



Poringland Parish Council

Annual Report 2016

Contacting the Parish Council

If you have any comments about Poringland Parish Council and its work or you have any issues you wish to be raised please contact one of the Councillors or the Parish Clerk, contact details are below.

Chairman

John Ellis 11 Rectory Lane 493684

Vice Chairman

Tim Boucher 4 Saxonfields 07767 633643

Councillors

Steve Aspin 10 Boundary Way 07876 138594

David Gooderham 10 Caistor Lane 492954

John Henson 40 Rosebery Avenue 494358

David Hewer 9 Meadow Way 492388

Jenny Kereama-
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Lisa Neal 16 Shotesham Road 493679

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VACANCY

Clerk

Mrs Catherine Moore BSc FILCM
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Website www.poringlandparishcouncil.gov.uk

OFFICE OPENING HOURS:

Monday – Wednesday 9.30am to 12.30pm; Thursday 9.30am – 4pm
Friday: By Appointment

Chairman's Report

Dear Parishioner

It again gives me much pleasure to be able to report to you on what has been a very challenging but successful year. This is the second annual report in this style and from the comments received from you the content of such a report was very much appreciated. So thank you for those comments. In the future the Council will be also be issuing a 3 monthly news sheet to keep you up to date on current issues. This sheet will be delivered as an insert in the Five+ Magazine, so please keep your eyes out for those updates.

We also saw some changes in Councillors in the past year, with 4 Councillors being co-opted to the Council, as insufficient nominations came forward to join the Council. The commitment of all Parish Councillors has been key to enable the Council to achieve all of the things that we have during the year and I thank them on my and your behalf for their dedication to their role. It is unfortunate that one Councillor has recently resigned to enable her to be involved in other projects in the village, so we are inviting nominations to fill the vacancy that now exists. If anyone is interested in performing such a role please contact the Clerk for further information

Thank you all once again for the contribution that you all make to make Poringland the village that it is. Please continue to work with us to help in the progress that is being made to keep the village as you would like it to be.

John Ellis, Chairman

Updates from last year's Annual Report

We reported last year that, following co-option to vacancies, we had a full complement of Councillors. During the year we received the resignation of Gary Atkins, who also held the office of Vice Chairman. Following the statutory notices of vacancy being advertised, the Council co-opted Lisa Neal who many will also know as a district councillor. Tim Boucher took the position of Vice Chairman. We have recently received the resignation of Jane Pratt, with the vacancy being advertised at the time of writing. If you are interested in joining the Parish Council please contact the Parish Clerk – contact details on page 2.

Last year we also reported that we were in the process of submitting an application for the Local Council Award Scheme 'Foundation' Award. The Council was delighted to receive the Award, which demonstrates that we are a good council that meets the minimum statutory requirements. The next stage would be the 'Quality' award, however unfortunately one of the criteria is that two thirds of the council must be elected rather than co-opted, which is not the case for Poringland. However, we are using the Quality Award framework as a programme for improvement, with the intention to apply for this higher award when we become qualified to do so.

In August we received the results of our Community Right to Bid applications. Not all were successful; however we are pleased to confirm that the following assets have been listed:

- The Dove Public House
- Poringland Library
- Poringland Village Hall
- Royal Oak Public House
- Zaks American Diner

Unfortunately our bids for All Saints Church, and for the Evangelical Free Church in Carr Lane were not successful as places of religious use are exempt from the legislation.

These successful listings mean that, if the asset was offered for sale, the community would have the first opportunity to buy it at market value before it is offered for sale on the open market.

The Fiveways Roundabout has remained as an item for discussion by the Council. A Working Group has been set up with Framingham Earl Parish Council to decide how visual improvements could be implemented. These discussions are likely to continue for some time as it won't be possible to carry out any work until Anglian Water have completed their water main replacement works. The roundabout houses key water infrastructure equipment, and any planting is likely to be taken up to access the site during these works.

Another Working Group has been busy looking at the war memorial which is currently in the Leisure Garden next to the church. It was felt that the existing memorial, which only commemorates the fallen of the First World War, should be replaced with a fitting tribute to the fallen of both wars. A design has been agreed, and a public consultation took place with overwhelming support for the project. The project requires funding of £7,175.00, and to date £4,750.00 has been raised. Grateful thanks must go to the Sand and Gravel Charity, the Fuel Allotment Charity, Norfolk Homes and South Norfolk Council, all of whom have donated considerable sums towards the project.



Finally, we reported last year that we were in the process of transferring the Trusteeship of the Welcome Home and Memorial Playing Field to the Parish Council. We were pleased to be informed initially that this had been completed with effect from 1st July 2015, however we later heard in November that an error by the Charity Commission had resulted in incorrect advice being given. Following a few more months of work, at the beginning of March 2016 the Trust was finally handed over to the Parish Council. During the year the Council has undertaken significant works at the field. This has included a health and safety inspection which brought up a number of urgent remedial electrical works. It also showed that the drainage of the pavilions was poor, with a section of pipe from the football pavilion needing replacement, and with no

adequate drainage at all from the bowls pavilion. The Council had submitted an application for funding and planning permission to install a septic tank for the bowls pavilion, however both applications were refused. Other options are being explored. Finally, the Council has agreed to install some land drains in an effort to drain the play area. Watch this space to see whether this is successful!

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New for this year

Water Mains Replacement

The Parish Council has been working with Anglian Water and residents to try to ensure the minimum disruption caused by the water main replacements in the village. The work is necessary as there have been numerous bursts due to aging infrastructure, all of which result in outages for householders and inconvenience for traffic. At the time of writing this report Phase 1 in Shotesham Road is nearing completion, with the next phase being The Street and Norwich Road. The works are slightly behind due to unexpected factors causing delay including access, third party services and concrete in the road. Works to the main road will be starting at the end of May, and we will post regular updates on our website.

Community Centre

The Community Centre in Overtons Way continues to go from strength to strength, with regular classes as well as casual bookings for functions, weddings and conferences. We also host our own fundraising events which this year have included a Craft Fair, a Race Night, and an extremely popular Eighties Night. Look out on Facebook and the website –

www.poringlandcommunitycentre.co.uk – for information about our Seventies Night in November as well as our more traditional evenings.

In February the Community Café left us to pursue other exciting opportunities, however in March we welcomed K-Teas to the Centre. Offering drinks, cakes, breakfasts and sandwiches as well as hot lunch specials, there is something for everyone, all at a very

reasonable price. K-Teas have quickly settled in and the café is popular throughout the day. Why not pop in to see them sometime?

Community Land Project

In January we held an exciting public consultation day where we asked residents what they thought of proposals for a sports facility on the 10 acres behind The Ridings, which will be handed over to the Parish Council as part of their open space land. Residents were also asked for other ideas of what they would like the land to include. A fortnight later, a good turnout at the public meeting demonstrated that people had ideas and thoughts for the land. A project plan is being worked up so that a Working Group of the Parish Council can consider a 'blueprint' for the site before consulting again. After this, the final proposals will be agreed and funding will be sought to implement the agreed design, which is likely to be completed in phases. Look out on the website for more information about how you can get involved.

Community Speedwatch

The Parish Council has been very pleased to work with Mike Smith, co-ordinator of the Poringland Community Speedwatch Group, in setting up a Speedwatch scheme in the village. Signs have gone up advising motorists that the scheme is in place. If anyone is interested in volunteering to join the group, please contact the Parish Clerk who can pass the details through.

Cemetery

In September 2015 a 'topple test' was carried out in the cemetery, which resulted in 66 memorials being deemed unsafe as they were not fixed to the slab that they sit on. Work has been underway to contact the relatives who own these graves, and 30 have been repaired so far. Unfortunately we do not have the contact details for a large number of them, which will mean that the Council will have to undertake remedial work and place a charge (debt) on the grave. Thanks must go to everyone who has kindly co-operated in ensuring that memorials are safe for everyone visiting the cemetery.

Leisure Garden

Hopefully you will have noticed that some works have been taking place at the Leisure Garden, next to the church, over the last 12 months. The space is leased by the Parish Council from South Norfolk Council, and the Parish Council is responsible for all maintenance. Over the last year this has included a clean of the pond, which will now be done annually, and a new fence on the road-side. Forthcoming works include the new war memorial with some associated landscaping, together with re-naming the space 'The Memorial Garden' once the new memorial is installed. The Council was offered a transfer of ownership of the space, however with legal costs likely to be around £2,000 it was not felt that this was a good use of funds at this time.

Parish Partnership

In autumn 2015 we made an application to Norfolk County Council's Parish Partnership Scheme for a share of a pot of funding for highways schemes. The Council was pleased that all three applications were successful, and as a result will be purchasing a SAM2 machine so that speeds can be monitored and drivers can be advised of the speed that they are travelling. We will also be offering the primary school an opportunity to engage in a project to design a speed awareness sign which will then be put up on roads around the school. Finally, no doubt many of you will have noticed that the bus shelter at the Fiveways roundabout has been replaced. The aging structure, put up in around 1957, was full of woodworm and beyond economical repair. It was felt that a new, modern bus shelter should be put in its place, most importantly with windows so that users can see the bus coming! Feedback from bus travellers has been good. In due course, two matching cantilever shelters will be erected by David Wilson Homes in Norwich Road as part of their obligations with the Heath Farm (Mulberry Park) development, and it is expected that these will be handed over to the Parish Council for future maintenance.



Precept and Budget Setting

The precept setting this year was particularly challenging as the costs of the Council rise with the growing population. The precept rose by 4.60%, however we have had to make some cuts in areas to make sure it wasn't higher. We are also using some reserves for capital improvements and for the repairs to memorials in the cemetery where we cannot establish contact with the family.

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2016/17 Action Plan

In May 2016 the Council set its action plan for the coming year, highlighting the following key priorities. The full action plan is available on the Council's website.

- To complete the development of the community engagement strategy;
- To continue dialogue with housing developers;
- To maintain a strategic overview of traffic matters;
- To complete the new war memorial project.
- To ensure smooth transition of the Playing Field to the Council;
- To develop the Community Land Project;
- To promote good governance through training opportunities.

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Planning

The Council continues to engage with the planning process as a statutory consultee. The range of plans can be from porches on houses, to large-scale housing developments. All plans are discussed in public at meetings, and nominated councillors endeavour to visit the site before discussion.

Advisory Groups

The Council operates a model of Advisory and Working Groups which are tasked with exploring specific areas of the Council's work, and reporting back to Council with recommendations for decisions. These meetings are not public.

Meetings

Parish Council meetings are held on the last Wednesday of the month at 7pm at the Community Centre. **Agendas** are posted on the notice boards and the website at least three days beforehand.

The public are welcome to attend all Parish Council meetings; there's an opportunity to speak or ask questions.

Please note if you would like an item to appear on the agenda details must be sent to the Clerk at least ten days before the meeting. The Council is unable to make a decision on anything not included on the agenda but can discuss it and refer it to the next meeting.

Minutes of meetings are posted on the website or are available from the Clerk.

Parish notice boards can be found at the Community Centre foyer; the Leisure Garden bus shelter; the Fiveways Roundabout bus shelter; and the Village Hall.

Future Meeting Dates

The Council will meet on the following dates in 2016/17:

29th June 2016

27th July 2016

28th September 2016

26th October 2016

30th November 2016

4th January 2017

25th January 2017

22nd February 2017

29th March 2017

26th April 2017

3rd May 2017 (Annual Parish Meeting)

31st May 2017

Summary of Parish Council Accounts 2015/16

Expenditure	Actual 2014/15 £	Budget 2015/16 £	Actual 2015/16 £	(Over) Under Spent 2015/16 £	Budget 2016/17	Inc / Dec on 2015/16 Budget
Salaries	88,919.49	86,550.00	93,674.11	(7,124.11)	107,489.00	+24.19%
General Admin	12,918.07	13,400.00	10,196.04	3,203.96	12,600.00	-5.97%
Burial Ground	7,797.20	7,500.00	7,836.58	(336.58)	19,550.00	+160.67%
Community Centre	34,828.58	50,533.26	50,322.95	210.31	42,136.26	-16.62%
Amenities	16,268.78	7,600.00	11,616.15	(4,016.15)	20,959.73	+175.79%
Playing Field	15,679.66	11,900.00	11,219.01	680.99	10,643.52	-19.87%
Youth Activities	2,000.00	2,000.00	2,100.00	(100.00)	0.00	-100.00%
Section 137	375.00	500.00	625.00	(125.00)	250.00	-50.00%
Professional Fees					1,500.00	-
Public Consultation (grant funded)			5,277.59	(5,277.59)	0.00	-
Contingency	2,543.85	2,500.00	1,028.00	1,472.00	1,500.00	-40.00%
Total	181,330.63	182,483.26	193,895.43	(11,412.17)	216,628.51	+18.71%
VAT	12,189.05		14,199.78			
Committed Sums & Earmarked Reserve Expenditure			10,072.45			
Grand Total			218,167.66			

Income	Actual 2014/15	Budget 2015/16 £	Actual 2015/16 £	Over (Under) £	Budget 2016/17	Inc / Dec on 2015/16 Budget
Precept	117,348.00	114,820.26	114,820.26	0.00	122,921.78	+7.06%
Shortfall Grant		8,493.00	8,493.00	0.00	5,829.00	-31.37%
Interest	3,003.12	1,600.00	2,329.53	729.53	2,500.00	+56.25%
Burial Ground	6,905.00	3,000.00	4,930.00	1,930.00	3,500.00	+16.67%
Miscellaneous	183.18	100.00	741.91	641.91	300.00	+200.00%
Playing Field	0.00	1,470.00	0.00*	(1,470.00)	-	N/a
Public Consultation Grant			5,277.59	5,277.59	-	N/a
Burial Ground Memorial Repairs			4,900.00	4,900.00	-	N/a
Community Centre	70,288.56	53,000.00	69,299.31	16,299.31	57,000.00	+7.55%
Use of Reserves					24,577.73	N/a
Total	197,727.86	182,483.26	210,791.60	28,308.34	216,628.51	+18.71%
VAT	8,656.43		16,840.00			
Transfer to Earmarked Reserves			5,600.00			
Grand Total			233,231.60			
Tax Base (adjusted no. of properties)		1,449			1,483	
Band D Tax**		£79.24			£82.89	
% inc/dec Band D Council Tax		+0.48%			+4.60%	

* Playing Field income paid directly into Playing Field accounts rather than into Parish Council accounts.

** Band D Council Tax is calculated as Precept divided by Tax Base.

Reconciliation

Opening Balance @ 31st March 2015	322,892.08
Total Income	233,231.60
Total Expenditure	218,167.66
Closing Balance @ 31st March 2016	337,956.02

Represented by:

Current Account	41,674.71
Barclays Deposit	33,105.84
Bond 1 – Santander	54,410.34
National Savings	73,100.98
Petty Cash / Bar Floats	550.00
Bond 2 – Nationwide	51,626.31
Bond 3 – Nationwide	30,000.00
Nationwide Instant Access Saver	50,054.47
Bond 4 – Julian Hodge	£22,000.00
Less unrepresented cheques	18,566.63
Total	337,956.02

Your Council's Finances Explained

Poringland Parish Council holds a certain amount of money in commuted sums (money which has been transferred from another organization and which can only be used for the specific purpose) and earmarked reserves (funds that have been put aside for a specified purpose chosen by the Council).

Commutated Sums

£38,096.21 – Devlin Drive Fund

Commutated from Norfolk Homes for the 10 year maintenance contract of the Devlin Drive open space and play area, including replacement of equipment as required. Also used for maintenance of a small area of grass in Blackthorn Way. This contract runs from 2012 to 2022.

£16,700.30 – Mulberry Close Fund

Commutated from Norfolk Homes for the renewal of play equipment at the Mulberry Village Green. The 10 year contract (2011 to 2020) for maintenance of this space is managed by South Norfolk Council.

£55,761.01 – Trafalgar Square Fund

Commutated from Norfolk Homes for the 10 year maintenance contract of the Trafalgar Square open space and play area, including replacement of equipment as required. This contract runs from 2013 to 2023.

Total Commuted Sums at 31.03.16: £110,557.52

Earmarked Reserves

£22,400.00 - Mulberry Open Spaces Village Green Fund

This is a fund that the Council is building up ahead of taking over the Mulberry Village Green maintenance contract in 2020. Currently costing around £6,700 per annum which is paid for by South Norfolk Council, the Parish Council's earmarked reserve will ensure that there isn't a sudden increase in Council Tax to cover this.

£30,000.00 – Future Open Spaces

This fund will secure the Community Land Project site with fencing prior to development, and will assist with matters such as planning, landscaping and maintenance until the Council is able to implement any future plans for the site.

£956.18 – The Six Administrator

As the largest Council in the Strategic Six Group, Poringland Parish Council holds and administrates the fund which pays the Clerk to the Strategic Six Group.

£2,250.00 - War Memorial Replacement

This is a fund being held for the new war memorial, with donations being made by organisations that have associations with Poringland.

£175.00 – Cemetery Memorial Repairs

This is money that has been paid by relatives who have commissioned the Parish Council to undertake the repair to their memorial.

Total Earmarked Reserves at 31.03.16: £55,781.18

Balance @ 31st March 2016	337,956.02
Minus Commuted Sums	110,557.52
Minus Earmarked Reserves	55,781.18
Free Funds Balance @ 31st March 2015	171,617.32

Thank you for taking the time
to read this document,
if you have any views or comments
please let us know.



Poringland Parish Council
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Published June 2016