Minutes of the Meeting of Poringland Parish Council

Wednesday 13th April 2022 7pm

Meeting Held at Poringland Community Centre

# In Attendance

John Joyce (Chairman)

Ken Aldridge

Sean Curtis

John Henson

David Hewer

Lisa Neal

Carl Pitelen

Chris Walker

# Also in Attendance:

Also in attendance was Jimmy Miller (Interim Parish Clerk), County Councillor Vic Thomson, and 2 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 7c.

# 2. To Record Apologies for Absence

Cllr Overton and D Cllr Spruce sent their apologies.

# 3. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 8, as a member of South Norfolk Council’s Development Management Committee.

Cllr Pitelen declared an interest in 8(a)(iii) as he lives in the same road. He said he would not participate in any vote on 8(a)(iii).

Cllr Curtis declared an interest in 8(a)(vii) as he works for the applicant.

# 4 Councillor Resignation

Cllr Joyce said that Trevor Spruce had resigned as a parish councillor. It was agreed that a letter of thanks would be sent to Trevor from Poringland PC.

# 5. To Agree Minutes of the Meeting Held on 2nd March 2022

The minutes of the meeting held on 2nd March 2022 were agreed with some minor changes after a proposal by Cllr Walker, and a second by Cllr Hewer.

# 6. Matters Arising from the Minutes of 2nd March 2022, including the Clerk’s report

The Assistant Clerk’s report had been previously circulated with the following updates:

Cllr Boucher asked about the breakout office tenders. Cllr Joyce said that Lisa Callow had contacted seven builders; six didn’t have the capacity to do the work. One tendered for the job for around £11,000. Cllr Joyce said that Lisa Callow would speak to Cllr Boucher to see if that figure was reasonable. Cllr Boucher thought that it may be higher than the budget.

Cllr Henson spoke about mechanised street cleaning in the parish. He was not happy about the level of street cleaning in Poringland. The Clerk will contact SNDC about which routes get cleaned and at what frequency.

Cllr Boucher asked about the kitchen upgrade. The Clerk said that the money needed to be spent by the end of July and that Allison Haines was looking into this.

Cllr Curtis asked about the tree at Cawstons Meadow. The Clerk said that the tree warden had inspected the tree, plus two other trees, and considered them to be sound. The Clerk has spoken to the property owner concerned and said that the main tree would be topped and all trees would have overhanging branches removed by the end of this year.

Cllr Pitelen said that signage was needed on the new gates at the community land. The Clerk will find out what is happening with the signage.

# 7. Adjournment for Public Participation, District and County Councillors, and Councillors with any Pecuniary Interests

It was agreed that standing orders should be suspended.

## District Council Report

D Cllr Neal said that nominations were now open for SNDC’s community awards. There are several categories with each winner winning £250 towards their chosen project. Details are on the SNDC website.

She also mentioned the Love Local Spend Local campaign which aims to get people to use their local shops and help local businesses.

She spoke about the support for Ukrainian refugees. For families taking refugees into their houses, SNDC have to check the properties and DBS checks are also done.

D Cllr Neal said that coming up in May, SNDC would have a corporate tier inspection where a local government team from other councils would look at how SNDC are performing.

D Cllr Neal said that due to rising energy costs there will be a £150 non-repayable refund on council tax for houses in bands A-D. Other schemes are available for houses outside those bands.

She said that Nutrient Neutrality guidelines from Natural England are likely to hold up planning applications. It could be that Poringland would lose its 5-year land supply and that all local plans and local policies would become irrelevant. Potentially, this could lead to issues in planning for Poringland.

County Council Report  
C Cllr Thomson informed the meeting that the Framingham Earl exchange has been put on the national rollout of fibre broadband. The Community Centre could have fibre to the property piggybacking on the library’s fibre broadband connection.

C Cllr Thomson said that at Carr Lane there was land left over after development so that was being looked at as well as riparian rights issues involved in the land.

He said that empty crisp packets can be recycled at some supermarkets and also said that people needed to be careful with gas canisters because they cannot be recycled and can be dangerous.

He mentioned Homes for Ukraine and Young Carers Support.

Electric buses are being introduced in Norfolk.

He mentioned the Million Trees for Norfolk project and urged the Clerk to sign up for their newsletter as this would be the quickest way to get trees.

Roadside reserves will be increased in Norfolk and there will be fewer roadside cuts.

## Public Participation

A parishioner said that there were problems with unauthorised advertising on the roundabouts, particularly house sale posters. Cllr Henson suggested that the Clerk contact Highways to get this advertising removed.

Another parishioner thanked PPC for their co-operations with the wildlife activities afternoon. He thanked Cllr Curtis for helping with the bird boxes. The parishioner also asked about the community land. He said that Norfolk Wildlife Trust had come up with some ideas and he said he would like these ideas incorporated into the architect’s ideas for the land.

Cllr Hewer said that Community Speed watch wanted to put up speed watch signs in the parish. It was agreed that PPC cannot give them permission and they would need to check with Highways.

Cllr Henson said that he’d received a flyer about speed watch which had been put through his door using PPC’s logo. He said that they must not use the logo. The Clerk will contact the e-mail address on the flyer.

*Standing orders were reinstated.*

*Lisa Neal withdrew from the meeting.*

# 8. Planning

## a. To Consider Applications Received

## 2022/0532 – 55 Cawstons Meadow: Single storey front extension Cllr proposed that PPC have no objection to this application; seconded by Cllr Henson. Motion carried.

## 2022/0534 – Land Adjacent to 14 Old Mill Road: Erection of detached bungalow and garage (Resubmission of 2021/2796) Cllr Henson said that this site was problematic for drainage. He said that he wanted permitted development rights withdrawn so that any changes in the future would require applying for planning permission. Cllr Boucher proposed that PPC have no objection to this application but that it requires proper drainage and that there would be no permitted development rights; seconded by Cllr Henson. Motion carried.

## 2022/0416 – 7 Hardesty Close: Erection of front porch Cllr Curtis proposed that PPC have no objection; seconded by Cllr Henson. Motion carried.

## 2022/0471 – 32 The Street: Erection of cart lodge to front Cllr Joyce proposed that PPC have no objection; seconded by Cllr Walker. Motion carried.

## 2022/0542 – 9 Cromes Oak Close: Single storey rear extension and associated works Cllr Walker proposed that PPC have no objection; seconded by Cllr Hewer. Motion carried.

## 2022/0575 – 34 All Saints Road: Repair and increase height of garden wall Cllr Henson expressed some concerns about the street side of the wall leading to canonisation. Cllr Walker proposed that PPC have no objection; seconded by Cllr Hewer. Motion carried.

## 2022/0574 – 1 West Green: West first storey extension, balcony and external stairs, new north porch and detached 1.5 bay garage Cllr Henson was concerned that the balcony would result in a loss of residential amenity. Cllr Boucher proposed not objecting to this application but to express concern about the balcony leading to loss of residential amenity and that PPC is not in favour in general of balconies in the village and that it is only because of where this particular location is that there is no objection; seconded by Cllr Henson. Motion carried.

1. 2022/0563 - 1 Hall Road: Subdivision of property into two properties  
   Cllr Henson proposed that PPC object to this application on the grounds that there are concerns about properties being extended and then subdivided, and that there are concerns regarding parking and access; seconded by Cllr Walker. Motion carried.

## b. To Note Planning Decisions

The following decisions were noted:

**i) Approval with Conditions**

* 1. 2020/1925 - Land South West of Bungay Road: Demolition of existing buildings and construction of a 41 bed care home and 42 care lodges
  2. 2022/0271 – 30 Upgate: Re-pollard 3x Lime Trees

**ii) Refusal**

None

*Lisa Neal Re-joined the Meeting*

# 9. Finance

## a) To Receive Receipts, Payments and Bank Reconciliation for February 2022

The receipts, payments and bank reconciliation for February 2022 were noted by council.

## b) Accounts for Payment

### i) To Agree Accounts for Payment

The following payments were agreed by council.

| **Payee** | **Description** | **Amount** |
| --- | --- | --- |
| Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Pension Funds) | | £12,056.77 |
| Zurich | Insurance | £4,382.49 |
| Microshade | Hosted IT | £344.10 |
| Total Gas & Power | Heat & Light | £922.02 |
| ESPO | Community Centre Gas | £246.49 |
| World Pay | Card Machine Fees (Dec 21 to Feb 22) | £140.12 |
| Viking | Stationary | £107.40 |
| Eastern Counties Securities | Café Aprons | £106.20 |
| Wave | Water – Pavilion | £39.79 |
| Wave | Water – Burial Ground | £12.35 |
| Wave | Water – Community Centre | £171.37 |
| Church of England | Octagon PO Services | £200.00 |
| The Alarm Company | Door Repairs – Community Centre | £84.00 |
| PLWB | Loan Repayment | £4,356.63 |
| N&G Heating | Repair – Heating System | £211.60 |
| Auditing Solutions Services | Internal Audit Interim Report | £552.00 |
| Jeffery Beecham | Printing | £26.25 |
| ICO | ICO Registration | £35.00 |
| Office Water Supplies | Water Filter | £85.80 |
| South Norfolk DC | Domestic Rates - Pavilion | £56.32 |
| Norfolk Copiers | Printing | £71.97 |
| R. Rickman-Jenkins | Hire Refund | £109.00 |
| A. Bellemy | Hire Refund | £68.32 |
| Community Heartbeat | Defibrillator Pads | £100.80 |
| Archidite | Breakout Office | £720.00 |
| NALC | Subscription/Membership | £477.88 |
| Amazon for Business | IT Equipment | £29.97 |
| Spire Cleaning Services | Cleaning Contractors | £198.00 |
| R&A Saunders | Window Cleaning | £125.00 |
| Hugh Crane | Cleaning Supplies | £361.65 |
| Garden Guardian | Grounds Maintenance | £478.00 |
| Veolia | Waste Removal | £77.47 |
| Vortex | Grounds Maintenance | £957.01 |
| Yare Shipping | Café Consumables | £467.76 |
| Unity Multiplay Card | Café Stock and Maintenance | £344.20 |
| Norfolk County Council | Parish Partnership – Traffic Calming | £10,246.50 |
|  | TOTAL | £38,570.23 |

## *John Henson and John Joyce left the room.*

* 1. To Agree Accounts for Payment (Councillors with Pecuniary Interests)  
     None.

1. To Agree Quotation received from Abbey Memorials regarding work required on the headstones at the Burial Ground  
   Cllr Joyce proposed accepting the quotation; seconded by Cllr Hewer. Motion carried.
2. To Agree moving the two maturing bonds into new one-year fixed term bonds.  
   Cllr Neal proposed delegating the task of moving the matured funds into new one-year fixed term bonds to Cllrs Joyce and Walker and the Clerk. Motion carried.
3. To Agree Quotation for Tree Works in the Community Woodland to be undertaken by S. Raney Tree Services

Cllr Pitelen proposed that PPC accept the £500 quote from S. Raney Tree Services; seconded by Cllr Hewer. Motion carried. Cllr Pitelen mentioned that there was an oak by the lagoon with dead wood on it and asked whether S. Raney Tree Services could also look at this. It was agreed that they could.

# 10. To Consider the recommendations of the Internal Audit Review and Agree the Actions to be Taken

The Clerk said that overall the internal audit showed that PPC were doing things right. One of the things flagged up was that the budget comparisons for the 3rd and 4th quarters had not been done and this was something he was working on so that it was done by the time of the external audit.

# 11. To Agree Meeting Dates and Advisory Group Membership

Before the meeting, Cllr Joyce had sent out meeting dates and memberships. There would be three meetings per year for advisory groups and no meetings in August though, if required, there could be extraordinary meetings. Cllr Walker said that the November meeting of the Finance and Governance group would be looking at the Q2 budget comparison. Cllr Curtis requested that he be on the Community Centre advisory group. All councillors were happy with the memberships of the groups.

Cllr Pitelen requested that the Clerk or Assistant Clerk send everyone an e-mail with an Outlook meeting invite with each advisory group so that they can populate their diaries. This would allow changes in meetings dates etc. to automatically get changed.

Cllr Boucher said that not all advisory groups have WhatsApp groups. He asked that WhatsApp groups be set up with the Clerk’s mobile number as administrator.

Cllr Pitelen asked if planning permission was required for the container which PPC were about to get. Cllr Neal said she would find out whether planning permission was required.

**12. To Agree to take Ownership of Bowl’s Club Trophies**

Cllr Henson proposed that PPC become the trustee of the bowls club trophies; seconded by Cllr Hewer. Motion carried. It was agreed that the trophies could be put in the football pavilion.

**13. To Receive Correspondence from a Parishioner regarding the Resurfacing of the Footpath in Church Close**

Cllr Joyce proposed that PPC lobby NCC on behalf of the residents in Church Close for the footpath to be re-surfaced; seconded by Cllr Walker. Motion carried.

# 14. To Receive Updates and Consider Recommendations from Advisory Groups

1. Community Centre Advisory Group

* Cllr Boucher said that the Community Centre was operating close to its budget and that some capital expenditure on the Centre might be able to be funded by CIL money.
* The café has made a small profit. Prices at the café have had to rise due to VAT increases.
* There are issues with the roof and quotes for this work are now being looked at.

1. Jubilee Working Group

* Cllr Boucher said that the jubilee event will take place on Saturday 4th June 2022 at the Community Centre and Mulberry Green. Lots of events are booked and first aid cover is on place.
* Cllr Curtis has primed seven barrels and the High School will then paint royal-themed graffiti on them. Cllr Boucher thanked Cllr Curtis for his work on this project.
* The jubilee event is a joint event between Framingham Earl and Poringland PCs. Both PCs have obtained grants for the event from SNDC.

Cllr Pitelen said that he really appreciated the work that various Poringland conservation people and people around the villages had done for the community woodland and thanked them for their support.

**15. To Receive Proposal to Close the Meeting for Items 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**

It was agreed to close the meeting to the press and public, proposed by Cllr Joyce, and seconded by Cllr Boucher.

*The Public Left the Meeting*

# 16. To Receive an Update from the HR Advisory Group

Cllr Boucher proposed that Bev be paid a quarter of an hour more per day to take care of cleaning at the café; seconded by Cllr Hewer. Motion carried.

Getting caretaker bank staff for 10 hours per week was discussed. Cllr Neal proposed doing this; seconded by Cllr Henson. Motion carried.

Cllr Joyce spoke about the handover between clerks. Jimmy will complete the AGAR by the end of May. Charlotte will start on 25th April 2022 and Cllr Joyce will give her an induction. Charlotte may require some training and she is willing to do so.

There will be a strategic meeting on 18th May and this will be used to reflect on what has happened in the last few months and what the priorities will be for the coming year. Charlotte can attend this as a way of getting a feel for PPC and also to help with input.

Staff appraisals will need to be done soon and Cllr Joyce offered to do some.

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

This was agreed as Wednesday 4th May 2022, 7pm at Poringland community centre.

The meeting closed at 9.16pm.

**CHAIRMAN**