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 11th February 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

Friday 6th February 2026

AGENDA

1. **ATTENDENCE**
   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 14th January 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. **ELECTION OF VICE-CHAIR**
   - 5.1. To elect a Vice-Chair.

6. **CO-OPTION OF NEW COUNCILLOR**
   - 6.1. To consider an application from a prospective new councillor.

7. PLANNING

To consider applications received.

7.1. 2025/3857 - 69 St Marys Road Poringland Norfolk NR14 7SR - Demolish existing garage and rebuild garage with small room linking to the house.

7.2. 2026/0150 - Amenity Land At Blackthorn Way Poringland Norfolk - Crown lifting works to the trees located on Blackthorn Way to provide a minimum vertical clearance of 2.5 metres
TO NOTE, AS THIS IS AN APPLICATION BY PORINGLAND PARISH COUNCIL.

8. ADMINISTRATION

8.1. To receive the Clerk's report.
8.2. To note any questions for the Clerk.
8.3. To consider a proposal to restructure the Council's Advisory Groups and to form an HR Committee with delegated powers.
8.4. To consider a revised version of the Council's Standing Orders.
8.5. To review the Council's Financial Regulations.
8.6. To consider a Holiday Policy for inclusion into the Staff Handbook.
8.7. To review policies contained within the Staff Handbook.
8.8. To review the Council's Scheme of Delegation
8.9. To consider the new Terrorism Preparedness Policy
8.10. To review the Safeguarding Policy.
8.11. To review the Health and Safety Policy.
8.12. To review the Grievance Policy.
8.13. To agree a new IT Policy.
8.14. To consider grant requests from four applicants.
8.15. To agree interim cleaning arrangements for the Community Centre.
8.16. To consider quotes for tree works to clear the utility cable in the Community Centre car park.
8.17. To approve the costs of an archaeological survey on the Community Land.
8.18. To consider a proposal to plant a community orchard and approve the associated costs.
8.19. To approve payment of the Chaplain Farrant invoice in respect of the Community Land.
8.20. To note the arrangements for the restart of the Community Café and to consider a request for a grant towards start-up costs.

9. FINANCE

9.1. To approve the Schedule of Payments
9.2. To note the bank reconciliation.
9.3. Confirm one councillor who will approve payments
9.4. To note the Budget Monitoring Report.
9.5. To consider the current reserves and agree any changes.

10. NEXT PARISH COUNCIL MEETING

10.1. To note the date and time of the next full council meeting - Wednesday 11th March 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 note the resignation of the Finance and Admin Officer, to agree interim arrangements and recruitment parameters.
11.3. To consider a proposal for a new staffing structure to enable the Council to provide enhancements to its services.
11.4. To note items relating to staff pay and payments.
11.5. To agree arrangements for the Clerk's overtime and to consider a request for payment.