

Minutes of a Parish Council Meeting of Poringland Parish Council

Wednesday 12th July 2023 at 7pm

Meeting held at Poringland Community Centre

Attendance: Ken Aldridge, Tim Boucher (Chair), Sean Curtis, John Henson David Hewer, John Joyce, John Overton (also attending as a SNC Councillor), Carl Pitelen.

Also, in attendance: Charlotte Hummel (Clerk), NCC Vic Thomson. 3 members of the public.

1. To Record Apologies for Absence

Lisa Neal, SNC Nicola Fowler

2. To Receive Declarations of Interest

J Overton declared he is on the planning committee at South Norfolk Council so would not take part in item 6.

3. To Agree Minutes of the Meeting on 14th June 2023

The Minutes of the last meeting were **AGREED**. Proposed D Hewer, seconded J Henson.

4. Matters Arising, including Clerk's Report

- **Speed Indicators:** With assistance from Vic Thomson the speed indicator signs on Rectory Lane have now been reset. They had been set too high mph. This has now been rectified and they are working.
- **EV Charging Points:** The clerk had expressed interest with NCC about EV charging points at the community centre. Poringland has been selected for the pilot round of surveys for NCC project. The clerk is awaiting further contact by the surveyors
- **Burial Ground:** Some general maintenance work has continued to be carried out. A Tree at the end of the cemetery required some maintenance work and this has been carried out by the crown being raised. It was noted that the low branches could start being an issue of a number of headstones.
- **Work Experience:** The council office has welcomed another student who undertook work experience within the office. The Norwich High School student shadowed each member of the team to get a better understanding of what responsibilities the council undertake.
- **Anti-Social Behaviour:** A number of anti-social behaviour have been reported to PC Sneddon and 101. An incident of teenagers drinking at the shelter on Mulberry Green and smashing glass resulted in the police being called and an ambulance also attending. The clerk has PC Sneddon if a few more patrols can be undertaken especially as the summer holiday period draws closer.
- **EACH:** Tim Boucher attended The Nook to present a cheque for £200 on behalf of the Parish Council for money raised at the Kings Coronation Picnic Raffle.
- **Defibrillator:** The Clerk is chasing the Insurance company regarding the defib damaged at the accident at the Railway Tavern.
- **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.
- **Coffee Machine:** The new coffee machine has now been installed in the café.
- **Time Childcare:** Tim Boucher had a meeting with Time Childcare following the meeting of full council. It was confirmed that Time Childcare would like the parish council to assist with a meeting with Robert Parsonage. The clerk is working on a date that all find acceptable.

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

- a) District Councillor gave a brief report including that the move for south Norfolk Council to the Horizon had been completed.
- b) County Council Report (Appendix 1)

- c) Public Participation – A member of the public voiced their comments regarding the community land project application. They stated that they liked the nice balance of uses but had concerns over some of the ecological impact of the site. They also commented that the management plan needed further attention.

6.Planning

- a) To Consider Applications Received
- i. 2023/1828 Proposal: Single storey rear extension.
10 Lansdowne Drive, Poringland NR14 7XL – **NO OBJECTION**
 - ii. 2023/1434 Proposal: Erection of 6ft fence and gate to the side of the property with concrete posts, gravel boards and wooden fence panels.
Location: 22 Rosebery Avenue, Poringland NR14 7SN – **NO OBJECTION**
- b) To Note Planning Decisions – NONE
- c) Adoption the Planning Policy – The clerk presented the planning policy to council. It was **RESOLVED** to adopt the policy. Proposed D Hewer, Seconded J Henson.

7. Finance

- a) Receipts, Payments, and Bank Reconciliation up to 31st May 2023 were **NOTED**
- b) Accounts for Payment
- i. The accounts for payment were **AGREED**. Proposed D Hewer, seconded J Joyce.
 - ii. The additional payment list was **AGREED**. Proposed D Hewer, seconded J Henson – The rising cost of energy bills for the Community Centre were **NOTED**.
 - iii. Confirm councillor who will approve payments. J Henson **AGREED** to approve payments

<u>Payee</u>	<u>Description</u>	<u>NET TOTAL</u>	<u>GROSS TOTAL</u>	<u>VAT Reclaimable</u>
June '23 Staff costs, PAYE, Pension Contributions & Expenses		£16,125.21	£16,125.21	
The Print Bar	Runners T-Shirts	£21.69	£21.69	
Cooks Blinds & Shutters Ltd	Roller Shutter Doors Service	£290.00	£348.00	£58.00
A11 Medical Services Ltd	First Aider	£215.00	£215.00	
Poringland Parishioner	Poringland Fires	£164.12	£164.12	
Officeflow	Printing Costs	£58.53	£70.24	£11.71
The National Allotment Society	Subscriptions	£55.00	£67.00	£12.00
Lee Vasey Band	Entertainment	£600.00	£600.00	
Humpty Dumpty Brewery	Bar Stock	£87.80	£105.36	£17.56
J&A Saunders	Window Cleaners	£135.00	£135.00	
SLCC	Training - SLCC Conference	£55.00	£55.00	
Auditing Solutions	Internal Audit	£480.00	£576.00	£96.00
Scott Raney	Tree work - Crown Raise	£350.00	£420.00	£70.00
Hugh Crane	Cleaning Consumables	£140.13	£168.16	£28.03

Microshade	Hosted IT	£383.99	£460.79	£76.80
Amazon For Business	Arm Chairs/Cleaning Supplies/Stationery	£201.26	£241.53	£40.27
Yare Shipping	Café Consumables	£758.10	£783.90	£25.80
Spruce Landscapes	Tree Work/Grounds Maintenance/Generator Hire	£1,074.33	£1,118.33	£44.00
Play Inspections	Annual Inspection	£225.00	£270.00	£45.00
Garden Guardian	Grounds Maintenance	£1,180.92	£1,417.10	£236.18
Garden Guardian	Grounds Maintenance	£241.41	£289.69	£48.28
The Alarm Company	Annual Maintenance - Fire & Intruder	£282.00	£338.40	£56.40
DDs				
Veolia	Waste Removal - Nov 22 (Invoice taken Dec'22)	£86.82	£104.18	£17.36
Waste Managed	Waste Removal - July 23	£42.00	£50.40	£8.40
Waste Managed	Waste Removal - July 23	£42.00	£50.40	£8.40
Waste Managed	Waste Removal - One Off for Summer Fair	£25.00	£30.00	£5.00
Grenke	Quarterly Printer Rental Fee - July-Sept 23	£244.44	£293.33	£48.89
BNP Paribas Leasing	Coffee Machine Rental - July 23	£342.92	£411.50	£68.58
BNP Paribas Leasing	Coffee Machine Rental - August 23	£167.92	£201.50	£33.58
Total Energies	Gas - June 23	£72.12	£75.73	£3.61
Iris	HR & Payroll Software	£64.00	£76.80	£12.80
Unity Trust Bank	Bank Fees - Cash & Cheque Services	£40.50	£40.50	
Unity Trust Bank	Bank Fees - Quarterly Transaction Fees	£73.50	£73.50	
Unity Trust Bank / Lloyds	Café Consumables/IT Hosting/Tools & Equip/Bar Stock	£1,447.35	£1,589.11	£141.76
Veolia	Waste Removal	£64.56	£77.47	£12.91
BT	Mobile Phones	£114.02	£136.82	£22.80
BT	Broadband & Landline	£124.79	£149.74	£24.95
Total Energies	Electricity	£1,618.83	£1,942.59	£323.76
Total Energies	Electricity	£125.09	£131.35	£6.26
Sum Up	Card Machine Fees	£33.14	£33.14	
Total		£27,853.49	£29,458.58	£1,605.09

- c) PKF the external auditors, have made several requests for further information for the 2022/23 accounts. This information has been provided. **NOTED**

8. To Approve Delegated Authority to the Clerk on decisions required to be made through August due to No Meeting taking Place.

It was **AGREED** to give delegated authority to the clerk for the month of August to ensure that council business can continue to run. Proposed J Henson, seconded D Hewer.

9. To Decide on the Type of Replacement for the Bus Shelter on Norwich Road.

The council had received a report prior to the meeting showing different options and costs for the bus shelter that had been vandalised. It was **AGREED** to keep replace the shelter with a like for like of what was damaged. Proposed C Pitelen, seconded J Henson. AP Clerk to contact ACE shelters to provide replacement.

10. To Consider a Response to the Cycling Route Consultation

It was discussed the benefits of having a dedicated cycle route to Norwich. It was expressed that users should have a separate route to that of road users on a safety level. Discussions were had regarding the crossing at Crown Point and that the traffic lights would have to be changed. The cycling route was consistent with the parish's neighbourhood plan and the parish council were in favour to **SUPPORT** it. Proposed J Henson, seconded J Joyce.

11. To Give Delegated Authority to the Clerk and a Councillor to Source and Purchase a Parish Van.

The clerk gave figures of what second hand vans cost in the current market. The council also considered the budget and what had been set aside for a lease vehicle per year. It was **AGREED** that £10,000 should be the budget to purchase a van. Delegated authority was given to the clerk to source a vehicle and purchase it. J Overton would assist the clerk with the search. Proposed J Henson, seconded S Curtis.

12. To Consider and Decide quotations for a tree surgeon to carry out work following a Tree Survey.

Four quotes had been provided for work as per the tree survey. It was noted by three of the contractors that some of the areas highlighted by the tree survey were not necessary and that some trees that had not been highlighted required attention. It was **AGREED** for the clerk to approach the Tree Survey company to ask for the comments based on that raised by the various Tree Surgeons.

It was **AGREED** to accept T Bird Tree & Garden Services to carry out the tree works required.

Various residents have been in contact with the parish council regarding trees and overhanging branches into their properties. The parish council agreed that residents are entitled to cut branches back to the boundary line but that the householder were not entitled to reduce the height. It was suggested that if a resident wished to carry out works on trees on parish land that were not recognised as a dangerous that the parish council would consider this. **AP** Clerk to present a Tree Policy to a future council meeting as to how the parish council will handle such requests in the future. Proposed T Boucher, seconded J Joyce.

13. To Approve Training Cost for Full Council and Consider Dates for Full Council Training.

The clerk had approached NPTS for group councillor training. It was **AGREED** to accepted the quote of £295. The date for training was confirmed as Wednesday 30th August at 7pm.

14. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Chairs and Vice Chairs for each Advisory Group were confirmed with one amendment.
- b) Events Advisory Group – An update was given to councillors regarding Fireworks to be held on 4th November and Christmas light switch on. The items raised were **ACCEPTED** by full council.
Funfair Provider L Grey had approached the clerk asking if they would be able to hold a funfair on the community land. The fair would be open on Thursday and Friday late afternoon and evening and Saturday day and evening. The fair would cover all security, litter and power and the fair would be shut by 9pm each evening. The Fair would pay a fee for use of the land. The Parish Council **AGREED** to give this a trial for one year. Proposed K Aldridge, seconded J Henson
- c) Community Land Project – A cost plan had been received by Chaplin Farrant. T Boucher had asked for a further break down so the parish council could have a better understanding of the cost implications for the land. A meeting with South Norfolk Council to discuss the options for funding had been arranged. The clerk will attend with T Boucher and L Neal. It was agreed that once the meeting had taken place that an advisory group meeting would need to be called to discuss how the council would move forward with applications for funding.

d) Amenities Group – A summary of the advisory group meeting was presented with an action plan for works to be carried out at the playgrounds. The council ACCEPTED the summary of the meeting.

15. To Receive Proposal to Close the Meeting for Item 16 Under Section 1 Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 as it refers to Service of Employment

Proposed J Henson seconded J Joyce. **AGREED**

16. To Receive an Update on Staffing

The clerk gave an update on the recruitment of Café Assistant and related items the running of the café. L Neal and K Aldridge would be involved in a meeting with volunteers and the recruitment process.

17. Date and Time of Next Parish Council Meeting

The next Parish Council Meeting will take place on Wednesday 13th September at 7pm at Poringland Community Centre unless otherwise advised.

Meeting Closed at 21.15.

CHAIRMAN

Signed: Date: