



# **Poringland Parish Council**

Annual Report 2017

## Contacting the Parish Council

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

### Chairman

Tim Boucher                      4 Saxonfields                      07767 663643

### Vice Chairman

David Gooderham              10 Caistor Lane                      492954

### Councillors

Steve Aspin                      10 Boundary Way                      07876 138594

John Henson                      40 Rosebery Avenue                      494358

David Hewer                      9 Meadow Way                      492388

Jenny Kereama-  
Ellis                      11 Rectory Lane                      493684

James Landshoft                34 Glenn Road                      492311

Lisa Neal                      16 Shotesham Road                      493679

John Overton                      2 Meadow Way                      493090

Trevor Spruce                      8 Alston Close, Fram. Earl                      494038

Chris Walker                      9 White House Gardens                      494381

### Clerk

Mrs Catherine Moore BSc FILCM  
Community Centre, Overtons Way,  
Poringland NR14 7WB

**Telephone**                      01508 492182

**Email**                      [clerk@poringlandparishcouncil.gov.uk](mailto:clerk@poringlandparishcouncil.gov.uk)

**Website**                      [www.poringlandparishcouncil.gov.uk](http://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 has been another busy year for the village and parish council with a series of challenges to report on. Firstly I'd like to acknowledge the sad loss of our former Chairman John Ellis who passed away in September 2016, John was an excellent Parish Councillor and Chairman and will be missed by all who knew him in the village.

We have also had challenges with the continued roadworks to replace the Anglian Water Main through the village, which are due to be completed later this year and the continued development of new homes within the village and surrounding areas, a trend we are seeing across the country.

One of the highlights of the past year, was the Queens 90<sup>th</sup> Birthday celebration held at the Community Centre, with a street picnic, games and competitions. This was hugely supported by local people and our neighbouring Parish Framingham Earl.

We have made progress on a number of issues which are reported on in further detail in the annual report, including:-

- Replacement bus shelters installed
- Progress on the Community Land Project
- Tree surveys and remedial works carried out
- New War Memorial unveiled
- Speed monitoring and awareness campaign
- The Community Centre growing from strength to strength
- Fete planned for July 2017 to celebrate the 10 year anniversary of the Community Centre opening

Looking forward, we have some exciting plans for 2017 and beyond and will be engaging much more closely with the public to understand what you wish to see happen in the village and where the Parish Council can assist with those ideas.

**Tim Boucher, Chairman**

## Updates from last year's Annual Report

At the time of publication last year, we reported that we had one vacancy following the resignation of a councillor. Shortly after, we were pleased to co-opt James Landshoft to the council, bringing a perspective that champions young people, and those who are more vulnerable. During the last year we sadly lost our Chairman, John Ellis, following a short illness. John's loss has been felt in the council and in the community, and the council has paid tribute to his dedication and guidance during his time both as a councillor and as Chairman. Following the statutory notice of vacancy being advertised, the Council co-opted Trevor Spruce, who lives in Framingham Earl but very much has an interest in Poringland and the wider area. Tim Boucher took the position of Chairman, and David Gooderham became Vice Chairman. We now have a full complement of councillors.

Last year we also reported that we were undertaking work to make safe the headstones which had failed the topple test. This work was completed in January, with more than 50% of the relatives being traced and making payment for their memorial to be repaired. The Council will be testing headstones bi-annually, using the hand test method to ensure that the cemetery is safe for everyone.

In November we were delighted to host a Service of Remembrance and Dedication for the new war memorial. Made possible by grants from the Sand and Gravel Charity, the Fuel Allotment Charity, Norfolk Homes, South Norfolk Council and Poringland Parish Council, the memorial



lists the fallen of both the First and Second World Wars. Attended by 60 dignitaries and local guests, this new memorial is a fitting tribute to the fallen of the parish. The landscaping has been completed, and a new sign will be installed in the coming months, giving background on the project and formally renaming the area as 'The Memorial Garden'.

We reported last year that we had made an application to the Parish Partnership Scheme for a speed monitoring machine; a new bus shelter at the Fiveways roundabout; and some speed awareness signs in partnership with the primary school. All three projects were successfully funded, and the new signs designed by the winner of the school competition have been put up in key locations around the walking to school routes. The speed awareness machine has produced some interesting and alarming results, with drivers clocked doing 65mph on both Shotesham Road and outside the cemetery on Rectory Lane; 70mph on Stoke Road; 75mph on The Street; and a shocking 85mph coming into the village from Bungay. This information is passed to the Police, and targeted speed monitoring will take place as a result of this. Please remember – we are a village, and speeding is one of the ‘Fatal Four’ causes of death on Norfolk’s roads.

We reported that the Council was in dialogue with Anglian Water regarding the ongoing works to replace the water main through the village. We understand that this is due for completion at the end of 2017, and we continue to discuss and challenge Anglian Water about their working methods and traffic management, to ensure the best possible outcome for the village during what is inevitably a long period of disruption.

Finally, we reported that the Community Land Project public consultation had taken place last year. A Working Group has been set up to analyse the results of this, and to come up with a masterplan for the site which will be subject to another public consultation. Overall, delivery of this project could take a long time, as we must ensure that it is right first time, but it looks to be an exciting opportunity for the village to develop new facilities locally.

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## **New for this year Community Centre**

Poringland Community Centre continues to go from strength to strength, with 2016/17 being our best year yet. Excluding capital

investment and ongoing loan repayments from the original construction, the Centre was within £200 of breaking even. Income from various sources totalled just under £90,000 in 2016/17, a big increase on the 2015/16 figure of just under £70,000. This is due to an increase in the number of bookings for the Centre, as well as a considerable growth in the bar sales. Our biggest success has been the development of events hosted by the Centre, which in 2016/17 has included a street picnic, a brass band concert, a 70's party night, a race night, a craft fair, a New Years Eve party, a clairvoyant evening, three indoor car boot sales and an 80's night. Each of these has been well attended and contributed to the revenue and running of the Community Centre. In 2017/18 we are planning another clairvoyant evening, a 90's night, a village fete, more indoor car boot sales in the autumn, a cabaret evening with Frankie's Guys in September, and the traditional race night and craft fair. The K-Teas Community Café continues to thrive, offering lunches, afternoon tea, or just coffee and cake. Visit the Community Centre website – [www.poringlandcommunitycentre.co.uk](http://www.poringlandcommunitycentre.co.uk) – for information on these events, or just to see what we can offer.

## **Housing Development in Poringland**

The Parish Council is actively engaged with the development process, working with developers from the pre-planning stage through to monitoring the delivery of sites and housing in the area. The Council has been engaging a great deal this year with David Wilson Homes, who are delivering both Phase 1 and Phase 2 of the Heath Farm development. Phase 1 has presented some difficulties, including flooding of neighbouring gardens when work began before flood mitigation works were carried out; the removal of a mature oak tree without permission; and general issues with the occupation of the site before key conditions had been discharged. The Council lodged their objections to the Phase 2 development, expressing concerns about the location and density of affordable housing, together with off-site flood risk arising from water leaving the site. Councillors represented residents at the South Norfolk Council planning meeting, where despite the best efforts of objectors, the development was approved by a narrow margin. The Council

continues to engage with David Wilson Homes on this matter, and will ensure that complaints and concerns reach the highest level of management in that organisation.

As part of new developments in the parish, the Council is normally invited to take over the maintenance of new open spaces, together with a commuted sum of money for an agreed period of maintenance. The Council is in discussion with Big Sky Developments to take on responsibility for open space in the Rosebery Park development off Shotesham Road, including play areas. The Council has declined the future maintenance of the lagoon area near the offices. It is also expected that further open space in the Norfolk Homes development will be handed to the Parish Council for future maintenance, and it is hoped that this will include an outdoor adult gym.

### **Boundary Reviews and Council Tax**

Poringland Parish Council is taking part in the current consultation looking at parish boundaries and administrative areas. Discussions have taken place with neighbouring parishes regarding the appetite for joint working arrangements, and submissions are being prepared by each of the councils. Poringland Parish Council is seeking the best outcome for all residents in terms of value for money, sharing the cost of running facilities, and reducing administration. This consultation follows on from the Boundary Commission's review of the District Council wards, where a new ward encompassing Poringland, The Framinghams and Trowse will be set up from May 2019, with 3 representatives rather than the current 2.

The Parish Council seeks to keep council tax as low as possible while ensuring that it best serves the community, providing facilities such as the Community Centre. Any new joint working arrangements would spread the cost of council tax across a larger number of properties. The Council has already seen the benefit of this in the 2017/18 budget, where through persistent scrutiny of the tax base figures which forms the basis of the council tax calculation, an additional 210 properties were added to the tax base. This increased the Council precept income by nearly £20,000, while only seeing a 1.78% increase in the council tax bill. This has allowed the

Council to invest in facilities around the village, improving the local area for all who use it.

### **Open Spaces and Grounds Maintenance**

In 2016, the Parish Council undertook a large project to have all trees on land owned by the Council inspected by a professional tree surgeon. Recent incidents around the country have resulted in serious injury and an occasional fatality, and the Council is aware that it has a responsibility to provide safe open spaces. Various works were identified, from urgent tree works requiring the felling of some trees, to minor maintenance on new trees. This project is now largely complete, and should ensure that there are no nasty surprises when trees are re-inspected in 2018.

New for 2017, the Council has taken over the maintenance of the urban verges in Poringland. Receiving a commuted sum from Norfolk County Council, the Parish Council can now arrange for the verges to be cut by their own contractor at a frequency of their choosing. The Council now has the verges cut every three weeks mid-March to mid-October – hopefully a great improvement on the five occasions per year that they had been done up to now.

Finally, residents may have seen the blue ‘Respect Your Neighbourhood’ signs that have gone up on the open spaces owned by the Council. This is in an effort to combat anti-social behaviour, giving the Police the authority to move people on who are causing a nuisance. This initiative has been delivered in association with the Poringland Safer Neighbourhood Team, and the signs were funded by district councillor Lisa Neal’s ward member budget.

### **Poringland Library**

Attached to the Community Centre but run by Norfolk County Council, Poringland Library is working on plans to open the building for longer using a self-service facility. This is being helped by some changes to the way that the library can be accessed, with a new door planned to be installed on the outside of the building. As the owners of the outside space at the Community Centre, the Parish Council has supported the proposals to change the entrance and looks forward to seeing residents using the library at times that suit them.

## **Welcome Home and Memorial Playing Field**

The playing field in The Footpath, which is managed by the Parish Council, continues to be open for residents to enjoy. Recent activity there has included the removal of the senior swing to help prevent anti-social behaviour in the summer; a project underway to replace the antiquated storage heaters and immersion water heater in the pavilion with a modern gas fired heating solution; works to the drainage pipes, some of which were only working at 10% efficiency; and general maintenance as it arises. The Pavilion is available for hire, at just £5 per hour, and is suitable for small meetings and gatherings.

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## **2017/18 Action Plan**

In May 2017 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 consider and scope the viability of creating a Neighbourhood Plan for Poringland;
- To update the existing Parish Plan;
- To develop the Community Centre and Playing Field facilities and offering made to residents and the surrounding area;
- To develop the Community Land Project;
- To promote good governance through training opportunities, and the boundary review process.

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## **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 open to the public.

## Meetings

**Parish Council meetings** are held on the last Wednesday of the month at 7pm in 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 Memorial Garden bus shelter; the Fiveways Roundabout bus shelter; and near the Springfields junction.

### Future Meeting Dates

The Council will meet on the following dates in 2017/18:

28 <sup>th</sup> June 2017	31 <sup>st</sup> January 2018
26 <sup>th</sup> July 2017	28 <sup>th</sup> February 2018
23 <sup>rd</sup> August 2017 (Planning & Finance only)	
27 <sup>th</sup> September 2017	28 <sup>th</sup> March 2018
25 <sup>th</sup> October 2017	25 <sup>th</sup> April 2018
29 <sup>th</sup> November 2017	2 <sup>nd</sup> May 2018 (Annual Parish Meeting)
3 <sup>rd</sup> January 2018	30 <sup>th</sup> May 2018

## Summary of Parish Council Accounts 2016/17

<b>Income</b>	<b>Actual 2015/16 £</b>	<b>Budget 2016/17 £</b>	<b>Actual 2016/17 £</b>	<b>Over (Under) 2016/17 £</b>	<b>Budget 2017/18</b>	<b>Inc / Dec on 2016/17 Budget</b>
Precept	114,820.26	122,921.78	122,921.78	0.00	142,829.18	+16.20%
Shortfall Grant	8,493.00	5,829.00	5,829.00	0.00	3,714.00	-36.28%
Interest	2,329.53	2,500.00	2,567.01	67.01	2,000.00	-20.00%
Burial Ground	4,930.00	3,500.00	8,006.00	4,506.00	4,500.00	+28.57%
Miscellaneous	741.91	300.00	1,966.89	1,666.89	500.00	+66.66%
Grants	5,277.59	5,459.72	13,738.71	8,278.99	4,067.01	-22.51%
S106 Commuted Sum	0.00	0.00	32,975.36	32,975.36	0.00	-
CIL	0.00	0.00	1,557.90	1,557.90	0.00	-
Memorial Repairs	4,900.00	0.00	1,750.00	1,750.00	0.00	-
Community Centre	69,299.31	57,000.00	89,645.81	32,645.81	65,000.00	+14.04%
Use of General Reserve		24,577.73	0.00	(24,577.73)	0.00	-
<b>Total</b>	<b>210,791.60</b>	<b>222,088.23</b>	<b>280,958.46</b>	<b>58,870.23</b>	<b>222,610.19</b>	<b>+0.24%</b>
VAT	16,840.00		18,946.99			
Transfer to Earmarked Reserves			3,000.00			
<b>Grand Total</b>			<b>302,905.45</b>			
<b>Tax Base (adjusted no. of properties)</b>		<b>1,483</b>			<b>1,693</b>	
<b>Band D Tax*</b>		<b>£82.89</b>			<b>£84.36</b>	
<b>% inc/dec Band D Council Tax</b>		<b>+4.60%</b>			<b>+1.78%</b>	

<b>Expenditure</b>	<b>Actual 2015/16 £</b>	<b>Budget 2016/17 £</b>	<b>Actual 2016/17 £</b>	<b>(Over) Under Spent 2016/17 £</b>	<b>Budget 2017/18</b>	<b>Inc / Dec on 2016/17 Budget</b>
Staff Costs	93,674.11	101,989.00	105,190.93	(3,201.93)	106,953.93	+4.87%
General Admin	10,196.04	12,600.00	13,209.19	(609.19)	12,150.00	-3.57%
Burial Ground	7,836.58	19,550.00	12,019.73	7,530.27	8,000.00	-59.08%
Community Centre	50,322.95	47,636.26	53,700.71	(6,064.45)	67,866.26	+42.47%
Outside Spaces	11,616.15	26,419.45	22,554.11	3,865.34	10,630.00	-59.76%
Playing Field	11,219.01	10,643.52	14,218.80	(3,575.28)	10,310.00	-3.13%
Youth Activities	2,100.00	0.00	0.00	0.00	0.00	-
Section 137	625.00	250.00	275.00	(25.00)	500.00	+100%
Professional Fees		1,500.00	542.00	958.00	1,500.00	0%
Public Consultation	5,277.59	0.00	0.00	0.00	0.00	-
Land Project	0.00	0.00	0.00	0.00	2,500.00	
Contingency	1,028.00	1,500.00	0.00	1,500.00	2,200.00	+46.67%
<b>Total</b>	<b>193,895.43</b>	<b>222,088.23</b>	<b>221,710.47</b>	<b>377.76</b>	<b>222,610.19</b>	<b>+0.24%</b>
VAT	14,199.78		18,654.88			
Commutated Sums & Earmarked Reserve Expenditure	10,072.45		17,567.31			
<b>Grand Total</b>	<b>218,167.66</b>		<b>257,932.66</b>			

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

## Reconciliation

<b>Opening Balance @ 1<sup>st</sup> April 2016</b>	<b>337,956.02</b>
Total Income	302,905.45
Total Expenditure	257,932.66
<b>Closing Balance @ 31st March 2017</b>	<b>382,928.81</b>

Represented by:

Barclays Current Account	49,236.90
Barclays Deposit	33,121.92
Petty Cash / Bar Floats	550.00
Nationwide Instant Access Saver	60,351.12
Julian Hodge Bond 1	22,000.00
Hampshire Trust Bond 1	55,000.00
Cambridge & Counties 120 Day Saver	73,100.00
Fidelity Investment	30,000.00
Hampshire Trust Bond 2	20,000.00
Julian Hodge Bond 2	55,000.00
Less unrepresented cheques	15,431.13
<b>Total</b>	<b>382,928.81</b>

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# 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).

## **Commuted Sums**

### £37,471.91 – 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.

### £17,196.30 – 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.

### £51,941.01 – 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.

### £1,557.90 – Community Infrastructure Levy

Compulsory contribution paid by developers whose planning applications were approved after 24<sup>th</sup> February 2014, and that meet set criteria. 15% of the monies due are paid to the Parish Council and must be spent on infrastructure projects.

### £32,975.36 – Norwich Road Bus Shelters

Commutated from David Wilson Homes for 30 years maintenance of the bus shelters on Norwich Road, until November 2046.

**Total Commuted Sums at 31.03.17: £141,142.48**

## **Earmarked Reserves**

### £25,400.00 - 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 assist the Community Land Project site with matters such as planning, landscaping and maintenance, as well as securing the site if necessary when it is released by the developers.

### £750.75 – 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.

## **Total Earmarked Reserves at 31.03.17: £56,150.75**

<b>Balance @ 31st March 2017</b>	<b>382,928.81</b>
Minus Commuted Sums	141,142.48
Minus Earmarked Reserves	56,150.75
<b>Free Funds Balance @ 31st March 2017</b>	<b>185,635.58</b>

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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 2017**