



PORINGLAND PARISH COUNCIL

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

Clerk to the Council: Mrs Catherine Moore BSc FILCM
Chairman: Mr John Ellis



NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 24th August 2016 at Poringland Community Centre.

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

1. To sign the attendance register and to consider 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 27th July 2016

4. Adjournment for public participation (15 minutes)

5. Planning

a. Applications Received

- i. 2016/1627 Land to the north of Heath Loke: Erection of 18 dwellings with access and all other matters reserved.
- ii. 2016/1697 3 Meadow Way: Two storey side extension.
- iii. 2016/1768 Holly Bank, Heath Loke: Erect two storey extension and demolish part of garage.
- iv. 2016/1776 63 Rectory Lane: Single storey side and rear extension.
- v. 2016/1784 42 Rosebery Avenue: Single storey side and two storey rear extensions.
- vi. 2016/1874 4 St Marys Road: First floor extension to provide en-suite off bedroom.
- vii. 2016/1859 33 St Marys Road: Single storey side extension.

b. Planning Decisions

- i. 2016/1177 11 Elizabeth Road: Single storey pitched roof rear and side extension with first floor extension to the front. **APPROVED**
- ii. 2016/1205 Land north of Shotesham Road: Discharge of condition 15 of permission 2011/0476 – landscaping (change of surface to pathway). **APPROVED**
- iii. 2016/1371 Sub-division of garden of 21 Clearview Drive, Norwich Road: Erection of three bedroom chalet dwelling. **APPROVED**
- iv. 2016/1429 2A Shotesham Road: Change of use from retail to chiropractic business. **APPROVED**
- v. 2016/1527 35 St Marys Road: Certificate of lawful use for proposed dormer constructions to each side of the chalet. **REFUSED**
- vi. 2016/1539 13 Alder Close: Entrance lobby. **APPROVED**
- vii. 2016/1608 40 The Street: Non-material amendment to planning consent 2012/0673 (2no dwellings) – Design change to front elevation windows and to windows/door to side elevation. **APPROVED**
- viii. 2016/1624 11 Hillside: Proposed front extension and internal and external alterations (application approved under 2016/0659) – Revision to material of front porch. **APPROVED**

6. Finance

- a. Receipts, payments, outstanding invoices and bank reconciliation for July 2016
- b. Accounts for payment

7. Other matters

- a. Water Regulations Works

8. Date of next Parish Council meetings: Wednesday 21st September and Wednesday 28th September 2016, 7pm, Poringland Community Centre

Dated the 18th August 2016

Clerk.....

**Minutes of the Meeting of Poringland Parish Council
Wednesday 27th July 2016 7pm Poringland Community Centre**

Present: John Ellis (Chairman)
Steve Aspin
John Henson
David Hewer
Jenny Kereama-Ellis
James Landshoft
Chris Walker
Catherine Moore (Parish Clerk)

Also present: County Councillor Roger Smith and 4 members of the public.

1. Apologies

Apologies for absence were received and accepted from Tim Boucher, David Gooderham, Lisa Neal and John Overton, proposed by David Hewer, seconded by Chris Walker, all in favour.

2. Declarations of Interest and Applications for Dispensation

There were no declarations of interest.

3. Minutes of the meeting held on 29th June 2016

The minutes of the meeting held on 29th June 2016 were **agreed**, proposed by David Hewer, seconded by Chris Walker, all in favour.

4. Matters Arising from the Minutes

a) Mulberry Village Green Drainage

John Ellis reported that a meeting had taken place with Norfolk Homes to discuss the erosion of paths and the drainage problems in the ground. Norfolk Homes had agreed to look at options to improve the situation.

b) Mulberry Park (Health Farm) Meetings

John Ellis reported that a meeting with Richard Bacon MP had taken place for residents surrounding Heath Farm. This had been well attended with a number of issues raised. Mr Bacon had written to South Norfolk Council seeking clarity on these matters. On another day, David Wilson Homes had hosted a drop in session for residents following the circulation of a newsletter. The discussion had been interesting with information given regarding surface and foul water drainage that would have been pertinent at an earlier stage.

5. Report from the Chairman

John Ellis reported that a number of initiatives were developing around speeding in the village. The SAM2 machine had been deployed and appeared to be very effective. It would be moved around the village regularly. The Community Speed Watch group was operating within the village. The Six Strategic Traffic Working Group had met in July and discussed concerns around speeding. A letter had been sent to the Police and Crime Commissioner asking for more enforcement in the area.

John reminded councillors to send any requests for Rangers works to the Clerk for collation and onward relay to Norfolk County Council.

John noted that due to a change in regulations, the Community Centre was

required to display an energy certificate. The Clerk would be looking into how this would be achieved. **Clerk**

Finally, John noted that David Wilson Homes wished to meet privately with councillors before consulting more widely on the Heath Farm Phase 2 development. It was **agreed** to schedule this for Monday 15th August 2016 at 6pm. **Clerk**

6. **Public Participation**

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

a) District Councillors
Not present.

b) County Councillor
Roger Smith reported that the County Council had agreed to accept 50 Syrian refugees into the county, and would be working with voluntary and statutory agencies to resettle and integrate them into the community.
A Hazardous Waste Amnesty would be taking place at the Ketteringham Recycling Centre on 10th & 11th September.
Roger would be chasing up with the Highways Engineer whether the investigative drain work under the high school caretakers bungalow had been completed.
Finally Roger noted the sudden death of Harold Bodmer, Director of Community Services, at a council meeting the previous week. He expressed his sorrow, noting that Mr Bodmer had been a real gentleman and would be greatly missed.

c) Public Participation
The applicant for 2A Shotesham Road introduced herself and briefed the Council on the application. It was confirmed that shared welfare facilities were provided within the retail units complex.
A member of the public asked why the Village Green was being referred to as 'Mulberry'. The Clerk replied that this was probably her terminology as it referred back to the commuted sums and Section 106 agreements.
A member of the public highlighted concerns with the revised IT report. He suggested that the Council should purchase laptops with Windows 10 to ensure a supported operating system; he disagreed with the comments regarding Citrix; he suggested that backups were required for the emails and website.
A member of the public queried the annual report financial summary, with particular reference to the increased budget for salaries and the lower budget for Community Centre income. The Chairman replied that the salaries budget met the Council's salary commitments including pension and national insurance contributions. He noted that the Council did not budget Community Centre income at the same level as the previous year as income was not guaranteed, and it was prudent to be cautious when estimating income.
A member of the public suggested that the Council should review its wage bill and its expenditure budget.

Standing orders were reinstated.

7. Planning

a) Applications Received

- i) 2016/1429 2A Shotesham Road: Change of use from retail to chiropractic business.

Tim Boucher had viewed the plans and sent his comments to the meeting. He suggested that the proposed change of use would be of benefit to parishioners, and would not cause any nuisance to neighbouring units or residences.

It was **agreed** to support the application. Proposed by David Hewer, seconded by Chris Walker, all in favour.

Clerk

- ii) 2016/1531 101 The Street: Erection of timber building for use as a beauty parlour.

Chris Walker had viewed the plans and visited the site. It was noted that the business was currently using the garage but wished to relocate to a new building. The site was opposite Carr Lane, and the proposal would increase the square meterage available by 9. The business would expand to include another 0.5FTE, and the car parking would increase from 2 to 8. Concern was expressed that cars would have to leave the site in reverse, and it was felt more appropriate that they should be able to leave in forward gear as the B1332 was a busy road. The proposal was an overcrowded form of development which would degrade the street scene. It was a piecemeal development as the temporary building would need services laid on for hygiene purposes. A flood risk assessment was needed to understand the impact of the extension to the hardstanding.

It was **agreed** to recommend refusal of the application for the reasons outlined above. Proposed by Chris Walker, seconded by John Henson, all in favour.

Clerk

- iii) 2016/1539 13 Alder Close: Entrance lobby

Tim Boucher had viewed the plans and sent his comments to the meeting. He noted that many properties along this close had assorted extensions and adaptations, and did not feel that this one would detract from the street scene.

It was **agreed** to support the application. Proposed by Chris Walker, seconded by James Landshoft, all in favour.

Clerk

- iv) 2016/1624 11 Hillside: Proposed front extension and internal and external alterations (application approved under 2016/0659) – Revision to material of front porch.

John Henson had viewed the plans and was familiar with the site.

It was **agreed** to offer no further comments. Proposed by John Henson, seconded by Chris Walker, all in favour.

Clerk

A further application had been received after publication of the agenda, and it was felt that it was in the greater interest to consider the application in public rather than under delegated authority in August.

- v) 2016/1636 45 Rectory Lane: Sub-division of garden and erection of 2 bedroom chalet.

John Henson had viewed the plans. It was noted that the proposal was on the site where cars were parked on the verge, causing a dangerous physical and visual obstruction in the highway. It was noted that the proposal would give less parking for No. 45, and would visually dominate Rectory Lane. It was out of character, style and scale for the area, and would be prominent and dominant on the street scene. Rectory Lane was a sensitive area for drainage and the proposal would increase surface water run off. The plans did not state how this would be dealt with. The proposal was unsustainable as reduced the parking available and gave no storage for cycles or bins. It was a cramped design with boundaries close to the existing dwelling and was a very small design.

It was **agreed** to recommend refusal of the application for the reasons outlined above. Proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

b) Permission Granted

- i) 2016/0984 8 Greenacres Drive: Erection of porch, loft conversion and garden room. **APPROVED**

- ii) 2016/1207 Porchways, Bungay Road: Erection of single storey front extension. **APPROVED**

- iii) 2016/1242 3 Collingwood Close: Proposed single storey rear extension, extending 4m from the rear wall of the existing dwelling house, with a maximum height of 3.5m and an eaves height of 2.3m. **PRIOR APPROVAL NOT REQUIRED**

- iv) 2016/1521 17-19 Greenacres Drive: Proposed single storey extension, extending 6.4m from the rear wall of the original dwelling house, with a maximum height of 4m and an eaves height of 2.6m. **PRIOR APPROVAL NOT REQUIRED**

- v) 2016/1577 Land north of Shotesham Road: Discharge of condition 10 of planning permission 2014/0393 (57 dwellings) – water efficiency calculations. **APPROVED**

8. **Correspondence**

a) Electoral Review of South Norfolk

A letter from the Local Government Boundary Commission for England was received, noting that a review of electoral boundaries in Norfolk was underway. It was **agreed** to write in support of the current arrangement where the ward was represented by two councillors, proposed by John Ellis, seconded by John Henson, all in favour.

Clerk

- b) East Anglian Devolution Consultation
The Council considered the devolution consultation. The general feeling was that devolution was not a positive step forward, with concerns expressed regarding the proportion of development and housing in rural areas against urban areas. There were concerns regarding the impact on businesses and the economic situation. It was felt that generally this proposal would offer another level of bureaucracy when accountable representatives were already elected to the existing tiers of local governance. It was **agreed** to respond to the consultation noting that the Council did not support any aspect of devolution for the reasons outlined above.

9. Finance

- a) Receipts, Payments, Outstanding Invoices and Bank Reconciliation
The bank reconciliation, outstanding invoices, receipts and payments for June 2016 were presented. It was **agreed** to accept those documents, proposed by David Hewer, seconded by James Landshoft, all in favour.
- b) Accounts for Payment
It was **agreed** to pay the following accounts, proposed by David Hewer, seconded by John Henson, all in favour.

	Staff Salaries	£4,828.93
HMRC	PAYE, NIC, Student Loan	£1,800.02
Norfolk Pension Fund	Superannuation	£1,755.66
R McCarthy	Mileage	£10.35
C Moore	Mileage	£43.65
Norfolk Copiers	Photocopier Rental	£81.00
TalkTalk	Telephone and Broadband	£27.19
Ian Smith Office Supplies	Stationery	£61.46
Skillstec	First Aid Training	£144.00
Barclaycard	Bar Stock / Stamps	£520.75
Nisbets	Bar Glasses	£87.58
ESPO	Comm Centre Gas	£59.40
SSE Southern Electric	Comm Centre Electric	£532.82
Jim Lawrance	Dishwasher Repair	£164.40
The Alarm Company	Fire Alarm Maintenance	£67.20
Hugh Crane Cleaning Eqt	Cleaning Materials	£238.24
Anglian Water	Comm Centre Water	£178.00
South Norfolk Council	Comm Centre Rates	£268.00
Spruce Landscapes	Grounds Maintenance	£976.00
Veolia	Waste Collection	£95.45
R Overton	Playing Field Cleaning and Litter	£210.25
S & C Moore Farming Ltd	First Aid Supplies	£45.60
Westcotec	SAM2 Machine	£4,066.80
EACH (Nook Appeal)	Donation (Street Picnic)	£100.00
Best Norfolk Office Solutions	Six Administrator	£73.80
Norse Eastern Ltd	Printing	£45.00
A C Leigh	Lock Repair	£59.40
Flameskill	Fire Extinguisher Servicing	£98.64
C Moore	Petty Cash Top Up	£44.56
Houseproud Commercial Ltd	Relief Caretaking	£675.98

- c) First Quarter Budget Comparison
The first quarter budget comparison was received and noted.
10. **Advisory Group and Working Group Reports**
- a) War Memorial Working Group
A report of the Working Group was received and noted. It was **agreed** that the existing memorial base would be relocated to the cemetery, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**
- b) Community Land Project Working Group
A report of the Working Group was received and noted. It was confirmed that there were the statutory number of electors demanding allotments so part of the project including consideration of providing these.
11. **Welcome Home and Memorial Playing Field Trust**
- a) Maintenance Works
The Clerk reported the prices for the maintenance items raised at the Pavilion and play area. It was **agreed** that the weeds would be dealt with, but that the remaining items would be considered at a later date due to other forthcoming costs. **Clerk**
John Ellis reported that the youth changing room doors had had an attempted break in. The Police were aware of this and other anti-social behaviour problems. It was **agreed** that the Clerk would make arrangements for the door to be secured. **Clerk**
Finally, John reported that a recent Water Regulations inspection had resulted in an improvement notice being issued for various works. Those at the Community Centre were minor, however the cold water storage tank at the playing field needed to be brought up to standard. The Clerk had contacted some plumbers and was waiting for advice and solutions. It was suggested that a rising main could be considered. The Clerk would email around the prices and advice, and would arrange a meeting in August if the expenditure warranted this. It was noted that the date for re-inspection was 7th September. **Clerk**
12. **Other Matters**
- a) Appointment of Trustee to Fuel Allotment Trust
It was **agreed** to appoint Alison Randell for a further four years, proposed by Chris Walker, seconded by John Henson, all in favour.
- b) Appointment of Trustees to Sand and Gravel Trust
It was **agreed** to appoint Pat Easter and Jenny Huxtable for a further four years, proposed by David Hewer, seconded by Chris Walker, all in favour.
- c) Parish Council IT Provision
The Clerk re-presented the report of the previous month, updated with answers and responses to the questions and comments raised by the member of the public. Discussion ensued regarding options for back-up and concerns regarding the end user licence agreement on Windows 10, however it was accepted that this would become the only supported version of Windows so there was little choice. It was **agreed** to move the Council's IT to a shared drive system with Microshade on a three year contract, proposed by Chris Walker, seconded by James Landshoft, all in favour. It was **agreed** to **Clerk**

purchase two laptops with Windows 10, preferring the laptop at £332.50 or nearest equivalent, proposed by Chris Walker, seconded by David Hewer, all in favour.

d) Business Hire of the Community Centre

The Clerk presented a report outlining the hirers considered to be 'business' and the implications of introducing a security deposit prior to regular hire. It was **agreed** not to pursue security deposits from business hirers, proposed by David Hewer, seconded by Chris Walker, all in favour.

e) Tax Base

The Clerk presented responses to the questions raised at the last meeting. It was noted that if the tax base was too low, individual households each paid a greater contribution. It was **agreed** to invite Debbie Lorimer to discuss this at the next Council meeting, proposed by Chris Walker, seconded by James Landshoft, all in favour.

Clerk

f) Delegation of Planning and Payments August 2016

It was noted that a planning application for land north of Heath Loke could come in over August. It was **agreed** that if this application was received, a meeting would be scheduled for 24th August, however any other routine planning applications and payments would be delegated to the Clerk in consultation with the Chairman and two other councillors.

Clerk

g) Coffee Shop: Six Month Review

John Ellis reported that he and the Clerk had met with the coffee shop hirers ahead of the six month review. The hirers were happy, and there had been no issues with the hire. It was **agreed** to extend the hire for a further 12 months, proposed by John Henson, seconded by Chris Walker, all in favour.

Clerk

13. Exclusion of the Press and Public

It was **resolved** to exclude the press and public for the duration of item 13a on the agenda, as the matters related to staff employment, proposed by John Henson, seconded by David Hewer, all in favour.

a) Clerk's Appraisal

The Clerk's appraisal was presented and **approved**, proposed by Chris Walker, seconded by David Hewer, all in favour. A vote of thanks was given to the Clerk for the hard work that she undertook.

Clerk
/ JE

14. **Date of next meeting: Wednesday 28th September 2016, 7pm, Poringland Community Centre.**

The meeting closed at 9.05pm.

CHAIRMAN

**PORINGLAND PARISH COUNCIL
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
119	27/07/2016		Barclays 1074487!		Donation	The Nook Appeal	X	100.00	0.00	100.00
120	29/07/2016		Nationwide Instan		Interest on investment	Nationwide	X	31.94	0.00	31.94
121	01/07/2016		Barclays 1074487!		Regular Hire	Community Cafe	E	100.00	0.00	100.00
122	04/07/2016		Barclays 1074487!		Regular Hire	Hall	E	75.00	0.00	75.00
123	04/07/2016		Barclays 1074487!		Regular Hire	Collings	E	54.00	0.00	54.00
124	05/07/2016		Barclays 1074487!		Regular Hire	Codling	E	33.00	0.00	33.00
125	05/07/2016		Barclays 1074487!		Regular Hire	Dutton	E	54.00	0.00	54.00
126	05/07/2016		Barclays 1074487!		Regular Hire	Ward	E	56.25	0.00	56.25
127	06/07/2016		Barclays 1074487!		Regular Hire	Hooper	E	182.52	0.00	182.52
128	06/07/2016		Barclays 1074487!		Casual Hire	Squires	E	42.75	0.00	42.75
129	07/07/2016		Barclays 1074487!		Casual Hire	Demierre	E	31.87	0.00	31.87
130	07/07/2016		Barclays 1074487!		Regular Hire	Codling	E	44.00	0.00	44.00
131	07/07/2016		Barclays 1074487!		Regular Hire	Norfolk CHC	E	407.00	0.00	407.00
132	08/07/2016		Barclays 1074487!		Casual Hire	Poringland Lakes	E	22.00	0.00	22.00
133	08/07/2016		Barclays 1074487!		Regular Hire	Various	E	286.38	0.00	286.38
134	08/07/2016		Barclays 1074487!		Bar Takings	Various	S	326.67	65.33	392.00
135	11/07/2016		Barclays 1074487!		Regular Hire	Green	E	272.00	0.00	272.00
136	12/07/2016		Barclays 1074487!		Regular Hire	Norfolk CHC	E	376.24	0.00	376.24
137	15/07/2016		Barclays 1074487!		Recharge	Norfolk Police	S	97.88	19.58	117.46
138	15/07/2016		Barclays 1074487!		Casual Hire	Various	E	47.25	0.00	47.25
139	15/07/2016		Barclays 1074487!		Regular Hire	Various	E	385.52	0.00	385.52
140	20/07/2016		Barclays 1074487!		Regular Hire	South Norfolk Council	E	300.00	0.00	300.00
141	20/07/2016		Barclays 1074487!		Regular Hire	Harmer	E	75.00	0.00	75.00
142	20/07/2016		Barclays 1074487!		Regular Hire	Harmer	E	75.00	0.00	75.00
143	26/07/2016		Barclays 1074487!		Regular Hire	Various	E	561.25	0.00	561.25
144	26/07/2016		Barclays 1074487!		Interment SS5	R B Copping	Z	450.00	0.00	450.00
145	26/07/2016		Barclays 1074487!		Bar Takings	Various	S	11.00	2.20	13.20
146	27/07/2016		Barclays 1074487!		Regular Hire	Harper	E	81.00	0.00	81.00
147	28/07/2016		Barclays 1074487!		Casual Hire	Flelo	E	121.00	0.00	121.00
148	28/07/2016		Barclays 1074487!		Regular Hire	Norfolk CHC	E	407.00	0.00	407.00
149	29/07/2016		Barclays 1074487!		Casual Hire	Various	E	48.13	0.00	48.13
150	29/07/2016		Barclays 1074487!		Regular Hire	Various	E	213.13	0.00	213.13
151	29/07/2016		Barclays 1074487!		Memorial Fee	Linstead	Z	150.00	0.00	150.00
152	29/07/2016		Barclays 1074487!		Printing	Cantley Parish Council	S	7.00	1.40	8.40
153	20/07/2016		Barclays 1074487!		VAT Refund	HMRC	R	0.00	3,451.55	3,451.55

**PORINGLAND PARISH COUNCIL
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
							Total	5,525.78	3,540.06	9,065.84

**PORINGLAND PARISH COUNCIL
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
142	Administrator	22/07/2016		Barclays	SO	Salary	S Cunningham	X			
143	Bar Staff	27/07/2016		Barclays	104075	Salary	R Walker	X			
144	Assistant Clerk Salary	28/07/2016		Barclays	SO	Salary	R McCarthy	X			
145	Assistant Clerk Salary	27/07/2016		Barclays	104076	Salary	R McCarthy	X			
146	Expenses	27/07/2016		Barclays	104076	Mileage	R McCarthy	Z			
147	Bar Staff	27/07/2016		Barclays	104077	Salary	S Cunningham	X			
148	Caretaker	20/07/2016		Barclays	SO	Salary	L Gooderham	X			
149	Cleaner Salary	20/07/2016		Barclays	SO	Salary	S Warminger	X			
150	Clerk Salary	19/07/2016		Barclays	SO	Salary	C Moore	X			
									4,839.28		4,839.28
151	PAYE & NIC	27/07/2016		Barclays	104078	Salary	HMRC	X	1,800.02	0.00	1,800.02
152	Norfolk Pension Fund	27/07/2016		Barclays	104079	Pension Return	Norfolk Pension Fund	X	1,755.66	0.00	1,755.66
153	Expenses	27/07/2016		Barclays	104080	Mileage	C Moore	Z	43.65	0.00	43.65
154	Office Equipment	28/07/2016		Barclays	SO	Office Equipment	Norfolk Copiers	S	67.50	13.50	81.00
155	Petty Cash and	25/07/2016		Barclays	DD	Telephone and	TalkTalk	S	22.66	4.53	27.19
156	Petty Cash and	27/07/2016		Barclays	104081	Stationery	Ian Smith Group Ltd	S	51.22	10.24	61.46
157	Training	27/07/2016		Barclays	104082	First Aid Training	SkillsTec	S	120.00	24.00	144.00
158	Bar	18/07/2016		Barclays	DD	Bar Stock	Barclaycard	Z	24.72	0.00	24.72
159	Bar	18/07/2016		Barclays	DD	Bar Stock	Barclaycard	S	390.45	78.08	468.53
160	Petty Cash and	18/07/2016		Barclays	DD	Stamps	Barclaycard	Z	27.50	0.00	27.50
161	Capital and	27/07/2016		Barclays	104083	Community Centre	Nisbets	S	72.99	14.59	87.58
162	Heat & Light	28/07/2016		Barclays	DD	Gas	ESPO	L	56.57	2.83	59.40
163	Heat & Light	29/07/2016		Barclays	DD	Electricity	SSE Southern Electric	S	444.02	88.80	532.82
164	CC Maintenance	27/07/2016		Barclays	104084	Kitchen Equipment	Jim Lawrence	S	137.00	27.40	164.40
165	CC Maintenance	27/07/2016		Barclays	104085	Fire Alarm Maintenance	The Alarm Company	S	56.00	11.20	67.20
166	Cleaning	27/07/2016		Barclays	104086	Cleaning Materials	Hugh Crane Cleaning	S	198.53	39.71	238.24
167	Water	22/07/2016		Barclays	DD	Water	Anglian Water	Z	178.00	0.00	178.00
168	Rates	05/07/2016		Barclays	DD	Rates	South Norfolk Council	E	268.00	0.00	268.00
169	Grounds Maintenance	28/07/2016		Barclays	SO	Grounds Maintenance	Spruce Landscapes	S	188.33	37.67	226.00
170	BG Maintenance	28/07/2016		Barclays	SO	Grounds Maintenance	Spruce Landscapes	S	625.00	125.00	750.00
171	CC Maintenance	28/07/2016		Barclays	DD	Waste	Veolia	S	46.30	9.26	55.56
172	BG Maintenance	28/07/2016		Barclays	SO	Waste	Veolia	S	33.24	6.65	39.89
173	General Costs	27/07/2016		Barclays	104087	Playing Field Cleaning	R Overton	Z	210.25	0.00	210.25
174	General Costs	27/07/2016		Barclays	104088	First Aid Equipment	S & C Moore Farming	S	38.00	7.60	45.60
175	Capital and	27/07/2016		Barclays	104089	SAM2 Machine	Westcotec	S	3,389.00	677.80	4,066.80

176	The Six Administrator	27/07/2016	Barclays	104091	Six Administrator	Best Norfolk Office	Z	73.80	0.00	73.80
177	Petty Cash and	27/07/2016	Barclays	104092	Printing	Norse Eastern Ltd	Z	45.00	0.00	45.00
178	Petty Cash and	27/07/2016	Barclays	104093	Repair to door lock	A C Leigh	S	49.50	9.90	59.40
179	General Costs	27/07/2016	Barclays	104094	Fire Extinguisher	Flameskill	S	32.10	6.42	38.52
180	CC Maintenance	27/07/2016	Barclays	104094	Fire Extinguisher	Flameskill	S	50.10	10.02	60.12
181	Petty Cash and	27/07/2016	Barclays	104095	Petty Cash Top Up	C Moore	Z	17.50	0.00	17.50
182	CC Maintenance	27/07/2016	Barclays	104095	Petty Cash Top Up	C Moore	Z	17.50	0.00	17.50
183	Expenses	27/07/2016	Barclays	104095	Petty Cash Top Up	C Moore	Z	9.56	0.00	9.56
184	Relief Caretaking	27/07/2016	Barclays	104096	Relief Caretaking	Houseproud	S	563.32	112.66	675.98
Total								15,942.27	1,317.86	17,260.13

PORINGLAND COMMUNITY CENTRE

OUTSTANDING PAYMENTS	30	£3,355.74	OVERDUE PAYMENTS	5	£824.68
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Date	Invoice No.	Hirer	Hire Type	Invoiced Amount	Due Date	Chased	Notes
30 June 2016	3527	Young (Xpressive Dance)	Regular	£165.00	31 July 2016	11-Aug	Payment expected 23/8
30 June 2016	3528	Yale (Farmers Market)	Regular	£262.00	31 July 2016		
30 June 2016	3544	Kirk (Funky Feet Parents)	Regular	£10.50	31 July 2016		
30 June 2016	3550	Cyprus (Young Carers)	Regular	£82.50	31 July 2016	11-Aug	
04 February 2016	3342	Young	Casual	£304.68	06 August 2016	11-Aug	
15 June 2016	3513	Baker	Casual	£90.75	21 August 2016		
21 July 2016	3555	Haughton	Casual	£212.50	21 August 2016		
27 July 2016	3557	Siskin Dental Care	Casual	£165.00	27 August 2016		
28 July 2016	3558	Pure Training & Development	Casual	£22.00	28 August 2016		
31 December 2015	3282	Thomas (Café)	Regular	£100.00	31 August 2016		
09 September 2015	3116	South Yare Wildlife Group	Casual	£57.18	01 September 2016		
04 May 2016	3470	Kirk	Casual	£63.37	04 September 2016		
08 August 2016	3579	Kemp	Casual	£97.75	08 September 2016		
08 August 2016	3580	Gill (Bridge School)	Regular	£89.25	08 September 2016		
08 August 2016	3581	Norfolk Parish Training & Support	Casual	£43.75	08 September 2016		
11 August 2016	3584	EACH	Casual Deposit	£27.75	11 September 2016		
11 August 2016	3584	EACH	Casual	£83.25	27 October 2016		
11 August 2016	3585	Loveday	Casual	£77.00	11 September 2016		
28 January 2016	3304	Colman	Casual	£162.50	10 September 2016		
27 April 2016	3438	Weekes	Deposit	£252.00	17 September 2016		
31 December 2015	3282	Thomas (Café)	Regular	£62.50	30 September 2016		
31 January 2016	3328	Thomas (Café)	Regular	£37.50	30 September 2016		
15 June 2016	3514	Lamb	Casual	£31.87	16 October 2016		
05 August 2015	3074	Symons	Casual	£205.50	22 October 2016		
31 January 2016	3328	Thomas (Café)	Regular	£100.00	31 October 2016		
26 January 2016	3303	Mayfield	Casual	£123.27	04 November 2016		
09 June 2016	3511	Reade	Casual	£28.12	06 November 2016		
15 June 2016	3512	Squires	Casual	£128.25	06 November 2016		
31 January 2016	3328	Thomas (Café)	Regular	£82.50	30 November 2016		
21 April 2016	3435	Overton (Awkwrights)	Casual	£187.50	03 June 2017		

PORINGLAND PARISH COUNCIL**Bank Reconciliation at 31/07/2016**

Cash in Hand 01/04/2016

337,956.02

ADD

Receipts 01/04/2016 - 31/07/2016

110,665.84

448,621.86

SUBTRACT

Payments 01/04/2016 - 31/07/2016

77,488.87

A Cash in Hand 31/07/2016**371,132.99**

(per Cash Book)

Cash in hand per Bank Statements

Cash	31/07/2016	0.00
Barclays Current	31/07/2016	65,615.50
Barclays Deposit	31/07/2016	63,111.32
Barclays Saver	31/07/2016	0.00
Bond 2 Santander (May)	31/07/2016	0.00
National Savings	31/07/2016	0.00
Petty cash/floats	31/07/2016	550.00
Nationwide Bond 1	31/07/2016	51,626.31
Nationwide Bond 4	31/07/2016	0.00
Nationwide Instant Access	31/07/2016	50,180.06
Julian Hodge Bond 1	31/07/2016	22,000.00
Hampshire Trust Bond	31/07/2016	55,000.00
Cambridge & Counties 120 Day	31/07/2016	73,100.00

381,183.19

Less unrepresented cheques

As attached

10,150.02

371,033.17

Plus unrepresented receipts

As attached

100.00

B Adjusted Bank Balance**371,133.17****Error A does NOT equal B****ERROR IS £-0.18 ***

*18p underpayment to Ian Smiths July 2016 - corrected July 2016

PORINGLAND PARISH COUNCIL**Payments List 24 August 2016**

<u>Payee</u>	<u>Code</u>	<u>Description</u>	<u>Amount</u>	<u>Chq no.</u>
S Cunningham	Salaries	Administrator		SO
R McCarthy	Salaries	Assistant Clerk		SO / 104098
S Cunningham	Salaries	Bar Assistant		104099
L Gooderham	Salaries	Caretaker		SO
S Warmingier	Salaries	Cleaner		SO
C Moore	Salaries	Clerk		SO
TOTAL OF ABOVE SALARIES			£4,797.69	
Norfolk Pension Fund	Salaries	Pension Return	£1,746.20	104100
HMRC	Salaries	PAYE, NI and SL	£1,805.82	104101
Norfolk Copiers	General Administration	Photocopying	£61.46	104102
Mazars	General Administration	Audit	£720.00	104103
TalkTalk	General Administration	Telephone and Broadband	£25.00	DD
South Norfolk Council	Community Centre	Rates	£268.00	DD
Anglian Water	Community Centre	Water	£178.00	DD
Spruce Landscapes	Community Centre	Grounds Maintenance	£226.00	SO
Veolia	Community Centre / Burial Ground	Waste	£71.04	DD
Anglian Water	Burial Ground	Water	£12.77	DD
Spruce Landscapes	Burial Ground	Grounds Maintenance	£750.00	SO
Abbey Memorials	Burial Ground	Memorial Repairs	£630.00	104104
M Grapes	Playing Field	Securing changing room doors	£75.00	104105
Anglian Water	Playing Field	Water	£83.76	DD
The Play Inspection Company	Playing Field / Devlin Drive Commuted Sum	Play Inspections	£180.00	104106
Mrs Hilburn	Community Centre	Refund (Craft Fair)	£10.00	104107
Mrs Ward	Community Centre	Refund (Regular Hire - Overpayment)	£56.25	104108
Barclaycard	Comm Centre / General Admin / Projects	Bar / Misc/ Stationery / Advert / DIY / Laptops	£1,140.09	DD
			£12,837.08	