

Minutes of a Parish Council Meeting of Poringland Parish Council
Wednesday 12th June 2024 at 7pm
Meeting held at Poringland Community Centre

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

Also in attendance: SNDC Councillor Nicola Fowler, Charlotte Hummel (Clerk), Lisa Callow (Deputy Clerk and minute-taker), and one member 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

NCC Councillor Vic Thompson.

2. To Receive Declarations of Interest

None

3. To Agree Minutes of the Parish Council Meeting on 8th May 2024

The minutes of the last meeting were **AGREED** and signed, proposed David Hower, seconded Ken Aldridge.

4. Co-Option Application to Poringland Parish Council

Martin Hirst presented to Council his background and reasons for wishing to join Poringland Parish Council, following which a ballot was taken and he was co-opted onto the Council by a unanimous vote.

5. Matters Arising, including Clerk's Report

Clerk's Report:

- **Carr Lane:** The Clerk confirmed she had witnessed NCC cutting the overgrown verges on Carr Lane.
- **Works:** Caretakers have continued to carry out various works on the parks and outside spaces. It has been noted by a number of residents of the good work that they are achieving.
- **SAM2 Parish Partnership:** The Clerk has asked Vic Thomson to enquire about the results of the Parish Partnership application for a new SAM2 for the Parish. The response back has been that a meeting about funding towards SAM2 applications will take place in June and Norfolk County Council will then be in touch with the Council with a determination.
- **Overgrown Hedges in the Parish:** The Clerk has received a number of complaints from residents about hedges that are overgrown and affecting people using the footpaths around the village. The clerk has written to a number of residents whose hedges are affecting the footpaths to remind them of their responsibilities. If the homeowners do not complete the work, Highways will be notified who have further powers to deal with the issue.
- **Business Adverts on Railings at the Roundabouts:** Business adverts that have been erected on the railings of the roundabouts have been reported to South Norfolk Council, Enforcement Officer. Enforcement have now passed this to Norfolk County Council who have the powers to remove them.
- **Solar PV Grant Open:** South Norfolk Council have opened the applications from Town and Parish Councils to apply for funding towards Solar PV. With the aim of having Solar PV at the community centre the clerk has expressed the continued interest and downloaded the Grant Application.
- **New Piping in Ditch Application:** The permit has now been given by South Norfolk Council to allow for work to be carried out to replace the pipe on the Community Land. The quotes to carry out the work are presented to council in this meeting.
- **Mentmore Way Grass Cutting:** The Clerk has contacted the contractor who deals with cutting of open spaces around the parish and the two new areas now owned by the Parish Council on Mentmore Way have been added to the cutting list.
- **Neighbourhood Watch:** The Police have relaunched the Neighbourhood Watch Scheme. There will be details posted on Social Media and in the Councils Noticeboards as to how people can get involved.

It was noted that the stone chippings on the recently resurfaced roads around Poringland were left for an extended period of time before the excess was cleared, and there are several still on the pathways causing a potential slip hazard – Clerk to follow this up with NCC Councillor Vic Thompson.

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

- a) District Council Report from Nicola Fowler (Appendix A)
- b) District Council Report from Lisa Overton-Neal (Appendix B)
- c) County Council Report from Vic Thompson - None
- d) Police Report/Update – The Police will be running a surgery for the community at the Summer Fair on Saturday 15th June 2024.
- e) Public Participation – None

7. Planning

- a) To Consider Application Received
 - i) 2024/1586 – Proposal: Details reserved by condition 9 (site plan and soakaway details of 2022/0346 Location: Land North 1A Norwich Road, Poringland - **NOTED**
The Parish Council are not consultees for this application, it is regarding water management in relation to application 2022/0346, therefore the only consultees are Highways & the Water Management Alliance.
- b) To Note Planning Decisions - None

8. Finance

- a) The receipts and payments report, and bank reconciliation up to 31st May 2024 were **NOTED**.
- b) Accounts for payment
 - i. The accounts for payment were **AGREED**, proposed David Hewer, seconded Lisa Overton-Neal.
 - ii. The additional payments list was **AGREED**, proposed David Hewer, seconded Lisa Overton-Neal.
 - iii. Tim Boucher **AGREED** to approve the BACS payments via banking online.
- c) Annual Governance and Accountability Return
 - i. The final internal audit report has been received stating that the Council have maintained an adequate and effective system of internal control throughout the year. The Council thanked the Clerk and Deputy Clerk for their hard work and noted the huge amount of work undertaken to achieve this.
 - ii. The Annual Governance Statement was **AGREED** and signed, proposed David Hewer, seconded Lisa Overton-Neal.
 - iii. The Annual Accounting Statement was **AGREED** and signed, proposed David Hewer, seconded Ken Aldridge.
 - iv. The Public Rights to View commenced from Thursday 6th June 2024 until Wednesday 17th July 2024.

Payee	Description	Net Total	Gross Total	VAT (reclaimable)
May '24 Staff costs	Salaries/PAYE/Pension/Expenses	£18,072.21	£18,072.21	
South Norfolk Pony Club	Hirer - Overpayment	£32.00	£32.00	
Rijo	Coffee Machine Cons - May 24	£513.22	£556.84	£43.62
Night Train	Entertainment	£800.00	£800.00	
Microshade	IT Hosting - May 24	£308.80	£370.56	£61.76
Waste Managed	Waste Removal	£25.00	£30.00	£5.00
Huge Crane	Cleaning Consumables	£112.40	£134.88	£22.48
PHS	Annual Waste Removal	£192.15	£230.58	£38.43
Yare	Café Consumables - May 24	£784.89	£838.40	£53.51
Office Water Supplies Ltd	Water Machine Rental - Jun-Sept 24	£24.00	£28.80	£4.80
Amazon	Tools & Equipment	£97.19	£113.44	£16.25
Spruce Landscapes	Grounds Maintenance - June 24	£795.83	£955.00	£159.17
Peter Matthewson	Blocked Pipe Work	£200.00	£240.00	£40.00
Viking	Stationery	£264.93	£317.92	£52.99
Mens Shed	Tree Removal	£50.00	£50.00	
Auditing Solutions Ltd	Internal Audit 23/24	£500.00	£600.00	£100.00

Microshade	IT Hosting - June 24	£314.80	£377.76	£62.96
Office Flow	Printing - May 24	£48.58	£58.29	£9.71
Total Energies	Gas - April 24	£355.27	£373.03	£17.76
Total Energies	Gas - May 24	£167.40	£175.78	£8.38
M's Traditional Donuts	Vendor Refund	£66.00	£66.00	
Bubbly Daze	Entertainment	£151.60	£151.60	
APC Pest Control Ltd	Pest Control - Ants	60.00	£72.00	£12.00
Viking	Stationery	233.27	£279.92	£46.65
Garden Guardian	Grounds Maintenance - May 24	296.28	£355.54	£59.26
Garden Guardian	Grounds Maintenance - May 24	1239.90	£1,487.88	£247.98
BT	Landline & Broadband	£87.90	£105.48	£17.58
Total Energies	Electricity - April 24	£1,789.84	£2,147.81	£357.97
Total Energies	Electricity - April 24	£196.87	£206.71	£9.84
Total Energies	Gas - April 24	£95.53	£100.31	£4.78
Sum Up	Card Machine Fees - April 24	£49.65	£49.65	
Sum Up	Card Machine Fees - May 24	£50.10	£50.10	
Unity Multipay Card	IT Hosting/Café & Bar Consumables/Paint/Wood	£1,261.44	£1,339.13	£77.69
BNP	Coffee Machine Rental - July 24	£254.92	£305.90	£50.98
BT	Mobile Phones - June 24	£43.20	£51.84	£8.64
Wave	Water - Mar-May 24	19.02	£19.02	
Wave	Water - Mar-May 24	413.70	£413.70	
Wave	Water - Mar-May 24	83.35	£83.35	
Total Energies	Electricity - May 24	125.89	£132.19	£6.30
Total Energies	Electricity - May 24	1747.69	£2,097.23	£349.54
BT	Broadband & Landline - June 24	88.78	£106.53	£17.75
Iris Software Ltd	HR Software - July 24	71.01	£85.21	£14.20
Iris Software Ltd	Payroll Software - May 24	£32.00	£38.40	£6.40
EE	Mobile Phones - June 24	£55.35	£66.42	£11.07
Total		£32,171.96	£34,167.41	£1,995.45

9. Update to Council of Discussions between Time Childcare and Village Hall Trustees.

Ken Aldridge provided an update from his attendance at the latest Time Childcare / Village Hall Trustees meeting. Options being discussed included the possibility of placing porter cabins on the Village Hall land for use by Time Childcare however feedback was given that it would not be approved by planning. Lisa Overton-Neal stated that a full planning application would need to be submitted for a definitive decision.

10. To Approve Quotations for Ditch Work to be Carried Out on the Community Land.

In order to stop the continual flooding on the community land from an inadequately fitted pipe it was **AGREED** to purchase new pipework for £1,664.88 plus VAT and to accept the quotation for its installation at a cost of £650 plus VAT, proposed Sean Curtis, seconded David Hewer. The Clerk will contact the contractors for the work to be completed as soon as possible.

11. To Confirm Office Opening Hours to the Public.

Interruptions to the office staff by the general public have increased substantially, therefore, following some discussion, it was **AGREED** that the parish office sign should be altered on the door, privacy film will be put at the external window, a duty mobile phone will be purchased for hirers to make contact with caretaking or office staff during their hire time, and staff should only answer the door during the set drop in times confirmed as Tuesday morning and Thursday afternoon which will be communicated via social media and the parish website. Proposed Lisa Overton-Neal, seconded Tim Boucher.

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

a) Events Advisory Group

The Clerk gave an update on the final preparations to the Summer Fair; the Bookings and Events Officer has been working incredibly hard on the schedule of events, site map, and event management plan. Some concerns have been raised regarding the weather forecast, and some performances may be moved inside for health and safety. The Council thanked the Events and Bookings Officer for all the hard work that she has put in the run up to the event, they also thanked the caretaking team for their hard work and preparation before the summer fair and on the day.

b) Community Land Project

Planning permission for the community land is still on hold whilst plans are being devised to mitigate the potential risks to the great crested newts located in the ponds. Tim Boucher, Lisa Overton-Neal and the Clerk have met with SNDC who have confirmed that the planning permission being on hold with not affect the Council’s ability to submit their funding grant application. It was AGREED to give delegated authority to the Clerk and Community Land Project Advisory Group to move forward with the application due to the time constraints involved. Proposed David Hewer, seconded Ken Aldridge.

13. 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 – Legal and HR.

AGREED Proposed Carl Pitelen, seconded Lisa Overton-Neal.

14. To Discuss and Confirm Decision on a Legal Matter.

It was **AGREED** for the Clerk to seek further appropriate advice regarding the legal matter before any decision is made by Council, proposed Lisa Overton-Neal, seconded Ken Aldridge.

15. HR Matters

It was **AGREED** that the Clerk research ideas for a staff team building activity, and proposals be put to Council by email for a future decision.

16. Date and Time of Next Parish Council Meeting.

The next Parish Council meeting will take place on Wednesday 10th July 2024 at 7pm at Poringland Community Centre unless otherwise stated.

Meeting closed at 8.48pm.

CHAIRMAN

Signed: Date:

Appendix A – District Councillor Report (Nicola Fowler):

We now have a new leader of the Council, Daniel Elmer (Con), a new Chair, Sharon Blundell (LD) and a new Vice Chair, Deborah Sacks (Lab). We have welcomed a new Councillor, Suzanne Wateridge (Green), following a by-election in Bunwell, which means the Council has now become under no overall control. On a practical note, with the Conservatives making up the largest Party, they are running the Council as a minority which means there have been no changes to the Cabinet and the day to day running.

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

Planning/Surface Water Flooding:

I had a concern that there was a gap in the system from when SNC approves a planning application and sets conditions regarding SuDS (Sustainable urban Drainage Scheme), when I asked how we found out that these conditions were adhered to, I was told that it is the Developer who tells the Council that they have completed the drainage conditions.

I knew of one scheme in my Ward that hadn't been completed in line with the approved plans, and residents had suffered with flooding when we have heavy rain and other Members informed me they have also had the same thing happening in their Wards.

I'm pleased to say when Cabinet set next year's budget they agreed to put £100,000 to be spent on increasing resources to be able to monitor these conditions to ensure they are completed correctly.

Norfolk Mitigation Fund:

We held a launch event for this fund on Thursday. Broadland District Council have been successful in a bid where they have received £9.6M from Government to identify and develop mitigation projects to reduce Nitrogen and Phosphorus levels. They are working in collaboration with Local Planning Authorities who have been affected by Nutrient Neutrality, Breckland Council, South Norfolk Council, North Norfolk District Council and Norwich City Council.

The event was held for anyone who may be able to provide mitigations to sell credits to be bought by Developers to enable houses to be built in the catchment areas.

I have attached the website below for more information.

Home | NMF Norfolk:

Norfolk Environment Credits are looking at removal of septic tanks and replacement with package treatment plants.

This is still at an early stage but the general process is:

- The replacement will be free to the home owner.
- The owner will sign over credits to NEC.
- NEC will sell the credits for house building.

There are conditions to be agreed before septic tank can be replaced.

Long Stratton By-pass:

Construction started on the 28th May. This follows the approval of the full business case from government. The new bypass will support the planned growth in Long Stratton, keeping people and businesses well connected. It will bring down traffic in the centre of Long Stratton, making it safer and easier to get around by walking, cycling and public transport.

Town & Parish Council Forum:

- The Town & Parish Forum had 35 attendees.
- Trevor Holden welcomed everyone to the meeting. He reported that there is already lots of activity leading up to the General Election on 4th July.
- Teresa Chippett presented the Referrals into the SPF Employability Programme. Supporting the community around employability grants where there may be barriers. Teresa shared the attached presentation and offered to facilitate any questions. teresa.chippett@southnorfolkandbroadland.gov.uk
- Stuart Guthrie discussed the General Election (GE) on 4th July. Currently working in the pre-election period, working quickly to get existing place into action. The Website is updated with all deadlines associated with the GE. Registration to vote by 18th June, application for postal votes is 5pm 19th June. All polling stations have been confirmed. This GE is slightly different to local authority voting, some constituencies are shared with

other areas – for example some areas in Diss may receive their postal forms from South Suffolk. Any information or questions people were directed to the Website and ‘Notice of Elections’ [General Election – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](#)

- Andy Sexton gave an update on Pride in Place: [Recruitment](#) – thanked all those collaborated with the material recently shared. Filming is due with councillors to encourage people to take up posts, this will be launched at the Summit ahead of the 2027 main elections for councillors. [Monitoring Visits](#) – 86 funded projects so far, taking time to visit lots of them and will provide updates. [Resources for Funding Bid Writing and Flood Management](#) – two resources to support funding bids writing: [Grant Fundraising – 12 Top Bid Writing Tips - Charity Fundraising \(charity-fundraising.org.uk\)](#) and Norfolk Community Foundation [Guidance & Resources | Norfolk Community Foundation \(norfolkfoundation.com\)](#). [Date of Summit](#) – Save the Date Wednesday 13th November 9:30am – 12:30pm the programme is currently being decided, looking at Youth ASB issues. Trevor stressed that all those in attendance drive the Summit Agenda; servicing your questions and needs.
- Ben Burgess, Assistant Director of Planning introduced himself to the meeting.
- AOB: Trevor confirmed that both SNC and BDC AGM’s had now taken place. For SNC Cllr Daniel Elmer is now the lead after Lord Fuller stood down and new Chair is Cllr Sharon Blundell. For BDC Cllr Sue Holland remains the lead and Cllr Adrian Tipple is chairman for the next civic year.
- As a reminder, the next Forum is scheduled for Tuesday 9th July 11am – 12pm.

Please find the recording of the event at <https://youtu.be/n4L9rI0J2jw>

Member Grant:

I have my usual £1000 Member grant and I’m pleased to say that we’ve made a change that Parish Councils can be supported to provide for additional services where the local authority is not required to fund or is a substantial investment that could not be normally covered by the local authority’s precept. Examples of what could be funded include defibs and major refurbishments.

Council AGM:

Had our AGM where Cllr Daniel Elmer was voted in as our new Leader following Lord Fuller stepping down to the back benches, and I’m pleased that I have kept my Cabinet position with a slight change in my portfolio. I’m now responsible for Planning & Economic Growth with the greener part that I covered previously moving to the Environment portfolio.

Statutory Consultation for Norwich to Tilbury:

The statutory consultation on the above has been extended again until Friday 26 July 2024, this is probably due to the election.

Diss Leisure Centre:

The refurbishment is well underway and making excellent progress! The decarbonisation works, including exterior recladding, solar panel installation, and the switch from gas boilers to electric air source heat pumps, have been successfully completed.

The team are now hard at work on the interior demolition phase. Further investigative surveys have been completed, the pool has been emptied, safety decking has been installed, and rooms are being stripped back in preparation for the next phases.

Norwich Western Link project update:

The planning application documents for the Norwich Western Link have now been published online. You can view them here: [Norwich Western Link - Norwich Western Link \(oc2.uk\)](#)

Norfolk County Council in its role as the planning authority will now run a statutory public consultation to allow people to comment on the planning application. You can submit any comments on the documents online via the website link above, by emailing NWLPlanning@norfolk.gov.uk or by post by writing to Planning Services, Communities and Environment, County Hall, Martineau Lane, Norwich, NR1 2SG.