



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, NR14 7WB

Tel: 01508 492182 Email: [clerk@poringlandparishcouncil.gov.uk](mailto:clerk@poringlandparishcouncil.gov.uk)

Clerk to the Council: Mrs Faye LeBon

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 30<sup>th</sup> September 2020. The meeting will occur via video conference as permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings)(England) Regulations 2020 and as recommended by national guidelines.

*Members of the public wishing to view the meeting and / or participate under item 6 should [CLICK HERE](#) or contact the clerk for a 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

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.

### 4. To Agree Minutes of the Meeting of 2<sup>nd</sup> September 2020

### 5. Matters Arising from the Minutes of 2<sup>nd</sup> September 2020, 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) 2020/1058 – 4 Sunnyside Avenue – Demolition of existing dwelling and erection of new single storey house with pitched roof.
  - ii) 2020/1659 – 29 Shotesham Road - Single storey side extension and new vehicle access.
  - iii) 2020/1682 – 31 Shotesham Road- Single storey side & rear extension.

- iv) 2020/1689 – Land to the East of Overtons Way - Construction of 9 new residential dwelling units, to include 1 retail unit facing North towards existing retail/commercial units

b) To Note Planning Decisions

- i) 2020/1123 – Land South of Hillside – (T1) Poplar remove large limb overhanging property to pollard point 1-2m out from main stem and remove 2-3 small limbs below new pollard point back to stem. – **APPROVAL WITH CONDITIONS**

**8. Correspondence and Consultations**

- a) To Consider Actions Regarding Complaints About Local Prescription Dispensing Services
- b) To Agree Nomination for Trustee to the Poringland Fuel Allotment Trust
- c) To Consider Government Consultation 'Changes to the Current Planning System' (deadline 1<sup>st</sup> October).
- d) To Consider Government Consultation 'Planning for the Future' (deadline 29<sup>th</sup> October).
- e) To Consider Government Consultation on Managing Pavement Parking (deadline 22<sup>nd</sup> November)

**9. Open Spaces**

- a) To Consider Transfer Document for Community Woodland and Southern Lagoon
- b) To Consider Purchase of Bulbs for Planting in Public Spaces
- c) To Consider Agreement to Receive Transfer of Play Area at Clements Gate
- d) To Receive Update Report on Transfer of Community Land Project

**10. To Receive Parish Council Update on Covid-19 Crisis**

**11. Finance**

- a) To Receive Receipts, Payments and Bank Reconciliation for August 2020
- b) To Receive Update Report on Grounds Maintenance Contracts and Agree Further Actions
- c) Accounts for Payment
  - i. To Agree Accounts for Payment
  - ii. To Agree Accounts for Payment (Councillors with Pecuniary Interests)
- d) To Agree Donation to RBL for Poppy Wreath
- e) To Appoint Internal Auditor to Review 2020/2021 Accounts

**12. Advisory and Working Groups**

- a) Neighbourhood Plan
  - i. To Receive Update on Poringland Neighbourhood Plan Second Examination
- b) Playing Fields
  - i. To Receive Update on Possibility of a Men's Shed on Playing Field
  - ii. To Consider Improvements to CCTV
  - iii. To Consider Principle of Installing a BT Open Reach Cabinet on Playing Field Land

**13. To Discuss Christmas Event**

**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 due to it Covering Terms and Conditions of Employment**

**15. To Consider Recommendations from HR Advisory Group**

**16. To Note Date of Next Parish Council Meeting**

Wednesday 28<sup>th</sup> October 2020, 7pm. By video conference unless otherwise advised

*Dated 24<sup>th</sup> September 2020*

*Clerk: Faye LeBon*

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Minutes of the Meeting of Poringland Parish Council  
Wednesday 2<sup>nd</sup> September 2020 7pm  
Meeting Held by Video Conference

**In Attendance**

Tim Boucher (Chairman)

John Henson

David Hewer

John Hodgson

John Joyce

Peter Lowndes-Burt

Lisa Neal

Carl Pitelen

Trevor Spruce

Chris Walker

Faye LeBon (Parish Clerk)

**Also in Attendance:**

Also in attendance was Vic Thomson (County Councillor) and three members of the public.

**1. Chairman's Welcome**

Tim Boucher welcomed everyone to the first of two meetings of the Parish Council in September, after the August break.

**2. To Record Apologies for Absence**

Apologies were accepted from John Overton.

**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, and item 8(b) as she is working with officers at South Norfolk Council in this matter.

Trevor Spruce declared an interest in item 10 (b) and 10 (c)(ii).

John Hodgson declared an interest in item 10 (c)(ii).

#### **4. To Agree Minutes of the Meeting Held on 29<sup>th</sup> July 2020**

After the amendment of typographical errors, the minutes of the meeting held on 29<sup>th</sup> July 2020 were agreed after a proposal by David Hewer and a second by Chris Walker.

#### **5. Matters Arising from the Minutes of 29<sup>th</sup> July, Including Clerk's Report**

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

##### Telephone Box

John Hodgson reported that the phone box has now been painted. He is now liaising with the electrician to install the defibrillator. **ONGOING**

##### A146/B1332 Stacking Survey

This survey is ready to be released at an appropriate time when traffic movements can be deemed as 'normal'. **ONGOING**

##### Men's Shed

The Fields In Trust legal team will not support a Men's Shed on the Playing Field, however, they have provided guidance as to what activities the Men's Shed could provide which would be supported. Men's Shed have provided a proposal which has been sent to Fields in Trust. **ONGOING**

##### Bar Stock.

All soft drinks are now being sold via the cafe. The alcohol going out of date is being reviewed on a monthly basis and sent to Priscilla Bacon Lodge.

##### Assets of Community Value

Applications have been sent to South Norfolk Council. A decision was due to be made by South Norfolk Council by 27<sup>th</sup> August. The Clerk will follow up on this.

##### 'Penelope' The Python

Photos have been taken of Penelope and signage can be created from this, giving the history of the artwork and encouraging people to add to it with stones painted in a non water based paint. **ONGOING**

### Tree Warden Commemoration

The Clerk and the tree warden have met and agreed on a location on the site near the lagoon for a copper beech. The tree warden is considering the wording for the plaque. It is recommended that the tree be planted in October. Tim Boucher emphasised the need for a good quality plaque to be installed. **ONGOING**

### Parish Partnership Scheme

The Amenities advisory group has recommended that the Parish Council commences with further investigation into the application for a village gateway sign to the south of the village, under the parish partnership scheme.

Vic Thomson reported that the Framingham Earl sign to the north of the village will be located opposite the Poringland one. It will not necessarily be placed on the official boundary, but in the place that is clearest for people entering the village.

John Henson raised concerns about accessibility to the meetings now they are being held online.

## **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

Cllr Neal reported that South Norfolk Council's Help Hub had been very busy with calls. The type of calls was beginning to change, from vulnerable people shielding and needing to access services, to calls relating to financial vulnerability due to jobs being lost as a result of Covid-19.

The Help Hub had assisted with distributing 2 pallets of food donated by Morrisons in Diss, worth over £1,000, and a further £500 in household items. This was donated to the Hope Community Church Hub Project in Wymondham, to support families during the school holidays.

Covid-19 grants had now closed to new applications and all signs were showing that the fund had been oversubscribed and difficult decisions may have to be made.

South Norfolk Council is working with Norfolk County Council, the LEP and Visit England to provide grants of between £250 and £2,500 to promote tourism and extend the tourism season into the autumn.

South Norfolk Council is working on responses to the government's planning consultations.

A Topping Out ceremony was held at the Norwich Research Park, where South Norfolk Council had invested in the buildings and road infrastructure. This £5m development should lead to increased employment.

#### b) County Council Report

Cllr Thomson had sent a full report to the Parish Council. Information submitted included:

- Warnings that Covid-19 is still prevalent in Norfolk, and emphasis for the need to comply with the Test and Trace scheme.
- Information on returning to school. He advised that there were 58 local children applying for Poringland Primary School this year and two children out of catchment, meaning that there was no waiting list.
- Norfolk County Council's investment in improvements to Norwich Castle.
- Amnesty waste days returning to the recycling centres.
- The plans to locate a new recycling centre on redundant spaces at the Harford Park and Ride. This would include a larger reuse shop.
- The government's consultation for making parking on pavements an offence.
- The improved facilities as part of the Caistor Roman Town project.
- The resurfacing of the B1332 overrunning by a few hours, as a result of bad weather in the last week of the works.

John Henson queried why only 50% of the Banham Poultry employees had been tested after the recent Covid-19 outbreak. Vic Thomson responded that all employees in the cutting room, where the outbreak occurred, had been tested. The method of dealing with the outbreak had been agreed by the public health department.

Tim Boucher commented that the resurfacing works were very good, and those involved in the project had been very accommodating to the needs of local people being able to access their properties and local services.

Vic Thomson encouraged the Parish Council to send a letter to the parish's highways engineer, thanking him for his work to create the project, as without his assistance the works would never have occurred.

c) To Receive Presentation on Childcare Provision in Poringland, from Time Childcare

Tim Boucher welcomed the Chairman of Tim Childcare, who explained the situation of the group and its running from the premises in Poringland village hall. The premises were built in 1919 and was not designed specifically for youngsters. The organisation has a good relationship with the village hall management committee and will be a guaranteed tenant when the All Saints Centre is built, but it is unsure when this will be.

The organisation wishes to start a conversation with the Parish Council about the risk to childcare provision in the village, and whether the Parish Council can give any assistance in this matter.

It was agreed that the Parish Council should discuss this further at its next Strategic Working Group.

d) Public Participation

No matters raised.

*Standing orders were reinstated.*

*Lisa Neal Left the Meeting for Section 7(a)*

**7. Planning**

a. To Consider Applications Received

*i. 2020/1426 – Land Adjacent To 11 Norwich Road – Erection of Dwelling and Detached Garage*

Trevor Spruce presented this application. He noted that the newly laid road may have to be dug up again to install the services to this property and stressed the need for the remedial works to the road to be done to bring the road back up to its resurfaced condition. He proposed that there be no objections to this application.

Chris Walker raised concerns that the Water Management Officer had objected to the application on the grounds of insufficient drainage detail.

There being no second to the original proposal, Tim Boucher proposed that the Parish Council objects to the application due to insufficient information being provided on surface water drainage. This was seconded by Chris Walker and carried.

*ii. 2020/1445 – Land West of 6 Caistor Lane - Variation of condition 2 of 2019/2498 - to relocate the entrance door to the front of the property and fenestration changes*

John Henson presented this application and commented that this amendment was a much improved design. He proposed that the Parish Council supports this application, seconded by Chris Walker and carried.

*iii. 2020/1058 – 4 Sunnyside Avenue - Demolition of existing timber structure and erection of new ground floor extensions with first floor bedroom accommodation under new pitched roof - AMENDED APPLICATION*

John Hodgson presented this application. He noted that the amended application now has the frontage of the dwelling running parallel with Sunnyside Avenue. He proposed that the Parish Council supports the application, seconded by Chris Walker and carried.

*The following were presented as urgent items, as they could not be deferred to the next Parish Council meeting.*

*iv. 2020/1545 – 2 Romany Walk – Resubmission of approved application 2020/0966 - Amending the attached flat roof garage to a pitched roof detached garage*

The Clerk presented this application, with the only change to the approved application being the design of the garage roof from a flat roof to a pitched roof. John Henson proposed that the Parish Council supports this application, seconded by Chris Walker and carried.

*v. 2020/1313 – 28 Rectory Lane – Proposed drop kerb to create access for disabled tenant*  
Chris Walker proposed that the Parish Council supports this application, seconded by Carl Pitelen and carried.

*vi. 2020/1282 – 27 Howe Lane – First floor front and side extensions, including front infill extension to ground floor.*

The Clerk had notified councillors that this application had been called in by the District Councillor to be heard by the Development Management Committee, and the Parish Council had to decide if it wished to make verbal representation at the meeting. It was noted that the planning officer had put together a strong case for refusal, which covered all the concerns raised by the Parish Council. It was agreed that the written objections of the Parish Council, as supported by the planning officer's report, would be sufficient at the meeting from the perspective of the Parish Council and no further value would be gained by making

a verbal presentation at the meeting. The Clerk is to communicate this to South Norfolk Council, and thank them for their invitation to make representation at the meeting.

*Lisa Neal Rejoined the Meeting*

b. To Note Planning Decisions

The following decisions were noted:

- i) 2020/1234 – 57 Potters Way– Conversion of part of existing garage into non-habitable garden room. – APPROVAL WITH CONDITIONS
- ii) 2020/1012 – 109 Cawstons Meadow – Variation of condition 2 from 2020/0017 - Revised design.– APPROVAL WITH CONDITIONS
- iii) 2020/1102 – 22 Hillside - Proposed first floor front extension. APPROVAL WITH CONDITIONS
- iv) 2020/1106 – Land North of Shotesham Road - Non Material Amendment from 2014/0319 - Layout changes (Plots 89-93 and 126-144) and House type substitutions (Plots 28, 32, 36, 38, 39, 72, 73, 105, 106,107 and 145) APPROVAL NO CONDITIONS
- v) 2020/1141 – Land South of the Ridings, Stoke Road - Non material amendment to 2017/0495 - Amendment to footpath surfacing; additional shrub planting: footpath adjacent plots 15-17 (Area A) – APPROVAL NO CONDITIONS

**8. Correspondence and Consultations**

a) To Consider Requests for 20mph Zones and Other Highway Safety Measures in the Village.

The Clerk reported that there had been requests from parishioners, that the Parish Council ask Norfolk County Council for 20mph zones along Caistor Lane, St Mary's Road, Rectory Lane and Ugate. These requests were as a result of the parishioners contacting Norfolk County Council and being advised by Norfolk County Council's customer service centre that Norfolk County Council only takes requests from Parish Councils. Whilst it was agreed that the Parish Council should be representative of the village, concerns were raised that the Parish Council would be lobbying for what could be a lost cause, as Norfolk County Council highways had already advised that it was rarely desirable to change an existing 30mph road

to a 20mph road if the highway had not been designed with speed management features. The exception in Poringland was Shotesham Road, as the legal fees for changing this road to a 20mph road had been paid for by the developer.

Chris Walker advised that he had been contacted by a parishioner to raise this after two accidents on Rectory Lane / Upgate.

Vic Thomson offered to look into this on behalf of the Parish Council.

#### b) To Consider Request for 'Dogs to be Kept on Leads' Signage at Mulberry Park

The Clerk advised that she had been contacted by a parishioner with regards to dogs being deemed as out of control due to being off leads at Mulberry Park. The Clerk advised councillors that signage could be installed, but could only be enforceable via two methods:

1. An extension of the Public Spaces Protection Order, already in place by South Norfolk Council. With this South Norfolk Council would need to be convinced to extend the order, as they would be responsible for enforcing it.
2. The Parish Council could take out a Dog Control Order on this area of land alone, and the Parish Council would be responsible for enforcement.

The Clerk stressed that either method would require written evidence of why the Order was required and to date this had not been received. The complainant had been advised that evidence would be required, and also advised of the importance of calling the police if a dog is dangerously out of control, as they have the power to prosecute.

It was agreed that without evidence, no further action can be taken.

#### c) To Consider Request for Equipment for Informal Football

Further to an appeal by a parishioner, the Clerk had provided council with a report for consideration for equipment for informal football.

It was agreed to suspend the meeting to allow the parishioner to put forward the case for this equipment. The parishioner explained that support in excess of 500 people had been received in support of this equipment, in a recent social media poll. He explained that local children had been very restricted during recent times in their ability to play football and

exercise in general, and stressed that this was for informal use and not for use by any team to train as there were local facilities for formal training already.

With the meeting back in session, councillors considered the request. With concerns that the goals could cause arguments, it was agreed that they could be moved if necessary.

Lisa Neal proposed that two goals for informal football should be purchased and installed at Mulberry Park, seconded by John Henson and carried. This is to be funded by CIL.

d) To Consider Government Consultation 'Changes to the Current Planning System' (deadline 1st October).

The Clerk advised that the deadline for this is after the next Parish Council meeting, but it is an important document for the Parish Council to consider.

Lisa Neal raised that, should the government's paper be passed, there would likely be a significant effect on the GNLP. There were also concerns raised about the impact on the Parish Council's emerging Neighbourhood Plan.

John Henson noted that whilst it was designed to promote house building, it won't prevent land banking, which is the biggest barrier to house building.

It was agreed that John Henson and the Clerk will draft a response to present to council on 30<sup>th</sup> September.

e) To Consider Government Consultation 'Planning for the Future (deadline 29<sup>th</sup> October).

Lisa Neal raised grave concerns that this proposal was taking away the democracy of the planning system. Clarity was required on the level of local consultation and also the proposal for the Infrastructure Levy.

It was agreed that John Henson and the Clerk will draft a response to present to council on 30<sup>th</sup> September.

f) To Consider South Norfolk Council Consultation on Amendment of Statement of Community Involvement (deadline 4th September)

The Clerk advised that this was a temporary amendment to account for different methods of public consultation resulting from Covid-19 restrictions. John Henson proposed that the Parish Council support this amendment, seconded by Chris Walker and carried.

g) To Consider South Norfolk Council Consultation on Licensing Policy Review (deadline 21<sup>st</sup> September)

It was noted that the new policy promoted an increased level of communication between the licensing authority and Parish Councils, in the form of informing the relevant parish when a new application is made. Chris Walker proposed that the Parish Council supports the proposed policy, seconded by Peter Lowndes-Burt and carried.

**9. To Receive Parish Council Update on Covid-19 Crisis**

The Clerk reported that the community centre bookings are increasing in September. A staff meeting was held to discuss evening bookings and these could be staffed, therefore opening hours can be extended. This is on the basis that weekend bookings are currently very restricted and will not put extra pressure on staff. Consideration had also been given to the Indoor Car Boot Sale which was booked for 12<sup>th</sup> September, and a plan had been put together to allow this event to continue in a Covid secure environment. John Henson proposed that with the additional mitigation measures put in place, the Indoor Car Boot Sale can go ahead, seconded by Lisa Neal and carried.

**10. Finance**

a) To Receive Receipts, Payments and Bank Reconciliation for July 2020

The receipts, payments and bank reconciliation for July 2020 were noted by council.

*Trevor Spruce Disconnected from the Meeting*

b) To Receive Update on Ground Maintenance Contracts and Agree Further Actions

The Clerk provided a report into the performance of all three grounds maintenance contractors to date, with concerns being raised about two.

John Joyce and the Clerk had met with one of the contractors of concern for a second time, and had been encouraged by the response.

As there were two meetings of the Parish Council in September, it was agreed to withhold payment from these two contractors and review again on 30<sup>th</sup> September

### c) Accounts for Payment

#### *i) To Agree Accounts for Payment*

The Clerk advised that the Parish Council had been requested to settle the balance for the Whitney Houston tribute as the event was originally due to have taken place on 19<sup>th</sup> September but another date was currently in the process of being agreed. It was agreed that the act had already had a 50% deposit and there was too much risk to the council to settle the full balance without knowing that the event can actually go ahead.

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

| <b>Payee</b>   | <b>Description</b>                        | <b>Amount</b> |
|--|---|---------------|
| Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund) |   | £9,748.14     |
| Microshade   | Hosted IT                                 | £147.00       |
| BT   | Landline and Broadband                    | £93.60        |
| Norfolk Copiers  | Printing Charges                          | £31.75        |
| L. Gooderham   | Mileage                                   | £10.71        |
| S. Cunningham  | Mileage                                   | £10.80        |
| Rialtas  | Subscriptions - Omega                     | £464.40       |
| Rialtas  | Subscriptions - bookings                  | £355.20       |
| Faye LeBon   | office equipment (shelving)               | £15.00        |
| Business Web Page  | Add Additional Email Address              | £25.00        |
| Norse  | Printing of Annual Report                 | £690.00       |
| Viking Direct  | Stationery /Café Stock                    | £81.36        |
| Total Gas and Power  | Electricity                               | £566.89       |
| ESPO   | Gas                                       | £50.97        |
| Norwich Electrical   | PAT Testing                               | £197.16       |
| World Pay  | Bar                                       | £11.99        |
| Garden Guardian  | Grounds Maintenance                       | £836.20       |
| Barclaycard  | Various                                   | £104.60       |
| Veolia   | Maintenance                               | £50.69        |
| Trevor Rushmer   | Treat wasp nest                           | £90.00        |
| Anne Barnes  | Audit of 2019/2020 Playing Field Accounts | £44.00        |

| Payee                          | Description                    | Amount            |
|--------------------------------|--------------------------------|-------------------|
| Central Source                 | Additional belt barriers       | £113.98           |
| Danny Morley                   | Maintenance                    | £285.00           |
| Faye LeBon (Petty Cash Top Up) | Maintenance and Café Stock     | £54.59            |
| Ian Smith Group                | Stationery                     | £190.15           |
| Norfolk Copiers                | Printing (august)              | £19.66            |
| Cooks Blinds and Shutters      | Callout for faulty shutter     | £119.52           |
| MCL Mechanical Services        | Install new Cisterniser        | £467.70           |
| Microshade                     | Hosted IT (Sept)               | £202.50           |
| Name Withheld                  | Refund of Hire (Covid 19)      | £27.00            |
| Name Withheld                  | Refund of Deposit (Covid 19)   | £68.75            |
| Name Withheld                  | Refund of Hire (Covid 19)      | £63.00            |
| Name Withheld                  | Refund of Indoor Car Boot Sale | £14.00            |
|                                | <b>TOTAL</b>                   | <b>£15,251.31</b> |

*John Hodgson Disconnected from the Meeting*

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

Chris Walker proposed that the following account for payment be accepted, seconded by David Hewer and carried.

| Payee             | Description                | Amount         |
|-------------------|----------------------------|----------------|
| Spruce Landscapes | Delivery of Annual Reports | £660.00        |
| Mr J. Hodgson     | Café Expenditure           | £28.45         |
|                   | <b>TOTAL</b>               | <b>£688.45</b> |

*Trevor Spruce and John Hodgson Re-joined the Meeting*

d) To Agree that Peter Lowndes-Burt (Authorise) and the Assistant Clerk (View and Submit) be Permitted Access to the Unity Bank Account

Chris Walker proposed that both people should be authorised to the relevant level of authority, seconded by David Hewer and carried.

#### e) To Receive Notification of Sector Pay Increases

The Clerk reported that the sector pay increases had been announced for those members of staff on 'green book' contracts. It was agreed to delegate to the HR Advisory Group the review of treatment of those not on green book contracts.

### **11. Advisory and Working Groups**

#### a) Neighbourhood Plan

John Henson reported that as a result of an objection by Gladman Developments, South Norfolk Council had recommended a second examination of modification to policy 2 for the emerging Neighbourhood Plan. It was agreed to delegate to John Henson, John Joyce and the Clerk the reviewing of potential examiners and to work with South Norfolk Council to appoint the chosen examiner.

#### b) Amenities Advisory Group

The draft minutes of the meeting had been circulated. David Hewer reported that it had been agreed to install a new dog bin on Potters Way when the open space comes into the ownership of the Parish Council, and to proceed with investigations into a village gateway to the south of the village under the Parish Partnership scheme.

#### c) Community Centre Advisory Group

John Hodgson provided a report into the trial opening of the café, as run by the Parish Council. He proposed that the café should now open on a Monday to Friday between 9am and 2pm, seconded by Lisa Neal and carried. Feedback reports are to be provided to the Parish Council for the next 3 meetings and John Hodgson, the Clerk and the Café Supervisor are to be given delegated authority to vary the menus. The HR Advisory group is to review the contract for the café supervisor.

#### e) Playing Fields

##### *i) To Consider Improvements to CCTV*

It was agreed to defer this item.

##### *ii) To Receive Quotes for Improvements to Pavilion*

It was agreed to defer this item.

## **12. Community Land**

### a) To Receive Update Report on Transfer of Community Woodland and Lagoon

The Clerk reported that the transfer was in its final stages, and the last few queries being resolved between the party's solicitors. It is hoped to present the transfer document to council on 30<sup>th</sup> September.

### b) To Receive Update on Community Land Project

The Clerk reported that there remain some issues between the treatment of the s106 land and the gift land. It was agreed to delegate this to the Community Land Project group to progress this.

## **13. To Consider Training Requirements**

It was agreed to defer this item

## **14. To Consider Principle of Installation of Open Reach Cabinet at Playing Field**

It was agreed to defer this item

## **15. To Discuss Christmas Event**

It was agreed to defer this item

## **16. To Consider Format of Future Meetings**

Discussions occurred as to the possibility of socially distanced or hybrid meetings. It was agreed to trial socially distanced meetings with the advisory groups.

## **17. To Receive Proposal to Close the Meeting for Item 18 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Commercial Sensitivity of the Item**

No members of the public remained at the meeting.

## **18. To Receive Report on Land Option and Consider Architects' Quotes**

Tim Boucher reported that the land owner had been agreeable to allowing the Parish Council an option to purchase the land. It was agreed to defer the architects' quotes.

**19. To Note Date of Next Parish Council Meeting.**

This was noted as Wednesday 30<sup>th</sup> September, commencing at 7pm by video conference.

The meeting closed at 10.10pm

**CHAIRMAN**

DRAFT

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**Clerk's Update on Matters Raised at Previous Meetings**

The following matters have been raised at previous meetings, and updates are noted below for information. This document does not include matters within the agenda.

- **Telephone Box.** The box has been refurbished. All that is required now is the installation of the defibrillator. **ONGOING**
- **A146/B1332 Stacking Survey.** This survey is ready to be released at an appropriate time when traffic movements can be deemed as 'normal'. However, with guidance now encouraging people to work from home again, it is unclear when traffic will be seen as 'normal' **ONGOING**
- **Assets of Community Value.** All assets of community value applications have been agreed by South Norfolk Council (the Library, the Royal Oak, Zaks, the Village Hall, the Dove). **Completed**
- **'Penelope' The Python.** A2 signage for 'Penelope' will cost £74 + VAT. **ONGOING**
- **Tree Warden Scheme Commemoration.** The Clerk and the tree warden have met and agreed on a location on the site near the lagoon for a copper beech. The tree warden is considering the wording for the plaque. It is recommended that the tree be planted in October. **ONGOING**
- **Parish Partnership Scheme.** Further information and prices are being sought about a village gateway to the south of the village.
- **Informal Football Equipment.** This has been ordered, with a 3-4 week lead in time.

**Faye LeBon**

**Clerk to the Council, 24<sup>th</sup> September 2020**

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Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2020

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| <u>Confirmed Bank &amp; Investment Balances</u> |                              |                  |
|---|------------------------------|------------------|
| <u>Bank Statement Balances</u>                  |                              |                  |
| 30/06/2018                                      | Barclays Current             | 0.00             |
| 31/08/2020                                      | Unity Trust                  | 64,710.12        |
| 30/06/2020                                      | Hodge Bank                   | 22,000.00        |
| 30/06/2002                                      | Nationwide Instant Access    | 121,826.02       |
| 30/06/2020                                      | CCLA                         | 40,000.00        |
| 30/06/2020                                      | Cambridge & Counties 120 Day | 78,009.52        |
| 30/06/2020                                      | Charity Bank                 | 85,000.00        |
| 30/06/2020                                      | Hampshire Trust Bond 1       | 55,000.00        |
| 30/06/2020                                      | Santander Bond 1             | 60,415.02        |
| 30/06/2020                                      | United Trust                 | 50,000.00        |
| 30/06/2020                                      | Unity Trust Deposit          | 146,211.53       |
|   |                              | 723,172.21       |
| <u>Other Cash &amp; Bank Balances</u>           |                              |                  |
|   |                              | 550.00           |
|   |                              | <hr/> 723,722.21 |
| <u>Unpresented Payments</u>                     |                              |                  |
|   |                              | 10,215.32        |
|   |                              | <hr/> 713,506.89 |
| <u>Receipts not on Bank Statement</u>           |                              |                  |
|   |                              | 0.00             |
|   |                              | <hr/> 713,506.89 |
| <u>Closing Balance</u>                          |                              |                  |
|   |                              | 713,506.89       |
| <u>All Cash &amp; Bank Accounts</u>             |                              |                  |
| 1   | Current                      | 54,494.80        |
| 2   | Bonds & Savings              | 658,462.09       |
|   | Other Cash & Bank Balances   | 550.00           |
|   | Total Cash & Bank Balances   | <hr/> 713,506.89 |

| PORINGLAND PARISH COUNCIL  |                                 |                               |                   |                 |                |
|--|---------------------------------|-------------------------------|-------------------|-----------------|----------------|
| Payments List 30th September 2020  |                                 |                               |                   |                 |                |
| Payee  | Code                            | Description                   | TOTAL             | VAT Reclaimable |                |
| Staff Salaries, PAYE, Pension Contributions and Other Contractual Payments | Salaries                        |                               |                   |                 |                |
|  |                                 |                               | <b>£12,443.59</b> |                 |                |
| BT   | General Administration          | Landline and Broadband        | <b>£92.39</b>     | £15.40          |                |
| L. Gooderham   | General Administration          | Mileage                       | <b>£17.60</b>     |                 |                |
| Viking Direct  | General Administration          | Stationery /Café Stock        | <b>£81.36</b>     | £12.23          |                |
| Viking direct  | General Administration          | Office Desk                   | <b>£232.80</b>    | £38.80          |                |
| Total Gas and Power  | Community Centre                | Electricity                   | <b>£631.00</b>    | £105.16         |                |
| ESPO   | Community Centre                | Gas                           | <b>£50.78</b>     | £2.42           |                |
| World Pay  | Community Centre                | Café                          | <b>£6.06</b>      | £0.34           |                |
| CGM  | Cemetery / Leisure Garden       | Grounds Maintenance           | <b>£981.43</b>    | £163.57         |                |
| Vortex   | Comm Sums/C.Centre/P.Field      | Grounds Maintenance           | <b>£587.00</b>    | £97.83          |                |
| Garden Guardian  | Comm Sums/Open Spaces           | Grounds Maintenance           | <b>£836.20</b>    | £139.36         |                |
| Barclaycard  | Community Centre                | Various*                      | <b>£375.74</b>    | £42.91          |                |
| Veolia   | Community Centre/ Burial Ground | Maintenance                   | <b>£76.94</b>     | £12.82          |                |
| Faye LeBon   | Community Centre                | Café Stock & office equipment | <b>£113.97</b>    | £0.99           |                |
| Pitkin & Ruddock   | Community Centre                | Repair to Air conditioning    | <b>£241.50</b>    | £40.25          |                |
| Wave   | Playing field                   | Water & Sewerage              | <b>£157.07</b>    |                 |                |
| Unity Bank   | Community centre                | quarterly bank charges        | <b>£7.70</b>      |                 |                |
| Hugh Crane   | Community centre                | Cleaning items                | <b>£61.62</b>     | £10.27          |                |
| Nisbetts   | Community centre                | Kitchen items                 | <b>£44.37</b>     | £7.39           |                |
| Office of the Police and Crime   | Community Centre                | Shed rental 19-20             | <b>£240.00</b>    | £40.00          |                |
| Cooks  | Community Centre                | Maintenace of shutters        | <b>£328.80</b>    | £54.80          |                |
| <b>Refunds - Covid-19</b>  |                                 |                               |                   |                 |                |
| <b>Payee</b>   | <b>Code</b>                     | <b>Description</b>            |                   |                 |                |
| Name Withheld  | Community Centre                | Car Boot Sale Refund          | <b>£1.00</b>      |                 |                |
| Name Withheld  | Community Centre                | Car Boot Sale Refund          | <b>£7.00</b>      |                 |                |
| Name Withheld  | Community Centre                | Car Boot Sale Refund          | <b>£8.00</b>      |                 |                |
| Name Withheld  | Community Centre                | Car Boot Sale Refund          | <b>£15.00</b>     |                 |                |
| Name Withheld  | Community Centre                | Car Boot Sale Refund          | <b>£7.00</b>      |                 | cheque to Each |
| Name Withheld  | Community Centre                | whitney refund                | <b>£10.00</b>     |                 |                |
| Name Withheld  | Community Centre                | Craft fair refund             | <b>£10.00</b>     |                 |                |
| <b>Accounts for Payment</b>  |                                 |                               |                   |                 |                |
| <b>Councillors with Pecuniary Interests</b>                                |                                 |                               |                   |                 |                |
| Spruce Landscapes  | Amenities                       | Installation of dog bin       | <b>£72.00</b>     | £12.00          |                |
| John Hodgson   | Community Centre                | Café                          | <b>£183.58</b>    |                 |                |
|  |                                 |                               | <b>£17,921.50</b> | <b>£796.54</b>  |                |
| <b>*Barclaycard Breakdown</b>  |                                 |                               |                   |                 |                |
| Mr Plastics  | Community Centre                | Café                          |                   |                 |                |
| British Bins   | Community Centre                | Office Equipment              |                   |                 |                |
| Poringland Service station   | Playing Field                   | fuel for generator            |                   |                 |                |
| Poundland  | Community Centre                | Café                          |                   |                 |                |
| Makro  | Community Centre                | Café                          |                   |                 |                |
| Makro  | Community Centre                | Café                          |                   |                 |                |
|  |                                 |                               | <b>£375.74</b>    | 42.91           |                |