

Minutes of a Parish Council Meeting of Poringland Parish Council
Wednesday 11th October 2023 at 7pm
Meeting held at Poringland Community Centre

Attendance: Ken Aldridge (Chair), Sean Curtis, Fiona Harper, John Henson, David Hewer, John Joyce, Lisa Overton-Neal (also attending as an SNDC Councillor), and Carl Pitelen.

Also in attendance: Lisa Callow (Assistant Clerk – Minute-Taker), NCC Vic Thomson (advised he would arrive late), SNC Nicola Fowler, and 1 member of the public.

1. To Receive and Approve Apologies for Absence

Tim Boucher gave apologies due to work commitments, John Overton gave apologies due to a prior engagement. These were **ACCEPTED**. Proposed David Hewer, seconded Sean Curtis.

(19.01 – John Henson left the meeting)

(19.02 – John Henson returned to the meeting)

2. To Receive Declarations of Interest

None.

3. To Agree Minutes of the Meeting on 13th September 2023

The Minutes of the last meeting were **AGREED** and signed. Proposed David Hewer, seconded John Henson.

4. Matters Arising, including Clerk's Report

- **Sam2:** The Sam2 Camera has now been located on Norwich Road near the One Stop. The software for the Sam2 needs updating as the office have been unable to access all the data required. Unfortunately, due to administration changes we are unable to gain access to the account to do this as email addresses and passwords have been lost. We will attempt to contact Westcotec about this. The clerk has mentioned to Vic Thomson about the possibility of a new SAM2 due to the age of the current machine. Newer machines are Bluetooth enabled which will be easier to access the data on site and to update council and the website of driving behaviours in the parish.
- **Defibrillator/Insurance:** The clerk has received a response from the driver's insurance company regarding the damage to the defibrillator at The Railway Tavern. The response stated that they will not re-reimburse for the loss. The clerk will now contact the council insurance for further advice.
- **Tree Cutting:** T Bird has continued to carry out tree works within the parish as per the tree survey and additional works that were highlighted.
- **Community Centre:** The community centre will be shut on the 23rd October for 5 days so that work can be carried out on the windows/roof area. All users effected have been contacted. The café will remain open.
- **Bus Stops:** The clerk has been advised by the clerk of Framingham Earl that a number of upgrades will take place on Bus Stops to ensure accessible boarding. (This will include raised kerbs, tactile paving and pole and flag to mark the bus stops in Poringland.) The locations are Poringland, All Saints, Poringland, Hall Road opposite Burgate Lane, Poringland, Rectory Lane – cemetery x2, Poringland, Rectory Lane – Upgate, Poringland, St. Annes, Poringland, St. Marys.
- **Adverts on Roundabouts:** Two people have made complaints about the business adverts on both Budgens and 5 Ways Roundabout. It has been filed with highways to investigate.
- **Community Land Planning Application:** Still awaiting a decision regarding the application. Jerene Irwin is due to call the clerk this week to talk through some ecology issues. The clerk to update following the conversation.

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

- a) District Councillor Lisa Overton-Neal gave her report which included a reminder that she still has some money available as part of her Member Ward Grant, this can only be spent on community projects that are a benefit to the whole community. (Appendix A)

District Councillor Nicola Fowler gave an update confirming that she has now attended her first committee meetings including audit, finance and resources, and a strategic planning meeting looking at

the next four years. She is continuing to undertake training as part of her role as a new District Councillor. She also reminded the Council that she too has money available as part of her Member Ward Grant.

- b) County Council Report – due to delayed arrival report given following point 6 – To Consider Applications for Co-Option. (Appendix B)
- c) Public Participation – a member of the public raised a concern over an overgrown hedge obstructing any vehicles’ line of vision when turning onto The Street from Elizabeth Road. It was suggested the Parish Council send a letter to the occupants of the property requesting the hedge be cut back as appropriate.
- d) Police – None

6. To Consider the Applications Received for Co-option of the Two Vacancies onto the Parish Council

Fiona Harper presented to Council her reasons for wishing to join Poringland Parish Council, following which a ballot was taken and she was co-opted onto the Council by a majority vote. Fiona Harper signed the Declaration of Acceptance of Office, witnessed by the Assistant Clerk.

7. Planning

a) To Consider Applications Received

- i. 2023/2619: Proposal: Re-render dwelling and replace a selection of windowsills
Location: 5 Rectory Lane Poringland Norfolk NR14 7ST – **NO OBJECTION**
- ii. 2023/2739: Proposal: Re-rendering to the front of the property
Location: 19 Howe Lane Poringland Norfolk NR14 7LQ – **OBJECTION**
The Council object to the planning application on the basis that the proposed rendering of the property would have a detrimental visual effect on neighbouring properties, leaving an unbalanced visual aspect to the street scene. Proposed John Henson, seconded Lisa Overton-Neal. **AGREED**

b) To Note Planning Decisions

None

- c) The enforcements currently in progress in Poringland were **NOTED**.

8. Finance

- a) Receipts, Payments, and Bank Reconciliations up to 30th September 2023 were **NOTED**
- b) Accounts for Payment
 - i. The accounts for payment were **AGREED**. Proposed Lisa Neal, seconded David Hewer.
 - ii. The additional payment list was **AGREED**. Proposed David Hewer, seconded Sean Curtis.
 - iii. John Henson **AGREED** to approve BACS payments via banking online.
- c) The final audited accounts from PKF Littlejohn for 2022/2023 were **APPROVED**. The Assistant Clerk addressed the external auditor’s note ‘The smaller authority has not provided two year end statements to support the bank reconciliation to Section 2, Box 8. These were requested as part of our intermediate review procedures’. The two accounts in question only receive statements on the anniversary date in which they were first taken out, which is not 31st March. It was explained to the external auditors that the requested statements were not available, and all means were taken to provide additional documentation to support their request. Lisa Overton-Neal thanked the Assistant Clerk on behalf of the Council for the work she undertook to get this completed. Proposed John Henson, seconded David Hewer.
- d) The first 2023/24 internal audit visit will take place on 25th January 2024. **NOTED**

Payee	Description	Net Total	Gross Total	VAT (reclaimable)
October '23 Staff costs	PAYE, Pensions & Expenses	£16,111.89	£16,111.89	
Officeflow	Printing - September 23	£47.95	£57.54	£9.59
Rijo 42	Café Consumables - Coffee	£173.22	£174.52	£1.30

High Speed Training	HACCP/Appraisal/Mental Health	£87.00	£104.40	£17.40
Saunders W. Cleaners	Window Cleaning - September 23	£146.00	£146.00	
T G Bird Tree & Garden Services	Tree Works	£670.00	£804.00	£134.00
Humpty Dumpty Brewery	Bar Stock	£109.75	£131.70	£21.95
R&Q Electrical Ltd	Electrical Repairs	£37.08	£44.50	£7.42
R&Q Electrical Ltd	Replacement Window Actuator	£386.86	£464.23	£77.37
Toilets +	Portable Toilets	£824.00	£824.00	
Spruce Landscapes	Grounds Maintenance/Reed Clearance/Bench Base	£1,735.83	£2,083.00	£347.17
F C Walker (Ben Burgess)	Outdoor Steps	£121.78	£146.14	£24.36
KSD	PA Sound System	£850.00	£850.00	
Nigel King & Marty	Band	£350.00	£350.00	
Rijo24	Café Consumables - Coffee	£357.62	£370.12	£12.50
TG Bird Tree & Garden Services	Removal of two dead trees (As per tree report)	£900.00	£1,080.00	£180.00
Proludic	Play park repairs	£60.39	£72.48	£12.09
Amazon for Business	Café Consumables / Equipment	£122.60	£147.16	£24.56
Yare	Café Consumables	£418.93	£431.11	£12.18
Garden Guardian	Grounds Maintenance	£1,180.92	£1,417.10	£236.18
Garden Guardian	Grounds Maintenance	£241.41	£289.69	£48.28
Hugh Crane	Cleaning Consumables	£120.47	£144.57	£24.10
Microshade	IT Hosting	£378.79	£454.55	£75.76
R & Q Electrical	Replacement Office Lighting (LED)	£290.00	£348.00	£58.00
BT	Landline & Broadband - Sept '23	£125.14	£150.16	£25.02
EE	Mobile Phones - September '23	£52.95	£63.54	£10.59
Wave	Water - Jun-Aug '23	£23.68	£23.68	
Total Energies	Gas - August '23	£77.34	£81.21	£3.87
Waste Managed	Waste Removal - October '23	£42.00	£50.40	£8.40
Waste Managed	Waste Removal - October '23	£42.00	£50.40	£8.40
Grenkeleasing Ltd	Printer Rental - Oct-Dec '23	£244.44	£293.33	£48.89
Staffology Ltd	Payroll Software	£32.00	£38.40	£6.40
BT	Mobile Phones - End of Contact	-£19.48	-£23.38	-£3.90
BT	Mobile Phones - End of Contact	-£23.63	-£28.36	-£4.73
PWLB	Loan Repayment	£4,356.63	£4,356.63	
Unity Trust Bank	Bank Charges - Jun-Aug 23	£28.40	£28.40	
Unity Trust Bank	Service Charge - Jun-Aug 23	£68.10	£68.10	
Unity Multi-pay Credit Card	Food & Drink/Insurance/Tax/Fuel/Racking/IT	£1,724.97	£1,840.01	£115.04
Iris	HR Software - Nov 23	£64.00	£76.80	£12.80
Total Energies	Gas - September 23	£94.96	£99.71	£4.75
Sum Up	Card Machine Fees - September 23	£62.96	£62.96	
Veolia	Waste Removal - August '23	£54.31	£65.17	£10.86
BNP Paribas	Coffee Machine Rental	£214.92	£257.90	£42.98

Total Energies	C.Centre Electricity - September 23	£1,631.72	£1,958.07	£326.35
Total Energies	Pavilion Electricity - September 23	£106.20	£111.52	£5.32
TV Licensing	TV License	£159.00	£159.00	
Total		£34,885.10	£36,830.35	£1,945.25

9. To Approve the New Councillor Co-Option Policy

The new proposed co-option policy was approved with the following changes to be made – the vote will be made by paper ballot instead of a show of hands, and the date of adoption and review should be included in the footnotes. Proposed David Hewer, seconded John Henson – all in favour, except Fiona Harper who abstained from voting as she was not privy to the draft policy before the meeting.

(20.08 – Carl Pitelen left the meeting)

(20.10 – Carl Pitelen returned to the meeting)

10. To Review the Transfer of Open Space and Conveyance Plan at Rosebery Park in Preparation for Transfer.

It was agreed to approve the transfer of open space at Rosebery Park to the Parish Council. Proposed John Henson, seconded David Hewer – all in favour.

(20.19 – John Henson left the meeting)

(20.20 – John Henson returned to the meeting)

11. To Approve the Transfer of Open Space and Play Equipment at Clements Gate from BDW Homes and Appoint Two Councillors to Sign in Front of the Clerk.

It was agreed to defer the decision and approval for the transfer of open space and play equipment at Clements Gate until the Amenities Advisory Group have had the opportunity to look over the paperwork and report back at the next Parish Council meeting.

(20.28 – Fiona Harper left the meeting)

(20.33 – Fiona Harper returned to the meeting)

12. To Approve EV Charging Points being Installed at the Community Centre by Norfolk County Council.

It was agreed for Norfolk County Council to install electric vehicle charging points at the Community Centre. Proposed John Joyce, seconded David Hewer – all in favour, except Carl Pitelen who abstained from voting.

13. Update on Plans for Five Ways Roundabout.

Ken Aldridge and David Hewer gave an update on the plans for the five ways roundabout. The next step is to arrange a meeting with the Highways department at Norfolk County Council to discuss the viability of the proposed statue. Vic Thompson confirmed that he would arrange a date for the meeting once they were ready to go ahead.

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

a) Events Advisory Group – the Assistant Clerk gave an update from the latest events advisory group regarding the upcoming fireworks event. All the suppliers are now booked, and the vendors/stall holders have paid with the exception of one still due to pay. One further meeting will take place before the event, and volunteers meeting will also be arranged shortly.

b) Community Centre Advisory Group – John Joyce provided an update from the latest community centre advisory group. It was agreed that the Community Centre will move from providing paper towels in the public toilets to hand dryers only. Proposed Carl Pitelen, seconded Sean Curtis – all in favour.

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 John Henson, seconded Sean Curtis. **AGREED**

16. Staffing Update

Lisa Neal provided an update from the latest HR Advisory Group. It was agreed to pay the Bookings and Events Officer overtime for the hours accrued organising the summer fair, she has been unable to find time to take the hours back. The Bookings and Events Officer’s contracted hours will be reviewed at a later date by the HR Advisory Group, and it was requested that she keeps a detailed timesheet going forward. Additional hours worked for the fireworks and Christmas event will be reviewed after the events.

17. Date and Time of Next Parish Council Meeting

The next Parish Council Meeting will take place on Wednesday 8th November 2023 at 7pm at Poringland Community Centre unless otherwise advised.

Meeting closed at 20.54.

CHAIRMAN

Signed: Date:

Appendix A

District Councillor Report – October 2023

Member Grant: Cllr Lisa Overton-Neal has some of Member Grant money left for this year.



Member Grant Fund
Leaflet.pdf

Cabinet Meeting:

Cabinet Meeting on Monday which covered:

- Tasburgh Neighbourhood Plan Submission
- Update to the Local Development Scheme
- South Norfolk Village Self and Custom Build Register Review
- Medium-Term Financial Position and Reserves Update
- Housing Standards Enforcement Policy Review
- Member Ward Grant & Community Action Fund– Spend and Terms of Reference review

Town/Parish Council Forum:

I have attached the slides from our Town/Parish Council Forum which was held on



Regulatory services
overview - Town & Pa



Fly Tipping
Presentation 9.10.23.p



Council contact
details For Summit.pd

Town & Parish Summit:

Nov 9th - Town and Parish Summit – Book your place:

[Town and Parish Council Summit Tickets, Thu 9 Nov 2023 at 09:00 | Eventbrite](#)

Pre-Summit Survey:

<https://www.smartsurvey.co.uk/s/TownandParishSummit/>

South Norfolk grants:

[Go For It Grant](#)

Funding for individuals or groups to start projects or activities that bring communities together.

[Community Action Fund](#)

Funding to support communities working together to enhance the life of local people.

[Members Ward funding](#)

Each of our district councillors has an annual budget of £1000 to spend on projects within their wards.

[Sports Champion Grants](#)

Supporting athletes who are performing at a high standard and looking to fund further training, coaching, physiotherapy, equipment, or competitions.

[Community Coach Development Bursary](#)

Supporting coaches looking to undertake further training.

[Community Infrastructure Fund Programme](#)

Funding to support parish and town councils to deliver key infrastructure projects.

[Homes for Ukraine Community Support Grant](#)

Supporting activities that help address the needs of Ukrainian refugees.

[Pride in Place Community Grant](#)

Funding for town and parish councils, voluntary and community groups to build pride in place.

Rogue Landlord:

Council officers proved an HMO was being operated in Diss without the required licence, with up to 17 people residing in the 4 bedroom terraced property, putting the occupants' health, safety and wellbeing at risk. Four civil penalties were served which were appealed, but the final result was all four offences being secured in the Council's favour and a total fine of £30k.

Appendix B

County Councillor Report – October 2023

Norfolk County Council is closely monitoring the local and national position in relation to RAAC in schools.

As of 6 September, one Norfolk school was closed to pupils due to concerns over the presence of RAAC. The school, Thomas Bullock Academy, delayed the start of term so that checks could take place in the school hall. The council first became aware of possible issues with RAAC in 2018 and worked with all its maintained schools to assess if the material was present and if any action was needed. Further checks have been carried out following the [government's updated guidance](#). All of Norfolk's maintained schools remain open to pupils.

The Department for Education is also carrying out its own checks to ensure it is satisfied that no further works are needed. The guidance is changing regularly, so the council will continue to monitor the situation closely. Most Norfolk schools are academies, which are independent of the council and are responsible for their own buildings. However, the council wants to ensure the safety of all of Norfolk's children and has reminded academies to complete the DfE survey on RAAC. It has also offered practical help, where academies might need it.

The situation is changing regularly and, should any further closures be required, they will be published on the [school closures section of the website](#). Schools and academies will be in touch with parents if any issues are identified in their child's school.

Steps residents can take to improve drainage and reduce flooding risk

With bird nesting season over, people across Norfolk have a chance to do their bit to stop flooding and keep water flowing across their properties. Small, simple steps that ensure water can drain away from your home can cut down the likelihood of flooding, starting with tasks as simple as keeping drains, ditches, and watercourses clear and able to flow freely. After a year's growth, many ditches and watercourses will benefit from clearing branches, and cutting back new undergrowth. Now bird nesting season is over, early autumn is the prime time for property owners to put in a little work to keep their properties safe.

A build-up of flood water with nowhere to drain can quickly turn a minor incident into a disaster for the home. By starting off small, and checking drains for any blockages such as mud, leaves and stones, residents can take the first step towards mitigating the impact of flooding. Outside the home, if residents spot any blocked or broken drains on Norfolk's highways, they can report it via www.norfolk.gov.uk/flooding, allowing Norfolk's Highways Team to clear them and keep our roads open.

Blocked drains and Grips

Have you seen a blocked road drain on your travels around Norfolk? Keep an eye out when you're walking or cycling to school or work and let us know if you spot any blocked or broken road drains. If a road drain is broken or full of mud and weeds, water can't run through freely. Get online and report it to us here https://orlo.uk/floods_SEOPB

Norfolk County Council Net Zero

Encouraging more people to use the bus travel and other sustainable options is key to our ambitious aims of achieving net-zero in Norfolk by 2030. Norfolk County Council has committed to achieve 'net zero' carbon emissions on its estates by 2030, but within its wider area, to work with partners towards 'carbon neutrality'. This also supports the government's ambition for a net zero country by 2050.

We will achieve this by implementing carbon conscious ways of working across our buildings and supply chain; putting in place the right infrastructure across the county to support the move towards net-zero; and by working

together with partners to lead and inspire our colleagues, citizens, communities, and businesses to take action and play their part in protecting Norfolk for future generations.

Charcoal Line moves to seven day service in latest bus service improvement

Bus Services between Bungay and Norwich are moving to seven days a week thanks to money that Norfolk County Council secured from the Department for Transport (DfT) to improve bus services across the County.

The changes, which come into effect on Sunday 3 September, will see the Charcoal Line – the service that includes the 40, 40A, 41, 41A and X41 bus services – running an hourly service every Sunday, starting at 08:10 and running through to 17:10. This is the first time the Charcoal Line will run on Sundays, giving users a service into the city centre.

For many people Sunday is as busy as any other day of the week. Whether it's getting to work, doing some shopping or just heading out for a meal with friends and family, the enhancements to the Charcoal Line will give people an easy, affordable option to get into the city and will let more people make the choice to leave the car at home."

The new service will run from Hillside Road West in Bungay through to St Stephens in Norwich, with stops in in Bungay, Ditchingham, Hedenham, Woodton, Kirstead, Brooke, Poringland, Stoke Holy Cross, Framingham Earl and Trowse on the route. The change follows on from enhancements to the Charcoal Line introduced earlier this summer, including the move to half-hourly bus services running on Monday to Saturday between Bungay and Norwich since 24 July. This is one of a number of service enhancements which are being funded by the £49.55 million funding which Norfolk County Council was successful in securing from the Department for Transport (DfT) to use on improving bus services across the County over the next three years. Approximately £12 million of the funding has been allocated to provide new or expanded bus routes and increase service frequencies on key routes, including more evening and weekend services. The new timetables for the Charcoal Line can be found on the [Firstbus website](#).

Norfolk Bus Service Improvement Plan

Norfolk received the sixth highest allocation in the country and the funding consists of £30.9m of capital funding and £18.6m of revenue funding. The plans outline 17 new measures across the county which give buses priority on the roads. These include new bus lanes in Norwich, King's Lynn and Great Yarmouth and redesigned junctions across the county.

New or improved travel hubs are proposed for Sheringham, Cromer, Diss and Hunstanton which will provide better waiting areas with real-time information to help to give passengers a better experience as well as being integrated with walking and cycling facilities. There will also be a county-wide review of bus stops with upgrades to improve access for people with disabilities, to provide more real-time information and a programme of works to reduce delays to buses.

Improved services already announced:

[Lynx 35 and 36 service](#)

[Sanders – X55 and 210 service](#)

[Konectbus – 5b and 11a service](#)

[Konectbus - 512 service](#)

[Konectbus – Fab4 service](#)

[Sanders – X40 service](#)

[Konectbus – 35 Canary Konect service](#)

[Lynx 35/38/48/49 services](#)

[Go To Town – 3H Town Link, King's Lynn](#)