

Minutes of the Meeting of Poringland Parish Council
Wednesday 1st December 2021 7pm
Meeting Held at Poringland Community Centre

In Attendance

John Joyce (Chairman)

Tim Boucher (Vice 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 Lisa Callow (Assistant Parish Clerk), County Councillor Vic Thomson, and two members 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

None.

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 8b (ii).

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

The minutes of the meeting held on 3rd November 2021 were agreed after a proposal by Chris Walker and a second by David Hewer.

5. Matters Arising from the Minutes of 3rd November 2021

None

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

John Overton provided an update on the donations he had made to local causes totalling approximately £5,000. Some of these included Poringland Lakes, the Girl Guides, Men's Shed, Trowse Ski Slopes programme for children with additional needs, club start-ups, and the Tree Warden.

Lisa Neal informed Council that she had visited three independent businesses as part of Small Business Saturday to highlight small business success within the community, this is an annual event.

The Council are offering an extra one hour free parking in all Council carparks, therefore two free hours of parking on any day in December.

The Greater Norwich Local Plan received an 'matters, issues and questions' document and are to produce statistics in response to this by mid-December, with a public hearing due in February/March 2022.

The chemist will no longer be running the repeat prescription service on the patient's behalf from their GP. The service will still be available for vulnerable patients, and they will be notified by their GP surgery.

b) County Council Report

County Councillor Vic Thomson stated that he had emailed the Parish Councillors advice from local government following the death of MP David Amess.

Libraries are starting story explorers for children aged 0 to five years.

Highways have started sending out the gritters on colder days.

The new recycle centre will now be built in brick following the rise in steel, which it was originally due to be built from.

Norfolk County Council's budget is out for consultation with a general proposed rise of 1.99% in council tax plus 1% for adult social care, 70% of the budget is spent on 5% of the population.

Free school meals will continue into Christmas, and if Councillors know of any families or individuals struggling please let Vic Thompson know so he can advise on what help is available.

c) Public Participation

None at this time.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

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

Noted, for information purposes only.

ii) Overtons Way Appeal

It was agreed that the Council's original objection be reiterated and reinforced using the neighbourhood plan. John Joyce confirmed that the Clerk will put together an appropriate response to be submitted before the deadline of 8th December.

Tim Boucher stated he would not comment on the following planning applications.

iii) 2021/2564 – 42 Rectory Lane – Extension and alterations to convert chalet bungalow into house with rear balcony

John Joyce presented this application to the meeting. He noted that the property is well set back and away from other properties, and despite the size of the proposed extension felt it

would not impact on those surrounding neighbours. He proposed no objections against the planning application, seconded by Chris Walker, and carried.

iv) 2021/2567 – 3 Davy Grove – Single storey rear extension

Trevor Spruce presented this application to the meeting. The application is for a single storey flat roof extension to the rear of the property. He proposed no objections against the planning application, seconded by Chris Walker, and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) Approval With Conditions

- 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

Lisa Neal Re-joined the Meeting

Due to a late arrival public participation was invited. The Parishioner questioned the use of the football pitches by the school. John Joyce confirmed there was an ongoing discussion with the Football Club regarding the use of the pitches and hoped a satisfactory outcome would be reached in due course.

The Parishioner also stated that he would like children within the parish to be involved in the conservation of the community land and woodland, and that there is a conservation facebook group. John Joyce confirmed the Parish Council would like to encourage the children’s involvement and mentioned the bulb planting that is due to take place at the end of the year in the community woodland.

8. Finance

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

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

b) 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)		£12,631.70
Microshade	Hosted IT	£225.00
Norfolk Copiers	General Printing	£58.01
Business Webpage Ltd	Hosted IT	£304.00
Amazon For Business	Stationery & Office Equipment	£85.14
Amazon For Business	Café Consumables	£90.53
Yare Shipping	Café Consumables	£833.51
Aldi	Café Consumables	£64.74
Norwich Electrical	Light Repairs	£278.00
MPS Doors	Door Repair	£100.00
Total Gas & Power	Community Centre Utilities	£814.53
Worldpay	Card Charges	£42.13
Archidite Ltd	Building Survey & Plans	£1,600.00
South Norfolk Council	Planning Application	£140.33
Norwich & Norfolk Indian Society	Hire Refund	£32.00
Veolia	Waste Removal	£64.56
Bin Dirty	Waste Removal	£77.50
Leathes Prior	CIL - Fees	£595.00
Agoe Art	Bus Shelter - Mural	£300.00

Payee	Description	Amount
Speedy Asset Services	Lighting	£494.30
Steve's PA Hire Ltd	PA Hire	£320.00
Phoenix Events Ltd	Security	£90.00
Screwfix	Consumables	£26.04
Yare Shipping	Café Expenditure – Christmas Event	£17.10
Amazon for Business	Christmas Event	£22.89
ESPO	Community Centre Gas	£100.99
Oakes CCTV Ltd	Repair of Community Centre CCTV	£85.00
Worldpay	Card Charges	£42.13
BT	Landline and Broadband	£76.73
Abbey Memorials	Memorial Repairs	£225.00
Petty Cash	Café Stock and Maintenance	£31.53
	TOTAL	£19,868.40

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

Trevor Spruce left the meeting room

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

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance	£1,555.33
	TOTAL	£1,555.33

Trever Spruce re-joined the meeting.

9. To Consider Recommendations from Advisory Groups

a) Amenities Advisory Group

David Hewer provided an update from the Amenities Advisory Group held on 10th November 2021.

The Council agreed that bulb planting would take place on 28th and 29th December, and to seek volunteers.

The advisory group recommended a new three bay (one bay unglazed) 4 x A4 portrait man-made timber noticeboard at a cost of £1,704.78 +VAT. It is made from recycled plastic, is in keeping with the location, and low maintenance. To be located in front of the hedge to the right of the bus shelter. Assistant Clerk to enquire if the Poringland Council oak tree emblem can also be engraved either side of the name. The funding should come from the CIL and not the Precept. Proposed by David Hewer, seconded by Tim Boucher, and carried.

Carl Pitelin and David Hewer met with the NWT to provide ideas on what to do with the Community Land and other groups to work with such as Bee Line and the Tree Wardens.

b) Finance and Governance Advisory Group

Chris Walker notified Council that the Finance and Governance Advisory Group meeting due to be held on 17th November was cancelled. He confirmed that the Council tax base had increased due to the number of houses in the village increasing from 1965 to 2042. The next meeting will take place on 15th December and a full budget proposal will be presented at the January Council meeting.

c) Meeting with Football Club

John Joyce provided an update on the meeting held with the Football Club, with a good discussion around the current use and future arrangements. Another meeting is due to take place in January, and he is feeling positive about the potential outcome.

10. To Receive an Update on the Upcoming Christmas Event

The Assistant Clerk provided an update on the upcoming Christmas Light Switch on event. The Booking and Events Co-ordinator will be send out the running order to all those involved.

11. To Receive Proposal to Close the Meeting for Item 12 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Item Relating to Terms and Conditions of Employment

It was agreed to close the meeting to the press and public, proposed David Hewer and seconded Chris Walker.

The Public Left the Meeting

12. To Receive Feedback from the HR Advisory Group

Community Café: The Advisory Group recommended to employ an additional staff member for the kitchen, for ten hours per week. This was agreed following a proposal from John Joyce, seconded by Tim Boucher, and carried.

Finance Officer: The Advisory Group proposed that the Council move ahead with recruitment for the Finance Officer role immediately in the new year. This was agreed following a proposal from John Joyce, seconded by David Hower, and carried.

IT Equipment Update: The IT equipment is starting to become old and very slow therefore it was agreed for the Clerk to put together a proposal for new IT equipment for the Assistant Clerk, Bookings and Event Co-ordinator, and the new Finance Officer. This was agreed following a proposal from John Joyce, seconded by Tim Boucher, and carried.

The Council agreed that the volunteers should receive a card and chocolates for all their hard work in the community café this year.

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

This was agreed as Wednesday 5th January 2022, 7pm at Poringland community centre.

The meeting closed at 8.49pm.

CHAIRMAN