



PORINGLAND PARISH COUNCIL

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

Clerk to the Council: POSITION VACANT
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 2nd January 2019 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 28th November 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. 2018/2725 Land North of Stoke Road: Proposed non-illuminated 5 no. Signs and 5 no. Flags
- ii. 2018/2734 1 Norwich Road: Side extension and car ports
- iii. 2018/2223 4 Highland: Retain in situ the one air-to-air heat pump unit at ground level on front elevation; remove and relocate the existing air-to-water heat pump unit to ground level at the rear; and remove two existing air-to-air heat pump units and relocate one of those units to first-floor level on rear elevation together with installation of a barrier
- iv. 2018/2824 6 Greenacres Drive: Rear and side extension

b. Planning Decisions

- i. 2018/2267 Land South West Of Sebald Crescent: Proposed new chalet bungalow and a log cabin annexe. **REFUSAL**
- ii. 2018/2370 5 St Marys Road: Proposed single storey extension to side of existing dwelling. Demolition of existing flat roof detached garage and erection of 1.8m fencing and gate. **APPROVAL WITH CONDITIONS**

- iii. 2018/2617 Evangelical Free Church, Carr Lane: Non Material Amendment following 2017/0047 – change to windows. **APPROVAL WITH NO CONDITIONS**
- iv. 2018/2652 Land South Of Stoke Road And West Of The Street: Non material amendment to 2017/0495 – alterations to internal layout, main body of house above plinth level changed from render to brickwork, window to Utility in side elevation changed to a door, window on half landing reduced in size and addition of high level roof light in roof slope to both sides of dwelling to plot 1. **APPROVAL WITH NO CONDITIONS**

8. Correspondence and Consultations

- a. Pollination Corridor Presentation – Rodney Aldis (10 mins total)
- b. The Ridings/Devlin Drive Hedge

9. Finance

- a. Receipts, payments and bank reconciliation for November 2018
- b. Accounts for payment

10. Committee and Advisory Group Reports and Recommendations

- a. Finance and Governance Advisory Group

11. Other matters

- a. Budget and Precept Setting 2019/20

12. Date of next Parish Council meeting: Wednesday 30th January 2019, 7pm, Poringland Community Centre

Dated the 21st December 2018

Assistant Clerk.....

Minutes of the Meeting of Poringland Parish Council
Wednesday 28th November 2018 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
Trevor Spruce
James Landshoft
John Henson
David Hewer
John Joyce
Lisa Neal
John Overton
Chris Walker
Rachel McCarthy (Assistant Parish Clerk)

Also attended: 26 members of the public in attendance.

1. Apologies

Apologies for absence were received from Steve Aspin.

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. Chris Walker declared an interest in item 7.a.iv. but asked for dispensation to remain in the meeting for the item's discussion

3. Minutes of the Previous Meeting

The minutes of the meeting held on 31st October 2018 were **agreed**. Proposed by David Hewer, seconded by Trevor Spruce, all in favour.

4. Update on matters arising from the minutes

The Assistant Clerk presented her report into matters raised and confirmed that whilst work on the Rosebery Park play area was complete, the pathway on Shotesham Road was not now likely to be completed until mid January at the earliest.

Speed awareness wheelie bin stickers had been offered to residents of Devlin Drive and Rectory Lane as a priority and were now available to all residents.

John Joyce referred to the white lining work to be undertaken on Devlin Drive and suggested Council engage with residents when it is known when the work will take place. John Overton requested that the developers of Rosebery Park be written to regards installing road markings at the junction with Shotesham Road.

RM

5. Report from the Chairman

The Chairman thanked the Assistant Clerk for having fulfilled the Clerk responsibilities whilst the post was vacant.

He reported sales of 145 for the Jukebox Rogues Cabaret event on December 8th and 65 for the Princess Parties on December 19th.

6. Public Participation

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

a) District Councillors

Cllr Overton spoke about the good work achieved by the Community Connectors scheme, helping a range of vulnerable people experiencing financial or other difficulties.

The vacant properties on the Charles Church estate in Framingham Earl were now being purchased by Flagship, and he discussed a collaboration between Broadland and South Norfolk Council (SNC) to unify the allocation of social housing.

Cllr Neal reported that the two district councils were being combined into a single paid authority which will have a new identity presently being decided. She advised that the outgoing Chief Executive of SNC, Sandra Dineen would stay on as Director of Big Sky Developments, with Trevor Holden becoming Chairman of the Board.

The Long Stratton bypass should be heard by planning in March and was awaiting finance from central government. First Buses had taken on the bus service dropped by Konnect which retained the coverage for residents of Stoke Holy Cross. The SNC parking scheme had been taken up by some local parishes and would now be developed. A crackdown on trailer advertising along the highway was to be undertaken with new jurisdiction introduced to see about their removal.

b) County Councillor

The County Councillor confirmed that the PPC would remain a separate entity to the Fire service and advised that Norfolk had been selected as the location of the 2019 British Cycling National Road Championships.

Markshall Bridge had been assessed for damage and whilst heavily used was found to be fit for purpose, with trees cleared out of Caistor to ease the priority flow.

The consultation for the new Western Link road was now open, with a number of public events scheduled.

He confirmed that the bus route through Stoke Holy Cross was to be reinstated by First, and advised that the November meeting of the Norfolk Bus Forum was always open to the public.

A trial in Great Yarmouth has been commissioned by Norfolk County Council to assess the road temperature before the grit lorries are dispatched.

Residents were advised to remain vigilant about scams operating illegally.

c) Public Participation

A member of the public referred to Item 7.a.iv and asked if the Cemetery Groundworks report could be submitted as evidence against the appeal. The Chairman did not consider the sites to be close enough in location for it to be relevant.

A member of the public invited the council to meet and discuss the B-Line Conservation Scheme. The Chairman confirmed that this could be arranged. **RM**

A member of the public referred to planning application 2018/2223. As the neighbour to the property confirmed he asked for the council's support in raising a complaint to South Norfolk Council about their failure to enforce the decision made. Cllr Overton read an update from SNC confirming the air pumps needed to be removed within a month of 8th January 2019. There was widespread support for a complaint being made. Cllr Neal agreed to bring the matter up in the next SNC planning committee meeting. **RM**

Another member of the public spoke regarding item 7.a.iv. and raised concern about the loss of agricultural land and the implications of introducing sufficient foul water connections to the site.

A member of the public spoke of her dislike of the use of Estate Agent boards to advertise events and asked for the Parish Council's support in their removal. Clerk to look into the legality of the boards.

A member of the public asked for an update on the Community Centre Car Park Extension. The Chairman advised that the planning stipulations had meant the project was unfeasible at the present time so it had been put on hold.

A member of the public repeated his complaint about the blocked gutters along The Street. Assistant Clerk to follow up with the Rangers.

Standing orders were reinstated. Lisa Neal left the meeting.

7. **Planning**

a) Applications Received

i) 2018/2370 5 St Marys Road: Proposed single storey extension to side of existing property. Demolition of existing flat roof detached garage.

James Landshoft had viewed the plans and visited the site. He saw no issue with the development.

It was **agreed** to make no comment to the application, proposed by Trevor Spruce, seconded by Chris Walker, all in favour.

ii) 2018/1882 4 Green Fall: Retention of access gates at front of property **RM**

John Joyce had viewed the plans and visited the site. A retrospective application had been made for large wooden gates approximately 6ft high at the front of the property.

It was **agreed** to make no comment to the application on the grounds of the legality of the installation being determined by the planning officers, proposed by David Gooderham, seconded by Trevor Spruce, one abstention, one vote against.

RM

- iii) 2018/2480 1 Norwich Road: Erection of chalet and demolition of existing garage

Trevor Spruce had viewed the plans and visited the site. He advised that planning permission had already been granted and the application was for a slight amendment to the proposition.

It was **agreed** to make no comment to the application, proposed by James Landshoft, seconded by Chris Walker, all in favour.

RM

- iv) APPL/L2630/W/18/3214238: Land South of Burgate Lane

The appeal was discussed but with no new comments put forward to be submitted. The public were encouraged to submit their comments and respond to the Greater Norwich Local Plan which had recognised the site under Regulation 18.

8. Correspondence and Consultations

a) Greater Norwich Local Plan Consultation

John Henson presented the paper received from the Campaign to Protect Rural England (CPRE). It was **agreed** not to sign up to the proposed pledge, proposed John Henson, seconded David Gooderham, all in favour.

John Henson detailed the parish sites outlined within Regulation 18 of the GNLPP and his concerns with them. It was **agreed** to submit a response based on the comments prepared, proposed by Chris Walker, seconded by David Hewer, all in favour.

Public Space Protection Orders

The Chairman outline concerned raised locally about dogs being off the lead in public spaces, specifically around children's play areas. It was **agreed** to install signs requesting "Dogs Must Be Kept On Leads" on all public open spaces initially and to monitor the success, proposed Trevor Spruce, seconded Lisa Neal, all in favour.

RM

Solar Powered Light – Village Green Youth Shelter

The Assistant Clerk asked for a decision from council about the installation of a solar powered light within the Youth Shelter, as requested by a resident. It was **agreed** to purchase and install a light and review its impact, proposed John Henson, seconded David Hewer.

RM

9. Finance

a) Receipts, Payments, and Bank Reconciliation

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

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by John Henson, seconded by David Hewer, all in favour. Trevor Spruce and John Henson would authorise the payments.

	Staff Salaries	£4,919.45
HMRC	PAYE / NIC	£1,196.59
Norfolk Pension Fund	Pension Contributions	£1,304.06
BT	Telephone & Broadband	£47.18
Microshade	Hosted IT	£217.62
Hollinger Print	Printing – Newsletter	£246.00
Total Gas & Power	Electricity	£832.14
ESPO	Gas	£94.72
Hugh Crane Cleaning Eq	Cleaning Materials	£242.79
Fantastical Entertainment	Character Appearance	£275.00
David Michael Productions	Jukebox Rogues	£1,620.00
Pitkin & Ruddock	Air Con Maintenance	£819.60
WorldPay	Card Machine	£5.29
Parker Planning Services	Neighbourhood Plan Consultant	£960.00
API Cleaning	Relief Caretaking (Oct/Nov)	£1,392.00
Veolia	Waste	£99.56
Garden Guardian	Grounds Maintenance	£1,059.29
Vortex	Grounds Maintenance	£191.66
Spruce Landscapes	Grounds Maintenance	£945.00
Barclaycard	Bar/Maint/Vodafone	£1,222.63
L Gooderham	Tea Towel Washing	£30.00
South Norfolk Council	Dog Bins	£1,920.00
Westcotec	Brackets	£60.00
Banqueting Hire	Tables & Cloths	£219.60
Spruce Landscapes	Install Dog Bin	£60.00
Name Withheld	Exclusive Rights Refund	£330.00
Victoria Kirk	Damage Deposit Refund	£18.00
R McCarthy	Petty Cash Top Up	£75.69

c) Fidelity Statement

It was **agreed** to retain the funds held with Fidelity International, proposed Chris Walker, seconded John Henson, all in favour.

10. Committees and Advisory Groups

a) Finance & Governance Report

The report was presented by Chris Walker. It was **agreed** to apply for funding through the Parish Partnership Scheme for “Think” signs to be installed at Devlin Drive, proposed by John Henson, seconded by James Landshoft, all in favour.

RM

Chris advised that the Community Centre grounds maintenance contract had needed to be revised and that tenders would be put to the next meeting. It was **agreed** to award the other contracts as follows, proposed John Henson, seconded James Landshoft, all in favour.

Burial Ground – Spruce Landscapes at £5,600 per annum

Memorial Garden – Spruce Landscapes at £1,500 (combined discount)

Devlin Drive – Garden Guardian at £807 per annum.

Verges – Garden Guardian at £2,556 per annum.

Mulberry Grass – Vortex at £1,150 per annum.

Mulberry Grounds – Vortex at £1,140 per annum.

Playing Field Grass – Garden Guardian at £978 per annum.

Playing Field Grounds – Garden Guardian at £1,656 per annum.

Rosebery Park – Vortex at £1,750 per annum.

Trafalgar Square – Vortex at £1,160 per annum.

David Gooderham presented correspondence from David Wilson Homes confirming a payment of £12,000 would be made to Norfolk County Council for the redesign of the Fiveways Roundabout upon occupation of 70% of the dwellings. No budget needed to be allocated for the project but it did not need to be abandoned altogether.

Budget had been put in place for the installation of rear electric doors and reflooring of the Gents toilet in the Community Centre and final figures would be put to council at the next meeting when the tax base would be confirmed.

- b) Neighbourhood Plan Committee Report
A verbal report was provided by John Henson and John Joyce regards recent movement with the Neighbourhood Plan and they confirmed it was all on schedule.

11. **Other Matters**
None

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) HR Matter
The confidential matter was discussed and the preferred approach **agreed**, proposed John Overton, seconded Trevor Spruce, all in favour. Letter to be issued 1st December 2018. **RM**

12. **Date of next meeting:**

- Wednesday 2nd January 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9.29pm.

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.

- **Advertising Signs** – Research concluded Estate Agent boards are not illegal at can be installed at the discretion of the landowner. **COMPLETE**
- **Junction markings on new estates** – Big Sky confirmed white lines will be installed when temporary road surface is reinstated (due mid January) and BDW confirmed with rectify ASAP. Update requested. **ONGOING**
- **Community Land Project Transfer** – Legal transfer in hands of solicitors. Feedback on draft plans sent to Architect for amendments. **ONGOING**
- **White lining on Norfolk Homes estate roads** – Highways to complete when weather suitable in the new year. **ONGOING**
- **New burial ground** – Project to be handed to the new Clerk. **ONGOING**
- **Redesigned pavement Shotesham Road** – UKPN due to complete on site by 11/01/19 with tarmac reinstatement scheduled week commencing 14/01/19. **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** – Final chase letters sent with deadline of January 31st. After that will assume plots retained for ashes though refund still available. **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**
- **Poor design of stone area at Budgens** – SNC confirmed no breach of planning. Winkworth confirmed stones swept daily. **COMPLETE**
- **Speed Awareness Wheelie Bin Stickers** – stickers will be left in Community Centre foyer for residents to take. **COMPLETE**
- **Tree Works** – Tenders received and recommendation for council decision. **ONGOING**
- **Youth Shelter Anti-Social Behaviour** – Solar Light purchased and will be installed in the new year. **ONGOING**

Rachel McCarthy
Assistant Clerk to the Council, 21st December 2018

Email received 2nd December 2018

Dear Madam

Could I ask the Parish Council to give consideration to something that many people who live on the Ridings in Poringland, are finding a major issue.

The beech hedge on the right hand side at the end of Devlin Drive has created a complete blindspot as people driving in both directions cannot see the on-coming traffic. One of the biggest problems is that people who live at the end of Devlin Drive, park their cars (and there is one in particular every day), far too close to the bend. Cars travelling onto the Ridings from Devlin Drive, have to pass the parked cars by driving onto the other side of the road. The beech hedge obscures any on-coming traffic from both directions. It is only a matter of time before someone will be involved in a major accident. I myself was nearly wiped out by an Asda van at that exact spot last week.

Would the council please consider either removing some of this hedge to allow better vision from both directions, or put double yellow lines or parking restrictions along that stretch of road to prevent people parking there, as I understand the home owners do have parking spaces at the back of the properties where they can park.

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Barclays Current	0.00
1	Unity Trust	17,158.95
2	Barclays Deposit	0.00
2	United Trust	50,000.00
2	CCLA	40,000.00
2	Unity Trust Deposit	155,171.29
2	Santander Bond 1	60,000.00
2	Cambridge & Counties 120 Day	75,311.82
2	Hampshire Trust Bond 1	55,000.00
2	Nationwide Instant Access	120,816.81
		573,458.87
<u>Other Bank & Cash Balances</u>		
	Petty Cash	550.00
	Cashbook Suspense	0.00
		550.00
		<hr/> 574,008.87
<u>Unpresented Payments</u>		
1	22/08/2018 300060	500.00
1	22/08/2018 300065	250.00
1	28/11/2018 300005	330.00
1	28/11/2018 300006	18.00
1	28/11/2018 BACS	34.10
1	30/11/2018 DD	94.72
1	28/03/2018 300001	75.00
		1,301.82
		<hr/> 572,707.05
<u>Receipts not on Bank Statement</u>		
0	30/11/2018 All Receipts Cleared	0.00
		0.00
		<hr/> 572,707.05
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
	Current	15,857.13
	Bonds & Savings	556,299.92
	Other Bank & Cash Balances	550.00
	Total Bank & Cash Balances	<hr/> 572,707.05 <hr/>

PORINGLAND PARISH COUNCIL				
Payments List 2 January 2019				
Payee	Code	Description	Amount	Chq no.
S Cunningham	Salaries	Administrator		SO
R McCarthy	Salaries	Asst Clerk		SO / BACS
J Dodman	Salaries	Bar Staff		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
			£4,730.52	
HMRC	Salaries	PAYE & NIC	£1,229.55	BACS
Norfolk Pension Fund	Salaries	Pension Contributions	£1,336.57	BACS
BT	General Administration	Telephone & Broadband	£49.55	DD
Microshade	General Administration	Hosted IT	£217.62	SO
Norfolk Copiers	General Administration	Printing	£35.98	BACS
Total Gas & Power	Community Centre	Electricity	£855.58	DD
ESPO	Community Centre	Gas	£161.78	DD
Wave	Community Centre	Water	£282.18	DD
WorldPay	Community Centre	Card Machine	£4.08	DD
R McCarthy	Community Centre	Event Catering	£80.00	BACS
Norwich Electrical	Community Centre	Electrical Repair	£130.96	BACS
J Lawrance	Community Centre	Repair	£75.00	BACS
The Alarm Company	Community Centre	Fire Alarm Servicing	£312.00	BACS
Wave	Playing Field	Water	£198.63	DD
South Norfolk Council	Playing Field	Premises Licence	£70.00	BACS
Wave	Burial Ground	Water	£16.03	DD
Parker Planning Services	Neighbourhood Plan	Consultant	£240.00	BACS
Veolia	Comm Centre / Burial Ground	Waste	£74.23	DD
Spruce Landscapes	Comm Centre / B Ground / Mem Gard	Grounds Maintenance	£945.00	SO
Garden Guardian	Comm Sums / P Field / Outside	Grounds Maintenance	£1,059.29	BACS
Garden Guardian	Comm Sums / P Field / Outside	Grounds Maintenance (July)	£870.22	BACS
Vortex	Commuted Sums	Grounds Maintenance	£191.66	BACS
API Cleaninh	Comm Centre / P Field	Relief Caretaking	£793.88	BACS
Barclaycard	Comm Centre / General Admin	Bar / Event / Statt	£1,064.13	DD
			£15,024.44	

**Report of the meeting of the Finance and Governance Advisory Group held on
Wednesday 19th December 2018**

The meeting was attended by John Henson, Tim Boucher and Chris Walker. The following matters were discussed with observations and recommendations being made to Council.

1. Updates on Matters Arising

- **Neighbourhood Plan Staff Budget** – John Henson confirmed that additional staff time would be needed and reiterated that budget needed to be made accordingly.

2. Contracts

- **Maintenance Contracts** - following an omission in the original job specifications, it is **recommended** that Spruce Landscapes be awarded the Community Centre contract at £2,350 per annum.
- **Treeworks** – it is **recommended** that Eastern Tree Care be awarded the contract at £4750, plus £320 for additional required work identified.

3. Budget 2018/19

It was **agreed to recommend** the budget as presented, with a precept of £166,235.54, Band D of £88.56 and a 4.98% increase, owing principally to the lack of shortfall grant available and loss of income due to the closure of the Cemetery to new burials.

Poringland Parish Council
Budget 2018-19

Cost Code	Details	2017-18		2018-19			2019-20			Notes
		Budget	Actual 31.03.18	Budget	Actual to end Q2	Estimated to Year End	Suggested Precept	Inc/Dec on 2018/19	Inc/Dec on 2018/19 Budget.	
	EXPENDITURE									
	Salaries									
	Staff Salaries	105,953.93	112,574.03	124,898.86	58,749.92	116,544.91	121,072.28	3.88%	-3.06%	
11	Staff contingency fund	1,000.00	-	1,000.00	-	-	1,000.00	#DIV/0!	0.00%	
	Staff Review Allowance	-	-	-	-	-	4,000.00	#DIV/0!	#DIV/0!	
	Sub Total	106,953.93	112,574.03	125,898.86	58,749.92	116,544.91	126,072.28	8.17%	0.14%	
	General Administration									
12	Audit fee	700.00	1,640.00	1,650.00	1,020.00	1,440.00	1,500.00	4.17%	-9.09%	
13	Insurance	4,500.00	4,393.00	4,750.00	182.15	4,750.00	4,850.00	2.11%	2.11%	
14	Petty cash & stationery	2,250.00	2,122.27	1,500.00	679.02	1,358.04	1,500.00	10.45%	0.00%	
	Telephone & Broadband			600.00	220.45	440.90	600.00	36.09%	0.00%	
	Bank Charges	-	-	-	149.20	298.40	300.00	0.54%	#DIV/0!	
15	Subscriptions	800.00	996.00	1,550.00	849.00	1,499.00	1,500.00	0.07%	-3.23%	RBS; LCPAS; Parish Online; ICO;
16	Advertising and publicity	400.00	1,050.62	500.00	474.00	774.00	750.00	-3.10%	50.00%	
	Printing (newsletters & reports)	1,000.00	1,248.33	1,000.00	983.00	1,269.00	1,300.00	2.44%	30.00%	Newsletters 4 x £143; Annual Report £700
	Printing (general)			250.00	201.07	402.14	400.00	-0.53%	60.00%	
18	Training	600.00	2,202.00	2,100.00	1,728.00	2,000.00	1,000.00	-50.00%	-52.38%	
	Hosted IT Solution	1,400.00	1,726.95	2,160.00	1,088.05	2,176.10	2,200.00	1.10%	1.85%	
	Software Purchase	-	3,307.86	-	-	-	-	#DIV/0!	#DIV/0!	
19	Office equipment	500.00	1,170.24	800.00	317.97	635.94	800.00	25.80%	0.00%	
	Sub Total	12,150.00	19,857.27	16,860.00	7,891.91	17,043.52	16,700.00	-2.02%	-0.95%	
	Burial Ground									
20	Maintenance	8,000.00	9,629.31	6,000.00	3,010.80	6,021.60	6,000.00	-0.36%	0.00%	
	Memorial maintenance (council paying)	-	-	-	525.00	875.00	-	-100.00%	#DIV/0!	
	New Burial Ground Project	-	-	-	-	-	10,000.00	#DIV/0!	#DIV/0!	Professional fees and investigations
	Sub Total	8,000.00	9,629.31	6,000.00	3,535.80	6,896.60	16,000.00	132.00%	166.67%	
	Community Centre									
21	Maintenance	6,000.00	6,790.00	6,000.00	6,548.92	9,548.92	10,000.00	4.72%	66.67%	£4000 of repair or non-routine maintenance 2018/19
22	Cleaning	1,800.00	2,269.27	2,000.00	692.86	1,385.72	2,000.00	44.33%	0.00%	
23	Heat & light	6,500.00	8,576.06	7,500.00	4,263.93	8,527.86	8,000.00	-6.19%	6.67%	
24	Water	540.00	673.95	1,000.00	534.60	1,069.20	1,000.00	-6.47%	0.00%	
25	Rates	2,700.00	-	-	-	-	-	#DIV/0!	#DIV/0!	
26	Capital and Improvements		8,462.71			-				
	Air conditioning in bar and office	6,276.00								
	Community Centre Floor	4,377.00								
	Car Park Extension	15,000.00								
	Decorating			1,280.00	1,300.00	1,300.00				
	Quad 1 Sound			-	1,155.00	1,155.00				
	Misc Equipment				320.92	320.92				
	Back Door Redesign				-	-	5,840.00			
	Gents Toilets						1,100.00			

Poringland Parish Council
Budget 2018-19

Cost Code	Details	Budget	Actual 31.03.18	Budget	Actual to end Q2	Estimated to Year End	Suggested Precept	Inc/Dec on 2018/19	Inc/Dec on 2018/19 Budget.	Notes
	Sinking Fund						10,000.00			To be assigned to earmarked reserves
27	Grounds maintenance	2,260.00	2,259.96	2,350.00	1,174.49	2,348.98	2,350.00	0.04%	0.00%	
28	Bar	3,250.00	4,791.42	3,500.00	2,055.88	3,555.88	3,500.00	-1.57%	0.00%	
	Relief Caretaker	5,500.00	10,808.08	9,000.00	1,497.24	5,997.24	7,000.00	16.72%	-22.22%	
	Event Expenditure	1,250.00	7,085.60	7,250.00	4,583.63	7,333.63	5,000.00	-31.82%	-31.03%	
29	Contingency fund	3,000.00	585.61	3,000.00	-	3,000.00	3,000.00	0.00%	0.00%	
30	PRS Licence	700.00	623.91	700.00	-	700.00	700.00	0.00%	0.00%	
31	Loan repayment	8,713.26	8,713.26	8,713.26	4,357.00	8,714.00	8,713.26	-0.01%	0.00%	
	Sub Total	67,866.26	61,639.83	52,293.26	28,484.47	54,957.35	68,203.26	24.10%	30.42%	
	Outside Spaces									
	Capital and Improvements		4,589.99							
	Fiveways Bus Shelter (PPS)									
	Parish Partnership						300.00			Devlin Drive signs - (50%)
	Tree Inspections and Remedial Works	940.00			2,190.00	2,190.00	5,070.00			Medium term works from 2018 inspection
	War Memorial Fund									
	Speed Awareness initiative with school									
	SAM2 Machine (PPS)									
	Play Area markings Devlin Drive	250.00			1,578.74	1,578.74				
	Marked Area bench etc				1,669.50	1,669.50				
	Misc				139.92	139.92				
32	Open spaces (village green)	5,600.00	5,600.00	-	-	-	-	#DIV/0!	#DIV/0!	
	Devlin Drive Grounds Maintenance		554.97	780.00	335.00	855.00	807.00	-5.61%	3.46%	
	Mulberry Close Play Equipment		839.15		3,400.30	3,400.30				
	Mulberry Close Grounds		702.00	2,420.00	2,402.34	3,255.67	2,290.00	-29.66%	-5.37%	
	Trafalgar Square		1,721.41	1,160.00	1,512.98	2,189.60	1,160.00	-47.02%	0.00%	
	Rosebery Park		-	2,090.00	2,070.62	3,173.54	1,750.00	-44.86%	-16.27%	
	Norwich Road Bus Shelter		250.00	250.00	100.00	200.00	200.00	0.00%	-20.00%	
	Verge Cutting	2,340.00	2,340.00	2,460.00	1,405.86	2,460.15	2,556.00	3.90%	3.90%	
	Memorial Garden		-	1,500.00	750.00	1,500.00	1,500.00	0.00%	0.00%	
	Dog Bins		-	1,900.00	-	1,900.00	2,100.00	10.53%	10.53%	21 dog bins at £100/bin
33	General repairs and replacements	1,500.00	2,764.45	1,000.00	1,634.33	1,634.33	1,500.00	-8.22%	50.00%	
	Sub Total	10,630.00	19,361.97	13,560.00	19,189.59	26,146.75	19,233.00	-26.44%	41.84%	
	Playing Field									
34	General Costs	8,000.00	7,389.68	8,000.00	2,685.37	5,370.74	8,000.00	48.96%	0.00%	
	Capital Improvement - Heating	-	-	6,434.00	8,586.29	8,586.29	-	-100.00%	-100.00%	
	Repairs and Replacements	-	-	-	6,344.00	6,344.00	2,000.00			2018/19 - CCTV & Fence
35	Grass cutting & Grounds Maintenance	2,310.00	1,373.35	2,425.00	808.16	2,424.80	2,709.00	11.72%	11.71%	
	Sub Total	10,310.00	8,763.03	16,859.00	18,423.82	22,725.83	12,709.00	-44.08%	-24.62%	
	Miscellaneous									
	Professional Fees	1,500.00	-	1,500.00	4,250.00	4,250.00	1,500.00	-64.71%	0.00%	2018/19: Burial Ground Water Investigation Fee
38	General Contingency	2,200.00	-	1,600.00	-	1,600.00	1,600.00	0.00%	0.00%	
	Octagon Post Office (S137)			200.00	-	200.00	200.00	0.00%	0.00%	
	Community Land Project	2,500.00	1,525.00	-	-	-	-	#DIV/0!	#DIV/0!	
39	Section 137	500.00	225.00	300.00	-	225.00	300.00	33.33%	0.00%	

Poringland Parish Council
Budget 2018-19

Cost Code	Details	Budget	Actual 31.03.18	Budget	Actual to end Q2	Estimated to Year End	Suggested Precept	Inc/Dec on 2018/19	Inc/Dec on 2018/19 Budget.
	Sub Total	6,700.00	1,750.00	3,600.00	4,250.00	6,275.00	3,600.00	-42.63%	0.00%
	Projects								
	Community Land Project Planning			33,000.00	-	-			
	Community Land Project - Delivery								
	Neighbourhood Planning		3,385.47	16,500.00	3,066.00	16,500.00	8,500.00		
	Sub Total	-	-	49,500.00	3,066.00	16,500.00	8,500.00		
	TOTAL EXPENDITURE	222,610.19	227,331.60	284,571.12	140,055.71	260,193.36	271,017.54	4.16%	-4.76%
	INCOME								
40	Miscellaneous	500.00	1,818.58	500.00	130.00	130.00	500.00	284.62%	0.00%
	Play Area Markings Grants	-	-	-	-	-	-	#DIV/0!	#DIV/0!
	Verge Cutting Delegation	4,067.01	4,015.32	4,100.00	4,159.87	4,159.87	4,200.00	0.96%	2.44%
	Neighbourhood Planning Grant	-	8,230.00	15,000.00	6,770.00	6,770.00	-	-100.00%	-100.00%
	Capital Grants	-	4,336.25	-	3,598.40	3,598.40	-	-100.00%	#DIV/0!
41	Interest on investment	2,000.00	3,508.02	2,000.00	4,029.29	5,029.29	4,000.00	-20.47%	100.00%
42	Burial Ground - General	4,500.00	17,842.15	5,500.00	4,927.00	7,427.00	2,375.00	-68.02%	-56.82%
	Burial Ground - Memorials	-	1,050.00	-	175.00	525.00	-	-100.00%	#DIV/0!
	Refunds	-	-	-	110.00	110.00	-	-100.00%	#DIV/0!
	Sub Total	11,067.01	40,800.32	27,100.00	23,679.56	27,529.56	11,075.00	-59.77%	-59.13%
	Community Centre Income								
44	Hirers - Regular	40,000.00	44,943.42	40,000.00	24,326.86	48,653.72	45,000.00	-7.51%	12.50%
45	Hirers - Casual	8,500.00	12,341.81	10,000.00	5,687.14	11,374.28	10,000.00	-12.08%	0.00%
46	Bar takings	9,000.00	10,857.96	9,000.00	4,346.84	8,693.68	8,500.00	-2.23%	-5.56%
47	Police	3,000.00	1,585.58	3,000.00	1,319.64	2,500.00	2,500.00	0.00%	-16.67%
48	Comm Centre Miscellaneous	500.00	621.97	500.00	252.00	504.00	500.00	-0.79%	0.00%
	Event Income	4,000.00	11,050.24	13,855.00	7,929.80	12,929.80	12,500.00	-3.32%	-9.78%
	Refunds	-	170.24	-	50.00	50.00	-	-100.00%	#DIV/0!
	Sub Total	65,000.00	81,230.74	76,355.00	43,812.28	84,605.48	79,000.00		
	Earmarked Monies								
	Use of commuted sums		-						
	Devlin Drive Grounds Maintenance		554.97	780.00	335.00	335.00	807.00		
	Mulberry Close Grounds Maintenance		702.00	2,420.00	2,402.34	2,402.34	2,290.00		
	Mulberry Close Play Equipment		839.15		3,400.30	3,400.30			
	Trafalgar Square Grounds Maintenance		1,721.41	1,160.00	1,512.98	1,512.98	1,160.00		
	Rosebery Park Grounds Maintenance		-	2,090.00	2,070.62	2,070.62	1,750.00		
	Norwich Road Bus Shelters		250.00	250.00	100.00	100.00	200.00		
	Use of earmarked reserves		-						
	Community Land Project Planning		-	20,000.00	-	-			
	Neighbourhood Planning		-	1,500.00	3,066.00	500.00	8,500.00		
	Hall Floor Balance				2,188.50	2,188.50			
	Car Park Extension				1,050.00	1,050.00			
	Use of free reserves								
	Sub Total	-	4,067.53	28,200.00	16,125.74	13,559.74	14,707.00	8.46%	-47.85%

Notes

Poringland Parish Council
Budget 2018-19

Cost Code	Details	Budget	Actual 31.03.18	Budget	Actual to end Q2	Estimated to Year End	Suggested Precept	Inc/Dec on 2018/19	Inc/Dec on 2018/19 Budget.	Notes
	TOTAL INCOME	76,067.01	126,098.59	131,655.00	83,617.58	125,694.78	104,782.00			
49	SHORTFALL GRANT	3,714.00	3,714.00	1,994.00	1,994.00	1,994.00	-			
50	PRECEPT	142,829.18	142,829.18	150,922.12	150,922.12	150,922.12	166,235.54			
	TOTAL INCOME	222,610.19	272,641.77	284,571.12	236,533.70	278,610.90	271,017.54			
	EXCESS / LOSS	-	45,310.17	-		18,417.54	-			
	Inc/Dec on Council Tax Bill	#DIV/0!		0.00%			4.98%			
	Tax Base	1,693.00		1,789.00			1,877.00			
	Band D	£84.36		£84.36			£88.56			