



PORINGLAND PARISH COUNCIL

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

Clerk to the Council: Vacancy
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 31st October 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 26th September 2018

4. Matters arising including Clerk's Report

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. 2018/2212 37 Stoke Road: Sub-division of garden to form residential building plot
- ii. 2018/2223 4 Highland: Remove and relocate air heat pumps
- iii. 2018/2267 Land South West of Sebald Crescent: Proposed new chalet bungalow and a log cabin annexe

b. Planning Decisions

- i. 2018/1803 Land to the East Of Rectory Lane: Dwelling with double garage, access from Green Fall
REFUSED
- ii. 2018/2059 Land South Of The Ridings: Non material amendment to permission 2017/0495 – Plots 9 & 10 amended house types and relocated with on-plot parking and garages; Plot 28 house type amended and re-orientated to provide entrance to road junction; and garage re-located, boundary treatment to street scene amended; Plots 9, 10, 27 and 28 revised garaging and additional spaces provided; Plots 11 and 27 amendment to size, shape of garden and fence line.

APPROVAL WITH CONDITIONS

8. Correspondence and Consultations

9. Finance

- a. Receipts, payments and bank reconciliation for September 2018
- b. Second quarter budget comparison and Community Centre report
- c. Accounts for payment

10. Committee and Advisory Group Reports and Recommendations

- a. Finance & Governance Report
- b. Neighbourhood Plan Committee Report

11. Other matters

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

- a. Community Land Project - Lease

13. Date of next Parish Council meeting: Wednesday 28th November 2018, 7pm, Poringland Community Centre

Dated the 25th October 2018

Assistant Clerk.....

**Minutes of the Meeting of Poringland Parish Council
Wednesday 26th September 2018 7pm Poringland Community Centre**

Present: Tim Boucher (Chairman)
David Gooderham
Steve Aspin
John Henson
David Hewer
John Joyce
Lisa Neal
John Overton
Chris Walker
Rachel McCarthy (Assistant Parish Clerk)

Also attended: 6 members of the public in attendance.

1. Apologies

Apologies for absence were received from Trevor Spruce.

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 7 as a member of the South Norfolk Council Planning Committee.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 22nd August 2018 were **agreed**, with an amendment at page 5 where Trevor Spruce had not left the meeting as detailed. Proposed by John Henson, seconded by David Hewer, all in favour.

4. Update on matters arising from the minutes

The Clerk presented her report into matters raised. Concern was raised regarding the delayed delivery of the Shotesham Road pavement. David Gooderham suggested that a formal complaint be made.

RM

5. Report from the Chairman

The Chairman reported that the George Michael Tribute Night in February 2019 was sold out and the Christmas Cabaret was selling well. He confirmed that interviews had been held for the new Clerk and that a suitable candidate had been found, subject to council approval.

6. Public Participation

Standing orders were suspended to allow members of the public to speak, proposed by John Henson, seconded by Chris Walker, all in favour.

a) District Councillors

Cllr Overton advised that he is to be involved in the selection process for the new Managing Director's jobs at Broadland and South Norfolk Council.

He confirmed that an ongoing issue at Clearview Drive regarding unauthorised access had been resolved by new fencing being installed to prevent trespass. A resident issue on Greenacres had also been resolved, with David Wilson Homes restoring a fence that had been removed in error.

Cllr Neal gave an update on the Greater Norwich Plan and confirmed that she was involved in further discussion around the potential implementation of a resident's parking scheme.

b) County Councillor
Not present.

c) Public Participation

A member of the public raised the point about weeds still being an issue along The Street. Assistant Clerk to raise with Highways. **RM**

A member of the public spoke of his concern at speeding on Blackthorn Way. Council expressed their support but acknowledged speeding is extremely difficult to manage. It was suggested that the Assistant Clerk look into the re-siting of the speed machine to include Blackthorn Way. John Joyce confirmed that the matter involving the hedge was ongoing with NCC. **RM**
The same member of the public also raised concern about the stones alongside the new build within Budgens car park. The Chairman confirmed that letters had been issued to the Landlord.

A member of the public asked for clarity on the Shotesham Road pavement reinstatement. John Overton confirmed that the matter was dissatisfactory and would be followed up.

Standing orders were reinstated.

7. **Planning**

a) Applications Received

i) 2018/1839: 36 Victory Avenue: To erect a conservatory to the rear of the property.

b) Planning Decisions

i) 2018/1639 Land West Of Mill Close: Residential development

REFUSED

ii) 2018/1586 Pure Spice, 109 The Street: Replace front window with door and addition of extractor fan.

APPROVAL WITH CONDITIONS

2018/1210 Land West of Mill Close: Erection of single dwelling and garage

APPROVAL WITH CONDITIONS

2018/1211 Land South of Mill Close: Erection of single dwelling and garage

APPROVAL WITH CONDITIONS

8. **Correspondence and Consultations**

a) Litter Bin on The Street, outside The Fish Inn

Correspondence from resident complaining that the bin was overfull and was being used for Dog Waste. Environmental Services had commissioned to deal with the waste however the potential movement of the bin away from the bus stop had been suggested. It was agreed that rather than move the bin the Assistant Clerk should get a quote for a new Dog Bin to go in the area. **RM**

b) Anti-Social Behaviour at Devlin Drive

Correspondence from resident regards anti-social behaviour from youths utilising the Youth Shelter on the Village Green. The Chairman advised that PC Sansbury had confirmed there would be extra patrols of the area. Council

felt that the problem was a police matter and would be seasonal but requested the Assistant Clerk research the cost of solar lighting for the area.

RM

9. Finance

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for August 2018 were presented and **noted**. Chris Walker queried a duplicate entry within the listed payments and one of the "Unpresented Payments". Assistant Clerk to liaise with RFO and advise.

RM

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by Chris Walker, seconded by David Hewer, all in favour. David Gooderham and Steve Aspin would authorise the payments.

	Staff Salaries	£4,208.28
HMRC	PAYE / NIC	£960.10
Norfolk Pension Fund	Pension Contributions	£1,189.31
BT	Telephone & Broadband	£44.10
Microshade	Hosted IT	£217.62
Norfolk Copiers	Printing	£57.42
Total Gas & Power	Electricity	£721.51
ESPO	Gas	£47.83
WorldPay	Card Machine Charges	£2.40
Wave	Water	£275.60
Pitkin & Ruddock	Air Con Maintenance	£393.60
M Daws	Decorating Repair (Hirer Damage)	£30.00
Cooks Blinds	Blind Repair	£510.00
Wave	Water	£16.27
Ben Willis Landscaping	Fence Replacement	£4,080.00
SymTech	Heating Installation	£6,720.00
Wave	Water	£13.05
Name Withheld	Exclusive Rights Refund	£825.00
Name Withheld	Exclusive Rights Refund	£750.00
Name Withheld	Exclusive Rights Refund	£150.00
Name Withheld	Exclusive Rights Refund	£330.00
Name Withheld	Exclusive Rights Refund	£330.00
Parker Planning Services	Neighbourhood Plan	£1,920.00
A Henshaw	Craft Fair Refund	£14.00
Eastern Tree Care	Tree Works	£860.00
Abbey Memorials	Memorial Repairs	£630.00
Vortex	Grounds Maintenance	£191.66
Norwich Electrical	Emergency Lighting & PAT Testing	£1,020.97
Veolia	Waste	£86.02
Spruce Landscapes	Grounds Maintenance	£945.00
Garden Guardian	Grounds Maintenance	£1,059.29
Heritage Cleaning Services	Caretaking	£703.07
J & A Saunders	Window Cleaning	£120.00
Barclaycard	Stationary / Gas Meter	£571.94
ESPO	Gas	£45.37
K-Teas	Refreshments	£12.00
Spruce Landscapes	Tree Maintenance	£288.00
Mr P Steffen	Refund of overcharged fees	£110.00

PKF Littlejohn LLP	Audit	£720.00
R McCarthy	Bar Stock	£311.33
R McCarthy	Petty Cash Top Up	£61.55

10. Committees and Advisory Groups

a) Neighbourhood Plan Committee Report

John Henson reported that two successful public consultations had taken place with valuable feedback received. The group will now modify policies and engage with the District Council.

b) Update re. Welcome Home and Memorial Playing Field Trust Pavillion Works

John Overton confirmed that the new heating system had been installed at the Pavillion. The new boiler had registered a fault at the weekend but this had been resolved. Decorating is scheduled.

c) Update re. Community Land Project

The Chairman confirmed there was a meeting scheduled with the Architect to look at potential plans. He advised that the legal transfer had been complicated due to Norfolk Homes requesting a lease was agreed with Men's Shed *before* completion. This had been resolved however and it was **agreed** to request the solicitors seek a contract to include an obligation for council to arrange a lease with the Men's Shed after completion. Proposed by John Overton, seconded by John Henson, all in favour.

RM

11. Other Matters

a) Relief Caretaking- Delegated Decision

The departing Clerk had appointed Shine Clean API as the new relief caretakers and they are to commence on 1st October 2018 on an initial 3 month trial.

Exclusion of the Press and Public

It was **resolved** to exclude the press and public for the duration of item 12a due to the contractual nature of the business to be transacted.

12.

a) Appointment of Parish Clerk

The interview panel presented their recommendation to council and the starting pay scales were **agreed** for the recommended candidate. Proposed by John Henson, seconded by John Joyce. Chairman to contact all interviewed candidates by telephone next day.

TB

12. Date of next meeting:

- Wednesday 31st October 2018, 7pm, Full Council, Community Centre.

The meeting closed at 8.30pm.

CHAIRMAN

Clerk's Update on Matters Raised at Previous Meetings

The following matters have been raised at previous meetings, and updates are noted below for information. This document does not include matters within the agenda.

- **Rosebery Park S106 Transfer** – Progress with snagging issues being closely monitored. Landscaping and grounds maintenance should be done anytime. Power Ducts in process of being removed. Dog Bin to be relocated ASAP. **Assistant Clerk to monitor. ONGOING**
- **Community Land Project Transfer** – Legal transfer in hands of solicitors. **To be progressed by Assistant Clerk. ONGOING**
- **White lining on Norfolk Homes estate roads** – Highways confirmed 24.10.2018 will fund. **To be progressed by Assistant Clerk. ONGOING**
- **New burial ground** – Letters will be written when time allows and other backlogged urgent tasks have been cleared. **Project to be handed to the new Clerk. ONGOING**
- **Redesigned pavement Shotesham Road** – Work commenced 24.09.18. Awaiting UKPN involvement mid-November. **Assistant Clerk to monitor. ONGOING**
- **Dog Park** - this will be discussed at the next Strategic Whole Council Advisory Group meeting. **Project to be handed to the new Clerk. ONGOING**
- **Groundwater at Cemetery** – Cemetery closed to new burials 08.08.18. Communications sent out (letters and press release). Owners to make their choices re: graves. Majority of responses to received. **Assistant Clerk to monitor and chase responses. ONGOING**
- **Devlin Drive Hedge Proposal** – NCC confirmed no model contract in place for PC's to maintain hedges and likely to only fund cutting every 5 years. **Project to be handed to new Clerk. ONGOING**
- **Dog Bin at Norfolk Homes Walkway** - 'Spare' Dog Bin available. Suitable site to be considered, near to the Bus Stop – **Assistant Clerk to progress. ONGOING**
- **Poor design of stone area at Budgens** – reported to SNC and LetLord 30.07.18. No response (07.08.18). **Assistant Clerk to monitor. ONGOING**
- **Timed yellow lines St Marys Road** – emailed South Norfolk Council 23.08.18 to look into as part of parking scheme. LCPAS advised 23.08.18 that the Council can legally make a contribution to this scheme if it is being commissioned by the Highway Authority. **Assistant Clerk to monitor and progress. ONGOING**
- **Tree Works** – Remaining works out to tender – **Assistant Clerk to progress. ONGOING**
- **Youth Shelter Anti-Social Behaviour** – Price for solar light obtained. Council to decide if they wish to install or if this may exacerbate the problem – **Assistant Clerk to progress. ONGOING**

PORINGLAND PARISH COUNCIL				
Payments List 31st October 2018				
Payee	Code	Description	Amount	Chq no.
S Cunningham	Salaries	Administrator		SO
R McCarthy	Salaries	Asst Clerk		SO / BACS
S Cunningham	Salaries	Bar Staff		BACS
L Gooderham	Salaries	Caretaker		SO
S Warminger	Salaries	Cleaner		SO
S Duffell	Salaries	Project Off / Temp Admin		SO / BACS
C Moore	Salaries	Interim RFO		BACS
			£4,660.87	
HMRC	Salaries	PAYE & NIC	£1,198.08	BACS
Norfolk Pension Fund	Salaries	Pension Contributions	£1,311.71	BACS
BT	General Administration	Telephone & Broadband	£47.06	DD
Microshade	General Administration	Hosted IT	£217.62	SO
Norfolk Copiers	General Administration	Printing	£50.57	BACS
Total Gas & Power	Community Centre	Electricity	£737.05	DD
ESPO	Community Centre	Gas	£50.78	DD
Hugh Crane Cleaning Eqt	Community Centre	Cleaning Materials	£77.98	BACS
Norwich Electrical	Community Centre	Electrical Repairs	£91.56	BACS
MCL Mechanical Services	Community Centre	Repair in Toilets	£91.20	BACS
Office Water Supplies	Community Centre	Water Cooler Quarterly	£85.80	BACS
P Bowyer Associates	Community Centre	Grease Trap Cleaning	£150.00	BACS
WorldPay	Community Centre	Card Machine	£4.99	DD
Public Works Loan Board	Community Centre	Loan Repayment	£4,356.63	DD
Name Withheld	Burial Ground	Exclusive Rights Refund	£250.00	300077
Total Gas & Power	Playing Field	Electricity (3 months)	£317.77	DD
TopMark Cleaning	Playing Field	Carpet Cleaning	£105.00	BACS
Poppy Appeal	Miscellaneous	S137 Donation - Wreath	£75.00	300078
Tina Eagle	Commutated Sums	Six Administrator	£74.39	BACS
Heritage Contract Services	Comm Centre / Playing Field	Relief Caretaking (Aug & Sept)	£1,920.78	BACS
Veolia	Comm Centre / Burial Ground	Waste	£74.23	DD
Garden Guardian	Comm Sums / P Field / Verges	Grounds Maintenance	£1,059.29	BACS
Vortex	Commutated Sums	Grounds Maintenance	£191.66	BACS
Spruce Landscapes	Comm Centre / B Ground / Mem Gard	Grounds Maintenance	£945.00	SO
Barclaycard	Comm Centre / General Admin	Maint / Website / Stamps	£663.46	DD
			£18,808.48	

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 30 September 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Barclays Current	0.00
1	Unity Trust	29,904.48
2	Barclays Deposit	0.00
2		0.00
2	United Trust	50,000.00
2	CCLA	40,000.00
2	Santander Bond 1	60,000.00
2	Unity Trust Deposit	155,171.29
2	Cambridge & Counties 120 Day	75,311.82
2	Hampshire Trust Bond 1	55,000.00
2	Nationwide Instant Access	60,727.30
		526,114.89
<u>Other Bank & Cash Balances</u>		
	Petty Cash	550.00
	Cashbook Suspense	0.00
		550.00
		<hr/> 526,664.89
<u>Unpresented Payments</u>		
1	22/08/2018 300060	500.00
1	22/08/2018 300065	250.00
1	26/09/2018 BACS	1,189.31
1	26/09/2018 300075	30.00
1	26/09/2018 300069	825.00
1	26/09/2018 300070	750.00
1	26/09/2018 300071	150.00
1	26/09/2018 300072	330.00
1	26/09/2018 300073	330.00
1	26/09/2018 DD	45.37
1	26/09/2018 300075	110.00
1	28/03/2018 300001	75.00
		4,584.68
		<hr/> 522,080.21
<u>Receipts not on Bank Statement</u>		
0	30/09/2018 All Receipts Cleared	0.00
		0.00
		<hr/> 522,080.21
<u>Closing Balance</u>		
		522,080.21
<u>All Cash & Bank Accounts</u>		
	Current	25,319.80
	Bonds & Savings	496,210.41
	Other Bank & Cash Balances	550.00
	Total Bank & Cash Balances	<hr/> 522,080.21 <hr/>

Poringland Parish Council
Budget Comparison 2018/19

Details	First Quarter 2018/19				Second Quarter 2018/19				Notes
	Budget	Expenditure	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Budget Remaining	
Salaries									
Staff Salaries	124899.00	31304.00	25.06%	93595.00	27445.92	58749.92	47.04%	66149.08	
Staff Contingency Fund	1000.00	0.00	0.00%	1000.00	0.00	0.00	0.00%	1000.00	
TOTAL	125899.00	31304.00	24.86%	94595.00	27445.92	58749.92	46.66%	67149.08	
General Administration									
Audit Fees	1650.00	420.00	25.45%	1230.00	600.00	1020.00	61.82%	630.00	£420 remaining for mid-year audit
Insurance	4750.00	0.00	0.00%	4750.00	182.15	182.15	3.83%	4567.85	
Petty Cash & Stationery	1500.00	280.00	18.67%	1220.00	399.02	679.02	45.27%	820.98	
Telephone & Broadband	600.00	110.00	18.33%	490.00	110.45	220.45	36.74%	379.55	
Bank Charges	0.00	91.00	#DIV/0!	-91.00	58.20	149.20	#DIV/0!	-149.20	
Subscriptions	1550.00	194.00	12.52%	1356.00	655.00	849.00	54.77%	701.00	
Advertising and Publicity	500.00	0.00	0.00%	500.00	474.00	474.00	94.80%	26.00	
Printing (newsletters & reports)	1000.00	840.00	84.00%	160.00	143.00	983.00	98.30%	17.00	
Printing (general)	250.00	87.00	34.80%	163.00	114.07	201.07	80.43%	48.93	
Training	2100.00	1728.00	82.29%	372.00	0.00	1728.00	82.29%	372.00	
Hosted IT Solution	2160.00	544.00	25.19%	1616.00	544.05	1088.05	50.37%	1071.95	
Office Equipment	800.00	144.00	18.00%	656.00	173.97	317.97	39.75%	482.03	
TOTAL	16860.00	4438.00	26.32%	12422.00	3453.91	7891.91	46.81%	8968.09	
Burial Ground									
Maintenance	6000.00	1530.00	25.50%	4470.00	1480.80	3010.80	50.18%	2989.20	
Memorial Maintenance (council paying)	0.00	0.00	#DIV/0!	0.00	525.00	525.00	#DIV/0!	-525.00	
TOTAL	6000.00	1530.00	25.50%	4470.00	2005.80	3535.80	58.93%	2464.20	
Community Centre									
Maintenance	6000.00	3562.00	59.37%	2438.00	2986.92	6548.92	109.15%	-548.92	£201.50 - water cooler; £425 - bind repair; £850.81 - Electrical
Cleaning	2000.00	502.00	25.10%	1498.00	190.86	692.86	34.64%	1307.14	
Heat & Light	7500.00	2293.00	30.57%	5207.00	1970.93	4263.93	56.85%	3236.07	
Water	1000.00	259.00	25.90%	741.00	275.60	534.60	53.46%	465.40	
Rates	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	
Capital & Improvements	1280.00	2572.00	200.94%	-1292.00	1253.92	3825.92	298.90%	-2545.92	£1050 - tree works; £203.92 - kitchen equipment
Grounds Maintenance	2350.00	587.00	24.98%	1763.00	587.49	1174.49	49.98%	1175.51	
Bar	3500.00	999.00	28.54%	2501.00	1056.88	2055.88	58.74%	1444.12	
Relief Caretaking	9000.00	562.00	6.24%	8438.00	935.24	1497.24	16.64%	7502.76	
Event Expenditure	7250.00	3641.00	50.22%	3609.00	942.63	4583.63	63.22%	2666.37	
Contingency Fund	3000.00	0.00	0.00%	3000.00	0.00	0.00	0.00%	3000.00	
Performing Rights Society Licence	700.00	0.00	0.00%	700.00	0.00	0.00	0.00%	700.00	
Loan Repayment (PWLb)	8713.26	4357.00	50.00%	4356.26	0.00	4357.00	50.00%	4356.26	
TOTAL	52293.26	19334.00	36.97%	32959.26	10200.47	29534.47	56.48%	22758.79	
Outside Spaces									
Capital and Improvements	0.00	140.00	#DIV/0!	-140.00	1669.50	1809.50	#DIV/0!	-1809.50	Bench and stools at play marked area
Verge Cutting	2460.00	703.00	28.58%	1757.00	702.86	1405.86	57.15%	1054.14	
Memorial Garden	1500.00	375.00	25.00%	1125.00	375.00	750.00	50.00%	750.00	
Dog Bins	1900.00	0.00	0.00%	1900.00		0.00	0.00%	1900.00	
General Repairs and Replacements	1000.00	1147.00	114.70%	-147.00	2677.33	3824.33	382.43%	-2824.33	£1950 - tree works;

Poringland Parish Council
Budget Comparison 2018/19

TOTAL	6860.00	2365.00	34.48%	4495.00	5424.69	7789.69	113.55%	-929.69	
Playing Field									
General Costs	8000.00	1330.00	16.63%	6670.00	7699.37	9029.37	112.87%	-1029.37	£2944 - CCTV replacement; £3400 - fence replacement
Heating Scheme	6434.00	2570.00	39.94%	3864.00	6016.29	8586.29	133.45%	-2152.29	
Grass Cutting & Grounds Maintenance	2425.00	404.00	16.66%	2021.00	404.16	808.16	33.33%	1616.84	
TOTAL	16859.00	4304.00	25.53%	12555.00	14119.82	18423.82	109.28%	-1564.82	
Miscellaneous									
Professional Fees	1500.00	3850.00	256.67%	-2350.00	400.00	4250.00	283.33%	-2750.00	Liaison with Environment Agency
General Contingency	1600.00	0.00	0.00%	1600.00	0.00	0.00	0.00%	1600.00	
Octagon Post Office (S137)	200.00	0.00	0.00%	200.00	0.00	0.00	0.00%	200.00	
Section 137	300.00	0.00	0.00%	300.00	0.00	0.00	0.00%	300.00	
TOTAL	3600.00	3850.00	106.94%	-250.00	400.00	4250.00	118.06%	-650.00	
Projects									
Community Land Project Planning	13000.00	0.00	0.00%	13000.00	0.00	0.00	0.00%	13000.00	
Neighbourhood Planning	16500.00	166.00	1.01%	16334.00	2900.00	3066.00	18.58%	13434.00	
TOTAL	29500.00	166.00	0.56%	29334.00	2900.00	3066.00	10.39%	26434.00	
TOTAL EXPENDITURE	257871.26	67291.00	26.09%	190580.26	65950.61	133241.61	51.67%	124629.65	
	Budget	Income		Budgeted Income Remaining	Income	Income to Date		Budgeted Income Remaining	
Income									
Miscellaneous	500.00	20.00	4.00%	480.00	110.00	130.00	26.00%	370.00	
Capital Grants	0.00	1028.00	#DIV/0!	-1028.00	2570.40	3598.40	#DIV/0!	-3598.40	
Verge Cutting Delegation	4100.00	0.00	0.00%	4100.00	4159.87	4159.87	101.46%	-59.87	
Neighbourhood Planning Grant	15000.00	6770.00	45.13%	8230.00	0.00	6770.00	45.13%	8230.00	
Interest on Investments	2000.00	2166.88	108.34%	-166.88	1862.41	4029.29	201.46%	-2029.29	
Burial Ground - General	5500.00	2288.00	41.60%	3212.00	2639.00	4927.00	89.58%	573.00	
Memorial Repairs - Charge Lifting	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	
Memorial Repairs - Commissioned	0.00	175.00	#DIV/0!	-175.00	0.00	175.00	#DIV/0!	-175.00	
Refund	0.00	0.00	#DIV/0!	0.00	-110.00	-110.00	#DIV/0!	110.00	
TOTAL	27100.00	12447.88	45.93%	14652.12	11231.68	23679.56	87.38%	3420.44	
Community Centre Income									
Hirers - Regular	40000.00	12579.00	31.45%	27421.00	11747.86	24326.86	60.82%	15673.14	
Hirers - Casual	10000.00	3251.00	32.51%	6749.00	2436.14	5687.14	56.87%	4312.86	
Bar Takings	9000.00	2007.00	22.30%	6993.00	2339.84	4346.84	48.30%	4653.16	
Police	3000.00	709.00	23.63%	2291.00	610.64	1319.64	43.99%	1680.36	
Comm Centre Misc	500.00	252.00	50.40%	248.00	0.00	252.00	50.40%	248.00	
Event Income	13855.00	3425.00	24.72%	10430.00	4504.80	7929.80	57.23%	5925.20	
Refund	0.00	0.00	#DIV/0!	0.00	-50.00	-50.00	#DIV/0!	50.00	
TOTAL	76355.00	22223.00	29.10%	54132.00	21589.28	43812.28	57.38%	32492.72	
Precept	150922.12	75461.06	50.00%	75461.06	75461.06	150922.12	100.00%	0.00	
Shortfall Grant	1994.00	1994.00	100.00%	0.00	0.00	1994.00	100.00%	0.00	
TOTAL	152916.12	77455.06	50.65%	75461.06	75461.06	152916.12	100.00%	0.00	
TOTAL	256371.12	112125.94	43.74%	144245.18	108282.02	220407.96	85.97%	35913.16	

**Poringland Parish Council
Budget Comparison 2018/19**

Commuted Sums (earmarked for specific purpose over 10 years)	Fund	Expenditure	Income	Fund Remaining	Expenditure	Expenditure to Date	Income	Fund Remaining	
Devlin Drive	36916.94	130.00		36786.94	205.00	335.00		36581.94	
Mulberry Close (play equipment only)	16285.15	3292.00		12993.15	108.30	3400.30		12884.85	
Mulberry (grounds maintenance) - spend	28156.40	1624.00		26532.40	778.34	2402.34		25754.06	
Trafalgar Square	50219.60	1073.00		49146.60	439.98	1512.98		48706.62	
Community Infrastructure Levy	5394.88	0.00	43361.46	48756.34	0.00	0.00		48756.34	
Rosebery Park	0.00	0.00		0.00	2070.62	2070.62	103630.05	101559.43	
Norwich Road Bus Shelter (30 years)	32725.36	50.00		32675.36	50.00	100.00		32625.36	
	169698.33	6169.00	43361.46	206890.79	3652.24	9821.24	103630.05	306868.60	
Earmarked Reserves									
Open Spaces Reserve	31000.00	0.00		31000.00	0.00	0.00		31000.00	
Neighbourhood Planning	10000.00	0.00		10000.00	0.00	0.00		10000.00	
Community Land Project Land	10000.00	0.00		10000.00	0.00	0.00		10000.00	
Community Land Project Planning	20000.00	0.00		20000.00	0.00	0.00		20000.00	
Memorial Repairs	1050.00	1225.00	175.00	0.00	0.00	1225.00		0.00	
Exclusive Rights Refunds	17000.00	0.00		17000.00	8265.00	8265.00		8735.00	
Balance Floor Refurbishment	2188.55	2039.00		149.55	0.00	2039.00		149.55	
Balance Play Markings	1719.00	1579.00		140.00	0.00	1579.00		140.00	
Car Park Extension	15000.00	0.00		15000.00	0.00	0.00		15000.00	
The Six Administrator	347.89	0.00		347.89	46.98	46.98	425.00	725.91	
	108305.44	4843.00	175.00	103637.44	8311.98	13154.98	425.00	95750.46	
					Balance				
Bank Accounts									
Unity Trust Current		13334.33			29904.48				
Unity Trust Deposit		190068.41			155171.29				
Petty Cash / Floats		550.00			550.00				
Nationwide Instant Access		60650.75			60727.30				
Julian Hodge Bond 1		22000.00			22000.00				
Hampshire Trust Bond 1		56629.62			55000.00				
United Trust 100 Day Savings		0.00			50000.00				
CCLA		0.00			40000.00				
Santander Bond 1		0.00			60000.00				
Cambridge & Counties 120 Day Savings		75311.82			75311.82				
Fidelity		30000.00			30000.00				
Hampshire Trust Bond 2		20000.00			20000.00				
Julian Hodge Bond 2		55000.00			55000.00				
		523544.93			653664.89				
Unpresented Cheques		1378.00			4584.68				
Adjusted Bank Balance		522166.93			649080.21				
Free Funds Not Allocated Elsewhere		165303.62			157744.66				
(Bank Balance minus budgeted expenditure, plus budgeted income, minus commuted sums, minus earmarked reserves)									

**Report of the meeting of the Finance and Governance Advisory Group held on
Wednesday 3rd October 2018**

The meeting was attended by John Henson, Tim Boucher, Trevor Spruce and Chris Walker. Chris Walker was elected as Chairman.

The following matters were discussed with observations and recommendations being made to Council.

1. Capital Investment

- Parish Partnership – Devlin Drive white lining project awaiting price from Highways.
- Community Centre – Prices being obtained for electric back door and new floor for Gents toilet.

2. Banking Arrangements

Agreed to continue with existing arrangements.

3. Investment Strategy

Rates for reinvestment being obtained by RFO. Suggested earmarking more money for Community Centre, Neighbourhood Plan and Community Land Project.

**Report of the meeting of the Neighbourhood Plan Committee
held on Wednesday 17th October 2018**

The meeting was attended by John Henson (Chairman), John Joyce (Vice Chairman), John Hodgson, Carl Pitelen; Trevor Spruce, Lorraine Matthews, David Hewer, Roger Webb; Lisa Neal; Sarah Lovelock; Henry Gowman; Mark Thompson (Small Fish Consultancy) and Stephanie Ayden (Project Officer).

Review of draft Neighbourhood Plan Policies

The Committee received a report of feedback received from the September Policy Preview events, which had been well attended with over 100 visitors. Overall, the support for the 21 policies had been extremely positive. In light of this community feedback, plus the feedback received earlier from SNC, they also reviewed in detail the current draft of the Policies, and following advice from Mark Thompson, changes were agreed. MT will redraft the policies for further review at the next Committee.

Timeline of Project

John Joyce circulated a timeline to the Committee, with key milestone dates flagged.

- **November:** Finalise pre-submission documents
- **December:** Informal consultation with SNC; Public involvement in reviewing final draft; PNP committee confirm pre submission draft
- **January 2019:** Parish Council meeting to approve pre-submission draft
Feb 2019: Formal phases (through to Sept 2019)

SEA Screening

MT advised that it would be an appropriate time to carry out the screening. His colleague, Melissa, has carried out several such exercises and would be available to do the work. The Committee agreed that we should ask for the screening to be carried out the work.