



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB  
Tel: 01508 492182 Email: [clerk@poringland-pc.gov.uk](mailto:clerk@poringland-pc.gov.uk)  
Website: [www.poringlandparishcouncil.gov.uk](http://www.poringlandparishcouncil.gov.uk)  
Clerk to The Council: Charlotte Hummel

## NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a Meeting of Poringland Parish Council at 7pm  
on Wednesday 13<sup>th</sup> March 2024 at Poringland Community Centre

---

The Business to be Transacted is as Follows:

1. To Receive and Approve Apologies for Absence
2. To Receive Declarations of Interest
3. To Agree Minutes of the Meeting on 14<sup>th</sup> February 2024
4. Presentation to Former Councillor John Overton
5. Matters Arising, 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) Police Report/Update (5 minutes)
  - d) Public Participation (15 minutes)
7. Planning
  - a) To Consider Applications Received
    - i. 2024/0493: Proposal: Single storey rear extension and garage conversion (Resubmission of 2023/1828)  
Location: 10 Lansdowne Drive Poringland Norfolk NR14 7XL
    - ii. 2024/0542: Proposal: Variation of Condition 2 of 2020/1689 – Approved planning drawings are non-implementable to substitute approved drawing numbers for new submitted drawing numbers 1 & 2  
Location: Land to the East of Overtons Way, Poringland.
  - b) To Note Planning Decisions
    - i. 2024/0260: Proposal: T1 Oak Tree - Crown reduction by reducing height from approx. 13.7m to 10.9m and reduce width from approx. 13.7m to 10.9m  
Location: 2 Brooks Meadow Poringland Norfolk NR14 7TP  
Approval with Conditions
8. Finance
  - a) To Note Receipts, Payments, and Bank Reconciliation up to 29<sup>th</sup> February 2024
  - b) Accounts for Payment
    - i. To agree accounts for payment
    - ii. To agree the additional payments list provided
    - iii. Confirm Councillor who will approve payments

- c) To confirm the movement of funds from Cemetery Budget to Earmarked Reserves for the Cemetery Project.

**9. To Consider the Option to Purchase a Trailer for the Council Van**

**10. To Consider the Option of a Flag Pole in Poringland**

**11. To Receive an Update from:**

- a) Welcome Home & Memorial Playing Field Trust
- b) Community Land Project

**12. To Consider a Request from a Resident to Metal Detect on the Community Land**

**13. To Receive Proposal to Close the Meeting for Item 14 Under Section 1 Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 – Staffing**

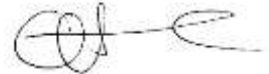
**14. HR Staffing Matters**

**15. Date and Time of Next Parish Council Meeting**

The next Parish Council Meeting will take place on Wednesday 10<sup>th</sup> April 2024 at 7pm at Poringland Community Centre unless otherwise advised.

*Dated: 7<sup>th</sup> March 2024*

*Parish Clerk:*



**Minutes of a Parish Council Meeting of Poringland Parish Council**  
**Wednesday 14<sup>th</sup> February 2024 at 7pm**  
**Meeting held at Poringland Community Centre**

Attendance: Ken Aldridge (Chair), Sean Curtis, David Hewer, Lisa Overton-Neal (also attending as an SNDC Councillor), and Carl Pitelen.

Also, in attendance: SNDC Councillor Nicola Fowler, SNDC Councillor John Overton, NCC Councillor Vic Thompson, South Norfolk Conservative Candidate Poppy Simister-Thomas, Charlotte Hummel (Clerk), Lisa Callow (Assistant Clerk – Minute-Taker), and no members of the public.

**1. To Receive and Approve Apologies for Absence**

Apologies were received and accepted from John Henson and Fiona Harper due to illness. Apologies were also received from Tim Boucher.

**2. To Receive Declarations of Interest**

Carl Pitelen and Sean Curtis declared a non-pecuniary interest as employees of a supplier on the payments schedule in item 8 – Finance.

**3. To Agree Minutes of the Meeting on 10<sup>th</sup> January 2024**

The minutes of the last meeting were **AGREED** and signed.

**4. Resignation of John Overton**

Ken Aldridge thanked John Overton for his service to the community over the many years he has been a Parish Councillor, and for his help and support. The Council will be sad to see John Overton go, but will continue to welcome him to meetings as an SNDC Councillor.

The Clerk confirmed that John Overton's resignation has been reported to the electoral at SNDC. If an election is not requested by 27<sup>th</sup> February 2024, the vacancy will be available to fill by co-option.

It was **AGREED** that the Clerk purchase a scroll as recognition of John Overton's long service with the Council.

**5. Matters Arising, including Clerk's Report**

A note from John Henson

"I understand that Poringland has lost a real friend in Anthony Florance who was Chairman of Framingham Earl Parish Council around the turn of the Century. Anthony supported and worked assiduously on the establishment of the Poringland Sustainable Drainage protocol. This has been essential in ensuring that new development within the conurbation does not result in flooding problems in our unique area. Evidence supporting this view is the fact that the village has not had any significant flooding during the recent downpours. Anthony was a quiet, entirely professional individual having been a lawyer at Norwich Union who, when he spoke was authoritative and intelligent. He was active in promoting nature areas and in keeping tree cover in the village. The village has lost a real friend who believed and acted upon the principle that together we could achieve a great deal more than in acting separately."

Clerk's Report:

- **Rosebery Park Transfer:** Legal Transfer Papers have been received from the solicitors regarding the transfer of Rosebery Park to the Parish Council from Big Sky. As a result of a site visit a few areas were flagged as requiring attention. During a follow up by the clerk, Big Sky have confirmed that the areas of concern have been rectified and that the dead trees will be replaced in October 2024. A site meeting will be conducted to approve the rectifications and should all be in order transfer documents can be brought to the next meeting. **UPDATE:** Following this report being disseminated and a site visit by the Caretaker, it has been confirmed the areas needing attention have not been rectified. Big Sky have apologised and have assured the Clerk they will be completed, until this happens the Clerk will continue to recommend that the Council does not accept the transfer of assets.
- **1<sup>st</sup> Interim Audit:** The first interim audit has been conducted. The second and final internal audit will take place on 7<sup>th</sup> May.
- **Lisa Callow - CiLCA:** Lisa Callow has successfully completed and passed her CiLCA. Huge congratulations to Lisa on the achievement. As per her contract, Lisa's pay scale will raise by one point with immediate effect.
- **Annual Park Inspections:** Annual Inspections have been carried out on Victory Avenue, Mulberry Park and Potters Way. The remaining will be conducted later in the year.

- **New Caretaker:** The new caretaker Jose Manrique-Gelder has now joined the caretaking team. He is settling in well and a very much welcomed addition to the team.
- **Bank Bar Staff:** The bar has taken on a further bank member of staff.
- **Police Door:** The door replacement of the police door at the front of the centre has now been completed.
- **Community Centre Door:** A quotation has been received for the community centre door. The clerk has discussed the quote with Cllr Boucher and is currently awaiting a second quote before taking any further action.
- **Bussey's Tree Grant:** On this occasion the grant has not been awarded. This was due to the limited time to send in the application and the further information that was required. Although not successful an email confirms that the Parish Council would be very much considered for this grant on its next round. The clerk has kept the application and details so that a further application can be made later in the year.
- **Bank Mandates:** Cllr Boucher and the clerk have contacted all the remaining banks to obtain mandates to get signatories changed. Most of the forms have been filled in. The office is
  - awaiting forms from Santander and Fidelity.
- **Unity Trust:** The Assistant Clerk has completed forms from Cllr Aldridge and Cllr Curtis to get both councillors as signatories on Unity Trust. Cllr Pitelen's application is close to being completed and Cllr Boucher now has access as a signatory. Cllr Harper is currently the only councillor outstanding to get access as a signatory to the account.
- **New Bus Stop Locations on Rectory Lane:** The locations of new bus stops on Rectory Lane have been questioned with County Councillor Vic Thomson. This follows complaints by residents on their positioning. Cllr Thomson has contacted Highways and is awaiting a response.
- **Caretaking Staff Rotas:** New caretaking staff rotas have been formulated and long with new checklist for work to be carried out in the Community Centre and the Parish.
- **Volunteers Meeting:** The clerk has met with the volunteers who assist in the café. A number of items were discussed and suggestions were raised by the volunteers. Many thanks is given to them for their continued support towards the café.
- **Community Woodlands:** Cllrs Pitelen and Cllr Curtis have along with a small working party been carrying out maintenance work within the woodlands over the past 2 months. A Silver Birch has also been felled as it had a significant lean and was very close to residential properties. There area has been cleared and chippings created from the clear up have been used on the pathways around the woodlands to create safer walking for users.

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

- a) John Overton introduced Poppy Simister-Thomas, the Conservative candidate for South Norfolk, to the meeting. Poppy Simister-Thomas gave a brief outline on her background, career and experience, and the Council thanked her for her attendance.  
District Council Report from Lisa Overton-Neal (Appendix A)  
District Councillor Report from Nicola Fowler (Appendix B)
- b) County Council Report from Vic Thompson (Appendix C)
- c) Police Report/Update – None
- d) Public Participation – None

## 7. Planning

- a) To Consider Application Received
  - i) 2024/0260: Proposal – T1 Oak Tree – Crown reduction by reducing height from approx. 13.7m to 10.9m and reduce width from approx. 13.7m to 10.9m  
Location: 2 Brooks Meadow, Poringland, Norfolk, NR14 7TP - **NOTED**
- b) To Note Planning Decisions
  - i) 2023/3591: Proposal – Single storey rear extension  
Location: 67 The street, Poringland, Norfolk, NR14 7RE  
Approved with Conditions – **NOTED**
  - ii) SN0620: Proposal – Tree Preservation Order  
Location: Land South of Car Park, South of Utting Close, Poringland, Norfolk  
Approved – **NOTED**

## 8. Finance

- a) Receipts, payments, and bank reconciliations up to 31<sup>st</sup> January 2024 were **NOTED**.
- b) Accounts for payment

- i. The accounts for payment were **AGREED**.
- ii. The additional payments list was **AGREED**.
- iii. David Hewer **AGREED** to approve BACS payments via banking online.
- c) The 2023/24 interim report from the Internal Auditor was **ACCEPTED**. The Chairman commended the Clerk, Assistant Clerk, and Finance and Administration Officer for all their work to ensure an outstanding report. The final 2023/24 internal audit visit is due to take place on Tuesday 7<sup>th</sup> May 2024.
- d) The Parish Council's Investment Strategy as at January 2024 was **ACCEPTED**.
- e) Following a request from the Octagon Post Office Services it was **AGREED** to make a donation of £240.

Payee	Description	Net Total	Gross Total	VAT (reclaimable)
December '23 Staff costs	Salaries/PAYE/Pension		£17,425	
Microshade	Hosted IT - Feb 24	372.79	£447.35	£74.56
HMRC	PAYE & NIC - Feb 24	£3,205.00	£3,205.00	
Norfolk Pension Fund	Pension - Feb 24	£2,548.41	£2,548.41	
NBB Recycled Furniture	Bench - Leg Frame	£41.73	£50.07	£8.34
Breckland Industrial	Extraction Fan Annual Clean	£425.00	£510.00	£85.00
Rijo	Coffee Consumables - Jan 24	£339.94	£341.24	£1.30
Office Flow	Printing - Jan 24	£48.75	£58.50	£9.75
Oaks CCTV	CCTV Repair / New Equipment	£914.00	£1,096.80	£182.80
Auditing solutions	Interim Internal Audit	£500.00	£600.00	£100.00
Spruce Landscapes	Grounds Maintenance - Feb 24	£595.83	£715.00	£119.17
Tina Eagle	Six+ Strategic Group 2023/24	£145.88	£145.88	
Ramsay Holmes	Repairs	£497.65	£597.18	£99.53
Cooks	Roller Shutter Doors Annual Service	£290.00	£348.00	£58.00
R & Q Electrical	PIR installation - VAT only	£0.00	£27.40	£27.40
N& G Heating Ltd	Boiler Maintenance	£326.27	£391.52	£65.25
Rijo	Coffee Consumables - Dec 23	£242.42	£243.72	£1.30
Lisa Callow	Café Consumables	£4.10	£4.10	
Charlotte Hummel	Café Consumables	£113.06	£113.06	
Lisa Gooderham	Cleaning Supplies	£3.00	£3.00	
Garden Guardian	Grounds Maintenance	£1,180.92	£1,417.10	£236.18
Garden Guardian	Grounds Maintenance	£241.41	£289.69	£48.28
Office Water Supplies	Water Filter Repairs	£48.36	£58.03	£9.67
SLCC	Membership Fee	£357.00	£357.00	
Shaws	Stationery	£128.00	£153.60	£25.60
Dyno	Grease Trap Clean	£175.00	£210.00	£35.00
PHS	Annual Toiletries - 2024	£102.81	£123.37	£20.56
Cooper H Improvements	Office Window Repair	£66.00	£79.20	£13.20
Hugh Crane	Cleaning Supplies	£201.57	£241.88	£40.31
Ben Burgess	Chipper Hire	£89.50	£107.40	£17.90
Yare	Café Consumables	£288.14	£301.22	£13.08
Amazon	Dash Cam / First Aid Kit	£69.61	£83.56	£13.95
Nest	Pension - Jan 24	£155.21	£155.21	
Total Energies	Gas - Dec 23	£1,188.50	£1,188.50	
Multi - Pay	Bar Stock/Café/Register/Fuel/Paint	£1,878.05	£2,217.33	£339.28
EE	Mobile Phones - Jan 24	£51.48	£61.78	£10.30
Grenke	Printer Rental - Jan-Mar 24	£244.44	£293.33	£48.89
Total Energies	Electricity - Dec 23	£1,788.58	£2,146.30	£357.72
Total Energies	Electricity - Dec 23	£366.32	£384.63	£18.31
BNP Paribas	Coffee Machine Rental - Mar 24	£214.92	£257.90	£42.98
IRIS Software Ltd	HR Support - Feb 24	£70.99	£85.19	£14.20
IRIS Software Ltd	HR Support - Mar 24	£71.01	£85.21	£14.20

Total Energies	Gas - Dec 23-Jan 24	£227.42	£238.79	£11.37
Total Energies	Gas - Jan 24	£970.00	£1,164.01	£194.01
BT	Landline & Broadband - Feb 24	£82.68	£99.21	£16.53
<b>Total</b>		<b>£32,267.97</b>	<b>£34,641.89</b>	<b>£2,373.92</b>

#### 9. To Review the Asset Register

The asset register as at January 2024 was reviewed and **ACCEPTED**.

#### 10. To Consider the Adoption of the following policies:

- a) The Safeguarding Policy was reviewed and **ACCEPTED**. The next review will be February 2026, unless there are any changes in legislation.
- b) The Menai Bridge Policy was reviewed and **ACCEPTED**, the Clerk confirmed that this policy relates to King Charles only and at the present time there have been no further policies released for any other senior members of the Royal family.

#### 11. To Consider the Request from Mike Harvey and Rev Robert Parsonage to offer verbal/written support with their efforts for funding the new All Saints Centre Project.

It was felt that a full report outlining the All Saints Centre project would be needed in order for the Council to make a fully informed decision before offering formal support. Ken Aldridge confirmed he would be attending a meeting on 1<sup>st</sup> March 2024 with those involved with the All Saints Centre project, and will report back. It was **AGREED** to defer the decision to a future Parish Council meeting.

#### 12. To Receive an Update and Consider Recommendations from Advisory Groups

- a) Amenities Advisory Group

The recommendations (Appendix D) from the Amenities Advisory Group, as presented by Carl Pitelen were **AGREED**.

It was **AGREED** to accept the quote for £300 to cut the hedging on Stockings Meadow and Carr Lane towards Shotsham Road to the edge of the Parish Council's land. Carl Pitelen also suggested that the section of Carr Lane that is now a footpath, from The Street to Victory Avenue, could also be cut under this cost. The Clerk advised Council to be mindful that this section is not owned by the Parish Council, nor is it the responsibility of Highways, and to consider if the Council did cut it they could be setting a precedent and taking on an additional responsibility. The Clerk confirmed this was land that has been left over from the Norfolk Homes Development and suggested writing a letter to the developers. The Parish Council **AGREED** for the Clerk to send a letter making enquiries into Norfolk Homes future intentions with the land.

It was **AGREED** to accept the quote for £600 to cut the hedge along Victory Avenue from the corner of the Lagoon to the woodlands.

It was **AGREED** for the Council to purchase a second-hand rough-cut mower for approximately £250 plus VAT, this will allow some grounds maintenance work to be undertaken inhouse rather than outsourcing to contractors.

Carl Pitelen also advised that the Tree Warden had been successful in obtaining a grant for 600 saplings for hedgerow along the community land. A request for volunteers will be put out on social media for the planting of the saplings.

- b) Finance and Governance Advisory Group

The Clerk presented the recommendations from the Finance and Governance Advisory Group. It was **AGREED** to write off the following two debts:

£40 - Charge imposed after a private party, hirer is not acknowledging despite numerous attempts; and  
£56 – Last unpaid invoice for an ex-regular hirer, no response after numerous attempts.

If these hirers wish to return, the balance must be cleared before any further bookings are accepted.

c) Events Advisory Group

The clerk presented a summary and recommendations from the Events Advisory Group. It was **AGREED** the following:

Summer Fair will run from 12pm – 6pm

Entertainment – To confirm a cost of up to £800 for a band to finish the fair.

Vendors selling; beer, wine, spirits, cocktails have the 2 options of how they are charged

- £200 + VAT fixed charge
- 15% commission on taking (taken on the day)

Food vendors charges to increase by 10%

An annual sponsorship from companies that will run through Summer Fair, Fireworks and Christmas Light Switch On. Price to be confirmed.

**13. Receive Proposal to Close the Meeting for Item 14 & 15 Under the Section 1 Paragraph 2 of the Public Bodies (Admissions to Meetings) Act 1960 – Commercially Sensitive Interest**  
**AGREED**

**14. To Consider the use of Parks and Maintenance within the Parish**

Council had been circulated a report on the playgrounds they are responsible for in the parish. A number of the parks are now a number of years old and items of equipment are beyond repair and would require replacement. Following an Amenities Advisory Group meeting a number of recommendations were made and presented to full council. The council recognised that 11 parks in the parish were not required. It was **AGREED** to carry on general maintenance and repair of play equipment but not to replace for new equipment at Rosebery Park, Junior Play Area at Victory Avenue, and Play Area at Victory Avenue. These sites will be will be landscaped into eco-friendly open spaces.

It was **AGREED** that portions of commuted sums assigned to Rosebery Park, Victory Avenue, and other small land in Poringland would be transferred to Mulberry Green Play Park Area redevelopment.

**15. Community Centre and Small Areas Maintenance Contract**

It was **RESOLVED** the existing grounds maintenance contractor who covers the community centre and small areas contract continues for a further year until 31<sup>st</sup> March 2025. This decision was made to ensure that all maintenance contracts for open spaces will go out for tender at the same time. Council confirmed that a full review of the open spaces and specifications for each needs to take place prior to the work going out for tender in January 2025.

**16. To Confirm the dates of the Full Parish Council Meetings for 2024/25**

The following dates were **AGREED** for the 2024/25 Parish Council meetings:

Wednesday 13<sup>th</sup> March 7pm, Community Centre

Wednesday 10<sup>th</sup> April 6pm, Community Centre (Annual Parish Meeting) followed by

Wednesday 10<sup>th</sup> April 7pm, Community Centre

Wednesday 8<sup>th</sup> May 7pm, Community Centre – (Annual Parish Council Meeting)

Wednesday 12<sup>th</sup> June 7pm, Community Centre

Wednesday 10<sup>th</sup> July 7pm, Community Centre

Wednesday 11<sup>th</sup> September 7pm, Community Centre

Wednesday 9<sup>th</sup> October 7pm, Community Centre

Wednesday 13<sup>th</sup> November 7pm, Community Centre

Wednesday 11<sup>th</sup> December 7pm, Community Centre

Wednesday 15<sup>th</sup> January 2025 7pm, Community Centre

Wednesday 12<sup>th</sup> February 7pm, Community Centre

**17. Date and Time of Next Parish Council Meeting**

The next Parish Council meeting will take place on Wednesday 13<sup>th</sup> March 2024 at 7pm at Poringland Community Centre unless otherwise stated.

Meeting closed at 21.02.

CHAIRMAN

Signed: ..... Date: .....

DRAFT



## **Appendix A – District Councillor Reports:**

### **District Councillor Report – February 2024 (Lisa Overton-Neal)**

#### **Domestic Abuse Training:**

Not a very nice subject to have training in but unfortunately domestic abuse is still the highest recorded crime in Norfolk!

This was delivered to us by the Domestic Abuse Commissioning Manager at Adult Social Services.

We were complimented on The Sanctuary Scheme that SNC and Broadland Council offers to victims who want to remain in their own home if possible.

I have attached the presentation which gives you more details on this scheme along with other information.

#### **Local Plan:**

An update on the plan:

- Inspectors' report expected (draft 29th Jan)
- Considered by GNPD on 27 February

Decision to adopt made by each of the 3 councils:

- Broadland Cabinet 19/3 and Council 28/3
- Norwich Cabinet 6/3 and Council 12/3
- South Norfolk Cabinet 18/3 and Council 25/3

Adoption 29th March 2024

#### **Proposed improvements on Ipswich Road:**

Norfolk County Council have proposed introducing a bus lane southbound on Ipswich Road, on the junction with Hall Road. Although the proposed location itself is within the Norwich City Council area, it may be something that you would be interested in, so I have attached a copy of the letter that will go out to neighbouring residents, and a very basic map that I have been provided with.

Norfolk County Council are seeking to engage residents in consultation on these plans. Local residents will begin receiving letters imminently inviting them to express their views, and NCC are asking for increased participation, which would be appreciated. The consultation will close on the 29<sup>th</sup> January. Full details are available at [www.norfolk.gov.uk/ipswichroadbuslane](http://www.norfolk.gov.uk/ipswichroadbuslane)

#### **Cold Calling – Doorstep Scam:**

You may have seen on the Community FaceBook pages there have been a number of reports of a group of men knocking on doors at night trying to sell items. They are stating they have recently been released from prison and it's part of a rehabilitation programme. It is NOT and is a scam!

Speaking to PC Tom Goodrum they are aware and they have released the following statement:

"We're urging South Norfolk residents to be vigilant following reports of suspected cold callers operating across the district. Officers received a number of reports yesterday (Tuesday 9 January 2024) from residents in Wymondham, Poringland, Brooke and Ditchingham. The incidents all followed a similar theme of a man knocking at the person's door, saying they had recently been released from prison and wanted to sell household items.

We advise you to close and lock your back door before answering the front door. If you do not recognise the person, speak through the closed and locked door.

If they are selling something or offering to do any work on your house or garden, tell them you are not interested and ask them to leave. If they persist, tell them you will call the police and call us on 999. If you have any doubt – keep them out. We advise that you should never agree to buy goods from, or have work done, by someone that calls unannounced at their door, or approaches you on the street. Often such traders don't provide full names, trading addresses or contact telephone numbers, resulting in it being virtually impossible to trace them if there are any problems with the work or goods. Anyone feeling threatened by a cold caller should call 999 immediately. Anyone with information about suspected rogue traders should contact police on 101, or alternatively Crimestoppers anonymously on 0800 555 111. Please consider sharing this with your friends and family."

**Appendix B – District Councillor Reports:**  
**District Councillor Report – February 2024 (Nicola Fowler)**

In my recent absence due to work commitments, my colleagues in the Labour Group of South Norfolk Councillors have been very busy and I would like to update you on what the Labour Group has been up to as an effective opposition.

**Budget**

Members of the Labour Group have met with senior officers of the Council to understand fully how the Budget process works. They have scrutinised the proposed Revenue and Capital Budgets in detail and made representations for amendments and additions. They are pleased to have had accepted some changes to the Budget to support residents in South Norfolk who are struggling financially and support departments within the Council to work more effectively.

The Budget has been reviewed by the Audit Committee and the Cabinet and it will be presented to the Members at a Council meeting on Wednesday 21<sup>st</sup> for agreement.

**Scrutiny**

After the election in May last year, the committee structure at the Council had to change to reflect the balance of the political parties now being represented. My colleague, the Councillor for Loddon and Chedgrave Jeremy Rowe, was elected Chair of the Scrutiny committee.

He is undertaking an overhaul of the committee so it is fully functional in the role intended for it of monitoring the effectiveness of policies and decisions that have been implemented. Providing constructive challenge to achieve better outcomes for residents.

As part of this, the Chair is encouraging Members to become more engaged with the process and is working with the administration as well to further understand how the Council works, if it is giving its best service and how it uses its resources.

Current subjects up for review include the Help Hub service and the move to the Horizon Building.

As part of this he would like to let Parish Councils know that they can make representations for decisions to be reviewed. At first this will need to be via an elected Council Member, but the Council is reviewing the rules to see if Parish Councils can make direct requests themselves.

**Appendix C – County Councillor Reports:**  
**District Councillor Report – February 2024 (Vic Thomson)**

Always a reset in January to look at issues for the new year.

The largest is the imminent budget and the public consultation finishes shortly.

Help shape our priorities over the coming years by telling us what matters most to you. The consultation is open until 15 January. Read our proposals and have your say here: <https://gettalking.norwich.gov.uk/budget2024-25>

The budget must take into account spending in the previous year and particularly where we have had unexpected expenses.

Children's Services and Adult services are the largest and most difficult to predict

This year the storms we had at the end of last year are going to significantly affect our next budget!

The flooding caused by the storms will require cleaning, repairs, and restoration over the start of this year adding to budget pressures.

**Riparian rights**

Given the extent of the storms we will also have to look at the capacity for retaining water. We had started to do that last year by reminding people of their riparian rights in relation to ditches.

**County Deal for Norfolk update**

At a full council meeting on 12 December 2023, Councillors accepted a £600 million devolution deal for Norfolk. The deal will also mean that decisions can be taken in Norfolk, for Norfolk.

The council voted to accept a county deal devolution agreement with the Government to transfer significant funding, powers and decisions to Norfolk.

Government funding will start transferring to Norfolk next summer if councillors vote in July 2024 to stage the first election for a leader in May 2025.

The full council agreed the following recommendations:

Council:

- Recognises the work carried out during 2023 to consult with the public, inform Members and prepare plans in relation to the 'in-principle' County Deal brought to Council in January this year.
- Commends the work undertaken by the Leader and Officers to secure additional benefits for the Norfolk County Deal and resolves that the Deal should be accepted.
- Agrees that the election for the Directly Elected Leader should be held alongside the county council elections in May 2025 to enable the widest possible engagement with the electorate.
- Agrees that the resolution adopting the new governance arrangements should be brought to the Full Council meeting on 23 July 2024 to facilitate that election date.

When the temperature dips it can put vulnerable people in your community at risk. Check in on older or vulnerable people living nearby to make sure they're ok.

**Schools, Every Child in Norfolk to Flourish**

Schools are run by either a governing Body or an Academy Trust but there are some areas that are within NCC remit.

NCC must provide sufficient places for ages 4 to 16. We have just revised our School Sufficiency Plan. This is a very difficult task with the urban and rural mix and the key data and demographics. Pupil numbers are also on decline and have been since 2019.

**Schools: Parental Choice.**

Now parents have a 1,2,3 preference choice but in the last intake some parents did not get any of their 3 choices. It has been agreed for 2025 that parents will be given 4 choices.

### Voter ID - Voter authority certificate awareness update

Last May was the first time in England that voters were required to produce a valid photo ID or a voter authority certificate to be issued a ballot paper. The Electoral Commission found that awareness of the certificate stood at 57% in May 2023, and only 25,000 certificates were used as a form of ID on polling day.

Government agrees that everything possible should be done to make everybody who is in a position to vote aware, first, of the need for registration, and, secondly, of the possibility of applying for a certificate if they do not have other forms of photographic identification. He also said he was focusing on how he could get the awareness figure closer to 80% - 90%. Will be an election this year!

### National Vaccination Strategy

NHS England, in collaboration with the Department of Health and Social Care, the UK Health Security Agency and other partners, has developed a strategic direction for the delivery of vaccination services, focussed on improving uptake and coverage of all vaccinations across the whole population whilst reducing disparities of uptake in under-served communities. To do so the [Vaccination Strategy](#), published on 13 December, aims to: simplify and streamline access to vaccinations, including extending online booking capability.

improve access for people who are currently underserved by offering vaccination through community-based, targeted approaches.

deliver vaccination through flexible, integrated, neighbourhood teams that can deliver other preventative interventions alongside vaccination.

The strategy proposes that Integrated Care Boards have the responsibility and flexibility to deliver these aims through local vaccination delivery networks that are tailored to the needs of local people.

### **Waste centres**

Norfolk residents will be able to dispose of small amounts of DIY waste at Norfolk's Recycling Centres free of charge from 31 December following changes made by Norfolk County Council.

The change applies to small-scale projects carried out by householders on their own home, allowing them to bring a maximum 100 litres (must fit into 2 x 50l bags) for free or one single item (maximum size of 200cm x 70cm x 75cm). Each household is allowed four free visits with DIY waste every four weeks. Anything beyond this will still be charged at normal rates.

"From 31 December, the Government has set out the limits to household DIY waste which can be taken free of charge, but our Pay As You Throw service will remain in place as a convenient way to get rid of larger amounts. It's important that people are encouraged to dispose of their waste responsibly.

"In 2022/23 the County Council's Recycling Centres handled more than 60,000 tonnes of waste and 72% of this was diverted from disposal. We hope this change to legislation will be a further boost to householders to recycle as much as they can.

The change in policy follows Government abolishing charges for the disposal of limited amounts and types of DIY waste at recycling centres across the UK.

Prior to 31 December, customers with DIY-type construction and demolition waste will continue to be directed to the 'Pay as you throw service' which is available at all centres.

Traders must continue to pay for DIY waste.

For more information visit [www.norfolk.gov.uk/DIYwaste](http://www.norfolk.gov.uk/DIYwaste)

### **Adult learning**

Norfolk County Council's Adult Learning has been rated as 'Good' following their latest Ofsted inspection. The inspection report praised the ambition of the service, which provides community-based and online learning for around 6,000 adults a year. The service achieved a 'Good' rating across all six areas that were inspected, alongside the overall 'Good' rating.

"We are proud of the positive impact that our courses have on the lives and careers of our learners. Adult Learning is an essential tool in upskilling Norfolk's work force and provides a clear boost to our local economy."

“I was pleased to see that the inspectors recognised the high quality of teaching and the inclusive approach that Adult Learning offers. It is important that we support those who face barriers to education, such as mobility, social isolation and financial hardship so they can reach their potential.”

Inspectors commented that learners are ‘highly motivated’ and committed to their studies. They praised the number of people who have a ‘clear plan’ for their future careers and that they want to improve their economic prospects.

In particular, inspectors highlighted the work with residents of retirement homes who have increased their confidence, self-care and resilience after completing courses in basic cookery. They commented how, following the course, learners felt less isolated and ‘excited to prepare and eat their own meals’.

It was also recognised that the service has responded effectively to the growing demand for English for speakers of other languages (ESOL) courses.

There was praise for the work with Norfolk Fire and Rescue Service apprentices. The inspectors saw how the course helps them to work safely while learning about the importance of health and nutrition. The report concluded that the ‘apprenticeship is well matched to the needs of the fire service.’

This inspection result comes on the back of Norfolk County Council Adult Learning being named ‘Further or Higher Education Provider of the Year’ at this year's Norfolk Education Awards. This followed national recognition in 2021 where the service was named adult and community learning provider of the year at the TES Further Education Awards.

Norfolk County Council Adult Learning offers a wide range of courses for adults of all levels and interests. Whether you want to change your career, improve your skills, or pursue your passion.

DRAFT

## Appendix D – Recommendations from Amenities Advisory Group:

### RECOMMENDATIONS FOR APPROVAL BY COUNCIL:

- Mulberry Green youth shelter – remove outside paneling to open it up and give it more of a bandstand look and deter youths from congregating there, get the seating and framework sand blasted. Keep panels for a period of time before disposing of them in the event of any Parishioner feedback.
- Plant a flowerbed with suitable shrubs/flowers on the area of mud near the Queen’s memorial bench at the Cemetery.
- Future of Poringland play parks – to be discussed following dismissal of the public due to its sensitive nature (report/proposal to follow)
- Undertake short-term fix to Mulberry Green footpath by raising it to stop the flooding until the redesign of the new play park.
- Obtain a detailed Woodland Management Plan from New Wood Forestry for £300 (approx)
- Decline Carr Road offer from Norfolk County Council as the work requested could be undertaken cheaper than their proposal.
- Continue to carry out work to the Community Land on an adhoc basis – review this again next year regarding the need for an annual maintenance contract. Work required to make the land good again following the fireworks display to be taken from any profit made by the event.
- Confirm the names of the community land meadows as Chet Meadow & Stockings Meadows, with the park name still to be decided.
- Resurface the problem footpath on Potters Way with road plainings which should remain in place better than hardcore, if this fails the next option is to tarmac.
- Develop the rest of the cemetery for interment of ashes with a similar feel to St Faiths Crematorium with landscaping and offer memorial plaques, rose bushes, family plots, etc.

The Horizon Centre  
Broadland Business Park  
Peachman Way  
Norwich  
NR7 0WF

Mrs C Hummel  
Poringland

Tel 01508 533780 / 01603 430509  
[planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk)

Our ref 2024/0493

21 February 2024

Dear Sir/Madam,

**Proposal: Single storey rear extension and garage conversion (Resubmission of 2023/1828)**

**Location: 10 Lansdowne Drive Poringland Norfolk NR14 7XL**

**Applicant: J Woods**

**Application Type: Householder**

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S8USIEOQL3E00> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing [planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk) online at **www.southnorfolkandbroadland.gov.uk** or by post before 13 March 2024. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

**Development Management**

The Horizon Centre  
Broadland Business Park  
Peachman Way  
Norwich  
NR7 0WF

35536C



Owner/Occupier  
Community Centre  
Overtons Way  
Poringland  
Norfolk  
NR14 7WB

Tel 01508 533780 / 01603 430509  
[planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk)

Our ref 2024/0542

28 February 2024

Dear Sir/Madam,

**Proposal: Variation of condition 2 of 2020/1689 - Approved planning drawings are non implementable to substitute approved drawing numbers for new submitted drawing numbers - Plots 1 & 2**

**Location: Land To The East Of Overtons Way Poringland Norfolk**

**Applicant: Mr S Litten**

**Application Type: Removal/Variation of Condition (S73 / S19)**

An application has been received by the Council for the above development. Details of the application and the Case Officer can be viewed on-line by entering the above reference number at <https://info.southnorfolkandbroadland.gov.uk/online-applications/> and using the "further information" tab. **We encourage you to view the application on line, however, you can visit the office on an appointment basis. If you are unable to view the information online please contact the case officer who will try to assist.** You may comment by emailing [planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk) or by the website. Any comments should quote reference, 2024/0542 and should be made by 20 March 2024, as we may not be able to consider comments received later. They should be relevant and not defamatory or offensive, as you will remain personally and legally responsible for them.

If we receive comments about a planning application that are considered to be discriminatory, offensive or defamatory, these remarks will not be included in any reports or published on the Council's website. A discriminatory representation is one which could include words, phrases or comments which are likely to:-

- Be offensive to a particular group;
- Be abusive, insulting or threatening;
- Apply pressure to discriminate; or
- Stir up hatred or contempt of a particular part of the community.

Representations should also not include any other offensive material or content which could be considered defamatory. Any discriminatory, offensive or defamatory representations may be returned to the author with a request that they be resubmitted containing only material planning



considerations. We reserve the right to withhold from publication on this website any comments or parts of comments not considered suitable for public view

**Please note we can only consider comments or objections that are material and relevant to planning. For example**

- the proposal would result in overlooking
- is out of character
- affects road safety
- overshadowing
- impacts on ecology
- disturbance
- impacts on heritage interests

**We can not consider :**

- issues that may be covered by other legislation
- the effect of the proposal on property values
- loss of a private view
- competition between rival companies
- private interests of objectors

The Local Government (Access to Information) Act 1985 requires that any comments made are available for public inspection on the file and copies will be provided on request. **Please note that all comments received are published on our website. We will redact your name, signatures and contact details (other than your address which will be available) such as phone number, e mail etc as set out in our “Planning Standards” and “Privacy Policy” which can be seen on the Council’s website. Personal data will be retained for 10 years as part of the lawful processing of the application.** Further details can be found at <https://www.southnorfolkandbroadland.gov.uk/data-protection>. Further details about how the application will be considered can be found at <https://www.southnorfolkandbroadland.gov.uk/planning/deal-planning-applications>

If the application is determined by Committee, you may speak at the meeting and details of the procedures can be found at <https://www.southnorfolkandbroadland.gov.uk/planning/deal-planning-applications/6>. Should the application be refused and an appeal lodged any written comments made at this stage will automatically be forwarded to the Secretary of State and applicant.

**Your rights** - Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Data Protection Policy. You can contact our Data Protection Officer at [data.protection@southnorfolkandbroadland.gov.uk](mailto:data.protection@southnorfolkandbroadland.gov.uk). You also have the right to lodge a complaint with the regulator, the Information Commissioner’s Office.

Yours faithfully

**Development Management**



	A	B	C	D	E	F	G	H	I	J	K	L	
1	<b>PORINGLAND PARISH COUNCIL</b>												
2	<b>Payment List for March 2024 Parish Council Meeting</b>												
3							<b>NET</b>			<b>GROSS</b>			
4	<u>Payee</u>	<u>Code</u>	<u>Description</u>	<u>Cheque</u>	<u>SO</u>	<u>DD</u>	<u>BACS</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>Sig 1</u>	<u>Sig 2</u>	<u>Reclaimable</u>	
5	February '24 Staff costs, PAYE, Pension Contributions & Expenses												
6	Online Playgrounds	Commuted Sums	Playground Equipment - Swing Seat				£17,937.82	£17,937.82	£17,937.82				
7	High Speed Training	General Admin	Training				£52.17	£52.17	£62.60			£10.43	
8	The Alarm Company	Community Centre	Batteries				£0.40	£0.40	£0.40				
9	Hugh Crane	Community Centre	Cleaning Consumables				£96.10	£96.10	£115.33			£19.23	
10	The Playground inspection company	C.Sums - M. Park/P. Way/V.Avenue	Play Park Inspections				£69.62	£69.62	£83.54			£13.92	
11	R J Plumbing	Community Centre	Plumbing Repair				£510.00	£510.00	£612.00			£102.00	
12	Microshade	General Admin	IT Hosting - Sept 23				£60.00	£60.00	£60.00				
13	Microshade	General Admin	IT Hosting - Aug 23				£372.79	£372.79	£447.35			£74.56	
14	Church of England	Donations	Octagon Post Office				£372.79	£372.79	£447.35			£74.56	
15	Spruce Landscapes	C.Centre/Woods/B.Ground/M.Garden	Grounds & Pond Maintainance - Feb & Mar 24				£240.00	£240.00	£240.00				
16	Rijio	Café	Coffee & Consumables				£1,120.83	£1,120.83	£1,345.00			£224.17	
17	Rijio	Café	Coffee Machine Filter				£409.14	£409.14	£410.44			£1.30	
18	Office Flow	General Admin	Photocopying/Printing - Jan 24				£126.50	£126.50	£151.80			£25.30	
19	R&Q Electrical Ltd	Community Centre	Emergency Lighting Repairs				£61.45	£61.45	£73.74			£12.29	
20	Small Ecology Ltd	Community Land	Great Crested Newt Surveys				£129.74	£129.74	£155.69			£25.95	
21	Norfolk Parish Training & Support	General Admin	Training Seminar				£1,040.50	£1,040.50	£1,040.50				
22	Yare	Café	Café Consumables				£108.00	£108.00	£108.00				
23	Office Water supplies Ltd	Community Centre	Mains Fed water cooler Rental Mar 24 - Jun 24				£259.10	£259.10	£267.91			£8.81	
24	Norfolk Parish Training & Support	General Admin	Subscription 2024/25				£24.00	£24.00	£28.80			£4.80	
25	TG Bird Tree & Garden Services Ltd	Community wood	Silver Birch - Emergency				£545.00	£545.00	£545.00				
26	Amazon for Business	Community Centre	Cleaning Supplies / Maintenance				£700.00	£700.00	£840.00			£140.00	
27							£37.36	£37.36	£40.05			£2.69	
28	<b>DDs</b>												
29	BT	General Admin	Mobile Phone - Feb 24				£30.04	£30.04	£36.05			£6.01	
30	South Norfolk	Bar	Annual License Fee - 24/25				£180.00	£180.00	£180.00				
31	Total Energies	Pavilion	Electricity - Jan 24				£366.78	£366.78	£385.12			£18.34	
32	Total Energies	Community Centre	Electricity - Jan 24				£2,262.96	£2,262.96	£2,715.55			£452.59	
33	BNP Paribas	Café	Coffee Machine Rental - Apr 24				£214.92	£214.92	£257.90			£42.98	
34	Staffology	General Admin	Payroll Software - Jan 24				£32.00	£32.00	£38.40			£6.40	
35	Staffology	General Admin	Payroll Software - Feb 24				£32.00	£32.00	£38.40			£6.40	
36	Staffology	General Admin	Payroll Software - Dec 23				£32.00	£32.00	£38.40			£6.40	
37	EE	General Admin	Mobile Phones - Jan 24				£51.30	£51.30	£61.56			£10.26	
38	Iris	General Admin	HR Software - Jan 24				£64.00	£64.00	£76.80			£12.80	
39	Veolia	C.Centre/Burial Ground	Waste Removal - May 23				£74.81	£74.81	£89.77			£14.96	
40													
41													
42	<b>Councillors with Pecuniary Interests</b>												
43								£27,614.12	£28,931.27			£1,317.15	
44								£0.00	£0.00				
45								£0.00	£0.00			£0.00	
46													
47								£27,614.12	£28,931.27			£1,317.15	

---

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 29 February 2024

---

Confirmed Bank & Investment Balances

Bank Statement Balances

29/02/2024	Unity Trust	249,616.95
01/02/2024	Nationwide Instant Acc - *0600	124,470.34
29/02/2024	CCLA - **01PC	40,000.00
29/02/2024	Cambridge & Counties - **7341	81,594.74
29/02/2024	Charity Bank - **1179	87,145.38
29/02/2024	Santander Bond 1 - **2224	63,308.45
29/02/2024	United Trust - **6772	50,000.00
29/02/2024	Unity Trust Deposit - **0981	150,692.65
29/02/2024	Multipay Card	0.00
29/02/2024	Petty Cash	0.00

846,828.51

Other Cash & Bank Balances

450.00

---

847,278.51

Unpresented Payments

281.58

---

846,996.93

Receipts not on Bank Statement

0.00

Closing Balance

---

846,996.93

All Cash & Bank Accounts

1	Current	249,335.37
2	Bonds & Savings	597,211.56
3	MultiPay Card	0.00
4	Petty Cash	0.00
	Other Cash & Bank Balances	450.00
	Total Cash & Bank Balances	846,996.93

---

	B	C	D	E	F	G	H	I	J
1	<b>CODING SHEET Unity Multipay Credit Card</b>								
2									
3	<b>Date</b>	<b>Committee</b>	<b>Suppliers</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Cost Code</b>	
4		General Admin	Weebly	Website Hosting	£14.38	0.00	£14.38	4240/200	1
5	02/02/2024	Community Centre	Gopak.co.uk	Feet for hall tables	£10.00	2.00	£12.00	4300/300	2
6	05/02/2024	Outside Spaces	BPF	Nut Covers	£19.14	3.83	£22.97	4510/500	3
7	08/02/2024	Community woodland	Groundhog	Plate for bench	£3.54	0.71	£4.25	9060/900/360	4
8	08/02/2024	Outside Spaces	Post Office	Postage for return of items	£3.49		£3.49	4510/500	5
9	12/02/2024	Outside Spaces	BPF	Nut covers	£30.33	6.07	£36.40	4510/500	6
10	12/02/2024	Lease Vehicle	Elvins	bulb	£1.25	0.25	£1.50	4385/550	7
11	13/02/2024	Outside Spaces	BPF	Nut covers	-£18.23		-£18.23		8
12	22/02/2024	Outside Spaces	Lincat	Sprung ball catch closed box style	£53.10	10.62	£63.72		9
13	26/02/2024	Café	Highways	cakes for resale	£7.47		£7.47	4401/310	10
14	29/02/2024	Café	Budgens	café ingredients	£2.85		£2.85	4401/310	11
15	02/02/2024	Community woodland	Screwfix	concrete and chain	£15.16	3.03	£18.19	9060/900/360	12
16	05/02/2024	Café	Tesco	café ingredients	-£0.89		-£0.89	4401/310	13
17	05/02/2024	Lease Vehicle	Asda	Fuel	£36.13	7.22	£43.35	4385/550	14
18	05/02/2024	Café	Tesco	café ingredients	£34.93		£34.93	4401/310	15
19	08/02/2024	Café	Budgens	café ingredients	£5.80		£5.80	4401/310	16
20	12/02/2024	Café	Tesco	café ingredients	£45.05		£45.05	4401/310	17
21	19/02/2024	Outside Spaces	Rawlins	Graffiti Remover	£76.95	15.39	£92.34	4510/500	18
22	19/02/2024	Café	Tesco	café ingredients	£59.74		£59.74	4401/310	19
23	20/02/2024	Café	Nisbetts	Handmixer	£39.99	7.99	£47.98	4401/310	20
24	20/02/2024	Café	Iceland	café ingredients	£25.00		£25.00	4401/310	21
25	22/02/2024	Café	Budgens	café ingredients	£8.45		£8.45	4401/310	22
26	23/02/2024	Community Centre	Safety signs 4 less	Safety signs	£137.62	27.52	£165.14		23
27	26/02/2024	Café	Tesco	café ingredients	£62.41		£62.41	4401/310	24
28	02/03/2024	Community centre	dyno rod	Unblocking drains	£210.00	42.00	£252.00		25
29		General Admin	Fees	Monthly Fee	£6.00	£0.00	£6.00	4212/200	26
30					<b>£889.66</b>	<b>£126.63</b>	<b>£1,016.29</b>		
31									
32									
33			<b>PAID BY:</b>				<b>DD</b>		
34			<b>STATEMENT DATE:</b>				<b>18/03/2024</b>		