

Minutes of a Parish Council Meeting of Poringland Parish Council

Wednesday 1st June 2022 at 7pm

Meeting held at Poringland Community Centre

Attendance: John Joyce (Chair), Ken Aldridge, Tim Boucher (Vice Chair), Sean Curtis, John Henson, David Hewer, John Overton, Carl Pitelen

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

1. To Record Apologies for Absence

Apologies were **ACCEPTED** from L Neal and C Walker.

NCC Vic Thomson gave his apologies

2. To Receive Declarations of Interest

J Overton said that he would not take part in item 6.

J Joyce declared a non-pecuniary interest in Item 6 (iii).

7.04pm S Curtis arrived

3. Minutes of the Meeting of 4th May 2022

The minutes of the last meeting held on 4th May 2022 were **AGREED** with minor changes.

4. Matters Arising from the Meeting of 4th May 2022, including Clerk's Report

- **Internal Audit.** The Internal Auditor has been contacted regarding the second internal audit for the completion of the AGAR the second Audit is on 14th June 2022 – this will be brought to Council's attention at the 29th June Parish Council meeting. **Ongoing**
- **Notice Board at the Memorial Garden.** The Men's Shed have been approached for a price to install. **Ongoing**
- **Football Nets at Victory Ave.** A letter has been sent to the owner of the nets and they have been removed once by the caretaking team. The owner has collected them but this will continue to be monitored and removed as necessary. It is noted that since the nets have been placed on the space, the grass is in poor condition and the gates to the park and some fencing is damaged. Clerk and Caretaker looking into costs of repairs. **Ongoing**
- **Mulberry Play Area Repairs.** The swings have now been removed and quotations are being sought for a replacement. With other equipment now being an issue of safety, the caretaking team are compiling assessments to be brought forward to a future parish council meeting **Ongoing**
- **Handover of Play Equipment at Clements Gate.** Barrett's David Wilson Homes are keen to get the play equipment at Clements Gate transferred to the Parish Council. However, the matting is still an area of concern and is felt it is poorly laid. The commuted funds to maintain for 10 years is £20,000 however the concern is that these funds will be swallowed up with significant repairs in a short space of time. A meeting is due with BDWH on 27th June. **Ongoing**
- **Kitchen Refit.** A new specification has been drawn up so that all contractors can price from the same Spec. We are awaiting the quotations for this. To note the glass washer has now broken and also a freezer. Both these items were 15 years old. The freezer has been replaced but the glass washer as well as a new commercial dishwasher is being factored into the kitchen quotes. **Ongoing**
- **Natural England.** A letter has been sent to Natural England regard Nutrient Neutrality and awaiting response. **Ongoing**
- **Councillor Vacancy.** No election has been called by the public for the vacancy on the PPC. This is now open to a Co-option. **Ongoing**
- **Mast at Men's Shed.** The primary school have no issues with the proposed mast. A small consultation is being sought from immediate residents. To bring to the next meeting. **Ongoing**

C Pitelen explained that the growth of the verges on Carr Lane would need to be addressed. This was **NOTED**.

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

- a) District Council T Spruce stated that the Community Action Fund Grant was still open, with applications accepted until the 24th June 2022. Grants can be for up to £15,000.
- b) County Council Report - None
- c) Public Participation - None

6. Planning

- a) To Consider Applications Received
 - i) 2022/0859 – Proposal: Installation of solar panels to face south on the north side boundary. Location: Land Adjacent to the Bowls Club, The Footpath, Poringland. It was **AGREED** to **SUPPORT** the application. It was noted however that the application stated that the Men’s Shed owned the land when it is Parish Council land and Men’s Shed have a lease on it. **AP** Clerk to get clarification as to why this was done.
 - ii) 2022/0275 – Proposal: Single storey extension. Location: 2 Glenn Road, Poringland NR14 7LL – It was **AGREED** that there would be **NO OBJECTION** although points would be made regarding drainage and access to the rear of the property.
 - iii) APPEAL – APP/L2630/W/22/3296988 – Location Land to the North of Heath Loke, Poringland Norfolk. Proposal: Erection of 19 dwellings. Boardwalk Property Developments Ltd c/o Parker Planning Services Ltd. Following the Parish Councils objections to the original planning application it was **CONFIRMED** that the original **OBJECTION** still exists and that the Parish Council would write to the appeals inspectorate and would advise that the Parish Council will attend the hearing 10th August 2022. J Joyce or J Henson will attend. **AP** Clerk to submit a comment based on prior objections.
- b) Tree Preservation Orders
 - i) The Norfolk (South Norfolk District Council) Poringland Tree Preservation Order 2022 No. SN0577 Tree(s) at: Hill Cottage 31 Rectory Lane & 13 St Marys Road Poringland Norfolk NR14 7ST & 7SR Easting: 627127 Northing: 302095. **NOTED**
 - ii) The Norfolk (South Norfolk District Council) Poringland Tree Preservation Order 2022 No. SN0574 Tree(s) at: Hill Cottage, 31 Rectory Lane & 15 St Marys Road Poringland Norfolk NR14 7ST & 7SR Easting: 627127 Northing: 302095. **NOTED**
- c) To Note Planning Decisions
 - i) 2022/0125 - Location: Phase 3, Land North of Shotesham Road Poringland Norfolk
Proposal: Details of conditions 3, 16, 20 of 2019/2209 - (3) materials, (16) generator, compressor, chilling unit or cooling fan, (20) external lighting. Decision: Approval of details - **Approved**
 - ii) 2022/0471 - Location: 32 The Street Poringland Norfolk NR14 7JT
Proposal: Erection of cart lodge to front. Decision: **Refusal**
 - iii) 2022/0603 - Location: 29 Howe Lane Poringland Norfolk NR14 7LH
Proposal: Single storey front extension to dwelling. Decision: **Approval with Conditions**
 - iv) 2022/0575 - Location: 34 All Saints Road Poringland Norfolk NR14 7TA
Proposal: Repair and increase height of garden wall Decision: **Approval with Conditions**

SNDC T Spruce left the meeting

7. Finance

- a) Receipts, Payments and Bank Reconciliation for April 2022 were received and **CONFIRMED**. Proposed J Henson, Seconded D Hewer.

b) Accounts for Payment

i. Accounts for Payment – **CONFIRMED**. Proposed T Boucher, seconded D Hewer.

| <u>Payee</u> | <u>Code</u> | <u>Description</u> | <u>Paid By DD</u> | <u>Paid by BACS</u> | <u>NET TOTAL</u> | <u>GROSS TOTAL</u> | <u>VAT Reclaimable</u> |
|---|----------------------------------|-------------------------------|-------------------|---------------------|------------------|--------------------|------------------------|
| May 22 Staff Costs, Paye and Pension Contribution | | | | £16,849.63 | £16849.63 | £16,849.63 | |
| Hall Hirer | Community Centre | Deposit Refund - Cancellation | | £125.00 | £125.00 | £125.00 | |
| EG Grounds care | Verge Cutting - April | grounds | | £260.00 | £260.00 | £312.00 | £52.00 |
| EG Grounds care | Verge Cutting - May | grounds | | £260.00 | £260.00 | £312.00 | £52.00 |
| Premier Print | Jubilee | Banner | | £30.00 | £30.00 | £36.00 | £6.00 |
| Poringland and District Men's shed | Commuted sums | Dismantling part of equipment | | £50.00 | £50.00 | £50.00 | |
| Norfolk Copiers | General Admin | photocopier | | £47.91 | £47.91 | £57.49 | £9.58 |
| Chaplin Farrant | Commuted sums | Community land Architects | | £5,125.00 | £5,125.00 | £6,150.00 | £1,025.00 |
| PHS Group | Community centre | Maintenance | | £181.20 | £181.20 | £217.44 | £36.24 |
| S Raney Tree Services | Commuted sums | Community woodland | | £500.00 | £500.00 | £500.00 | |
| Nisbetts | Community centre | cleaning goods | | £24.66 | £24.66 | £29.59 | £4.93 |
| Total Energies | Community centre | Heat & Light | £689.32 | | £689.32 | £827.18 | £137.86 |
| Charles Mutty | Commuted sums | Woodland | | £97.52 | £97.52 | £97.52 | |
| MPS Doors | Community centre | Maintenance | | £205.00 | £205.00 | £246.00 | £41.00 |
| Bin Dirty | Community centre | cleaning | | £90.00 | £90.00 | £90.00 | |
| ESPO | Community centre | Heat & Light | £167.71 | | £167.71 | £176.10 | £8.39 |
| Hugh Crane | Community centre | cleaning goods | | £50.60 | £50.60 | £60.72 | £10.12 |
| Veolia | Community centre / burial ground | refuse collection | £64.56 | | £64.56 | £77.47 | £12.91 |
| BT | General Admin | phone/broadland | £113.21 | | £113.21 | £135.85 | £22.64 |
| Yare | Community centre | café | | £309.08 | £309.08 | £323.97 | £14.89 |
| South Norfolk DC | Community centre | bar licence | £180.00 | | £180.00 | £180.00 | |
| South Norfolk DC | Outside spaces | dog bins | £3,428.60 | | £3,428.60 | £4,114.32 | £685.72 |
| World Pay | Community centre | café | £77.26 | | £77.26 | £80.40 | £3.14 |
| World Pay | Community centre | café | £39.95 | | £39.95 | £41.46 | £1.51 |
| Norwich Electrical | community centre | Maintenance | | £392.00 | £392.00 | £470.40 | £78.40 |
| Amazon | Community centre | jubilee/key cabinet/rosettes | | £99.52 | £99.52 | £118.74 | £19.22 |

| | | | | | | | |
|---------------------------|------------------|-------------------------------|---------|---------|-------------------|-------------------|------------------|
| Microshade | General Admin | hosted IT | | £334.50 | £334.50 | £401.40 | £66.90 |
| Corporate card Unity | Community Centre | Café expenditure/ maintenance | £405.72 | | £405.72 | £459.72 | £54.00 |
| Spruce Landscapes | Outside spaces | memorial garden | | £150.00 | £150.00 | £180.00 | £30.00 |
| Spruce Landscapes | Burial Ground | Maintenance | | £445.83 | £445.83 | £535.00 | £89.17 |
| Office Water Supplies Ltd | Community centre | Maintenance | | £71.50 | £71.50 | £85.80 | £14.30 |
| Total | | | | | £30,865.28 | £33,341.20 | £2,475.92 |

- c) The clerk advised that the 2nd internal audit for year ending 21/22 will take place on 14/06/2022.
- d) It was **AGREED** to give a refund of £125 to a hirer due to ill health. Proposed T Boucher, seconded D Hewer
- e) The clerk **CONFIRMED** the account closure of Hodge Bank of a fixed rate bond following its maturity. The money has been temporarily place in the Unity bank account until an investment provider can be found. Council were advised that this is becoming trickier to find. C Walker has advised that the money could be transferred to an existing savings account should it be required. The clerk also **CONFIRMED** the reinvestment of a one-year bond with Hampshire Trust.
- f) The clerk advised that a 2nd fixed rate bond with Hodge Bank is due to mature on 6th June 2022 and that Hodge Bank have advised that the money will be placed in a Maturity Account. The clerk will continue to look at options for reinvestment.

8. Quotations received for the Community Centre replacement flooring in the kitchen, bar and toilet area prior to the kitchen refit.

Quotations were discussed and it was **AGREED** to accept a quote from Broadland Flooring at a cost of £3630 excl vat. Proposed T Boucher, seconded J Henson.

9. Quotations for the replacement fencing on parish council community land off Carr Lane.

Quotations were discussed and it was agreed to accept a quote from Spruce Landscaping to carry out the work. Proposed J Joyce, seconded J Henson. J Joyce thanked councillors who have been getting quotes for various works in the parish in recent months. J Joyce explained that with the arrival of the new clerk that we can revert to our previous, normal practice of the clerk liaising with contractors on procurement.

10. Confirm the lease with the Men's Shed has been signed with lease commencing 21/04/2022.

The lease with the Men's Shed had been completed and it had been signed by J Overton and subsequently by J Joyce. This has now been passed on to Leathes Prior solicitors.

11. Confirm a location of a new storage container at the Community Centre so a planning application can be submitted.

Following discussions, it was **AGREED** that councillors would review the locations as set out in the clerk's report after the meeting and a decision will be made at the next meeting. Proposed T Boucher, seconded J Henson

12. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Jubilee Working Group - **NOTED**
- b) Strategic Working Group – **NOTED**. T Boucher asked the clerk if the list could be prioritised as agreed at the strategic meeting. **AP** Clerk to action this point and bring back to council.
- c) Community Land Advisory Group - **NOTED**

13. To Agree Date and Time of Next Parish Council Meeting

Parish Council Meeting Wednesday 29th June 2022, 7pm at Poringland Community Centre unless otherwise advised.

S Curtis and C Pitelen gave their apologies for the next meeting.

Meeting closed 8.14pm

CHAIRMAN