

Minutes of a Parish Council Meeting of Poringland Parish Council
Wednesday 5th October 2022 at 7pm
Meeting held at Poringland Community Centre

Attendance: Tim Boucher (Chair), Sean Curtis, John Henson, David Hewer, Lisa Neal, Carl Pitelen, Chris Walker.

Also in attendance: Charlotte Hummel (Clerk), NCC Vic Thomson, SNC Trevor Spruce. No members of the public present.

1. To Record Apologies for Absence

Apologies were **ACCEPTED** for Ken Aldridge, John Joyce and John Overton.

2. To Receive Declarations of Interest

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

3. To Agree Minutes of the Meeting of 7th September 2022

The minutes of the last meeting held on the 7th September 2022 were **AGREED**. Proposed C Walker, seconded D Hewer.

4. Matters Arising including Clerk's Report

- **Handover of Play Equipment at Clements Gate.** Still awaiting confirmation that the work to remedy the matting has been completed prior to handover. **Ongoing**
- **Emergency Plan.** David and Ken have been working to complete the emergency plan for Poringland. This has encountered some delays so should be reviewed for the December Meeting. **Ongoing**
- **Shipping Container at The Community Centre.** The container has now arrived and the parish caretakers are organising both the container and the shed **Closed**
- **Kitchen Refit.** The kitchen refit has now been completed, there is one snagging issue but this is booked in to be rectified. The end of grant form has been completed and sent to Norfolk Community Foundation. **Closed**
- **Community Centre Maintenance.** The Community Centre AG will need to look at the continued issues of the roof. **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 AG an updated Terms and Conditions as well as Hire charges for users that reflect the rising costs of running the centre. A date of the 19th October has been set. **Ongoing**
- **Ridings Adoption of Highway.** Norfolk Homes have confirmed that the reason that the roads have not been adopted by NCC is due to some issues over the style of street lighting. J Overton has asked **Ongoing**
- **Mulberry Park Playground Consultation.** The consultation took place on the 21st September. The two-hour event was well attended and the boards have been placed in the community centre with a comments box. Kieran from Proludic will collate the comments and these will be passed back to the council for consideration. **Ongoing**
- **Accessibility.** The Clerk has met with the Charity 'Build' to discuss accessibility and inclusivity for the community land. The clerk will arrange for the advice to be passed to council. **Ongoing**
- **New Councillor Enquiries.** The council has not received any further interest for the vacant position. **Note**
- **Community Fridge.** Currently looking at the Guide to starting a community fridge within the community centre and what funding is on offer to get a project running. It is recognised that a team of volunteers would be required to run it. **Ongoing**
- **Community Engagement.** T Boucher and the clerk will attend a community engagement reception on 4th October at Framingham Earl High School. This is a chance for the school to be more engaged with the wider community and also for an update.
- **Playing field Request.** The PC have been approached by Stoke Football Club about the possibility of a long-term lease to use the playing field pitches since the folding of Poringland Wanderers. A meeting has been had with John Joyce and the Clerk to discuss this further. The clerk will arrange for a meeting with the Playing field group to discuss this further prior to bring it to full council. **Ongoing**
- Following vandalism at the community centre (graffiti spray on the outside wall) a man has admitted to the damage and will appear in court on the 4th October 2022. The police will supply the clerk with an update.

No further comments were raised regarding the clerk's report.

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 informed Council that two people have been caught fly tipping in the area.
District Councillor T Spruce spoke about bus services.
- b) County Councillor V Thomson spoke regarding:
Beryl bikes and scooters in Norwich. Combined they have travelled over 2 million KM this has saved 76 thousand tonnes of fuel. Beryl Bikes have now been introduced in Wymondham.
Fire Service are reviewing its response to the heat wave fire over the summer.
Tree Packs available to commemorate the Queen.
Scam alert e.g. energy
Fibre Broadband.
- c) Public Participation - NONE

L Neal withdrew from the meeting 7.40pm

6.Planning

- a) To Consider Applications Received
 - i. 2022/1452 - Proposal: Erection of porch and Velux windows to side elevation (resubmission of 2022/0416)
Location: 7 Hardesty Close Poringland Norfolk NR14 7RL – It was advised that this application had already been **APPROVED** by SNC
 - ii. 2022/1780 - Proposal: Loft conversion with dormer windows and partial garage conversion to include internal alterations.
Location: 23 Malten Close, Poringland Norfolk NR14 7RW – **SUPPORT** Proposed S Curtis, seconded D Hewer.
 - iii. 2022/1758 - Proposal: Two storey side extension with front porch Application Type: Householder
Location: 4 Caistor Lane Poringland Norfolk NR14 7QT – **NO COMMENT** Proposed J Henson, seconded D Hewer
 - iv. 2022/0346: Proposal: Erection of detached three – bedroom chalet bungalow with an attached garage and associated development.
Location: Land North 1A Norwich Road, Poringland, Norfolk. – **OBJECTION** Proposed T Boucher, seconded John Henson. There were a number of concerns regard the access points out onto a busy road, the entrance is almost opposite the entrance to the Public House opposite. There was concern of the loss of residential amenities. Concern of rainfall into a soak away – this is a critical area for surface water flooding.
- b) To Note Planning Decisions
 - i. 2022/1635 - Proposal: Certificate of lawful use for proposed single storey rear extension and new roof light in converted loft
Location: 1 Picton Close Poringland Norfolk NR14 7XF
Decision: Approval with no Conditions
 - ii. Appeal Ref: APP/L2360/W/21/3276576 – Land adjacent to Overtons way/Devlin Drive, Poringland NR14 7WA. Application Ref 2020/1689 – The Appeal is Allowed and Planning Permission is Granted for construction of 9 no. new residential dwelling units consisting of 5 no. 2 bed apartments with shared amenity and allocated parking, 1 no. 1 bed apartment with allocated parking, 2 no. 3 bed detached, 2-storey residential dwellings with private parking and garden amenity, and 1 no. 4 bed detached, 2-storey residential dwelling with private parking and garden amenity. To include 1 no. retail unit facing North towards existing retail/commercial units.

L Neal re-joined the meeting 7.52pm

7. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation up to 31st August 2022
- b) To Receive 2021/2022 Externally Audited Accounts. – The externally audited accounts had not been completed by PKF LittleJohn. The interim report stated that this would be supplied shortly. The clerk had confirmed that the statutory requirements of the council had been completed.
- c) Accounts for Payment
 - i. The accounts for payment were **AGREED** Proposed C Walker, seconded D Hewer.
 - ii. The additional payment list provided was **AGREED** Proposed C Walker, seconded L Neal.
 - iii. C Walker **CONFIRMED** he would approve payments for October.

August '22 Staff costs, PAYE, Pension Contributions & Expenses		£15,009.94	1.29
Imperative Training Ltd	C.Sums - Defib Expenditure	£352.80	58.8
Imperative Training Ltd	C.Sums - Defib Expenditure	£405.60	67.6
BT	General Admin	£72.50	£12.08
BT	General Admin	£105.24	£17.54
ESPO	Community Centre	£88.86	£4.23
Total Energies	Community Centre	£935.20	£155.87
Total Energies	Playing Field	£88.70	£4.22
Wave	Playing Field	£55.94	
Wave	Community Centre	£257.38	
Wave	Burial Ground	£16.10	
Microshade	General Admin	£387.00	£64.50
Norfolk PTS	General Admin	£336.00	
Hugh Crane	Community Centre	£93.66	£15.61
Hotel Catering Supplies Ltd	Community Centre	£5,910.00	£985.00
Nigel King & Marty	Firework Event	£350.00	
Eastern Cash Registers Ltd	Community Centre	£174.00	£29.00
Yare	Community Centre	£296.79	£10.37
Amazon	Community Centre	£120.47	£20.09
Spruce Landscapes	Burial Ground / Memorial Garden	£715.00	£119.17
MPS	Community Centre	£120.00	£20.00
Worldpay	Community Centre	£103.02	£8.74
Office Flow	General Admin	£52.28	£8.71
Unity Multipay	C.Centre/G.Admin	£377.56	£20.15
Petty Cash	Community Centre	£5.85	
Oaks CCTV Ltd	Pavilion	£237.60	£39.60
KSD Events	Firework Event	£800.00	
PWLB	General Admin	£4,356.63	
Toilets+	Firework Event	£773.00	£125.50
John E Wright & Co	Community Land	£291.60	£48.60
ESPO	General Admin	£15.54	£2.59
R A Saunders	C Centre/Pavilion/Bus Shelters	£135.00	
Spruce Landscapes	Burial Ground / Memorial Garden	£715.00	£119.17
Norwich Electrical	Community Centre / Pavilion	£575.70	£95.95
Chaplin Farrant	Community Land	£4,920.00	£820.00

A11 Maintenance Services	Community Centre	£180.00	£30.00
BT	General admin	£71.66	£11.94
Veolia	C.Centre / Burial Ground	£106.50	£17.75
Unity Bank	General admin	£37.50	
Unity Bank	General admin	£66.90	
Garden Guardian	C.Centre / Pavilion / Outside Spaces	£1,633.70	£272.28
Total		£41,346.22	£3,206.35

V Thomson and T Spruce left at 8.00pm

8. Poringland Community Centre, Rest Centre Plan Review

The community rest centre plan had been circulated prior to the meeting. J Henson stated that the chair and vice chair would require training in how to open and shut the building. The clerk confirmed that this would take place. The plan was **APPROVED**. Proposed D Hewer, Seconded C Walker.

9. To Quotes Received for the Breakout Office in the Community Centre

Three quotes had been received with each following the specification set out from the architects. It was **AGREED** to accept the quotation from Richard King Building and Maintenance. Proposed L Neal, seconded J Henson. **AP** The clerk will confirm the quotation and arrange with the contractor a commencement date.

10. To Review Standing Orders and Financial Regulations

10.1 Financial Regulations were **AGREED** with some minor amendments to item 3.1. Proposed J Henson, seconded D Hewer.

10.2 Standing Orders were **AGREED**. Proposed J Henson, seconded C Walker.

11. Just Giving- To Consider Options for Distribution of Funds to Those Affected by the Fires.

The clerk advised council that a total figure raised via direct donations and Just Giving after fees was £7385.28. South North Council have confirmed that they are not aware of every resident that had been affected and if they took control of the money this would be likely result in applications being made by residents and distributed on a case by case basis.

It was **AGREED** that the Parish Council should divide the money so that all residents affected get a portion of what is raised. It was **APPROVED** that the split would be 60/40, with 60% being given to three householders who lost their homes and gardens, this would equate to £1477.06. The remaining 40% would be divided between the 18 houses that had their gardens affected this would equate to £164.12. Proposed T Boucher, seconded J Henson. **AP** The clerk to contact the residents via post to advise of their decision and how to make contact for payment.

D Hewer advised that although the Parish Council setting up a donation page that they assess with caution on setting further pages in future.

12. To Consider Revised Advisory Groups and Meeting Dates.

The clerk had distributed a revised advisory group structure prior to the meeting of Advisory Group structures and dates. It was discussed that Finance and Governance should remain as a separate group and not to incorporate HR. This group would have 5 meetings in a council year. It was **AGREED** that HR and Community Land should be set on an Ad Hoc basis rather than set meetings. It was **AGREED** that Welcome Home & Memorial Playing Field Trust and Strategic Working Group would be 2 meetings a year (unless an urgent matter arises). It was **AGREED** to keep the Community Centre and Amenities Groups separate at present but to look at holding these meetings on the same

evening. It was **AGREED** that Community Engagement was not required as an advisory group but that this was dealt within the other separate advisory groups as these should always lend themselves to how the parish council can engage better with parishioners on all area's parish council related. Proposed T Boucher, seconded J Henson. **AP** Clerk to adjust the groups with dates and allow for some meeting to take place on the same evening where possible.

13. To Receive Updates and Consider Recommendations from Advisory Groups.

- a) Community Land Advisory Group – T Boucher spoke to the parish council regarding the plans that have been drawn up by Chaplin Farrant for the Community Land, this included allotment provision, skate park multi use court, pavilion, BMX track and parking. A pre planning application would need to be submitted. It was **CONFIRMED** that a pre-planning Application be submitted ASAP and that works required to assist with access to the land could take place. Proposed J Henson, seconded D Hewer. The Clerk and T Boucher would have delegated authority to ensure that these projects are carried out in a timely manner. The Community Land AG would be meeting again in early November.
- b) Firework Working Party – An update for the event was given and the decisions made regarding fireworks **CONFIRMED** by full council. The Parish Council remain with the Clerk and Vice Chair to have delegated authority to spend within the budget to ensure the event takes place.
- c) Amenities Advisory Group – D Hewer gave an overview of the meeting held by the amenities group.

Burial Ground and Queen's Memorial Bench: The advisory group would like to recommend putting a memorial bench for the Queen at the Burial Ground. It would be a teak bench inscribed with suitable wording, to be placed at the Burial Ground at a cost of £620 plus VAT.

Queen's and Prince Philip's Jubilee Memorial Trees: Considering that a memorial bench has been proposed for the Queen, it is recommended that an Oak tree be planted jointly for the Queen and Prince Philip using the compost from the flowers laid for both.

Playground Consultation: A public consultation was undertaken on 21st September to get ideas from the public to what equipment they would like to see, results from the consultation will be presented at the November meeting.

Five Ways Roundabout: The sub-committee needs to be re-established and the CIL money spent before it is lost.

Dog Poo Signs: The dog poo signs designed by the school children have been made and are ready to be displayed around the village. Locations need to be confirmed.

Playing Field Tree: An email was received from the owner of the property who requested a tree be cut back on the boundary of her land and the playing field. The work has been undertaken as per a tree report, Clerk was unaware of what the Interim Clerk had agreed (which was not discussed or confirmed at a Parish Council meeting). Clerk will arrange to meet with the home owner.

Any Other Business relating to Amenities:

- A pond management report was received from TCV Norwich, the amenities advisory group would to recommend the following works be undertaken first:
- Community Centre Pond – Remove approx. 1/3-1/2 of vegetation from within the pond, and coppice larger willows **£600**
- Village Pond (on main road) – Remove reedmace and silt from at least ½ of the pond **£300**
- Proposal to bring grounds maintenance work for the Parish in-house
- Research the cost of a tow bar for the lease van
- Cultivating of Chet meadow should be undertaken in the near future should the Council want to cut and bail the hay in June 2023

It was **AGREED** to accept the recommendations raised by the Amenities Advisory Group. Proposed J Henson, seconded C Walker.

AP The clerk to action points raised and to gain one further quote for the pond works.

- d) It was **AGREED** to form an Events Advisory Groups and be known as Events AG. C Pitelen, S Curtis, J Overton, C Walker and T Boucher had expressed an interest to be on the is group. Other councillors were also invited to

be added to the group, this would be by informing the clerk. Members of the public can join by applying to the Clerk.

14. To receive proposal to close the meeting for items 15 and 16 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. Includes commercially sensitive information Proposed C Walker, seconded D Hewer

15. To receive an update from the HR Advisory Group

Clerk left the room

15.1 The clerk's six-month probation was reviewed and it was **AGREED** that following a five month satisfactory probationary period completed to confirm her appointment with immediate effect. Proposed J Henson, seconded D Hewer

Clerk returned to the room

The clerk was advised of the outcome and they **CONFIRMED** that they were happy to end the probationary period with immediate effect.

15.2 The appointment of A Haines as Finance and Admin Officer was **CONFIRMED**. Proposed j Henson, seconded C Walker.

15.3 An advert for an Events and Bookings officer has been posted following the resignation of the current officer. The clerk advised that interviews would look to take place mid-October. Delegated Authority was given to the Clerk and J Joyce to carry out the recruitment process.

15.4 A HR issue was raised to council concerning a member of staff. - **NOTED**

16. Land Enquiry

An offer was considered by the parish council concerning access to land. The Parish Council **DECLINED** the offer made.

17. Date and Time of Next Parish Council Meeting

- a) January's meeting will now be held on 11th January 2023 at 7pm
- b) The next Parish Council meeting Wednesday 2nd November 2022, 7pm at Poringland Community Centre unless otherwise advised.

CHAIRMAN

OCTOBER 2022 PC REPORT

We have started having to look at budgets for next year. This is quite challenging, do we use current costs, which are continually changing and increasing? Do we assume this will settle down for next year? So, it is really hard with the money that my Portfolio has how far that will spread.

Planning

Unfortunately, we have had to extend the timeline for The Local Plan due to not finding any suitable Gypsy & Traveller sites to include in the Plan, which we are having to visit again by going out for a call for sites and then assessing them all, so it now looks like it is going to be early 2024 before the Plan is adopted.

I attended an event at St Andrews Hall regarding Nutrient Neutrality, this was put on by our Consultants Royal Haskoning.

It was well attended by Agents and Developers who are obviously concerned that they can't start their developments until this issue is resolved.

Public may think this is good because they don't want more houses, but this affects the whole economy. Builders, Plumbers Electricians will lose their jobs and the houses that we need for our Children and Grandchildren are not being built.

Royal Haskoning have improved the mapping that Natural England had produced and have created a Nutrient calculator, this should be published in the next couple of weeks. The calculator will show the level of nutrients their development will produce, and they will have to put mitigations in place to bring the level down to 0.

This is easier for large Developers who can purchase additional land by the proposed development and create their own mitigations, but for smaller developers who may just be building 3-5 houses they probably won't have this option.

This is where LPA's need to have their own mitigations in place which credits can be sold to Developers when needed. All this needs to be in place prior to any development starting!

Economic Development

I attended the opening of Broadland's part of the Food Innovation Centre, which was great to see, and they've had a lot of interest in the units that have been built.

South Norfolk have got a Local Development Order in place for the neighbouring piece of land which is in our District. The whole Food Enterprise Park is looking good, there is already Condimentum on site created by English mustard growers and Norfolk mint growers and they have supplied Colmans for generations in collaboration with Unilever. Fischer Farms are also on site, who use vertical farming to grow produce. These are closed systems using an energy-efficient, LED-based lighting system to produce crops of the highest quality: leafy greens are grown in trays racked 15 levels high and harvested via a highly automated process.

We also got some good news from Highways at the end of August, that the A47 is being dualled near Easton with a new roundabout which the access to the park will come off.

I also attended a Net Zero Conference standing in for one of my colleagues. This was really interesting it was facilitated by Norfolk Climate Change Partnership and covered the Community Energy Kick Start Project that they are running, they have received a grant from Government to use on this project.

The second part was about "SHIFT" Sustainable Hydrogen Infrastructure for Transport.

This was quite relevant as we need to try and look at all the Council vehicles and making them more Green, this is easier for smaller vehicles as we can swap to electric when they need replacing but our waste trucks has always been a concern, as electric would not give them enough range for the amount of miles they cover each day when completing a round particularly with the lifting and crushing equipment on the truck which would use more electric. We knew that hydrogen would solve these problems, so it was encouraging to hear that Volvo are looking at producing a hydrogen engine and that a hydrogen energy plant is being investigated being built in Snetterton.

Police

I attended the virtual Community Police Meeting last week with PC Andy Sneddon.

Andy presented the crime figures for Poringland which I have attached in my report for Charlotte. The next three months priorities were set as road safety, anti-social behaviour and burglary/theft.

One thing I just wanted to mention was that once again there were only three people who attended, Vic and I were two of them. These meetings are advertised on social media but Andy has asked if we have any ideas of how we can get more people to attend both Councillors and members of the public.

<u>Crime Type</u>	<u>Total</u>
Arson	2
ASB	1
Bicycle Theft	2
Burglary Business	0
Burglary Residential	1
Criminal Damage	5
Domestic	4
Hate Incident	0
Possession of drugs	1
Public Order	3
Robbery	1
Theft from vehicle	0
Theft from person	0
Theft motor vehicle	1
Total	21

Lastly, the Horizon building now belongs to Broadland and South Norfolk Council's.

We pay £1M a year to heat South Norfolk Council offices, so we have made the decision to move out of there to Broadland Council offices in Thorpe. Officers will be moved out by the end of October, and we will have our last meeting there on the 4th November.

This will be short term as we plan to be in the Horizon building in the New Year once a few changes have been made. We will be opening another small office near the Mere in Diss on the 17th October which will be called The Octagon.

It's a gateway to all council services; residents can speak to a member of staff who will help resolve their queries online or be put in touch with relevant services, if required.

The Octagon allows residents of South Norfolk to have face-to-face interaction with the Council without the need to visit our temporary home at Thorpe Lodge, or The Horizon when we move there.

From 7th November, it will be staffed by someone from Customer Services. There's also space for one other person to work, and an area in the back office for meetings with a few people, so there will be regular council presence there during the working week.