

Minutes of a Parish Council Meeting of Poringland Parish Council
Wednesday 7th September 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, Lisa Neal, John Overton, Carl Pitelen, Chris Walker.

Also in attendance: Lisa Callow (Assistant Clerk), SNC Trevor Spruce. Two members of the public present.

1. To Record Apologies for Absence

Apologies were **ACCEPTED** from NCC Vic Thomson.

2. To Receive Declarations of Interest

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

T Boucher Item 11 – the 20mph zone refers to the road he lives on.

3. To Agree Minutes of the Meeting of 29th June 2022

The Assistant Clerk pointed out that some staff costs had been missed off the draft minutes, and had been rectified. The minutes of the last meeting held on the 29th June 2022 were **AGREED**. Proposed D Hewer, seconded C Walker.

4. Matters Arising including Clerk's Report

- **Notice Board at the Memorial Garden.** The Men's Shed have now fitted the noticeboard. There had been an issue with the lettering, this has been removed and the new lettering has been sent. This will be fitted when the Clerk returns from annual leave. **Ongoing**
- **Football Nets at Victory Ave.** No further correspondence or complaints of the goals has been raised in two months. **Closed**
- **Mulberry Play Area Repairs.** Equipment that had been damaged has now been removed and made safe by The Men's Shed **Closed**
- **Handover of Play Equipment at Clements Gate.** A meeting has taken place with Barretts Homes and David Wilsons Homes, the poor fitting of the matting was discussed. The play specialists have suggested fitting the edges better into the ground and this should hold better on the surface. The Clerk agreed in principle that this could work but would want to see this done before progressing. The fence and maintenance was raised. First Port have agreed to take on responsibility of it, but a check is required concerning the commuted figure to the PC and if the fence is covered in this. The large boulder stones were agreed to be removed. **Ongoing**
- **Planning Appeal APP/L2630/W/22/3296988.** Following the appeal hearing that took place on 10th August 2022 the Inspectorate allowed the appeal. The Clerk has received an email from Boardwalk Property Developments Ltd asking for talks with the PC. Clerk to arrange on her return. **Ongoing**
- **Rosebery Park** Clerk has met with Big Sky Living. The installation of the park equipment has commenced with the inclusion of an accessibility friendly roundabout and sensory play boards. There are still works to be carried out to complete the park, but it has been confirmed with Big Sky Living to contact our solicitors and draw up details of commuted sum figures and transfer documents. More will follow over the next few months on this. **Ongoing**
- **Rest Centre Plan.** The Clerk is working with Jenny Bloomfield at SNC to update the community centres rest centre plan. This has progressed well and should be completed by the October full Council Meeting. **Ongoing**
- **Emergency Plan.** D Hewer and K Aldridge have been working hard to complete the emergency plan for Poringland. This should be ready in time for the November meeting. **Ongoing**
- **Advisory Group Meetings.** Following a review, the Clerk is working on how to ensure that the advisory groups still meet, but are more streamlined. To be presented to Full Council in October. **Ongoing**
- **Breakout Office** The tender package has been sent to a variety of builders, so far one builder has declined to quote, and no further correspondence back from the other interested parties. The Clerk has extended the period to tender until the end of the month at which point the council will have to consider how to move forward with this project. **Ongoing**
- **Shipping Container at The Community Centre.** Following further advice SNC have now confirmed to the PC that planning is no longer required for a container to be placed on PC land. The container was delivered on Monday 5th September. Work will now be carried out by the caretakers to start storing various seasonal

items and equipment in it so that the shed can be made into a workshop and hold regular used items for the Community Centre and around Poringland. **Ongoing**

- **Kitchen Refit.** The flooring in the kitchen has now been fitted and the kitchen cupboards have had a face lift. The new dishwasher and glasswasher have been installed and the washing machine has moved from the kitchen to the side entrance room. The kitchen is being delivered to site on Tuesday 6th September and will be fitted on Thursday 8th September. The old kitchen units will be repurposed in the caretaker's new workshop. **Ongoing**
- **Community Centre Maintenance.** The centre has had some overdue maintenance, this has included repainting of the corridors and café area as well as some clearing and organising in the variety of storage rooms. Moving forward the Community Centre Advisory Group will need to look at the continued issues of the roof and progress this further. **Ongoing**
- **T&C's and Hire Charges at the Community Centre.** It has been recognised by the Bookings Officer that the terms and conditions, and hall hire charges need to be addressed. We have been working together to take to the Community Centre Advisory Group an updated terms and conditions as well as hire charges for users that reflect the rising costs of running the centre. **Ongoing**
- **SAM2 Brackets.** The Assistant Clerk has been in contact with Highways regarding the brackets for the SAM2 camera that went missing after a sign was moved. Cllr Vic Thomson has confirmed that he will cover the costs for replacement from his budget. **Closed**

No further comments were raised regarding the clerks report.

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

- a) District Councillor T Spruce informed Council that two people have been caught fly tipping in the area. He also provided an update on the work being undertaken at Norwich Castle, following a recent visit. The Castle will fully reopen in 2024, however many of the areas are already open to the public.

District Councillor L Neal informed the Council that the pre-planning application public consultation has launched for the Norwich Western Link project, and closes on Sunday 9th October. Broadland and South Norfolk District Council are restarting their business breakfasts, giving local businesses the chance to get together and network again. Work has started on the food enterprise park, with Broadland District Council already making a start on building their section, and South Norfolk District Council hoping to start next year. The digital Wym Trail in Wymondham is live for the public to enjoy. The Police are no longer providing crime figures but you can enter your post code on the police.uk website to find out the statistics in your area. The Horizon building will be ready for Broadland District Council and South Norfolk District Council to move into in January 2023, until then both Councils will be located in the current Broadland District Council offices.

- b) County Councillor V Thomson had previously given his apologies and sent a written report via email to all Councillors prior to the meeting. The Council had no further comments.
- c) Norfolk Constabulary Update – PC A Sneddon provided the Council with a written report prior to the meeting. The Council had no further comments.
- d) Public Participation – A representative from the Men's Shed provided information regarding their request for a storage container to be placed next to the newly built Men's Shed, discussed under point 8a. He also provided information regarding the Chatty Chair project, discussed under point 8b.

A representative from South Yare Wildlife Group updated the Council on the recent wildlife activities that took place in Loddon and hope to run them again in Poringland. It is likely the second stage of the B-Line will start in Poringland, along with the Claylands, in the next two years and will be a large project.

L Neal withdrew from the meeting.

6.Planning

a) To Consider Applications Received

- i. 2022/1639 - Proposal: Single storey garage conversion.
Location: 39 Devlin Drive Poringland Norfolk NR14 7WA – **NO OBJECTION**
Proposed C Pitelen, seconded C Walker. All in favour.
- ii. 2022/1491 - Proposal: Single storey rear extension and rebuilding of garage in existing
Location: 3 Caistor Lane Poringland Norfolk NR14 7QT – **NO OBJECTION**, however attention should be drawn to the need for a sustainable means of dealing with rain water runoff.
Proposed J Henson, seconded C Walker. All in favour.
- iii. 2022/1429 – Proposal: Subdivision to form two independent properties together with extension and alteration of existing Annexe.
Location:128 The Annexe, The Street Poringland Norfolk NR14 7LA – **OBJECTION** The Council view this proposed development as a piecemeal and incoherent form of development creating, in effect, three dwellings on this site, one of which has its sole access to the rear of the development via a single set of bi-fold doors. The Council regard this as over development of the site with potential conflict over parking, and poor visibility when accessing the highway from the proposed properties.

b) To Note Planning Decisions

- i. APP/L2630/W/22/3296988: APP 2021/0488
Proposal: Erection of up to 19 dwellings with all matters reserved except for access.
Location: Land to The North of Heath Loke Poringland Norfolk.
The chairman noted that the Inspector concluded that SNC believed the application complied with the Poringland Neighbourhood Plan (PNP) because SNC didn't reference it in refusing to grant the application. The application clearly did not comply in several respects and the Chairman urged SNC to, in the future, reference any non-compliance with the PNP in its reasons for refusal, to strengthen the case.
Appeal Decision: **Appeal Allowed**
- ii. Location: 13 St Marys Road Poringland Norfolk NR14 7SR
Proposal: T1 Oak - Crown reduce on one side to match previous work carried out on southern aspect of the tree. Reduce spread from 14m to 11m.
Decision: **Approval with Conditions**
- iii. Location: 6 Burgate Lane, Poringland NR14 7SQ
Proposal: Reduce Copper Beech (SN109) - reduce by 1.5m from No. 8 Burgate lane to leave 3.5m, reduce by 3.5 - 4m from 6 Burgate Lane to leave 4.5m-5m, thin canopy by 25% and reduce crown height by 2m to leave 8m
Decision: **Approval in part, refusal in part**
- iv. Location: Broadlands Brickle Road Poringland Norfolk NR14 8NG
Proposal: Hawthorne tree - Fell - Under 5-day exemption (Retrospective)
Decision: **Approval with Conditions**

L Neal re-joined the meeting.

7. Finance

- a) Receipts, Payments and Bank Reconciliation up to 31st July 2022 were **CONFIRMED**.
- b) Accounts for Payment
 - i. The accounts for payment were **AGREED**. Proposed C Walker, seconded D Hewer.
 - ii. There were no accounts for payment with pecuniary Interests.
 - iii. The additional payment list provided at the meeting were **AGREED**. Proposed D Hewer, seconded C Walker.
 - iv. It was confirmed that C Walker and J Henson are to approve the online bank payments.

July Payments List:

<u>Payee</u>	<u>Description</u>	<u>Net Total</u>	<u>Gross Total</u>
July '22 Staff costs, PAYE, Pension Contributions & Expenses		£13,779.70	£13,779.70
Hotel Catering Supplies Ltd	Kitchen Refit	£4,925.00	£5,910.00
Hotel Catering Supplies Ltd	Kitchen Refit	£2,100.00	£2,520.00
Microsoft	Hosted IT	£334.50	£401.40
Norfolk Copiers	Printing	£52.77	£63.32
Chaplin Farrant	Community Land	£4,100.00	£4,920.00
EG Care	Grounds Maintenance	£520.00	£624.00
Garden Guardian	Grounds Maintenance	£1,361.42	£1,633.70
Yare	Café Expenditure	£506.49	£522.64
Worldpay	Café - Card Machine	£78.82	£81.72
Sweetzy	Café Consumables	£201.00	£241.20
TDP Builders	Maintenance - Kitchen Door	£130.00	£156.00
Total Energies	General Costs – Electricity	£69.35	£72.81
Total Energies	Electricity	£728.41	£874.09
BT	Phones & Broadland	£86.73	£104.07
BT	Mobile Phones	£59.42	£71.30
Amazon For Business	Fridge/Paint/Stationery	£447.22	£536.66
Veolia	Waste Removal	£64.56	£77.47
Ace Shelters	Replacement Panels	£590.00	£708.00
Broadland Flooring	Flooring	£3,630.00	£4,356.00
Norfolk Plumbing	Maintenance	£200.00	£200.00
ESPO	Stationery	£37.88	£45.46
Rialtas	IT Hosting / Training	£455.83	£547.00
S Raney	Grounds Maintenance	£150.00	£150.00
S Raney	Tree Work	£285.00	£285.00
ESPO	Gas - May 22	£110.10	£115.61
ESPO	Gas - June 22	£94.53	£99.26
Norfolk Copiers	Printing	£143.97	£172.76
Norwich Electrical	Kitchen Refit	£165.65	£198.78
The Play Inspection Co	Play Equip Inspection	£225.00	£270.00
Rialtas	Annual Fee - Cashbook, etc	£687.00	£824.40
Rialtas	Annual Fee – Bookings	£302.00	£362.40
S Raney	Grass Cutting	£420.00	£420.00
Amazon For Business	Screw Covers	£8.31	£9.98
Plandescil Engineers	Topographical Survey	£2,280.00	£2,736.00
FlameSkill	Annual Site Fee	£32.60	£39.12
FlameSkill	Annual Site Fee	£126.14	£151.37
Garden Guardian	Grounds Maintenance – July	£1,361.42	£1,633.70
Pitkin & Ruddock	Scroll Replacement	£2,764.00	£3,316.80
Hugh Crane	Cleaning Materials	£133.68	£160.42
Chaplin Farrant	Fees	£3,587.50	£4,305.00
Norfolk Copiers	Printing	£40.44	£48.53
Spruce Landscapes	Grounds Maintenance	£595.83	£715.00

Yare	Café Consumables	£82.04	£83.91
Unity Multipay Card	Various	£1,236.71	£1,401.29
TOTAL		£49,291.02	£55,945.87

August Payments List:

Payee	Description	Net Total	Gross Total
August '22 Staff costs, PAYE, Pension Contributions & Expenses		£13,741.83	£13,741.83
Norfolk Copiers	Printer Termination	£2,131.51	£2,557.81
Unity Multipay	Various	£559.26	£559.26
Veolia	June Fuel Surcharge	£2.59	£3.02
Microshade	IT Hosted	£334.50	£401.40
Lakenham Creamery	Café Consumables - Ice Cream	£20.80	£24.96
BT	Landline / Broadband	£87.86	£105.43
BT	Mobile Phones	£59.72	£71.66
Total Energies	Electricity - March '22 Recalculated Invoice	£911.26	£1,093.51
Total Energies	Electricity	£775.87	£931.05
Total Energies	Electricity	£77.28	£81.14
N&G Heating Ltd	Water Heater Install & Callout	£529.90	£635.88
N&G Heating Ltd	Water Heater Install	£399.08	£478.90
Spruce Landscapes	Bin Installation	£140.00	£168.00
Eastern Cash Registers	Café Till Support Contract	£145.00	£174.00
ESPO	Gas	£85.19	£89.45
Veolia	Waste Removal	£66.36	£79.63
Hotel Catering Supplies Ltd	Glass/Dishwasher Installation	£480.00	£576.00
Hotel Catering Supplies Ltd	Glass/Dishwasher	£2,100.00	£2,520.00
Hugh Crane	Cleaning Supplies	£19.60	£23.52
Hugh Crane	Cleaning Supplies	£83.53	£100.24
Worldpay	Café - Card Machine	£47.56	£49.51
Amazon For Business	Stationery / Cleaning Materials	£196.74	£210.16
Yare	Café Consumables	£436.31	£463.29
Norfolk Parish Training & support	Training	£262.50	£262.50
Spruce Landscapes	Capital & Improvements	£450.00	£540.00
MJR Training	Community Land Fire risk assessment	£933.30	£933.30
S Raney	flail back paths & thin oak	£1,100.00	£1,100.00
Greenkeleasing	Photocopier	£120.00	£144.00
Greenkeleasing	Photocopier	£133.08	£159.70
Men's shed	Mulberry green / Memorial garden	£37.00	£37.00
Men's shed	Repairs & Replacements	£180.00	£180.00
Greenkeleasing	Photocopier	£37.84	£45.41
Ian Smith Group	Stationery	£25.13	£30.16
Yare	Café Consumables	£84.84	£88.12
Chaplin Farrant	Prof Fees - Stage 3	£5,125.00	£6,150.00
Office Water Supplies	Café Consumables	£71.50	£85.80
Garden Guardian	Grounds Maintenance	£1,361.42	£1,633.70
Lakenham Creamery	Café Consumables	£26.00	£31.20

Brooke Industrial Management	Storage Container	£3,750.00	£4,500.00
TOTAL		£37,129.36	£41,060.54

- c) It was **AGREED** the Council would not opt out of the SAAA central external auditor appointment arrangements. Proposed C Walker, seconded T Boucher.

8. Men's Shed

- a) It was **AGREED** to allow the Men's Shed to place a storage container on their site next to the newly constructed shed. This is on the understanding that they will be responsible for any planning requirements, risk assessments, and other related activities, to ensure it is safely delivered and installed on site. Proposed T Boucher, seconded C Walker, all in favour.
- b) It was **AGREED** to be a host venue for the Chatty Chair Project with the most suitable positioning of the chair to be within a communal part of the community centre. Proposed J Henson, seconded T Boucher, all in favour. The Men's Shed have also offered to produce some 'chatty benches' to be placed in outside community spaces, this was **AGREED** by Council with locations to be agreed at a later date. Proposed C Walker, seconded D Hewer, all in favour.

9. Dignity in the Workplace

- a) The Assistant Clerk read out the eight statements within the Civility and Respect Pledge. The Council **AGREED** to all eight statements as required, and to sign up to the Civility and Respect Pledge. Proposed J Henson, seconded D Hewer, all in favour.
- b) The Dignity at Work Policy had been circulated to all Councillors prior to the meeting, it was **AGREED** to adopt the policy. Proposed D Hewer, seconded C Walker, all in favour.

10. Van Hire Options

The Assistant Clerk provided a cost summary in relation to leasing a van for Council use, a lengthy discussion was had with the following **AGREED**:

- The van should be an electrical vehicle;
 - The lease should include vehicle maintenance;
 - The lease will be for a small van, for 36 months, and 10,000 miles per annum;
 - The Assistant Clerk will also seek prices from local firms Busseys and Holden;
 - Once the additional quotes, and updated quotes from the companies already approached, have been obtained, the Assistant Clerk will instruct the lease to go ahead based on the most cost effective price;
 - The Assistant Clerk will send all Councillors an email informing them of the selected company and costs.
- Proposed L Neal, seconded T Boucher, all in favour.

11. Proposed 20 mph of Hardley Road, Davy Grove, Revel Burroughs Way, Neale Avenue, Ellis Mead, Briggs Drive & Wilson Place.

It was **AGREED** to support the proposed 20mph limit on Hardley Road, Davy Grove, Revel Burroughs Way, Neale Avenue, Ellis Mead, Briggs Drive & Wilson Place. Proposed C Walker, seconded J Henson.

12. Location and Amount Memorial Bench for an Employee who passed away in 2021.

It was **AGREED** that a memorial bench with plaque would be fitting in memory of an employee who passed away in 2021 whilst in service to the Parish Council, with the location on Mulberry Field, and a similar bench to the one already currently there. The Council **AGREED** to give the Clerk delegated authority, with assistance from L Neal, to source a bench up to the value of £1000 plus VAT. Proposed L Neal, seconded D Hewer, all in favour.

District Councillor T Spruce kindly offered to install the memorial bench free of charge.

13. Request from Poringland Community Speedwatch to be responsible for the SAM2 Camera.

It was noted that this item will be deferred to the next Council meeting to be held on 5th October 2022.

14. Poringland Fires

- a) The Councillors were provided with a report regarding the details of the two fires the occurring in Poringland on 19th July and 12th August 2022, this was summarised by the Chairman, and duly noted by Council.
- b) The Council and a Parishioner set up Just Giving pages following the damage caused by the fire which broke out on 19th July 2022. The amount raised stands at approximately £7,500 less fees taken by Just Giving. Following a lengthy conversation, it was **AGREED** that the Clerk should seek advice on the distribution of the monies raised for those affected by the fire from the South Norfolk District Council help hub who may be able to distribute the funds on the Parish Council's behalf. Proposed L Neal, seconded J Henson.

District Council T Spruce left the meeting.

15. Poor's or Fuel Allotment Charity Representative from The Parish Council

It was **AGREED** K Aldridge would be the Parish Council representative for the Poor's or Fuel Allotment Charity, proposed J Henson, seconded D Hewer.

16. Updates and Consider Recommendations from Advisory Groups

- a) Community Land Advisory Group

T Boucher provided an update on the Community Land Project as follows:

- All comments received from the public consultation have been collated by Chaplin Farrant, the most popular uses for the community land included allotments, cycle routes, skate and BMX park, and more green spaces;
- Other suggestions included a pavilion for use by community groups such as scouts, etc.
- T Boucher presented the proposed plan to move forward with, taking into account all the feedback received as part of the consultation, the proposed pre application plan was **AGREED**, proposed J Henson, seconded C Walker, all in favour;
- It is likely the planning application will be made before winter, and all being well, granted in the new year;
- T Boucher plans to revisit the schools to present the updated plan.

It was **AGREED** that delegated authority be given to the Clerk, T Boucher, and C Pitelen allowing them to make decisions and approve any costs involved that ensure the project continues to progress in a timely manner, and within budget. Proposed L Neal, seconded S Curtis, all in favour.

- b) Firework Working Party

Minutes from the Firework Working Party held on 6th July 2022 had been distributed prior to the Council meeting, another meeting is due to be held next week. It was **AGREED** to delegate authority, within the approved budget, to the Clerk and J Overton allowing them to proceed with plans and approve costs related the event. Proposed J Henson, seconded K Aldridge.

17. To receive proposal to close the meeting for items 14 and 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 C Walker, seconded D Hewer.

The public left at 21.29pm.

18. Update from the HR Advisory Group

- a) The proposed changes to the Assistant Clerk's hours and salary as per the HR Advisory Group meeting were **AGREED**. Proposed John Joyce, seconded T Boucher.
- b) It was **AGREED** that the Finance and Administration Officer role will be advertised from Monday 12th September to Friday 23rd September, with interviews to follow shortly after. It was **AGREED** to give delegated authority to the Clerk and J Joyce to interview and appoint the most suitable candidate. Proposed D Hewer, seconded C Walker.
- c) The Council were provided with an update regarding a situation that has arisen with an employee, it was **CONFIRMED** that training is required.
- d) The resignation of the Events and Booking Officer was noted. It was **AGREED** for the Clerk to liaise with J Joyce to advertise the post as soon as possible, and delegated authority given to interview and appoint the most suitable candidate. Proposed J Henson, seconded T Boucher.

19. Date and Time of Next Parish Council Meeting

The Next Parish Council meeting will be held on Wednesday 5th October 2022, 7pm at Poringland Community Centre.

The meeting closed at 9.42pm.

CHAIRMAN