PORINGLAND PARISH COUNCIL

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

NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a Meeting of Poringland Parish Council at 7pm on Wednesday 1st December 2021 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. Chairman's Welcome

2. To Record Apologies for Absence

3. To Receive Declarations of Interest

4. To Agree Minutes of the Meeting of 3rd November 2021

5. Matters Arising from the Meeting of 3rd November 2021 Including Clerk's Report

6. 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)

7.Planning

a) To Consider Applications Received
   i) 2021/2457 – Community Centre – Cloakroom conversion into a break out office with insertion of new window to match existing and widen a rear store room door to match door at main hall
   ii) Overtons Way Appeal – Carl Pitelin to provide further information

b) To Note Planning Decisions
   i) **APPROVAL OF DETAILS**
      a. 2021/2135 – 4 Malten Close – Removal of existing garage and conservatory. Erection of 1.5 storey rear extension with dormer window and single storey flat roof side extension
      b. 2021/2327 – 26B Shotesham Road – Non material amendment to permission 2021/1125, Increase the width of the porch to 3048mm wide
      c. 2021/2283 – Land North of Shotesham Road – To amend site layout, changes to house types and alterations to design of public open space play equipment area
      d. 2021/2198 – 19 St Mary's Road – Erection of front porch to dwelling
   ii) **REFUSAL**
      None

8. Finance

a) To Receive Receipts, Payments and Bank Reconciliation for October 2021
b) Accounts for Payment
    i. To Agree Accounts for Payment
    ii. To Agree Accounts for Payment (Councillors with Pecuniary Interests)

9. To Receive Updates and Consider Recommendations from Advisory Groups

a) Amenities Advisory Group
b) Finance and Governance Advisory Group
c) Meeting with the Football Club

10. To Receive an Update on the Upcoming Christmas Event

11. To Receive Proposal to Close the Meeting for Item 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Commercial Sensitivity of the Item

12. To Receive Feedback from the HR Advisory Group

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

Wednesday 5th January 2022, 7pm. Poringland community centre unless otherwise advised

Dated 24th November 2021 *Assistant Clerk:* *Lisa Callow*

Declarations of Interest

Item 3

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the Member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.

Minutes of the Meeting of Poringland Parish Council
Wednesday 3rd November 2021 7pm
Meeting Held at Poringland Community Centre

In Attendance

John Joyce (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 Faye LeBon (Parish Clerk), Lisa Callow (Assistant Parish Clerk), two representatives from Glavenhill Developments, and one member 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 6d.

2. To Record Apologies for Absence

Apologies were accepted from Tim Boucher and Vic Thomson (County Councillor).

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 8d (ii).

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4. To Agree Minutes of the Meeting Held on 6th October 2021

The minutes of the meeting held on 6th October 2021 were agreed after a proposal by David Hewer and a second by Chris Walker.

5. Matters Arising from the Minutes of 6th October 2021, Including the Clerk's Report

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

Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road - Norfolk County Council have agreed to amend the wording on their website, and the script for the telephone operatives, to clarify the roles and responsibilities for gritting enquiries.

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 was completed on 26th October, and the report to be sent to the Parish Council afterwards. Once this report has been received, contact can be made with engineers to design a scheme to alleviate the surface water.

Parish Partnership - The village gateway signs are now installed.

Water Sensors. The Clerk has met with representatives of Norfolk County Council's Innovations team onsite to discuss further requirements, both for the sensors and for the reporting. A recommendation and costs have now been received and funding is being sought.

Graffiti Art. The bus shelter has been cleaned and is ready for the sides to be painted on 4th/5th of November. Prices are being sought for a new noticeboard.

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.

Pond Clearance Works. The pond clearance works at both the community centre and memorial garden have been completed.

New Play Areas. Norfolk Homes has sent a non-material amendment planning application to South Norfolk Council to change the design of the Area D play area. Big Sky has sent a new plan of their proposed play area, which utilises wet pour rubber and rubber mulch surfacing, which is in line with the Parish Council's request to avoid the safety mat surfacing. They have also included accessible play equipment. A request has been made for a play board which encourages sensory play, as a low cost, low space addition to the plan.

Memorial Repair. The stone mason has been instructed to repair the memorial, and once the invoice has been received a charge will be placed on the grave.

Kitchen Upgrade. Three quotes have now been received and are being analysed.

Breakout Office. The plans have been agreed and the architect instructed to submit the plans to South Norfolk Council.

Scrubber / Drier. This has been purchased and has made a noticeable impact on the cleaning of the community centre.

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) Presentation from representatives of Glavenhill Developments regarding the site proposal for land on Caistor Lane bordering Poringland. Following the presentation and questions from Council, it was agreed that no formal comment would be made at this stage until planning documents are submitted to South Norfolk Council for consideration.

b) District Council Report

Lisa Neal provided an update on news from the District Council.

Nominations for Broadland District and South Norfolk Council's Business Awards are now open, to recognise and celebrate the amazing array of successful businesses in both districts. Nominations close on Monday 13th December and winners will be announced on 23rd March at an awards event at Norwich City Football Club.

A paper came before Cabinet regarding enhancements to the current Independence living scheme and Lisa Neal confirmed there are currently 16 different grants available to support people to live independently in their own homes.

An item was raised at the Cabinet under urgent business following the murder of the MP David Amiss. The local government Association has produced a counsellor's guide to intimidation with rules and guidance for counsellors dealing with the above. The scrutiny and standards committee have been asked to look at this paper and come up with a zero tolerance approach for serious allegations.

The Greater Norwich Local Plan team has received the Initial Questions Letter from the plan Inspectors. This is the standard first stage of the examination after submission, and overall does not include any surprises or major causes of concern. The letter and responses once completed will be placed on the GNLP website.

The District Council have been working hard on the budgets and delivery plans for the next two years.

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c) County Council Report

Vic Thomson gave his apologies but provided a brief report on current issues from the County Council, this was circulated to all Councillors prior to the meeting.

d) Public Participation

A member of the public asked, via virtual attendance, if the public were now able to attend the Council meetings in person. The Chairman confirmed members of the public could attend the meetings in person or remotely using the virtual link provided by the Clerk.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

7. Planning

a. To Consider Applications Received

i) 2021/2281 – 15 St Andrews Close – Two storey and single storey rear extension and associated works

It was proposed by Sean Curtis that the Parish Council object to the application on the basis that the proposed extension will be adjacent to the conservatory of no. 17 St Andrews Close blocking out the sun light and reducing residential amenity of that neighbouring property. The Council would also like consideration given to policy 14 of the Poringland Neighbourhood Plan, section J, which states that all new development within Poringland should provide adequate garden areas which reflect the nature of the occupation of the proposed dwellings to serve future residents and reflect the character of the area. The proposal was seconded by Trevor Spruce, and carried.

ii) 2021/2304 – 11 Norwich Road – First floor extension and ground floor to provide open plan living

It was proposed by Trevor Spruce that there were no objections to the application, seconded by Chris Walker, and carried.

iii) 2021/2198 – 19 St Mary's Road – Erection of front porch to dwelling

It was proposed by Chris Walker that there were no objections to the application, seconded by David Hewer, and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) Approval With Conditions

a. 2021/2009 – Hope House, Bungay Road – Change of use from agricultural to A1/2/3 B1/8 C1/2

ii) Refusal

a.2021/0488 – Land to the north of Heath Loke – Erection of up to 19 dwellings with all matters reserved except for access

Lisa Neal Re-joined the Meeting

d. To Agree Planning Application Meeting Presentation Delegation List

The Clerk presented a new planning delegation list, it was proposed by Chris Walker, followed by a second from John Henson to accept the list.

8. Finance

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

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

b) To Receive Q2 Budget Monitor

The Q2 Budget Monitor was presented, and noted by council.

c) To Agree Donation for RBL for Poppy Wreath

The Council agreed to donate £100 to the Poppy Wreath appeal, proposed by Trevor Spruce, seconded by Ken Aldridge, and carried.

d) 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)		£11,820.23

Payee	Description	Amount
Viking	Stationery	£147.87
Zurich	Insurance (fireworks)	£546.00
BT	Landline, Broadband & Mobiles	£199.52
Info. Commissioner's Office	DP Subscription	£40.00
Norfolk ALC	Cllr Training	£72.00
Norfolk Copiers	Quarterly Hire of Printer	£172.76
RG Carter	Roof / window repairs	£738.00
Production Bureau	Hybrid Meeting Equipment	£2,971.48
Amazon for Business	Various	641.28
Hugh Crane	Capital - scrubber drier	£1,501.50
Hugh Crane	Cleaning Consumables	£288.20
Yare Shipping	Café Consumables	£351.62
Cooks Blinds	Service Roller Shutter Doors	£328.80
ESPO	Community Centre Gas	£54.92
Total Gas & Power	Heat & Light	£776.09
Norwich City Council	Community Centre Pond Maintenance	£648.00
Veolia	Waste Removal	£103.91
Danny McGuinness	Purchase of Storage Trunk	£10.00
Barlett Signs	General Costs - CCTV Signs	£112.80
Eastern Play Services	Mulberry Close Play Equipment	£1,260.26
FH Brundle	Mulberry Close Play Equipment	£655.20
S Raney Tree Services	Carr Lane	£350.00
NAME WITHHELD	Return of Damage Deposit	£25.50
Broadland Toilet Hire	Firework Event	£648.00
Norse	Office Equipment	£14.40
Nisbets	Café Consumables	£126.27
Danny McGuinness	General Maintenance	£6.08
Vortex	Grounds Maintenance	£557.01

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Payee	Description	Amount
Garden Guardian	Grounds Maintenance (Oct)	£938.11
Skylit Protechnics	Firework Event	£2,700.00
Print My Tickets	Firework Event	£97.00
Unity Multipay	Grounds Maintenance	£1,643.22
Petty Cash	Café Stock and Maintenance	£68.96
Barclaycard	Various	£17.90
	TOTAL	**£30,632.89**

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

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

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance	£799.20
	TOTAL	**£799.20**

9. To Consider Recommendations from Advisory Groups

a) Playing Fields Trust

The Trust met on Wednesday 20th October 2021. It was agreed that the license with the football club could be improved and a meeting arranged between representatives of the Parish Council and the football club to discuss further.

A drainage and asbestos survey of the building should be arranged and paid for by The Trust. Prices are also to be obtained for various renovation works and match funding grants sought, with the match funded part to be paid for by the Trust as part of the Covid grant received. This was proposed by John Overton and seconded by Trevor Spruce.

b) Community Land Project

The Community Land Project Working Group met on 27th October 2021 and the following was agreed:

1) To award the contract to change the main entrance gates to Prestige Fencing at a price of £2,320.68. There is a balance left in the £3,000 budget which will be spent on the required groundworks.
2) The Invitation to tender document was agreed, and to be promoted on the Contracts Finder website. The response date for the tender will be 13th December, with a shortlist and interviews in January.
3) During the heavy rain on the 19th and 20th October, the culvert on the land blocked. Whilst the blockage has now been cleared (concrete in the pipe), questions have been raised about the size of the pipe in the culvert which is currently a 9-inch pipe, whereas the pipe where the water enters the site is much larger. It was agreed to fence off this area and monitor it for any future blockages.

The recommendations were proposed by John Joyce, seconded by David Hewer, and carried.

c) To receive update on Fireworks Event

It has been agreed to limit firework night to 2,000 persons on site and it is anticipated to hit this target for sales by mid-week before the event. The stalls have now been arranged, and the event management plan and the risk assessments sent to South Norfolk Council for distribution to the emergency services.

10. To Consider Application for Signage Under Parish Partnership

After extensive discussion the Parish Council agreed to put together a detailed proposal for additional speed calming signage. If a successful application were made the costs would be split 50/50 between the Parish Partnership programme and the Parish Council. Four locations were agreed as follows:

- Shotesham Road – flashing 20mph speed roundel costing £4,149 + £2,000 commuted sum
- Norwich Road prior to the Bennetts Home development – 30mph flashing sign costing £2,590.50 + £2,000 commuted sum
- Upgate, approaching Rectory Road – 'Right Turn' flashing warning sign costing £5,172 + £2,000 commuted sum
- Rectory Road, approaching Upgate – 'Left Turn' flashing warning sign costing £5,172 + £2,000 commuted sum
- £250 data collection unit

This totals £25,333.50 with a proposed cost to the Council of £12,666.75, proposed by Lisa Neal, seconded by John Overton, and carried.

11. To Consider Proposal from David Wilson Homes to Take on Two Additional Dog Bins

David Wilson Homes have offered two dog bins for adoption by the Parish Council. It was agreed there is a need for more bins in this part of the village, therefore proposed by Chris Walker and seconded by David Hewer, and carried.

12. To Consider Date(s) for Working Party for Bulb Planting

The decision was deferred to the Amenities Advisory Group due to meet on Wednesday 10th November 2021.

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

This was agreed as Wednesday 1st December 2021, 7pm at Poringland community centre.

The meeting closed at 20.55.

CHAIRMAN

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Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2021	Unity Trust	423,825.09	
31/10/2021	CCLA	40,000.00	
31/10/2021	Cambridge & Counties 120 Day	78,009.52	
31/10/2021	Charity Bank	85,862.51	
31/10/2021	Hampshire Trust Bond 1	55,000.00	
31/10/2021	Hodge Bank	22,000.00	
31/10/2021	Nationwide Instant Access	121,897.14	
31/10/2021	Santander Bond 1	60,433.91	
31/10/2021	United Trust	50,000.00	
31/10/2021	Unity Trust Deposit	146,211.53	
	Multipay Card	0.00	
31/10/2021	Petty Cash	100.00	
			1,083,339.70

Other Cash & Bank Balances

	450.00
	1,083,789.70

Unpresented Payments

	21,086.10
	1,062,703.60

Receipts not on Bank Statement

	0.00
Closing Balance	**1,062,703.60**

All Cash & Bank Accounts

1	Current	404,462.21
2	Bonds & Savings	659,414.61
3	MultiPay Card	-1,723.22
4	Petty Cash	100.00
	Other Cash & Bank Balances	450.00
	Total Cash & Bank Balances	**1,062,703.60**

	A	B	C	D	E	F	G	H	I	J	K
1	**PORINGLAND PARISH COUNCIL**										
2	**Payments list for 1st December 2021**										
3											
4	**Payee**	**Code**	**Description**	**Paid by Cheque**	**Paid By SO**	**Paid By DD**	**Paid by BACS**	**TOTAL**	**Sig 1**	**Sig 2**	**VAT Reclaimable**
5	Staff Salaries						£8,295.14	**£8,295.14**			
6	Staff Expenses	General Administration	Mileage				£56.57	**£56.57**			
7	Microshade	General Administration	Hosted IT				£225.00	**£225.00**			£45.00
8	Norfolk Copiers	General Administration	General Printing				£58.01	**£58.01**			£11.60
9	Business Webpage Ltd	General Administration	Hosted IT				£304.00	**£304.00**			
10	Amazon For Business	General Admin	Stationery				£4.74	**£4.74**			£0.96
11	Amazon For Business	General Admin	Stationery				£3.99	**£3.99**			£0.80
12	Amazon For Business	General Admin	Office Equipment - Notice Board				£32.49	**£32.49**			£6.50
13	Amazon For Business	General Admin	Office Equipment - Sign Holder				£28.32	**£28.32**			£5.67
14	Amazon For Business	General Admin	Stationery				£8.29	**£8.29**			£1.66
15	Amazon For Business	Community Centre	Café Expenditure				£18.08	**£18.08**			£3.62
16	Amazon For Business	Community Centre	Café Expenditure				£45.00	**£45.00**			
17	Yare Shipping	Community Centre	Café Expenditure				£162.49	**£162.49**			£0.30
18	Yare Shipping	Community Centre	Café Expenditure				£114.22	**£114.22**			£1.86
19	Yare Shipping	Community Centre	Café Expenditure				£16.40	**£16.40**			
20	Yare Shipping	Community Centre	Café Expenditure				£157.79	**£157.79**			£5.12
21	Yare Shipping	Community Centre	Café Expenditure				£262.48	**£262.48**			£25.37
22	Aldi	Community Centre	Café Expenditure				£64.74	**£64.74**			
23	Norwich Electrical	Community Centre	Light Repairs				£278.00	**£278.00**			£55.60
24	MPS Doors	Community Centre	Door Repair				£100.00	**£100.00**			£20.00
25	Total Gas & Power	Community Centre	Heat & Light			£814.53		**£814.53**			£162.91
26	Worldpay	Community Centre	Card Charges			£42.13		**£42.13**			£1.86
27	Archidite Ltd	Community Centre	Building Survey & Plans				£1,600.00	**£1,600.00**			£320.00
28	South Norfolk Council	Community Centre	Planning Application				£140.33	**£140.33**			£4.67
29	Norwich & Norfolk Indian Socie	Community Centre	Refund				£32.00	**£32.00**			
30	Veolia	Community Centre / Cemetery	Waste Removal			£64.56		**£64.56**			£12.91
31	Bin Dirty	Community Centre / Cemetery	Waste Removal				£77.50	**£77.50**			
32	Leathes Prior	Commuted Sum	CIL - Fees				£595.00	**£595.00**			
33	Agoe Art	Commuted Sum	Bus Shelter - Mural				£300.00	**£300.00**			
34	Speedy Asset Services	Fireworks	Lighting				£494.30	**£494.30**			£81.72
35	Steve's PA Hire Ltd	Fireworks	PA Hire				£320.00	**£320.00**			£64.00
36	Phoenix Events Ltd	Fireworks	Security				£90.00	**£90.00**			£18.00
37	Screwfix	Fireworks	Consumables				£26.04	**£26.04**			£5.21
38								**£14,832.14**			**£855.34**
39	**Councillors with Pecuniary Interests**										
40	Spruce Landscapes	Commuted Sums	Community Land - pond clearance				£700.00	**£700.00**			£140.00
41	Spruce Landscapes	Fireworks	Fuel for Generators				£48.00	**£48.00**			£9.60
42								**£748.00**			**£149.60**
43											
44							Total	**£15,580.14**			**£1,004.94**