



# PORINGLAND PARISH COUNCIL

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

Clerk to the Council: Mrs Faye LeBon  
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 24<sup>th</sup> April 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 27<sup>th</sup> March 2019**

**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. To Consider Applications Received

- i. 2019/0671 – 7 West View – Enlargement of Existing Ground Floor and Erection of First Floor Rear Extension
- ii. 2019/0700 – Land South of Mill Close – Variation of Condition 2 (pp 2018/1210) Plot 1 – Amend Size of Dwelling and Layout
- iii. 2019/0699 – Land South of Mill Close – Variation of Condition 2 (pp 2018/1211) Plot 2 – Amend Size of Dwelling and Layout
- iv. 2019/0667 – Land South West of Bungay Road - Demolition of existing buildings and construction of 60 bed care home, 56 extra care apartments and 31 extra care bungalows together with vehicular access, landscaping and communal facilities including cafe bar, restaurant, lounge, gym, salon and spa, bowls green, allotments and multi-functional open space

b. To Receive Report of Planning Decisions:

- i. 2019/0435 – 7 Howe Lane – Replacement of single storey side extension with two storey side. Erection of front porch. **APPROVAL WITH CONDITIONS**

c. To Receive Update on Public Inquiry on Application 2017/2652 - Outline application for

the erection of up to 165 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from Burgate Lane

**8. Correspondence and Consultations**

- a. To Consider Application for TPO – Land South of Hillside
- b. To Consider Replacement Tree Planting for Victory Avenue
- c. To Consider Correspondence from Bergh Apton Conservation Trust Regarding Grant Application for B-Line in the Parish
- d. To Consider Correspondence Requesting More Pollinators
- e. To Receive Correspondence from South Norfolk Council re: CIL Expenditure
- f. To Consider Membership Correspondence from the Norfolk Association of Local Councils

**9. Finance**

- a. To Receive receipts, payments and bank reconciliation for March 2019
- b. To Consider accounts for payment
- c. To Receive Quarterly Budget Report

**10. Committee and Advisory Group Reports and Recommendations**

- a. To Agree Poringland Neighbourhood Plan

**11. Policy Review**

- a. To Review Data Protection Policy
- b. To Review the Scheme of Delegation

**12. To Receive Proposal to Close the Meeting for Items 13 and 14 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as the Item Relates to the Terms and Conditions of Employment**

**13. To Review Employer Pension Policy**

**14. To Receive Update for the Relief Caretaking of the Community Centre and Pavilion**

**15. Date of next Parish Council meeting: Wednesday 15<sup>th</sup> May 2019, 7pm, Poringland Community Centre**

Dated the 16<sup>th</sup> April 2019

Clerk

*Faye LeBon*

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 27<sup>th</sup> March 2019 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
Trevor Spruce  
David Gooderham  
David Hewer  
John Joyce  
James Landshoft  
Lisa Neal  
John Overton  
Chris Walker  
Faye LeBon (Parish Clerk)

**Also attended:** Ten members of the public in attendance.

**1. Apologies**

Apologies for absence were received from Steve Aspin and John Henson. John Overton and James Landshoft had also advised that they would be late to the meeting due to prior engagements.

**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 27<sup>th</sup> February 2019 were **agreed**. Proposed by David Gooderham, seconded by Lisa Neal and carried.

**4. Update on matters arising from the minutes**

The Clerk presented her report into matters arising:

With regards to the community land project, the Parish Council's agreement to the draft Heads of Terms for the lease with the Men's Shed have been sent to the

solicitor. The solicitor will now contact Norfolk Homes with a view to transferring the site to the Parish Council.

The matter of a new burial ground will be progressed after the elections.

The Parish Council's contractor will be lowering the hedge on Devlin Drive on 28<sup>th</sup> March.

The tree works are due to commence on 1<sup>st</sup> April.

Representatives from Norfolk County Council will be visiting the village to review the possibility of a new bus stop in the vicinity of Hardley Road. However, they have warned that funding of a new bus stop may be an issue and that a collaborative approach between the Parish Council and County Council may be necessary.

With regards to dog related signage, quotes have been requested from two different contractors, with the cheapest coming out at £28.00 + Vat for A4 signage to allow enforcement of South Norfolk Council's public spaces protection order. Ten of these will be required and funds will be taken from the commuted sums budgets relating the relate play areas. The bespoke 'dog rules' signage has been designed and will cost £140 for the signs and posts. The finance was agreed however the Clerk will send the proposed signage to councillors for final feedback on wording.

**Clerk**

The application for the disapplication of the DPS position has been sent to South Norfolk Council and their decision is awaited.

The tree works in the village will commence on 1<sup>st</sup> April. The school has been contacted to request access to their car park on 19<sup>th</sup> April so that the trees on The Footpath can be accessed.

It was clarified that the link road is not likely to be opened until approximately one year's time. This is due to development continuing in this area and Norfolk Homes will not consider opening the road until there is no risk to pedestrians or private vehicles from construction traffic.

Quotes have been requested for the digging out of the ponds at the memorial garden and community centre, however the price will be determined by whether the silt can be disposed of close to site or whether it needs to be taken away. Quotes are to be requested for both options.

**Clerk**

## **5. Report from the Chairman**

The Chairman encouraged members to spread the word about the two upcoming events at the community centre. These are 'Flash, a Queen Tribute' on 19<sup>th</sup> April (updated ticket sales of 72) and 'Swing' on 24<sup>th</sup> May (updated ticket sales of 47). It was important to have these events supported or it could not be expected to put on similar events in the future.

He also reminded the room of the upcoming local elections, more information of which will be given under item 8b.

## **6. Public Participation**

*Standing orders were suspended to allow members of the public to speak.*

### **a) District Councillors**

Cllr Neal reported that Long Stratton Leisure Centre had now reopened following a £2m refurbishment. Facilities include a new fitness suite, changing facilities, café and soft play area.

Nominations are open for the South Norfolk Council Community Awards and will remain open until 28<sup>th</sup> April.

The merger with Broadland Council has meant that staff would have to reapply for roles within the council. Three director roles have all been filled internally and interviews for the assistant directors commenced this week.

The police have reported that they are adding extra resources to combat 'county lines' whereby criminal gangs from London are using vulnerable children for drug trafficking into Norfolk. Following this, the 'cuckooing' of the homes of vulnerable people by criminals occurs. There are also problems in Norfolk with people hiding knives (often in front gardens) to be collected at a later time. The police are encouraging everyone's vigilance with these matters.

South Norfolk Council has achieved a five year housing land supply. Only a 5% buffer is required by the council and this has also been achieved. South Norfolk Council will continue to work to ensure this is maintained.

Chris Walker asked what the progress is with the Greater Norwich Development Plan. Cllr Neal responded that the Regulation 18 consultation has now closed and the responses are being reviewed.

**b) County Councillor**

Cllr Thomson had previously provided his apologies for this meeting.

**c) Public Participation**

A member of the public requested clarification over which link road the Clerk had referred to in item 4. The Clerk responded that this was the northern part linking The Ridings with Stoke Road. It was queried when the southern part of the link road (between Mentmore Way and Victory Avenue) would be completed. The Clerk responded that this would be some way in the future as the latest part of the development had only just commenced and would be determined by the trigger point in the planning agreement. The Clerk will find out when this trigger point is.

**Clerk**

A member of the public suggested that the dog information signage may be better with white writing on an olive green background, as opposed to black writing on a white background. He will send an example to the Clerk for consideration and the Clerk will check if this will have any impact to people who are visually impaired.

**Clerk**

A member of the public provided the council with health and safety information about the wearing of lanyards whilst driving and the danger of their impact on the body should the vehicle's airbag be activated.

The Clerk is to follow up with highways as to when the white lines will be re-done on Devlin Drive.

**Clerk**

*James Landshoft Entered the Meeting*

A member of the public raised concerns about the poor quality of remedial works on the highway by Anglian Water along Norwich Road following their roadworks. The noise that is being created by HGVs as a result of the uneven road surface, especially in front of the high school, is causing a lot of concern for residents. The Clerk advised that the Network Officer from Norfolk County Council is meeting with Anglian Water onsite on 4<sup>th</sup> April to further discuss this matter. Tim Boucher advised that Anglian Water have provided a warranty for their works and further advised that Cllr Thomson has campaigned hard to get this area of highway completely resurfaced. Cllr Neal added that Cllr Thomson tried to get this area resurfaced last

year when additional funding was made available from central government, but unfortunately the project did not get selected. John Joyce cautioned that there had to be a balance struck between getting the road resurfaced and allowing the remedial works to settle, else there is a risk run that parts of the newly resurfaced road will sink.

A member of the public reported to the Parish Council that a fall had occurred over a raised edge on the pavement outside 81 The Street. The parishioner was requested to send further details to the Parish Council so that this can be escalated to highways.

*Standing orders were reinstated.*

*Lisa Neal left the meeting and observed from the public area.*

## **7. Planning**

### **a) Applications Received**

- i) 2019/0435 – 7 Howe Lane – Replacement of Single Storey Side Extension with Two Storey Side Extension

Trevor Spruce presented the plans to the council, advising that he had visited the site and consulted occupiers of the neighbouring properties. After the plans were discussed, it was **agreed** that the application should be supported after a proposal from Trevor Spruce and a second from David Hewer.

**Clerk**

- ii) 2019/0623 – 105 Cawstons Meadow – Single Storey Side Extension and Single Storey Rear Extension.

David Gooderham presented this application to council, and reported that he had visited the site and consulted with the occupier of the neighbouring property. James Landshoft queried how different the footprint of the property would be. It was established that the footprint would be extended but only to the extent of the garage. It was **agreed** that the application should be supported after a proposal from David Gooderham and a second from Chris Walker.

**Clerk**

### **b) To Consider Planning Appeals Received**

- i) 2018/2267 – Land South West of Sebald Crescent – Proposed New Chalet Bungalow with Log Cabin Annexe

After a proposal from Chris Walker and a second from David Hewer, it was **agreed** to continue to object to this application. The proposal continues to be inappropriate development outside the planning boundary. In addition to this, South Norfolk Council can now demonstrate a five year housing land supply therefore there should be no reason in this instance why development outside the settlement boundary should occur.

**Clerk**

**c) Planning Decisions**

The following planning decisions were noted.

- i** 2018/2734 – 1 Norwich Road – Side Extension **APPROVAL WITH CONDITIONS**
- ii** 2019/0129 - 1 Nelson Close -Loft conversion including the installation of Velux or similar roof windows to the front and rear of the dwellinghouse (Certificate of Lawful Development). **APPROVAL NO CONDITIONS**
- iii** 2019/0171 – 41 Howe Lane – Erection of Side Extension **WITHDRAWN**
- iv** 2018/2824 – 6 Greenacres Drive – Rear and Side Extension **APPROVAL WITH CONDITIONS**
- v** 2019/0197 – Land North of Shotesham Road - Non material amendment of permission 2014/0319/D - Minor changes to elevational treatments, 'footprints' and some house type substitutions. **APPROVAL NO CONDITIONS**
- vi** 2019/0350 – 9 Green Fall – Erection of Summer House – **APPROVAL WITH CONDITIONS**
- vii** 2019/0410 – 2 Elizabeth Road - Removal of front dormer and replace with new pitch roof over proposed front porch extension, including interior alterations. Erection of carport canopy and associated driveway works. – **APPROVAL WITH CONDITIONS**

*Lisa Neal returned to the meeting*

**8. Correspondence and Consultations**

**a) To Consider Proposals to Encourage Better Communication Regarding Highways Works**

David Gooderham raised concerns about the lack of communication from Norfolk County Council highways regarding the roadworks on Caistor Lane. Mistakes had been made in this instance and it was important to learn from this experience and



put in place measures in the future to ensure that residents affected by roadworks are better informed in advance. It was also raised that it was important that the Parish Council was better informed, as it reflects badly on the Parish Council when they are not aware of pending roadworks.

Periods of notification were discussed, however the notice periods that companies have to provide Norfolk County Council to apply for a permit to work on the road varies with the scale of works required. It was agreed after a proposal from David Gooderham and a second from James Landshoft that the following request is to be put to Norfolk County Council Highways for consideration in relation to communication with the Parish Council and residents regarding highway works in the village:

- 1) A project plan is shared with the Parish Council at an early stage and well before final plans are completed whenever planned roadworks are known.
- 2) A plain English communications plan is drafted and given to the Parish Council to comment on before publication.
- 3) All impacted residents should receive a letter drop setting out what works are being done, when and why. This should include a contact number to answer any questions.
- 4) All traffic management on the main B1332 should be manually controlled between the hours of 07:00 and 19:00 on weekdays as an absolute minimum.
- 5) Even where the works are "Developer led" it is Highways responsibility to ensure that these guidelines are followed.

**Clerk**

**b)**

#### To Receive Information on Process and Timeline for Local Elections

The Clerk provided the meeting with details from the Electoral Commission of the timescales for the upcoming elections. Most notably, the deadline for nomination forms to be delivered to South Norfolk Council is 4pm on Wednesday 3<sup>rd</sup> April. Clarification was also provided for campaigning and canvassing and the purdah period.

## **9. Finance**

### **a) Receipts, Payments, and Bank Reconciliation**

The receipts, payments and bank reconciliation for January 2019 were presented and **noted**.

**b) Accounts for Payment**

It was **agreed** to pay the following accounts, following a proposal from Trevor Spruce and a second from David Gooderham.

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	Staff Salaries	£6,165.50
HMRC	PAYE & NIC	£1,939.15
Norfolk Pension Fund	Pension Contributions	£2,107.94
BT	Telephone & Broadband	£66.04
Norfolk Copiers	Monthly Printing Fee	£92.58
Total Gas and Power	Electricity (February)	£830.10
ESPO	Gas	£178.96
World Pay	Card Charges	£15.49
Cooks	Repair of Blinds	£510.00
PPL/PRS	Music License	£1,583.22
Hugh Crane	Cleaning Consumables	£101.81
Wave	Quarterly Water Bill	£309.92
Wave	Quarterly Water Bill	£14.55
Wave	Quarterly Water Bill	£132.87
Information	Data Protection Fee	£40.00
Barclaycard	Bar stock, stationery, events	£1,124.34
API	Relief Caretaking	£873.63
Spruce Landscapes	Grounds Maintenance	£945.00
Garden Guardian	Grounds Maintenance	£637.57
Vortex	Grounds Maintenance	£191.66
Veolia	Waste Removal	£74.23
Norfolk County Council	50% of Parish Partnership	£300.00
Microshade	Hosted IT	£264.90
Parker Planning Svs	Neighbourhood Plan	£4,560.00
CBF Ltd	Deposit for George Michael	£500.00
R. McCarthy	Petty Cash Top Up	£78.85
<b>TOTAL:</b>		<b>£23,638.31</b>

*John Overton Entered The Meeting*

**c) To Consider Council Investment Strategy**

The draft investment strategy was presented to council as part of the

recommendations of the internal auditor. Following government guidelines this focussed on security, liquidity and return (in this order of priority).

A query was raised about the level of scrutiny for non specified investments being greater, but not specifying being greater to what.

Adoption of the strategy was **agreed**.

The Clerk raised that there was agreement in the meeting of May 2018 that an account should be opened with Charity Bank, with an opening sum of £85,000 being transferred. However, it had become apparent that the account had never opened. Chris Walker proposed that the Parish Council should re-apply for an account with Charity Bank, transferring £85,000 from the Parish Council's general reserves, with the Chair and Vice Chair being signatories. Seconded by John Joyce and carried.

**Clerk**

*James Landshoft Left the Meeting*

## **10. Committees and Advisory Groups**

### **a) Neighbourhood Plan Update**

John Joyce reported that the Regulation 14 consultation had finished today. The steering group is meeting with South Norfolk Council on 2<sup>nd</sup> April to discuss South Norfolk Council's initial feedback.

### **b) HR Advisory Group**

A meeting was held on Monday 11<sup>th</sup> March, the contents of which will be discussed under item 15.

## **11. Community Centre**

### **a) To Consider Project for Alarm System**

The Clerk presented what would be required for the installation of an intruder alarm system, which in turn would enable the installation of personal alarms for staff. The cost of the installation would be £958 + VAT and there would be an annual fee of £70 + VAT to have the system linked to the monitoring service. The monitoring service could also be linked to the fire alarm to ensure that the council is made aware of any incident at the earliest opportunity. This quote was deemed as reasonable and no further quote required as this would then necessitate separate

maintenance contracts on the alarms.

It was **agreed** to have an intruder alarm system installed after a proposal from Chris Walker and second from Trevor Spruce.

It was agreed that the cascade system for the alarm should consist of Tim Boucher, Trevor Spruce, Chris Walker, David Hower and John Joyce.

Clerk

**b) To Consider Replacement Boiler System**

Members were advised one of the boilers heating the community centre had failed, leaving one remaining boiler heating the whole building. It seemed that the two boilers are of a domestic type specification and further guidance has been requested on a commercial boiler set up. A quote has been received for this, but there are aspects of the specification that are unclear. Further advice is to be sought and this will be presented at the next meeting.

Clerk

**c) To Receive Update on Improvement Projects**

The Clerk reported that the new flooring has been installed in the gentlemen's toilet.

The new rear door installation has been programmed in for 3rd and 4th April.

**d) To Receive Update on Ticket Sales for Upcoming Events**

This was covered under the Chairman's Report.

**12. To Consider Adoption of BT Phone Box**

The Clerk reported that the BT phone box in the village was available for adoption by the Parish Council. Caution had been raised over its Grade II listed status, however initial enquiries of the planning authority had fed back that improvement projects for the box, such as an area to host a defibrillator, would be supported.

It was **agreed** to adopt the village phone box at a cost of £1, after a proposal from Chris Walker and a second from Trevor Spruce.

**13. To Consider Parish Risk Assessments**

The parish risk assessments were presented to council. It was clarified that the transport of money was covered under the Lone Working Policy as agreed in February, but the risk assessment was also included in the information sent to members.

It was **agreed** that the risk assessments associated with the playing field, football pavilion and bowls pavilion should be dealt with by the Trust and not form part of the Parish Council meeting.

The risk assessments were **accepted**.

**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 as the Item Relates to the Terms and Conditions of Employment**

It was **agreed** that Item 15 should be closed to the press and public.

*The Public Left the Meeting*

**15. To Consider Options for the Relief Caretaking of the Community Centre and Pavilion**

John Joyce provided a report. Actions plans were put in place for the cleaning/caretaking of the community centre and the cleaning of the football pavilion.

**16. Date of next meeting:**

- Wednesday 24<sup>th</sup> April 2019, 7pm, Full Council, 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.

- **Community Land Project Transfer** – Norfolk Homes are to meet w/c 15<sup>th</sup> April to finalise the terms and conditions of the transfer of land to the Parish Council. Once these are agreed then the Parish Council's solicitor will forward the terms to the Parish Council for agreement. Once in agreement a meeting is to be called with the architect to finalise the plans. This will be done in conjunction with the Men's Shed to ensure that all are in agreement with plans. **ONGOING**
- **New Burial Ground** – This is to be progressed after the elections. **ONGOING**
- **Devlin Drive Hedge Proposal** – The lowering of the 5m of the hedge on Devlin Drive has been completed.
- **Tree Works** – Tree works have commenced and will have been completed by 19<sup>th</sup> April. **ONGOING**
- **Bus Stop at Hardley Road** – Norfolk County Council has agreed to review the site and feedback to the Parish Council as to whether a full consultation will be going forward, and what the costs will be. **ONGOING**
- **Dog Signage** – An order has been placed for the agreed signage. **ONGOING**
- **Disapplication of DPS position** – The application for this has been approved, with the updated license in the process of being issued. The Parish Council as a corporate body is now responsible for the license of the community centre.
- **Link Road** – In response to the query as to when the Spine Road to the South of Carr Lane will be opened, the planning conditions state: 'Prior to the occupation of the 150<sup>th</sup> dwelling within the development a vehicular route shall be opened and maintained through the site to link Shotesham Road with the estate road within Area C to a standard to be agreed in writing with the Local Planning Authority in consultation with the Highway Authority'.
- **Pond Maintenance** – Quotes have been requested to dig out the village and community centre ponds. **ONGOING**
- **Adoption of Phone Box** – An expression of interest has been completed with BT and as a result they have commenced with a 3 month consultation period with the District Council. This should be completed in mid-June. **ONGOING**
- **Highway Damage by Anglian Water** – A representative from Norfolk County Council's streetworks team met with Anglian Water on 4<sup>th</sup> April. The following areas were identified for remedial works:  
The connection outside the chemist.  
The cover outside the high school  
The cover on Caistor Lane  
These remedial works were completed on 14<sup>th</sup> April.  
Some of these works are within Anglian Water's guarantee period, some are not, however Anglian Water has undertaken to fund all the above remedial works.

- **Community Centre Improvements** – The flooring in the gentlemen’s toilets has been completed. The rear door is booked in to be installed on 16<sup>th</sup> and 17<sup>th</sup> April. The order has been placed for the installation of the intruder alarm and an installation date is to be confirmed after the installation of a spur (booked for 24<sup>th</sup> April) to facilitate this.
- **Charity Bank** – The application for this bank account is in the process of being completed

**Faye LeBon**

**Clerk to the Council, 16<sup>th</sup> April 2019**



# The Planning Inspectorate

Room 3/J  
Temple Quay House  
2 The Square  
Bristol  
BS1 6PN

Direct Line: 0303 444 5279  
Customer Services:  
0303 444 5000

Email:  
alison.bell@PINS.gsi.gov.uk

[www.gov.uk/planning-inspectorate](http://www.gov.uk/planning-inspectorate)

Your Ref:

Our Ref: APP/L2630/W/18/3214238

South Norfolk District Council  
Chief Planning Officer  
South Norfolk House, Swan La  
Long Stratton  
Norwich  
Norfolk  
NR15 2XE

14 March 2019

Dear Sir/Madam,

## **Town and Country Planning Act 1990**

### **Appeal by Gladman Developments Ltd**

**Site Address: Burgate Lane, Poringland, Norfolk, NR14 7RU (nearest)**

I enclose a copy of the site notice giving the inquiry details for this appeal. The inquiry is scheduled to last 6 days. Please let me know within 7 days if you think more time is needed.

### **Notification**

No later than 2 weeks before the opening of the inquiry you must serve a notice of the inquiry arrangements on those other than the appellant(s) with an interest in the land, owners/occupiers of property near the site, those who made representations at the application and/or appeal stages, those entitled to appear at the inquiry and anyone else you consider to be affected by or interested in the development.

Your letter should cover:

- a brief description of the subject matter of the appeal;
- the location of the site;
- a clear statement of the date, time and place of the inquiry, the powers enabling the Inspector to determine the appeal and the name of the Inspector;
- where your completed questionnaire, your and the appellant(s) statement, proof of evidence, summaries and statement of common ground can be seen;
- that they may attend the inquiry and at the Inspector's discretion, give their views;
- what facilities are available for people with disabilities e.g. parking spaces, access and seating arrangements etc;
- that the decision will be published on GOV.UK

**You must send a copy of your notification letter and a list of those notified to me.**

The Secretary of State considers that the LPA should normally notify the press of inquiries.



If notice of the inquiry is published in the press, a copy of the notice(s) should be sent to me.

### **Proof of Evidence**

A proof of evidence' is a written statement that you, the appellant or witness wish the Inspector to take into account at the inquiry. The proof(s) should contain the written evidence about which each person appearing at the inquiry will speak. If the proof is more than 1500 words long, you must also send me 2 copies of a written summary which should not be more than 10% of the length of the proof.

The summary should reflect the contents of the proof and should not include new evidence. When a summary is provided, only that will be read out at the inquiry. If proofs and summaries are not received together and on time, the inquiry may be postponed.

You and the appellant(s) must make sure that you send me 2 copies of your proofs of evidence (and summary where appropriate) **no later than 4 weeks before the inquiry**.

### **Postponements**

If you want the inquiry to be postponed, please make your request by telephone and then confirm it in writing. **We only agree to such requests in the most exceptional circumstances.**

Yours faithfully,

*Alison Bell*

Alison Bell

*Where applicable, you can use the internet to submit documents, to see information and to check the progress of cases through the Planning Portal. The address of our search page is - [www.planningportal.gov.uk/planning/appeals/online/search](http://www.planningportal.gov.uk/planning/appeals/online/search)*

**TOWN AND COUNTRY PLANNING ACT 1990**  
**APPEAL BY Gladman Developments Ltd**  
**SITE AT Burgate Lane, Poringland, Norfolk**

**INSPECTOR: Harold Robert Stephens BA MPhil DipTP MRTPI FRSA**

<b>ACTION</b>	<b>TIMETABLE</b>
Start date	1 November 2018
Submission of questionnaire	15 November 2018
Deadline for comments from interested parties	13 December 2018
Submission of statement of case (Local Planning Authority)	13 December 2018
Submission of statement of common ground	9 April 2019
Submission of proofs of evidence	07 May 2019
Witness names and anticipated duration for: <ul style="list-style-type: none"> <li>• opening and closing statements</li> <li>• evidence in chief</li> <li>• cross examination of other parties' witnesses</li> </ul> Copy of LPA event notification letter	14 May 2019
Inquiry (time, date and venue)	10am on 04 June 2019. Council Chamber, South Norfolk Council, South Norfolk House, Cygnet Court, Long Stratton NR15 2XE
Estimated number of sitting days	6 days
Decision issued on or before (Inspector decided cases)	TBA <sup>1</sup>

<sup>1</sup> The target date for issue of the decision will be confirmed within 4 working days of the close of the inquiry.

South Norfolk House  
Cygnet Court  
Long Stratton  
Norwich  
NR15 2XE

Tel 01508 533753  
rtaylor@s-norfolk.gov.uk

Ms F LeBon  
Clerk To Poringland Parish Council  
Poringland Community Centre  
Overton Way  
Poringland  
Norwich NR14 7WB

Our ref SN0516

21 March 2019

Dear Sir/Madam,

**The Norfolk (South Norfolk District Council) Poringland Tree Preservation Order 2019 No. SN0516**

**Tree(s) at : Land South Of Hillside Poringland Norfolk**  
**Easting : 626474 Northing : 302532**

South Norfolk Council has served a new Tree Preservation Order (TPO) to protect tree(s) at the location detailed above. A copy of the TPO is enclosed. The Council has served this TPO because The trees are within the site allocation covered by Policy POR 4 of the South Norfolk Local Plan 2015. The policy requires that blocks of existing trees should be retained. The site is identified on the Government's Priority Habitat Inventory (England) as deciduous woodland.. Should you wish to comment or object to the TPO, details of how to do so are set out on the Notice; you can use the enclosed reply form for your comments.

Further information is set out on the back of this letter. If you have any other questions or concerns, please do not hesitate to contact us.

Yours faithfully

**Robin Taylor**  
**Landscape Architect**  
**Planning and Environment**

## **New TPO (Tree Preservation Order) - Frequently Asked Questions**

### **Why has the TPO been served on me?**

You have been sent this TPO because you are an owner and/or occupier of land on which the tree(s) is/are growing, or that is next to where the tree(s) is/are growing. Alternatively we may have needed to send it to you as you are in some other way formally connected with the site. We need to tell you about the TPO in order you are aware of the legal restrictions that it imposes, also so you can object or make other comments should you wish to do so.

### **The tree(s) is/are on my neighbour's land, so why have I received the TPO?**

We are required to tell you about the TPO as the tree(s) may overhang or grow to overhang your land. If they do, you will be subject to the restrictions that the TPO imposes. It may also be the case that the roots encroach your land; the TPO protects the tree roots in addition to the rest of the tree, so you must take care not to do any damage to these either.

### **I am a tenant of the property, so why have I been contacted?**

Wherever possible we contact both the owner of the property and any other interested parties such as tenants. Sometimes it is not easy to know who these are, so if you think that we have not contacted someone who should be told about the TPO, please let us know. If you are a tenant, please tell us and also let your landlord know that you have been sent this TPO.

### **What if my name and/or other details is/are not correct on the TPO documents?**

Please let us know as soon as possible and we will resolve this. If necessary, we will re-issue the documents and adjust the consultation period if necessary.

### **Who else has been informed about the TPO?**

In addition to the tree owners and their neighbours, we let the relevant Parish/Town Council, District Councillor(s) and the Parish Tree Warden(s) know about the TPO. If the tree is close to the highway, we will also inform Norfolk County Council.

### **Why was the TPO sent by recorded delivery or delivered by hand?**

As the TPO and the Notice are legal documents, we need to be sure that they have been received safely. We endeavour to time the posting of TPOs so that they arrive at residential properties on Saturdays, which is a day that more households will have at least one person at home to receive them, but sometimes this is not possible. We apologise if the need to sign for the TPO caused you any inconvenience.

### **How do I make objections to the TPO, or provide other comments?**

The Notice that accompanies the TPO sets out the date by which comments should be received; it is usually at least one month from the date the TPO is served. We have provided a standard form on which you can make comments, but you are not obliged to use it. In order to be sure that they are considered all comments must be made in writing by the deadline stated. If for any reason you need longer to make comments, please let us know why and we will do our best to help.

### **Must I make comments to South Norfolk Council regarding the TPO?**

No, you do not need to make an objection or other comment if you do not wish to. If you are supportive of the TPO it would be good, though not essential, to know this as well.

### **Who do I contact if I have any other questions not covered by this?**

General information about TPOs can be found via the Planning Practice Guidance website at [planningguidance.planningportal.gov.uk](https://www.planningguidance.planningportal.gov.uk). If this does not provide the information you require please email the Council at [planning@s-norfolk.gov.uk](mailto:planning@s-norfolk.gov.uk) or call 01508 533813.



**The Norfolk (South Norfolk District Council) Poringland Tree Preservation Order 2019 No. SN0516**

**Tree(s) at : Land South Of Hillside Poringland Norfolk**

The Tree Preservation Order (TPO) is valid from 21 March 2019. However, by 21 September 2019 South Norfolk Council must decide whether to make the Order permanent. In order to help make this decision, you are invited to provide comments on whether you support or object to the TPO. If you object you must state your reasons for doing so.

All comments must be received by: 18 April 2019

**Please note:** Any comments that you do provide will be held on file which is available for public inspection. You should therefore ensure that any comments are relevant and not defamatory or offensive, as you will remain personally and legally responsible for them. Your comments may also be published on our website, along with your name and address. If you are concerned about publishing your signature, e-mail address, telephone number or any other personal contact details (other than your name and address which must be available) then send these as a separate attachment so they are not published with the main comments.

**Please tick one box only:**

☐

**Support**

☐

**Object (you must explain your reasons)**

☐

**No comment**

**Reasons / comments (continue on further sheets if necessary):**

<b>Print Name:</b> <b>Parish Clerk</b>	<b>Date:</b>

Ms F LeBon  
Clerk To Poringland Parish Council  
Poringland Community Centre  
Overton Way  
Poringland  
Norwich NR14 7WB

**Please return to:**  
**Landscape Architect**  
**Planning and Environment**  
**South Norfolk Council**  
**South Norfolk House**  
**Cygnets Court**  
**Long Stratton**  
**Norwich**  
**NR15 2XE**

**[planning@s-norfolk.gov.uk](mailto:planning@s-norfolk.gov.uk)**

## Planning and Environment

South Norfolk House, Cygnet Court, Long Stratton, Norwich, NR15 2XE

Tel : 01508 533633, Text phone 01508 533622,

Freephone 0808 168 2000, Email [planning@s-norfolk.gov.uk](mailto:planning@s-norfolk.gov.uk),

Website [www.south-norfolk.gov.uk](http://www.south-norfolk.gov.uk)



Poringland/SN0516

## Town and County Planning Act 1990

**The Norfolk (South Norfolk District Council) Poringland Tree Preservation Order 2019 No. SN0516**

### Citation

1. This Order may be cited as the **The Norfolk (South Norfolk District Council) Poringland Tree Preservation Order 2019 No. SN0516**

### Interpretation

2.—(1) In this Order “the authority” means the South Norfolk District Council.

(2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation)(England) Regulations 2012.

### Effect

3.—(1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.

(2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall—

(a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or

(b) cause or permit the cutting down, topping, lopping, wilful damage or wilful destruction of, any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

### Application to trees to be planted pursuant to a condition


4. In relation to any tree identified in the first column of the Schedule by the letter “C”, being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

Dated this 21st day of March 2019

The Common Seal of South Norfolk Council  
was affixed to this Order in the presence of—

12255

  
Deputy Monitoring Officer

  
Landscape Architect



## SCHEDULE

### Specification of trees

**Trees specified individually -**  
(encircled in black on the map)

<i>Reference on map</i>	<i>Description</i>	<i>Situation</i>
-------------------------	--------------------	------------------

**Trees specified by reference to an area**  
(within a dotted black line on the map)

<i>Reference on map</i>	<i>Description</i>	<i>Situation</i>
-------------------------	--------------------	------------------

**Groups of trees**  
(within a broken black line on the map)

<i>Reference on map</i>	<i>Description including number of trees of each species in the group</i>	<i>Situation</i>
-------------------------	---	------------------

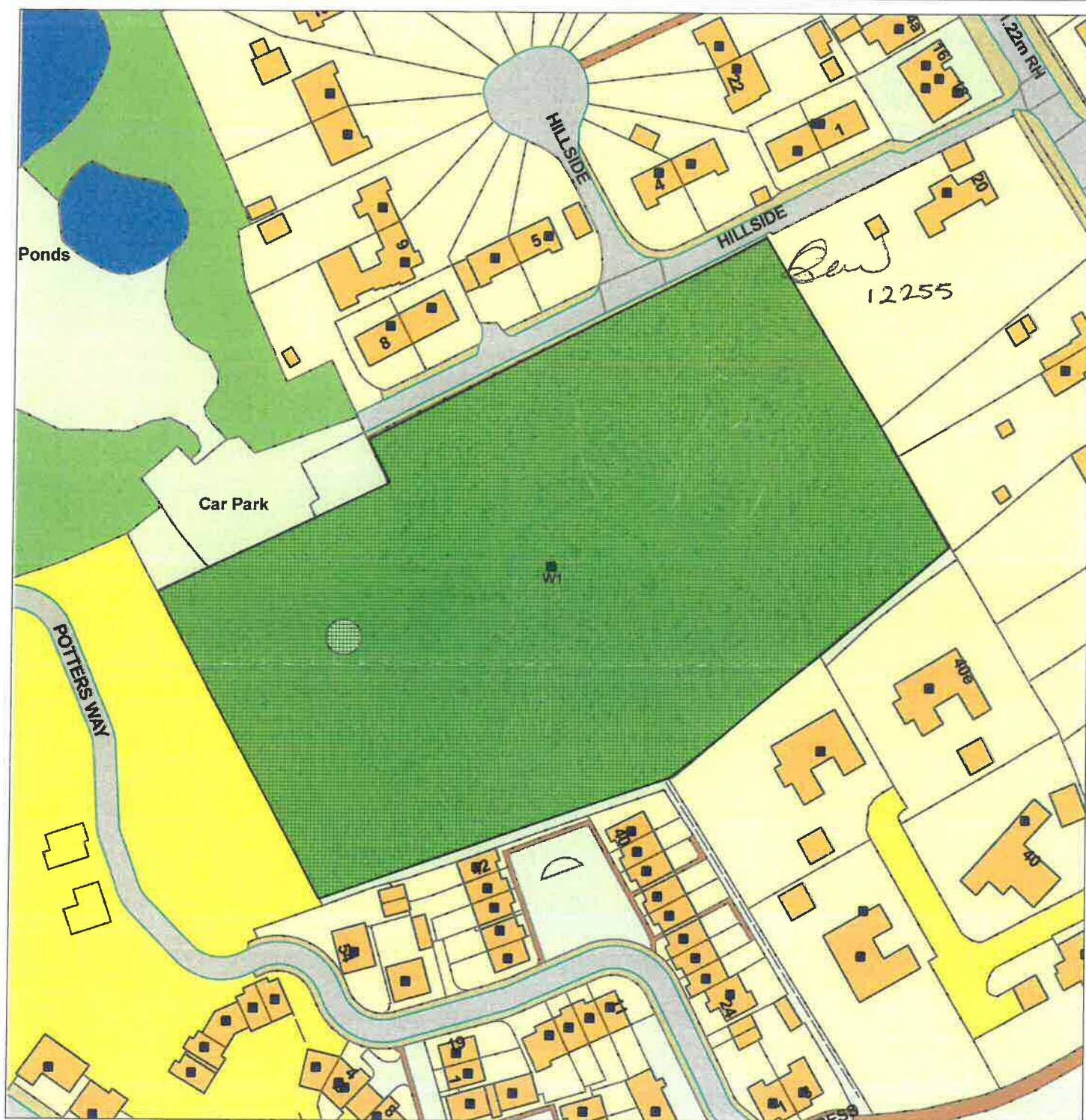
**Woodlands**  
(within a continuous black line on the map)

<i>Reference on map</i>	<i>Description</i>	<i>Situation</i>
-------------------------	--------------------	------------------

W 1	1 Various	Whole site area
-----	-----------	-----------------



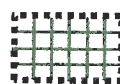
THE NORFOLK (SOUTH NORFOLK DISTRICT COUNCIL)  
Poringland Tree Preservation Order 2019 No. SN0516



**KEY**

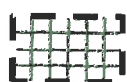


Individual trees (T1 etc.)



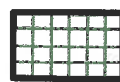
Areas (A1 etc.)

Innner edge of dots denotes boundary



Groups (G1 etc.)

Innner edge of broken line denotes boundary



Woodland (W1 etc.)

Innner edge of line denotes boundary

**Scale 1:1,250**



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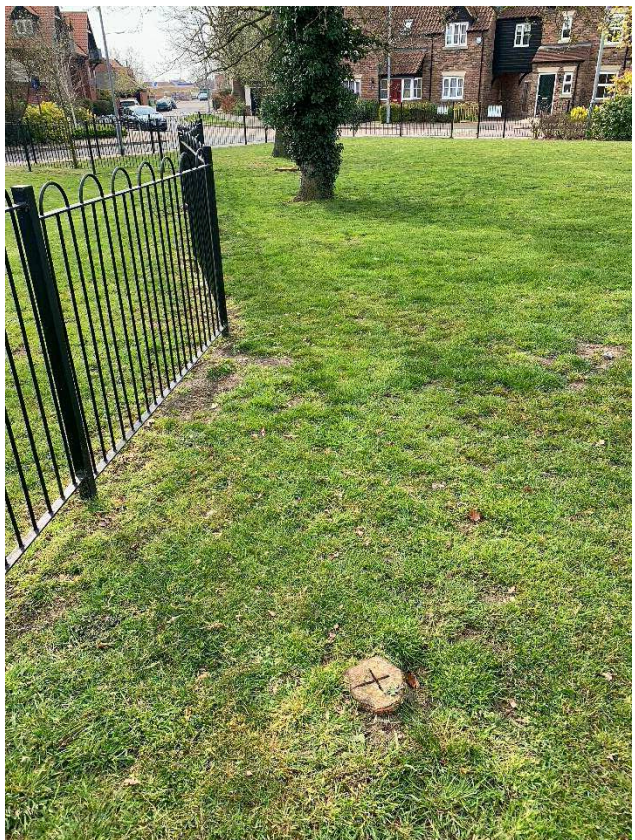


### **Item 8b – To Consider Replacement Tree Planting for Victory Avenue**

The Tree Warden has noted that there have been trees removed from the Victory Avenue open space. He has offered to replace these free of charge (via the tree warden scheme). There are two recently felled trees and one aged one, as below:







## BERGHAPTON CONSERVATION TRUST

Dear Faye,

I spoke to John Joyce by phone last Sunday. We have the opportunity to apply for £5,000 from the Watermills and Marshes (WMM) Landscape Partnership Scheme which is administered by the Broads Authority. We do need to have the application completed in time for the WMM's next funding Committee meeting, sometime in May or June.

It will be very useful if we can include work to be done in the upper reaches of the Chet. We regard the Community Land Project as important because it is where the Chet can be said to have its source and also it will be an area with a high usage.

Under the application the work would not need to be completed until 2022 and if for any reason the work looked unlikely to be completed the funds allocated to it could either be returned to WMM or re-allocated to other work along the B-Line.

The work to be funded is obviously open to discussion and negotiation with the Parish Council but I suggest the following might be useful to include in the application:

1. A small area of wildflower meadow demarcated with a path so it is clear that it is a managed part of the Land Project. Does half an acre sound reasonable?
2. An Interpretation Board to explain what the meadow is for and about the Chet B-Line.
3. Some flowering trees and shrubs along part of the boundary or elsewhere in the site. Cherry trees of various varieties are early sources of pollen and nectar and can look very attractive.

Now separately to this funding application there is the general way the Land Project is managed that can help pollinators. Tim mentioned at the January 2nd Council meeting that one idea was for an orchard and then there are the allotments both of which can be beneficial to pollinators and also benefit from them. Can we discuss the general management of the site at an appropriate time?

Yours sincerely,

[Redacted signature]

[Redacted name]

[Redacted address]

## Faye Le Bon

---

**From:** [REDACTED]  
**Sent:** 06 April 2019 15:27  
**To:** clerk@poringlandparishcouncil.gov.uk  
**Subject:** Wild flowers

Hello

Following the talk by Buglife recently at the community centre could we use the area outside the community centre to plant wild flowers with information boards stressing the importance of providing flowers for our pollinators? The library is used by many children and the sad reality is that many parents are just not that interested. The school is doing some work but this space could be used to encourage change. Could we also ask the council to stop using weed killers as this appears to be counter productive. There are also other areas we could use - the roundabout, area by Poringland sign. 40% of our pollinators will be gone in 20 years time Thank you

Sent from my iPad

## Faye Le Bon

---

**From:** Anita Varney <AVarney@S-NORFOLK.GOV.UK>  
**Sent:** 01 April 2019 15:08  
**To:** clerk@poringlandparishcouncil.gov.uk  
**Subject:** Community Infrastructure Levy (CIL) Payment to Poringland Parish  
**Attachments:** Parish Council guidance note.docx; CIL Receipts 1 Oct 18 - 31 March 2019.XLSX

Dear Ms Lebon

You will be aware that South Norfolk Council implemented the Community Infrastructure Levy (CIL) from 1 May 2014, which is a new way of raising funds to pay for essential infrastructure.

As part of the CIL Regulations (Reg 59A) there is a requirement for South Norfolk Council to pass a proportion of the CIL receipts to Parish and Town Councils.

In May 2014, the Council set out the requirements for the distribution of the Community Infrastructure Levy to Parishes and Town Councils and this Council's Policy relating to this distribution. (The report and appendix can be seen at <http://www.south-norfolk.gov.uk/democracy/default.aspx?id=13835.xml> )

Where CIL payments have been made, a proportion will go to the relevant Parish and Town Councils, paid on the 28 October and 28 April for the receipts from the previous six month period. A payment of £99,538.11 will be made to your Council on or before the 28<sup>th</sup> April 2019.

It is possible for Parish and Town Council to request that the payment is retained by the District Council (Reg 59A). This request must be in writing and received by South Norfolk District Council by the end of 22<sup>nd</sup> April 2019 in order to allow enough time for the payment process to be finalised in time.

Parish and Town Councils can use the money received from CIL receipts to support the development of its area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else which is concerned with addressing the demands that new development places on an area. However, where the CIL receipts have not been applied in accordance with the above or where it has not been used within 5 years of receipt, South Norfolk Council may recover the CIL receipts from the local council. (Reg 59E).

You may wish to consider developing a Parish list of possible items for spending this amount and any past or future payments. It may also be beneficial to liaise with neighbouring Parishes to discuss opportunities for joint funding. If you would like any assistance with this please contact our Communities team, Julie Ringer on 01508 533642 or Emma Eltringham on 01508 533945.

You should note that there is a requirement for the Parish and Town Council to prepare and submit a report for any financial year in which it receives CIL and any year in which an amount of CIL collected by it or another person on its behalf (whether in the reported year or any other) has not been spent and for copies of the report to be published and sent to South Norfolk District Council no later than 31<sup>st</sup> December following the reporting year (Reg 62A).

I have attached a list which includes the planning application details to which this sum relates to and have also attached our Parish Council Guidance Sheet for the Community Infrastructure Levy for your information. Should you wish to discuss match funding opportunities for your CIL payments, please contact our Funding Manager, Nina Cunningham (01508 533745 or [Ncunningham@s-norfolk.gov.uk](mailto:Ncunningham@s-norfolk.gov.uk) )

## **What you should do now**

- If your Parish do not wish to retain the money, please contact us as soon as possible or at least before 22<sup>nd</sup> April 2019.

Please do not hesitate to contact me if you have any further questions or wish to discuss the spending of this money.

Regards

**Anita Varney**  
Compliance Officer  
t 01508 533804 e [avarney@s-norfolk.gov.uk](mailto:avarney@s-norfolk.gov.uk)



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South Norfolk Council implemented the Community Infrastructure Levy (CIL) from 1 May 2014. Planning permission granted prior to this date will not be liable for CIL.

### **What development is liable for CIL (and what relief / exemptions are available**

CIL Liable developments	Exemptions / relief available
<ul style="list-style-type: none"> <li>Any new dwelling (irrespective of size).</li> </ul>	<ul style="list-style-type: none"> <li>Can claim self build relief</li> <li>Can claim social housing relief</li> <li>Can offset existing lawful use which is to be demolished or incorporated into new development</li> </ul>
<ul style="list-style-type: none"> <li>New development or extensions greater than 100 sq m (measured internally).</li> </ul>	<ul style="list-style-type: none"> <li>We do not charge for Domestic extensions</li> <li>Annexes can claim relief</li> <li>Can offset existing lawful use which is to be demolished or incorporated into new development</li> </ul>
<ul style="list-style-type: none"> <li>Conversion of a building which is no longer in lawful use</li> </ul>	

Buildings which people do not normally go into are not liable for CIL. (This relates mainly to silos and fixed plant).

Different types of developments pay different CIL rates and these are set out in the Charging schedule. Payments are index linked to the year in which planning permission is granted.

### **How much money is paid to Local Council's**

Where CIL payments have been made within a parish a proportion will go to the relevant Local Council. (25% where there is a neighbourhood plan and 15%, subject to a maximum of £100 per dwelling in any reporting year, elsewhere). This will be paid by the 28<sup>th</sup> October and 28<sup>th</sup> April for the receipts from the previous six month period. (Reg 59A)

Local Councils can request that the payment is retained by the District Council (Reg 59A (12))

### **What can Local Council's spend the money on**

Local Councils can use the money received from CIL receipts to support the development of their area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else which is concerned with addressing the demands that new development places on an area. (Reg 59C)

### **When does it have to be spent**

Where the money paid to a Local Council has not been used within 5 years of receipt, South Norfolk Council may recover the CIL receipts from the local council (Reg 59E).

### **Reporting**

A Local Council must prepare a report for any financial year in which it receives CIL receipts. The report must include :

- The total CIL receipts for the reported year
- The total CIL expenditure for the reported year
- A summary of the CIL expenditure during the reported year including the items to which CIL has been applied and the amount of CIL expenditure on each item
- Details of any requirements to repay CIL to the District Council
- Total amount of CIL retained at the end of the reported year
- Total amount of CIL receipts from previous years retained at the end of the reported year.

The Local Council must publish the report on its own web site, or the District Council's web site, if the Local Council doesn't have a web site.

A copy of the report must also be sent to South Norfolk Council no later than 31<sup>st</sup> December following the reporting year (Reg 62A).

**\*The term Local Council refers to Parish and Town Councils.**



We are a not-for-profit membership organisation, representing the interests of the majority of parish and town councils across Norfolk.

### We provide:

- Advice & support
- Training for clerks & councillors
- Information on latest topical issues
- Lobbying on policy issues

### This includes:

- Advice on law, procedure & good practice, including access to specialist lawyers
- Access to other local experts, such as for HR advice & charity governance
- Support for provided websites and website management
- Support for employment matters such as recruitment and salary reviews
- Loan approval filtering and support (PWLBB)
- Training and development for clerks and councillors
- Access to EU funding for clerk training
- CiLCA training delivered by qualified and SLCC accredited trainers
- Promoting professional recognition with awards such as Clerk of the Year
- Supporting professional standards through Local Council Award Scheme
- Newsletters and bulletins on relevant issues
- Funding updates
- Legal briefings
- Information on national policy and legislative changes
- Policy and lobbying support
- Access to the services of the National Association of Local Councils



### The National Association of Local Councils

- Works across the UK in partnership with 43 county associations
- Supports 10,000 councils across England
- Partners with LGA, DHCLG, Locality, CPRE, SLCC etc.

### Provides

- Over a hundred legal topic notes, briefings and template documents.
- Answers about a thousand legal and financial queries each year
- Resources, toolkits and advice
- Runs conferences and training
- Produces guides – including good councillor, employment, planning and finance.
- Works with SLCC on sector improvement, including CILCA and the Local Council Award Scheme
- Secures grants – such as £5m transparency funds distributed in 2017/18 year

### Achievements last year

- Set up Smaller Authorities' Audit Appointments (SAAA), resulting in large external audit savings for sector
- Successfully lobbied Government not to impose referendum principles or capping for 3 years
- Persuaded Government to exempt sector from the requirement in the Data Protection Bill to appoint an external DPO officer.
- Successfully lobbied government to introduce rate relief on public conveniences

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**Poringland Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 March 2019**

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	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	Barclays Current	0.00	
1	Unity Trust	18,511.55	
2	Barclays Deposit	0.00	
2	Hodge Bank	55,000.00	
2	United Trust	50,000.00	
2	CCLA	40,000.00	
2	Santander Bond 1	60,000.00	
2	Hampshire Trust Bond 1	55,000.00	
2	Unity Trust Deposit	105,463.30	
2	Cambridge & Counties 120 Day	75,311.82	
2	Nationwide Instant Access	121,057.30	
			<b>580,343.97</b>
<u>Other Bank &amp; Cash Balances</u>			
	Petty Cash	550.00	
	Cashbook Suspense	0.00	
			<b>550.00</b>
			<hr/> <b>580,893.97</b>
<u>Unpresented Payments</u>			
1	27/02/2019 300085	75.00	
1	28/02/2019 DD	180.00	
1	27/03/2019 300088	40.00	
1	28/03/2019 BACS	2,107.94	
1	31/03/2019 DD	178.96	
			<b>2,581.90</b>
			<hr/> <b>578,312.07</b>
<u>Receipts not on Bank Statement</u>			
0	31/03/2019 All Receipts Cleared	0.00	
			<b>0.00</b>
			<hr/> <b>578,312.07</b>
<u>Closing Balance</u>			
<u>All Cash &amp; Bank Accounts</u>			
	Current	15,929.65	
	Bonds & Savings	561,832.42	
	Other Bank & Cash Balances	550.00	
	<b>Total Bank &amp; Cash Balances</b>	<b>578,312.07</b>	
			<hr/> <b>578,312.07</b>

<b>PORINGLAND PARISH COUNCIL</b>			
<b>Payments List 24th April 2019</b>			
<b>Payee</b>	<b>Code</b>	<b>Description</b>	<b>TOTAL</b>
F LeBon	Salaries	Clerk	
R McCarthy	Salaries	Asst Clerk	
L Gooderham	Salaries	Caretaker	
S Warminger	Salaries	Cleaner	
S Duffell	Salaries	Project Officer	
S Cunningham	Salaries	Administrator /	
J Dodman	Salaries	Bar Staff	
HMRC	Salaries	PAYE & NIC	<b>£1,959.86</b>
Norfolk Pension Fund	Salaries	Pension Contributions	<b>£2,181.83</b>
BT	General Administration	Telephone & Broadband	<b>£34.41</b>
Microshade	General Administration	Hosted IT	<b>£241.20</b>
Norfolk Copiers	General Administration	Monthly Printing Fee	<b>£92.58</b>
Norse	General Administration	ID Badge	<b>£5.40</b>
Ian Smith Group	General Administration	Stationery and Stamps	<b>£90.63</b>
Total Gas and Power	Community Centre	Electricity (March)	<b>£896.19</b>
ESPO	Community Centre	Gas	<b>£150.72</b>
World Pay	Community Centre	Card Charges	<b>£0.20</b>
Hugh Crane	Community Centre	Cleaning Consumables	<b>£310.78</b>
Show-Sound Productions	Community Centre	PA for Queen Tribute	<b>£350.00</b>
UK Debt Management	Community Centre	Loan Repayment	<b>£4,356.63</b>
Broadland Flooring	Community Centre	Flooring in Gents	<b>£1,275.77</b>
Total Gas and Power	Playing Field	Electricity (Nov - March)	<b>£743.72</b>
Screwfix / Trade UK	Playing Field	Smoke Alarms	<b>£24.99</b>
South Norfolk Council	Playing Field	Business Rates - Football Pavilion	<b>£110.88</b>
South Norfolk Council	Playing Field	Business Rates - Bowls Pavilion	<b>£32.76</b>
Nisbets	Playing Field / Community Centre	Entrance Mats	<b>£79.16</b>
J and A Saunders	Playing Field/C.Centre / Comm Sums	Window Cleaning	<b>£130.00</b>
Barclaycard	General Admin / Community Centre	Bar stock, stationery, events	<b>£218.22</b>
Spruce Landscapes	Comm Centre / B Ground / Mem Gard	Grounds Maintenance	<b>£945.00</b>
Vortex	Commuted Sums	Grounds Maintenance	<b>£191.66</b>
Veolia	Comm Centre / Cemetery	Waste Removal	<b>£74.23</b>
			<b>£20,536.52</b>

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

	First Quarter 2018/19				Second Quarter 2018/19				Third Quarter 2018/19				Fourth Quarter 2018/19				Notes
Details	Budget	Expenditure	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Over/Under Spend	
Salaries																	
Staff Salaries	124899.00	31304.00	25.06%	93595.00	27445.92	58749.92	47.04%	66149.08	21975.01	80724.93	64.63%	44174.07	32127.73	112852.66	90.36%	12046.34	
Staff Contingency Fund	1000.00	0.00	0.00%	1000.00	0.00	0.00	0.00%	1000.00		0.00	0.00%	1000.00		0.00	0.00%	1000.00	
TOTAL	125899.00	31304.00	24.86%	94595.00	27445.92	58749.92	46.66%	67149.08	21975.01	80724.93	64.12%	45174.07	32127.73	112852.66	89.64%	13046.34	
General Administration																	
Audit Fees	1650.00	420.00	25.45%	1230.00	600.00	1020.00	61.82%	630.00	0.00	1020.00	61.82%	630.00	430.00	1450.00	87.88%	200.00	
Insurance	4750.00	0.00	0.00%	4750.00	182.15	182.15	3.83%	4567.85	0.00	182.15	3.83%	4567.85	3480.82	3662.97	77.12%	1087.03	
Petty Cash & Stationery	1500.00	280.00	18.67%	1220.00	399.02	679.02	45.27%	820.98	109.10	788.12	52.54%	711.88	96.71	884.83	58.99%	615.17	
Telephone & Broadband	600.00	110.00	18.33%	490.00	110.45	220.45	36.74%	379.55	119.83	340.28	56.71%	259.72	176.14	516.42	86.07%	83.58	
Bank Charges	0.00	91.00	#DIV/0!	-91.00	58.20	149.20	#DIV/0!	-149.20	120.85	270.05	#DIV/0!	-270.05	104.55	374.60	#DIV/0!	-374.60	
Subscriptions	1550.00	194.00	12.52%	1356.00	655.00	849.00	54.77%	701.00	409.62	1258.62	81.20%	291.38	20.00	1278.62	82.49%	271.38	
Advertising and Publicity	500.00	0.00	0.00%	500.00	474.00	474.00	94.80%	26.00	0.00	474.00	94.80%	26.00	75.00	549.00	109.80%	-49.00	
Printing (newsletters & reports)	1000.00	840.00	84.00%	160.00	143.00	983.00	98.30%	17.00	145.00	1128.00	112.80%	-128.00	145.00	1273.00	127.30%	-273.00	
Printing (general)	250.00	87.00	34.80%	163.00	114.07	201.07	80.43%	48.93	83.52	284.59	113.84%	-34.59	104.21	388.80	155.52%	-138.80	
Training	2100.00	1728.00	82.29%	372.00	0.00	1728.00	82.29%	372.00	0.00	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	544.05	1632.10	75.56%	527.90	777.80	2409.90	111.57%	-249.90	
Office Equipment	800.00	144.00	18.00%	656.00	173.97	317.97	39.75%	482.03	143.97	461.94	57.74%	338.06	409.97	871.91	108.99%	-71.91	
TOTAL	16860.00	4438.00	26.32%	12422.00	3453.91	7891.91	46.81%	8968.09	1675.94	9567.85	56.75%	7292.15	5820.20	15388.05	91.27%	1471.95	
Burial Ground																	
Maintenance	6000.00	1530.00	25.50%	4470.00	1480.80	3010.80	50.18%	2989.20	1495.07	4505.87	75.10%	1494.13	1482.30	5988.17	99.80%	11.83	
Memorial Maintenance (council paying)	0.00	0.00	#DIV/0!	0.00	525.00	525.00	#DIV/0!	-525.00		525.00	#DIV/0!	-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	1495.07	5030.87	83.85%	969.13	1482.30	6513.17	108.55%	-513.17	
Community Centre																	
Maintenance	6000.00	3562.00	59.37%	2438.00	2986.92	6548.92	109.15%	-548.92	1942.36	8491.28	141.52%	-2491.28	1923.94	10415.22	173.59%	-4415.22	
Cleaning	2000.00	502.00	25.10%	1498.00	190.86	692.86	34.64%	1307.14	977.98	1670.84	83.54%	329.16	461.39	2132.23	106.61%	-132.23	
Heat & Light	7500.00	2293.00	30.57%	5207.00	1970.93	4263.93	56.85%	3236.07	2294.04	6557.97	87.44%	942.03	2617.81	9175.78	122.34%	-1675.78	
Water	1000.00	259.00	25.90%	741.00	275.60	534.60	53.46%	465.40	282.18	816.78	81.68%	183.22	309.92	1126.70	112.67%	-126.70	
Rates	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	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	0.00	3825.92	298.90%	-2545.92		3825.92	298.90%	-2545.92	
Grounds Maintenance	2350.00	587.00	24.98%	1763.00	587.49	1174.49	49.98%	1175.51	687.49	1861.98	79.23%	488.02	587.49	2449.47	104.23%	-99.47	
Bar	3500.00	999.00	28.54%	2501.00	1056.88	2055.88	58.74%	1444.12	1670.55	3726.43	106.47%	-226.43	1766.05	5492.48	156.93%	-1992.48	
Relief Caretaking	9000.00	562.00	6.24%	8438.00	935.24	1497.24	16.64%	7502.76	3085.61	4582.85	50.92%	4417.15	2059.01	6641.86	73.80%	2358.14	
Event Expenditure	7250.00	3641.00	50.22%	3609.00	942.63	4583.63	63.22%	2666.37	2111.91	6695.54	92.35%	554.46	2841.04	9536.58	131.54%	-2286.58	£1500 - George Michael Tribute
Contingency Fund	3000.00	0.00	0.00%	3000.00	0.00	0.00	0.00%	3000.00	369.93	369.93	12.33%	2630.07	369.93	369.93	12.33%	2630.07	
Performing Rights Society Licence	700.00	0.00	0.00%	700.00	0.00	0.00	0.00%	700.00	0.00	0.00	0.00%	700.00	1319.35	1319.35	188.48%	-619.35	
Loan Repayment (PWLb)	8713.26	4357.00	50.00%	4356.26	0.00	4357.00	50.00%	4356.26	4356.63	8713.63	100.00%	-0.37		8713.63	100.00%	-0.37	
TOTAL	52293.26	19334.00	36.97%	32959.26	10200.47	29534.47	56.48%	22758.79	17778.68	47313.15	90.48%	4980.11	13886.00	61199.15	117.03%	-8905.89	
Outside Spaces																	
Capital and Improvements	0.00	140.00	#DIV/0!	-140.00	1669.50	1809.50	#DIV/0!	-1809.50		1809.50	#DIV/0!	-1809.50		1809.50	#DIV/0!	-1809.50	
Verge Cutting	2460.00	703.00	28.58%	1757.00	702.86	1405.86	57.15%	1054.14	1405.72	2811.58	114.29%	-351.58	351.43	3163.01	128.58%	-703.01	
Memorial Garden	1500.00	375.00	25.00%	1125.00	375.00	750.00	50.00%	750.00	375.00	1125.00	75.00%	375.00	375.00	1500.00	100.00%	0.00	
Dog Bins	1900.00	0.00	0.00%	1900.00		0.00	0.00%	1900.00		0.00	0.00%	1900.00	1657.95	1657.95	87.26%	242.05	
General Repairs and Replacements	1000.00	1147.00	114.70%	-147.00	2677.33	3824.33	382.43%	-2824.33	100.00	3924.33	392.43%	-2924.33	16.66	3940.99	394.10%	-2940.99	
TOTAL	6860.00	2365.00	34.48%	4495.00	5424.69	7789.69	113.55%	-929.69	1880.72	9670.41	140.97%	-2810.41	2401.04	12071.45	175.97%	-5211.45	
Playing Field																	
General Costs	8000.00	1330.00	16.63%	6670.00	7699.37	9029.37	112.87%	-1029.37	2747.17	11776.54	147.21%	-3776.54	966.07	12742.61	159.28%	-4742.61	
Heating Scheme	6434.00	2570.00	39.94%	3864.00	6016.29	8586.29	133.45%	-2152.29	0.00	8586.29	133.45%	-2152.29		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	808.52	1616.68	66.67%	808.32	606.24	2222.92	91.67%	202.08	
TOTAL	16859.00	4304.00	25.53%	12555.00	14119.82	18423.82	109.28%	-1564.82	3555.69	21979.51	130.37%	-5120.51	1572.31	23551.82	139.70%	-6692.82	
Miscellaneous																	
Professional Fees	1500.00	3850.00	256.67%	-2350.00	400.00	4250.00	283.33%	-2750.00		4250.00	283.33%	-2750.00		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		0.00	0.00%	1600.00		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		0.00	0.00%	200.00		0.00	0.00%	200.00	
Section 137	300.00	0.00	0.00%	300.00	0.00	0.00	0.00%	300.00	75.00	75.00	25.00%	225.00		75.00	25.00%	225.00	
TOTAL	3600.00	3850.00	106.94%	-250.00	400.00	4250.00	118.06%	-650.00	75.00	4325.00	120.14%	-725.00	0.00	4325.00	120.14%	-725.00	
Projects																	
Community Land Project Planning	13000.00	0.00	0.00%	13000.00	0.00	0.00	0.00%	13000.00		0.00	0.00%	13000.00	3925.00	3925.00	30.19%	9075.00	
Neighbourhood Planning	16500.00	166.00	1.01%	16334.00	2900.00	3066.00	18.58%	13434.00	1000.00	4066.00	24.64%	12434.00	4250.00	8316.00	50.40%	8184.00	
TOTAL	29500.00	166.00	0.56%	29334.00	2900.00	3066.00	10.39%	26434.00	1000.00	4066.00	13.78%	25434.00	8175.00	12241.00	41.49%	17259.00	
TOTAL EXPENDITURE	257871.26	67291.00	26.09%	190580.26	65950.61	133241.61	51.67%	124629.65	49436.11	182677.72	70.84%	75193.54	57289.58	235901.30	91.48%	-7530.04	
Income	Budget	Income		Budgeted Income Remaining	Income	Income to Date		Budgeted Income Remaining	Income	Income to Date		Budgeted Income Remaining	Income	Income to Date		Budgeted Income Remaining	

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

Miscellaneous	500.00	20.00	4.00%	480.00	110.00	130.00	26.00%	370.00	130.00	26.00%	370.00	116.00	246.00	49.20%	254.00	
Capital Grants	0.00	1028.00	#DIV/0!	-1028.00	2570.40	3598.40	#DIV/0!	-3598.40	3598.40	#DIV/0!	-3598.40		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	4159.87	101.46%	-59.87		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	6770.00	45.13%	8230.00		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	1545.39	5574.68	278.73%	-3574.68	714.87	6289.55	314.48%	-4289.55
Burial Ground - General	5500.00	2288.00	41.60%	3212.00	2639.00	4927.00	89.58%	573.00	1498.00	6425.00	116.82%	-925.00	165.00	6590.00	119.82%	-1090.00
Memorial Repairs - Charge Lifting	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00		0.00	#DIV/0!	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		175.00	#DIV/0!	-175.00		175.00	#DIV/0!	-175.00
Refund	0.00	0.00	#DIV/0!	0.00	-110.00	-110.00	#DIV/0!	110.00		-110.00	#DIV/0!	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	3043.39	26722.95	98.61%	377.05	995.87	27718.82	102.28%	-618.82
Community Centre Income																
Hirers - Regular	40000.00	12579.00	31.45%	27421.00	11747.86	24326.86	60.82%	15673.14	15624.05	39950.91	99.88%	49.09	13758.69	53709.60	134.27%	-13709.60
Hirers - Casual	10000.00	3251.00	32.51%	6749.00	2436.14	5687.14	56.87%	4312.86	3400.54	9087.68	90.88%	912.32	3455.87	12543.55	125.44%	-2543.55
Bar Takings	9000.00	2007.00	22.30%	6993.00	2339.84	4346.84	48.30%	4653.16	4509.59	8856.43	98.40%	143.57	4106.98	12963.41	144.04%	-3963.41
Police	3000.00	709.00	23.63%	2291.00	610.64	1319.64	43.99%	1680.36	62.40	1382.04	46.07%	1617.96	725.07	2107.11	70.24%	892.89
Comm Centre Misc	500.00	252.00	50.40%	248.00	0.00	252.00	50.40%	248.00	30.00	282.00	56.40%	218.00		282.00	56.40%	218.00
Event Income	13855.00	3425.00	24.72%	10430.00	4504.80	7929.80	57.23%	5925.20	2842.50	10772.30	77.75%	3082.70	3258.64	14030.94	101.27%	-175.94
Refund	0.00	0.00	#DIV/0!	0.00	-50.00	-50.00	#DIV/0!	50.00	0.00	-50.00	#DIV/0!	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	26469.08	70281.36	92.05%	6073.64	25305.25	95586.61	125.19%	-19231.61
Precept	150922.12	75461.06	50.00%	75461.06	75461.06	150922.12	100.00%	0.00		150922.12	100.00%	0.00		150922.12	100.00%	0.00
Shortfall Grant	1994.00	1994.00	100.00%	0.00	0.00	1994.00	100.00%	0.00		1994.00	100.00%	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	0.00	152916.12	100.00%	0.00	0.00	152916.12	100.00%	0.00
TOTAL	256371.12	112125.94	43.74%	144245.18	108282.02	220407.96	85.97%	35913.16	29512.47	249920.43	97.48%	6450.69	26301.12	276221.55	107.74%	-19850.43
Commuted Sums (earmarked for specific purpose over 10 years)	Fund	Expenditure	Income	Fund Remaining	Expenditure	Expenditure to Date	Income	Fund Remaining	Expenditure	Expenditure to Date	Income	Fund Remaining	Expenditure	Expenditure to Date	Income	Fund Remaining
Devlin Drive	36916.94	130.00		36786.94	205.00	335.00		36581.94	260.00	595.00		36321.94	195.00	790.00		36126.94
Mulberry Close (play equipment only)	16285.15	3292.00		12993.15	108.30	3400.30		12884.85	0.00	3400.30		12884.85	75.00	3475.30		12809.85
Mulberry (grounds maintenance) - spend	28156.40	1624.00		26532.40	778.34	2402.34		25754.06	711.68	3114.02		25042.38	605.01	3719.03		24437.37
Trafalgar Square	50219.60	1073.00		49146.60	439.98	1512.98		48706.62	289.98	1802.96		48416.64	364.98	2167.94		48051.66
Community Infrastructure Levy	5394.88	0.00	43361.46	48756.34	0.00	0.00		48756.34	0.00	0.00	60022.87	108779.21		0.00		108779.21
Rosebery Park	0.00	0.00		0.00	2070.62	2070.62	103630.05	101559.43	472.48	2543.10			472.68	3015.78		
Norwich Road Bus Shelter (30 years)	32725.36	50.00		32675.36	50.00	100.00		32625.36	50.00	150.00		32575.36		150.00		32575.36
	169698.33	6169.00	43361.46	206890.79	3652.24	9821.24	103630.05	306868.60	1784.14	11605.38	60022.87	264020.38	1712.67	13318.05	0.00	262780.39
Earmarked Reserves																
Open Spaces Reserve	31000.00	0.00		31000.00	0.00	0.00		31000.00		0.00		31000.00		0.00		31000.00
Neighbourhood Planning	10000.00	0.00		10000.00	0.00	0.00		10000.00		0.00		10000.00		0.00		10000.00
Community Land Project Land	10000.00	0.00		10000.00	0.00	0.00		10000.00		0.00		10000.00		0.00		10000.00
Community Land Project Planning	20000.00	0.00		20000.00	0.00	0.00		20000.00		0.00		20000.00		0.00		20000.00
Memorial Repairs	1050.00	1225.00	175.00	0.00	0.00	1225.00		0.00		1225.00		0.00		1225.00		0.00
Exclusive Rights Refunds	17000.00	0.00		17000.00	8265.00	8265.00		8735.00	830.00	9095.00		7905.00		9095.00		7905.00
Balance Floor Refurbishment	2188.55	2039.00		149.55	0.00	2039.00		149.55		2039.00		149.55		2039.00		149.55
Balance Play Markings	1719.00	1579.00		140.00	0.00	1579.00		140.00		1579.00		140.00		1579.00		140.00
Car Park Extension	15000.00	0.00		15000.00	0.00	0.00		15000.00		0.00		15000.00		0.00		15000.00
The Six Administrator	347.89	0.00		347.89	46.98	46.98	425.00	725.91	74.39	121.37		651.52	70.47	191.84		581.05
	108305.44	4843.00	175.00	103637.44	8311.98	13154.98	425.00	95750.46	904.39	14059.37	0.00	94846.07	70.47	14129.84	0.00	94775.60
Bank Accounts					Balance				Balance				Balance			
Unity Trust Current		13334.33			29904.48				19498.62				18511.55			
Unity Trust Deposit		190068.41			155171.29				155327.74				105463.30			
Petty Cash / Floats		550.00			550.00				550.00				550.00			
Nationwide Instant Access		60650.75			60727.30				120878.38				121057.30			
Julian Hodge Bond 1		22000.00			22000.00				22000.00				22000.00			
Hampshire Trust Bond 1		56629.62			55000.00				55000.00				55000.00			
United Trust 100 Day Savings		0.00			50000.00				50000.00				50000.00			
CCLA		0.00			40000.00				40000.00				40000.00			
Santander Bond 1		0.00			60000.00				60000.00				60000.00			
Cambridge & Counties 120 Day Savings		75311.82			75311.82				75311.82				75311.82			
Fidelity		30000.00			30000.00				30000.00				30000.00			
Hampshire Trust Bond 2		20000.00			20000.00				20000.00				20000.00			
Julian Hodge Bond 2		55000.00			55000.00				55000.00				55000.00			
		523544.93			653664.89				703566.56				652893.97			
Unpresented Cheques		1378.00			4584.68											
Adjusted Bank Balance		522166.93			649080.21				703566.56				652893.97			
Free Funds Not Allocated Elsewhere		165303.62			157744.66				275957.26				295337.98			
(Bank Balance minus budgeted expenditure, plus budgeted income, minus commuted sums, minus earmarked reserves)																