PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk
Website: www.poringlandparishcouncil.gov.uk

NOTICE OF MEETING AND SUMMONS TO ATTEND

Councillors are summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 8th April 2026 at Poringland Community Centre.

Members of the public and press are invited to attend.

Signed: *BBethell*
Ben Bethell, Clerk and Responsible Financial Officer to Poringland Parish Council

Sunday 29th March 2026

AGENDA

1. ATTENDANCE
To note those present and consider apologies for absence.

2. DECLARATIONS OF INTEREST
Members are reminded to declare personal and/or pecuniary interests in any items on the agenda in accordance with the Council's Code of Conduct. The Council is to consider any requests for dispensations.

3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING
To agree minutes of the meeting of 11th March 2026 and to note any matters arising from those minutes.

4. PUBLIC FORUM
- 4.1. District council report (7 minutes)
- 4.2. County council report (5 minutes)
- 4.3. Public participation (15 minutes at 3 minutes per speaker, maximum)

5. LAND AT HEATH LOKE
- 5.1. To consider a revised (informal) proposal for development at Heath Loke.

6. PLANNING

To consider applications received.

6.1. 2026/0615 – 8 Elizabeth Road, Poringland, NR14 7RH - Demolition of existing attached garage, utility, wc and porch. Construction of wider single storey extension to accommodate additional ground floor bedroom.

6.2. 2026/0683 - 8 Spruce Crescent Poringland Norfolk NR14 7UA – First floor side extension

7. ADMINISTRATION

7.1. To receive the Clerk's report.

7.2. To note any questions for the Clerk.

7.3. To consider the Clerk's SLCC membership.

7.4. To consider improvements to the Cemetery management arrangements including a software offering and membership of ICCM. Also to consider the removal of burial fees for under 18s.

7.5. To receive an update about a recent insurance claim and to consider next steps.

7.6. To note the appointment of the new HR consultant.

7.7. To consider DBS checks for Staff and Councillors.

7.8. To review the Code of Conduct – Staff.

7.9. To consider security arrangements for the office and bar.

7.10. To consider a proposal to move IT support to a new provider.

8. AMENITIES

8.1. To receive an update about the Community Land project and agree next steps.

9. FINANCE

9.1. To approve the Schedule of Payments.

9.2. To note the bank reconciliation.

9.3. To note upcoming changes to finance processes, including the Schedule of Payments.

9.4. Confirm one councillor who will approve payments

10. NEXT PARISH COUNCIL MEETING

10.1. To note the date and time of the next full council meeting - Wednesday 13th May 2026 at 7pm. The meeting will be held at the Community Centre.

11. CONFIDENTIAL ITEMS - STAFFING

11.1. To resolve to exclude members of the public and press from the meeting for the following items.

11.2. To receive an update about recruitment of a Deputy Clerk and to agree next steps.

11.3. To receive an update about the recent redundancy consultation.

11.4. To receive an update about the Ranger and Keyholder roles.

11.5. To receive a report about an HR matter and consider next steps.