

Minutes of an Annual Parish Council Meeting of Poringland Parish Council

Wednesday 10th May 2023 at 7pm

Meeting held at Poringland Community Centre

Attendance: Ken Aldridge, Tim Boucher, Sean Curtis, John Henson David Hewer, John Joyce, John Overton, Carl Pitelen.

Also, in attendance: Charlotte Hummel (Clerk), SNC Nicola Fowler, PC Andrew Sneddon.

1. To Elect Chairperson to the Parish Council

J Henson nominated Tim Boucher as Chair, David Hewer seconded the nomination. With no further nominations were put forward. With unanimous agreement T Boucher accepted the position of Chair and signed the Declaration of Office as Chair.

2. To Record and Accept Apologies for Absence

Lisa Neal **ACCEPTED**

NCC Vic Thomson

3. To Elect Vice-Chairperson

T Boucher nominated John Joyce as Vice Chair, David Hewer seconded the nomination. With no further nominations were put forward. With unanimous agreement J Joyce accepted the position of Vice Chair.

4. To Receive Declarations of Interest

i) All councillors were to submit their declarations of interest to the clerk for submission to SNC.

ii) No declarations of interest were received regarding to items on the agenda.

5. To Agree Minutes of the Meeting on 5th April 2023

The minutes of the meeting held on the 5th April 2023 were **AGREED**. Proposed D Hewer, seconded J Joyce.

6. To Consider Eligibility for General Power of Competence

It was confirmed that the Parish Council was eligible and continue with General Power of Competence.

7. Matters Arising, including Clerk's Report

The clerk gave the following report:

- Fire Training - Council staff undertook fire training with those that took part passing. As a result of the training it highlighted areas within the community centre that are a fire risk and these have been addressed.
- Coffee Machine - I have contacted three companies regarding a new coffee machine for the café. I am awaiting a third quote and this will then be brought to council.
- Gas Provider - The council have entered a new 4-year deal with ESPO for the gas supply to the community centre. ESPO provided the most competitive deal.
- Cemetery – It has been reported that a number of grave stones are leaning. Further investigation needs to take place as to why this is happening. Once a cause has been established the headstones will be reset.
- Stephen Warminger – The Chair and Clerk attend a memorial gathering with family and friends on Sunday 7th May to unveil a bench in memory of Stephen. The number of people that attended the unveiling was testament to the man that Stephen was. The bench is located on Mulberry Park

- Vandalism – A bus shelter on Norwich Road just past Caistor Lane has been vandalised. Sadly, due the extent of the vandalism the shelter has had to be removed. The incident has been reported to the police. PC Sneddon has approached the High School who will be raising it with each class. The clerk has informed the insurance company. Cost of removing and replacing is approximately £5000. A second gate at the park on Victory Ave has also been broken off its hinges. The area and posts have been made safe and the gate removed. This has also been reported to the police and the insurance company.

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

- a) District Council Report (7 minutes) – New District Councillor Nicola Fowler introduced herself to council and explained a bit about herself. Council welcomed Nicola to the meeting and looked forward to working with her.
District Councillor John Overton, gave congratulations to Nicola. He explained that meetings were taking place regarding all the positions at district following the elections. The AGM on the 24th May will confirm who will carry out roles and the position of Chair will be filled.
- b) County Council Report (5 minutes) - NONE
- c) Public Participation (15 minutes) - NONE
- d) Police Update – PC Andrew Sneddon gave a report (Appendix 1). Questions were raised about the recent vandalism of the bus shelter and camera effectiveness. PC Sneddon reiterated that he had already approached the High School and that all the children were spoken to about the incident. The police will continue to monitor the issue within the parish.

9.Planning

- a) To Consider Applications Received
 - i. 2023/1161 - Proposal: Single Storey Rear Extension
Location: 38 The Street, Poringland NR14 7JT. – **NO OBJECTION**. Proposed J Joyce, seconded J Henson.
 - ii. FUL/2023/0008 – Proposal: Application for non-compliance with condition No.2 (approved plans), No. 6 (AIA, Method Statement and Tree Protection Plan) and No.7 (T3 no-dig system) of planning permission FUL/2021/0049 to allow for a change to roofing material, reposition of external door and the removal of tree T3 with mitigation planting.
Location: Poringland County Primary School, The Footpath, Poringland NR14 7RF – **NO OBJECTION**. Proposed J Joyce, seconded D Hewer.
 - iii. 2023/0798 - Proposal: Outline planning application for proposed access only (all other matters reserved) for x2 no new semi-detached dwellings with associated parking spaces and gardens.
Location: 128 The Street Poringland Norfolk NR14 7LA – **OBJECTION**. Proposed J Joyce, seconded J Henson
 - It was noted that the drawing appeared to give a misrepresentation of the proximity of drive to the main road. It also did not appear to give an accurate reflection of how close house number 116 is to the road edge, therefore the adequacy of the vision splay is not correct.
 - The commercial units located opposite could be a safety risk due to the frequent use all day.
 - Concerns were raised over the narrowness of the lane and that this could cause trouble with vehicles reversing blindly onto the highway.
 - The guide drawings associated with the application do not meet the neighbourhood plan and concern was drawn to the house suggested would require more parking spaces which would exacerbate the problem further.

- b) To Note Planning Decisions – None at time of publication
 - i. 2023/0922- Proposal: Certificate of lawful use for proposed demolition of existing conservatory and erection of single storey rear extension.
Location: 46 Cawstons Meadow Poringland Norfolk NR14 7SX
Decision: **Withdrawn**

10. Finance

- a) Receipts, Payments, and Bank Reconciliation up to 31st March 2023 were ACCEPTED. Proposed J Henson, seconded D Hewer.
- b) Accounts for Payment
 - i. The accounts for payment were (Appendix 2) **AGREED**. Proposed J Henson, seconded D Hewer.
 - ii. The additional payment list provided were **AGREED**. Proposed J Henson, seconded D Hewer
 - iii. J Henson agreed to approve payments.
- c) Q4 Budget Monitor had been distributed to council prior to the meeting. Council considered the recommendations from the advisory group to combine the commuted figures of Mulberry Green and Mulberry Park and to combine the two figure lines for the Community Land. The recommendations were **APPROVED**. Proposed J Joyce, seconded J Henson.
It was noted that a new chair would be required for the Finance and Governance Advisory Group.
- d) Annual Governance and Accountability Return
 - i) Final Internal Report carried out in May 2023 was discussed. Council wished it to be noted that they were pleased with the comments made by the internal auditor and thanks to the office staff for their work which resulted in a very positive report.
 - ii) The Annual Governance Statement was AGREED and SIGNED. Proposed D Hewer, seconded J Henson
 - iii) The Annual Accounting Statements was AGREED and SIGNED. Proposed D Hewer, seconded J Henson.
 - iv) The Public Rights to View will commence 05/06/2023 – 14/07/2023.

11. To Review and Approve the following policy:

- a) Councillor Code of Conduct – **APPROVED**. Proposed D Hewer, seconded J Henson
- b) Equality and Diversity Policy – **ADOPTED**. Proposed D Hewer, seconded J Henson
- c) Scheme of Delegation – **APPROVED**. Proposed D Hewer, Seconded J Henson

12. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Events Advisory Group 2023 – Kings Coronation event was very well attended and with the exception of one social media comment the event was a success. Thanks, was given to all staff and volunteers who gave up their time for the event.
The Summer Fair plans on the 17th June are coming together with a variety of stalls, food vendors, activities and a fun fair. It was confirmed that the Café will be open for the event also. Entertainment has also been confirmed with local groups in the day and The Lee Vasey Band late afternoon.
- b) Community Land Project – Planning application had been submitted to SNC. It was confirmed that this will have a thirteen-week turnaround as it is classed as a major planning application.
- c) Drainage issues were raised and that quotes would be required as soon as possible. It was confirmed that C Pitelen would work with the clerk to obtain quotes and C Pitelen would provide explanation of what would be required.
- d) Community Centre Advisory Group – The community centre summary was noted.

13. To Receive Proposal to Close the Meeting for Item 14 Under Section 1 Paragraph 2 of the Public Bodies (Admissions to Meetings) Act 1960 as it refers to Commercial Sensitivity. – Proposed J Joyce, seconded J Henson. **AGREED.**

14. To receive an Update on a Land Matter and Consider Legal Advice Given to Reach a Resolution

An offer had been made from the landowners to cover the councils cost on a deed of covenant. It was **AGREED** to accept the offer. Proposed J Henson, seconded D Hewer. T Boucher as chair will sign the deed of covenant on behalf of the Parish Council.

15. Date and Time of Next Parish Council Meeting

The next Parish Council Meeting will take place on Wednesday 14th June at 7pm at Poringland Community Centre unless otherwise advised.

Meeting Closed at 8.29pm

CHAIRMAN

Appendix 1

Police Report – Poringland Beat Manager PC Andrew Sneddon

For Poringland there have been 119 recorded crimes for the period 1st April 2022 – 31st March 2023 compared to 114 for the same period last year.

27% of these recorded crimes related to domestic related incidents.

Recorded ASB incidents remain low and patrols will continue to monitor and deter this type of behaviour.

There have been 2 recorded burglaries for residential properties, which is a reduction of 50%

Criminal damage offences have reduced by 6, which is a reduction of 20%.

Theft offence increased from 9 to 11 but there is no pattern to this increase.

Drug offences remain low.

There are certainly no spikes in other crime types or causes for concern from the figures available to me.

I am aware recent reports of criminal damage to play equipment and to 2 bus shelters. Enquiries are on-going and patrols will continue of the local area and known ASB hotspots.

The current priorities for entire beat (all 21 Parishes) are as follows:

1. Road Safety (Speeding)
2. ASB Vehicle (Anti-social vehicle use)
3. ASB Personal

I have conducted speed enforcement along Norwich Rd, Caistor Lane, Stoke Road and The Street. This will continue with the support of the Safety Camera Team and Roads Policing.

ASB vehicle use in Poringland is sporadic in nature. I have issued 1 x Section 59 to a motorcyclist seen riding on the pavement and received two separate reports of motorbikes travelling at excess speed.

Personal ASB patrols continue in and around The Ridings, Victory Avenue, Poringland, Ellis Mead. Bricklewood Avenue and Poringland Rec.

Parishioners can contact me using: SNTPoringland@norfolk.police.uk

<u>Payee</u>	<u>Description</u>	TOTAL
April '23 Staff costs, PAYE, Pension Contributions & Expenses		£14,832.09
Dyno Rod (P Bowyer Associates)	Waste Removal	£210.00
Decathlon	Misc. - Uniform	£14.47
Wasted Managed Ltd	Waste Removal - May 23	£216.00
SLCC	Parish Council Guides & Manuals	£276.80
Crazy Skins Face Painting	Coronation Event	£135.00
SNDC	Planning Application	£1,450.00
Poringland Residents	Just Giving Funds - Poringland Fire	£1,641.20
Rialtas	Annual Fees - Sales/Purchase Ledger/Cashbook	£762.66
Rialtas	Annual Fees - Booking Diary Software	£341.32
Rialtas	Annual Fees - VAT Software	£80.24
Spruce Landscapes	Grounds Maintenance - April 23	£715.00
Spruce Landscapes	Grounds Maintenance - May 23	£715.00
Ben Burgess	Fuel	£22.99
Amazon For Business	Stationery/Café Equipment/Coronation Event	£219.03
Garden Guardian	Grounds Maintenance - March 23	£1,633.70
Ravencroft Tree Services Ltd	Tree Survey	£570.00
Yare	Café Consumables	£832.87
A11	Footpath Repair	£84.00
Microshade	IT Hosting	£460.79
Officeflow	Printing	£57.54
1st Class Fire Protection Ltd	Fire Safety Equipment	£568.68
The Alarm Company	Battery Replacement	£107.06
Hugh Crane	Scrubber Dryer Repair	£165.45
Hugh Crane	Cleaning	£80.62
Garden Guardian	Grounds Maintenance - April 23	£1,633.70
Garden Guardian	Grounds Maintenance - May 23	£1,706.79
Norse	Kitchen Fan Clean	£348.00
Glasdon	Bench	£758.12
Richard Morris Associates	Landscaping Services	£3,702.00
Microshade	IT Hosting	£460.79
Amazon for Business	Office Equipment - Label Maker	£32.48
Amazon for Business	Stationery	£13.60
Spruce Landscapes	Removal of Vandalised Bus Shelter	£216.00
<u>DDs</u>		
Total Energies	Gas	£100.80
BT	Landline & Broadband	£124.17
BT	Mobile Phones	£118.10
ESPO	Gas	£313.72
Veolia	Waste Removal	£104.48
Worldpay	Café/Bar Card Machine	£36.00

Total Energies	Gas	£107.82
IRIS	HR Software	£76.80
BT	Mobile Phones	£136.82
BT	Broadband and Landline	£140.38
Unity Multicard - April 2023	Café Consumables/Maintenance	£713.85
Unity Multicard - May 2023	Café Consumables/Maintenance	£523.45
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