



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB  
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Catherine Moore BSc FILCM  
Chairman: Mr John Ellis



## NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 25<sup>th</sup> May 2016 at Poringland Community Centre.

---

The business to be transacted at the meeting is as follows:-

1. **Election of Chairman and declaration of acceptance of office**
2. **To sign the attendance register and to consider apologies for absence**
3. **Election of Vice Chairman**
4. **Declarations of interest for items on the agenda and applications for dispensations**  
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 made 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.
5. **Minutes of the meeting held on 27<sup>th</sup> April 2016**
6. **Update on matters arising from the minutes (for information only)**
  - a. Meeting with South Norfolk Council regarding planning matters
  - b. South Norfolk Council Draft Community Asset Strategy consultation response
  - c. Relief caretaking contract
  - d. Pavilion drain replacement
7. **Annual Review of Standing Orders**
8. **Annual Review of Financial Regulations**
9. **Adjournment for public participation and councillors with any pecuniary interests**
10. **Planning**
  - a. Applications Received
    - i. 2016/0893 7 Boundary Way: Proposed 2 storey extension.
    - ii. 2016/0984 8 Greenacres Drive: Erection of porch, loft conversion and garden room.
    - iii. 2016/1143 1 Church Close: Retention of existing fence to side and rear, with height lowered to the level of the top rail adjacent to the highway and coloured.
  - b. Planning Decisions
    - i. 2016/0271 The Fish Inn, 44A The Street: Change of use to mixed use of hot food takeaway/restaurant. External alterations including installation of pitched roof and new windows. **APPROVED**
    - ii. 2016/0498 Land south of 40 The Street: Variation of condition 2 of planning consent 2013/0713 – to change the materials and provide additional details on tree protection, levels, boundary treatments and ecology. **APPROVED**

- iii. 2016/0659 11 Hillside: Proposed front extension and internal and external alterations. **APPROVED**
- iv. 2016/0694 85 St Marys Road: Oak Tree – Re-pollard back to last pollard height. **APPROVED**
- v. 2016/1064 Land north of Shotesham Road: Non-material amendment to planning consent 2016/0043 (57 dwellings and office accommodation) – Removal of utility window from plot 22, changes to house type H plot 22 – removal of utility window. **APPROVED**

**11. Advisory Group and Working Group Reports**

- a. Report of the Facilities Strategic Advisory Group
- b. Community Land Project Working Group Draft Terms of Reference

**12. Correspondence**

- a. Consultation on the draft South Norfolk Council Statement of Community Involvement

**13. Finance**

- a. Receipts, payments and bank reconciliation for April 2016
- b. Accounts for payment
- c. Reinvestment of Santander bond 2 into a 12 month bond
- d. NS&I Savings Account – options for better return
- e. Reinvestment of bond money withdrawn from Nationwide into a longer-term fund
- f. Internal Audit Report
- g. Annual Review of Internal Controls
- h. Annual Governance Statement
- i. Annual Accounting Statement

**14. Report from the Chairman**

**15. Report from the District Councillors**

**16. Report from the County Councillor**

**17. Welcome Home and Memorial Playing Field Trust**

- a. Bowls Pavilion drainage options

**18. Other matters**

- a. Leasing of Police shed
- b. Transfer of open space land at Shotesham Road (Rosebery Park)
- c. Norwich Road Bus Shelters
- d. Master keys for the Community Centre
- e. Draft Social Media Policy
- f. Review Complaints Policy
- g. Review of IT Provision
- h. Fiveways Roundabout Proposals
- i. War Memorial Replacement Project
- j. Council Action Plan – Update on 2015/16 and Approve 2016/17

**19. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matter:**

- a. Outstanding Debt

**20. Date of next Parish Council meeting: Wednesday 29<sup>th</sup> June 2016, 7pm, Poringland Community Centre**