

Minutes of a Parish Council Meeting of Poringland Parish Council

Wednesday 5th April 2023 at 7pm

Meeting held at Poringland Community Centre

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

Also, in attendance: Charlotte Hummel (Clerk), Lisa Callow (Assistant Clerk), SNC Trevor Spruce, NCC Vic Thomson (arrived later in the meeting) One member of the public.

1. Apologies for Absence

Chris Walker, John Henson These were **ACCEPTED**.

2. Declarations of Interest

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

3. Minutes of the Meeting of 1st March 2023

The minutes of the last meeting held on 1st March 2023 were **AGREED**. Proposed D Hewer, seconded J Joyce.

4. Matters Arising including Clerk's Report

The clerk reported on the following matters:

- **Email Migration:** The migration of all council staff and councillors has now been completed to Microshade. The clerk will now be looking to cancelling the Weblever account and councillors should not use their council Gmail account in future
- **Community Centre Breakout Office:** Work has now been completed on the new office and the widening of the Events Cupboard Door.
- **Burial Ground:** Some general maintenance work has been carried out and some of the headstones that had been recognised to be fixed a near completion of repair. A small area on the perimeter of the cemetery has had some laurels planted. This is due to some trees being removed from a neighbouring property and the cemetery being exposed.
- **Community Woods:** Councillors Pitelen, Curtis and Joyce have been working hard within the Community Woods. Various work has been carried out including some tree felling, wood chippings being spread on the paths and tree guards being removed from some developed saplings. Thanks to S Raney and Spruce Landscapes for the wood chippings and thanks to the additional volunteers who have help.
- **Footpath Maintenance:** A maintenance company will be addressing the issue of some of the footpaths in Poringland. Highlighted is the emergency work to the footpath from the lakes to Potters Way and the path leading from The Ridings to the Community Centre. Some ground work will also be done on the entrances to some of the Parks in the parish.
- **Fire Training:** council staff will be undertaking fire training on the 6th April.
- **End of Year:** A stock take is due to take place on Monday 3rd April at the community centre, this will start the end of year closedown with accounts and practices being completed prior to the second internal audit set for May.
- **Iris Staffology and Payroll:** The Clerk and Assistant Clerk are currently undertaking Training on how to use the new software. Payroll will commence in April on the new system.
- **EACH Visit:** The Chair and Clerk visited The Nook on the 27th March. It was a very informative tour and highlighted what the Hospice offers and what the running costs are for the charity. The charity fundraisers are keen to learn more of the Councils running team and how they can help with promotion.
- **Banking Security:** There have been various issues with Barclays and the transfer of money from the Charity Account. The clerk has filled in forms for a new account. The councils various accounts are asking for various security questions, this has been addressed and some accounts have also been updated to reflect the new staffing structure. Some accounts will still require updating.
- **Defibrillator:** The clerk has filed a claim with the driver's insurance company as a result of the accident at the Railway Tavern.
- **Bus Shelter at Royal Oak & Bin at Playing field:** Two acts of vandalism have been recorded to the police and the crime reference numbers have been sent to the council's insurance company.

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
- b) County Councillor V Thomson gave her report.

- c) Public Participation – None

L Neal withdrew from the meeting

6.Planning

- a) To Consider Applications Received
 i) 2023/0525 - Proposal: Extension to replace an existing conservatory.
 Location: 1 Malten Close Poringland Norfolk NR14 7RW. – **NO OBJECTION** Proposed S Curtis, Seconded John Joyce
 b) To Note Planning Decisions

L Neal re-joined the meeting

7. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation up to 31st January 2023
 b) Accounts for Payment
 i. The accounts for payment were **AGREED** Proposed D Hewer, seconded L Neal.
 ii. The accounts for payment with pecuniary Interests were **NONE**
 iii. The additional payment list provided was **AGREED** Proposed D Hewer, seconded L Neal.
 iv. J Joyce would approve payments for February 2023 and payroll for March 2023.

<u>Payee</u>	<u>Description</u>	Gross	VAT
Mar '23 Staff costs, PAYE, Pension Contributions & Expenses		£14,560.93	
W Gould	Hedge Trimming	£640.00	
Bergh Apton Conservation Group	Wildflower Mix - Coronation Event	£49.99	
Stall Holder	Refund - Cancelled Pitch	£20.00	
Stall Holder	Refund - Cancelled Pitch	£10.00	
Sean Goodman - Magician	Coronation Event	£250.00	
Norwich Electrical	Annual Lighting Check	£132.00	£22.00
Norwich Electrical	Site Visit - Lighting Replacement	£156.24	£26.04
The Play Inspection Company Ltd	Play Equipment Inspection	£270.00	£45.00
Office Water Supplies	Water Filter Machine	£85.80	£14.30
Eastern Counties Securities Ltd	Caretaker Uniform / Aprons	£320.76	£53.46
Cheffins	Professional Planning Services	£1,754.40	£292.40
Garden Guardian	Grounds Maintenance	£1,633.70	£272.28
Ben Burgess	Tools & Equipment - Hedge Trimmer	£624.00	£104.00
Spruce Landscapes	Hedging	£246.00	£41.00
S Raney	Tree Felling	£475.00	
S Raney	Tree Work	£485.00	
Microshade	IT Hosting	£329.70	£54.95
Hugh Crane	Cleaning Consumables	£450.04	£75.00
Yare	Café	£669.74	£2.63

Amazon for Business	Café/Web Hosting/Fees/Maintenance	£389.51	£54.84
Officeflow	Printing	£57.55	£9.60
Pitkin & Ruddock	W/E Labour hrs re annual service	£192.00	£32.00
A Saunders	Window Cleaning	£125.00	
The Print Bar	Misc - printed t-shirts	£21.50	
Lakenham Creamery	Cafe Consumables	£80.64	£13.44
SLCC	SLCC Subscription	£337.00	
Canham Consulting	Surface Water Design	£4,680.00	£780.00
Richard King	Second Office - Building Work	£1,350.00	
<u>Direct Debits</u>			
BT	Mobile Phones	£98.42	
South Norfolk District Council	Dog Bins Annual Fee - 1/4/22- 31/3/23	£3,669.48	£19.68
South Norfolk District Council	Non Domestic Rates - 01/04/23-31/03/24	£1,329.96	£729.96
South Norfolk District Council	Non Domestic Rates - 01/04/23-31/03/24	£25.09	
Total Energies	Gas	£314.74	
Wave	Water	£61.71	
Sum Up	Transaction Fees	£34.10	
Veolia	Waste Removal	£65.36	
Wave	Water	£76.35	£13.07
Wave	Water	£319.25	
Worldpay	Café - Card Machine	£30.00	
ICO	ICO GDPR Renewal	£41.00	£6.00
BT	Internet & Landline	£96.24	
ESPO	Gas	£308.82	£19.24
Total Energies	Electricity	£1,401.74	£57.92
Total Energies	Electricity	£461.73	£268.75
Unity Multipay Card	Café/Web Hosting/Fees/Maintenance	£335.51	£9.66
Grenkleasing Ltd	Printing	£285.67	£41.23
Unity Trust Bank	Bank Fees	£93.29	£48.89
Richard King Building & Maintenance	Second Office	£1,380.00	
Unity Trust Bank	Bank Fees	£75.75	
Casual Hirer	Refund for cancelled booking	£395.50	
Worldpay	Card Machine	£36.00	
		£39,444.96	£3,107.34

- c) It was **AGREED** to write of a small number of lower figure Bad Debtors and to give a customer a refund on a booking. Proposed L Neal seconded D Hewer.

8. To Approve Poringland's Emergency Plan

The emergency plan was discussed and it was **AGREED** to adopt the plan with one amendment of a councillor's telephone number. It was recommended that the plan is reviewed on an annual basis to ensure that the document stays relevant and that the level of work taken to complete the adopted plan does not happen in future. Thanks, were given to D Hewer for his time on this. Proposed J Joyce, seconded K Aldridge

9. To Review and Approve the Following Policies

- a) Internal Control Statement – Reviewed and **APPROVED** Proposed J Henson, seconded J Joyce
- b) Reserve's Policy – **ADOPTED** Proposed D Hewer, seconded L Neal
- c) Lone Worker Policy – Reviewed and **APPROVED** Proposed L Neal, seconded K Aldridge
- d) CCTV Policy – Reviewed and **APPROVED** Proposed D Hewer, seconded K Aldridge

10. Receive Updates and Consider Recommendations from Advisory Groups

- a) Events 2023 – The clerk gave an update on the Kings coronation and Summer Fair Plans – **NOTED**

b) Community Land Project – Final Plans were presented to full council of the design for the community land. These plans had been altered slightly to reflect the recommendations from consultants on the project. It was **AGREED** to approve the plans and to allow for the planning application to be submitted to South Norfolk Council. Proposed D Hewe, seconded C Pitelen. Further discussions were had about drainage and J Irwin from Chaplin Farrant had confirmed that she would look into this.

11. Date and Time of Next Parish Council Meeting

The Annual Parish Council Meeting will take place on Wednesday 10th May at 7pm at Poringland Community Centre

Meeting closed at 8.11pm

CHAIRMAN