

Minutes of a Parish Council Meeting of Poringland Parish Council  
Wednesday 7<sup>th</sup> December 2022 at 7pm  
Meeting held at Poringland Community Centre

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

Also, in attendance: Charlotte Hummel (Clerk), NCC Vic Thomson SNDCC Trevor Spruce. Fifty-seven members of the public were present.

### **1. To Record Apologies for Absence**

No apologies were given.

### **2. To Receive Declarations of Interest**

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

L Neal Item 8 – Family member involved with the playing field.

T Boucher Item 6aiii – Has worked with the developer in a professional capacity.

John Overton Item 8 – Is the chairman of Poringland Wanderers Youth Team

J Henson Item 10a – Finance Expenses

### **3. To Agree Minutes of the Meeting of 2<sup>nd</sup> November 2022**

The minutes of the last meeting held on the 2<sup>nd</sup> November 2022 were **AGREED**. Proposed C Walker, seconded D Hewer

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

The clerk reported on the following matters:

- The remedial works requested by the PC have been undertaken, however there are still some issues that need to be completed, Contact has been made with Leathe Prior who are handling the handover of the parks on Clements Gate to the Parish Council.
- Playground Consultation for Mulberry Park – Results have been received from Proludic following the successful consultation. These results will now form a presentation that will be presented to the Amenities AG prior to a presentation to full council.
- Community Centre Pond – This pond has now been cleared, with a regular maintenance schedule formatted for it.
- Community Centre – The community centre and surrounding storage facilities have now been reorganised and new structures have been put in place to ensure that staff members can use their time more effectively.

No further questions were raised.

### **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) County Councillor V Thomson gave his report Appendix 2
- c) Public Participation – Prior to the commencement of the public participation J Joyce spoke to members of the public and advised that as there were three main issues on the agenda that had resulted in the high attendance that he would raise each item and if you wished to pass comment for that item then to do so at that point. J Joyce explained that there would be no opportunity unless invited for members of the public to speak at those items on the agenda. Any other comments regarding other items on the agenda would be asked at that point.

Item 8: None

Item 6 aii) Various members of the public spoke regarding their objections to the development. Flooding and drainage were a key concern with residents on Boundary Way regularly suffering from flooding to their properties. The issues have still not been resolved and if this development was to be given the go ahead with the current issue not resolved that this could exacerbate the issue.

There were concerns over what the blue lines highlighted on the plans were meant to represent as there was no mention of what this related to.

Item 6 aiii) Various members of the public spoke regarding their objections to the development. Objections raised included: Under the Greater Norwich Local Plan that the site in question was not a recommended site. Highway concerns including the increase in traffic flow, that there would be only one access point for traffic to enter and leave, Traffic survey that was carried out was undertaken during Covid and was not representational of the true figures of traffic in this area. Flooding on Caistor Lane is an issue with two bits of land collapsing onto Caistor Lane that now require work. The geology in the area shows this is in a low-lying area. The need for a Country Park and School were also questioned. A resident also pointed out to council that the Levelling Up and Generation Bill did allow for Local Authorities to ignore compulsory targets set by Government.

The pressure on existing infrastructure would be extensive, this would be particularly evident in Poringland.

Any other items raised: None

- d) Police Update – Beats Manager PC Andy Sneddon conducted a beats patrol around Poringland with J Overton. There will be a Police Community Street Surgery at the Community Centre on 12<sup>th</sup> December from 1 – 2pm.

*L Neal withdrew from the meeting at 7.52pm*

## 6.Planning

### a) To Consider Applications Received

- i. 2022/2150 - Proposal: Proposed Garage

Location: 63 The Street, Poringland Norfolk NR14 7RE.

C Walker presented the application. **NO OBJECTION** Proposed C Walker, Seconded J Henson.

- ii. 2022/2134 - Proposal: Erection of 24 dwellings and associated works with new vehicular access and layout

with some matters reserved. Location: Land West of The Ridings, Poringland Norfolk

D Hewer presented the application. **COMMENT** Proposed T Boucher, seconded J Henson

Consideration was given as to whether this application falls within Poringland Parish Councils Neighbourhood Plan and it was agreed that it does.

The concern that the parish council have is the flooding issues that could arise as a result of this development.

It has been highlighted by a number of residents on Boundary Way the current flooding issues that the residents have to endure with it being noted that some residents in this road experiencing flooding 16 times since 2019.

The development is elevated to that of its neighbours on Boundary Way and Stoke Road and therefore drainage from the site could cause continues issues for the residents in close proximity to the development.

An Attenuation Basin has been located on the site and the areas marked in blue have been designated as assisted attenuations sites/soakaways so the parish council would want assurance that these are marked solely as drainage/ soakaway areas.

Anglian Water have raised a number of concerns concerning the surface water drainage including the following:

“Development will lead to an unacceptable risk of flooding downstream. Anglian Water will need to plan effectively for the proposed

development, if permission is granted. We will need to work with the applicant to ensure any infrastructure improvements are delivered in line with the development. A full assessment cannot be made due to lack of information, the applicant has not identified a point of connection into the public network, a discharge regime, if a pumped connection is required Anglian Water require the rate to be clearly documented. We therefore request a condition requiring an on-site drainage strategy.”

Anglian Water have also expressed suggested conditions in Section 5 of its report on the site and the Parish Council would asked that these conditions are consider and added by SNC Planning.

The Parish Council have taken into account the comments raised by Report K: Flood risk assessment & surface water drainage strategy - revision a - part 1 with regard to future maintenance of the site and to reduce the risk of flooding where it has been advised that regular maintenance should be undertaken. The parish council would ask that conditions be considered that this responsibility be placed within the owners plot and included within the deeds of the plot, alternatively that the if this is not in an owners plot that it is considered that a management company is put in [place to ensure that this drainage maintenance and repair is carried out as per Appendix E for the Surface Water Maintenance Schedule detailing the management of the drainage including the schedule, actions, and frequencies.

Another area of concern to the parish council is the potential for a future access point to the neighbouring field. The layout would suggest that this could be part of a phase one and although not a material consideration the Parish Council would like assurances that this is not the case.

- iii. 2022/2148 – Proposal: Hybrid Application: Part 1. Detailed proposals for a 25.5-hectare country park together with associated infrastructure. Part 2. Outline proposals with all matters reserved, except for access, for a residential development of up to 180no. dwellings, serviced site for a new 420 place primary school, serviced site for a new community building, Step 7 FA Standard football pitch and a package of improvements to Caistor Lane

Location: Land North of Caistor Lane Caistor St Edmund Norfolk. OBJECTION Proposed J Henson, seconded D Hewer

The Parish Council have not been considered as a consultee of a development of this size and nature however this development will sit on the boundary of Poringland which will cause strains on the parish. The application as it stands is against Poringland’s Neighbourhood Plan, although we understand that this will not be taken into consideration the consequential effects of this development will affect Poringland. Local Development Plan - The proposed site lies outside the local development area in the current and the emerging Local Plans. If these plans do not see the need for development of this size in this area then this needs to be a serious consideration when deciding.

Traffic & Pollution - Caistor Lane is already under significant strain and with a further development that only has one entrance and exit point out on to Caistor Lane it will be unable to sustain the level of traffic that 180 houses will provide. The junction from Caistor Lane that comes out onto the B1332 is within Poringland’s boundary. This route serves as the main road to travel in and out of the parish and the junction struggles at present. With the increase traffic from this development it will; create a detrimental impact on the area. The parish council also have concerns over the traffic survey that was carried out in November 2021 and its accuracy.

Infrastructure and Amenities - This is a serious concern for Poringland. With the addition of 180 homes this will undoubtedly have a knock-on effect to the facilities/services that are provided within Poringland. Although a provision for a school and development site for a community centre have been factored in, It does not take into account the strain this will cause on other facilities such as the doctors/dental surgeries that these homes will most certainly look to use. Further consideration needs to be made as to the true impact on the wider area.

#### b) To Note Planning Decisions

- i. 2022/1985 - Proposal: T1 Oak - Fell  
Location: 18 All Saints Road Poringland Norfolk NR14 7TA  
Decision: Approval with Conditions

- 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

Decision: Approval with Conditions

*L Neal re-joined the meeting 8.15pm*

## 7. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation up to 31<sup>st</sup> October 2022
- b) Accounts for Payment
- i. The accounts for payment were **AGREED** Proposed D Hewer, seconded C Walker.
  - ii. The accounts for payment with pecuniary Interests were **AGREED** Proposed C Walker, seconded T Boucher
  - iii. The additional payment list provided was **AGREED** Proposed C Walker, seconded D Hewer.
  - iv. J Joyce **CONFIRMED** he would approve payments for December 2022.

Payee	Code	Description	Total (Gross)	VAT
Nov '22 Staff costs, PAYE, Pension Contributions & Expenses			<b>£20,015.57</b>	
MPS Doors	Community Centre	Door Call Out	<b>£120.00</b>	£20.00
Poringland Resident	Just Giving	Poringland Fires	<b>£164.14</b>	
N&G Heating Ltd	Community Centre	Call out - Boiler Repair	<b>£293.00</b>	£48.83
Hugh Crane	Community Centre	Cleaning Consumables	<b>£163.10</b>	£27.18
NPTS	General Admin	Allotment Training x1	<b>£48.00</b>	
Small Ecology Ltd	Community Land	Crested Newt Survey	<b>£1,098.90</b>	
Easy PC	General Admin	Office Equipment	<b>£271.63</b>	£45.27
Microshade	General Admin	Hosted IT	<b>£387.00</b>	£64.50
Hugh Crane	Community Centre	Cleaning Consumables	<b>£216.84</b>	£36.14
Phoenix Events	Fireworks	Security	<b>£340.20</b>	£56.70
Total Energies	Playing Field	Gas	<b>£360.90</b>	£17.19
Ian Smith	General Admin	Stationery	<b>£349.90</b>	£58.32
EG Grounds Care	Outside Spaces	Ground Maintenance	<b>£312.00</b>	£52.00
Spruce Landscapes	Community Land	Post & Rail	<b>£807.59</b>	£134.60
Yare	Community Centre	Café Consumables	<b>£721.98</b>	£15.00
Ben Burgess	Fireworks	Hazard Tape & Cable Ties	<b>£38.34</b>	£6.39
Officeflow	General Admin	Printing	<b>£63.66</b>	£10.61
Bin Dirty (S Cary)	Community Centre	Bin Cleaning	<b>£90.00</b>	
Peter Matthewson	Community Land	Grounds Work	<b>£3,000.00</b>	£500.00
Stuart Power	Fireworks	Lighting Towers / Cables	<b>£2,315.52</b>	£385.92
1 <sup>st</sup> Class First Aid Training	General Admin	First Aid Training x 2	<b>£120.00</b>	
1 <sup>st</sup> Class First Aid Training	General Admin	First Aid Training x 1	<b>£60.00</b>	
Graham Davey	Pavilion	Guttering Repairs	<b>£180.00</b>	
TCV	Community Centre	Pond Clearance	<b>£720.00</b>	£120.00
Office Water Supplies	Community Centre	Water Filter	<b>£85.80</b>	£14.30
Chaplin Farrant	Community Land	Design Development	<b>£1,230.00</b>	£205.00
Amazon for Business	Admin/Centre/Events	Equipment/Café/Events	<b>£75.63</b>	£11.13
Garden Guardian	Various	Grounds Maintenance	<b>£1,633.70</b>	£272.28

BT	General Admin	Landline / Broadband	<b>£104.55</b>	£17.42
Veolia	C Centre/ B Ground	Waste Removal	<b>£79.85</b>	£13.31
Worldpay	Community Centre	Credit Card Machine	<b>£111.55</b>	£8.83
Unity Multipay Card	Credit Card	Various	<b>£808.29</b>	£68.63
Grenkeleasing Ltd	General Admin	Printer - equip protection	<b>£117.60</b>	£19.60
Total Energies	Playing Field	Gas	<b>£264.39</b>	£12.60
Total Energies	Pavilion	Electricity	<b>£167.93</b>	£7.99
Total Energies	Community Centre	Electricity	<b>£1,925.13</b>	£320.85
A J King & Son	Community Land	Grass Cutting	<b>£180.00</b>	£30.00
Royal British Legion	Donation	Donation	<b>£100.00</b>	
<b>Councillors with Pecuniary Interests</b>				
John Henson	Pavilion Expenses	Lock / Case	<b>£9.99</b>	
<b>TOTAL</b>			<b>£39,152.68</b>	<b>£2,600.59</b>

*J Overton removed himself from the meeting 8.21pm*

## 8. To Consider Options for Playing Field and Pavilion Hire

Following the approach from Stoke Utd FC with regard to hiring the pavilion and football pitches following the folding of Poringland Wanderers earlier in the year the Parish Council had to consider how they would move forward. Subsequently a new Poringland Wanderers Youth Team has formed in Poringland and are increasing numbers in the 6 months that they have been running and there was intent from Poringland Wanderers that a new adult team was forming with a strategic plan to increase the club size and a merger with Poringland Wanderers Youth Team. Lucas Knight had sent the Parish Council a statement of intent with his objectives moving forward.

Stoke Utd FC have been formed since 2007 and currently have 288 registered players with 158 of those players residing in Poringland. The need for places to play that are local was ever increasing and due to the size of the club it was in suitable position to source funding for the site. Parents of players that live in Poringland have been requesting for closer places to play and the club saw this as a perfect opportunity both for the parish council and the club. Rob Ward Chair advised at the next AGM it was with intention to rename the club Stoke and Poringland Utd FC.

J Joyce explained that prior to this meeting that both clubs had met along with the clerk and himself. It was an opportunity to gain a better understanding of both teams and if there was a way that the two teams could work together to play. Although Stoke Utd were receptive to this. Poringland Wanderers felt that with a club of Stokes size that they would not get the opportunity to rebuild themselves.

Council carried on discussions which included what the benefits of Stoke Utd occupying the site and the need for funding for the Pavilion and Playing field, Discussion was also raised regarding the prospect of Poringland Wanderers youth Team having a successful season and the increase of children joining and the newly formed team from Poringland Wanderers. C Walker stated that although he could see the financial benefits of Stoke Utd using the site that the idea of losing Poringland Wanderers entirely would be a loss and should the council give Poringland Wanderers Utd a chance to build the club back. These sentiments were reiterated by T Boucher.

It was raised that the cost of pitch fees was low and that some research was required. **AP** Clerk to look into the fees currently charged teams per game and a proposal put forward for a new pricing structure.

Following lengthy conversation J Joyce suggested that to move forward, following councillor's consensus for Poringland Wanderers Utd to be given a chance to rebuild, that the club would need to give the Parish Council reassurances starting immediately, with a detailed plan of how the club expect to move forward over the next 1 to 2 seasons and demonstrate how they anticipate to expand. – the Parish Council would want details of training and

schedules and when they expect to start hiring the pitches and pavilion. If the parish council felt after receiving a detailed plan that there was no demonstratable move forward for the club then it would reconsider its options.

Proposed J Joyce, Seconded J Henson **AGREED**

**AP** Poringland Wanderers will liaise with the clerk and produce a detailed plan that can be presented to the Parish Council.

## 9. To Consider the Upgrade of the Council's Email System

The clerk explained the continued issues they were experiencing with council emails from office staff and that of councillors. The current set up is using G mail as a back up and a previous clerks personal telephone number which has proved to be challenging and resulted in the bookings email address inaccessible at present. The clerk has approach Microshade who are currently the parish council's provider hosted internet provider and take care of the emails, software and Rialtas and the cost to transfer the remaining hosting emails to them would be a cost of £1500 a year. It was **AGREED** that this was the only option to ensure that the function of council is uninterrupted. Proposed L Neal, seconded J Henson.

## 10. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Finance Advisory Group – C Walker present the notes from the Finance budget setting meeting. Some adjustments were asked of the clerk and Assistant clerk to Staff Budget, Burial Ground, Outside Spaces, Playing field, Community Centre and the café and bar. The next AG meeting will take place on 12<sup>th</sup> December.
- b) Events Advisory Group – T Boucher highlighted that the profit from the fireworks 2022 was £1615.00 This money was **AGREED** will be earmarked with the previous years profit for fireworks and the event the event is to be cancelled.

The Christmas light switch on had been a success with £330.00 also being raised for EACH. It was suggested it was a little long as people were getting cold. The clerk advised that the event had the same timings as previous years but also recognised that there was missed opportunities to use the community centre further.

**AP** The Clerk and Bookings and Events Officer will look at this further to bring to the Events AG.

Santa and his Chief Elf will be visiting Poringland on Sunday 18<sup>th</sup> December. Ben Burgess have kindly agreed to cover the insurance of using their vehicles to pull the sleigh. Details have been posted on social media and in Parish Matters. The Parish Council wished to thank Ben Burgess for their very generous loan of equipment over the Christmas period.

- c) Community Land Advisory Group – Further meeting with Jerene at Chaplin Farrant will happen in the New Year. L Neal asked if the drawings could be publicised. **AP** The clerk to look at placing these within the community centre and using social media.

Henry Gowman has managed to secure 350 saplings for part of a hedge line on the community land. Planting will take place on 29<sup>th</sup> December and social media posts will go out asking for volunteers to help.

**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 Joyce, seconded D Hewer **AGREED**

## 12. HR update

- a) Following a finance and HR meeting regarding staffing structure and costs it was **AGREED** that the pavilion cleaner should now incorporate as a third parish caretaker. Proposed J Henson, seconded C Walker **AP** Clerk to action.

b) Following further discussion at HR meeting it was recommended that the café assistant position and bar staff will receive a pay increased in April 2023 in line with National Living Wage. Proposed C Walker, Seconded D Hewer. **AGREED**

c) HR Advisory Group advised that a complaint has been made by a member of staff against another member of staff. K Aldridge is leading the investigation in to this and will report back to the HR group.

d) A further update regarding a staffing issue was given. The HR group along with the clerk will continue to working with the member of staff to reach a resolution.

### **13. Date and Time of Next Parish Council Meeting**

The next Parish Council meeting Wednesday 11<sup>th</sup> January 2023, 7pm at Poringland Community Centre unless otherwise advised.

Meeting closed at 9.31 pm

**CHAIRMAN**