



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, NR14 7WB

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NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a Meeting of Poringland Parish Council at 7pm on Wednesday 30th June 2021 at Poringland Community Centre

The Meeting will Begin with One Minute's Silence in Memory of Stephen Warminger

The Business to be Transacted is as Follows:

1. To Record Apologies for Absence

2. To Receive Declarations of Interest

3. To Agree Minutes of the Meeting of 26th May 2021

4. Matters Arising from the Meeting of 26th May Including Clerk's Report

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

- a) District Council Report (7 minutes)
- b) County Council Report (5 minutes)
- c) Public Participation (15 minutes)

6.Planning

a) To Consider Applications Received

- i) 2021/1134 – 6 Forge Close – Proposed Double Storey Rear Extension
- ii) 2021/1125 – 26B Shotesham Road - Erection of front porch and attached side garage
- iii) 2021/1083 - 33 The Ridings - Internal changes to double garage at rear to create a home study - replacement of one garage door with a sliding patio door and garage retained (retrospective)
- iv) 2021/1205 – 38 The Street - Proposed extension to garage

b) To Note Planning Decisions

i) **APPROVAL WITH CONDITIONS**

- a. 2021/0661 – Land Off Mill Close – Variation of condition 2 - siting, floor plans and elevations - of planning permission 2019/1750
- b. 2021/0662 – Amberwood, Heath Loke – Front single storey extension to dwelling
- c. 2021/0667 - Land South of Mill Close – Variation of condition 2 (siting, floor plans and elevations) of 2019/0699
- d. 2021/0668 - Land West of Mill Close – Variation of condition 2 (siting, floor plans and elevations) of 2019/0700
- e. 2021/0708 – 121 The Street – Erection of two storey side and rear extension to include self contained annexe above double garage.

ii) **APPROVAL OF DETAILS**

- a. 2021/0812 – Land South of Mill Close – Discharge of conditions 3, 7, 9, 12 and 13 of planning permission 2019/0699 - External materials, tree protection, boundary treatments, surface water and levels.
 - b. 2021/0813 – land West of Mill Close – Details for conditions 3, 7, 9, 12 & 13 for 2018/1210 - External Materials (3), Tree Protection Plan (7), Boundary Treatments (9), Surface Water Drainage (12) and Slab Levels (13) - Plot 1
- iii) **PRIOR APPROVAL NOT REQUIRED**
 - a. 2021/0899 – 27 Howe Lane - Proposed single storey rear extension, extending 4m from the rear wall of the original dwelling house, max height 3.6m and eaves height of 2.55m

7.To Consider Response to the Norfolk County Community Safety Plan Consultation

8.To Receive Parish Council Update on Covid-19

9.To Receive Update Report on Fiveways Roundabout

10. Policy Review

- a) To Review Data Protection Policy
- b) To Review Information Security Policy

11. To Appoint Contractor for Potters Way Grounds Maintenance Contract

12. Finance

- a) To Agree Donation in Memory of Stephen Warminger
- b) To Receive Receipts, Payments and Bank Reconciliation for May 2021
- c) Accounts for Payment
 - i. To Agree Accounts for Payment
 - ii. To Agree Accounts for Payment (Councillors with Pecuniary Interests)
- d) To Consider Reinvestment of Hampshire Bond
- e) Annual Governance and Accountability Return
 - i. To Receive Internal Report (Final Version June 2021)
 - ii. To Agree Annual Governance Statement
 - iii. To Agree Annual Accounting Statements

13. To Consider Recommendations from Advisory Groups

- a) Community Centre Advisory Group
- b) Community Engagement Advisory Group
- c) Community Land Project Working Group

14. To Receive Proposal to Close the Meeting for Item 15 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Commercial Sensitivity of the Item

15. To Consider Land Matter

16. To Receive Proposal to Close the Meeting for Item 17 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 because the item contains matters relating to terms and conditions of employment

17. To Consider Recommendations from HR Advisory Group

18. To Agree Date and Time of Next Parish Council Meeting

Wednesday 4th August 2021, 7pm. Poringland community centre unless otherwise advised

Dated 24th June 2021

Clerk: Faye LeBon

Minutes of the Annual Meeting of Poringland Parish Council
Wednesday 26th May 2021 7pm
Meeting Held at Poringland Community Centre

In Attendance

Tim Boucher
John Henson
David Hewer
John Joyce (Chairman)
Peter Lowndes-Burt
Lisa Neal
John Overton
Carl Pitelen
Trevor Spruce
Chris Walker

Also in Attendance:

Also in attendance was Faye LeBon (Parish Clerk), Vic Thomson (County Councillor) and five members of the public.

1. Election of Parish Council Chairman for the Forthcoming Year

Chris Walker nominated John Joyce for the position of Chairman of the Parish Council for the forthcoming year, seconded by John Henson. John Joyce advised that he was prepared to stand, and there were no further nominations. The nomination was carried unanimously and John Joyce signed his declaration of acceptance of office.

2. Election of Parish Council Vice Chairman for the Forthcoming Year

John Henson nominated Tim Boucher for the position of Vice Chairman of the Parish Council for the forthcoming year, seconded by David Hewer. Tim Boucher advised that he was prepared to stand, and there were no further nominations. The nomination was carried unanimously.

3. To Record Apologies for Absence

All members were in attendance. Vic Thomson had advised he would be late due to a prior meeting, and the assistant clerk had sent apologies.

4. To Co-Opt Councillor to Poringland Parish Council

There were four applicants for the vacant position on the Parish Council. Each applicant had sent a bio, which had been circulated to councillors. Each applicant was then asked to give a brief presentation to the council about themselves and why they want to join the council, and took questions from councillors. A ballot was taken and a majority vote was achieved in favour of Sean Curtis after the first round. Mr Curtis was asked to join the council meeting, and he signed his declaration of acceptance of office.

John Joyce thanked all applicants for their interest in the position, noting that it was a pity there was only one vacancy as all would have brought skills and knowledge to the council.

5. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in item 9(a), as a member of South Norfolk Council's Development Management Committee.

Trevor Spruce declared an interest in items 10(b)(ii).

John Overton declared an interest in all planning applications.

6. To Agree Minutes of the Meeting Held on 28th April 2021

The minutes of the meeting held on 28th April 2021 were agreed after a proposal by Chris Walker and a second by John Henson. The minutes were signed as a true and accurate record of the meeting by John Joyce.

7. Matters Arising from the Minutes of 28th April, Including Clerk's Report

The Clerk's report had been previously circulated. It detailed:

- **Playing Field CCTV:** A new CCTV company has been contacted to quote for establishing a link between the pavilion CCTV and the community centre.
- **Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road** - A decision will be made by Norfolk County Council in May/June. It has been reported that the grit bins were not filled in February. This has been escalated to highways. A follow up email has been sent to Norfolk County Council to find out if there has been an update on the extension of the gritting route

- **Lease for the Men's Shed.** The draft Heads of Terms have been sent to the Parish Council's solicitor, to draft a lease which can then be considered by Men's Shed and Fields in Trust. The Parish Council has been allocated a new solicitor to deal with this project and they will be corresponding with the Chairman of the Men's Shed
- **Carr Lane.** The pot hole opposite the community woodland has been reported to Norfolk County Council trails team, and they are investigating. Norfolk County Council has advised that they will be removing the 30mph speed limit sign, but have yet to commit to the initial cut of the vegetation that cannot yet be accessed by a vehicle. The Chairman and Clerk met with representatives from Norfolk County Council on 25th May to discuss the pedestrianised area of Carr Lane. It was noted that the trees along Carr Lane adjacent to the southern lagoon need to be tagged and added to the Parish Council's asset register.
- **Mulberry Playing Field Drainage.** Three drainage contractors have been approached for advice. One cannot participate in the process due to the size of their current order book. The other two have been chased for a response but have not done so. The Amenities Advisory Group has decided it would be better to split the contract into the designing of the scheme and then the groundworks.
- **Rosebery Park Lagoon Area.** An enquiry has been made of Big Sky Developments about whether the Parish Council could take the area on and if so what the commuted sum would be. They are discussing with South Norfolk Council planning officers.
- **Parish Partnership.** Norfolk County Council has confirmed that they will arrange for the gateway mount of the Parish Council's choosing (as detailed in the application). Therefore, payment can be made and the project can be progressed
- **Recruitment.** The HR Advisory Group, in consultation with the staff, has shortlisted the applicants for the Parish Officer role. Interviews are booked for the 28th May.
- **Water Sensors.** John Henson, Vic Thomson and the Clerk will be meeting with the representative for the water sensors on 8th June.
- **Hybrid Meetings.** A proposal has been received from a local company to allow the Parish Council meetings to be broadcast. This will be put to the community centre Advisory group on 9th June.
- **Burgate Lane.** The Parish Council's response to the appeal has been sent. There has yet to be a determination date set by the planning inspectorate.
- **SAM Signs on Rectory Lane.** A location for the SAM machine close to the accident site is going to be problematic. The pole closest to the accident site is impeded by hedging. An alternative pole is opposite Rosebery Avenue but may be too low as the sign will edge into the pathway. The Clerk is to ask the Highways Engineer to look for a possible site next time they are in the area.

8. Adjournment for Public Participation, District and County Councillors, and Councillors with any Pecuniary Interests

It was agreed that standing orders should be suspended.

a) District Council Report

Cllr Neal reported that South Norfolk Council has received extra funding to support businesses in the events and travel sectors. So far £80m has been distributed to businesses and residents in the South Norfolk and Broadland areas.

There are three projects being worked on by South Norfolk Council:

‘Click it Local’ which will operate in a similar manner to Amazon but will be designed for local independent businesses.

Engaging with ‘Thinking Place’ to establish what makes the district distinct, so as to enable the district to become more attractive and competitive.

Looking at offering skills and training for young people and those over 50, as their employment has been affected the most by Covid-19.

Cllr Spruce reported that the latest Covid figures for the South Norfolk District were 7 cases per 100,000 people.

b) County Council Report

To be deferred

c) Public Participation

A member of the public thanked the Parish Council for their work over the past year, and for the effort put in to the Annual Parish Meeting. He also raised concerns about an overgrown hedge on Elizabeth Road. The Clerk will review and write to the householder if necessary. Concerns were also raised about the accuracy of the SAM sign. The Clerk will find out if it needs recalibrating.

It was queried why the Men’s Shed are not moving to the Community Land. Tim Boucher advised that there was a delay on the Community Land, and the opportunity of utilising the bowls green land came up.

Standing orders were reinstated.

Lisa Neal withdrew from the meeting.

9. Planning

a. To Consider Applications Received

i. 2021/0980 – 2A Stoke Road – Proposed Single Storey Rear Extension

Trevor Spruce presented this application to the meeting. He noted that the proposed extension is to the rear of the property. It is close to the neighbouring boundary; however the neighbouring property is also close to the boundary. As at the time of the meeting, there had been no neighbour objections. Trevor Spruce proposed that there should be no objections to this application, seconded by Chris Walker and carried.

It was agreed to consider the following application as a matter of urgent business

ii. 2021/0708 – 121 The Street - Erection of two storey side extension to include self contained annexe above double garage. AMENDED APPLICATION

The Clerk presented this application to the meeting. The original and amended plans were presented and members were reminded of their response to the original application and that was that there should be no objections, as long as the proposal remains an integral part of the original property and will not create a separate dwelling.

It was noted that the large area on the ground floor where the annexe was to be accessed from the main property had been withdrawn, to be replaced with a door on the first floor. Tim Boucher raised concerns that if the proposal is remotely self contained, it is not an annexe.

Tim Boucher proposed that the Parish Council objects to this application as it is a precursor to a separate dwelling. Seconded by John Henson and carried.

b. To Note Planning Decisions

The following decisions were noted:

i) APPROVAL WITH CONDITIONS

a. 2021/0475 – 21 Norwich Road – Removal of Existing Summer House and Erection of Single Storey Kitchen Extension to Rear

b. 2021/0477– 13 Ugate - Attached single garage and erection of single storey rear extension and external alterations..

c. 2021/0551– 3 Mulberry Close - Proposed demolition of conservatory and erection of

single storey rear extension together with external alterations.

d. 2021/0565 – 1 Mentmore Way – Erection of a single storey side extension with sloped roof.

e. 2021/0434 – 40D The Street– Works to TPO Trees

ii) APPROVAL NO CONDITIONS

a. 2021/0590 – Land North of Shotesham Road - Non material amendment to permission 2014/0319/D - detailed landscaping added to site layout in place of previously approved landscaping plans. Perry house types updated.

iii) REFUSAL

a. 2020/1689 – Land East of Overtons Way - Construction of 9 new residential dwelling units, to include 1 retail unit facing North towards existing retail/commercial units

iv) PRIOR APPROVAL NOT REQUIRED

a. 2021/0780 – 23 Caistor Lane - Proposed single storey rear extension, extending 6m from the rear wall of the original dwelling house, with a maximum height of 4m and an eaves height of 2.3m

Lisa Neal Re-joined the Meeting

Vic Thomson Entered the Meeting

It was Agreed to Receive the County Councillor's Report at this Point

6 b) County Council Report

Cllr Thomson reported that the Covid-19 cases in Norfolk were now only 9 per 100,000 people, but stressed the need to continue to take care.

The next Flood Alliance Partnership meeting will be on 28th May.

Work has commenced on the new recycling centre at Harford Bridges. This is due to open in October and will feature a large re-use centre. Information on what can and can't be recycled can be accessed online.

The cutting of the highway verges is done in May and September, and the works are done for safety rather than aesthetics.

Cllr Thomson has been in touch with the parish tree warden about the availability of trees from Norfolk County Council.

There is currently a consultation for local walking and cycling infrastructure in the greater Norwich area, with a brown pedalway proposed to connect Poringland with Drayton. John Joyce queried whether this would be on or off road. Cllr Thomson clarified that most of the route is on-road.

Norfolk County Council has issued new videos about keeping safe whilst boating.

10. To Receive Parish Council Update on Covid-19 Crisis

The Clerk had provided a written report which detailed that the vaccine clinic at the community centre is now completing the second round of vaccines. Enquiries from regular hirers of the centre have come in about wanting to return to the centre early, as volunteers have told them that there are no more vaccinations. Clinics will be running until mid June and it is not feasible to remove all of the NHS's equipment and IT set up to allow the running of classes. In addition to this, the NHS formally has the license until the end of June.

Bookings are being taken for the re-opening of the community centre on 5th July. No allowances have been made for social distancing as the intention is by this date that all restrictions will be lifted, however national guidance on this is being monitored. It is intended that all hand sanitisers should remain in situ and hirers will be encouraged to utilise them.

Tim Boucher queried whether there is sufficient bar staff for upcoming events. The Clerk responded that there was.

11. Finance

a) To Receive Receipts, Payments and Bank Reconciliation for April 2021

The receipts, payments and bank reconciliation for April 2021 were noted by council. Lisa Neal queried the £20,000 payment made from the Parish Council to the Welcome Home and Memorial Playing Fields Trust. The Clerk advised that this related to two Covid-19 support payments, each of £10,000, which were paid to the Parish Council but should have been paid to the Trust.

b Accounts for Payment

i) To Agree Accounts for Payment

Chris Walker proposed that the following accounts should be paid, seconded by David Hewer and carried.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)		£10,580.10
Amazon Business	Chalkboards for Café	£10.99
Amazon Business	Order pads café	£5.00
Amazon Business	Pole for Life Ring Retrieval	£109.99
Amazon Business	Hook for Life Ring Retrieval	£29.99
Amazon Business	Cleaning Equipment	£12.63
Microshade	Hosted IT	£215.10
BT	Phone	£81.96
Lisa Gooderham	mileage	£10.49
Total Gas & Power	Heat & Light	£869.80
norfolk copiers	Printing	£26.97
Zurich	Additional Insurance Premium	£160.81
Norfolk local council	Training	£48.00
Faye LeBon	Café expenditure	£73.60
S Raney Tree Services	Grounds Maintenance	£75.00
Yare Shipping	Café expenditure	£68.17
Garden Guardian	Grounds Maintenance	£938.11
Veolia	Waste Removal	£77.47
Welcome Home and Memorial Playing Fields Trust	Income received by Parish Council in error	£225.00
Barclaycard	Various	£691.08
ESPO	Community Centre Gas	£96.00
Oaks CCTV Ltd	CCTV Repairs	£135.60
PHS Group	Waste Removal	£217.44

Payee	Description	Amount
Hugh Crane	Cleaning Consumables	£55.33
Faye LeBon	Café Consumables	£31.44
Yare Shipping	Café Consumables	£53.44
Faye LeBon	Petty cash top up	£29.68
Faye LeBon	Petty Cash Top Up - Photo Frame & Café	£10.69
	TOTAL	£14,939.88

The following payment was agreed by members acting as sole managing trustee to the Welcome Home and Memorial Playing Fields Trust:

Payee	Description	Amount
Canham Consulting	Initial Survey of Pavilion	£660.00
	TOTAL	£660.00

Trevor Spruce Left the Meeting

ii) To Agree Accounts for Payment (Councillors with Pecuniary Interests)

Chris Walker proposed that the following accounts should be paid, seconded by David Hewer and carried.

Payee	Description	Amount
Spruce Landscapes	Cemetery Maintenance	£520.00
Spruce Landscapes	Playing Field Repairs	£84.00
Spruce Landscapes	Turfing of Five Graves	£150.00
	TOTAL	£754.00

Trevor Spruce Re-joined the Meeting

12. To Consider Update to Financial Regulations to Better Facilitate Staff and Other Payments

The Clerk presented a proposed update to financial regulation 6.4 which reflected the removal of the legislation where two members had to authorise payments. The proposal

was to allow a member of staff to give the first authorisation to a payment, and a councillor the second authorisation. Discussions occurred as to whether there should be a limit put on the staff member, however this was rejected in favour of having a rota for councillors to do the second authorisation so that it isn't the same councillors authorising payments each time. It was agreed to amend financial regulations as per the proposal to streamline council payments.

Consideration was also given to the payment of staff salaries and it was agreed that the method of paying part of the salaries by standing order and topping up at the end of the month was impractical and out of date. All staff should be paid on a specified date and the salary reported to council as a matter of courtesy. Authorisations to pay salaries were done on the signing of the contract.

13. To Receive Quotations for Replacement Flooring in Community Centre Toilets and Appoint Contractor

The Clerk reported that in 2018 the flooring in the gent's toilets was replaced. In the 2021/2022 budget, councillors agreed a budget of £2,000 to replace the flooring in the ladies' and disabled toilets. Three contractors have visited site and quotes received. These were reviewed by members and it was agreed, after a proposal from Chris Walker and a second from John Henson, to award the works to Broadland Flooring at a cost of £1,210.31.

14. To Agree Order for Staff Workwear

John Henson proposed that the order is placed as per the quotation received, for £307.15 + VAT, seconded by Chris Walker and carried.

15. To Receive Update on Poringland Neighbourhood Plan

John Henson reported that the referendum date has been set for the 8th July. Minor changes to the plan are being made to ensure it aligns to the changes agreed by South Norfolk Council as part of its decision statement, and then it will be published on South Norfolk Council's website. The office staff will then promote on plan on social media, and create hard copies of the plan for distribution. A postcard will be sent to each household making them aware of the referendum, and also two drop in sessions at the community centre. These will be held on 23rd June between 10am and 1pm, and 24th June between 3pm and 7pm.

It was emphasised that the Parish Council can promote the referendum, but not try to influence the way people vote.

Chris Walker queried when the count will occur. John Joyce advised that, from experience, it may be the same evening but if not it will be the next day.

15. To Consider Recommendations from Amenities Advisory Group

David Hower reported that the Amenities Advisory Group had met on 12th May. The following recommendations to full council were made:

a) Annual Inspections of Victory Avenue and Mulberry Playing Field:

Obtain quotes for replacement equipment at Victory Avenue and Mulberry Park.

Obtain quotes for replacement gates at Mulberry Park

Obtain quotes to replace safagrass with wet pour rubber/fibrefall (or equivalent) in all play areas.

Utilise free reserves where necessary.

These recommendations were agreed.

b) Community Woodland, Northern and Southern lagoons

It was recommended that the overarching strategies for these areas should be:

Woodland: family friendly, engaging, educational

Northern Lagoon: improve for wildlife and visitors.

Southern Lagoon: Keep natural but allow controlled access.

To get community views on the woodland via Parish Matters.

These recommendations were agreed.

c) Additional Trees in the Village

It was agreed to pursue the offer of new trees from Norfolk County Council, as these would allow for water storage, carbon storage and provide a habitat for wildlife. Vic Thomson has offered to assist the Parish Council with this project.

d) Graffiti Art

A mock up for some graffiti art for the bus shelter at the memorial garden was shown to members. It was agreed to proceed with this project, at a maximum cost of £200.

17. To Agree Delegation of Appointment of Parish Officer to HR Advisory Group

The Clerk reported that 18 applications were received for the position of Parish Officer for Bookings and Events. The HR Advisory Group, the Clerk, Assistant Clerk and Caretaker have reviewed the applications and narrowed down 5 for interview. The interviews will take place on Friday 28th May and will be conducted by David Hower, Chris Walker and the Clerk.

The HR Advisory Group will be meeting on 2nd June and it is requested that this group be allowed delegated authority to make the appointment based on the results of the interviews. This was agreed after a proposal from John Henson and a second from Tim Boucher.

18. To Consider Recommendations from the Community Land Project Working Group

Tim Boucher reported that the Community Land Project Working Group met on 19th May. They visited the Community Land site and then the meeting moved to the community centre to discuss short and long term strategies for the land.

The Working Group recommended that the Community Land be fenced. It was agreed that delegated authority be given to the Working Group to arrange this, subject to a limit of £10,000.

Discussions also occurred about a firework display on the Community Land. Quotes are to be discussed by the working group at the next meeting.

19. To Receive Proposal to Close the Meeting for Item 20 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the Commercial Sensitivity of the Item

It was agreed that the meeting should be closed to the press and public.

The Public Left the Meeting.

20. To Consider Land Matters

It was agreed that independent professional advice should be sought and John Joyce, Tim Boucher and the Clerk should be given delegated authority in the matter and bring the information back to full council for consideration.

Correspondence had been received from Time Childcare. Members considered this and a response was agreed.

The Meeting Reopened to the Press and Public

21. To Note Date and Time of Next Parish Council Meeting.

This was agreed as Wednesday 30th June 2021, 7pm at Poringland community centre.

The meeting closed at 9.35pm

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.

- **Playing Field CCTV.** Options have been received for viewing the CCTV images from the pavilion at the community centre. The images via wifi will only be able to be viewed at the community centre with a dedicated p.c. and monitor. Other options will be available should a test of a wireless bridge between the community centre and pavilion be successful. Should this be progressed via the Trust? **Ongoing**
- **Extension of Gritting Route Along Rectory Lane/Upgate/Hall Road.** A decision is due to be made by Norfolk County Council in week commencing 21st June on whether to extend the gritting route. **Ongoing**
- **Lease for the Men's Shed.** The draft Heads of Terms have been sent to the clerk for review, along with some queries. The document will be checked by the clerk and then sent back to the solicitor for forwarding to the Men's Shed **Ongoing**
- **Carr Lane.** The County Council will be funding one bollard to access the hedge owned by the Parish Council. The overgrown vegetation on Carr Lane is becoming progressively worse. There has been no response from Norfolk County Council over the Parish Council's proposal for the County Council to cut the hedge initially in recompense for the delayed response to the Parish Council's correspondence meaning the liability moved away from the developer. **Ongoing**
- **Mulberry Playing Field Drainage.** A meeting has been held with the Norwich Fringe project, whose initial thoughts were in keeping with the thoughts of the Amenities Group. Further discussions will be held on this matter. **Ongoing**
- **Rosebery Park Lagoon Area.** An enquiry has been made of Big Sky Developments about whether the Parish Council could take the area on and if so what the commuted sum would be. They are discussing with South Norfolk Council planning officers. **Ongoing**
- **Parish Partnership.** Payment has been made for the two gateway signs. The Parish Council is awaiting the design from Norfolk County Council. **Ongoing**
- **Water Sensors.** John Henson, Vic Thomson, Carl Pitelen and the Clerk met on 8th June to discuss how this can help the village. A draft plan has been sent to the Clerk for review. **Ongoing**
- **Burgate Lane.** The Parish Council's response to the appeal has been sent. There has yet to be a determination date set by the planning inspectorate. **Ongoing**
- **SAM Signs on Rectory Lane.** Norfolk County Council has sent some possible locations on Rectory lane for the SAM sign to be located. These will be reviewed, the Memorandum of Understanding updated and new brackets purchased to enable this siting. **Ongoing**

- **Change of Financial Regulations.** This has been actioned, along with the necessary change with Unity Bank. **Complete**
- **Replacement Flooring in Community Centre Toilets.** The flooring has been completed, however it has raised an issue with the vanity unit in the ladies' toilet. To ensure that this area can be deep cleaned on a regular basis, the unit will require replacing. Quotes are being obtained for this. **Ongoing**
- **Neighbourhood Plan.** A leaflet was delivered to each household in Poringland and the two community events were well attended. The referendum is on the 8th July and the count will occur straight after the polls close, at the community centre. **Ongoing**
- **Graffiti Art.** The artist has been instructed. There is some preliminary work that requires doing to the shelter in the form of moss removal, and the trims to the roof will also be painted prior to the commencement of the project. **Ongoing**

Faye LeBon

Clerk to the Council, 24th June 2021

Norfolk County Community Safety Partnership (NCCSP) Strategic Plan Consultation

1.

Thank you for taking part in the NCCSP's consultation on its Strategic Plan. It should take around 10 minutes to complete and results will be published once the consultation closes and results have been analysed.

If you would like to report a crime you can do so through Norfolk Constabulary's '[Report it](#)' [webpage](#) or by calling 101. In an emergency call 999.

Responses will be processed by the Office of the Police and Crime Commissioner for Norfolk (OPCCN). Your responses will be anonymous. If any individually identifiable information is provided, the OPCCN will ensure that any publications relating to the survey maintain anonymity. You may withdraw your consent at any time, by closing the survey before completion. Any data provided before closing the survey will not be used in our analysis and will be confidentially destroyed accordingly. The OPCCN complies with data protection legislation, including GDPR, by applying its [Data Protection Policy](#).

1. Which district do you live in? *

Breckland

Broadland

Great Yarmouth

King's Lynn and West Norfolk

North Norfolk

Norwich

South Norfolk

Prefer not to say

Other (please specify):

2. The NCCSP's strategic assessment of crime and community safety issues affecting Norfolk informed the seven proposed priorities for the next three years. The key reasons for our proposed priorities are set out on page 3 to 5 of the Strategic Plan.

Do you agree that the following should be priorities for the NCCSP? *

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
Serious violence						
Domestic and sexual abuse						
Preventing terrorism						
Criminal exploitation, including modern slavery and county lines						
Neighbourhood crimes like burglary, robbery, vehicle crime and other theft offences						
Anti-social behaviour						
Hate crime and community tensions						
Fraud						

Comments:

3. The Community Safety Partnership has proposed setting 12 long-term outcomes, which it will work to achieve over the course of the next three years. They are spread across four strategic areas, which are set out below:

Building Resilient Cohesive Communities

1. People feel safe from crime and anti-social behaviour in Norfolk
2. Reduce overall levels of hate crime, fraud and anti-social behaviour
3. Victims feel confident reporting their experience and are able to cope and recover

Tackling and Reducing Neighbourhood Crime

1. Victims of neighbourhood crime are supported to cope and recover from their experience
2. Reduce overall neighbourhood crimes levels
3. Reduce reoffending

Reducing the Threat of Criminal Exploitation

1. People are prevented from being drawn into Criminal exploitation and terrorism
2. Victims of exploitation are made to feel safe
3. People most at risk of criminal exploitation in Norfolk are identified and supported as early as possible

Safeguarding Communities from Abuse and Serious Violence

1. Victims are more confident reporting their experience and are satisfied with the response
2. Victims of abuse and violence are supported to cope and recover
3. Reduce overall victimisation, risk, harm, perpetration and reoffending for:
 - a. Rape and sexual offences
 - b. Domestic abuse
 - c. Serious violence

Do you agree with the NCCSP's long-term outcomes? *

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

Comments:

4. Do you have any further comments regarding the draft Strategic Plan?

5. What would make you feel safer in your local area?

6. What is your gender? *

Male

Female

Prefer not to say

Other (please specify):

7. How old are you? *

Under 16

16-24

25-34

35-44

45-54

55-64

65-74

75-84

85+

Prefer not to say

8. What is your ethnic group? *

White

Mixed or multiple ethnic groups

Asian or Asian British

Black, African, Caribbean or Black British

Other ethnic group

Prefer not to say

9. What is your religion? *

No religion

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

Any other religion

Prefer not to say

10. Which of the following options best describes your sexuality? *

Heterosexual or straight

Gay or lesbian

Bisexual

Prefer not to say

Other (please specify):

11. Do you consider yourself to have a disability? *

I have a disability

I do not have a disability

Prefer not to say

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 31 May 2021

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/06/2018	Barclays Current	0.00
28/02/2021	Unity Trust	518,144.82
31/05/2021	Hodge Bank	22,000.00
31/05/2021	CCLA	40,000.00
31/05/2021	Cambridge & Counties 120 Day	78,009.52
31/05/2021	Charity Bank	85,862.51
31/05/2021	Hampshire Trust Bond 1	55,000.00
31/05/2021	Nationwide Instant Access	121,871.59
31/05/2021	Santander Bond 1	60,431.59
31/05/2021	United Trust	50,000.00
31/05/2021	Unity Trust Deposit	146,211.53
		1,177,531.56
<u>Other Cash & Bank Balances</u>		
		550.00
		1,178,081.56
<u>Unpresented Payments</u>		
		604.00
		1,177,477.56
<u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		1,177,477.56
<u>All Cash & Bank Accounts</u>		
1	Current	517,540.82
2	Bonds & Savings	659,386.74
Other Cash & Bank Balances		550.00
Total Cash & Bank Balances		1,177,477.56

	A	B	C	D	E	F	G	H	I	J	K
1	PORINGLAND PARISH COUNCIL										
2	Payments list for 30th June 2021										
3											
4		Code	Description	Paid by Cheque	Paid By SO	Paid By DD	Paid by BACS	TOTAL	CLLR 1	CLLR 2	VAT Reclaimable
5	Staff Salaries, PAYE and Pension Contributions										
6	Viking Direct	General admin	Paper				£45.96	£10,214.31			£7.66
7	Microshade	General Administration	Hosted IT				£270.00	£45.96			£45.00
8	BT	General Administration	Phone			£81.60		£270.00			£13.60
9	BT	General Administration	Mobile phones			£79.20		£81.60			£13.20
10	norfolk copiers	General Administration	General Printing				£23.23	£79.20			£3.87
11	Auditing Solutions	General Administration	Internal Audit fee				£534.00	£23.23			£89.00
12	Unity Bank	General Administration	Bank charges			£9.20		£534.00			
13	Parish Online	General Administration	Mapping Subscription				£84.00	£9.20			£14.00
14	Faye LeBon	General Administration	Food Hygiene Training (G. LeBon)				£24.00	£84.00			£4.00
15	Amazon	General Administration	Stationery				£9.94	£24.00			
16	Wave	Community Centre	Water			£240.76		£9.94			£0.00
17	Total Gas & Power	Community Centre	Heat & Light			£790.04		£240.76			£131.66
18	Go pak	Community centre	Outdoor Furniture				£1,249.67	£790.04			£208.28
19	World pay	Community centre	Café April			£15.68		£1,249.67			£0.65
20	World pay	community centre	Café May			£30.19		£15.68			£1.22
21	Bin dirty	Community Centre	Cleaning of Waste Bins				£77.50	£30.19			
22	RWB Electrical	Community Centre	Electrics for Awning				£232.98	£77.50			
23	ESPO	Community Centre	Community Centre Gas			£84.12		£232.98			£4.01
24	Faye LeBon	Community centre	Café expenditure				£66.35	£84.12			
25	Yare Shipping	Community centre	Café expenditure				£476.46	£66.35			£14.08
26	Hugh crane	Community Centre	Cleaning Consumables				£54.14	£476.46			£9.02
27	Willows	Community Centre	Café expenditure	£10.00				£54.14			
28	Wave	Burial Ground	Water			£11.37		£10.00			
29	D. McGuinness	Playing field	Pavilion Maintenance				£8.74	£11.37			£1.46
30	South Norfolk	Playing field	Business Rates				£28.75	£8.74			
31	RWB Electrical	Playing Field	Pavilion Electrical Repairs				£65.00	£28.75			
32	Anne Barnes	Playing field	Audit for Playing Field Accounts				£22.00	£65.00			
33	Garden Guardian	Comm Sums/Open Spaces	Grounds Maintenance				£938.11	£22.00			£156.34
34	Veolia	Community Centre/ Burial Ground	Waste Removal			£77.47		£938.11			£12.91
35	Barclaycard	General Admin / Community Centre	Various*			£535.89		£77.47			
36	Arnolds Keys	Community Land	professional services				£1,170.00	£535.89			£195.00
37	Vortex	commuted sums/ playing field	Memorial/Rosebery/ Trafalgar Apr				£557.01	£1,170.00			£92.84
38	Vortex	commuted sums/ playing field	Memorial/Rosebery/ Trafalgar May				£557.01	£557.01			£92.84
39	Norse	Neighbourhood Plan	Promotional Leaflets				£183.00	£557.01			
40											
41								£183.00			
42	Accounts for Payment										
43	Councillors with Pecuniary Interests										
44								£18,857.68			£1,110.64
45	Spruce Landscapes	Burial Ground	Grounds Maintenance				£520.00	£520.00			£60.09
46								£520.00			£60.09
47											
48											
49											
50								£19,377.68			£1,170.73
51											
52	*barclaycard breakdown										
53	Till roll King	community centre	till rolls					£115.09			£19.18
54	Microsoft	general administration	Office 365 subscriptions					£211.20			
55	Aldi	community centre	Café					£3.98			£0.66
56	Keep britain tidy	Outdoor spaces	Litter picking equipment					£205.62			£34.27
57							Total	£535.89			£54.11

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

E Poringland Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	589,261	679,161	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	161,236	175,938	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	278,447	481,267	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	132,749	131,678	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	8,713	8,713	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	208,321	84,304	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	679,161	1,111,672	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	667,865	737,250	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,890,639	1,895,253	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	56,655	50,757	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Annual Internal Audit Report 2020/21

Poringland Parish Council

ENTER PUBLIC ADDRESS www.poringlandparishcouncil.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

11/02/2021 09/06/2021 DD/MM/YYYY

Name of person who carried out the internal audit

SF Christopher for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

09/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).