organised crime and crimes that impact our communities, we have made thousands of arrests resulting in long-term prison sentences for many offenders. We have recently received national funding to establish a new team called Operation Adder. The Adder Team will further target drug supply and also protect those who are vulnerable and at risk of criminal exploitation.

We have recently opened our new Swaffham Police Station, developed as part of our innovative investigation hubs model. This new facility brings resources and skills together under one roof for a

one-team approach, with the support of the brand new police staff role of Police Digital Investigators. This small but growing team is already making a huge difference in helping detectives with the complexities of the digital elements of their investigations.

We have a scalable, adaptable policing model, capable of facing the demands of modern policing, which provides a foundation we can build upon and enhance in the future. The team responsible for leading this programme will carry on their work, continuously improving our policing service, through a new programme of work called Norfolk Horizons. Her Majesty's Inspectorate of Constabulary & Fire and Rescue Services (HMICFRS) continues to rate us as outstanding for our efficiency, having delivered £36 million of savings in the last decade, £21 million as a result of our collaboration with Suffolk Constabulary.

This year was always going to be a milestone for us, with the overarching aim of creating a workforce best-placed to tackle the challenges of modern policing. If we ever needed a test to demonstrate the resolve of our new policing model, then we've certainly had it with the coronavirus pandemic. It's a challenge we've faced head-on and we believe we have continued to deliver a first-class service to our communities.

As we move into a new year, we remain determined to keep you safe and to target those who threaten our communities. Recognising the economic challenges facing us all, we have identified approximately £4 million of further savings this year, mainly through modernising our support office functions. Any additional savings would require a reduction in service and the loss of jobs.

However, with population growth, increasing demand and inflationary pressures on our budget, the savings we have made do not give me enough funding to maintain the service that you would expect from us.

I regularly hear your calls for more visible policing and I also cannot ignore the truly shocking rises in domestic abuse that we are now experiencing, with over 25% of all crimes recorded now being the result of a domestic incident. We are also sadly seeing a growing number of victims of fraud, particularly amongst the elderly. Criminals, many who reside outside of our county, are increasingly using digital communications to scam victims out of their savings.

A precept increase, equal to 22 pence per week for a Band B property or 29 pence per week at Band D, will allow us to keep our current levels of service and tackle the new challenges that we are facing. We will establish a team dedicated to dealing with the most dangerous domestic abusers across the county. Additional proactive neighbourhood police officers will be increasing our visibility and targeting those offenders who cause the most harm to our communities. We will also further invest in staff with the expertise to tackle the growing volume of offences with a digital footprint including fraud.

**Having considered this information from Norfolk's Chief Constable, Simon Bailey, please spare a few minutes to complete the survey - details of which are provided overleaf.**



# HAVE YOUR SAY

## BUDGET CONSULTATION 2021/22



Based on the information provided by Norfolk's Chief Constable, PCC Lorne Green proposes to raise the policing part of local council tax by 5.68% (22 pence per week at Band B/ 29 pence at Band D) in order to help maintain current levels of service and enable your police service to tackle the new challenges they are facing.

Do you...?

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

You can have your say by completing and returning this form to OPCCN, Jubilee House, Falconers Chase, Wymondham, Norfolk, NR18 0WW. Alternatively, you can take part in the consultation online at [www.norfolk-pcc.gov.uk](http://www.norfolk-pcc.gov.uk). The consultation will close on Friday 22 January 2021.

This consultation does not ask for identifiable information. If any identifiable information is provided, the OPCCN will ensure that any published information relating to the consultation remains anonymous. The OPCCN complies with data protection legislation, including GDPR, by applying its Data Protection Policy - which can be found at [www.norfolk-pcc.gov.uk](http://www.norfolk-pcc.gov.uk).

If you would like to add any comments, please use the space below or email [TellLorne@norfolk.police.uk](mailto:TellLorne@norfolk.police.uk)

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Please turn over



## About you

Please tell us about the person who has answered the consultation question.

### Which area of Norfolk do you live in?

- |  |                                    |   |   |
|--|------------------------------------|---|---|
| <input type="checkbox"/> Breckland     | <input type="checkbox"/> Broadland | <input type="checkbox"/> Great Yarmouth | <input type="checkbox"/> King's Lynn & West Norfolk |
| <input type="checkbox"/> North Norfolk | <input type="checkbox"/> Norwich   | <input type="checkbox"/> South Norfolk  | <input type="checkbox"/> Prefer not to say          |

### What is your gender?

- |                               |                                 |  |  |
|-------------------------------|---------------------------------|--|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Prefer not to say | <input type="checkbox"/> Please specify: |
|-------------------------------|---------------------------------|--|--|

### What age group are you?

- |                                   |                                |                                      |  |                                |
|-----------------------------------|--------------------------------|--------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Under 16 | <input type="checkbox"/> 16-24 | <input type="checkbox"/> 25-34       | <input type="checkbox"/> 35-44             | <input type="checkbox"/> 45-54 |
| <input type="checkbox"/> 55-64    | <input type="checkbox"/> 65-74 | <input type="checkbox"/> 75 or older | <input type="checkbox"/> Prefer not to say |                                |

### What is your ethnic group?

#### White

- |  |                                      |  |   |
|--|--------------------------------------|--|---|
| <input type="checkbox"/> English/Welsh/<br>Scottish/<br>Northern Irish/<br>British | <input type="checkbox"/> White Irish | <input type="checkbox"/> White/Gypsy/<br>Irish Traveller | <input type="checkbox"/> White<br>other |
|--|--------------------------------------|--|---|

#### Mixed / Multiple Ethnic Groups

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> White & Black<br>Caribbean | <input type="checkbox"/> White & Black<br>African | <input type="checkbox"/> White &<br>Asian | <input type="checkbox"/> Any other mixed<br>background |
|---|---|---|--|

#### Asian or British Asian

- |                                 |                                    |                                      |                                  |   |
|---------------------------------|------------------------------------|--------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Chinese | <input type="checkbox"/> Any other<br>Asian<br>background |
|---------------------------------|------------------------------------|--------------------------------------|----------------------------------|---|

#### Black or Black British

- |                                  |                                    |   |
|----------------------------------|------------------------------------|---|
| <input type="checkbox"/> African | <input type="checkbox"/> Caribbean | <input type="checkbox"/> Any other Black background |
|----------------------------------|------------------------------------|---|

#### Other Ethnic Group

- |                               |  |  |
|-------------------------------|--|--|
| <input type="checkbox"/> Arab | <input type="checkbox"/> Prefer not to say | <input type="checkbox"/> Any other ethnic group: |
|-------------------------------|--|--|

### Do you consider yourself to have a disability?

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
|------------------------------|-----------------------------|--|

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Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 2020

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<u>Confirmed Bank &amp; Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/06/2018	Barclays Current	0.00
30/10/2020	Unity Trust	93,574.16
30/11/2020	CCLA	40,000.00
30/11/2020	Cambridge & Counties 120 Day	78,009.52
30/11/2020	Charity Bank	85,000.00
30/11/2020	Hampshire Trust Bond 1	55,000.00
30/11/2020	Hodge Bank	22,000.00
30/11/2020	Nationwide Instant Access	121,841.21
30/11/2020	Santander Bond 1	60,423.72
30/11/2020	United Trust	50,000.00
30/11/2020	Unity Trust Deposit	146,211.53
		752,060.14
<u>Other Cash &amp; Bank Balances</u>		
		550.00
		<hr/> 752,610.14
<u>Unpresented Payments</u>		
		4,120.93
		<hr/> 748,489.21
<u>Receipts not on Bank Statement</u>		
		72.00
		<hr/> 748,561.21
<u>Closing Balance</u>		
		748,561.21
<u>All Cash &amp; Bank Accounts</u>		
1	Current	89,525.23
2	Bonds & Savings	658,485.98
	Other Cash & Bank Balances	550.00
	Total Cash & Bank Balances	<hr/> 748,561.21

**PORINGLAND PARISH COUNCIL**

**Payments List 6th January 2021**

<u>Payee</u>	<u>Code</u>	<u>Description</u>	<u>Paid by</u> <u>Cheque</u>	<u>Paid By SO</u>	<u>Paid By DD</u>	<u>Paid by BACS</u>	<u>TOTAL</u>	<u>CLLR 1</u>	<u>CLLR 2</u>	<u>VAT</u> <u>Reclaimable</u>	
							<b>£10,547.84</b>				
Salaries, PAYE and Pension Contributions											
Ian Smith	General Administration	office equip & stationery				£126.39	£126.39			£21.07	
BT	General Administration	Telephone - Dec			£92.74		£92.74			£15.46	
BT	General Administration	Telephone - Nov			£93.08		£93.08			£15.51	
Norfolk copiers	General Administration	printing				£26.33	£26.33			£4.39	
Microshade	General Admin	Hosted IT				£209.70	£209.70			£34.95	
Unity Trust bank	General Administration	Bank Charges			£20.70		£20.70				
Information commissioners Office	General Administration	Subscriptions			£35.00		£35.00				
Total Gas and power	Community Centre	Electricity			£650.61		£650.61			£108.44	
Espo	Community Centre	gas			£213.58		£213.58			£35.60	
Wave	Community Centre	Water				£13.24	£13.24				
MPS Doors	Community Centre	Maintenance				£120.00	£120.00			£20.00	
RWB	Community Centre	Extra sockets in office				£370.50	£370.50			£22.40	
Hugh Crane	Community Centre	Cleaning consumables				£133.86	£133.86			£25.13	
The Alarm company	Community Centre	Maintenance				£314.40	£314.40			£52.40	
Yare Shipping	Community Centre	Café Stock				£217.21	£217.21			£2.29	
Worldpay	Community Centre	Café Card Charges				£22.90	£22.90			£0.81	
Screwfix	Community Centre	Cafe storage				£9.52	£9.52			£1.59	
Glasdon	Outside Spaces	Dog bin				£236.71	£236.71			£39.45	
J S Gannon	Outside Spaces	Bench Refurbishment				£90.00	£90.00				
South Norfolk Council	Playing field	Alcohol Licence				£70.00	£70.00			£370.60	
High Street Safari	Christmas Fund	Christmas Trail				£210.00	£210.00				
Mens shed	Christmas Fund	Materials for Sleigh				£115.06	£115.06				
Garden Guardian	Comm Sums/Open Spaces	Grounds Maintenance				£385.00	£385.00			£139.37	
vortex grounds	comm sums/playing field/ community centre	Grounds Maintenance				£587.00	£587.00			£97.83	
Veolia	Community Centre/ Burial Ground	Waste Removal				£76.94	£76.94			£17.20	
Barclaycard	General Admin / Community Centre	Various*				£204.04	£204.04				
Faye LeBon	Community Centre/ Christmas	Café / Christmas Event				£128.71	£128.71			£11.17	
Amazon Business	Café/ Christmas Event	cooking utensils/ reindeer costume				£176.21	£176.21			£29.37	
Bartlett signs	Outside spaces/ community centre	signs				£104.40	£104.40			£17.40	
J&A Saunders	C. Centre/ Comm. Sums/ P. Field	Window Cleaning				£205.00	£205.00				
<b>Accounts for Payment</b>											
<b>Councillors with Pecuniary Interests</b>											
Spruce Landscapes	Commuted sums	removal of hedge cuttings				£96.00	£96.00			£16.00	
Spruce Landscapes	outside spaces	dog bins				£36.00	£36.00			£6.00	
							<b>£15,938.67</b>			<b>£1,104.43</b>	
<b>*Barclaycard Breakdown</b>											
Highways	Community Centre	Plants				£39.50				£6.59	
Vesta vodafone	General admin	telephone				£10.00					
Ground hog	Community Centre	Café				£7.49				£1.25	
Ground hog	Comm sums	christmas lights				£19.99				£3.33	
Oflynns	Community Centre	Café				£4.20					
Weebly	General admin	IT - Community Centre website				£122.86					
							<b>£204.04</b>				