



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, NR14 7WB

Tel: 01508 492182 Email: [clerk@poringland-pc.gov.uk](mailto:clerk@poringland-pc.gov.uk)

Web: [www.poringland-pc.gov.uk](http://www.poringland-pc.gov.uk)



## NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend an Annual Parish Council Meeting of Poringland Parish Council at 7pm on Wednesday 4<sup>th</sup> May 2022 at Poringland Community Centre. Members of the Public are able to access the meeting [via this Link to the Meeting](#).

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The Business to be Transacted is as Follows:

- 1. Election of a Parish Council Chair for the Forthcoming Year**
- 2. Election of a Parish Council Vice Chair for the Forthcoming Year**
- 3. To Record Apologies for Absence**
- 4. To Receive Declarations of Interest**
- 5. To Agree Minutes of the Meeting of 13<sup>th</sup> April 2022**
- 6. Matters Arising from the Meeting of 13<sup>th</sup> April 2022, including Clerk's Report**
- 7. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests**
  - a) District Council Report (7 minutes)
  - b) County Council Report (5 minutes)
  - c) Public Participation (15 minutes)
- 8. Planning**
  - a) To Consider Applications Received
    - i) 2022/0603 - Proposal: Single storey front extension to dwelling. Location: 29 Howe Lane Poringland Norfolk NR14 7LH
  - b) To Note Planning Decisions
    - i) To be circulated prior to meeting.
  - c) To discuss the implications of Natural England's advice for development proposals with the potential to affect water quality resulting in adverse nutrient impacts.
- 9. Finance**
  - a) To Receive Receipts, Payments and Bank Reconciliation for March 2022
  - b) Accounts for Payment
    - i. To ratify additional payments made in April 2022 relating to meeting held on 13<sup>th</sup> April 2022
    - ii. To Agree Accounts for Payment
    - iii. To Agree the Additional Payments List provided

- c) To Agree Quotations received from N&G Heating for work to be undertaken at the Pavilion and the Community Centre

**10. Appoint the new Clerk as the Responsible Financial Officer and Data Protection Officer**

**11. To Agree the quotation received for the Community Centre Office Conversion**

**12. To Review and Agree the Community Centre Kitchen Upgrade Quotations**

**13. To Receive Correspondence from a Parishioner regarding the football goals at Victory Avenue Play Area**

**14. To Approve Replacement of a Flood Light Mast with a Wifi mast on the Men Shed Site**

**15. To Receive an Update regarding the handover of play equipment at Clements Gate from Barratt / David Wilson Homes**

**16. To Receive Updates and Consider Recommendations from Advisory Groups**

- a) Jubilee Working Group

**17. To Receive Proposal to Close the Meeting for Items 18 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as it refers to Terms and Conditions of Service of Employment**

**18. To Receive an HR Update**

**19. To Agree Date and Time of Next Parish Council Meeting**

Annual Parish Meeting Wednesday 25<sup>th</sup> May 2022, 7pm at Poringland Community Centre

Parish Council Meeting Wednesday 1<sup>st</sup> June 2022, 7pm at Poringland Community Centre unless otherwise advised

*Dated 28<sup>th</sup> April 2022*

*Parish Clerk: Charlotte Hummel*

Minutes of the Meeting of Poringland Parish Council  
Wednesday 13<sup>th</sup> April 2022 7pm  
Meeting Held at Poringland Community Centre

**In Attendance**

John Joyce (Chairman)

Ken Aldridge

Sean Curtis

John Henson

David Hewer

Lisa Neal

Carl Pitelen

Chris Walker

**Also in Attendance:**

Also in attendance was Jimmy Miller (Interim Parish Clerk), County Councillor Vic Thomson, and 2 members of the public.

**1. Chairman's Welcome**

John Joyce welcomed everyone to the meeting and advised that there would be time allocated for public participation under item 7c.

**2. To Record Apologies for Absence**

Cllr Overton and DCllr Spruce sent their apologies.

**3. Declarations of Interest and Applications for Dispensation**

Lisa Neal declared an interest in item 8, as a member of South Norfolk Council's Development Management Committee.

Cllr Pitelen declared an interest in 8(a)(iii) as he lives in the same road. He said he would not participate in any vote on 8(a)(iii).

Cllr Curtis declared an interest in 8(a)(vii) as he works for the applicant.

**4 Councillor Resignation**

Cllr Joyce said that Trevor Spruce had resigned as a parish councillor. It was agreed that a letter of thanks would be sent to Trevor from Poringland PC.

**5. To Agree Minutes of the Meeting Held on 2<sup>nd</sup> March 2022**

The minutes of the meeting held on 2<sup>nd</sup> March 2022 were agreed with some minor changes after a proposal by Cllr Walker, and a second by Cllr Hewer.

**6. Matters Arising from the Minutes of 2<sup>nd</sup> March 2022, including the Clerk's report**

The Assistant Clerk's report had been previously circulated with the following updates:

Cllr Boucher asked about the breakout office tenders. Cllr Joyce said that Lisa Callow had contacted seven builders; six didn't have the capacity to do the work. One tendered for the job for around £11,000. Cllr Joyce said that Lisa Callow would speak to Cllr Boucher to see if that figure was reasonable. Cllr Boucher thought that it may be higher than the budget.

Cllr Henson spoke about mechanised street cleaning in the parish. He was not happy about the level of street cleaning in Poringland. The Clerk will contact SNDC about which routes get cleaned and at what frequency.

Cllr Boucher asked about the kitchen upgrade. The Clerk said that the money needed to be spent by the end of July and that Allison Haines was looking into this.

Cllr Curtis asked about the tree at Cawstons Meadow. The Clerk said that the tree warden had inspected the tree, plus two other trees, and considered them to be sound. The Clerk has spoken to the property owner concerned and said that the main tree would be topped and all trees would have overhanging branches removed by the end of this year.

Cllr Pitelen said that signage was needed on the new gates at the community land. The Clerk will find out what is happening with the signage.

## **7. Adjournment for Public Participation, District and County Councillors, and Councillors with any Pecuniary Interests**

It was agreed that standing orders should be suspended.

### **a) District Council Report**

DCllr Neal said that nominations were now open for SNDC's community awards. There are several categories with each winner winning £250 towards their chosen project. Details are on the SNDC website.

She also mentioned the Love Local Spend Local campaign which aims to get people to use their local shops and help local businesses.

She spoke about the support for Ukrainian refugees. For families taking refugees into their houses, SNDC have to check the properties and DBS checks are also done.

DCllr Neal said that coming up in May, SNDC would have a corporate tier inspection where a local government team from other councils would look at how SNDC are performing.

DCllr Neal said that due to rising energy costs there will be a £150 non-repayable refund on council tax for houses in bands A-D. Other schemes are available for houses outside those bands.

She said that Nutrient Neutrality guidelines from Natural England are likely to hold up planning applications. It could be that Poringland would lose its 5-year land supply and that all local plans and local policies would become irrelevant. Potentially, this could lead to issues in planning for Poringland.

## County Council Report

Cllr Thomson informed the meeting that the Framingham Earl exchange has been put on the national rollout of fibre broadband. The Community Centre could have fibre to the property piggybacking on the library's fibre broadband connection.

Cllr Thomson said that at Carr Lane there was land left over after development so that was being looked at as well as riparian rights issues involved in the land.

He said that empty crisp packets can be recycled at some supermarkets and also said that people needed to be careful with gas cannisters because they cannot be recycled and can be dangerous. He mentioned Homes for Ukraine and Young Carers Support.

Electric buses are being introduced in Norfolk.

He mentioned the Million Trees for Norfolk project and urged the Clerk to sign up for their newsletter as this would be the quickest way to get trees.

Roadside reserves will be increased in Norfolk and there will be fewer roadside cuts.

### b) Public Participation

A parishioner said that there were problems with unauthorised advertising on the roundabouts, particularly house sale posters. Cllr Henson suggested that the Clerk contact Highways to get this advertising removed.

Another parishioner thanked PPC for their co-operations with the wildlife activities afternoon. He thanked Cllr Curtis for helping with the bird boxes. The parishioner also asked about the community land. He said that Norfolk Wildlife Trust had come up with some ideas and he said he would like these ideas incorporated into the architect's ideas for the land.

Cllr Hewer said that Community Speedwatch wanted to put up speedwatch signs in the parish. It was agreed that PPC cannot give them permission and they would need to check with Highways.

Cllr Henson said that he'd received a flyer about speedwatch which had been put through his door using PPC's logo. He said that they must not use the logo. The Clerk will contact the e-mail address on the flyer.

*Standing orders were reinstated.*

*Lisa Neal withdrew from the meeting.*

## 8. Planning

### a. To Consider Applications Received

- i) 2022/0532 – 55 Cawstons Meadow: Single storey front extension  
Cllr proposed that PPC have no objection to this application; seconded by Cllr Henson. Motion carried.
- ii) 2022/0534 – Land Adjacent to 14 Old Mill Road: Erection of detached bungalow and garage (Resubmission of 2021/2796)  
Cllr Henson said that this site was problematic for drainage. He said that he wanted permitted development rights withdrawn so that any changes in the future would require applying for planning permission.  
Cllr Boucher proposed that PPC have no objection to this application but that it requires proper drainage and that there would be no permitted development rights; seconded by Cllr Henson. Motion carried.
- iii) 2022/0416 – 7 Hardesty Close: Erection of front porch  
Cllr Curtis proposed that PPC have no objection; seconded by Cllr Henson. Motion carried.
- iv) 2022/0471 – 32 The Street: Erection of cart lodge to front  
Cllr Joyce proposed that PPC have no objection; seconded by Cllr Walker. Motion carried.
- v) 2022/0542 – 9 Cromes Oak Close: Single storey rear extension and associated works  
Cllr Walker proposed that PPC have no objection; seconded by Cllr Hewer. Motion carried.
- vi) 2022/0575 – 34 All Saints Road: Repair and increase height of garden wall  
Cllr Henson expressed some concerns about the street side of the wall leading to canyonisation.  
Cllr Walker proposed that PPC have no objection; seconded by Cllr Hewer. Motion carried.
- vii) 2022/0574 – 1 West Green: West first storey extension, balcony and external stairs, new north porch and detached 1.5 bay garage  
Cllr Henson was concerned that the balcony would result in a loss of residential amenity.  
Cllr Boucher proposed not objecting to this application but to express concern about the balcony leading to loss of residential amenity and that PPC is not in favour in general of balconies in the village and that it is only because of where this particular location is that there is no objection; seconded by Cllr Henson. Motion carried.
- viii) 2022/0563 - 1 Hall Road: Subdivision of property into two properties  
Cllr Henson proposed that PPC object to this application on the grounds that there are

concerns about properties being extended and then subdivided, and that there are concerns regarding parking and access; seconded by Cllr Walker. Motion carried.

**b. To Note Planning Decisions**

The following decisions were noted:

**i) Approval with Conditions**

- a. 2020/1925 - Land South West of Bungay Road: Demolition of existing buildings and construction of a 41 bed care home and 42 care lodges
- b. 2022/0271 – 30 Ugate: Re-pollard 3x Lime Trees

**ii) Refusal**

None

*Lisa Neal Re-joined the Meeting*

**9. Finance**

**a) To Receive Receipts, Payments and Bank Reconciliation for February 2022**

The receipts, payments and bank reconciliation for February 2022 were noted by council.

**b) Accounts for Payment**

*i) To Agree Accounts for Payment*

The following payments were agreed by council.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Pension Funds)		£12,056.77
Zurich	Insurance	£4,382.49
Microshade	Hosted IT	£344.10
Total Gas & Power	Heat & Light	£922.02
ESPO	Community Centre Gas	£246.49
World Pay	Card Machine Fees (Dec 21 to Feb 22)	£140.12
Viking	Stationary	£107.40
Eastern Counties Securities	Café Aprons	£106.20
Wave	Water – Pavilion	£39.79
Wave	Water – Burial Ground	£12.35
Wave	Water – Community Centre	£171.37
Church of England	Octagon PO Services	£200.00
The Alarm Company	Door Repairs – Community Centre	£84.00
PLWB	Loan Repayment	£4,356.63

Payee	Description	Amount
N&G Heating	Repair – Heating System	£211.60
Auditing Solutions Services	Internal Audit Interim Report	£552.00
Jeffery Beecham	Printing	£26.25
ICO	ICO Registration	£35.00
Office Water Supplies	Water Filter	£85.80
South Norfolk DC	Domestic Rates - Pavilion	£56.32
Norfolk Copiers	Printing	£71.97
R. Rickman-Jenkins	Hire Refund	£109.00
A. Bellemy	Hire Refund	£68.32
Community Heartbeat	Defib Pads	£100.80
Archidite	Breakout Office	£720.00
NALC	Subscription/Membership	£477.88
Amazon for Business	IT Equipment	£29.97
Spire Cleaning Services	Cleaning Contractors	£198.00
R&A Saunders	Window Cleaning	£125.00
Hugh Crane	Cleaning Supplies	£361.65
Garden Guardian	Grounds Maintenance	£478.00
Veolia	Waste Removal	£77.47
Vortex	Grounds Maintenance	£957.01
Yare Shipping	Café Consumables	£467.76
Unity Multiplay Card	Café Stock and Maintenance	£344.20
Norfolk County Council	Parish Partnership – Traffic Calming	£10,246.50
	TOTAL	£38,570.23

*John Henson and John Joyce left the room.*

- ii. To Agree Accounts for Payment (Councillors with Pecuniary Interests)  
None.

- b) To Agree Quotation received from Abbey Memorials regarding work required on the headstones at the Burial Ground  
Cllr Joyce proposed accepting the quotation; seconded by Cllr Hewer. Motion carried.



- c) To Agree moving the two maturing bonds into new one-year fixed term bonds.  
Cllr Neal proposed delegating the task of moving the matured funds into new one-year fixed term bonds to Cllrs Joyce and Walker and the Clerk. Motion carried.
  
- d) To Agree Quotation for Tree Works in the Community Woodland to be undertaken by S. Raney Tree Services  
Cllr Pitelen proposed that PPC accept the £500 quote from S. Raney Tree Services; seconded by Cllr Hewer. Motion carried. Cllr Pitelen mentioned that there was an oak by the lagoon with dead wood on it and asked whether S. Raney Tree Services could also look at this. It was agreed that they could.

### **10. To Consider the recommendations of the Internal Audit Review and Agree the Actions to be Taken**

The Clerk said that overall the internal audit showed that PPC were doing things right. One of the things flagged up was that the budget comparisons for the 3<sup>rd</sup> and 4<sup>th</sup> quarters had not been done and this was something he was working on so that it was done by the time of the external audit.

### **11. To Agree Meeting Dates and Advisory Group Membership**

Before the meeting, Cllr Joyce had sent out meeting dates and memberships. There would be three meetings per year for advisory groups and no meetings in August though, if required, there could be extraordinary meetings. Cllr Walker said that the November meeting of the Finance and Governance group would be looking at the Q2 budget comparison. Cllr Curtis requested that he be on the Community Centre advisory group. All councillors were happy with the memberships of the groups.

Cllr Pitelen requested that the Clerk or Assistant Clerk send everyone an e-mail with an Outlook meeting invite with each advisory group so that they can populate their diaries. This would allow changes in meetings dates etc. to automatically get changed.

Cllr Boucher said that not all advisory groups have WhatsApp groups. He asked that WhatsApp groups be set up with the Clerk's mobile number as administrator.

Cllr Pitelen asked if planning permission was required for the container which PPC were about to get. Cllr Neal said she would find out whether planning permission was required.

### **12. To Agree to take Ownership of Bowl's Club Trophies**

Cllr Henson proposed that PPC become the trustee of the bowls club trophies; seconded by Cllr Hewer. Motion carried. It was agreed that the trophies could be put in the football pavilion.

### **13. To Receive Correspondence from a Parishioner regarding the Resurfacing of the Footpath in Church Close**

Cllr Joyce proposed that PPC lobby NCC on behalf of the residents in Church Close for the footpath to be re-surfaced; seconded by Cllr Walker. Motion carried.

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

- a) Community Centre Advisory Group

- Cllr Boucher said that the Community Centre was operating close to its budget and that some capital expenditure on the Centre might be able to be funded by CIL money.
- The café has made a small profit. Prices at the café have had to rise due to VAT increases.
- There are issues with the roof and quotes for this work are now being looked at.

b) Jubilee Working Group

- Cllr Boucher said that the jubilee event will take place on Saturday 4<sup>th</sup> June 2022 at the Community Centre and Mulberry Green. Lots of events are booked and first aid cover is on place.
- Cllr Curtis has primed seven barrels and the High School will then paint royal-themed graffiti on them. Cllr Boucher thanked Cllr Curtis for his work on this project.
- The jubilee event is a joint event between Framingham Earl and Poringland PCs. Both PCs have obtained grants for the event from SNDC.

Cllr Pitelen said that he really appreciated the work that various Poringland conservation people and people around the villages had done for the community woodland and thanked them for their support.

**15. To Receive Proposal to Close the Meeting for Items 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as it refers to Terms and Conditions of Service of Employment**

It was agreed to close the meeting to the press and public, proposed by Cllr Joyce, and seconded by Cllr Boucher.

*The Public Left the Meeting*

**16. To Receive an Update from the HR Advisory Group**

Cllr Boucher proposed that Bev be paid a quarter of an hour more per day to take care of cleaning at the café; seconded by Cllr Hewer. Motion carried.

Getting caretaker bank staff for 10 hours per week was discussed. Cllr Neal proposed doing this; seconded by Cllr Henson. Motion carried.

Cllr Joyce spoke about the handover between clerks. Jimmy will complete the AGAR by the end of May. Charlotte will start on 25<sup>th</sup> April 2022 and Cllr Joyce will give her an induction. Charlotte may require some training and she is willing to do so.

There will be a strategic meeting on 18<sup>th</sup> May and this will be used to reflect on what has happened in the last few months and what the priorities will be for the coming year. Charlotte can attend this as a way of getting a feel for PPC and also to help with input.

Staff appraisals will need to be done soon and Cllr Joyce offered to do some.

**17. To Agree Date and Time of Next Parish Council Meeting.**

This was agreed as Wednesday 4<sup>th</sup> May 2022, 7pm at Poringland community centre.

The meeting closed at 9.16pm.

**CHAIRMAN**

DRAFT

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>PORINGLAND PARISH COUNCIL</b>											
2	<b>Payments list for 4th May 2022</b>											
3												
4	<b>Payee</b>	<b>Code</b>	<b>Description</b>	<b>Paid by Cheque</b>	<b>Paid By SO</b>	<b>Paid By DD</b>	<b>Paid by BACS</b>	<b>NET TOTAL</b>	<b>GROSS TOTAL</b>	<b>Sig 1</b>	<b>Sig 2</b>	<b>VAT Reclaimable</b>
5	April '22 Staff costs, PAYE and Pension Contributions						£13,598.16	<b>£13,598.16</b>	<b>£13,598.16</b>			
6	Scott Raney	Burial Ground	Grounds Maintenance				£2,250.00	<b>£2,250.00</b>	<b>£2,250.00</b>			
7	BT	General Administration	Landline, Broadband & Mobiles			105.96		<b>£105.96</b>	<b>£127.15</b>			£21.19
8	BT	General Administration	Mobiles - Feb '22			£66.30		<b>£66.30</b>	<b>£79.56</b>			£13.26
9	BT	General Administration	Mobiles - March '22			£66.00		<b>£66.00</b>	<b>£79.20</b>			£13.20
10	Greenbarnes Ltd	CIL	Noticeboard				£1,827.78	<b>£1,827.78</b>	<b>£2,193.34</b>			£365.56
11	Amazon For Business	General Administration	Stationery/Doorbell/Mouse				£29.93	<b>£29.93</b>	<b>£35.92</b>			£5.99
12	Spruce Landscapes	Grounds Maintenance	Cemetery				£455.83	<b>£455.83</b>	<b>£547.00</b>			£91.17
13	Spruce Landscapes	Grounds Maintenance	Potters Way				£150.00	<b>£150.00</b>	<b>£180.00</b>			£30.00
14	Spruce Landscapes	Community Land	Post & Rail Supplies				£149.27	<b>£149.27</b>	<b>£179.12</b>			£29.85
15	Lisa Gooderham	General Administration	Expenses - Mileage				£33.75	<b>£33.75</b>	<b>£33.75</b>			
16	Microshade	General Administration	Hosted IT				£286.75	<b>£286.75</b>	<b>£344.10</b>			£57.35
17	Norfolk Copiers	General Administration	Printing				£143.97	<b>£143.97</b>	<b>£172.76</b>			£28.79
18	BT	General Administration	Landline, Broadband & Mobiles				£112.87	<b>£112.87</b>	<b>£135.44</b>			£22.57
19	BT	General Administration	Mobiles				£66.00	<b>£66.00</b>	<b>£79.20</b>			£13.20
20	Total Gas & Power	Community Centre	Heat & Light				£854.65	<b>£854.65</b>	<b>£1,025.58</b>			£170.93
21	Norfolk County Council	Misc Income Error	Payment made to PPC by NCC in error				£400.25	<b>£400.25</b>	<b>£400.25</b>			
22	Poringland Men's Shed	Mulberry Close	Repair to Play Equipment				£50.00	<b>£50.00</b>	<b>£50.00</b>			
23	Barlett Signs	Community Land	Gate Signs				£84.00	<b>£84.00</b>	<b>£100.80</b>			£16.80
24	Leathes Prior Solicitors	Pavilion	Men's Shed Lease				£1,372.00	<b>£1,372.00</b>	<b>£1,646.40</b>			£274.40
25	Oaks CCTV	Community Centre	Software Update				£155.00	<b>£155.00</b>	<b>£186.00</b>			£31.00
26	First Aid & Care Training Ltd	Community Centre	Event Expenditure - Jubilee				£100.00	<b>£100.00</b>	<b>£100.00</b>			
27	Citrus Shredding	General Administration	Expenses - Mileage				£360.00	<b>£360.00</b>	<b>£432.00</b>			£72.00
28	Yare	Community Centre	Café Expenditure				£218.97	<b>£218.97</b>	<b>£221.25</b>			£2.28
29	Amazon For Business	Community Centre	Café Order Pads & Jubilee Decorations				£54.31	<b>£54.31</b>	<b>£65.15</b>			£10.84
30	ESPO	Community Centre	Gas				£180.61	<b>£180.61</b>	<b>£216.73</b>			£36.12
31	Garden Guardian	Commuted Sums / C.Centre	Grounds Maintenance				£398.33	<b>£398.33</b>	<b>£478.00</b>			£79.67
32	Veolia	Community Centre / Cemetery	Waste Removal				£86.59	<b>£86.59</b>	<b>£103.91</b>			£17.32
33	Unity Bank	Multipay	Credit Card				£472.26	<b>£472.26</b>	<b>£519.13</b>			£46.87
34	Unity Bank	General Admin	Bank Charges				£33.30	<b>£33.30</b>	<b>£33.30</b>			
35								<b>£0.00</b>	<b>£0.00</b>			
36												
37	<b>Total</b>							<b>£24,162.84</b>	<b>£25,613.20</b>			<b>£1,450.36</b>