



PORINGLAND PARISH COUNCIL

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

Clerk to the Council: Mrs Catherine Moore BSc FSLCC
Chairman: Mr Tim Boucher



NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 28th February 2018 at Poringland Community Centre.

The business to be transacted at the meeting is as follows:-

1. Attendance and Apologies for Absence

2. Declarations of interest for items on the agenda and applications for dispensations

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 made 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.

3. Minutes of the meeting held on 31st January 2018

4. Update on matters arising from the minutes

- a. Update on Anglian Water works
- b. Switching to Unity Trust Bank
- c. Rosebery Park S106 transfer
- d. Grit bin at Rosebery Park

5. Report from the Chairman

6. Adjournment for public participation, district and county councillors, and councillors with any pecuniary interests

- a. District Councillors (7 mins total)
- b. County Councillor (5 mins total)
- c. Public Participation (15 mins total)

7. Planning

a. Applications Received

- i. 2018/0197 13B Upgate: Single storey rear extension and front entrance porch.
- ii. 2018/0264 Subdivision of garden of 21 Clearview Drive: Erection of three bedroom chalet dwelling (revision to scheme approved under reference 2016/1371/F).
- iii. 2018/0355 8 Caistor Lane: Single storey rear extension, new pitched roof over existing first floor structure, new external rendering and cladding, new windows and minor alterations.

b. Planning Decisions

- i. 2017/2667 Land to the rear of 23 Caistor Lane: Erection of 1no. bungalow. **APPROVED**
- ii. 2017/2756 8 Romany Walk: Rear first floor extension and new entrance porch. **APPROVED**
- iii. 2017/2891 Dawn House, Bungay Road: Ground and first floor extension.

- iv. 2017/2879 51 Stoke Road: Porch to front. **APPROVED**
- v. 2018/0080 Sunnyways, Sunnyside Avenue: Single storey extension and new porch. **APPROVED**
- vi. 2018/0135 28 Collingwood Close: Non material amendment of planning application 2017/1365/H – Reduction in number of bi-fold doors from 6 to 5 and addition of two static windows. Change of design to side window. **APPROVED**

8. Correspondence and Consultations

- a. Greater Norwich Local Plan Regulation 18 Consultation – Draft Response
- b. Commemorating 100 Years of the end of World War One

9. Finance

- a. Receipts, payments and bank reconciliation for January 2018
- b. Fidelity Investment Valuation Statement
- c. Reinvestment of Julian Hodge Bond
- d. Review and Agree Asset Register
- e. Accounts for payment
- f. Section 137 Donations

10. Committee and Advisory Group Reports and Recommendations

- a. HR Advisory Group
 - i. Report of the Meeting
 - ii. Draft Future Recruitment Policy
 - iii. Job Description for Data Protection Officer
- b. Neighbourhood Plan Committee Report

11. Other matters

- a. Draft Ticket and Refund Policy – New
- b. Review Filming at Meetings Policy
- c. Replacement CCTV at Playing Field Pavilion
- d. Upgrade of sound equipment Quad 1
- e. Bench in Play Marked Area

12. Date of next Parish Council meeting: Wednesday 28th March 2018 2017, 7pm, Poringland Community Centre

Dated the 21st February 2018

Clerk.....

Minutes of the Meeting of Poringland Parish Council
Wednesday 31st January 2018 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
David Gooderham
John Henson
David Hewer
Jenny Kereama-Ellis
Lisa Neal
John Overton
Trevor Spruce
Catherine Moore (Parish Clerk)

Also attended: County Councillor Vic Thompson and 14 members of the public in attendance.

1. Apologies

Apologies for absence were received and accepted from Chris Walker, Steve Aspin and James Landshoft, proposed by David Hewer, seconded by Trevor Spruce, all in favour.

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in all planning matters as she was a member of the South Norfolk Council Development Management Committee.

Lisa Neal declared an interest in item 4c as a member of South Norfolk Council.

Trevor Spruce declared an interest in item 4c as he had priced for the installation of the hedge.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 3rd January 2018 were **agreed**, proposed by David Hewer, seconded by Jenny Kereama-Ellis, all in favour.

4. Update on matters arising from the minutes

a) Cycleway Communications

The Chairman reported that works had been delayed due to the ongoing Anglian Water works, and that advance warning signs had been put out.

b) Unity Trust Bank Account

The application had gone in for the new bank account, and the Clerk was waiting for further communication.

Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by Tim Boucher, seconded by Trevor Spruce, all in favour.

Members of the public who lived opposite the open space land in Rosebery Park expressed their dissatisfaction at the information given to them as buyers regarding the railings on the spaces. They noted that there were problems of dog fouling, and that they had been led to believe that these would be spaces enclosed by natural planting. Complaints had been made to Big Sky Developments since July 2017, and a solicitor had been involved. It

was noted that landscape drawings had been available from the office, and that the implication had been that the buyer should have asked, whereas the residents felt that they should have been given everything to make an informed decision. The railings were installed after contracts had been exchanged, and one resident noted that she would not have purchased if she had been aware of them. Big Sky Developments had made it clear that the railings would not be taken down.

In reply the Chairman noted that the Parish Council did not have any jurisdiction over the sale of the properties.

John Overton reported that he had raised questions with Big Sky Developments regarding the conduct of the sale. He had asked for the detailed planning documents showing the railings. The Chairman noted that the Council would not proceed with the legal transfer of the land while there was an ongoing dispute.

Standing orders were reinstated.

c) Open Space Rosebery Park

It was **agreed** that John Overton would pursue the planning issue, and that as a last resort, if no resolution could be found between the developer and the buyers, the Council would fund 50% of a privet hedge to mask the railings outside numbers 5 & 7 Lansdowne Drive, proposed by Tim Boucher, seconded by David Gooderham, 6 in favour, 0 against, 2 abstentions. It was noted that the Parish Council removing the railings would set a precedent and be costly. A bye-law could be passed banning dogs however this was very difficult to enforce with limited resources.

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Clerk

d) Anglian Water Update

A meeting to discuss the remedial works to patching had been booked for 8th February.

5. Report from the Chairman

Nothing to report.

6. Public Participation

Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by John Henson, seconded by David Hewer, all in favour.

a) District Councillors

Lisa Neal reported that the South Norfolk Litter Pick initiative had been launched, running from 1st February to 31st May. The incentive was available to parishes, community groups and not for profit organisations.

The South Norfolk Community Awards would be presented on 7th June at Diss Corn Hall, hosted by Radio Norfolk presenter Nick Conrad. Nominations were invited from 19th February to 29th April.

Grants of up to £250 were available for communities hosting an event to commemorate the end of the First World War, taking place between 1st March 2018 and 30 November 2018.

John Overton reported that the South Norfolk democratic process was now entirely electronic, with no hard copies of agendas produced except one for the Chairman of the Council at Full Council meetings.

Anglian Water had agreed their compensation with Budgens, who had also received a reduction in their business rates. A significant reduction in footfall had been seen there, as well as businesses such as Groundhog. Some businesses had chosen not to make a claim for compensation. The Early Help Hub was proving successful and would welcome any promotion available.

b) County Councillor

Vic Thompson presented his report, noting that a new 'Working Together' team had been set up to bring together skills and experience in the voluntary sector.

The Hales A146/B1136 junction conversion to roundabout was underway. This would improve access to the services, and a new 50mph speed limit was being introduced.

Gritting routes and grit bin information was available on the County Council website. Roadworks information could be seen at www.roadworks.org.

Discussions had taken place regarding merging or closer working of the police and fire services in Norfolk. Norfolk County Council did not support the fire service moving to police control, however the Police and Crime Commissioner had asked for this to proceed to the business case stage.

The latest OFSTED inspection had taken the County Council out of 'Inadequate. The Adoption Service had been rated as 'Outstanding'.

Poringland Primary School had been rated as 'Good', and had spaces for new pupils across the year groups. The new classrooms were replacing old portacabins and had been delivered with developer money allocated to modernise the existing school.

The Transport for Norwich Strategy Review was running in tandem with the Greater Norwich Local Plan consultation. The roadshows at Cringleford and Costessey would be attended by officers who could answer questions on this.

c) Public Participation

A member of the public reported that there was a lot of mud outside the Bennett Homes development, from the site. They were not sweeping the road. The Clerk was asked to report this to Planning.

A member of the public expressed concern about the lack of white lines and ill-defined roundabouts on Devlin Drive and the roads leading off. The Chairman replied that he had met with Highways who had agreed to repaint the white on the mini-roundabout, but would not put in additional lines. They would also be sorting out the visibility of the 20mph sign. It was acknowledged that traffic would become a greater issue on that road once the spine road was opened up.

A member of the public asked for an update on the Rosebery Park Section 106 transfer. It was confirmed that there was no new information, Big Sky Developments were waiting for UK Power Networks, and information had been included with the agenda papers.

A member of the public queried the Shotesham Road site set out in the Greater Norwich Local Plan documents. It was confirmed that the site had been brought forward under the call for sites, and would now be assessed for suitability. The consultation process was designed to allow members of the public to respond to such proposals, and the Parish Council would be agreeing their response to the whole consultation on 28th February.

A member of the public noted publicity he had seen regarding country-wide

Clerk

funding for schemes, but was disappointed that South Norfolk and Poringland were not mentioned. It was confirmed that the Football in the Community scheme at Horsford included Community Infrastructure Levy money, and that Poringland received the same pro rata rate of CIL for qualifying properties built.

A member of the public expressed frustration at the noise from traffic along The Street following the reinstatement works by Anglian Water. The Chairman confirmed that Anglian Water would be pressed for remedial works, and noted that the Parish Council was not satisfied with the state of the road as it stood. It was understood that BT were expected in the village soon, to make connections to new developments.

Standing orders were reinstated. Lisa Neal left the meeting and observed from the public area.

7. **Planning**

a) Applications Received

i) 2017/2879 51 Stoke Road: Porch to front.

Withdrawn from the agenda as the application had already been determined.

ii) 2017/2891 Dawn House, Bungay Road: Ground and first floor extension.

Withdrawn from the agenda as the application had already been determined.

It was noted that a complaint had been made about applications being determined when extensions had been given. Lisa Neal confirmed that this was being investigated.

iii) 2018/0073 Land to the rear of 6 Old Mill Road: Erection of single storey detached dwelling.

Trevor Spruce had viewed the plans and visited the site. He noted that the house was currently split into two dwellings and that concern had previously been expressed regarding cars using the one entrance. The planning documents stated that the existing dwelling would be returned to one house. All the issues previously raised had been addressed. Significant work would be required not to overwhelm the drains.

It was **agreed** to make no comments, proposed by Trevor Spruce, seconded by Tim Boucher, all in favour.

Clerk

iv) 2018/0080 Sunnyways, Sunnyside Avenue: Single storey extension and new porch.

David Gooderham had viewed the plans and visited the site. The applicant proposed a small porch on the front, and an extension on the back, all of which were in keeping with the existing properties. There were no issues of overlooking, and no objections from neighbours.

It was **agreed** to make no comments, proposed by David Gooderham, seconded by John Henson, all in favour.

Clerk

b) Planning Decisions

- i) 2017/2709 11 Elizabeth Road: Variation of condition 2 from planning consent 2016/1177 – (single storey pitched roof rear and side extension with first floor extension to the front) – To change brick work to composite cladding. **APPROVED**
- ii) 2017/2775 10 The Footpath: Single storey rear and side extensions and alterations (revised application following 2017/2135). **APPROVED**

Lisa Neal returned to the meeting.

8. Correspondence and Consultations

- a) Greater Norwich Local Plan Regulation 18 Consultation
It was noted that a roadshow would be held at the Community Centre on 26th February between 2pm and 8pm. The public consultation was underway, and a response would need to be formulated to the 65 questions and 12 sites proposed. It was **agreed** that a small working group made up of Trevor Spruce, John Henson, John Overton and Tim Boucher would attend the consultation at 5pm, and would then meet immediately after to formulate the Council's draft response to the questions. **Clerk**
- b) Pharmacy Application Appeal
It was **agreed** to support the appeal for the pharmacy application, noting that this was strongly supported by the community, proposed by John Henson, seconded by Jenny Kereama-Ellis, all in favour. **Clerk**
- c) Clements Gate Play Space
The design of the new play space and adult gym was viewed and supported. It was **agreed** that the Parish Council would take ownership of the play spaces with a ten year commuted sum, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**
- ## 9. Finance
- a) Receipts, Payments, and Bank Reconciliation
The receipts, payments and bank reconciliation for December 2017 were presented and **noted**.
- b) Quarterly Financial Reports
The quarterly Parish Council and Community Centre financial reports were **noted**.
- c) Accounts for Payment
It was **agreed** to pay the following accounts, proposed by David Hewer, seconded by Trevor Spruce, all in favour.

	Staff Salaries	£6,036.87
HMRC	PAYE & NIC	£1,975.99
Norfolk Pension Fund	Superannuation	£2,036.46
ESPO	Stationery	£41.64
BT	Telephone and Broadband	£41.79
Norfolk Copiers	Photocopier Rental	£172.76
Citrus Sharp Security Shredding	Annual Shredding Contract	£266.00
Norfolk Copiers	Printing	£54.54
Auditing Solutions Ltd	Interim Internal Audit	£504.00

Microshade Business Consultants	Hosted IT	£214.62
Total Gas & Power	CC Electricity	£727.01
ESPO	CC Gas	£218.58
WorldPay	Card Machine Charges	£4.81
MCL Mechanical Services	Boiler Servicing	£177.60
RamsayHolmes	Call Out – Faulty Door	£144.00
Spruce Landscapes	CC Grounds Maintenance	£226.00
K-Teas	M Jackson Buffet	£350.00
Banqueting Hire Service	Table Hire	£262.00
R Burbage	Refund	£100.00
Veolia	Waste	£74.23
Spruce Landscapes	Cem Grounds Maintenance	£750.00
Spruce Landscapes	Hedge / play mark clean / Traf	£1,860.00
Play Inspection Company	Mulberry & Trafalgar Inspections	£180.00
Fenland Leisure Products	Play Equipment Repairs	£738.13
Eon	PF Electricity	£431.36
Barclaycard	Various	£629.74
MPS Doors	Door Sensor Repair	£406.80
Spruce Landscapes	Repair Paving Slabs	£240.00
R McCarthy	Expenses	£17.00
Y Wonnacott	Holiday Paid on Termination	£14.88
HouseProud	Relief Caretaking	£1,204.42
C Moore	Petty Cash Top Up	£88.93
Poringland Parish Council	Unity Trust Deposit – Replace	£500.00
Spruce Landscapes	Graffiti Treatment - Mulberry	£180.00
David Michael Productions Ltd	Musicals Balance	£1,620.00

10. Committees and Advisory Groups

a) Neighbourhood Plan Committee

The report of the meeting was **noted**.

11. Other Matters

a) Keys at Playing Field Pavilion

The Clerk presented a quote from AC Leigh to replace the front door, back door and changing room door keys with a controlled key system for £368.06. It was **agreed** to go ahead with this work, proposed by John Overton, seconded by Jenny Kereama-Ellis, all in favour.

Clerk

b) Meeting Dates

It was **agreed** that the May meeting would be moved to 23rd May to avoid half term. The 2018/19 meeting schedule was **agreed**.

Clerk

c) Relief Caretaking Contract Award

The Clerk presented three prices from contractors. It was **agreed** to award the contract to Heritage Contract Services, proposed by John Henson, seconded by Trevor Spruce, all in favour.

Clerk

d) Community Land Project

i. Phase Two Consultant

The Chairman explained that there had been an error with the prices previously presented which had been picked up shortly after the Council meeting, therefore the decision needed to be revisited. He noted that the

Council had also received an appeal from the lowest priced consultant challenging the decision not to appoint them. It was **agreed** to interview the three lowest priced consultants, proposed by John Henson, seconded by David Gooderham, all in favour.

Clerk

ii. Transfer of Land from Norfolk Homes

The Chairman reported that he had a meeting booked to discuss the transfer, which would be completed before any costs were incurred in gaining planning permission.

e) Play Inspection Reports

The play inspection summary report was presented and noted. The Clerk was asked to get prices for the required works.

Clerk

12) **Exclusion of the Press and Public**

It was **resolved** to exclude the press and public for the duration of item 12a on the agenda proposed by Tim Boucher, seconded by David Hewer, all in favour.

a) Debt Incurred by Regular Hirer

Councillors received information about the outstanding debt, and agreed to take no further action as the majority of the sum had been received, proposed by Jenny Kereama-Ellis, seconded by Trevor Spruce, all in favour. It was **agreed** that the hirer would not be permitted to return to the Community Centre.

13. **Date of next meeting:**

- Wednesday 28th February 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9.15pm.

CHAIRMAN

Catherine Moore

From: Henry Gowman <[REDACTED]>
Sent: 15 February 2018 10:49
To: Catherine Moore
Subject: Marking 100 years since 1st World War ended - Mens Shed

Good morning Catherine,

SNC are offering a grant to mark the above event to Community Groups and we have an idea and I have made some enquiries.

The idea, which is still being fleshed out, is to make life sized silhouettes of WWI soldiers in groups or singly. Most to be painted 'mud' colour to reflect the conditions, with some painted black to indicate missing or fallen - plus 100 crosses as replicas of those found all over the battle front to mark graves.

I am approaching Fram High Art and History Depts to involve them in Art Work and maybe painting the silhouettes with Mens Shed making the silhouettes.

I am thinking this tableau would look best in the Memorial Garden by the Church and to be in place for Remembrance Sunday. We have several ex serviceman at our Shed project.

So - to take this forward -

Do we need some kind of permission from the PC? Do we need to talk to the British Legion? Or the vicar?

Any thoughts and advice would be much appreciated.

With kind regards,

Henry Gowman

Chair www.pdmensshed.org

Sent from my iPad

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 9 February 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Barclays Current	33,410.71
2	Cambridge & Counties 120 Day	74,086.85
2	Hampshire Trust Bond 1	55,847.75
2	Barclays Deposit	120,638.25
2	Nationwide Instant Access	60,538.71
		344,522.27
<u>Other Bank & Cash Balances</u>		
	Petty Cash	550.00
	Cashbook Suspense	0.00
		550.00
		345,072.27
<u>Unpresented Payments</u>		
1	29/11/2017 104342	60.00
1	28/12/2017 104373	1,136.69
1	28/01/2018 SO	172.76
1	28/01/2018 DD	218.58
1	31/01/2018 104443	254.02
1	31/01/2018 104444	285.31
1	31/01/2018 104445	25.90
1	31/01/2018 104446	1,975.99
1	31/01/2018 104447	2,036.46
1	31/01/2018 104448	41.64
1	31/01/2018 104449	266.00
1	31/01/2018 104450	54.54
1	31/01/2018 104451	504.00
1	31/01/2018 104452	177.60
1	31/01/2018 104453	144.00
1	31/01/2018 104454	350.00
1	31/01/2018 104455	262.00
1	31/01/2018 14456	100.00
1	31/01/2018 104457	1,860.00
1	31/01/2018 104458	180.00
1	31/01/2018 104459	738.13
1	31/01/2018 104460	406.80
1	31/01/2018 104461	240.00
1	31/01/2018 104462	17.00
1	31/01/2018 104463	14.88
1	31/01/2018 104464	1,204.42
1	31/01/2018 104465	88.93
		12,815.65
		332,256.62
<u>Receipts not on Bank Statement</u>		
0	09/02/2018 All Receipts Cleared	0.00
		0.00
Closing Balance		332,256.62

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 9 February 2018

<u>All Cash & Bank Accounts</u>	<u>Account Description</u>	<u>Balance</u>
	Barclays Current	20,595.06
	Bonds & Savings	311,111.56
	Other Bank & Cash Balances	550.00
	Total Bank & Cash Balances	<u>332,256.62</u>

Nov-16	Fidelity Investment	Investment Account		£	30,000.00					
Dec-16	Hampshire Trust Bank	5 Year Bond		£	20,000.00					
Dec-16	Julian Hodge Bank	2 Year Bond		£	55,000.00					
				£	127,000.00					
			For Annual Return	£	1,903,281.45					

PORINGLAND PARISH COUNCIL				
Payments List 28 February 2018				
Payee	Code	Description	Amount	Chq no.
S Cunningham	Salaries	Administrator		SO
R McCarthy	Salaries	Assistant Clerk		SO
J Dodman	Salaries	Bar Staff		104469
S Cunningham	Salaries	Bar Staff / Relief Caretaking		104470
L Gooderham	Salaries	Caretaker		SO
S Warmingier	Salaries	Cleaner		SO
C Moore	Salaries	Parish Clerk		SO
S Duffell	Salaries	Project Officer		SO
			£6,549.55	
Norfolk Pension Fund	Salaries	Pension Contributions	£2,036.46	104471
HMRC	Salaries	PAYE & NIC	£1,987.60	104472
ESPO	Administration	Stationary	£43.88	104473
SLCC	Administration	Practitioners Conference	£298.80	104474
Norfolk Copiers	Administration	Printing	£20.24	104475
Microshade Business Consultants	Administration	Hosted IT	£214.62	SO
BT	Administration	Telephone & Broadband	£51.51	DD
Total Gas & Power	Community Centre	Electricity	£823.35	DD
WorldPay	Community Centre	Card Machine Charges	£3.55	DD
Spruce Landscapes	Community Centre	Grounds Maintenance	£226.00	SO
Anglia Print	Community Centre	Advertising	£90.00	104476
Spruce Landscapes	Burial Ground	Grounds Maintenance	£750.00	SO
Spruce Landscapes	Outside Spaces / Commuted Sum	Play Markings Prep / Mulberry Graffiti	£504.00	104477
Norse Eastern Ltd	Projects	Neighbourhood Plan Exhibition Boards	£137.00	104478
Veolia	Community Centre / Burial Ground	Waste Removal	£86.02	DD
Barclaycard	Admin / Community Centre	Various	£370.15	DD
Community Action Norfolk	Administration	Subscriptions	£20.00	104479
M Roberts	Community Centre	80's Night Balance	£250.00	104480
Norfolk Playing Field Association	Administration	Subscriptions	£30.00	104481
Zurich Municipal	Administration	Insurance	£4,393.00	104482
Poringland Parish Council	TRANSFER TO UNITY TRUST		£50,000.00	104483
			£68,885.73	

Report of the meeting of the HR Advisory Group held on
Wednesday 7th February 2018

The meeting was attended by Tim Boucher, David Gooderham, David Hwer and Trevor Spruce. Confidential minutes are available to Councillors on request.

The Group discussed a new Reward Strategy for future recruitment at Poringland. The recommendations of these discussions are outlined in the Future Recruitment Policy presented later in the Council agenda. Further work will take place to explore pension provision for roles below Clerk and Assistant Clerk.

The Group discussed the Pension Policy, and **recommends** an amendment to the Admissions Policy element of the Pension Policy to say 'All members of staff of Poringland Parish Council are eligible for the scheme (providing they meet the scheme regulations) excluding fixed term contracts below the annual statutory threshold.'

The Group noted that the contract for the Assistant Clerk currently requires her to check phone and email daily, including when on holiday and **recommends** that this wording is removed.

The Group discussed an option to outsource the role of Data Protection Officer to the Local Council Public Advisory Service at a cost of £300 per annum, and **recommends** that this role remains for inclusion in the Clerk's job description.



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Clerk to the Council: Mrs Catherine Moore BSc FSLCC

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Future Recruitment Policy

Background

In February 2018 Poringland Parish Council discussed and agreed terms and conditions that would be applied to future recruitment to the organisation. The Council agreed that, unless specified otherwise, the Parish Clerk and Assistant Clerk/Community Centre Manager roles would remain under the NJC terms and conditions as amended, but that all other roles would be subject to local arrangements.

Negotiation and amendment of terms and conditions in any role is reserved to Council to ensure that the right person is recruited to the role. Continuous service benefits (relating to annual leave, sickness and maternity) will apply to all roles.

Agreed Approach

Pension

The Parish Clerk and Assistant Clerk/Community Centre Manager will be entitled to join the Local Government Pension Scheme. **All other roles TBC.**

Pay

The NJC pay scales will be applied to the roles of Parish Clerk and Assistant Clerk/Community Centre Manager. All other roles will be appointed to a spot salary / hourly rate (as appropriate) with annual review linked to the appraisal process.

Statutory and Annual Leave

Unless otherwise negotiated or amended, all staff, including the Clerk and Assistant Clerk/Community Centre Manager will receive 21 days holiday plus bank holidays, rising to 25 days plus bank holidays after 5 years.

Notice Periods (Employee)

The Parish Clerk and Assistant Clerk/Community Centre Manager will be subject to three months notice. All other roles will be subject to one months notice in the first five years of employment, two months notice in the sixth to tenth years of employment, and three months notice thereafter.

Sick Pay

The Parish Clerk and Assistant Clerk/Community Centre Manager will remain under the NJC sickness pay terms. All other roles will be entitled to one months full pay and two months half pay during the first five years of employment; and two months full pay and two months half pay thereafter.

Fixed Term Contracts

Fixed term contracts will be subject to a fixed salary and will not be offered a pension unless there is a legal obligation to do so.

Data Protection Officer Job Description

The Parish Clerk is appointed as the Data Protection Officer. The following will be added to the Parish Clerk's Job Description.

22. To act as the Council's Data Protection Officer (detailed in Appendix 2).

Appendix 2

1. To undertake training and continuous professional development to ensure expert knowledge of the subject of Data Protection.
2. To liaise with the Data Controller and Data Processor(s) on all issues which relate to the protection of personal data.
3. To act as the point of contact for all data subjects with regard to all issues relating to processing of their personal data and the exercise of their rights under this Regulation.
4. To be bound by secrecy and confidentiality concerning the performance of the tasks of the Data Protection Officer.
5. To ensure that no conflicts of interest arise in undertaking the tasks of the Data Protection Officer, particularly around the Data Controller and Data Processors.
6. To inform and advise the Data Controller, Data Processor and the employees who carry out processing of their obligations pursuant to this Regulation.
7. To monitor compliance with this Regulation and with the policies of the Data Controller or Processor in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits.
8. To provide advice where requested as regards the data protection impact assessment and monitor its performance pursuant to Article 35.
9. To co-operate with the supervisory authority.
10. To act as the contact point for the supervisory authority on issues relating to processing, including the prior consultation referred to in Article 36, and to consult, where appropriate, with regard to any other matter.

The Data Protection Officer shall in the performance of his or her tasks have due regard to the risk associated with processing operations, taking into account the nature, scope, context and purposes of processing.



PORINGLAND PARISH COUNCIL

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

Clerk to the Council: Mrs Catherine Moore BSc FSLCC

Ticket and Refund Policy

Background

Poringland Parish Council hosts a number of events in the Community Centre, including cabaret evenings, quiz and race nights, and party events. These events require people to purchase tickets in advance, as the viability of the event is assessed on ticket sales. This Policy has been put in place to ensure that ticket sales are guaranteed at the time of deciding the viability of an event, and to ensure a level playing field for everyone. The approach has been taken to reflect that of other similar ticketed events such as concerts and theatres.

Application

This Policy will apply to all events which require tickets to be booked in advance. It will not apply to events such as the indoor car boot sales, or the Craft Fair, where people are purchasing table space. For avoidance of doubt, a ticketed event is classified as one where costs have been incurred to book an artist, and where individuals purchase their place to ensure their attendance.

Sales

Tickets will be offered for general sale, and will not be offered in advance to any group. A mailing list (compliant with all Data Protection rules) may be held and members of that list notified when tickets are released for general sale.

Tickets may be reserved for a maximum of two weeks to allow guests to collect money from their party members. The Community Centre Manager will note the date of reservation and will contact the guest 48 hours before expiry to remind them that payment is due.

A waiting list will be kept in the event of sales and reservations reaching the maximum capacity limit of the event.

Any reserved tickets not paid for within the two week expiry period will be released for general sale. In the event of a waiting list being operated, the reserved tickets will be offered to the waiting list on the basis of the 'Sales' part of this policy. If the guest not paying for their reserved tickets wishes to re-reserve their tickets, they will be placed at the end of any waiting list.

Refunds and Resales

Guests may resell their tickets privately, and should notify the Community Centre Manager of this. Failure to notify the Manager of the resale will result in refund rights being waived.

If a waiting list is being operated, the Community Centre Manager can facilitate the resale of tickets between the original guest and the waiting list guest.

Guests may return their tickets for a refund, based on the criteria below. These have been set because decisions are made between 3 and 4 weeks ahead of an event as to whether it is viable.

More than 28 days before event: 80% refund given, 20% of ticket cost retain as administration fee

21 to 27 days before event:	50% refund given, 50% of ticket cost retain as cancellation fee
7 to 20 days before event:	25% refund given, 75% of ticket cost retain as cancellation fee
0 to 6 days before event:	No refunds.

In the event of an event being cancelled by the Community Centre, a full refund will be due. The Parish Council will not accept responsibility for ancillary costs incurred (eg travel, accommodation).



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FILMING AT MEETINGS POLICY

The recording, filming and reporting of all public meetings is permitted.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public and press are permitted to film or record meetings to which they are permitted access in a non-disruptive manner and only from areas designated for the public. No prior permission is required, however the Chairman at the beginning of the meeting may ask if anyone present wishes to record the proceedings.

The Parish Council will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, eg provision of a table. However the Parish Council should point out that the physical layout of a room may restrict the Parish Council's ability to make any provision.

The Parish Council understands that some members of the public attending its meetings may not wish to be recorded and the Chairman of the meeting will facilitate this by ensuring that any such request will be respected by those making a recording. Any member of the public who does not wish to be recorded should make this known to the Clerk or the Chairman prior to the commencement of the meeting.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive manner.

What is disruptive behaviour?

Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film etc the proceedings. Examples can include:

- Moving to areas outside the areas designated for the public without the consent of the Chairman;
- Excessive noise in recording or setting up or re-siting equipment during the debate/discussion;
- Intrusive lighting and use of flash photography;
- Asking people to repeat statements for the purposes of recording.

The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the capacity to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be filming or recording in a disruptive manner.

In order to safeguard children, the vulnerable and individuals who do not wish to be filmed, we will ensure that space is provided where individuals cannot be filmed.

A person or persons recording the Parish Council meeting are reminded that the 'Public Participation' period may not be part of the formal meeting and that they should take advice for themselves as to their rights to make any recording during that period.

All those visually recording a meeting are requested to focus only on recording councillors, officers and those members of the public who have not requested anonymity.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or its committees is responsible for any claims or other liability resulting from them so doing any by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

The recording and reporting on meetings of the Parish Council, its committees and sub-committees is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.

The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows lack of respect for those in the recording. The Parish Council would expect any recording in breach of these rules to be removed from public view. The Parish Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council will publish the policy on the filming, recording and broadcasting of meetings on its website.

Adopted: February 2015

Reviewed: February 2018

Next Review: February 2021