



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 5th January 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 reminded 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 1st December 2021

5. Matters Arising from the Meeting of 1st December 2021 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) 2021/2580 – Land Adjacent To The Bowls Club, The Footpath - Erection of community workshop and associated landscaping
- ii) 2021/2688 – 39 Devlin Drive - Conversion of garage to home office and store

b) To Note Planning Decisions

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

8. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation for November 2021
- b) To Consider Request from All Saints Church for Funding for the Octagon Post Office

- c) Accounts for Payment
 - i. To Agree Accounts for Payment
 - ii. To Agree Accounts for Payment (Councillors with Pecuniary Interests)

9. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Finance and Governance Advisory Group
 - i. To Award Grounds Maintenance Contracts
 - ii. To Consider Budget and Associated Precept for 2022/2023
 - iii. To Consider Business Case for Updating IT for Office Staff
 - iv. To Consider Reinvestment of Hampshire Bond
 - v. To Receive Fidelity Investment Statement

10. Events

- a) To Receive Finance Report from Firework Event and Consider Fireworks Budget for 2022
- b) To Receive Report from Christmas Events

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

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 Receive Feedback on Covenant on Parish Council Land

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

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

Wednesday 2nd February 2022, 7pm. Poringland community centre unless otherwise advised

Dated 23rd December 2021

Parish Clerk: Faye LeBon

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.

After discussion with the Chairman, a dispensation has been granted for members to discuss planning application 2021/2580. Members will be discussing 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 has been applied to:

Ken Aldridge

Tim Boucher

Sean Curtis

John Henson

David Hewer

John Joyce

Lisa Neal

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

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%, 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 Way – 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

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

Hewer, and carried.

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.

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 Hewer, 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

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.

- **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. **Ongoing**
- **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. **Ongoing**
- **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. **Ongoing**
- **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. **Ongoing**
- **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. **Ongoing**
- **Memorial Repair.** The stone mason has completed the memorial repair and a charge has been placed on the relevant grave. **Complete**
- **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. **Ongoing**
- **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. **Ongoing**
- **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. **Ongoing**
- **Notice Board at the Memorial Garden.** This has been ordered and is on a 12-14 week lead in time. **Ongoing**

- **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. **Ongoing**

Faye LeBon

Clerk to the Council, 23rd December 2021

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 2021

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/11/2021	Unity Trust	414,456.54
30/11/2021	CCLA	40,000.00
30/11/2021	Cambridge & Counties 120 Day	78,009.52
30/11/2021	Charity Bank	85,862.51
30/11/2021	Hampshire Trust Bond 1	55,000.00
30/11/2021	Hodge Bank	22,000.00
30/11/2021	Nationwide Instant Access	121,902.15
30/11/2021	Santander Bond 1	60,434.49
30/11/2021	United Trust	50,000.00
30/11/2021	Unity Trust Deposit	146,211.53
	Multipay Card	-1,852.77
31/10/2021	Petty Cash	100.00
		1,072,123.97
<u>Other Cash & Bank Balances</u>		
		450.00
		<u>1,072,573.97</u>
<u>Unpresented Payments</u>		
		13,019.38
		<u>1,059,554.59</u>
<u>Receipts not on Bank Statement</u>		
		0.00
		<u>1,059,554.59</u>
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	Current	401,437.16
2	Bonds & Savings	659,420.20
3	MultiPay Card	-1,852.77
4	Petty Cash	100.00
	Other Cash & Bank Balances	450.00
	Total Cash & Bank Balances	<u>1,059,554.59</u>

	A	B	C	D	E	F	G	H	I	J	K	L
1	PORINGLAND PARISH COUNCIL											
2	Payments list for 5th January 2022											
3												
4	Payee	Code	Description	Paid by								VAT
				Cheque	Paid By SO	Paid By DD	Paid by BACS	NET TOTAL	GROSS TOTAL	Sig 1	Sig 2	Reclaimable
5	Salries, PAYE and Pension Co	Salaries						£11,986.38	£11,986.38			
6	4Sports Group	General Administration	Workwear				£48.80	£48.80	£58.56			£9.76
7	Norfolk Copiers	General Administration	General Printing				£27.48	£27.48	£32.97			£5.49
8	Microshade	General Administration	Hosted IT				£225.00	£225.00	£270.00			£45.00
9	BT	General Administration	Landline, Broadband & Mobiles			£121.59		£121.59	£145.90			£24.31
10	Amazon For Business	General Administration	Stationery				£7.07	£7.07	£8.49			£1.42
11	Amazon For Business	General Administration	Office Equipment				£23.98	£23.98	£28.78			£4.80
12	Total Gas & Power	Community Centre	Community Centre Electricity			£882.96		£882.96	£1,059.55			£176.59
13	ESPO	Community Centre	Community Centre Gas			£198.32		£198.32	£237.98			£39.66
14	Yare Shipping	Community Centre	Café Consumables				£117.74	£117.74	£120.70			£2.96
15	Yare Shipping	Community Centre	Café Consumables				£20.28	£20.28	£20.28			
16	Amazon For Business	Community Centre	Café Expenditure				£30.35	£30.35	£36.43			£6.08
17	Worldpay	Community Centre	Card Charges			£93.32		£93.32	£96.93			£3.61
18	Wave	Community Centre	Water			£299.90		£299.90	£299.90			
19	Huge Crane	Community Centre	Cleaning Consumables				£157.53	£157.53	£189.04			£31.51
20	MPS Doors	Community Centre	Door Repair				£939.00	£939.00	£1,126.80			£187.80
21	The Alarm Company	Community Centre	Alarm Maintenance				£262.00	£262.00	£314.40			£52.40
22	Amazon For Business	Community Centre	Maintenance				£11.15	£11.15	£11.98			£0.83
23	PPL PRS	Community Centre	PRS License				£1,395.37	£1,395.37	£1,674.44			£279.07
24	R&A Saunders	C.Centre/Pavilion/Bus Shelters	Window Cleaning				£215.00	£215.00	£215.00			
25	Veolia	Community Centre / Cemetery	Waste Removal			£64.56		£64.56	£77.47			£12.91
26	South Norfolk Council	Playing Field	Alcohol License				£70.00	£70.00	£70.00			
27	Wave	Playing Field	Water			£50.15		£50.15	£50.15			
28	Wave	Burial Ground	Water			£12.47		£12.47	£12.47			
29	Vortex	Comm Sums / Playing Field	Grounds Maintenance				£464.18	£464.18	£557.01			£92.83
30	Garden Guardian	Commuted Sums / C.Centre	Grounds Maintenance				£1,648.34	£1,648.34	£1,977.99			£329.65
31	Prestige Fencing	Commuted Sum	Community Land - Gates				£2,320.68	£2,320.68	£2,784.82			£464.14
32	Loddon Band	Earmarked Reserves	Christmas Event				£100.00	£100.00	£100.00			
33	Unity Multipay Card	Community Centre / General Admin/Events	Café Stock and Maintenance				£1,617.49	£1,617.49	£1,852.77			£235.28
34												
35								£23,411.09	£25,417.19			£2,006.10
36	Total											
37												
38	Councillors with Pecuniary Interests											
39	Spruce Landscapes	Community Land	Grounds Maintenance				£220.00	£220.00	£264.00			£44.00
40	Spruce Landscapes	Community Centre	Grounds Maintenance				£60.00	£60.00	£72.00			£12.00
41	Ben Burgess	Events	Cable Ties				£12.34	£12.34	£14.81			£2.47
42								£292.34	£350.81			£58.47
43												
44												
45								£23,703.43	£25,768.00			£2,163.88