

Minutes of the Meeting of Poringland Parish Council
Wednesday 2nd February 2022 7pm
Meeting Held at Poringland Community Centre

In Attendance

John Joyce (Chairman)

Tim Boucher (Vice Chairman)

Ken Aldridge

Sean Curtis

John Henson

David Hewer

Lisa Neal

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

Also in Attendance:

Also in attendance was Lisa Callow (Assistant Parish Clerk), Sarah Acklam (Bookings and Events Officer), County Councillor Vic Thomson, and 8 members of the public (3 online).

The Chairman presented Carl Pitelen and Sean Curtis each with a gift from the Council to recognise the hard work they contributed to the Council run fireworks and Christmas events last year.

1. Chairman's Welcome

John Joyce welcomed everyone to the meeting and advised that there would be time allocated for public participation under item 6d.

2. To Record Apologies for Absence

None.

3. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 7(a), as a member of South Norfolk Council's Development Management Committee.

Trevor Spruce declared an interest in items 8b(ii) and 8d.

Carl Pitelen declared an interest in item 8b(ii).

4. To Agree Minutes of the Meeting Held on 5th January 2022

The minutes of the meeting held on 5th January 2022 were agreed after a proposal by John Henson and a second by Chris Walker.

5. Matters Arising from the Minutes of 5th January 2022, including the Clerk's report

The Clerk's report had been previously circulated. It detailed:

- **Carr Lane.** Norfolk County Council is working to create a plan of this area to determine what areas of Carr Lane are the responsibility of highways or landowner.
- **Mulberry Playing Field Drainage.** The topography report has been completed and engineering companies are to be approached to design a scheme which will alleviate the flooding on the Mulberry Playing Field.
- **Parish Partnership.** The application for funding for 4 new Vehicle Activated Signs has been submitted to Norfolk County Council, with the support of our County Councillor. A decision will be made in March as to whether the Parish Council has been successful.
- **Mulberry Play Area Repairs.** The urgent repairs have been completed. Prices will be sought for the non-urgent repairs for this area and Victory Avenue.
- **New Play Areas.** The non-material amendment planning application from Norfolk Homes to change the design of the open space in area D has been approved by South Norfolk Council to change the design of the Area D play area. Big Sky has incorporated some sensory play boards into their new design which has taken on a new aspect of accessibility in this proposed play area.
- **Kitchen Upgrade.** Three quotes have now been received and have been analysed. Queries have been sent back to two of the suppliers. Once responses have been received, the analysis and recommendation will be sent to the community centre advisory group for consideration.
- **Breakout Office.** The planning application was validated by South Norfolk Council on 5th November and are currently showing as pending consideration. There have been

no queries raised by South Norfolk Council to date and there are no objections from the public on South Norfolk Council's website.

- **Overtons Way Planning Appeal.** A response to the Planning Inspectorate has been sent on behalf of the Parish Council, emphasising the status of the Poringland Neighbourhood Plan and the plans lack of conformity with several of the policies within.
- **Notice Board at the Memorial Garden.** This has been ordered and is on a 12-14 week lead in time.
- **New Gates at the Community Land.** The new gates have been installed. Signage is to be attached to the gates advising parishioners that this land is now the responsibility of Poringland Parish Council.
- **Grounds Maintenance Contracts.** These have been issued to the three successful contractors, we have requested they sign the contracts and send them back. The unsuccessful candidates have also been informed.
- **2022/23 Precept Submission.** The relevant paperwork has been sent to South Norfolk Council and they have confirmed receipt.
- **New IT Equipment.** The equipment hasn't been ordered yet. It should be done by the end of week commencing 31st January 2022.
- **Purchase Ledger Software.** The purchase of the new ledger software is still outstanding, the Assistant Clerk will look into this with the hope to have it up and running for the start of the 2022/23 financial year.
- **Removal of Football Goals from Victory Avenue.** A letter was hand delivered on 2nd February 2022 to the Parishioner who put the goals in place, they have been given until 15th February 2022 to remove them otherwise the Council will seek to have them removed.
- **Internal Audit.** The Council is currently being audited by the Internal Auditor.

6. 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

John Overton provided an update on the car on Shotesham Road, the Police have confirmed the tax and MOT are up to date on it. After speaking to Norfolk County Council regarding potential abandonment a notice has been placed on the vehicle.

Lisa Neal attended the Police Priority Setting meeting; in the last three months 25 crimes have been reported. The priorities for the next three months are speeding, road safety, and violent crime.

South Norfolk Council have a household support fund for vulnerable families, it has supported 318 families with £114k in grant funding.

South Norfolk Council has reminded its members of the importance of safeguarding following a high number of reports in the media of child abuse. They have been asked to update their safeguarding training, Lisa Neal stated this would be beneficial for all to do.

The Broadland and South Norfolk business award finalists are to be announced on the district council's website, with the presentation taking place on 23rd March 2022.

As part of the Welcome Back Fund, Poringland has been added to the list for street cleaning in areas to support local businesses, Lisa Neal is waiting to hear which areas in the parish will receive this.

Lisa Neal is pleased with the hard work undertaken by South Norfolk District Council's team dealing with the hospitality grants. At the beginning of September £605k was earmarked by the District Council, along with the Government also deciding to support the hospitality trade. There is only £130k of the fund remaining which must be spent by 31st March 2022.

b) County Council Report

Vic Thomson had sent a comprehensive written report to the Parish Council.

He reminded everyone of the recent highway code changes effective from the 29th January 2022.

Norfolk have been chosen as part of the Levelling Up government white paper, with all districts signing up, which sets out how to spread opportunity more equally across the UK and in rural areas.

Register My Appliance Week is 17th to 21st January 2022, Norfolk Fire and Rescue Service are urging residents to register their electrical appliances so they can be notified if a free safety repair is ever needed.

With the cold weather grit bins can become low, therefore it is recommended that Parish Council's check their grit bins and report if they need replenishing.

Norfolk County Council are currently refreshing their Local Transport Plan so that it covers the period 2020-2036.

Norfolk County Council are currently reviewing the Transport for Norwich Strategy, which will determine their future approach to delivering transport across Greater Norwich, including the park and ride service.

Following the recent media coverage regarding the lighting in County Hall, Vic Thomson confirmed that there are several teams that cover a 24hr service so the building is not empty, the Council have actually reduced their carbon footprint by 63% across the whole site.

Chris Walker asked if there was any more to report on the Broadband Project. Vic Thomson confirmed that by the end of February they will know who has been awarded the contract, with the Framingham exchange going out the tender this month. When it is ready parishioners can call their provider to ask to be connected for free.

Chris Walker queried the gritting routes following an accident at the junction of Burgate Lane, Upgate and Hall Road. The Parish Council has previously asked for this to be added to the gritting route but was declined, next winter's gritting routes will not be discussed by the County Council until April. Trevor Spruce stated that David Wilson residents had been told to get in touch with the Parish Council to get their grit bins refilled.

c) Public Participation

A representative from the South Norfolk Wildlife Trust confirmed that a talk is being held on 16th March 2022 about the Claylands Wildlife Project, and a family wildlife activity afternoon is being held on 26th March 2022, both at the Community Centre.

A parishioner reported that the bulbs planted on the roundabout were looking good. He also confirmed that the Poringland Archive Group have produced a new book on the soldiers of the first and second world war which is available to purchase.

Representatives from the Time Child Care group queried the use of the Community Land as they are seeking new premises, they are aware of the covenant in place. Tim Boucher stated that the Parish Council had reviewed the covenant, and were reminded of the reasons the covenant was placed on the land by Norfolk Homes. Consideration could be put forward as part of the public participation that will take place with regards to what parishioners want the land to be used for. John Joyce stated that when Norfolk homes were approached they were very clear they would want the covenant to remain in place.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

7. Planning

a. To Consider Applications Received

i) 2021/2796 – Land adjacent to 14 Mill Road – Erection of detached bungalow and garage, including new vehicular access

Trevor Spruce presented the planning application for consideration. The application is for the erection of a three-bedroom bungalow with parking for three cars, with one being the garage space. Therefore, permitted development rights for this site should be withheld as a condition of the planning application being approved. John Henson suggested the site was over developed. Trevor Spruce felt it left an extensive garden, and it falls within the neighbourhood plan as it is an infill site. It was proposed to approve the application by Trevor Spruce, seconded by Ken Aldridge. Five Councillor's voted in favour, 3 against, proposal carried. John Overton did not vote.

ii) 2020/1925 – Demolition of existing buildings and construction of 41 bed care home (with 10 extra care home apartments) and 42 extra care lodges

Chris Walker presented the changes proposed to the planning application, two of the lodges have been removed from the plan and one repositioned. Chris Walker proposed no objections, seconded by David Hewer, and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) Approval with Conditions

- a) 2021/2131 – Poringland County Primary School – Erection of a new stand-alone studio hall
- b) 2021/2457 – Community Centre, Overtons Way – Cloakroom conversion into breakout office with insertion of new window
- c) 2021/2567 – 3 Davy Grove – Single storey rear extension
- d) 2021/2588 – 12 Greenacres Drive – Proposed single storey rear extension
- e) 2021/2344 – 17 Saxonfields – Oak crown reduction
- f) 2021/2564 – 42 Rectory Lane – Erection of part ground and first floor front, side and rear extensions to convert chalet bungalow

ii) Refusal

None

Lisa Neal Re-joined the Meeting

8. Finance

a) To Receive Receipts, Payments and Bank Reconciliation for December 2021

The receipts, payments and bank reconciliation for December 2021 were noted by council.

Trevor Spruce and Carl Pitelen left the room.

b) Accounts for Payment

i) To Agree Accounts for Payment

The following payments were agreed after a proposal by Chris Walker and a second from David Hewer.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Pension Funds)		£14,109.98
Norse	ID Badges	£4.80
Norfolk Copiers	General Printing	£268.66
Microshade	Hosted IT	£270.00
Personnel Advice & Solutions	Professional Fees	£120.00

Payee	Description	Amount
CLR Law	Professional Fees	£420.00
N&G Heating Ltd	Gas Service – Pavilion/C. Centre	£228.60
Anglia Drainage	CCTV Drain Survey	£570.00
RWB Electrical Services	Light Switch Repair	£78.00
Garden Guardian	Grounds Maintenance	£478.00
Yare Shipping	Café Consumables	£514.38
Amazon For Business	Café Consumables/Stationery	£31.45
Parish Land Surveys	Topographical Survey	£960.00
The Play Inspection Company	Playground Inspections	£270.00
BT	Landline, Broadband & Mobiles	£142.08
ESPO	Community Centre Gas	£282.98
Veolia	Waste Removal	£89.77
Hall Hirer	Damage Deposit Return	£60.00
Unity Multipay Card	Café Stock and Maintenance	£217.36
Petty Cash	Café Stock and Christmas Event	£76.81
	TOTAL	£19,192.87

ii) To Agree Accounts for Payment (Councillors with Pecuniary Interests)

Chris Walker proposed that the following accounts should be paid, seconded by Tim Boucher, and carried.

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance	£700.00
Carl Pitelen	Expenses – Post Mix	£27.96
	TOTAL	£727.96

Carl Pitelen Returned to the Meeting.

c) To Agree Replacement of 8 Fan Scrolls on the Community Centre’s Air Conditioning unit

Following the annual maintenance of the air conditioning it was recommended to replace 8 fan scrolls, this discussion was postponed until the next meeting to give the Assistant Clerk time to query it further.

d) To Agree Tree Works To Be Undertaken at Poringland Cemetery

Urgent tree work is required at the cemetery; the tree warden was also consulted. David Hewer attempted to obtain four quotations for the work, he received two back. It was proposed by David Hewer to accept the quotation provided by Scott Raney for £2,250, seconded by John Henson, and carried.

Trevor Spruce Returned to the Meeting.

d) To Consider a Request for Financial Support from Norfolk Citizens Advice

A donation of £100 was proposed by Chris Walker, seconded by Trevor Spruce, and carried.

Chris Walker confirmed the next Finance and Governance Advisory Group due to be held on Wednesday 9th February 2022 was cancelled.

9. To Appoint the Council's Responsible Financial Officer and Data Protection Officer

It was agreed to appoint Lisa Callow, Assistant Clerk, as the Responsible Financial Officer and Data Protection Officer. Proposed by John Henson, seconded by David Hewer, and carried.

10. Events

a) To Receive a Report regarding the Queen's Jubilee Celebrations

The Events and Bookings Officer, Sarah Acklam, provided an update regarding the options available for the Queen's Jubilee. The Council agreed they would like to host an event, with the Saturday being the favoured day. It was agreed a Working Party would be put in place along with members from Framlingham Earl Parish Council. Representatives from Poringland Council will include Sarah Acklam, Tim Boucher, Sean Curtis, Chris Walker, Carl Pitelen, and David Hewer.

It was agreed a proposal and budget will be presented at the next Parish Council meeting.

b) To Consider a Plan of Action for the 2022 Fireworks Event

It was agreed that the 2022 fireworks event would be held on Saturday 5th November, Sarah Acklam advised that she will not be available to manage this event on the day therefore, someone will need to take responsibility for this. It was agreed to seek three quotations for the fireworks display.

11. To Receive Updates and Consider Recommendations from Advisory Groups

a) Community Land Project Group

- Tim Boucher confirmed that Parish Land Surveys had visited the community land site to mark out the boundary on the new land. John Joyce has taken photos of the red flag markings.
- Trevor Spruce and Carl Pitelen have offered to complete the culvert fencing work with any material costs being covered by the Parish Council.
- Carl Pitelen had received an offer for the 4 meadows on the Community Land to be topped at a cost of £50 per hour. It was agreed that Carl should follow this up as the work is urgent, provided the total cost does not exceed £500. He has also arranged to meet with Scott Raney to obtain a quote for cutting back the brambles, and tidying the hedgerows. Once received this will be discussed at the Amenities Advisory Group meeting.
- South Norfolk Council are putting together a £1m project fund for which Parish Councils can submit an application. Lisa Neal confirmed she has spoken to the Leader of South Norfolk District Council who is aware we are interested in making an application.
- There are a number of dead bows in the trees located on the Community Land and Mulberry Park, it was recommended that these should be removed as they are a safety issue. It was agreed the Responsible Financial Officer could use her delegated authority to authorise the quotation for this work.
- In light of the tree work being undertaken by the Council Carl Pitelen suggested we request any branches removed to be chipped and spread across the footpaths on the community woodland. Everyone was in agreement.

Chris Walker proposed the Council accepted the update and recommendations put forward by the Community Land Project Group, seconded by John Henson, and carried.

12. To Receive Proposal to Close the Meeting for Items 13 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Commercial Sensitivity of the Item

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

The Public Left the Meeting

13. To Agree Appointment of Lead/Consultant/Architect for the Community Land Project

Tim Boucher declared that he had worked with a number of the Architect tender applicants, however everyone agreed that there were no pecuniary interested to be declared. The

Community Land Group recommended that Chaplin Farrant be awarded the tender. The Council agreed with the recommendation put forward by the Community Land Project Group, proposed Tim Boucher, seconded John Henson, all in favour.

14. To Receive Proposal to Close the Meeting for Item 15 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 the meeting remained closed to the press and public, proposed John Joyce, and seconded by Chris Walker.

15. To Receive Updates and Recommendations from the HR Advisory Group

John Joyce provided the Council with an HR briefing, he confirmed that as the Assistant Clerk has taken on the additional responsibility to ensure the Council continue to run effectively, it will be looking to make an additional payment in recognition of this.

John Joyce also recommended delegation for finalising the Interim Clerk post be given to the interviewing panel.

John Joyce proposed the Council accepted the update and recommendations from the HR briefing, seconded by Chris Walker, and carried.

16. To Agree Recruitment Process for the new Parish Clerk and Responsible Financial Officer

Prior to the meeting John Joyce provided Council with a proposed recruitment pack for the Clerk to the Council vacancy. It was agreed the closing date for applications will be 28th February 2022, and interviews will be held on 18th March 2022.

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

This was agreed as Wednesday 2nd March 2022, 7pm at Poringland community centre.

The meeting closed at 9.16pm.

CHAIRMAN