

Minutes of a Parish Council Meeting of Poringland Parish Council
Wednesday 8th May 2024 at 7pm
Meeting held at Poringland Community Centre

Attendance: Ken Aldridge, Tim Boucher (Chair), Sean Curtis (Vice Chair), Fiona Harper, David Hewer, SNDC Councillor Lisa Overton-Neal, and Carl Pitelen.

Also in attendance: SNDC Councillor John Overton, NCC Councillor Vic Thompson, PC Tom Goodrum, Charlotte Hummel (Clerk), Lisa Callow (Deputy Clerk and minute-taker), and 6 members of the public.

1. Election of Chair to the Parish Council

Tim Boucher was elected as Chair, proposed David Hewer, seconded Lisa Overton-Neal, all in favour.

Lisa Overton-Neal thanked Ken Aldridge for the work he had done as Chair, all Councillors were in agreement.

2. Election of Vice Chair to the Parish Council

Sean Curtis was elected as Vice-Chair, proposed David Hewer, seconded Ken Aldridge, all in favour.

3. To Receive and Approve Apologies for Absence

Apologies were received and accepted from John Henson due to illness. Apologies were also received from SNDC Councillor Nicola Fowler.

4. To Receive Declarations of Interest

Lisa Overton-Neal declared an interest in Item 12 due to the connection between the developer Big Sky and South Norfolk District Council of which she is District Councillor.

5. To Agree Minutes of the Parish Council Meeting on 10th April 2024

The minutes of the last meeting were **AGREED** and signed, proposed David Hewer, seconded Fiona Harper.

6. Matters Arising, including Clerk's Report

Clerk's Report:

- The internal auditor will be visiting on Thursday 8th May to undertake the final year-end audit.
- The Clerk attended a seminar re solar panels and the available grants, the Council are eligible for some funding following the recent installation of the EV charging points in the carpark. The charging points have already been put to use. (Note: Sean Curtis suggested doing a social media post to communicate their recent instalment as they are the only EV charging points in the village at present).
- The Clerk has had a further meeting with SNDC regarding funding for the Community Land Project, and the advisory group will need to reconvene again shortly.
- The planning fee for the drainage application on the community land is awaiting payment and is on this meetings payment list, once this has been received the notice of consent should be issued and the work can commence.
- The NHS have approached the Library re using the car park for a Hepatitis C vaccine clinic, the Clerk is waiting for more details.
- The land around the substation next to Budgens was extremely overgrown, the Caretakers have been working over the last couple of weeks to clear it. It has been confirmed that this pocket of land is the responsibility of the Parish Council.
- The Clerk confirmed the caretaking team have been working hard around the Parish, including work to the playparks and repainting benches. Carl Pitelen stated that he had received good feedback from a Parishioner regarding the caretaking team pressure washing around the community centre and play areas.
- Sean Curtis raised the issue regarding the overgrown verges on Shotesham Road, and the state of Mentmore Way. Lisa Overton-Neal confirmed Mentmore Way is still unadopted and until the road is adopted by Highways it is the responsibility of the developers. Clerk to email Norfolk Homes for an update on their progress.

7. 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)
- b) County Council Report from Vic Thompson (Appendix B)

- c) Police Report/Update – PC Tom Goodrum gave an update on the recent crimes in the area, confirming that incidents of anti-social behaviour had been low over the past few months, and no domestic burglaries in the last 3 months, with just one break in at an industrial unit, and no violent crimes.
- d) Public Participation – A member of the public confirmed that the National Wildlife Trust are offering to provide green hay which could be used on the community land, the best time to add green hay would be in August. The Clerk will make contact with the National Wildlife Trust to discuss further.

8. Planning

- a) To Consider Application Received - None
- b) To Note Planning Decisions - None

9. Finance

- a) The receipts and payments report, and bank reconciliation up to 31st March 2024 were **NOTED**. The receipts and payments report, and bank reconciliation up to 30th April 2024 were not presented on this occasion as work on financial year-end has delayed the April month-end process, these will be presented at the next Council meeting.
- b) Accounts for payment
 - i. The accounts for payment were **AGREED**, proposed David Hewer, seconded Fiona Harper.
 - ii. The additional payments list was **AGREED**, proposed David Hewer, seconded Fiona Harper. Lisa Overton-Neal queried the progress of the Council taking over the Sand and Gravel Charity. The Clerk confirmed this is still outstanding as the current Trustees need to remove themselves from the accounts and appoint new signatories. This has to be done by the current Trustees and cannot be done by the Clerk. It was agreed the Clerk will approach one of the Trustees to obtain an update.
 - iii. David Hewer **AGREED** to approve the BACS payments via banking online.
- c) Q4 Budget Monitoring 2023/2024 Report was **NOTED**. Lisa Overton-Neal thanked the Clerk and Deputy Clerk for all their work on the accounts.

Payee	Description	Net Total	Gross Total	VAT (reclaimable)
April '24 Staff costs	Salaries/PAYE/Pension/Expenses	£17,569.12	£17,569.12	
Office Flow	Printing - April 24	£53.70	£64.44	£10.74
Microshade	IT Hosting - April 24	£365.80	£438.96	£73.16
Total Energies	Gas - March 24	£666.11	£799.34	£133.23
Rijo	Coffee Machine Consumables - April 24	£339.94	£341.24	£1.30
Online Playgrounds	Playpark Repairs	£1,730.22	£2,076.26	£346.04
Norfolk County Council	Planning Application - Ditch	£50.00	£50.00	
Viking	Office Chairs x 2	£278.00	£333.60	£55.60
Hugh Crane	Cleaning Consumables - April 24	£133.75	£160.50	£26.75
Yare	Café Consumables - April 24	£408.23	£436.42	£28.19
Amazon	Tools & Equipment	£59.21	£71.07	£11.86
Spruce Landscapes	Grounds Maintenance - May 24	£595.83	£715.00	£119.17
R & Q Electrical Ltd	Emergency Light Replacement	108.65	£130.38	£21.73
Safety Signs 4 Less	Safety / Information Sign	183.38	£220.05	£36.67
First Class First Aid Ltd	Employee H&S Training x 3	210.00	£210.00	
Roger Hyde Ltd	Sand & Seal Hall Floor (50% deposit)	2939.00	£3,526.80	£587.80
High Speed Training	Employee MH Training x 1	52.00	£62.40	£10.40
Ashley Ads Ltd	Sponsorship Banner	117.80	£141.36	£23.56
Staffology	Payroll Software - Mar 24	£32.00	£38.40	£6.40
Staffology	Payroll Software - April 24	£32.00	£38.40	£6.40
Total Energies	CC Electricity - March 24	£1,851.47	£2,221.77	£370.30
Total Energies	Pavilion Electricity - March 24	£238.61	£250.55	£11.94
BNP	Coffee Machine Rental - June 24	£214.92	£257.90	£42.98
BT	Mobile Phones - May 24	£38.59	£46.31	£7.72

EE	Mobile Phones - April 24	£51.30	£61.56	£10.26
EE	Mobile Phones - May 24	£55.35	£66.42	£11.07
Multipay	Fuel/Tools & Equip/Café Cons/IT	£709.39	£781.40	£72.01
Iris Software Ltd	HR Software - June 24	71.01	£85.21	14.20
Total		£29,155.38	£31,194.86	£2,039.48

10. To Discuss and Decide on the Addition of Flag Poles at the Community Centre and the Memorial Garden.

It was **AGREED** that in the current financial climate the addition of flag poles at the Community Centre and Memorial Garden would not be appropriate at this time.

11. To Confirm to Removal of Some of the Play Equipment at Mulberry Green and Approve a Quotation for Work Required at Devlin Drive Park.

The train at Mulberry Green play park has already been removed for safety reasons, and it was also **AGREED** to remove the tower on the larger climbing frame for safety reasons. Tim Boucher suggested the Council communicate to the Parishioners why it has been removed. The Clerk also recommended putting up some plans of the proposed new play park at the Summer Fair and to use that as an opportunity to do some fundraising for the project.

Quotations for the repair and maintenance work to be carried on the equipment at Devlin Drive play park were provided to Councillors prior to the meeting. It was **AGREED** to accept the quote valued at £2,303.53 plus VAT, proposed Lisa Overton-Neal, seconded Sean Curtis, all in favour.

12. To Approve and Sign the Transfer Papers for Rosebery Park from Big Sky.

It was agreed to approve and sign the transfer papers for Rosebery Park from Big Sky, proposed David Hewer, seconded Fiona Harper, all in favour.

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

a) Community Centre Advisory Group

Lisa Overton-Neal gave a summary from the community centre advisory group. Financial outcomes from 2023/24 were positive with both the café and bar making a profit, and an increase in hall hire. The café had a great response to the questionnaires it handed out, and consideration should be given to opening Saturday mornings as that was a popular request.

The window repairs to the hall seem to have been successful with no further leaks, and gutters will be inspected and cleared twice per year. The Clerk and Caretaker are looking to develop an annual maintenance programme for the building.

The hall flooring was last treated approximately 8 years ago and is in need of sanding and re-varnishing. It is proposed that the work is conducted during one week in August, the hall will be closed for the week and office staff will work from home, whilst café staff will deep clean the kitchen. Numerous companies were contacted for quotes, the only one to come back being the company who had previously carried out the work 8 years ago. It was **AGREED** to accept Lisa Overton-Neal's proposal that the quote be accepted and the hall closed for one week in August, seconded David Hewer, all in favour.

The external door at the back of the centre near the café has been faulty for some time, it was **AGREED** to accept Lisa Overton-Neal's proposal to replace it using CIL money, seconded Sean Curtis, all in favour. It was **AGREED** the Clerk could move forward with this work as soon as possible.

The car park requires the lines to be repainted and potentially the disabled bays relocating following the installation of the EV charging points. Lisa Overton-Neal requested a volunteer to work with the Clerk on this project, Tim Boucher volunteered. Carl Pitelen requested that consideration be given to a designated parking space for the Parish Council van.

b) Finance and Governance Advisory Group

Tim Boucher gave a summary from the finance and governance advisory group. There are still some outstanding items including the banking and investment signatories which the Clerk is working on. Despite some higher than budgeted costs, such as electricity, the Council remained within budget, and income across all areas was higher than expected.

Tim Boucher also reminded Council that some CIL money must be spent this financial year otherwise the Council are at risk of it being returned to SNDC, the fund is approximately £21,000.

c) Community Land Project

The Clerk confirmed that further ecology studies and reports need to be carried out at the request of SNDC regarding the great crested newts located in the lagoon, if this is not done the planning application will cease to progress any further. There are time constraints due to the nature of the study and if not completed in the next month it will delay the planning application by approximately one year. The total predicted cost of the work is £6,000. It was **AGREED** that the ecology work should proceed as soon as possible, proposed Lisa Overton-Neal, seconded Carl Pitelen, all in favour.

d) Confirm Meeting dates for Advisory Groups for the forthcoming 12 months

The meeting dates for the coming year were **AGREED**, with the exception of the Amenities Advisory Group meeting due on 26th June which needs to be altered. Ken Aldridge stepped down from the HR Advisory Group, and will be replaced by Fiona Harper. It was confirmed David Hewer will be HR Advisory Group Vice Chair.

14. To Receive Proposal to Close the Meeting for Item 15 Under the Section 1 Paragraph 2 of the Public Bodies (Admissions to Meetings) Act 1960 – HR.

AGREED

15. Recruitment and General HR Matters.

The Clerk presented two options regarding recruitment for the vacant position of Finance and Administration Officer. The Council recognise the need to increase the hours within the office due to the high workload. It was **AGREED** to increase the Deputy Clerk's hours from 25 to 30 hours per week, and the Finance and Administration Officer role will be increased from 16 to 22.5 hours per week. Proposed Tim Boucher, seconded Lisa Overton-Neal, all in favour.

16. Date and Time of Next Parish Council Meeting.

The next Parish Council meeting will take place on Wednesday 12th June 2024 at 7pm at Poringland Community Centre unless otherwise stated.

Meeting closed at 9.15pm.

CHAIRMAN

Signed: Date:

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

50 year Celebration:

On the 9th May we will be celebrating South Norfolk Council's 50th Anniversary!

Our Council Chairman is holding a Civic Reception to celebrate this, and we will be looking at the Council then and now.

Homelessness/Domestic Abuse:

One of the greatest challenges faced by the Council in the last twelve months has been the need to invest in additional temporary accommodation to avoid rising homelessness and to reduce the rising costs of bed and breakfast accommodation. This has led to further investment in the Council's housing stock for temporary accommodation, supported by much welcome funding from Government. Through its 'Help Hub' the Council continues to help 500 households a month address the cost of living and the challenges life sends.

This includes the rise in domestic abuse, which is so sad, our Housing data recorded an average of 13 cases of Domestic Abuse each month across both Councils for most of 2023.

In October 2023 we recorded a 62% rise in homelessness as a result of recorded domestic abuse compared to the same month in 2022.

Cabinet:

Adoption of Conservation Areas

Hingham Neighbourhood Plan

Food Enterprise Park – Local Development Order

Policy for residents experiencing domestic abuse

Tenancy Strategy

Tenancy Policy

Temporary Accommodation Placement Policy

Statement on Accommodation Offers to Discharge Homeless Duties and Private Rented Sector Offer Policy

Procedure for Conducting Internal Reviews of Homeless Decisions

Investment:

I'm currently working with our Economic Growth team on two major projects, one in collaboration with Wymondham TC which is still in the first stages. The proposal is for Wymondham TC to put an amount of their CIL money in and SNC will put an even larger amount which could mean there would be a pot of £1M to be spent on the public realm of Wymondham Town centre.

The second project is in Diss, which includes updating and re-furbishing the leisure centre in Diss which is currently looking very tired.

SNC have purchased the old John Gross site in Diss, so we are currently looking at this area which also includes the bus station. We are hoping to maybe put a dry gym in the building and create something that overlooks the Mere in Diss. Lots of proposals at the moment.

Election:

We recently had a by-election in Bunwell which we lost to the Greens.

This was disappointing but not a surprise due to the National front, but it does mean that no party at SNC has overall control.

I hope this doesn't mean that proposals will not get done as no-one can agree on them as this just affects our residents.

Hopefully we will be able to work collaboratively.

DRAFT