



PORINGLAND PARISH COUNCIL

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

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NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a Meeting of Poringland Parish Council at 7pm on Wednesday 2nd February 2022 at Poringland Community Centre. Members of the Public are able to access the meeting [via this Link to the Meeting](#). Those attending the community centre are encouraged to continue to wear face coverings and observe all Covid-19 mitigation measures requested.

The Business to be Transacted is as Follows:

1. Chairman's Welcome

2. To Record Apologies for Absence

3. To Receive Declarations of Interest

4. To Agree Minutes of the Meeting of 5th January 2022

5. Matters Arising from the Meeting of 5th January 2022 Including Clerk's Report

6. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests

- a) District Council Report (7 minutes)
- b) County Council Report (5 minutes)
- c) Public Participation (15 minutes)

7. Planning

a) To Consider Applications Received

- i) 2021/2796 – Land Adjacent to 14 Old Mill Road – Erection of detached bungalow and garage, including new vehicular access

b) To Note Planning Decisions

i) **APPROVAL WITH CONDITIONS**

- a. 2021/2131 – Poringland County Primary School – Erection of a new stand-alone studio hall building
- b. 2021/2457 – Community Centre, Overtons Way – Cloakroom conversion into breakout office with insertion of new window
- c. 2021/2567 – 3 Davy Grove – Single Storey rear extension
- d. 2021/2588 – 12 Greenacres Drive – proposed single storey rear extension
- e. 2021/2344 - 17 Saxonfields – Oak crown reduction
- f. 2021/2564 – 42 Rectory Lane – Erection of part ground and first floor front, side and rear extensions to convert chalet bungalow

8. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation for December 2021
- b) Accounts for Payment
 - i. To Agree Accounts for Payment
 - ii. To Agree Accounts for Payment (Councillors with Pecuniary Interests)
- c) To agree replacement of 8 off fan scrolls on the Community Centre's air conditioning unit, following the annual service, at a cost of £2,764 +VAT (budget)
- d) To agree tree works to be undertaken at Poringland cemetery as per the quotations received
- e) To consider a request for financial support from Norfolk Citizens Advice

9. To Appoint Council's Responsible Financial Officer and Data Protection Officer

10. Events

- a) To Receive Information from the Bookings and Event Co-Ordinator Regarding the Queen's Jubilee Celebrations
- b) To Consider a Plan of Action for the 2022 Fireworks Event

11. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Community Land Project Group

12. To Receive Proposal to Close the Meeting for Item 13 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Commercial Sensitivity of the Item

13. To Agree Appointment of Lead Consultant/Architect for the Community Land Project

14. To Receive Proposal to Close the Meeting for Items 15 and 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as it refers to Terms and Conditions of Service of Employment

15. To Receive Updates and Recommendations from the HR Advisory

16. To Agree Recruitment process for the new Parish Clerk and Responsible Financial Officer

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

Wednesday 2nd March 2022, 7pm at Poringland community centre unless otherwise advised

Dated 26th January 2022

Assistant Parish Clerk: Lisa Callow

Declarations of Interest

Item 3

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

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Minutes of the Meeting of Poringland Parish Council
Wednesday 5th January 2022 7pm
Meeting Held at Poringland Community Centre

In Attendance

John Joyce (Chairman)

Tim Boucher (Vice Chairman)

Ken Aldridge

John Henson

David Hewer

Lisa Neal

John Overton

Carl Pitelen

Chris Walker

Sean Curtis was present online.

Also in Attendance:

Also in attendance was Lisa Callow (Assistant Parish Clerk), County Councillor Vic Thomson, and 3 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

Trevor Spruce.

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.

A dispensation was granted for members to discuss planning application 2021/2580. Members were instructed to discuss this as a Parish Council, however there is an interest (non-pecuniary) as each member has a responsibility as part of the body that makes up the sole managing trustee of the Welcome Home and Memorial Playing Fields Trust.

The dispensation will allow the subject to be discussed by members in a way that is open and transparent to the public, and will comply with s33 of the Localism Act 2011 (33 Dispensations from section 31(4))

The Dispensation was applied to Ken Aldridge, Tim Boucher, Sean Curtis, John Henson, David Hewer, John Joyce, Lisa Neal, John Overton, Carl Pitelen, Trevor Spruce, and Chris Walker.

4. To Agree Minutes of the Meeting Held on 1st December 2021

The minutes of the meeting held on 1st December 2021 were agreed after a proposal by David Hewer and a second by Tim Boucher.

5. Matters Arising from the Minutes of 1st December 2021, including the Clerk's report

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

- **Carr Lane.** Norfolk County Council is working to create a plan of this area to determine what areas of Carr Lane are the responsibility of highways or landowner.
- **Mulberry Playing Field Drainage.** The topography report has been completed and engineering companies are to be approached to design a scheme which will alleviate the flooding on the Mulberry Playing Field.
- **Parish Partnership.** The application for funding for 4 new Vehicle Activated Signs has been submitted to Norfolk County Council, with the support of our County Councillor. A decision will be made in March as to whether the Parish Council has been successful.
- **Mulberry Play Area Repairs.** The urgent repairs have been completed. Prices will be sought for the non-urgent repairs for this area and Victory Avenue.
- **New Play Areas.** The non-material amendment planning application from Norfolk Homes to change the design of the open space in area D has been approved by South Norfolk Council to change the design of the Area D play area. Big Sky has incorporated some sensory play boards into their new design which has taken on a new aspect of accessibility in this proposed play area.

- **Memorial Repair.** The stone mason has completed the memorial repair and a charge has been placed on the relevant grave.
- **Kitchen Upgrade.** Three quotes have now been received and have been analysed. Queries have been sent back to two of the suppliers. Once responses have been received, the analysis and recommendation will be sent to the community centre advisory group for consideration.
- **Breakout Office.** The planning application was validated by South Norfolk Council on 5th November and are currently showing as pending consideration. There have been no queries raised by South Norfolk Council to date and there are no objections from the public on South Norfolk Council's website.
- **Overtons Way Planning Appeal.** A response to the Planning Inspectorate has been sent on behalf of the Parish Council, emphasising the status of the Poringland Neighbourhood Plan and the plans lack of conformity with several of the policies within.
- **Notice Board at the Memorial Garden.** This has been ordered and is on a 12-14 week lead in time.
- **New Gates at the Community Land.** The new gates have been installed. Signage is to be attached to the gates advising parishioners that this land is now the responsibility of Poringland Parish Council.

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

Lisa Neal stated before Christmas that members of South Norfolk District Council launched a one-off hospitality grant due to Covid and loss of business, of the 106 applications 73 were paid out. The Government has also announced additional support, which is to be confirmed in the next few days.

The Police and Crime Commissioner is required to set the budget for the policing element of the Council Tax, with a 3.95% increase proposed. If you want to have your say, you can do so by going to norfolk-pcc.gov.uk.

The junction sewers under Brooke industrial estate have been opened and were full of wipes, which causes a huge problem with sewage. Lisa Neal has contacted the

communications team at South Norfolk Council to have an article put in the next newsletter as there is a need to remind and re-educate people regarding this problem.

b) County Council Report

Vic Thompson wished everyone a happy new year.

He confirmed he had sent round a report which showed Covid-19 numbers were rising in Norfolk, however 91% of the Norfolk population have had their first vaccine dose, 85% their second, and 70% their booster. This puts Norfolk ahead of the UK average.

Public Health England asked that people be reminded they should be using NHS 111 in the first instance, and should not be presenting themselves at A&E. They have also highlighted avian flu and remind people not to touch dead birds under any circumstances.

Vic reminded people not to use lanterns due to the problems they cause to the environment and to find alternatives.

He visited the new Harford Bridge recycle centre and said it is really quite amazing, there is plenty of room with ample parking, and it is open all week.

Ken Aldridge raised the issue of street signs in the village being so dirty or in overgrown hedges they are becoming difficult to read, Vic confirmed he had already reported the issue. They will be done but he can't say when as Highways face other pressures at this time of year due to the cold weather. He would encourage residents to report it using Norfolk County Council's website.

c) Public Participation – None.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

7. Planning

a. To Consider Applications Received

i) 2021/2580 – Land adjacent to the Bowls Club, The Footpath – Erection of community workshop and associated landscaping

John Joyce presented this application to the meeting covering the site layout and floorplans, and site elevation. He noted that there were no windows, and instead skylights. John Overton stated the South Norfolk planning officer had no issues with the application, only that it had

been submitted too early but this has been rectified. Ken Aldridge queried the use and storage of gas cylinders, a member of the Men's Shed was present and confirmed that they may store a single cylinder for welding use which will be vented appropriately, and stored in a safe cabinet. John Henson queried the colour of the proposed shed as he felt it would be nice to be the same colour as the green tin village hall, the member of the Men's Shed confirmed it will be a powdered coated olive green colour. John Joyce proposed no objections against the planning application, seconded by Chris Walker, and carried.

ii) 2021/2688 – 39 Devlin Drive – Conversion of garage to home office and store

Carl Pitelin presented this application to the meeting. He outlined the proposed plans with the current garage doors to be replaced with bi-fold doors, similar conversions have been done by other residents in the surrounding area with no impact to others. He noted that it will mean the applicant will lose a parking spot, however as they currently have three this is not seen as an issue. Carl Pitelin 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) 2021/2281 – 15 St Andrews Close – Two storey and single storey rear extension and associated works.
- b) 2021/2304 – 11 Norwich Road – First floor extension and ground floor to provide open plan living.
- c) 2021/2228 – Broadlands, Brickle Road – Works to TPO Trees
- d) 2021/2511 – Land South of Hillside – Works to TPO Trees

ii) Refusal

None

Lisa Neal Re-joined the Meeting

8. Finance

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

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

b) To Consider Request from All Saints Church for Funding for the Octagon Post Office

It was agreed to donate £200, proposed John Henson and seconded by Tim Boucher, and carried.

c) Accounts for Payment

i) To Agree Accounts for Payment

The following payments were agreed after a proposal by John Henson and a second from David Hewer.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Pension Funds)		£11,986.38
4Sports Group	Workwear	£58.56
Norfolk Copiers	General Printing	£32.97
Microshade	Hosted IT	£270.00
Huge Crane	Cleaning Consumables	£189.04
MPS Doors	Door Repair	£1,126.80
The Alarm Company	Alarm Maintenance	£314.40
PPL PRS	PRS License	£1,674.44
R&A Saunders	Window Cleaning	£215.00
South Norfolk Council	Alcohol License	£70.00
Prestige Fencing	Community Land - Gates	£2,784.82
Loddon Band	Christmas Event	£100.00
Office Water Supplies	Water Cooler Rental	£85.80
Pro-Servicing Ltd	Partition Wall Service	£714.00
FC Walker	Community Land - Gate	£552.02
Vortex	Grounds Maintenance	£557.01
Garden Guardian	Grounds Maintenance	£1,977.99
Yare Shipping	Café Consumables	£218.87
Amazon For Business	Café Expenditure	£44.23
Amazon For Business	Maintenance	£11.98

Payee	Description	Amount
Amazon For Business	Stationery / Office Equipment	£37.27
Norwich & Norfolk Indian Society	Refund – Hall Hire	£32.00
Wave	Water – Playing Field	£50.15
Wave	Water – Burial Ground	£12.47
Veolia	Waste Removal	£77.47
Worldpay	Card Charges	£96.93
Wave	Water – Community Centre	£299.90
Total Gas & Power	Heat & Light	£1,059.55
ESPO	Community Centre Gas	£237.98
BT	Landline, Broadband & Mobiles	£145.90
Unity Multipay Card	Café Stock and Maintenance	£1,852.77
	TOTAL	£26,886.70

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

Chris Walker proposed that the following accounts should be paid, seconded by David

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance	£1,073.96
Ben Burgess	Consumables	£14.81
	TOTAL	£1,088.77

Hewer, and carried.

9. To Receive Updates and Consider Recommendations from Advisory Groups

a) Finance and Governance Advisory Group

- i. The following Grounds Maintenance Contracts were recommended:
Sensitive Areas (3-year contract) – of five applicants, proposed Spruce Landscapes;

Parks and Small Areas (2-year contract) – of five applicants, proposed Garden Guardian;

Large Areas (1-year contract) - of four applicants, proposed Garden Guardian;

Verges (1-year contract) – of five applicants, proposed EG Grounds Care.

These appointments were proposed by Chris Walker, seconded by David Hewer, and carried.

- ii. Chris Walker presented the budget and Associated Precept for 2022/2023 with a proposed precept figure of £195,450, which equates to a Band D of £95.71, an increase of £4.44 from 2021/22 (4.86%).

Lisa Neal stated she was disappointed that percentage wise the proposed increase was above that proposed by the Police, County and District Councils, however she trusted the work of the Finance Committee. Chris Walker confirmed that a lot of work had gone into reducing the budget down as much as possible, staff costs make up a large part of the annual budget. Tim Boucher pointed out that the cost of running the Community Centre is increasing with the rise of energy bills and maintenance. Ken Aldridge stated the importance of Parishioners getting value for money with what the Council offers, which he believes they are.

The 2022/23 budget and precept was proposed by Chris Walker, seconded by John Henson, and carried.

John Joyce gave thanks to Chris Walker and the Clerk Faye Le Bon for their work on this matter.

- iii. It was recommended to Council that three new laptops be purchased to replace the existing aged domestic ones, and two new screens at a cost of £3,072.94.

It was also recommended to purchase the purchase ledger software at a cost of £538 in the first year and an ongoing annual fee of £143. This was proposed by John Henson, seconded by Tim Boucher, and carried.

- iv. The five year Hampshire Bond matured on 20th December, it was recommended to reinvest it for one year at 1.11%. This was proposed by Chris Walker, seconded by David Hewer, and carried.

- v. The Council noted that the original investment of £30,000 is now valued at £39,016.10 as at 30th September 2021.

10. Events

a) A finance report from the fireworks night was presented to Council detailing the event made a small profit. Thanks was given to Carl Pitelin and Sean Curtis who put in a lot of work to make the event happen.

It was agreed that before a budget was set an Events Committee should be established to include the Booking and Events Officer.

b) Council received reports on both the Christmas Light Switch On and Santa's Sleigh Run, which were both great successes. The Parish Council was presented with a plaque on the night of the Christmas Tree switch on, it was agreed that the Community Centre Advisory Group would decide on a suitable place to display it.

11. To Agree Removal of 3rd Party Football Goals from Victory Avenue Play Area

It was agreed that a letter be sent to the owner of the goal posts placed on Victory Avenue play area to request they be removed by a certain date, if they are still there beyond this date the Council will look to remove them. This was proposed by Tim Boucher, seconded by John Henson, and carried.

12. To Receive Proposal to Close the Meeting for Items 13 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 John Henson, and seconded by Chris Walker.

The Public Left the Meeting

13. To Receive Feedback on Covenant on Parish Council Land

A discussion was had regarding the potential future use of the community land taking into account the covenant that is placed upon it.

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 as it refers to Terms and Conditions of Service of Employment

15. To Receive HR Briefing

The Assistant Clerk left the meeting.

John Joyce provided the Council with an HR briefing.

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

This was agreed as Wednesday 2nd February 2022, 7pm at Poringland community centre.

The meeting closed at 9.14pm.

CHAIRMAN

DRAFT

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 31 December 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2021	Unity Trust	399,937.85
31/12/2021	CCLA	40,000.00
31/12/2021	Cambridge & Counties 120 Day	78,009.52
31/12/2021	Charity Bank	85,862.51
31/12/2021	Hampshire Trust Bond 1	55,000.00
31/12/2021	Hodge Bank	22,000.00
31/12/2021	Nationwide Instant Access	121,907.32
31/12/2021	Santander Bond 1	60,435.07
31/12/2021	United Trust	50,000.00
31/12/2021	Unity Trust Deposit	146,211.53
31/12/2021	Multipay Card	0.00
31/10/2021	Petty Cash	100.00

1,059,463.80

Other Cash & Bank Balances

450.00

1,059,913.80

Unpresented Payments

14,563.00

1,045,350.80

All Cash & Bank Accounts

1	Current	385,374.85
2	Bonds & Savings	659,425.95
3	MultiPay Card	0.00
4	Petty Cash	100.00
	Other Cash & Bank Balances	450.00
	Total Cash & Bank Balances	<u>1,045,350.80</u>

	A	B	C	D	E	F	G	H	I	J	K	L
1	PORINGLAND PARISH COUNCIL											
2	Payments list for 2nd February 2022											
3												
4	Payee	Code	Description	Paid by Cheque	Paid By SO	Paid By DD	Paid by BACS	NET TOTAL	GROSS TOTAL	Sig 1	Sig 2	VAT Reclaimable
5	Salries, PAYE and Pension Co	Salaries					£14,109.98	£14,109.98	£14,109.98			
6	Microshade	General Administration	Hosted IT				£225.00	£225.00	£270.00			£45.00
7	Norfolk Copiers	General Administration	General Printing - Dec 21				£79.92	£79.92	£95.90			£15.98
8	Norfolk Copiers	General Administration	General Printing - Jan 22				£143.97	£143.97	£172.76			£28.79
9	BT	General Administration	Landline, Broadband & Mobiles			£118.40		£118.40	£142.08			£23.68
10	Norse	General Administration	ID Badges				£4.00	£4.00	£4.80			£0.80
11	Personnel Advice & Solutions	Misc	Professional Fees				£100.00	£100.00	£120.00			£20.00
12	CLR Law	Misc	Professional Fees				£350.00	£350.00	£420.00			£70.00
13	ESPO	Community Centre	Community Centre Gas			£235.82		£235.82	£282.98			£47.16
14	N&G Heating Ltd	Community Centre	Gas Service				£127.00	£127.00	£152.40			£25.40
15	N&G Heating Ltd	Pavilion	Gas Service				£63.50	£63.50	£76.20			£12.70
16	Anglia Drainage	Pavilion	CCTV Drain Survey				£475.00	£475.00	£570.00			£95.00
17	RWB Electrical Services	Pavilion	Pullcord Repair				£65.00	£65.00	£78.00			£13.00
18	Garden Guardian	Commuted Sums / C.Centre	Grounds Maintenance				£398.33	£398.33	£478.00			£79.67
19	Veolia	Community Centre / Cemetery	Waste Removal				£74.81	£74.81	£89.77			£14.96
20	Yare Shipping	Community Centre	Café Consumables				£337.72	£337.72	£344.12			£6.40
21	Amazon For Business	Community Centre	Café Consumables				£6.23	£6.23	£7.47			£1.24
22	Amazon For Business	General Administration	Stationery				£19.98	£19.98	£23.98			£4.00
23	Parish Land Surveys	C.Sum - Community Land	Topographical Survey				£800.00	£800.00	£960.00			£160.00
24	Clr Carl Pitelin	C.Sum - Mulberry Park	Expenses - Post Mix				£23.29	£23.29	£27.96			£4.67
25	Unity Multipay Card	Community Centre / General Admin/Events	Café Stock and Maintenance				£194.51	£194.51	£217.36			£22.85
26	Petty Cash (transfer from mu	Community Centre / Events	Café Stock and Christmas Event				£76.77	£76.77	£76.81			£0.04
27												
28								£18,029.23	£18,720.57			£691.34
29	Total											
30												
31	Councillors with Pecuniary Interests											
32								£0.00	£0.00			
33								£0.00	£0.00			
34								£0.00	£0.00			
35								£0.00	£0.00			£0.00
36												
37												
38								£18,029.23	£18,720.57			