

Minutes of a Parish Council Meeting of Poringland Parish Council

Wednesday 1st February 2023 at 7pm

Meeting held at Poringland Community Centre

Attendance: Ken Aldridge, Tim Boucher, Sean Curtis, David Hewer, Lisa Neal, Carl Pitelen, Chris Walker.

Also, in attendance: Charlotte Hummel (Clerk), SNDC Trevor Spruce. No members of the public were present.

1. Election of Chair

John Joyce resigned as Chairman prior to the meeting taking place. D Hewer proposed Tim Boucher to be the next Chairman of Poringland Parish Council this was seconded by C Walker. There were no further nominations put forward and was **AGREED** unanimously. T Boucher accepted and signed the Chairs Declaration of Office.

T Boucher wished to give sincere thanks on behalf of the whole Parish Council to John Joyce for all his hard work, time and commitment as Chairman.

2. Apologies for Absence

John Henson, John Joyce and John Overton gave their apologies. These were **ACCEPTED**.

3. Election of Vice Chair

As a result of T Boucher being elected as Chairman the position of Vice Chair needed to be filled.

T Boucher proposed that John Joyce be the next Vice Chair, this was seconded by D Hewer. No further nominations were put forward and was **AGREED** unanimously. The clerk stated that as J Joyce was not in attendance that she would ensure confirmation of acceptance prior to the next meeting.

4. Declarations of Interest

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

C Pitelen Item 8ai – Non-pecuniary interest as the property backs onto their own property.

5. Minutes of the Meeting of 11th January 2023

The minutes of the last meeting held on 11th January 2023 were **AGREED** with minor spelling alterations. Proposed D Hewer, seconded C Walker.

6. Matters Arising including Clerk's Report

The clerk reported on the following matters:

- All policies are currently being reviewed and will be updated as necessary. There are a number of policies that the parish council should have, these will be presented to the parish council in due course.

7. 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 – K Aldridge asked about the health services working collaboratively and conjunction with each other with regard to an item on L Neal's report. L Neal advised that this would have been done.
- b) Public Participation – No members of the public in attendance
- c) Police Update – PC Andy Sneddon gave his apologies and wanted to advise of an incident where two high school children were approach by some youths and forced to turn out their pockets where they high school students had items were removed. PC Sneddon is working with the High School on this matter.
Lots of emails have been sent regarding parking on the Footpath. PC Sneddon will be working with the school on this matter.

L Neal withdrew from the meeting at 7.21pm

8.Planning

a) To Consider Applications Received

- i. 2023/0059 - Proposal: Proposed single storey and two storey rear extensions. (Resubmission of 2022/1245)
Location: 91 The Street Poringland Norfolk NR14 7RQ
C Walker presented the application. Following discussions, **NO OBJECTION** was given to the application C Walker Proposed, Seconded D Hewer. Unanimous with one abstention.
- ii. 2023/0085 - Proposal: Conversion of garage to amenity room and workshop (Retrospective)
Location: 65 Framingham Crescent Poringland Norfolk NR14 7TT
T Boucher presented the application. Following discussions, **NO OBJECTION** was given to the application. Proposed T Boucher, seconded D Hewer. Unanimous.

b) To Note Planning Decisions

- i. 2022/2150 - Proposal: Proposed garage
Location: 63 The Street Poringland Norfolk NR14 7RE
Decision: Withdrawn

L Neal re-joined the meeting 7.26pm

9. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation up to 31st December 2022
- b) Accounts for Payment
 - i. The accounts for payment were **AGREED** Proposed C Walker, seconded D Hewer.
 - ii. The accounts for payment with pecuniary Interests were **NONE**
 - iii. The additional payment list provided was **AGREED** Proposed C Walker, seconded D Hewer.
 - iv. C Walker **CONFIRMED** he would approve payments for February 2023.

Payee	Code	Description	Total (Gross)	VAT
Jan '23 Staff costs, PAYE, Pension Contributions & Expenses			£15,266.05	
Ezyglide	Community Centre	Partition Maintenance	£750.00	£125.00
Officeflow	General Admin	Printing	£57.54	£9.59
MPS Doors	Community Centre	Door Repair	£192.00	£32.00
Yare Shipping	Community Centre	Café	£461.66	£33.14
Amazon for Business	Community Centre	Café Consumables/Equip	£275.72	£42.14
Richard King (Builder)	Community Centre	Second Office	£6,030.84	
Auditing Solutions	General Admin	Interim Internal Audit	£576.00	£96.00
Bartlett Signs	Outside Spaces	Sign Brackets	£42.77	£7.13
Zurich	General Admin	Insurance	£4,590.12	
Six+ Strategic Admin	Six+ Strategic Group	Administration	£174.28	
G J Johnson & Sons Ltd	Community Centre	Maintenance	£131.09	£21.85
Hugh Crane	Community Centre	Cleaning Consumables	£277.79	£46.29
Ian Smith	General Admin	Stationery	£52.68	£8.78
4d Geo Ltd	Community Land	Geo-environ Consultancy	£6,600.00	£1,100.00
Glasdon Uk Ltd	Community Centre	Maintenance	£11.54	£1.92
Unity Multi Card	C Centre/Admin/Misc.	Café/Web Hosting/etc	£1,260.39	

Total Energies	Community Centre	Electricity	£1,612.15	£268.69
Total Energies	Pavilion	Electricity	£225.73	£10.75
Veolia	C. Centre/B. Ground	Waste Removal	£78.48	£13.08
BT	General Admin	Landline & Broadband	£105.82	£17.63
BT	General Admin	Mobile Phones	£91.93	£15.32
BT	General Admin	Mobile Phones (Credit)	-£1.20	-£0.20
Yare Shipping	Community Centre	Café - credit note	-£8.09	
Yare Shipping	Community Centre	Café	£6.28	
Peter Matthewson	Community Land	Credit note - dup payment	-£624.00	-£104.00
Sweetzy Ltd	Community Centre	Café - Sweet Trial Refund	-£212.99	-£35.51
TOTAL			£38,024.58	£1,709.60

- c) The Parish Council considered a donation request from The Octagon Post Office to help with the increase of utility costs. It was **AGREED** that a donation of £375.00 would be given. Proposed C Walker, seconded L Neal. Unanimous.
- d) Internal Auditors 1st Interim Report – The report had been circulated to councillors prior to the meeting. The report raised two recommendations with the clerk having already implementing one of the recommendations. Councillors were happy with the result of the interim audit with no comments raised and the report was **NOTED**.
- e) Parish Councils Subscription to NPTS and consideration of renewing the subscription to Norfolk ALC – The parish council considered whether they required the Norfolk ALC membership for 23/24. It was felt that the service that they have received this past year was not as they have previously received and it was noted that the Clerk is a member of SLCC so is able to have access to NALC without requiring this membership. NPTS have been offering various training courses and all participants have found them informative. The service had also been really helpful with recruitment and advice. D Hewer expressed some of his concerns with continuing with Norfolk ALC and it was **RESOLVED** to not continue with Norfolk ALC when the subscription comes up for renewal and to continue with the services from NPTS. Proposed L Neal, seconded D Hewer. Unanimous.

10. Approve the Enrolment of the Parish Council onto a HR and Payroll Package

The clerk had contacted a variety of companies that deal with HR software and Payroll software. This is as a result of the number of employees that the Parish Council now have. Currently the Parish Council use HMRC software to carry out payroll but this is no longer an option when you have over 15 employees. The HR Software would also be integral for staff, which allow for the clerk to combine a number of HR related issues and all stored in one place. A HR and Payroll Package by Iris was presented to the Parish Council. The cost of the Professional HR package combined with Payroll would be £5.00. K Aldridge enquired what the cost of the Ultimate Package would be as this also covered appraisals. The clerk did not have this information however would speak to Iris. The Parish Council **RESOLVED** that the clerk contact Iris and if raising the HR package from Professional to Ultimate resulted in an increase of and additional £1 per employee then to go ahead with the order. Proposed D Hewer, seconded K Aldridge. Unanimously agreed.

11. Consider the Offer of Additional Grit Bins for the Parish by County Councillor Vic Thomson

County Councillor Vic Thomson had enquired whether the Parish Council would be interested in some more Grit Bins located within the Parish. V Thomson is happy to supply Poringland with 3/4 bins. These bins would then be filled by Highways. V Thomson had also stated that his area of focus would be the newer developments that currently do not have one. The Parish Council wished to thank V Thomson for the offer and it was **AGREED** unanimously to accept the offer. Proposed L Neal, seconded C Walker. AP. Clerk to order the grit bins and pass the bill to Highways for payment from V Thomson's allowance.

12. Van Lease Rental and Agree an Option to Obtaining a Parish Vehicle

The clerk explained that trying to obtain finance for a lease on an electric van as a result of being a Parish Council had been difficult, the clerk advised that she could continue trying but would the parish council consider another option for the short term as a requirement for a van was now becoming essential. Following discussions, it was **AGREED** unanimously that for the immediate problem to buy a petrol/diesel van from the budget that was set aside for lease and revisit the leasing option in a couple of years. Proposed C Pitelen, seconded S Curtis

13. Receive Updates and Consider Recommendations from Advisory Groups

a) D Hewer gave the following Summary as a result of the Amenities Advisory Group meeting:

Burial Ground and Queen's Memorial Bench: *The Queens Memorial Bench has now arrived. The caretaker will be giving it some extra coats of Teak Oil and quotes are being obtained for a small reflection corner of the burial ground where the bench will be located.*

Queen's and Prince Philip's Jubilee Memorial Trees: *A 6/7-foot oak tree has now been purchased and planted. This is located behind the community centre. The Queens Jubilee sign needs to be removed and re-fixed to a stake. The council still need to get a plaque for Prince Philip and will be located along side.*

Playground Consultation: *The Clerk and Assistant Clerk have met with Kiran and Tom from Proludic UK following the consultation that took place in September. They will now be looking at designing a playground based on the results. The clerk and a clerk will be looking into various funding streams for this project.*

Five Ways Roundabout: *It was reiterated that the sub-committee needs to be re-established and the CIL money spent before it is lost.*

Dog Poo Signs: *Locations have been identified and the signs will be erected at the end of January.*

Woodland Management Plan: *The draft plan was a good starting point to ensure that the Woodlands are carefully managed. A meeting with Rick Morrish will be arranged to work through the plan.*

Community Woods: *Various works will be carried out by the council over the next couple of weeks. Various items of rubbish have also been removed.*

A resident has been depositing straw/hay in the woods. Although this has been done with best intentions, the council need to discourage this as it could encourage others to do the same and could end up causing a larger scale issue.

Parks and Open Spaces: *The clerk is currently working through any additional land that is due to be received from developers to the Parish Council. The council are mindful of the additional responsibilities and will now be looking at how the commuted sums are spent and how this could affect the budget in future when play equipment comes to the end of its shelf life.*

Contracts for Large Areas and Verges: *These are up for renewal these were discussed at length and ensuring that within the contract that contractors contact the PC when they have visited site. Tenders will be considered at the next full council meeting.*

A question was asked when the group would be meeting regarding the 5 ways roundabout with Framingham Earl Parish Council. C Walker informed that he would look into this.

It was noted that S Raney and T Spruce had been delivering wood chipping to the entrance of the woods. This will be on the paths of the woods.

b) C Pitelen gave an update for the Community Land Advisory Group. C Pitelen explained the plans for the clearance of the ditches, getting the meadows hedge lines cleared and looking at options for funding for more hedging. Further work would need to be undertaken before the end of February and some external contractors would need to be used. It was **AGREED** to give delegated authority to the Clerk and C Pitelen to get these works carried out. Costs would be covered as per the Parish Councils Financial Regulations. Proposed T Boucher, seconded D Hewer.

- c) Events 2023 – Kings Coronation will take place on 6th May 2023. Framingham Earl Parish Council wish to join Poringland Parish Council in a joint celebration. It was **AGREED** that this event be held Jointly. **AP** the Clerk will arrange for a meeting to be held on 16th February and to contact the Clerk of Framingham Earl Parish Council.

14. Proposal to close the meeting for item 15 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 D Hewer, seconded C Walker **AGREED**

15. HR Update

- Recruitment for café assistants is underway. Delegated Authority was given to the Clerk and HR Advisory Group to advertise, interview and recruit to fill the positions.
- The Parish Council **CONFIRMED** the incremental PayScale rise for the Clerk, Assistant Clerk and Finance and Admin Office from the 1st April 2023.
- It was **CONFIRMED** that the Parish Council are still awaiting confirmation for the cost of living pay rise for those employees on the NJC PayScale for 2023/24.
- It was confirmed that all other employees from the 1st of April 2023 will follow the Real Living Wage.
- The Parish Council **AGREED** that following confirmation that all employees will be paid at least the Real Living Wage from 1st April 2023 that they will apply to be a Recognised Service Provider of the Real Living Wage.

16. Date and Time of Next Parish Council Meeting

- a) The dates of Full Parish Council and Advisory Group meetings for 2023/24 were **CONFIRMED**.

Full Council meetings will take place as follows at 7pm unless otherwise stated:

1st March 2023

5th April 2023 (6pm Annual Parish Meeting, 7pm Council Meeting)

10th May 2023 (Annual Parish Council Meeting)

14th June 2023

12th July 2023

13th September 2023

11th October 2023

8th November 2023

13th December 2023

10th January 2024

14th February 2024

13th March 2024

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

Meeting closed at 8.00pm

CHAIRMAN