

Minutes of a Parish Council Meeting of Poringland Parish Council
Wednesday 2nd November 2022 at 7pm
Meeting held at Poringland Community Centre

Attendance: John Joyce (Chair), Ken Aldridge, Tim Boucher, John Henson, David Hower, Lisa Neal, John Overton, Carl Pitelen, Chris Walker.

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

1. To Record Apologies for Absence

Apologies were **ACCEPTED** for Sean Curtis, and SNC Trevor Spruce.

2. To Receive Declarations of Interest

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

C Walker, J Henson, J Overton Item 10a – Pecuniary interest as regular hirers of the hall.

3. To Agree Minutes of the Meeting of 5th October 2022

The minutes of the last meeting held on the 5th October 2022 were **AGREED**. Proposed D Hower, seconded J Henson

4. Matters Arising including Clerk's Report

- **Mulberry Park Playground Consultation.** The consultation was well received and all the comments that have been left at the community centre have been collated and sent to Proludic. This will be presented to Full Council at a future meeting. **Ongoing**
- **Community Engagement.** The clerk attended a community engagement reception on 4th October at Framingham Earl High School. This meeting was well attended by The Police, County Councillor V Thomson, Framingham Earl PC Dave Todd as well as representatives from the Crown Point Estate and Men's Shed. It was an opportunity to meet with Becky Arnold the head at Framingham Earl and to discuss ideas on the school's engagement within the community. Follow up meetings will take place with a date to be confirmed in February.
To Note
- **Benches.** Queens memorial bench and the memorial bench for an employee who died have been ordered and are awaiting deliver dates. **Ongoing**
- **Council Van.** The new electric leased van has now been ordered and all the various credit checks have been carried out. A deliver has been given for February. **Ongoing**
- **Primary School Visit.** T Boucher and the Clerk visited the primary school for assembly before half term. They spoke about the plans for the community land and what the children would likely to be seeing on the land. Much excitement was generated by the children. The winners were also announced for the poster competition to create dog bin signs to encourage people to pick up their dog's waste. The office has now worked out locations and these will be shortly erected. **Ongoing**
- **Community Land.** A pre Planning application has now been submitted to South Norfolk Council. Jerene from Chaplin Farrant will be meeting with a planning officer on the land on the 7th November. A Community Land Meeting is set for the 8th November where feedback will be given **Ongoing**
- **Just Giving.** Letters have been drafted and posted to all the residents affected by the fire and to contact the office regarding a donation. **Ongoing**
- **Budget 2023/24.** The Clerk and Assistant clerk have been working on the budget for 23/24 this will be presented for a first meeting with the Finance and Governance AG on Wednesday 16th November. **Ongoing**

K Aldridge advised the Parish Council that he would be standing down from the Emergency Plan. L Neal asked if D Hower who is the remaining councillor preparing required any further help. D Hower confirmed that he would advise if he needed assistance.

K Aldridge voiced his disappointment that the Community Engagement Advisory Group had been disbanded and questioned the reasoning for this. T Boucher explained that community engagement had been discussed and is relevant

in all aspects of the parish council and the existing groups. It was advised also that community engagement is discussed strategic meetings held twice a year.

K Aldridge addressed the clerk about the cost of defibrillator pads. The clerk advised that she ordered what had been emailed to her from himself and apologised if this had resulted in it costing more than he was recommending at the meeting. The clerk suggested that K Aldridge come to the office and can assist the clerk in the ordering process of defibrillator equipment.

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
- b) District Councillor J Overton advised council that he had attended a meeting with Saffron Community Connect, also attending was the Deputy CEO of South Norfolk Council who looked at social housing in the area.
- c) County Councillor V Thomson gave his report Appendix 2
- d) Public Participation – A member of the public advised that a new adult football team for Poringland Wanderers would be applying to go back into the league for the new season after the recent confirmation that the past Poringland Wanderers had folded.
Two residents voiced concern over the raising of community centre hire charges.

L Neal withdrew from the meeting

6.Planning

- a) To Consider Applications Received
 - i. 2022/2013 - Proposal: First floor rear extension
Location: 46 Rosebery Avenue, Poringland, Norfolk, NR14 7SN
NO OBJECTION – Proposed J Joyce, seconded T Boucher. **AGREED**. J Henson and J Overton Abstained
 - ii. 2022/1985 - Proposal: T1 Oak - Fell
Location: 18 All Saints Road, Poringland, Norfolk, NR14 7TA
NO COMMENT
- b) To Note Planning Decisions
 - i. 2022/1429 - Proposal: Subdivision to form two independent properties together with extension and alteration of existing annex.
Location: 128 The Annex, The Street, Poringland, Norfolk, NR14 7LA
Decision: Approval with no Conditions
 - ii. 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
Decision: Approval with Conditions

L Neal re-joined the meeting

7. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation up to 30th September 2022
- b) Accounts for Payment
 - i. The accounts for payment were **AGREED** Proposed C Walker, seconded L Neal
 - ii. The additional payment list provided was **AGREED** Proposed J Henson, seconded D Hewer.
 - iii. J Henson **CONFIRMED** he would approve payments for November.
 - iv. John Henson agreed to authorise the November payments.

- v. The 2021/22 final external audit accounts were **APPROVED** with comments noted. Proposed T Boucher, Seconded D Hewer

Payee	Code	Description	Total (Gross)	VAT
Oct '22 Staff costs, PAYE, Pension Contributions & Expenses			£13,859.41	
Bartlett Signs	Outside Spaces	Dog Waste Signs	£776.16	£129.36
Cyan	Burial Ground	Queen's Memorial Bench	£660.00	£110.00
EG Grounds Care	Outside Spaces	Grounds Maintenance	£312.00	£52.00
Microshade	General Admin	Hosting IT	£387.00	£64.50
Microshade	General Admin	Hosting IT - June 22	£401.40	£66.90
Yare	Community Centre	Café Consumables	£243.65	£6.76
BT	General Admin	Landline / Broadband	£105.28	£17.54
Unity Multi Card	C Centre / G. Admin	Café / Bar / Other	£1,663.33	£188.03
Total Energies	Community Centre	Electricity	£870.01	£145.00
Total Energies	The Pavilion	Electricity	£79.57	£3.79
Office Flow	General Admin	Printer Costs	£57.54	£9.59
NGF Play	Victory Avenue	Replacement Swings	£519.00	£86.50
Rialtas	General Admin	VAT Annual Support	£70.80	£11.80
Peter Matthewson	Community Land	Plant Hire/Grounds Work	£624.00	£104.00
Veolia	C.Centre/B.Ground	Waste Removal	£79.20	£13.20
Norwich Electrical	Community Centre	Site Visit	£66.00	£11.00
Worldpay	Community Centre	Card Machine	£137.95	£9.82
Men's Shed	Community Centre	Café Shelves	£17.00	
Casual Hirer	Community Centre	Refund-Cancelled Booking	£168.00	
Ian Smith	General Admin	Stationery	£402.61	£67.10
BT	General Admin	Mobile	£72.02	£12.00
Spruce Landscapes	Community Land	Post & Railing Installation	£799.20	£133.20
Spruce Landscapes	Memorial Garden	Grounds Maintenance	£180.00	£30.00
Spruce Landscapes	Burial Ground	Grounds Maintenance	£535.00	£89.17
Amazon	C.Centre / Fireworks	Storage/Torches/Batteries	£77.26	£12.90
Skylit Pyrotechnics	Fireworks Event	Fireworks	£5,750.00	
Chaplin Farrant	Community Land	Design Development	£2,460.00	£410.00
Grenkeleasing	General Admin	Printing - Quarterly Fee	£293.33	£48.89
Total Energies	Pavilion	Gas-to be paid by WHMPF	£7,137.19	£339.88
ESPO	Community Centre	Gas	£86.00	£4.10
SNDC	Community Land	Planning Fees	£210.00	
PPL PRS	Community Centre	Music License	£1,958.40	£326.40
TOTAL			£41,058.31	£2,503.43

8. To discuss the grounds maintenance contracts for 2023/24

The Clerk explained that a number of ground maintenance contract were only a year long and that new tenders would need to be sought. It was **AGREED** to go out to tender for these areas and increase to a 2-year contract. Proposed J Henson, seconded D Hewer.

9. To receive an update, and request regarding business relating to the Welcome Home and Memorial Playing Field Trust

Rob Ward the Chairman of Stoke United attended the meeting to ask if there was an opportunity for Stoke Utd to play at the playing field now that Poringland Wanderers had folded. Mr Ward explained that the club has 300 players with 60% based in Poringland, the club has teams from youth to veterans and also a girls' team. The club has a track record of funding that they could look at obtaining for work on the field and the Pavilion. This would require a 6 to 10-year lease. Mr Ward explained that should a lease be accepted that it would still accommodate the youth team as well as to the public/casual ball players. At present Stoke Utd are playing at a variety of sites and to have a location where a majority of players live would make a big difference. J Joyce suggested that with the recent news that a new adult team could be formed that a meeting between Poringland Wanderers Youth and the reformed adult team and Stoke Utd to have further discussions and if there is an option to work together. Proposed J Henson, seconded C Walker. 6 For, 1 Against. **AGREED. AP** Clerk to arrange a meeting with J Joyce and T Boucher to also attend.

10. To Receive Updates and Consider Recommendations from Advisory Groups

a) Community Centre Advisory Group

T Boucher brought forward the recommendations from the community centre advisory group meeting regarding hire charges, terms and conditions, café and bar cost centres moving forward and the option to extend the café opening times. K Aldridge expressed concern that Accident reports were left in the kitchen and this would be a breach of GDPR. The clerk explained that filled out forms are stored safe in the office and only the reporting book is in the kitchen. K Aldridge also gave concerns over the cancellation terms. Community Centre Hire Charges and Terms & Conditions - T Boucher proposed to change Poringland residents and Non-resident Hirers to Regular and Casual Hirers. This will include a price rise do to the increasing costs on the centre, seconded L Neal **AGREED** with 1 abstention.

Cost Centre for Café and Bar and Extended Opening Times of Café – T Boucher proposed that the café should extend its opening times 3 days a week and that moving forward from April that the Café and Bar will have their own cost centres on the accounts so that a true reflection can be given on the profitability of both arms of the community centre. Seconded D Hewer **AGREED**.

AP Clerk to look at the costings of a coffee machine.

b) Events Advisory Group

Preparation of the community land has been well underway for it to be ready for the fireworks event on the 5th November. The clerk has carried out a full risk assessment and measures have been acted on for the Fire Risk assessment including new access paths from the main land to the lower fields and also through the woodlands. Work will commence on the land on Friday with a number of suppliers dropping equipment off. Cllr Curtis and Cllr Pitelen will be on site the majority of Friday getting the site ready. The clerk has a meeting set with volunteers. Ticket sales of 2500 are almost sold out.

Cllr Pitelen asked if the lower meadows could be used by a local farmer for grazing in December. J Henson proposed that this is given to the Community Land Advisory Group to have delegated to get more information prior to agreeing to it. Seconded T Boucher **AGREED**

11. To receive proposal to close the meeting for item 12 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 J Henson, seconded C Walker **AGREED**

12. To receive an HR update regarding the 2022/23 Annual Local Government Pay Award, an update on the Events and Bookings Officer position, and additional staffing matters

The clerk gave an update on salary scales for the officers of the council and that due to their contracts these national pay increases were to be given.

Looking at other members of staff it was **AGREED** to delegate to the HR Advisory Group to agree an appropriate increase as necessary. Proposed J Joyce, seconded C Walker.

The Clerk CONFIRMED the appointment of a new Bookings and Events Officer. Anneliese Merriken will start on 16th November.

An update was given on a continuing HR issue, council were happy to receive reports and recommendations from the HR Advisory Group on this matter.

13. Date and Time of Next Parish Council Meeting

The next Parish Council meeting Wednesday 7th December 2022, 7pm at Poringland Community Centre unless otherwise advised.

Meeting closed at 9.05pm

CHAIRMAN