

Minutes of a Parish Council Meeting of Poringland Parish Council
Wednesday 11th January 2023 at 7pm
Meeting held at Poringland Community Centre

Attendance: John Joyce (Chair), Ken Aldridge, Tim Boucher, Sean Curtis, John Henson, David Hewer, Lisa Neal, John Overton, Carl Pitelen, Chris Walker.

Also, in attendance: Charlotte Hummel (Clerk), NCC Vic Thomson (arrived later in the meeting), SNDCC Trevor Spruce, and PC Andy Sneddon. Three members of the public were present.

1. To Record Apologies for Absence

No apologies were given.

2. To Receive Declarations of Interest

L Neal Item 6 - as a SNC Development Management (Planning) Committee and a Cabinet Member.

S Curtis Item 6ai – Non-pecuniary interest.

J Overton, Item 6 – Non-pecuniary interest.

3. To Agree Minutes of the Meeting of 7th December 2022

The minutes of the last meeting held on the 7th December 2022 were **AGREED** with one minor amendment. Proposed D Hewer, seconded C Walker.

4. Matters Arising including Clerk's Report

The clerk reported on the following matters:

- Memorial Benches had arrived for Her Majesty the Queen and Stephen Warminger. Quotes are currently being obtained for a small garden of reflection for Her Majesty's bench at the cemetery. Spruce Landscapes have kindly offered to lay a concrete slab for Stephen Warminger's memorial bench on Mulberry Field free of charge. (The Parish Council wished to give thanks to Trevor Spruce of Spruce Landscapes for carrying this out). A memorial plaque has been purchased and the family of Stephen will be contacted when a date is set for its installation.
- Clements Gate handover is still in progress. There are still some remedials to address before the parish council are prepared to take the gym and play equipment on - Ongoing
- J Joyce and T Boucher met with Joel Pailles from SNC regarding childcare provision in Poringland. The clerk has also met with Joel and is currently assisting if there is a location within Poringland that could be viable. The clerk will report to full council with further information at a future meeting.
- T Boucher has contacted Barclays Bank over access to the Welcome Home and Playing Field Charity account and the transfer of money into a new account. Currently awaiting a response.
- The leasing of an electric van has caused issues regarding obtaining finance. This is as a result that the Parish Council are not a registered company. The council will need to consider other options at the next full council meeting.
- Payroll is currently dealt with via HMRC Payroll. The council will shortly have more than 16 employees on payroll and therefore will be unable to use this method to conduct payroll. The clerk is currently looking at other Payroll providers to assist with this.
- The clerk is currently looking at other waste collection carriers for the community centre and cemetery. This is due to complaints by residents over the exceptionally early collections by the current provider who are unwilling to change the times of collections regardless of being in a residential area.
- Contracts for grounds maintenance of verges and large areas is due for renewal. Tenders for these works will be sent out shortly for full council to consider at the March meeting.
- The commencement of work on the breakout office will commence on 16th January.

- Clerk to meet with Jeremy Burton (Section 106 & CIL Officer) at SNC next week regarding outstanding areas in Poringland that are due to be handed over to the Parish Council.
- The caretaker is looking at training for setting up the equipment for online broadcasting as council staff do not have any knowledge or written instructions of how this was set up initially.
- Transfer of emails and web hosting to Microshade will take place towards the end of the month. This should resolve the issues that staff and some councillors are currently experience with regards to access.

T Boucher asked if the caretaking staff could carry out the erection of the dog poo signs that were made as a result of a competition held at the primary school. The clerk assured that she would ensure that this is carried by the end of the month.

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

- a) District Councillor L Neal gave her report. Appendix 1
District Councillor J Overton advised that SNC building in Long Stratton has now closed and the plan is that they will be moved into the Horizon building in May. SNC have confirmed that council tax will be frozen for 2023/24. Phil Courtier will be at the Town and Parish Forum on Wednesday 18th January to speak about Nutrient Neutrality. The clerk confirmed that she would be attending this meeting.
- b) County Councillor V Thomson gave his report. Appendix 2 (was given before item 11 due to V Thomson's late arrival)
- c) Public Participation – R Neal from Poringland Wanderers FC gave thanks to the Parish Council for the vote of confidence and allowing the senior and youth team to continue to grow and play at the Pavilion. The confidence has meant that they are working harder to make the teams a success. With this they have had a great response from locals with new people getting involved and news teams looking to move across to Poringland and other groups looking to start new teams. Moving forward the teams will be working with the Parish Council and providing a list of training and match dates and what the new prices will be for hire. A member of the public who is involved with the South Yare Wildlife Group had an event planned at the community centre for 29th April but due to the increased price and new terms of hiring they would have to cancel. They asked if they could have a reduced rate or if the council were involved to have the centre for free. The clerk advised that in the first instance they should have contacted the office as this was not something that the parish council can give a decision to at the meeting. The member of the public agreed to speak with the office.
- d) Police Update – Beat Manager PC Andy Sneddon spoke to council about Poringland Priority Setting Meetings. The focus for the area at present is road safety, anti-social behaviour and vehicle anti-social behaviour. Council asked questions regarding anti-social behaviour in the area after the fires in the summer. PC Sneddon explained that there had been a number of instances however this had reduced significantly. Council questioned about drug usage/dealing in the area and was confirmed that this is at a minimal level. Council raised concerns over late night racing down Stoke Road and drink and drug driving. PC Sneddon explained that if the police are given information from the public regarding vehicles that are driving erratic or they suspect to be driving under the influence of drink and drugs that they can follow this up. The clerk and PC Sneddon have regular catch up meetings so if council or members of the public have any concerns that they can contact the clerk or PC Sneddon.

PC Sneddon left the meeting 7.43pm

L Neal withdrew from the meeting at 7.43pm

6.Planning

- a) To Consider Applications Received
- i. 2022/2293 - Proposal: Variation of condition 2 of 2020/2218 - Revised house and garage design
Location: Land West of The Grove Poringland Norfolk
T Boucher presented the application. **NO OBJECTION** Proposed T Boucher, Seconded J Henson
 - ii. 2022/2423 - Proposal: Rebuild residential properties
Location: 11 & 12 West View Poringland Norfolk NR14 7LW
T Boucher presented the application. **SUPPORT THE APPLICATION** Proposed T Boucher, seconded C Walker
- b) To Note Planning Decisions
- i. 2022/2013 - Proposal: Proposal: First floor rear extension
Location: 46 Rosebery Avenue Poringland Norfolk NR14 7SN
Decision: Approval with Conditions

L Neal re-joined the meeting 7.48pm

7. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation up to 30th November 2022
- b) Accounts for Payment
- i. The accounts for payment were **AGREED** Proposed D Hewer, seconded C Walker.
 - ii. The accounts for payment with pecuniary Interests were **NONE**
 - iii. The additional payment list provided was **AGREED** Proposed D Hewer, seconded C Walker.
 - iv. Chris Walker **CONFIRMED** he would approve payments for January 2023.

Payee	Code	Description	Total (Gross)	VAT
Dec '22 Staff costs, PAYE, Pension Contributions & Expenses			£14,792.37	
Hugh Crane	Community Centre	Cleaning Supplies	£262.36	£43.72
PKF	General Admin	External Audit	£1,200.00	£200.00
Spire	Community Centre	Relief Caretaking	£151.20	£25.20
R A Saunders	C.C/B.Shelters/Pavilion	Window Cleaning	£215.00	
Chaplin Farrant	Commuted Sum	Community Land - Fees	£1,230.00	£205.00
The Alarm Company	Community Centre	Annual Inspection	£326.40	£54.40
Officeflow	General Admin	Printing	£57.55	£9.60
SNDC	Pavilion	Premise Alcohol License	£70.00	
Microshade	General Admin	IT Hosting	£444.30	£74.05
Garden Guardian	Mulberry Park/Devlin Drive/Playing Field	Grounds Maintenance	£1,633.70	£272.28
Yare	Café	Consumables	£115.74	£7.24
Business Webpage Ltd	General Admin	IT Hosting	£326.00	
Amazon for Business	Misc	Christmas Tree	£149.99	£25.00
Plandescil	Community Land	Professional Services	£4,733.40	£788.90
Spruce Landscapes	B. Ground/Memorial Garden/Playing Field	Grounds Maintenance	£1,459.00	£243.17
Rialtas	General Admin	Training	£240.00	£40.00
Amazon for Business	Outside Spaces	Memorial Plaque	£18.97	£3.16
Garden Guardian	Mulberry Park/Devlin Drive/Playing Field	Grounds Maintenance	£1,633.70	£272.28

Cooks	Community Centre	Maintenance	£348.00	£58.00
PHS	Community Centre	Cleaning	£111.02	£18.50
Microshade	General Admin	IT Hosting	£444.30	£74.05
Amazon for Business	General Admin	Stationery	£8.98	£1.50
Amazon for Business	Community Centre	Café Equipment	£13.44	£2.24
NBB Recycled Furniture	Outside Spaces	Memorial Bench	£624.00	£104.00
Amazon for Business	Community Centre	Misc - Storage	£14.22	£4.99
Amazon for Business	Community Centre	Café Equipment	£10.81	£1.80
Grenke	General Admin	Printer Equip Protection	£117.60	£19.60
Wave	Pavilion	Water	£45.63	
Wave	Burial Ground	Water	£63.28	
Wave	Community Centre	Water	£286.67	
Grenke	General Admin	Printer Lease	£293.33	£48.89
Total Energies	Pavilion	Electricity	£160.31	£7.64
Total Energies	Pavilion	Gas	£91.94	£4.38
Total Energies	Pavilion	Gas	£2.13	£0.10
ICO	General Admin	DP Renewal Fee	£35.00	
BT	General Admin	Landline & Broadband	£104.28	£17.38
BT	General Admin	Mobiles – Dec 22	£72.17	£12.03
BT	General Admin	Mobiles - Nov 22	£71.30	£11.88
Worldpay	Community Centre	Card Machine	£148.94	£9.93
Worldpay	Community Centre	Card Machine	£115.15	£8.87
Unity Multipay Card	Various	Credit Card	£2,271.47	£105.36
Unity Trust Bank	General Admin	Manual Handling Charge	£46.20	
Unity Trust Bank	General Admin	Service Charge	£73.05	
TOTAL			£34,632.90	£2,775.14

8. To Agree 2023/24 Budget and Precept

The Budget for 2023/24 had been presented to the Finance and Governance Advisory Group on two occasions by the clerk and assistant clerk. It was agreed that the budget had been carefully reviewed and that with the increasing cost of fuel and the extended responsibilities within the parish, that the budget was a clear and realistic forecast for the year ahead.

It was **RESOLVED** to accept the budget 2023/24 as presented. Proposed J Henson, seconded C Walker.

The precept for 2023/24 was discussed following the approval of the budget. The Parish Council recognised that they would use some of the free general reserves for some items within the budget however a small increase on precept would be required. The recommendation from the Advisory Group was to increase the precept to £214,567.00 which on Band D would be £104.06 per annum, an increase of £0.70 a month.

It was **RESOLVED** to accept the proposed precept for 2023/24 as presented. Proposed C Walker, seconded D Hewer.

The parish council wished to give thanks to the clerk and assistant clerk for a clear and concise presentation of the budget and precept.

9. To Consider Replacement Trustees for Sand and Gravel Charity due to Three Resignations

Following the resignation of three of the four trustees to the charity a discussion and decision was required as to how to move forward with the charity. The clerk had spoken with two of the trustees who had resigned to get a better

understanding of the charity. Under the constitution of the charity the Parish Council must appoint 4 trustees. It was explained that as the years have passed that the charity is experiencing more difficulty in donating money as a combination of strict rules and fewer groups in Poringland have resulted in less donations being made. The two parting trustees had explained to the clerk that the charity needed a new direction or be dissolved. C Walker who is the remaining trustee agreed and it had already been suggested at a trustee meeting that a sensible approach would be to dissolve the charity and the outstanding money be used on a community project. C Walker and the clerk suggested that if the charity was dissolved that the funds could be used towards the community land project. J Henson suggested if the money could be used on a tangible object on the community land, a plaque can be placed so that the community would know where some of the funding for it came from.

It was **AGREED** to dissolve the charity and the money would be allocated to the Community Land build. Proposed C Walker, seconded D Hewer. **AP** Clerk to contact the Charity Commission to start the process of dissolving the charity.

10. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Events Advisory Group – T Boucher reported to the Parish Council the success of the final two events of 2023. An update of the Christmas light switch on and the parish council raising £330.00 for EACH. J Joyce and the Bookings and Events Officer had welcomed Megan Kemp from EACH to the community centre where the money was presented.

Santa and his Chief Elf Timmy's sleigh ride around Poringland was the final event of 2023, despite the awful weather, the event was as popular as ever. The Parish Council wished to give thanks to the events group for all their efforts over the past few months with special mention to S Curtis and C Pitelen for the number of hours they had given to ensure that events were a success.

The Parish Council wished to pass on their sincere thanks to Ben Burgess for the supply of various equipment over the past year and to Trevor Spruce for his assistance at all the events held.

It was **AGREED** to send letter of thanks and a token of appreciation. Proposed T Boucher, seconded J Joyce. **AP** Clerk to arrange.

- b) Community Land Advisory Group – J Joyce gave an update that included reports from consultants, proposed drawings and various options for the AG to consider. Pre-planning advice had been positive and an application for full planning is aimed for February. This will be a major planning application and will take 13 weeks. The cost of planning is £1418.20. The recommendations to full council as a result of the Community Land Meeting were as follows.

Drainage & Flood Risk: Three companies have been approached. The advisory group recommend to full council the following:

Canham Consulting at £3450.00, have split their fee at £1500.00 for the flood risk and strategy, and then £1950 for a detailed design. The other consultants only allowed for the flood risk & strategy.

Planning Statement: Three companies to produce a planning statement for the planning application were approached. The advisory group recommend full council go with the following option.

Cheffins at £2400.00

Transport Statement: Three quotes obtained. The advisory group recommend full council go with this option. Canham Consulting at £1250.00 which is the most economic fee.

Landscape Design: The advisory group recommend full council go with this option.

Morrish & Associates at £1690.00

It was **AGREED** to accept the recommendations of the AG and to continue with delegated authority to the AG where necessary to ensure the project moves forward. Proposed J Joyce, seconded J Henson.

On the 29th December, a community planting session of hedging took place on the Community Land. This was led by H Gowman and was attended by 40+ volunteers who made short work of the planting. Many thanks were given to H Gowman for sourcing and arranging the event.

- c) Strategic Six – Discussions at the meeting included EACH requiring more volunteers, Neighbourhood Plans for neighbouring parishes and each parishes emergency plan.

J Joyce advised that the Parish Council hold some funds for the Strategic Six and that it may need for the clerk to issue invoices to each parish. The money covers the admin cost of the clerk for the group and any additional admin charges. **AP** Clerk will investigate what funds are held by the Parish Council and if invoices need to be issued.

County Councillor V Thomson arrived

Following V Thomson's report. Councillors asked a number of questions that included Carr Lane verges, the water main issue within Poringland and whether major works to renew are forecast. V Thomson confirmed that Carr Lane is still ongoing and that Anglian Water have no major works planned, works that will be carried out will simply be maintenance and repairs.

11. To receive proposal to close the meeting for item 12 under section 1 para 2 of the Public Bodies (Admission to Meetings Act 1960 as it refers to terms and conditions of service of employment and sensitive information including GDPR) Proposed J Joyce, seconded D Hewer **AGREED**

12. HR Update

- The clerk confirmed that the Parish Council had received the resignation of the Café Supervisor. It was **AGREED** to give delegated authority to the clerk and HR advisory group to advertise, interview and appoint two new café assistants. Proposed J Henson, seconded C Walker.
- The clerk advised that it would be beneficial for herself and the Parish Council to consult a HR professional. This would be to use on an as and when basis. It was **AGREED** for the clerk to source advice.
- K Aldridge presented to council the results of his investigation into a grievance raised. The findings of the investigation had been distributed to the HR Advisory Group and a Summary had been distributed to all councillors. As a result of changing circumstances, it has been filed as appropriate and no further action will be taken.

13. Date and Time of Next Parish Council Meeting

The next Parish Council meeting Wednesday 1st February 2023, 7pm at Poringland Community Centre unless otherwise advised.

Meeting closed at 8.58pm

CHAIRMAN