



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 FSLCC
Chairman: Mr Tim Boucher



NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 28th March 2018 at Poringland Community Centre.

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

1. Attendance and Apologies for Absence

2. 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.

3. Minutes of the meeting held on 7th March 2018

4. Update on matters arising from the minutes

- a. Rosebery Park Grit Bin

5. Report from the Chairman

6. Adjournment for public participation, district and county councillors, and councillors with any pecuniary interests

- a. District Councillors (7 mins total)
- b. County Councillor (5 mins total)
- c. Public Participation (15 mins total)

7. Planning

a. Applications Received

- i. 2018/0048 Land to the east of Overtons Way: Construction of 8no. new three storey, three bedroom townhouses with private gardens and parking allocation
- ii. 2018/00420 127 Cawstons Meadow: Single storey kitchen extension to front elevation.

b. Planning Decisions

- i. 2017/2867 Land south of Stoke Road and west of The Street: Discharge of condition 12 of planning permission 2014/1994/RVC – provision of cycleway/footway. **APPROVED**
- ii. 2018/0073 Land to the rear of 6 Old Mill Road: Erection of a single storey detached dwelling. **REFUSED**
- iii. 2018/0197 13B Uppgate: Single storey rear extension and front entrance porch. **APPROVED**
- iv. 2018/0355 8 Caistor Lane: Single storey rear extension, new pitched roof over existing first floor structure, new external rendering and cladding, new windows and minor alterations. **APPROVED**

- 8. Correspondence and Consultations**
 - a. 'Ping' Table Tennis Promotion Opportunity
- 9. Finance**
 - a. Receipts, payments and bank reconciliation for February 2018
 - b. Accounts for payment
 - c. Review Financial Risk Assessment
- 10. Committee and Advisory Group Reports and Recommendations**
 - a. Welcome Home and Memorial Playing Field Trust Meeting Report
- 11. Other matters**
 - a. Appointment of Community Land Project Consultant
 - b. Play Inspection Repair Prices
 - c. Update of Annual Action Plan
 - d. Appointment to Facilities Advisory Group vacancy
 - e. Groundwater in Cemetery
 - f. Bollards to prevent unauthorised access to the Village Green
- 12. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matter:**
 - a. Transfer of Land from Norfolk Homes
 - b. Rosebery Park S106 transfer
- 13. Date of next Parish Council meeting: Wednesday 25th April 2018 2017, 7pm, Poringland Community Centre**

Dated the 22nd March 2018

Clerk.....

Minutes of the Meeting of Poringland Parish Council
Wednesday 7th March 2018 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
Steve Aspin
James Landshoft
Lisa Neal
John Overton
Trevor Spruce
Chris Walker
Catherine Moore (Parish Clerk)

Also attended: County Councillor Vic Thompson and 11 members of the public in attendance.

1. Apologies

Apologies for absence were received and accepted from John Henson, David Gooderham, and David Hewer, proposed by James Landshoft, seconded by Chris Walker, all in favour.

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in all planning matters as she was a member of the South Norfolk Council Development Management Committee.
Chris Walker declared an interest in item 7a(i) as an acquaintance of the applicant.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 31st January 2018 were **agreed**, proposed by James Landshoft, seconded by Trevor Spruce, all in favour.

4. Update on matters arising from the minutes

a) Anglian Water Works

The Chairman reported that the Anglian Water works had been completed, with remedial works signed off.

b) Unity Trust Bank Account

The Clerk reported that the account had been opened and was being set up ready for use. Councillors who were signatories had been sent details to register online, and three signatories were to be added.

c) Open Space Rosebery Park

The Clerk noted that the developer required the transfer to be completed by the end of May 2018, and that the pavement issue would not be resolved by that time. It was noted that the Council could also inherit the dispute regarding the fencing of the open space. The Clerk noted that there were two options: a) to withdraw the condition regarding the pavement and proceed with the transfer; or b) to withdraw from the transfer to enable the developer to meet their deadlines. It was **agreed** to inform the developer that Council was minded to withdraw from the transfer to enable them to meet their deadline, proposed by Chris Walker, seconded by John Overton, all in favour.

Clerk

- d) Rosebery Park Grit Bin
The Clerk reported that a location had been agreed and the grit bin would be bought.

5. Report from the Chairman

The Chairman reported that Jenny Kereama-Ellis had offered her resignation from the Council. The vacancy would be advertised in the usual way. The Chairman also thanked everyone for their community spirit during the recent snow incident, with people helping others out in many ways.

6. Public Participation

Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by Chris Walker, seconded by Trevor Spruce, all in favour.

a) District Councillors

Lisa Neal reported that the Greater Norwich Local Plan team had confirmed that an additional 7,200 homes plus 114 hectares of employment land needed to be identified. The deadline for submissions had been extended to 22nd March 2018. Well over 100 people had attended the Poringland consultation day which was encouraging.

The collaboration with Broadland District Council was progressing well with staff workshops taking place to discuss the new working arrangements.

The South Norfolk Community Awards were open for nominations, which closed on 29th April. The presentations would co-incide with National Volunteers Week.

South Norfolk On Show would be taking place on 1st July from 11am – 4pm, with an opportunity to see behind the scenes of the council services.

There had been issues at the David Wilson Homes site regarding drainage, which had been escalated to the Managing Director, who had offered to set up a site meeting for councillors.

John Overton reported that council tax had risen by £5/year, after being frozen for 8 years. Central government funding would cease from 2019. Parking permit schemes had been launched at the feasibility study stage, and it was acknowledged that there were problems with people using spaces as park and rides.

Budgens had introduced a parking restriction of two hours monitored through CCTV and penalty notices.

Income at Wymondham Leisure Centre had increased by 20%, with 0.25M visitors in 2017. There had been an increase in the number of casual users.

Big Sky had bought land at Cringleford, and money had been received to develop the A11 corridor, as well as money from the Local Enterprise Partnership to develop the Enterprise Zone and Norwich Research Park.

Disabled resident grants were available through the Early Help Hub, working in partnership with the N&N Hospital. Checks would be made to enable people to return home safely, freeing up beds.

Snow had delayed bin collections, but teams were catching up.

A number of concerned residents had called regarding an apparent roadway opened on Carr Lane. It had been confirmed that this was for the site compound for the cycleway.

b) County Councillor

Vic Thompson presented his report. He noted that grit bins had been disappearing, and asked that their locations be checked against those recorded on the online maps. He also noted that it was an offence to place furniture on the verge without permission, and that boundaries could be easily checked. The person placing the item would be liable if there was an incident.

A fire safety awareness campaign was underway, together with the continued exploration of the business case for merging the police and fire services in Norfolk.

The recovery phase from the snow incident had begun, and a third filling run for grit bins was being considered. It was thought that well-intentioned gritting by members of the public should not result in liability for accidents. It was noted that Rectory Lane was not included in gritting routes although it was a bus route. Potholes had also reappeared following the bad weather and the temporary repairs were considered not to be cost-efficient. It was noted that recovery would be a huge job, and there were still large snow drifts in some roads.

c) Public Participation

A member of the public expressed dissatisfaction with the reinstatement of the road after Anglian Water had left. It was confirmed that meetings had taken place and that all remedial works were within tolerances, with some above and beyond what was required of them. It was understood that they should sink and level themselves.

It was noted that members of the public used the Community Centre car park without using the facility as well. It was **agreed** to refer this to the Facilities Advisory Group for discussion.

A member of the public noted concern about the danger of the pedestrian crossing on The Street, in the middle of the cycleway works. He also thanked the Council for their support regarding the pavement in Shotesham Road.

A member of the public expressed dissatisfaction with the cycleway roadworks, and asked where this had been democratically decided. It was confirmed that this had been the top priority chosen by the village in 2003, when the planning application was decided. The narrowing of the road was noted, and the Council together with district and county councillors continued to look at the issue of a toucan crossing at the church. The cycleway was a planning condition relating to the number of houses, and it was not compulsory for people to use it, being mainly designed for young people and those less confident cyclists.

A member of the public gave an update on the fencing situation at Rosebery Park, noting that a meeting had taken place with Big Sky regarding the sale of the houses. The areas had been identified as dog parks and were being used by professional dog walkers. Big Sky remained adamant that the fencing would not be removed but were looking at hedging. The red gates could be removed so that the space was not enclosed, and dog bins could be removed.

A member of the public asked for an update on the Community Land Project. It was confirmed that the Council was writing to Norfolk Homes requesting transfer of the land, and that a lead consultant was being appointed to take the Council through planning. Surveys and application documents would be drawn together as soon as the land was transferred.

Clerk

A member of the public noted that the Poringland Archive Group would be producing a leaflet to go out with the Five+ giving information on World War One soldiers from Poringland. They were working on a suitable project with the Men's Shed.

A member of the public reported that the drains along the main road were blocked with silt and needed clearing. The Clerk was asked to report this.

Clerk

Standing orders were reinstated. Lisa Neal and Chris Walker left the meeting and observed from the public area.

7. Planning

a) Applications Received

i) 2018/0197 13B Upgate: Single storey rear extension and front entrance porch.

John Overton had viewed the plans and visited the site, and confirmed that there were no objections from neighbours.

It was **agreed** to support the application, proposed by John Overton, seconded by Tim Boucher, all in favour.

Clerk

Chris Walker returned to the meeting.

ii) 2018/0264 Subdivision of garden of 21 Clearview Drive: Erection of three bedroom chalet dwelling (revision to scheme approved under reference 2016/1371/F).

John Henson had viewed the plans and sent in his comments. He noted that the turning of the property by 180 degrees assumed that the neighbour was happy to accept scaffolding onto his property, which it was understood was not the case. It was felt that if the construction could not take place within the boundaries of the property, it was too big for the site.

It was **agreed** to refuse the application, proposed by Tim Boucher, seconded by Chris Walker, all in favour.

Clerk

iii) 2018/0355 8 Caistor Lane: Single storey rear extension, new pitched roof over existing first floor structure, new external rendering and cladding, new windows and minor alterations.

John Henson had viewed the plans and sent his comments, noting that it rationalised the building and would dispose of the flat roofs

It was **agreed** to make no comments, proposed by Tim Boucher, seconded by Chris Walker, all in favour.

Clerk

b) Planning Decisions

i) 2017/2667 Land to the rear of 23 Caistor Lane: Erection of 1no. bungalow.

REFUSED

ii) 2017/12756 8 Romany Walk: Rear first floor extension and new entrance porch.

APPROVED

iii) 2017/2891 Dawn House, Bungay Road: Ground and first floor extension.

APPROVED

iv) 2017/2879 51 Stoke Road: Porch to front.

APPROVED

- v) 2018/0080 Sunnyways, Sunnyside Avenue: Single storey extension and new porch. **APPROVED**
- v) 2018/0135 28 Collingwood Close: Non-material amendment of planning application 2017/1365/H – Reduction in number of bi-fold doors from 6 to 5 and addition of two static windows. Change of design to side window. **APPROVED**

Lisa Neal returned to the meeting.

8. Correspondence and Consultations

a) Greater Norwich Local Plan Regulation 18 Consultation

The draft response had been circulated, and one addition was made to the response to question 7, to add in improved mobile phone coverage. John Henson was thanked for the work he had done. It was **agreed** to submit the response, proposed by James Landshoft, seconded by Chris Walker, all in favour.

Clerk

b) Commemorating 100 Years Remembrance

A request was made by Henry Gowman to support a project to create silhouettes to be placed around the village including in the Memorial Garden, created by the Men's Shed. It was **agreed** to support this project by allowing placement in the Memorial Garden.

9. Finance

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for January 2018 were presented and **noted**.

b) Fidelity Investment Valuation

The quarterly valuation was **noted**.

c) Reinvestment of Julian Hodge Bond

It was **agreed** to reinvest the bond into a 2 year bond with Julian Hodge Bank at a rate of 1.65%, proposed by Tim Boucher, seconded by Chris Walker, all in favour.

d) Review Asset Register

The asset register was reviewed and noted.

e) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by Chris Walker, seconded by James Landshoft, all in favour.

	Staff Salaries	£6,549.55
HMRC	PAYE & NIC	£1,987.60
Norfolk Pension Fund	Superannuation	£2,036.46
ESPO	Stationery	£43.88
SLCC	Practitioners Conference	£298.80
Norfolk Copiers	Printing	£20.24
Microshade	Hosted IT	£214.62
BT	Telephone & Broadband	£51.51
Total Gas & Power	Electricity	£823.35

WorldPay	Card Machine	£3.55
Spruce Landscapes	Grounds Maintenance - CC	£226.00
Anglia Print	Advertising	£90.00
Spruce Landscapes	Grounds Maintenance - Cem	£750.00
Spruce Landscapes	Grounds Maintenance - Other	£504.00
Norse Eastern Ltd	Neighbourhood Plan Boards	£137.00
Veolia	Waste	£86.02
Barclaycard	Various	£370.15
Community Action Norfolk	Subscription	£20.00
M Roberts	80's Night Balance	£250.00
Norfolk Playing Field Association	Subscription	£30.00
Zurich Municipal	Insurance	£4,393.00
Norfolk Copiers	Printing	£25.11
HouseProud Commercial	Relief Caretaking	£1,402.55
Parker Planning Services	Neighbourhood Plan	£900.00
Hollinger Print	Newsletter	£169.20
Hugh Crane Cleaning Eqt	Cleaning Materials	£104.61
C Moore	Petty Cash Top Up	£41.36

f) Section 137 Donations

It was **agreed** to donate £75.00 to each of the Norfolk Citizen's Advice Bureau and the Poringland First Responders, proposed by Tim Boucher, seconded by Chris Walker, all in favour.

10. **Committees and Advisory Groups**

a) i. HR Advisory Group

The report of the meeting was **noted**.

ii. Draft Future Recruitment Policy

The draft policy was discussed, noting that further work needed to be done before any changes were made to pension arrangements. All points in the policy were **agreed**, proposed by Chris Walker, seconded by Steve Aspin, all in favour.

iii. Job Description for Data Protection Officer

It was **agreed** that the role of Data Protection Officer would be added to the job description of the Parish Clerk as drafted, proposed by James Landshoft, seconded by Lisa Neal, all in favour.

Clerk

b) Neighbourhood Plan Committee

The reported of the meeting was **noted**.

11. **Other Matters**

a) Draft Ticket and Refund Policy

The draft Policy was **agreed**, proposed by Trevor Spruce, seconded by Lisa Neal, all in favour.

Clerk

b) Review Filming at Meetings Policy

The Policy was reviewed and **agreed** with no changes, proposed by Chris Walker, seconded by Steve Aspin, all in favour. It was acknowledged that there could be changes to this and other policies in light of General Data Protection Regulation.

Clerk

- c) Replacement CCTV at Playing Field
The Council's CCTV contractor had priced to replace the hardware at the Playing Field at a cost of £2,809.00 plus VAT. It was **agreed** to go ahead with this work, proposed by Trevor Spruce, seconded by Chris Walker, all in favour. **Clerk**
- d) Sound Quad 1
A price for upgrading the sound in Quad 1 with new speakers, linking to the projector, and two microphones, was presented at a cost of £1,155.00 plus VAT. It was **agreed** to go ahead with this work, proposed by Trevor Spruce, seconded by Lisa Neal, all in favour. **Clerk**
- e) Bench in Play Marked Area
The Clerk noted that a regular bench similar to those outside the Community Centre would be around £400, but that she would like to buy something more bright and in keeping with the area, which would cost around £1,668 including delivery. The Clerk suggested that grant funding may be available to support this. It was **agreed** that £400 would be put towards the scheme to purchase a bench and 4 mushroom stool, proposed by James Landshoft, seconded by Lisa Neal, all in favour. **Clerk**
- 12. Date of next meeting:**
➤ Wednesday 28th March 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9.25pm.

CHAIRMAN

Catherine Moore

From: [REDACTED]
Sent: 20 March 2018 13:40
To: clerk@poringlandparishcouncil.gov.uk
Subject: table Tennis
Attachments: Ping! - POTENTIAL RISK AND HAZARD DOCUMENT.pdf

Dear Catherine

Good afternoon, following my phone call earlier I am delighted to have the opportunity to tell you about a new and exciting initiative called Ping! with a view to signing up **Poringland** to take part.

What is Ping!?

- Led by Table Tennis England this initiative is designed to inspire people to live healthier, happier lives by bringing table tennis to places where people meet.
- South Norfolk Council has successfully bid to take part and has achieved funding for 4 outdoor semi-permanent tables plus accessories.
- 24 towns and cities took part in Ping in 2017 bringing outdoor fun and activity to public spaces, providing free to use equipment and encouraging everyone to grab a bat and ball and get playing.
- South Norfolk Ping Festival will run for 12 weeks between 1st July – 21st September.

How can Poringland take part?

- Identify a suitable outdoor location, good footfall, appropriate space, in a safe area on suitable surface. (see attachment)
- Agree to host a table for the duration of the festival (12 weeks) and thereafter opt to retain the table (for free!) or return.
- Help us identify some Table Minders who will:
 - check and report details of defects to the tables
 - ensure bats and balls are available daily
- Work with South Norfolk Council to host a launch event and ongoing promotion in Poringland and the surrounding area.

Taking part **is not** an onerous responsibility, it will require some commitment, but the outcomes will offer great community engagement and something new for residents.

Hope you agree this is a great opportunity to join in with a free Ping Pong festival which will see table tennis tables popping up in surprising places. It's too tempting to resist, through your support we can offer access to a growing and popular activity which brings people together.

Check out the website for more details. <http://www.pingengland.co.uk/>

I hope I have whetted your appetite to join in with our Ping! Festival and I look forward to meeting at 10:30am at Poringland Community Centre on 27 March.

Kind regards

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 7 March 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Barclays Current	23,327.25
1	Unity Trust	510.00
2	Barclays Deposit	120,638.25
2	Cambridge & Counties 120 Day	74,086.85
2	Hampshire Trust Bond 1	55,847.75
2	Unity Trust Deposit	0.00
2	Nationwide Instant Access	60,559.61
		334,969.71
<u>Other Bank & Cash Balances</u>		
	Petty Cash	550.00
	Cashbook Suspense	0.00
		550.00
		<hr/> 335,519.71
<u>Unpresented Payments</u>		
1	31/01/2018 104452	177.60
1	31/01/2018 104453	144.00
1	28/02/2018 104469	76.60
1	28/02/2018 104470	690.95
1	28/02/2018 104471	2,036.46
1	28/02/2018 104472	1,987.60
1	28/02/2018 104473	43.88
1	28/02/2018 104474	298.80
1	28/02/2018 104475	20.24
1	28/02/2018 104476	90.00
1	28/02/2018 104477	504.00
1	28/02/2018 104478	137.00
1	28/02/2018 104479	20.00
1	28/02/2018 104480	250.00
1	28/02/2018 104481	30.00
1	28/02/2018 104482	4,393.00
1	28/02/2018 104477	-504.00
1	28/02/2018 104490	324.00
1	28/02/2018 104484	25.11
1	28/02/2018 104485	1,402.55
1	28/02/2018 104486	900.00
1	28/02/2018 104487	169.20
1	28/02/2018 104488	104.61
1	28/02/2018 104489	41.36
		13,362.96
		<hr/> 322,156.75
<u>Receipts not on Bank Statement</u>		
0	07/03/2018 All Receipts Cleared	0.00
		0.00
Closing Balance		<hr/> 322,156.75

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 7 March 2018

<u>All Cash & Bank Accounts</u>	<u>Account Description</u>	<u>Balance</u>
	Current	10,474.29
	Bonds & Savings	311,132.46
	Other Bank & Cash Balances	550.00
	Total Bank & Cash Balances	<u>322,156.75</u>

PORINGLAND PARISH COUNCIL					
Payments List 28 March 2018					
Payee	Code	Description	Amount	Chq no.	Bank
S Cunningham	Salaries	Administrator		SO	Barclays
R McCarthy	Salaries	Assistant Clerk		SO	Unity
J Dodman	Salaries	Bar Staff		BACS	Unity
S Cunningham	Salaries	Bar Staff / Relief Caretaking		BACS	Unity
L Gooderham	Salaries	Caretaker		SO	Unity
S Warminger	Salaries	Cleaner		SO	Barclays
C Moore	Salaries	Clerk		SO	Unity
S Duffell	Salaries	Project Officer		SO	Unity
			£6,584.16		
Norfolk Pension Fund	Salaries	Pension	£2,036.46	BACS	Unity
HMRC	Salaries	PAYE & NI	£2,082.64	BACS	Unity
BT	General Admin	Telephone & Broadband	£41.36	DD	Barclays
Microshade	General Admin	Hosted IT	£217.62	SO	Unity
SLCC Enterprises	General Admin	Level 4 50% Fees	£1,320.00	BACS	Unity
Spruce Landscapes	Community Centre	Grounds Maintenance	£226.00	SO	Unity
South Norfolk Council	Community Centre	Premises Licence Annual Fee	£180.00	DD	Unity
Total Gas & Power	Community Centre	Electricity	£784.41	DD	Barclays
ESPO	Community Centre	Gas January 2018	£233.70	DD	Barclays
ESPO	Community Centre	Gas February 2018	£224.44	DD	Barclays
Wave	Community Centre	Water	£288.07	DD	Barclays
Hugh Crane Cleaning Eqt	Community Centre	Cleaning Materials	£89.28	BACS	Unity
WorldPay	Community Centre	Card Machine Charges	£0.95	DD	Barclays
R McCarthy	Community Centre	Event Expenditure	£24.20	BACS	Unity
Eon	Playing Field	Electricity	£330.75	DD	Barclays
Wave	Playing Field	Water	£68.54	DD	Barclays
South Norfolk Council	Playing Field	Rates - Bowls Club	£32.05	DD	Unity
South Norfolk Council	Playing Field	Rates - Football Pavilion	£108.46	DD	Unity
Spruce Landscapes	Burial Ground	Grounds Maintenance	£750.00	SO	Unity
Wave	Burial Ground	Water	£13.05	DD	Barclays
Poringland First Responders	Miscellaneous	Section 137 Donation	£75.00	Chq 001	Unity
J & A Saunders	Community Centre / Commuted Sum	Maintenance / Bus Shelters	£90.00	BACS	Unity
Veolia	Community Centre / Burial Ground	Waste	£62.45	DD	Barclays
Spruce Landscapes	Burial Ground / Outside Spaces	Grave Lift / Grit Bin Install	£276.00	BACS	Unity
Barclaycard	Comm Centre / Projects / Admin/ Salaries	Various	£750.86	DD	Barclays
			£16,890.45		

PORINGLAND PARISH COUNCIL - FINANCIAL AND MANAGEMENT RISK ASSESSMENT

This document sets out the Council's approach to financial risk management. Failure by staff or councillors to abide by the management controls set out is considered a disciplinary matter / breach of the code of conduct.

Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
Business Continuity	Loss of key staff	3	3	Medium	CiLCA qualified Assistant Clerk appointed. Appoint locum clerk for prolonged periods of absence. Clerk and Administrator familiar with booking process and management of Community Centre. Relief caretaking outsourced, to be booked if caretaker is absent.	
	Loss of key records	1	4	Medium	Electronic records stored on external servers and access through Citrix, backed up at regular intervals. Key paper records (eg burials) stored in fireproof safe and duplicated electronically. Other paper records kept in closed cupboards.	
Precept	Adequacy of precept and budget requirements	2	4	Medium	Regular budget reports (at least quarterly) including Council's cash position. Forward planning of next budget from 3 months before precept demand deadline. Mitigate significant planned increases in expenditure within budget for preceding years (eg depletion of 10 year maintenance commuted sum for S106 land). Budget prepared in accordance with nationally recognised procedure and practise. Free reserve is maintained at a minimum of around 9 months revenue expenditure.	
Financial Records	Inadequate Records Financial Irregularities	2	2	Medium	Responsible Financial Officer (RFO) responsible for maintenance of financial records in accordance with nationally recognised procedure and practise.	Chairman of Finance and Governance Advisory Committee to sign bank

PORINGLAND PARISH COUNCIL - FINANCIAL AND MANAGEMENT RISK ASSESSMENT

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Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
					RFO checks financial management procedures within remit of other staff and oversees banking and cash handling processes. Chairman of Finance and Governance Advisory Group spot checks adequacy of financial records on a quarterly basis.	reconciliation and bank statements quarterly to confirm that they have been spot checked.
Bank and Banking	Inadequate Checks	1	1	Low	RFO ensures that the Council's banking arrangements are legal and comply with Financial Regulations. Chairman of Finance and Governance Advisory Group to spot check bank statements on a quarterly basis.	
	Bank Errors	1	1	Low	Bank reconciliation on a monthly basis as soon after month end as possible. Monies paid in checked on bank statement within a week. Bank errors reported immediately they become apparent.	
	Loss of money (in office or in transit)	2	2	Medium	All money is retained in an approved location and banked as soon as possible. All money is accompanied by the relevant records while being stored in approved location. All money is banked at the nearest approved location offering the services required. Banking arrangements are irregular to prevent planned interception. No staff are permitted to take any money (including	

PORINGLAND PARISH COUNCIL - FINANCIAL AND MANAGEMENT RISK ASSESSMENT

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Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
					cheques) out of the office except to transfer directly to bank, or to make approved purchases. Insurance in place and adequate for the levels of money held and in transit.	
	Online Security including Internet Banking	1	4	Medium	Clerk and Assistant Clerk approved to have 'View Only' internet banking access on the Barclays account <u>and Administrator access to Unity Trust account.</u> No e Electronic payment is permitted except when transferring money between Barclays Current and Barclays Saver account <u>current and savings accounts held at the same banking institution; and when two councillors can authorise payments electronically in place of cheque signatures.</u>	
Cash	Loss through theft or dishonesty	2	2	Medium	Cash is banked as soon as possible after receipt, and at least weekly. Petty cash is handled by the Clerk, or the Assistant Clerk in the absence of the Clerk, and balanced on a monthly basis. Payments made only on production of a valid receipt / invoice. Money is stored securely in an approved location, and always locked away and out of sight.	
Reporting and Auditing	Communication and Compliance	2	1	Low	Lists of transactions together with bank reconciliation reported to Council on a monthly basis. Quarterly budget monitoring report reported to Council. Audit reports presented to Council at the next meeting	

PORINGLAND PARISH COUNCIL - FINANCIAL AND MANAGEMENT RISK ASSESSMENT

This document sets out the Council's approach to financial risk management. Failure by staff or councillors to abide by the management controls set out is considered a disciplinary matter / breach of the code of conduct.

Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
					after receipt. Annual Return approved by Council before nationally set deadline. Competent internal auditor appointed. Transparency publishing requirements monitored and carried out at specified intervals.	
Direct Costs Overhead Expenses Debts	Goods not supplied but billed	2	2	Medium	Invoices scrutinised by RFO prior to payment, and queries raised as necessary.	
	Prepayment made for goods or service, and supplier does not deliver (eg due to going out of business)	2	3	Medium	Prepayments will not be made unless a compelling reason has been authorised at a Council meeting. The reputation of the supplier will be scrutinised before Council considers the request for pre-payment. An arrangement for partial pre-payment will be negotiated where possible. The terms of pre-payment and expected timescales for delivery will be agreed in writing prior to Council considering the request.	
	Incorrect invoicing	2	2	Medium	Clerk scrutinises invoices for mathematical accuracy. Council approves a schedule of payments at the monthly meeting. Direct debits and standing orders set up for approved contractual payments.	
	Loss of Stock	2	2	Medium	Bar stock locked into bar or storage areas without	

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					public access.	
	Unpaid Invoices	3	2	Medium	Invoices due to the Council are monitored, and the Council's Debt Management Policy implemented where necessary.	
Grants	Paying of Grants	1	1	Low	All requests for grant funding by the Council are considered according to the Grant Awarding Policy.	
	Receipt of Grants	1	1	Low	Council has no reliance on external grant funding. All grants received are spent within the terms set out and on the purpose stated, and grant monitoring is submitted as required.	
Charges and Rents	Rentals Payable	1	1	Low	The Council holds no rental or tenancy agreements.	
	Rentals Receivable	2	3	Medium	Invoices payable to the Council are robustly monitored. Precept and free reserve is adequate to continue Council business in the event of a sharp downturn in bookings. Loss of revenue insurance is in place in the event that the Community Centre became unavailable.	
Best Value / Accountability	Work Awarded Incorrectly	2	2	Medium	All tenders and quotations to be sourced according to the Financial Regulations. All tenders over £25,000 to be made public on Contract Finder as per the Council's statutory duties.	
	Overspend on capital project	2	3	Medium	All significant projects to include an appropriate level of contingency. Where possible, projects to be priced on a quotation	

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					rather than estimate basis.	
	Overspend on revenue budget	2	2	Medium	Appropriate contingency to be built into budget. Cautious budgeting of non-precept income to be employed, to account for unexpected additional expenditure or significant reduction in bookings. Adequate free reserve to be maintained, with planned replacement from next precept in the event of significant use.	
Salaries and Associated Costs	Incorrect Salary Paid incl. wrong hours or wrong rate	2	1	Low	Regular salaries are paid by Standing Order, signed by two Councillors and updated when a change such as a new salary scale or tax code is implemented. Irregular salaries and authorised overtime is paid by cheque <u>or</u> <u>BACS</u> , approved at the Council meeting. Staff are required to submit timesheets to assist with calculating salaries payable. <u>Irregular S</u> salaries are made up to the weekend 10 days before a Council meeting. The rate of pay is checked by the RFO, and national changes implemented as they become applicable. All employees (except casual bar staff) are appointed to NJC spinal points.	
	False Employee	1	2	Low	The positions of Clerk and Assistant Clerk/Community Centre Manager are appointed by Council. All other staff appointments are delegated to the Clerk in consultation with the Chairman and Vice Chairman. Salaries and job descriptions are determined by	

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					Council. All contracts are countersigned by the Chairman, and all new employees are appointed subject to two suitable references.	
	Wrong or unpaid HMRC deductions	3	1	Low	HMRC Basic Tools used to calculate deductions and submitted under Real Time (RTI) rules. Contributions paid to HMRC on a monthly basis.	
	Additional pension payments due to salary strain or significant increase in actuarial triennial valuation	2	3	Medium	Triennial valuation monitored and budget prepared according to information supplied. Salary contingency set within budget to account for unexpected expenditure.	
Training and Employment	Incorrect or unsuitable action carried out by employee or councillor	2	3	Medium	Employees to be suitably trained commensurate with their role. Clerk to attend national and local conferences and seminars to ensure knowledge is relevant and up to date. Clerk and Assistant Clerk to be CiLCA qualified as a minimum (or qualify within 12 months of appointment). Councillors to be strongly encouraged to attend introductory training and local conferences and seminars. Reference books to be purchased for key activities. Membership of organisations offering sector-specific advice to be encouraged by both Council and Clerk. Council to have robust Health and Safety and Risk Management policies and procedures in place.	Training matrix to be developed.

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Elections	Cost associated with normal election	2	1	Low	Currently South Norfolk Council do not charge for normal elections, and councils are advised if this will change before budgets are set.	
	Cost associated with by-election	2	1	Low	South Norfolk Council do charge for by-elections, Council has sufficient budget/reserve to meet the cost of this.	
	Loss of signatories at an election resulting in inability to make payments	2	3	Medium	All councillors appointed on banking mandate. Key payments including salaries and utilities paid on direct debit / standing order.	
VAT	Incorrect charging or reclaiming of VAT	2	2	Medium	RFO to attend VAT training and ensure that knowledge is up to date with new changes. RFO to examine all income receipts and payments to confirm that VAT has been correctly accounted for.	
	Exceeding de-minimus limit on partially exempt VAT	3	2	Medium	RFO to monitor expenditure falling within partial exemption rules and consider excluding some from reclaim to ensure de-minimus limit is not exceeded. RFO to ensure that capital projects likely to exceed the limit are funded to include VAT. Council to engage consultants to consider VAT and opt-to-tax implications of large building projects.	
Meetings	Agendas	2	1	Low	All agendas to be published within 3 clear working days (excluding weekends and bank holidays) to ensure legality of meeting and decisions made.	
	Minutes	2	1	Low	All minutes of Council meetings are published in draft	

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					form shortly after the meeting, and in final format after approval at the next Council meeting.	
	Interests	2	2	Medium	Councillors are asked to declare their interests at the beginning of the meeting. Where pecuniary interests apply, Councillors are required to withdrawn from the meeting and not participate in that part.	
Insurance	Inadequate Insurance	2	4	Medium	RFO reviews Asset Register annually to ensure levels of cover are adequate. RFO reviews levels of investment held by the Council to ensure fidelity guarantee insurance is adequate. Insurance valuation of building every 10 years (or more frequently if available). RFO reviews levels of insurance to ensure all risks are adequately covered, and recommends suitable policy and cover for Council to approve. Public Liability and Employers Liability cover is included.	
Data Protection and Freedom of Information	Failure to meet statutory obligations	2	3	Medium	Council has a Publication Scheme which covers Data Protection and Environmental Information Regulations. <u>Council is updating its procedures according to the General Data Protection Regulation ahead of 25th May 2018.</u> Clerk is appointed as the Data Controller <u>Protection Officer</u> .	

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Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
					Council is registered as a Data Holder with the Information Commissioner.	

The following risk assessment matrix has been used to assess the risks within this document:

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		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

Adopted: March 2018
Next Review: March 2019

**Report of the meeting of the Welcome Home and Memorial Playing Field
Trust held on Wednesday 14th March 2018**

The meeting was attended by John Overton (Chairing), David Gooderham, John Henson, David Hewer, Trevor Spruce and Chris Walker. Also in attendance Catherine Moore (Clerk).

There had been no update on the proposed alterations by the Football Club.

There was £5,129.47 in the bank on 6th March 2018.

The exterior of the Bowls Pavilion would be painted in late spring / early summer. The barge board painting had been commissioned.

The heating scheme was out to tender and funding applications would be made once the cost was known. The blinds needed replacing and would be priced. The replacement keys were in hand.

Those present wish to remind councillors that all councillors are Trustees and should attend Trust meetings.

The next Trust meeting will take place at 7pm on Wednesday 12th September 2018 at the Playing Field Pavilion. It was agreed that meetings would only take place in April (AGM) and September, with additional meetings scheduled if needed.

**John Overton
Chairman**



PORINGLAND PARISH COUNCIL

STRATEGIC ACTION PLAN 2017-18 – Quarter 3 Update

Poringland Parish Council will publish an action plan annually in May. The Plan will be drawn from the budget which is set in January and which includes project expenditure for the forthcoming year; from matters raised by members of the public and from the Six Strategic Group and other such outside bodies; and from matters identified as important to the community.

Poringland Parish Council will continually review the action plan, and will add any matters as required through the year.

Poringland Parish Council's Key Objectives for May 2017 to May 2018 are:

Action	How identified?	Timescale	Budget	Update
To investigate the process and viability of developing a Neighbourhood Plan for Poringland.	Strategic Working Group	Viability: September 2017		COMPLETED In July 2017 the Parish Council concluded that a Neighbourhood Plan was viable for Poringland, and has set up the Committee and entered into the first stages of production. This is now absorbed into the work of the Council.
Update the Parish Plan by re-surveying residents in the Autumn, analyzing the results and issuing a	Strategic Working Group	Survey: Autumn 2017. Results published:		ON HOLD It was decided in July 2017 that this would be put on hold, as the Neighbourhood Plan would take precedence and public opinion

revised Parish Plan via electronic means where possible. To include a section for under 16's.		early Spring 2018.		needed to be focused there.
To consider community governance arrangements suitable for Poringland, and submit these to the statutory consultation process, lobbying for improvements where necessary.	South Norfolk Council / Boundary Commission consultations	March 2018 (end of SNC review)		COMPLETED South Norfolk Council considered the Council's proposals and did not make any governance changes beyond minor boundary changes to the north of the parish.
To consider improvements to the Pavilions at the Playing Field, commensurate with their use, including heating and hot water solutions for the football pavilion, and supporting the football club to provide separate changing and shower facilities as required by the football league.	Welcome Home and Memorial Playing Field Trust	December 2018		ONGOING The Trust continues to engage in dialogue with the Football Club, who are aiming to reconfigure the showers in Summer 2018. The Trust will aim to tie in with this project as the two are interlinked, and there may be opportunities to share funding applications. March 2018: Specification tenders gone out for heating and shower schemes, grant funding to be discussed with Football Club May 2018.
To continue engagement with developers in the Parish, including	Planning process	Ongoing	N/a	ONGOING Dialogue continues with all developers and land promoters in the Parish.

Norfolk Homes, David Wilson Homes, and any new developments that may be proposed within and near the parish boundaries.				March 2018: Ongoing discussions regarding legal transfer of lands to Parish Council. Ongoing engagement with the GNLP consultation.
To maintain a strategic overview of traffic matters within and around Poringland, working with The Strategic Six to lobby on improvements, individual matters, and discuss with Norfolk County Council problems of traffic finding alternative routes to Norwich Road.	Six Strategic Group	Ongoing	N/a	ONGOING The Strategic Six continue to maintain an overview of traffic matters in the wider area. Regular meetings are now held with the Highways Engineer to discuss matters, and discussions have taken place about specific traffic issues affecting the parish.
To progress the Community Land Project with a Working Group to work through Phase 1 – blueprint for the provision of community services on the land.	Community Land Project Public Consultation	Long Term	N/a	COMPLETED The master plan for the site has been agreed. A new working group had been set up and tasked with taking the project through the planning application phases.
To work towards the 'Quality' Award with a view to applying for that once the Council qualifies.	Whole Council Strategic Working Group	Ongoing	N/a	ONGOING While no specific work has been carried out as the Council does not qualify for the Quality Award, the work of the Council strives towards

				<p>this.</p> <p>March 2018: Brief check shows that the Council meets all criteria except elected councilors.</p>
To continue to improve good governance through the identification of efficiencies and modern methods of working.	Ongoing improvement programme	Ongoing		<p>ONGOING</p> <p>August 2017 - Introduction of new Bookings and Finance software which are interlinked, and which cut out many manual processes.</p>
To continue to improve the offering at the Community Centre, including drafting a general maintenance plan, a scheme of approved contractors (including market testing pricing of contractors currently used) and other general improvements as they become identified.	Ongoing improvement programme. Facilities Strategic Advisory Group.	Ongoing	£25,653 (air conditioning; floor refurbishment; car park extension)	<p>ONGOING</p> <p>Air conditioning installed into office and bar areas. Floor refurbishment completed Christmas 2017. Car park extension is a project in hand, which will be focused on once staff resource becomes available.</p> <p>March 2018: Floor to be re-done May 2018. Car park extension planning documents drafted. Quad 1 sound project approved and commissioned. Painting to be carried out in 2018/19.</p>
To continue to enhance amenity facilities/land within the Parish for maximum community use and to protect the environment, including assessing the need for new / extended Tree Preservation Orders in	Open Spaces Advisory Group	Ongoing	£250 (playground markings)	<p>ONGOING</p> <p>Play area markings project fully funded and commissioned for January / February 2018. Tree warden is making applications for TPOs.</p>

the Parish.				
To offer training and development opportunities for all councillors and officers of the council.	Training and Development Policy	Ongoing	£600 2016/17	ONGOING Appropriate training needs are identified through the appraisal process, and the Clerk attends local and national events to keep knowledge up to date. Training opportunities circulated to councillors, who are encouraged to attend. Council has supported Clerk with 50% payment of fees for Level 4 qualification.
To continue to support the Six Youth Council to grow and develop, ensuring engagement in the work of the Council and promoting future involvement in local democracy.	Six Strategic Group	Ongoing		
To consider development of performance indicators as part of the Council's move towards a more strategic outlook.	Whole Council Strategic Working Group	Ongoing	N/a	Next Whole Council Meeting is scheduled for March 2018, where this will be discussed.

Actions agreed May 2017.

Review of action plan May 2018.

Next action plan due May 2018.



1. Home (<https://www.gov.uk/>)

Guidance

Cemeteries and burials: groundwater risk assessments

How to carry out a groundwater risk assessment for human or animal burials.

Published 14 March 2017

Last updated 21 August 2017 — see all updates

From:

Environment Agency (<https://www.gov.uk/government/organisations/environment-agency>)

Contents

- Source, pathway and receptor
- Tiered approach to risk assessment
- Tier 2 and 3 minimum risk assessment requirements
- Monitoring groundwater
- Minimum monitoring requirements
- Calculate your site's pollutant release
- Attenuation of pollutants from burial sites
- Transport of micro-organisms and pathogens

You need to follow this guidance if you are examining the potential or current effect of burials in a cemetery or individually, as part of a risk assessment. You will need to undertake a risk assessment, for example:

- as part of a planning application or condition
- when altering existing facilities
- following a pollution incident
- when ongoing environmental management of the site is needed, for example disposal of grey water

These principles also apply to pet cemeteries and the emergency burial of animal carcasses.

You need to submit your risk assessment to the Environment Agency or your local authority, depending on who has requested it. Your assessment will need to be approved before you begin or continue your activity.

Human burials are not currently controlled through the permitting system under the Environmental Permitting (England and Wales) Regulations 2016. However, you should use the principles for a groundwater risk assessment (<https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit>) to ensure you do not cause pollution. You may still need a permit if you dispose of any water from the site. Check the guidance Discharges to surface water and groundwater: environmental permits (<https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits>).

You need to check if you are in a sensitive location for groundwater and what restrictions apply. Use the

interactive groundwater maps (http://maps.environment-agency.gov.uk/wiyby/wiybyController?x=531500.0&y=181500.0&topic=groundwater&ep=map&scale=5&location=London,%20City%20of%20London&lang=_e&layerGroups=default&distance=&textonly=off) to find out if you're in a sensitive location. You must also find out about private water supplies by contacting your local council (<https://www.gov.uk/find-local-council>).

Read the restrictions in the Environment Agency's groundwater position statements (<https://www.gov.uk/government/publications/groundwater-protection-position-statements>) for more information:

- section L – on the development of new cemeteries or the extension or redevelopment of existing cemeteries
- section M – for emergency disposal either on-farm or in similar locations and circumstances

Source, pathway and receptor

You should use a source-pathway-receptor approach (<https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit#sources-pathways-and-receptors>) to follow this guide's principles.

For groundwater risk assessments relating to burials the:

- source is the buried human or animal remains
- pathway is the subsoil or other medium through which substances from the source permeate and travel
- receptor is the groundwater

Groundwater receptors can include:

- any boreholes, wells and springs used for drinking supplies
- groundwater-dependent ecosystems (such as wetlands) or other identified conservation sites that may be at risk (such as a Site of Special Scientific Interest)

To assess the risk at a site you will need a realistic estimate of the yearly maximum number of burials that take place or will take place, and whether these involve human or animal remains.

You must ensure any subsurface investigation of the soil and rock is at least 1 metre below the base of the grave.

You should use site specific hydrogeological data.

Tiered approach to risk assessment

You must not pollute groundwater and you need to carry out a risk assessment to show that:

- hazardous substances (<https://www.gov.uk/government/publications/protect-groundwater-and-prevent-groundwater-pollution/protect-groundwater-and-prevent-groundwater-pollution#hazardous-substances>) have been or will be, prevented from entering groundwater
- any pollution from non-hazardous pollutants (<https://www.gov.uk/government/publications/protect-groundwater-and-prevent-groundwater-pollution/protect-groundwater-and-prevent-groundwater-pollution#non-hazardous-pollutants>) will be limited
- microbiological contaminants will not endanger water resources or supplies

You should use a tiered approach (<https://www.gov.uk/guidance/groundwater-risk-assessment-for-your->

environmental-permit#use-a-tiered-approach-to-your-risk-assessment) for risk assessments. The cost, time and effort in undertaking an assessment is proportional to the effort or measures required to make the risks from the activity acceptable.

For all tiers you need to develop a conceptual model (<https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit#develop-your-conceptual-model>).

Tier 1 risk assessment: risk screening

For a tier 1 assessment, you need to do a desk study and a qualitative risk assessment (<https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit#qualitative-risk-screening>). Each risk is ranked using a scoring system to prioritise those of most concern. The overall risk of the proposal can then be assessed as low, medium or high. For high and medium risks you need to do a more detailed tier 2 or 3 risk assessment.

Tier 2 and 3 assessments: detailed risk assessments

For tier 2 and 3 assessments you need to build on the information you gathered in your tier 1 assessment and refine your conceptual model.

If your risk assessment shows pollution or a risk of pollution you need to work with your local authority and the Environment Agency on how to address this. At existing cemeteries you will have to stop burials until you have an agreed plan of action.

Tier 2 and 3 minimum risk assessment requirements

For tier 2 and 3 assessments you need to supply the following minimum information.

Site description

Your risk assessment must show for:

- tier 2, a local survey to supplement Ordnance Survey maps
- tier 3, an accurate site survey based on location, area and topography – mark any landscaping included in the proposal

Number, type and sequence of burials

Your risk assessment must show for:

- tier 2, projections on which annual numbers are based should be available with supporting data and explanation
- tier 3, use the tier 2 projections and a plan of the proposed sequence of burial area usage with indication of expected progression over time

Meteorological factors

Your risk assessment must show for:

- tier 2, long-term average data on local rainfall and Met Office Rainfall and Evaporation Calculation System (<http://www.metoffice.gov.uk/services/industry/data/specialist-datasets>) (MORECS) soil moisture data
- tier 3, analysis of available data to find out the monthly mean, maximum and minimum effective

rainfall, and soil moisture data for bare soil, short-rooted vegetation and deep-rooted vegetation

Soil and subsoil characteristics

Your risk assessment must show for:

- tier 2, soil survey maps, and possible site investigation and percolation tests
- tier 3, site survey with augering and trial pits

Geology (including superficial) and hydrogeology

For tier 2, you must show geological and hydrogeological maps and histories. You may also need to include:

- limited site investigation (like trial pits and drilling)
- groundwater vulnerability
- source protection zones (SPZs)
- an assessment of the aquifer characteristics from available published data

For tier 3, you need to provide the tier 2 information, plus:

- rock and soil characteristics
- presence of shallow groundwater
- variations in water table recorded for at least 1 year of monthly measurements

Boreholes must be at least 10 metres below the minimum groundwater level. Gather data and carry out investigations (for example, to estimate permeability based on falling head test, bailing test, tracer tests).

A minimum of 3 investigation boreholes are required – 1 on the up-gradient side of the site and 2 close to the down-gradient boundary.

Monitoring

Your risk assessment must show:

- tier 2, groundwater monitoring data
- tier 3, groundwater monitoring data – off-site monitoring may be necessary

Proximity to water source or resource

Your risk assessment must show for:

- tier 2, Environment Agency records of licensed abstractions and local authority records of private water supplies (include surface and groundwater supplies)
- tier 3, as tier 2 plus any additional water features including all groundwater, drainage, flood risk and surface water features (read more about water features surveys (<https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit#water-features-survey>))

The area of the water features survey will depend on the size of the site, proposed abstraction rate and the aquifer type. The Environment Agency will determine the radius of the survey.

Data assessment

Your risk assessment must show for:

- tier 2, simple pollutant flux and water balance calculations, such as dilution at the water table
- tier 3, possible use of more sophisticated models to assess attenuation

Proximity to housing or other developments

Tier 2 and 3 risk assessments must check local, regional or national planning authority for potential:

- residential, educational, commercial or industrial developments
- roads, rail and mineral extractions

Monitoring groundwater

You don't need to monitor sites where the risk assessment shows that the risk to groundwater is low. You will need to monitor other sites, with the frequency depending on the degree of risk.

Follow the groundwater monitoring (<https://www.gov.uk/guidance/groundwater-risk-assessment-for-your-environmental-permit#groundwater-monitoring>) principles and the technical guidance for monitoring groundwater (<https://www.gov.uk/government/publications/monitoring-of-landfill-leachate-groundwater-and-surface-water-lftgn-02>).

You may also need to carry out monitoring outside the burial boundary. For example, if burials are close to the perimeter of cemetery grounds.

You need to carry out monitoring to:

- define the baseline water quality and physical conditions in surrounding groundwater and surface waters before development
- identify all vulnerable receptors and help identify potential pathways
- provide an early warning of adverse environmental impacts

If monitoring identifies groundwater pollution, you must stop burials and carry out further investigations to find out the cause. You must also contact the Environment Agency (<https://www.gov.uk/government/organisations/environment-agency#org-contacts>) who may require you to take action to sort out the pollution before burials can start again. Remember this applies to human and pet cemeteries.

Minimum monitoring requirements

You may need to consider what parameters you're monitoring on a site-specific basis. For example, you may need to include formaldehyde, organics, hazardous substances and bacterial indicators.

Where you need to monitor groundwater, you must meet the following minimum requirements for pre-development and ongoing burials.

Minimum number of boreholes

You should have at least 1 borehole up-gradient of the boundary of the site and 2 boreholes down-gradient of the boundary of the site. The down-gradient boreholes should be spaced no more than 100 metres apart. You should work out the groundwater flow direction from your monitoring boreholes.

Minimum borehole monitoring period

You should monitor:

- 12 months before site development
- for a period of 3 years after first interment

For higher risk sites, the Environment Agency may require an increase in the frequency of monitoring, both prior to development and longer term. This will depend on the sensitivity of the site and the results of the monitoring and can be reviewed accordingly.

Surface water monitoring points

For surface waters that are at risk you should have 1 monitoring point upstream and 1 downstream. These should be monitored on a monthly basis.

Baseline conditions

The minimum frequency for monitoring of baseline conditions and the monitoring suite (the determinands) prior to development is either quarterly or 6 monthly.

Minimum frequency	Suite of determinands
Quarterly	water level, pH, temperature, electrical conductivity, dissolved oxygen, ammonium, nitrogen, chlorine
6 monthly	sulphate, total oxidised nitrogen (nitrate and nitrite), total organic carbon, biological oxygen demand, chemical oxygen demand, alkalinity, sodium, potassium, calcium, magnesium, iron, manganese, cadmium, chromium, copper, nickel, lead, zinc, phosphorus

Long-term monitoring

The frequency of monitoring and suite of determinands for long-term monitoring once the site is in use (indicators of pollution) is 6 monthly.

Minimum frequency	Suite of determinands
6 monthly	water level, pH, temperature, electrical conductivity, dissolved oxygen, total oxidised nitrogen (nitrate and nitrite), total organic carbon, biological oxygen demand, chemical oxygen demand, ammonium, sulphate, chlorine, sodium, potassium, calcium, magnesium, iron, phosphorus

You may also need to increase the frequency of monitoring for higher risk sites or decrease it to annual monitoring if monitoring shows stable conditions.

Calculate your site's pollutant release

You can use the following information to calculate the potential release of pollutants from your site.

Composition of the human body:

Composition	% weight
Water	64
Protein	20
Carbohydrate	1
Mineral Salts	5
Fat	10

Element components:

Elemental Component	% dry weight
Carbon	80.6
Nitrogen	9.2
Calcium	5.6
Magnesium	0.1
Sodium	0.3
Potassium	0.7
Phosphorus	2.5
Sulphur	0.7
Chloride	0.3
Iron	«0.01
Heavy Metals	Trace

Rates of release

Micro-organisms are mainly responsible for the breakdown of human remains. The rate of decay depends on the extent of microbial growth and activity. The proportions of degradable matter in a human body are:

- readily degradable – 60%
- moderately degradable – 15%
- slowly degradable – 20%
- inert (non-degradable) – 5%

The slowly degradable and inert rates assume that mineral salts (ashes) form a final stable residue. The slowly degradable component of bones may be considered for practical purposes.

The rate of microbial activity is influenced by the:

- availability of nutrients (carbon, nitrogen, phosphorus, sulphur) and moisture content
- pH conditions
- climate – warm temperatures speed up decomposition
- soil characteristics – well-drained soil will speed up decomposition, whereas poorly-drained soil like peat has the reverse effect
- burial practice – depth of burial and coffin construction control the ease with which micro-organisms and other invertebrates and vertebrates may gain access

Pathogens (mainly micro-organisms such as a virus or bacteria that cause disease) may also be present. They will die off naturally and rapidly reduce in concentration with increasing distance from the grave. Physical conditions like temperature, moisture content, organic content and soil pH will also affect their survival time.

There is also the potential, depending on the natural soil characteristics, for an increased soil pH resulting from a high proportion of calcium. This may impact upon degradation rates and micro-organism activity.

Typical pollutant half-lives

A buried human body normally decays to skeleton within 10 to 20 years. Pollutants from human remains come from dissolved and gaseous organic compounds and dissolved nitrogenous forms, especially ammoniacal nitrogen.

Estimates suggest that more than half the pollutant total leaches within the first year and halves year-on-year after that. Less than 0.1% of the original pollutant total may remain after 10 years.

Potential pollutant release (kg) from a single 70kg burial

Year	Total organic carbon	Ammonium	Calcium	Magnesium	Sodium
1	6.00	0.87	0.56	0.010	0.050
2	3.00	0.44	0.28	0.005	0.025
3	1.50	0.22	0.14	0.003	0.013
10	0.01	<0.01	<0.01	<0.001	<0.001

Year	Potassium	Phosphorus	Sulphate	Chloride	Iron
1	0.070	0.250	0.210	0.048	0.020
2	0.035	0.125	0.110	0.024	0.010
3	0.018	0.063	0.054	0.012	0.005

Year	Potassium	Phosphorus	Sulphate	Chloride	Iron
10	<0.001	<0.001	<0.001	<0.001	<0.001

Typical infiltration rates

The time it takes to flush pollutants from the buried body relates directly to effective rainfall and the infiltration rate through the soil and grave.

Estimate the possible average composition of effluent reaching the water table beneath the burial ground by dividing the pollutant release by the total annual infiltration.

This table gives an estimate of water infiltration (litres per year) through a typical grave plot.

Surface cover	Infiltration from grass surrounds	Infiltration from surface	Total annual infiltration
Chippings	2,000	750	2,750
Grass	2,000	500	2,500
Tress/shrubs (green burial)	2,600	250	2,850

This table is based on a mean annual rainfall of 650mm and typical evapotranspiration losses. Each grave and surrounding area is considered to be centred on:

- 5.06 metres squared for a typical municipal cemetery with a grave density of 1976 per hectare
- 6.32 metres squared for green burial sites with a grave density of 1580 per hectare

Green burial sites

Green burial sites usually have more rapid decay rates compared with conventional cemeteries because of:

- relatively shallow depth of burial
- biodegradable nature of the coffins or shrouds
- lack of embalming fluids

You will need to consider infiltration rates, and adjust your calculations accordingly when carrying out your risk assessment. Infiltration rates may be lower on such sites due to increased evapotranspiration by trees and shrubs.

You should tailor the monitoring to suit products of aerobic decay processes such as nitrate and sulphate. This is because green burials are less polluting than anaerobic decay and for example, don't usually include formaldehyde.

Attenuation of pollutants from burial sites

Pollutants from a burial site may migrate into the:

- soil zone surrounding the burial
- unsaturated zone of the underlying aquifer
- saturated zone of the aquifer

Where there are shallow soil zones or deep graves, burials will affect the unsaturated zone directly.

Following burial the breakdown by the main processes of attenuation are summarised as:

- in the soil zone, intense chemical and biochemical degradation, filtration and sorption takes place
- in the unsaturated zone, sorption and filtration continue but there is reduced chemical and biochemical degradation
- in the saturated zone, dilution and dispersion dominate – the extent of filtration is dependent on the nature of the aquifer, and chemical reactions dependent on the groundwater chemistry

Soils have complex content, with the potential for intense biochemical reactions, meaning contaminants may change while passing through them. Unless there is waterlogging, air access is generally good and this encourages rapid oxidation of pollutants.

Below the soil, in the unsaturated zone, less chemical and biological activity takes place. Oxygen diffusion from the surface is low and low oxygen (anoxic) conditions may develop. However, chemical and biochemical reactions may continue to attenuate pollutants. Filtration and sorption may continue to de-mobilise particulates and some dissolved pollutants.

The potential for the aquifer matrix to remove micro-organisms and pathogens by filtration depends on the nature of the matrix. Where the major route for groundwater flow is through a porous intergranular matrix, like sandstone aquifers, there is a high filtration potential.

Conversely, aquifers where fractures are the main flow route, like chalk aquifers, offer limited potential for filtration.

Transport of micro-organisms and pathogens

The transport of micro-organisms and pathogens in groundwater depends on their size, shape and their means of being transported through the aquifer.

Water abstracted from a shallow depth has a shorter travel time within the aquifer. Therefore it is more likely to be at risk of transporting micro-organisms and pathogens than water abstracted from a greater depth, which has a longer residence time.

Because of the short travel time, many springs and shallow wells are more vulnerable to microbial pollution problems than deep wells or boreholes.

Published 14 March 2017

Last updated 21 August 2017 + show all updates

1. 21 August 2017 1. You will need to do a risk assessment for on-going environmental management, for example grey water disposal. 2. If you dispose of water at a human burial site then you must check if you need an environmental permit for that activity.
2. 4 May 2017 Corrected the effective grave area. 5.06 metres squared for typical municipal burials. 6.32 metres squared for green burials.
3. 14 March 2017 First published.

Related content

Detailed guidance

- Cemeteries and burials: prevent groundwater pollution (<https://www.gov.uk/guidance/cemeteries-and-burials-prevent-groundwater-pollution>)

Collection

- Groundwater protection (<https://www.gov.uk/government/collections/groundwater-protection>)

Policy

- Water quality (<https://www.gov.uk/government/policies/water-quality>)



This service will be closing in April 2018

For more information and where the data can be alternatively found please see the [information pages](#).

Enter a postcode or place name:

Other topics for this area...

Groundwater

Poringland, Norfolk



Groundwater

Map legend

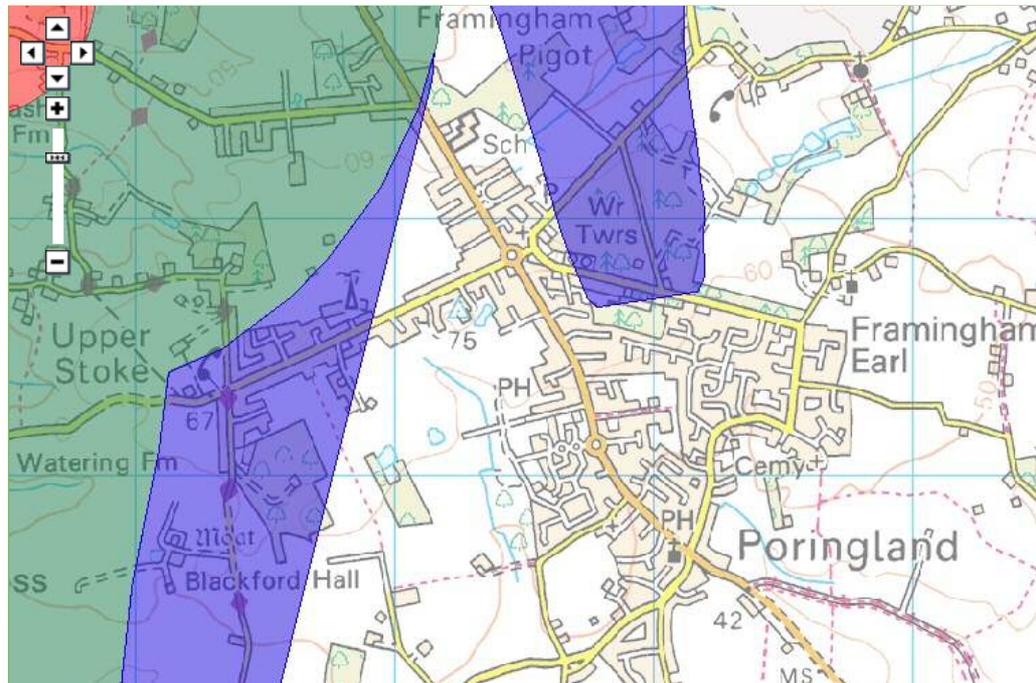
- Groundwater source protection zones
- Inner zone (Zone 1)
- Inner zone - subsurface activity only (Zone 1c)
- Outer zone (Zone 2)
- Outer zone - subsurface activity only (Zone 2c)
- Total catchment (Zone 3)
- Total catchment - subsurface activity only (Zone 3c)
- Special interest (Zone 4)
- BGS Aquifer Maps - Superficial Deposits Designation
- Principal
- Secondary A
- Secondary B
- Secondary (undifferentiated)
- Unknown (lakes and landslip)
- BGS Aquifer Maps - Bedrock Designation
- Principal
- Secondary A
- Secondary B
- Secondary (undifferentiated)
- Groundwater Vulnerability Zones
- Local Information
- Soluble Rock Risk
- High
- Medium-High
- Medium
- Medium-Low
- Low
- Unproductive
- Other national environmental organisations
- Natural Resources Wales Area of responsibility
- Scottish Environment Protection Agency Area of responsibility

Map of at scale 1:20,000

[Other maps](#)

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More about Groundwater

Groundwater Source Protection Zones:

Groundwater provides a third of our drinking water. We ensure that your water is safe to drink defining Source Protection Zones. These zones help to monitor the risk of contamination from any activities that might cause pollution in the area.

The Source Protection Zones are not displayed at scales greater than 1:20,000 (Ordnance Survey 1:50,000 scale) as the data was only modelled to this level and is not accurate pass this. They should not be compared against field boundaries.

[Understanding Groundwater Source Protection Zones maps](#)

British Geological Survey's Aquifer Maps:

From 1st April 2010 new aquifer designations replace the old system of classifying aquifers as Major, Minor and Non-Aquifer. This new system is in line with our Groundwater Protection Policy (GP3) and the Water Framework Directive (WFD) and is based on British Geological Survey mapping.

The Aquifer Extents are not displayed at scales greater than 1:75,000 (Ordnance Survey 1:250,000 scale) as the data was only modelled to this level and is not accurate pass this.

[Understanding the British Geological Survey's Aquifer maps](#)

Groundwater Vulnerability Maps:

The Groundwater Vulnerability maps show the vulnerability of groundwater to a pollutant discharged at ground level based on the hydrological, geological, hydrogeological and soil properties. These are the updated groundwater vulnerability maps to reflect improvements in data mapping and understanding of the factors affecting vulnerability.

The 'New groundwater vulnerability mapping methodology' report provides technical information about how these maps have been created. The [user guide](#) outlines the kinds of activities these maps can be used for.