

**Minutes of a Parish Council Meeting of Poringland Parish Council**  
**Wednesday 10<sup>th</sup> January 2024 at 7pm**  
**Meeting held at Poringland Community Centre**

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

Also, in attendance: Charlotte Hummel (Clerk) Lisa Callow (Assistant Clerk – Minute-Taker), and 2 members of the public.

**1. To Receive and Approve Apologies for Absence**

NCC Vic Thompson gave his apologies.

**2. To Receive Declarations of Interest**

Carl Pitelen and Sean Curtis declared a non-pecuniary interest as employees of a supplier on the payments schedule in item 7 – Finance.

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

**3. To Agree Minutes of the Meeting on 13<sup>th</sup> December 2023**

The minutes of the last meeting were **AGREED** and signed.

**4. Matters Arising, including Clerk's Report**

- **Community Centre Works:** Various decorating and maintenance works have been carried out at the centre over the Christmas period, including repainting of the café ceiling, walls and all the woodwork painted in the corridors and café. Servicing of the partitions and grounds work round the exterior of the building. Further jet washing of the paving is planned for the front of the building.
- **Overgrown Hedges in the Parish:** Following a resident highlighting a number of overgrown hedges around the parish, The Clerk contacted various properties/developers and the resident has confirmed that a number of areas have had work carried out which has ensured that the walking on the paths easier.
- **Bus Stop Upgrades:** A number of Bus Stops are undergoing upgrades from Highways. This has resulted in a complaint from a resident on Rectory Lane with regard to the positioning and visibility. The clerk will speak with Highways regarding these complaints and will also speak with County Councillor regarding the matter.
- **Internal Auditor First Visit:** The first visit from the Internal Auditor will be on the 25<sup>th</sup> January
- **Bad Debtors:** The finance and Admin Officer has been working through the council's bad debtors and chasing outstanding payments in readiness for the end of year accounts.
- **Police Door Refit:** Mike Chambers – Facilities Manager for Norfolk Constabulary has confirmed that the police door will be replaced on 29<sup>th</sup> January.
- **Community Speed Watch:** The Clerk has been in contact with the lead of Community Speed Watch for Stoke Holy Cross who is has been giving advice regarding gaining further interest from Poringland residents. The clerk will be arranging to speak with the lead next week.
- **Bussey's Tree Grant:** An Application for a grant for Trees via Bussey's at NCC has been submitted. This has been for a total of 39 trees of varying species. These will be distributed through the community Land, Woodlands and other areas in the Parish.
- **New Beat Manager for Poringland:** The clerk has met with the new Beat Manager PC Tom Goodrum on a number of occasions. Discussions were had about the priorities for Poringland and this includes Anti-Social Behaviour, Speeding and Vehicle Anti-Social Behaviour
- **Woodland Maintenance:** Cllrs Aldridge, Curtis and Pitelen along with a small working group of volunteers did some clearing and chipping of some dead trees in the Community Woods in December. Many thanks given to the group for the work undertaken. Further work and a management plan will be produced in the near future.
- **Transfer of Area D:** Cllr Pitelen and the clerk visited Area D to check on the land status. It was confirmed that two of the three areas were acceptable to sign for transfer but the third area required clarification. The clerk has spoken to Norfolk Homes who have said that the area where work is still being carried out can be left unsigned until the

work on the housing has been complete. Contracts for the open picnic area and gym area have now been sent to the PC who can sign as agreed at the meeting on 13<sup>th</sup> December 2023.

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

- a) District Council Report (Appendix A)
- b) County Council Report - None
- c) Police Report/Update - None
- d) Two representatives for the All Saints Centre project gave an update on planning developments and asked the Council to support the ongoing project. Planning permission has now been granted for the development to be completed over three stages and grant funding is being explored.

## 6. Planning

- a) To Consider Application Received
  - i) 2023/3591: Proposal – Single storey rear extension  
Location: 67 The Street, Poringland, Norfolk, NR14 7RE – **NO OBJECTION**
- b) To Note Planning Decisions – None
- c) To Confirm Councillor Planning Roads List  
The Clerk presented an updated version of the Councillor’s planning road list taking into account the unallocated areas, the list was **AGREED**.

## 7. Finance

- a) Receipts, payments, and bank reconciliations up to 31<sup>st</sup> December 2023 were **NOTED**.
- b) Accounts for payment
  - i) The accounts for payment were **AGREED**.
  - ii) The additional payments list was **AGREED**.
  - iii) Lisa Overton-Neal **AGREED** to approve BACS payments via banking online.

Payee	Description	Net Total	Gross Total	VAT (reclaimable)
December '23 Staff costs	Salaries/PAYE/Pension		£18,273.91	£10.22
Poringland Men's Shed	Repairs to Play Equipment	£569.00	£569.00	
Poringland Men's Shed	Repairs to Play Equipment	£50.00	£50.00	
Spruce Landscapes	Hedge Trimming / Weed Killing/Grounds Maintenance	£935.83	£1,123.00	£187.17
Officeflow	Printing	£48.88	£58.66	£9.78
Hugh Crane	Cleaning Supplies	£55.21	£66.25	£11.04
Amazon	Wall Clock/Magazine Rack	£26.65	£31.98	£5.33
Office Water Supplies	Water Dispenser	£84.00	£100.80	£16.80
Martin Daws	General Maintenance	£560.00	£560.00	
Yare	Café Consumables	£68.10	£72.96	£4.86
Ben Burgess	Fuel (Machinery)	£20.42	£24.50	£4.08
Stuart Power	Lighting Tower	£2,107.50	£2,529.00	£421.50
The Alarm Company	Fire Alarm Annual Maintenance	£272.00	£326.40	£54.40
Veolia	Waste Bin Removal	£22.03	£26.44	£4.41
J A Saunders	Window Cleaning	£220.00	£220.00	
R & Q Electrical	Electrical Work / EICR	£2,105.88	£2,499.66	£393.78
Microshade	It Hosting	£372.79	£447.35	£74.56
Ezyglide	Partition Annual Service	£425.00	£510.00	£85.00

Garden Guardian	Grounds Maintenance - Dec 23	£241.41	£289.69	£48.28
Garden Guardian	Grounds Maintenance - Dec 23	£1,180.92	£1,417.10	£236.18
Yare	Food Consumables	£68.42	£68.42	
Ben Burgess	Wood Chipper Hire	£67.50	£81.00	£13.50
BNP Paribas	Coffee Machine Rental	£214.92	£257.90	£42.98
ICO	Data Protection Fee	£55.00	£55.00	
Staffology	Payroll Software - Dec 23	£38.40	£38.40	
BT	Mobile Phone - Dec 23	£30.04	£36.05	£6.01
EE	Mobile Phones - Dec 23	£51.30	£61.56	£10.26
Unity Bank	Manual Handling Fee	£52.20	£52.20	
Unity Bank	Service Charge	£73.95	£73.95	
Unity Multipay Card	Café Consumables/Website/Event	£1,423.30	£1,630.47	£207.17
BT	Landline & Broadband - Jan 24	£80.15	£96.18	£16.03
Total Energies	Gas - Dec 23	£479.61	£503.59	£23.98
Sum Up	Card Machine Fees - Nov 23	£79.50	£79.50	
Sum Up	Card Machine Fees - Dec 23	£41.31	£41.31	
<b>Total</b>		<b>30,395.13</b>	<b>32,282.45</b>	<b>1887.32</b>

#### 8. To Agree 2024/25 Budget and Precept

The Budget for 2024/25 had been presented to the Finance and Governance Advisory Group on two occasions by the Clerk and Assistant Clerk. It was **AGREED** that the budget was a clear and realistic forecast for the year ahead. It was unanimously **AGREED** to accept the 2024/25 budget as presented. Proposed John Henson, seconded David Hewer.

The precept for 2024/25 was discussed following the approval of the budget. The Parish Council recognised a small increase on the precept would be required. The recommendation from the Advisory Group was to increase the precept to £239,286.00 which on Band D would be £113.73 per annum, an increase of £0.19 a week. It was unanimously **AGREED** to accept the 2024/25 precept figure as presented. Proposed Tim Boucher, seconded John Henson.

John Henson thanked the Clerk and Assistant Clerk for the work carried out on the budget and precept, and it's clear and concise layout.

*20.10 Fiona Harper left the meeting*

*20.12 Fiona Harper returned to the meeting*

#### 9. Review and Agree Risk Register

The Clerk presented the updated risk register which was unanimously **AGREED** with no amendments.

*20.21 Fiona Harper left the meeting*

*20.23 Fiona Harper returned to the meeting*

#### 10. Review the Annual Electrical Report and Quotations for Remedials for the Community Centre

The annual electrical report was received with a number of recommendations for work to be carried out. It was unanimously **AGREED** to give the Clerk delegated authority to select a contractor to complete the works based on the most cost-effective price, making every effort to obtain three quotations before making the decision.

#### 11. Delegated Authority to Remedy Works to a Community Centre Door

The Clerk advised that the automatic door at the back of the Community Centre, next to the Café, is in need of replacement as it continues to malfunction on a regular basis. The Clerk suggested a sliding door with

manual lock. It was unanimously **AGREED** to give delegated authority to the Clerk and Tim Boucher to investigate further and select a contractor to complete the works based on the most cost-effective price, making every effort to obtain three quotations before making the decision, and for it to be paid for using CIL funds. The Council also requested the Clerk obtain quotations for the replacement of the automatic doors at the front of the Community Centre building.

**12. Receive an Update and Consider Recommendations from Advisory Groups**

a) Community Land Project Advisory Group

The final ecology report has been received and with no concerns raised the last of the documents have been forwarded to planning so a decision can be made.

**13. Receive Proposal to Close the Meeting for Item 16 Under the Section 1 Paragraph 2 of the Public Bodies (Admissions to Meetings) Act 1960 HR Updates**

Proposed David Hewer, seconded Tim Boucher. **AGREED**

**14. Receive an HR Update on Recruitment**

The Clerk confirmed that the recently advertised Caretaker position had been filled and they will be starting with the Council imminently, subject to all relevant paperwork being completed.

**15. Date and Time of Next Parish Council Meeting**

The next Parish Council meeting will take place on Wednesday 14<sup>th</sup> February 2024 at 7pm at Poringland Community Centre unless otherwise stated.

Meeting closed at 20.37.

CHAIRMAN

Signed: ..... Date: .....

## Appendix A – District Councillor Reports:

### District Councillor Report – January 2024 (Lisa Overton-Neal)

#### **Domestic Abuse Training:**

Not a very nice subject to have training in but unfortunately domestic abuse is still the highest recorded crime in Norfolk!

This was delivered to us by the Domestic Abuse Commissioning Manager at Adult Social Services.

We were complimented on The Sanctuary Scheme that SNC and Broadland Council offers to victims who want to remain in their own home if possible.

I have attached the presentation which gives you more details on this scheme along with other information.

#### **Local Plan:**

An update on the plan:

- Inspectors' report expected (draft 29th Jan)
- Considered by GNDP on 27 February

Decision to adopt made by each of the 3 councils:

- Broadland Cabinet 19/3 and Council 28/3
- Norwich Cabinet 6/3 and Council 12/3
- South Norfolk Cabinet 18/3 and Council 25/3

Adoption 29th March 2024

#### **Proposed improvements on Ipswich Road:**

Norfolk County Council have proposed introducing a bus lane southbound on Ipswich Road, on the junction with Hall Road. Although the proposed location itself is within the Norwich City Council area, it may be something that you would be interested in, so I have attached a copy of the letter that will go out to neighbouring residents, and a very basic map that I have been provided with.

Norfolk County Council are seeking to engage residents in consultation on these plans. Local residents will begin receiving letters imminently inviting them to express their views, and NCC are asking for increased participation, which would be appreciated. The consultation will close on the 29<sup>th</sup> January. Full details are available at [www.norfolk.gov.uk/ipswichroadbuslane](http://www.norfolk.gov.uk/ipswichroadbuslane)

#### **Cold Calling – Doorstep Scam:**

You may have seen on the Community FaceBook pages there have been a number of reports of a group of men knocking on doors at night trying to sell items. They are stating they have recently been released from prison and it's part of a rehabilitation programme. It is NOT and is a scam!

Speaking to PC Tom Goodrum they are aware and they have released the following statement:

"We're urging South Norfolk residents to be vigilant following reports of suspected cold callers operating across the district. Officers received a number of reports yesterday (Tuesday 9 January 2024) from residents in Wymondham, Poringland, Brooke and Ditchingham. The incidents all followed a similar theme of a man knocking at the person's door, saying they had recently been released from prison and wanted to sell household items.

We advise you to close and lock your back door before answering the front door. If you do not recognise the person, speak through the closed and locked door.

If they are selling something or offering to do any work on your house or garden, tell them you are not interested and ask them to leave. If they persist, tell them you will call the police and call us on 999. If you have any doubt – keep them out. We advise that you should never agree to buy goods from, or have work done, by someone that calls unannounced at their door, or approaches you on the street. Often such traders don't provide full names, trading addresses or contact telephone numbers, resulting in it being virtually impossible to trace them if there are any problems with the work or goods. Anyone feeling threatened by a cold caller should call 999 immediately. Anyone with information about suspected rogue traders should contact police on 101, or alternatively Crimestoppers anonymously on 0800 555 111. Please consider sharing this with your friends and family."