

Minutes of a Parish Council Meeting of Poringland Parish Council
Wednesday 10th April 2024 at 7pm
Meeting held at Poringland Community Centre

Attendance: Ken Aldridge (Chair), Fiona Harper (arrived at 7.20pm), David Hewer, and Carl Pitelen.

Also in attendance: SNDC Councillor Nicola Fowler, Charlotte Hummel (Clerk), Lisa Callow (Deputy Clerk and minute-taker), and three members of the public.

1. To Receive and Approve Apologies for Absence

Apologies were received and accepted from John Henson due to illness. Apologies were also received from Tim Boucher, Sean Curtis, and Lisa Overton-Neal.

2. To Receive Declarations of Interest

Carl Pitelen declared a non-pecuniary interest as an employee of a supplier on the payments schedule in item 8 – Finance.

3. To Agree Minutes of the Meeting on 13th March 2024

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

4. Matters Arising, including Clerk's Report

Clerk's Report:

- **Rosebery Park Transfer:** All outstanding work to the play park has now been completed, and the Clerk is waiting to hear from Big Sky for the final paperwork. The Clerk has revisited the site and the standard is now acceptable for the transfer to procedure.
- **EV Charging Points:** The two electric vehicle charging points are currently being installed at the Community Centre, the work is due to finish at the end of this week.
- **Clements Gate Dog Bins:** The dog bins on Clements Gate are not owned by the Parish Council, and the Clerk has been in discussions with the resident's association over ownership. If it is the wish for the Parish Council to take over responsibility of the dog bins, the management company need to make a formal request in writing to the Parish Council.
- **SAM 2 Camera and Parish Partnership:** The Clerk has chased the Council's Parish Partnership application with County Councillor Vic Thompson and is awaiting a response. The application requests funds to put towards an updated digital SAM2 camera for the Parish.
- **Bus Stops on Rectory Lane:** The locations of the new bus stops on Rectory Lane have been questioned with County Councillor Vic Thomson, who has contacted Highways and is awaiting a response.
- **Access for All Funding:** The Clerk has met with a representative from 'Access for All' regarding accessibility for the community land and potential funding. The recent and ongoing work undertaken in the community woodland by Carl Pitelen, Sean Curtis, and the volunteers was also commended.
- **Parish Flagpole:** Ken Aldridge has obtained quotations for the purchase of a flagpole; the quotations will be presented at the May 2024 Parish Council meeting.
- **Year-end Audit:** The Deputy Clerk, and Admin and Finance Assistant are currently preparing the year-end accounts ready for the internal and external auditors.
- **SNDC Community Land Funding:** The Clerk has met with South Norfolk District Council regarding available funding for the Community Land of approximately £600-£650k. They are happy to receive an application from Poringland Parish Council, and have requested a pre-application is submitted shortly. A full application needs to be submitted by the end of June, with a decision to be made by the end of the year. If the Council are successful they can expect the funds by April 2025.

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

- a) District Council Report from Lisa Overton-Neal (Appendix A)
District Councillor Report from Nicola Fowler (Appendix B)
- b) County Council Report from Vic Thompson - None
- c) Police Report/Update (Appendix C)
- d) Public Participation – None

19.20pm Fiona Harper joined the meeting.

6. Planning

- a) To Consider Application Received - None
- b) To Note Planning Decisions
- i) 2024/0493: Proposal: Single storey extension and garage conversion (resubmission of 2023/1828)
Location: 10 Lansdowne Drive, Poringland, Norfolk, NR14 7XL
Approved with No Conditions – **NOTED**
- i) 2023/2619: Proposal: Re-render and replace modern rear door
Location: 5 Rectory Lane, Poringland, Norfolk, NR14 7ST
Approved with Conditions – **NOTED**

7. Finance

- a) The receipts and payments report, and bank reconciliation as at 31st March 2024 were not presented on this occasion as work on financial year-end is still ongoing, all finalised reports will be reported at the next Council meeting.
- b) Accounts for payment
- i. The accounts for payment were **AGREED**.
- ii. The additional payments list was **AGREED**.
- iii. Ken Aldridge **AGREED** to approve the BACS payments via banking online.

Payee	Description	Net Total	Gross Total	VAT (reclaimable)
March '24 Staff costs	Salaries/PAYE/Pension/Expenses		£17,920.48	
Office Flow	Printing - Mar 24	£52.90	£63.48	£10.58
Oaks CCTV Ltd	CCTV Callout - Jan 24	£135.00	£162.00	£27.00
Broadland DC	Employee Training	£327.00	£327.00	
The Alarm Company	Security System Additions	£297.00	£356.40	£59.40
Ian Smith group	Stationery	£37.10	£44.52	£7.42
Ben Burgess	Trailer No. Plate	£10.95	£13.14	£2.19
J & A Saunders	Window Cleaning	£134.00	£134.00	
Rijo	Coffee Machine Consumables - Mar 24	£339.94	£341.24	£1.30
Yare	Café Consumables - Mar & Apr 24	£414.83	£429.42	£14.59
Amitola Ltd	Grounds Maintenance - Mar 24	£600.00	£720.00	£120.00
SNDC	SNDC Non Domestic Rates 24/25	£1,200.00	£1,200.00	
SNDC	SNDC Non Domestic Rates 24/25	£24.45	£24.45	
Zurich	Insurance 2024/25	£4,824.46	£4,824.46	
Spruce Landscapes	Grounds Maintenance - Apr 24	£595.83	£715.00	£119.17
Rialtas	Rialtas 24/25 - Omega Subscription	£999.00	£1,198.80	£199.80
Rialtas	Rialtas 24/25 - Bookings Subscription	£444.00	£532.80	£88.80
Rialtas	Rialtas 24/25 - VAT Subscription	£110.00	£132.00	£22.00
Amazon	IT Equipment	£51.22	£61.47	£10.25
Garden Guardian	Grounds Maintenance - March 2024	£1,180.92	£1,417.10	£236.18
Garden Guardian	Grounds Maintenance - March 2024	£241.41	£289.69	£48.28
Rijo	Café consumables - April 2024	£45.82	£54.98	£9.16
Amazon	Tools & Equipment	£44.98	£53.98	£9.00
Ben Burgess	Brush Mower	£158.33	£190.00	£31.67
Hugh Crane	Bowser Hire	£733.00	£879.60	146.60
R Durrant	Trailer	£1,350.00	£1,350.00	
PWLB	PWLB Community Centre Loan	£4,356.63	£4,356.63	
Unity Bank	Bank Charges - Mar 24	£17.10	£17.10	
Unity Bank	Bank Charges - Jan-Mar 24	£67.95	£67.95	
Staffology	Payroll Software - Mar 24	£32.00	£38.40	£6.40
Staffology	Payroll Software - Oct 23	£32.00	£38.40	£6.40

Iris Software Ltd	HR Software - Apr 23	£64.00	£76.80	£12.80
Iris Software Ltd	HR Software - Oct 23	£64.00	£76.80	£12.80
Total Energies	Electricity - May 23	£1,573.64	£1,888.37	£314.73
Total Energies	Electricity - May 23	£86.79	£91.13	£4.34
Waste Managed	Waste Removal - Sept 23	£42.00	£50.40	£8.40
BT	Mobile Phones - Nov 23	£30.04	£36.05	£6.01
BT	Mobile Phones - Mar 24	£30.04	£36.05	£6.01
BT	Mobile Phones - Sept 23	£34.04	£40.85	£6.81
EE	Mobile Phones - Mar 24	£51.30	£61.56	£10.26
Sum up	Credit Card Machine Charge - Mar 23	£44.35	£44.35	
Multipay	Café/Maintenance/Fuel/Website	£889.66	£1,016.29	£126.63
BNP	Coffee Machine Rental - May 24	£214.92	£257.90	£42.98
Iris Software Ltd	HR Software - Apr 24	£71.01	£85.21	£14.20
Grenke	Photocopier Rental – Apr-Jun 24	£244.44	£293.33	£48.89
Total Energies	Gas - March 24	£155.12	£162.88	£7.76
BT	Broadband & Landline - April 24	£86.32	£103.58	£17.26
IRIS Software Ltd	HR Software - April 24	£71.01	£85.21	£14.20
BT	Mobile Phones - April 24	£30.04	£36.05	£6.01
EE	Mobile Phones - April 24	£55.35	£66.42	£11.07
Total		£40,616.37	£42,463.72	£1,847.35

8. To Discuss and Decide on Poringland Parish Council’s Involvement and Financial Contribution to Remembrance Art on the Five Ways Roundabout.

Framingham Earl Chairman Dave Todd requested support and financial assistance with his proposal to install a Remembrance Day art piece on Fiveways Roundabout, which will consist of approximately 1000 poppies made from recycled materials. It was **AGREED** that David Hewer would represent Poringland Parish Council in assisting Dave Todd with the project, and to make a donation towards the project of £250. Proposed David Hewer, seconded Carl Pitelen.

9. To Consider a Request from a Parish Resident to hold Community First Aid Sessions at the Community Centre.

This was deferred to a future Parish Council meeting as the resident making the request did not attend.

10. To Confirm the Commencement of Councillor Surgeries at the Community Centre, Start Date, and Format.

Ken Aldridge proposed the Council run Councillor Surgeries once per month on a Saturday morning for one to two hours, with a minimum of two Councillors per surgery and a proper officer of the Council. PC Goodrum has also offered to represent the Police at the surgeries when his shifts permit. It was **AGREED** to defer this decision to a later Parish Council meeting with better Councillor attendance.

11. To Consider and Approve Materials and Works to the Community Land Ditch in Preparation of a Response from NCC Regarding the Installation of Pipework.

Following agreement at a previous Parish Council meeting to carry out the required work, new and additional information must be considered. Following the drain being removed after emergency work to clear the blocked ditch, the Clerk is waiting to hear back from the company who conducted the firework risk assessment regarding moving the access/fire escape in order to fit the new drainage pipe. Therefore, new quotations and the proposed work will be presented at a future Council meeting.

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

a) Events Advisory Group

- Additional entertainment has been confirmed for the fair, Bubbly Dave, and this will be a free children’s activity;
- Consideration will be given to opening the Community Centre bar for the 2025 fair;
- The Bookings and Events Officer is currently in negotiations to have a children’s go-karting activity available;

- The ice-cream vendor has confirmed he believes one van is adequate based on last year's event, however this will be assessed closer the time dependant on the weather forecast;
- The Bookings and Events Officer has worked incredibly hard to search and source vendors, her time is now limited to other tasks leading up to the event, therefore if Councillors do have ideas for other food/drink items to offer they are asked to recommend individual vendors to approach;
- Volunteers will be required not just on the day of the event, but also the day before for set up.

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

14. Recruitment

Interviews for the Café Supervisor position have been conducted by the Clerk, Deputy Clerk and Councillor Lisa Overton-Neal. An appointment has been agreed, and the formal offer to the successful candidate with be made in due course.

The Admin and Finance Officer has given her resignation, it was confirmed an exit interview will be offered. It was **AGREED** to give delegated authority to the Clerk and the HR Committee to appoint to the position. Proposed David Hewer, seconded Carl Pitelen.

15. Date and Time of Next Parish Council Meeting

The next Parish Council meeting will take place on Wednesday 8th May 2024 at 7pm at Poringland Community Centre unless otherwise stated.

Meeting closed at 20.07.

CHAIRMAN

Signed: Date:

Appendix A – District Councillor Reports:
District Councillor Report – April 2024 (Lisa Overton-Neal)

Business Breakfast:

Over one hundred local entrepreneurs attended South Norfolk and Broadland District Councils' popular Business Breakfast on the 20th March at Royal Norwich in Weston Longville.

Keynote speaker Darren Chapman from Cyberscale presented information on cyber attacks and advised on what businesses can do to avoid online criminals. While Kim Uzzell from The Financial Wellbeing Academy discussed how SMEs could reduce financial stresses at work during her presentation.

There was also an inspiring talk by Apprenticeships Norfolk on Building Futures. The scheme aims to increase the number of new apprenticeships offered in South Norfolk and Broadland through the provision of incentive grants, training and wraparound apprenticeship support.

Hornsea 3 – Onshore Converter Station:

This is specifically an update for the substation in South Norfolk.

Town and Parish Council Forum:

Last week's Town & Parish Council Forum had 41 attendees.

Community Awards: – Dan provided an update on the awards for Broadland District and South Norfolk Council. He updated on the new and revised categories, a shout out for nominations. South Norfolk awards are open already with Broadlands opening in May. Questions were asked about the new categories which are confirmed for South Norfolk and being confirmed for Broadland. Closing date for South Norfolk is 19th May. You can see the categories and make nominations by following this link: [South Norfolk Community Awards 2024 – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk)

The next Forum is scheduled for Wednesday 8th May 1pm – 2pm.

Pride in Place update:

- We've supported 86 projects
- 44 District Wards
- Totally £1,064,066.71

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

At a full council meeting on 25th March, South Norfolk District Council adopted the Greater Norwich Local Plan (GNLP). It had already been in place for a number of years, but the plan has now been completed, independently reviewed and adopted by all the member councils.

The plan sets out the following:

- Planning policies which are the basis for deciding to approve planning applications. Councillors will be receiving training on this next week.
- Allocates sites for development for homes and work places which are needed in the local area.
- Facilitates the delivery of local infrastructure such as schools, community facilities etc. mainly through the use of pooled Community Infrastructure Levy funding and being able to have better access to national funding.

More information can be found at the following links:

<https://www.gnlp.org.uk/>

<https://www.southnorfolkandbroadland.gov.uk/current-local-plan/adopted-south-norfolk-local-plan>

Appendix C – Police: