



# 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 Tim Boucher



## NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at **7.30pm** on Wednesday 25<sup>th</sup> October 2017 at Poringland Community Centre. **NOTE CHANGE OF TIME**

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> September 2017**
- 4. Update on matters arising from the minutes**
  - a. Tree Preservation Orders - Update
  - b. Rosebery Park S106 Transfer - Update
- 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. Applications Received
    - i. 2017/2168 Unit 4 Overtons Way: Change of use to D1 for the use of physiotherapy, podiatry services.
    - ii. 2017/2169 Unit 4 Overtons Way: Wall sign above front door.
    - iii. 2017/2234 Solar Farm, White Horse Lane, Trowse: Variation of Conditions 1 and 2 of planning consent 2014/2380 (Development of a ground mounted solar farm including associated infrastructure which includes inverters and transformers and a substation) to allow extension of operational lifetime of the solar farm from 25 years to 30 years.
  - b. Planning Decisions
    - i. 2017/1771 124 The Street: Variation of condition 2 of planning consent 2015/1899 (Demolition of existing garden outbuilding and replacement with new garden outbuilding) – Revised design of outbuilding including lowered ridge height and wider building width. **APPROVED**
    - ii. 2017/1811 Land north of Stoke Road: Discharge of condition 14 (archaeological written scheme of investigation) of application 2016/2388 – Full planning application for up to 120 dwellings (Phase 2), senior recreation space, children's

- play space and associated infrastructure. **APPROVED**
- iii. 2017/1898 47 Cawstons Meadow: Single storey rear extension. **APPROVED**
- iv. 2017/2104 St Lawrence, Bungay Road: Discharge of condition 3 from planning consent 2016/0872 – Materials. **APPROVED**
- v. 2017/2135 10 The Footpath: Single storey rear and side extensions and alterations. **APPROVED**

**8. Correspondence and Consultations**

- a. Bungay Road, Bixley – B1332: Extension of 30mph speed limit

**9. Finance**

- a. Receipts, payments and bank reconciliation for September 2017
- b. Second Quarter Budget Comparison and Community Centre Report
- c. Accounts for payment

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

- a. Neighbourhood Plan Committee Report

**11. Other matters**

- a. Co-option to Neighbourhood Plan Committee
- b. Delegation of appointment of Neighbourhood Plan Consultant
- c. Poringland Library Open Plus Works – Update
- d. Play Area Markings Project – Update
- e. Community Land Project: Phase 2 Terms of Reference and Appointment of Councillors
- f. Community Land Project – Tenders for Planning Consultation

**12. Date of next Parish Council meeting: Wednesday 29<sup>th</sup> November 2017, 7pm, Poringland Community Centre**

Dated the 16<sup>th</sup> October 2017

Clerk.....

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 27<sup>th</sup> September 2017 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
Steve Aspin  
John Henson  
David Hewer  
Jenny Kereama-Ellis  
James Landshoft  
Lisa Neal  
John Overton  
Trevor Spruce  
Chris Walker  
Catherine Moore (Parish Clerk)

**Also attended:** Vic Thompson (County Councillor) and 9 members of the public in attendance.

**1. Apologies**

Apologies for absence were received and accepted from David Gooderham, proposed by Chris Walker, seconded by David Hewer, all in favour.

**2. Declarations of Interest and Applications for Dispensation**

Lisa Neal declared a pecuniary interest in all planning applications as she was a member of the South Norfolk Council Development Management Committee.

John Overton declared an interest in all planning matters as he was a statutory consultee in his role as district councillor.

**3. Minutes of the meeting held on 23<sup>rd</sup> August 2017**

The minutes of the meeting held on 23<sup>rd</sup> August 2017 were **agreed**, proposed by David Hewer, seconded by James Landshoft, all in favour.

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

**a) Tree Preservation Orders**

It was reported that due to illness, this project had been slightly delayed however it was hoped that the preliminary list of trees would be submitted to South Norfolk Council in the coming weeks..

**b) Advertising Hoardings, Shotesham Road**

The Chairman reported that the hoardings had planning permission, and had been taken down in error before being reinstated a few weeks ago.

**c) Norse Grounds Maintenance Contracts**

The Chairman reported that the contracts for Mulberry and Trafalgar had been cancelled and the work re-allocated elsewhere ahead of tender for the 2018 season. Norse had paid the invoice for the play equipment repairs, and the invoice for grounds maintenance services up to the end of the contract was not being paid until a pro-rata credit note had been received.

**d) Recruitment of Project Officer**

The Chairman reported that Stephanie Ayden had been appointed to the role,

and had been in for her induction. She would start properly the following week.

## 5. Report from the Chairman

Tim Boucher reported that Frankie's Guys had been a huge success, making a profit of £1,350.00. He noted that tickets were on sale for other events between now and Christmas.

Tim also reported that a sub-group of the Neighbourhood Plan Committee had met to shortlist the candidates for Neighbourhood Plan Consultant, and that these would be interviewed later in October.

Finally, Tim reported that the black chairs had been sold for £300.

## 6. Public Participation

*Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by John Henson, seconded by James Landshoff, all in favour.*

### a) District Councillors

Lisa Neal reported that following canvassing by the Leader of South Norfolk Council, it looked like the Norwich Policy Area partnership would be dissolved shortly. It had been felt that this group was unfairly disadvantaging South Norfolk, as they along with Broadland were having to take more development sites than Norwich in order to meet the five year land supply. The government had set target figures for housing, these were a little higher than had been hoped but would now include the whole of the South Norfolk area. Early calculations showed that South Norfolk may have met the five year land supply figures. The recent call for sites had taken place, and stage two of this consultation was expected in the new year. It was noted that infrastructure development came at a later stage in the planning process, and that South Norfolk were looking to work more closely with Broadland District Council. A consultant had been appointed to look at partnership working, and although the councils were broadly similar in size and population, South Norfolk had considerable more staff as they ran leisure centres and did waste collection in-house.

### b) County Councillor

Vic Thompson reported that a flyer was being distributed to all households stating what should be put into recycling bins. The next campaign would focus on disposal of nappies.

The roads on the Northern Distributer Road were being opened in phases. A meeting had taken place to look at the traffic modelling on the A146, and to consider whether the stacking lane to Bungay was fit for purpose.

Improvements to the A47 were scheduled for 2019/2020. The A11 would have flyovers taking traffic away from the Thickthorn roundabout and onto the A47, and Blofield to Burlingham would be duelled.

Vic circulated information about the 'Friends Against Scams' scheme and encouraged people to be vigilant in this respect.

A website was available to check the status and ISP availability for broadband, via a comparison site.

The Hornsea Project 3 was highlighted, with the nearest point being at Mangreen. A very large building would be constructed, and planners were currently looking at the environmental impact including noise, and electro-

magnetic fields.

Finally, Vic noted that he had familiarisation meetings set up with local schools.

**c) Public Participation**

Three members of the public spoke in support of the amended application to vary the proposed building at 124 The Street. They noted that the building was not proposed for business use, and felt that it was in keeping with the area, and that other neighbours had built similar sheds which overlooked them. The applicant noted that the floor in the original shed, which had been dismantled, had rotted away. The proposed windows were small, at eaves height, and were for ventilation only. Velux windows were not suitable due to the lowered ridge height. Opaque glass would be considered, but was not preferred. The applicants wanted the additional living space, and would be using guttering and water butts to deal with surface water, which had been approved by the Water Management Officer. A neighbour spoke in support, noting that this was a replacement of what had previously been there. The business which previously took place in the shed had been intrusive, and this was a better proposition.

A member of the public reported that he had been approached by a number of people about a bad smell in the village. This was noted, and would be monitored.

A member of the public asked whether a road sweeper could be deployed to the church end of the village. Lisa Neal confirmed that South Norfolk Council attended twice a year with a road sweeper, and agreed she would check that this area had been done. The member of the public reported that there were some low branches in the area which needed lopping.

**Clerk**

A member of the public asked whether the Rangers had completed any of the tasks requested? The Clerk was asked to enquire.

**Clerk**

*Standing orders were reinstated.*

**7. Planning**

*Lisa Neal left the meeting.*

**a) Applications Received**

- i)** 2017/1771 124 The Street: Variation of condition 2 of planning consent 2015/1899 (Demolition of existing garden outbuilding and replacement with new garden outbuilding) – Revised design of outbuilding including lowered ridge height and wider building width (amended).

Chris Walker had viewed the amended plans and was familiar with the site. Discussion ensued on the 0.7M space left for maintenance around the structure. It was suggested, but not confirmed, that the new building was the same footprint as the previous building, and that the ridge height had been lowered from the 2015 approved application. The Council had objected to the building at all stages

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

**Clerk**

- ii) 2017/2006 35 The Street: Erection of replacement bungalow and new bungalow on rear plot.

John Henson had viewed the plans and visited the site. The property was the burnt out bungalow opposite The Royal Oak, and the application sought to replace that building and erect a further building behind. It was noted that Oak Avenue was a private road owned by the residents, who could refuse permission for a new entrance. It was not clear whether access was from The Street or from Oak Avenue. It was suggested that access should always be in forward gear, and that the space allocated for parking off Oak Avenue was not sufficient for an average family car. The building would go up to the boundary. It was felt that access via a single track road was not acceptable. John Overton, speaking as district councillor, confirmed that he needed a valid legal reason to push an application to committee, and the advice from planning officers was that there were no valid reasons.

It was **agreed** to object to the application on the grounds of poor access, insufficient parking and overcrowding in the site. Proposed by John Henson, seconded by Chris Walker, 8 in favour, 1 abstention.

Clerk

- iii) 2017/2135 10 The Footpath: Single storey rear extension and side extensions and alterations.

David Hewer had viewed the plans and visited the site. The applicant sought to move the bedrooms to the front of the property, building a new kitchen and living room into the new extension and free up space, utilising the area of a sun room. The property didn't have a garage so a storage area was proposed. There had been no objections by the neighbours. The front of the building would see no change.

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

Clerk

b) Planning Decisions

- i) 2017/1390 Village Hall, The Street: Variation of condition 2 (to allow revised plans and elevations) of application 2014/1566 – Demolition of existing village hall. Erection of new All Saints Centre, incorporating a dedicated nursery unit, car parking, soft and hard landscaping and all associated works..

**APPROVED**

- ii) 2017/1393 Land at Stoke Road: V stack sign displaying proposed development.

**APPROVED**

- iii) 2017/1394 31 Church Close: Trim overhanging branch to existing crown level (approx.. 6m).

**APPROVED**

- iv) 2017/1495 Evangelical Free Church, Carr Lane: Discharge of condition 11 (attenuation tank) of 2015/0833 – Proposed demolition of church and erection of dwelling and garage.

**APPROVED**

- v) 2017/1520 Village Hall, The Street: Discharge of conditions 3, 6, 8, 18 of planning permission 2014/1566/F – materials, levels, boundary treatment, hard and soft landscaping.

**APPROVED**

- vi) 2017/1708 Land north of Shotesham Road (Area D): Discharge of condition 6 following 2014/0319/D – drainage layout.

**APPROVED**

- vii) 2017/1817 2 White House Gardens: Reduce height of lime tree by 4m. Remove lowest branch over road. Remove any loose and dangerous deadwood. **APPROVED**
- viii) 2017/1905 7 Boundary Way: Non-material amendment to planning permission 2016/0893 (Proposed 2 storey side extension) – External openings enlarged and replacement of double doors with bi-fold doors to north east elevation. **APPROVED**
- ix) 2017/1906 Land west of Norwich Road and south of Caistor Lane: Non material amendment from planning consent 2014/0732 – Amendments to plots 35 and 36, gable elevations and side elevations changed to render. **APPROVED**

*Lisa Neal returned to the meeting.*

## 8. Correspondence and Consultations

### a) Parish Partnership Scheme 2018/19

The Chairman noted that the village gateway scheme was being priced and would be considered by Finance and Governance. Councillors were asked to forward any further suggestions to the Clerk. It was confirmed that the Highways Engineer was looking into the right turn into Rectory Lane issues, and had agreed that the white paint on the roundabouts on Devlin Drive would be reinstated.

### b) Community Governance Review: Stage 2 Consultation

The Clerk presented a draft response for consideration. It was felt that the supporting document should be revised so that it stood alone from the previous submission, and a few minor amendments were suggested. It was noted that Framingham Earl were now stating a case not to merge. Concern was expressed by one councillor that the proposal should not go ahead without the support of Framingham Earl councillors, and that residents may find it difficult to have their voice heard. It was confirmed that the agreed Poringland Parish Council response was to support the proposal, and it was not felt that this would represent a democratic deficit, as the whole council would work for the good of the two communities. The individual parishes would not lost their identity. It was **agreed** to submit the response subject to the amendments to make it a stand alone document, proposed by John Henson, seconded by David Hewer, 9 in favour, 1 against.

**Clerk**

## 9. Finance

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

The receipts, payments and bank reconciliation for August 2017 were presented and **noted**.

### b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by David Hewer, seconded by Trevor Spruce, all in favour.

	Staff Salaries	£5,300.39
	PAYE & NIC	£1,855.89
HMRC	Superannuation	£1,934.25
Norfolk Pension Fund	Mileage	£10.35
C Moore	Telephone and Broadband	£42.10
BT	Village Hall Hire	£42.50
All Saints Centre		

Shaw & Sons	Minutes / Burial Books	£452.38
Norfolk Copiers	Printing	£20.56
Microshade	Hosted IT	£138.36
R McCarthy	Event Expenditure	£38.74
Total Gas & Power	CC Electricity	£581.62
ESPO	CC Gas	£40.04
OBAS UK Ltd	Embroidered Polo Shirts	£169.79
Spruce Landscapes	CC Grounds Maintenance	£226.00
Veolia	Waste	£86.02
Spruce Landscapes	Burial Grounds Maintenance	£750.00
Anglian Water	Burial Ground Water	£14.80
ESPO	Padlocks	£63.86
Hugh Crane Cleaning Eqt	Cleaning Materials	£318.14
HouseProud	Relief Caretaking	£1,033.48
Garden Guardian	Grounds Maintenance	£723.00
Bartlett Signs	Signage	£450.00
Spruce Landscapes	Grounds Maintenance	£270.00
Barclaycard	Various	£336.61
Spruce Landscapes	Trafalgar Square Maintenance	£120.00
Harry Stebbing Workshop	Oak Notice Board	£1,513.50
The Alarm Company	Fire Alarm Standby Battery	£36.34
L Gooderham	Mileage	£12.87
Norfolk Parish Training & Support	Chairmanship Training	£150.00
SLCC Norfolk	Autumn Conference	£25.00
Dyno-Rod	Grease Trap Cleaning	£150.00
J&A Saunders	Window Cleaning	£90.00
Millar West	Office Furniture	£439.31
C Moore	Petty Cash Top Up	£93.50

## 10. Committees and Advisory Groups

### a) Open Spaces, Recreation and Environment Advisory Group

The report of the meeting was **noted**. It was confirmed that the nettle area at the top of the Community Centre was being sprayed off and returned to grass, and that the dog bin would be moved to nearer the litter bin. The ditch at the Playing Field had been litter picked by the Men's Shed, and the tree stump had been removed.

### b) Neighbourhood Plan Committee Report

The report of the meeting was **noted**.

## 11. Welcome Home and Memorial Playing Field Trust

The report of the meeting was **noted**.

## 12. Other Matters

### a) Co-options to Neighbourhood Plan Committee

It was **agreed** to co-opt John Hodgson, Carl Pitelen, Joss Riley and Anne Barnes to the Committee, proposed by Chris Walker, seconded by John Henson, all in favour.

**Clerk**

### b) Community Land Project Masterplan

The Masterplan was presented for consideration. It was confirmed that this was an artistic impression, and matters such as placement of trees would be



considered at the planning and design stages. The access path would not be for vehicles, and Norfolk Homes could possibly help with laying of services. The allotments were acknowledged as the priority. The Pavilion was expected to only be used as a changing and sports facility. The adult gym was expected to be sited within Norfolk Homes, but could be included if that project did not come to fruition. It was **agreed** to accept the masterplan, proposed by John Henson, seconded by James Landshoft, all in favour. It was confirmed that the Working Group terms of reference for the next stage would be presented at the October meeting.

- c) Rosebery Park Section 106 Transfer  
The legal pack from Big Sky was presented, and it was confirmed that this did not include the lagoon, and that the Clerk had stated that the transfer would not take place until the stone had been removed to satisfaction. A snagging list would be agreed. With these caveats, the legal pack was **agreed**, proposed by David Hewer, seconded by James Landshoft, all in favour. **Clerk**
- d) Library Open Plus Works  
No update had been given.
- e) Update Annual Action Plan  
The updated action plan was **noted**.
- f) Cabaret 2018 Proposals  
A report from the Community Centre Manager was presented. It was **agreed** to book 'Masters of the Musicals' for 10<sup>th</sup> February 2018 (without the proposed meal); 'Frankie's Guys' for 21<sup>st</sup> April 2018; 'Olly Day / The Dreamers' for September 2018; and 'Jukebox Rogues' for December 2018, proposed by John Henson, seconded by Trevor Spruce, all in favour. The Clerk was asked to circulate the running total of profits for the events. **Clerk**
13. **Date of next meeting:**  
➤ Wednesday 25<sup>th</sup> October 2017, 7.30pm, Full Council, Community Centre

The meeting closed at 9.10pm.

**CHAIRMAN**

**BLANK PAGE FOR AGENDA COLLATION PURPOSES**

Mrs Catherine Moore  
Clerk to Poringland Parish Council  
Poringland Community Centre  
Overtons Way  
Poringland  
Norfolk  
NR14 7WB

NCC contact number: 0344 800 8020  
Textphone: 0344 800 8011

Your Ref:  
Date: 04 October 2017

My Ref: PR3731/HP1/AM  
Tel No.: 01603 306473  
Email: [alisa.magar@norfolk.gov.uk](mailto:alisa.magar@norfolk.gov.uk)

Dear Mrs Moore,

**Bungay Road, Bixley – B1332  
Extension of 30 Mph Speed Limit**

I am writing to consult you on the proposal to an extension of the existing 30 mph speed limit on Bungay Road (B1332) at Bixley to include frontage of the new development site as a request came from the developer.

This work is being funded and carried out by a developer as part of the planning conditions associated with their proposals to develop the site on western side of Bungay Road opposite the Octagon Farm.

The purpose of this letter is to seek your views on the proposal and so I would be grateful if you could respond by 01 November 2017.

I shall assume you have no adverse comments if you do not contact me within the above-mentioned timescale. However, it should be noted that opportunity to object will still be available during the advertisement period of the associated Traffic Regulation Order.

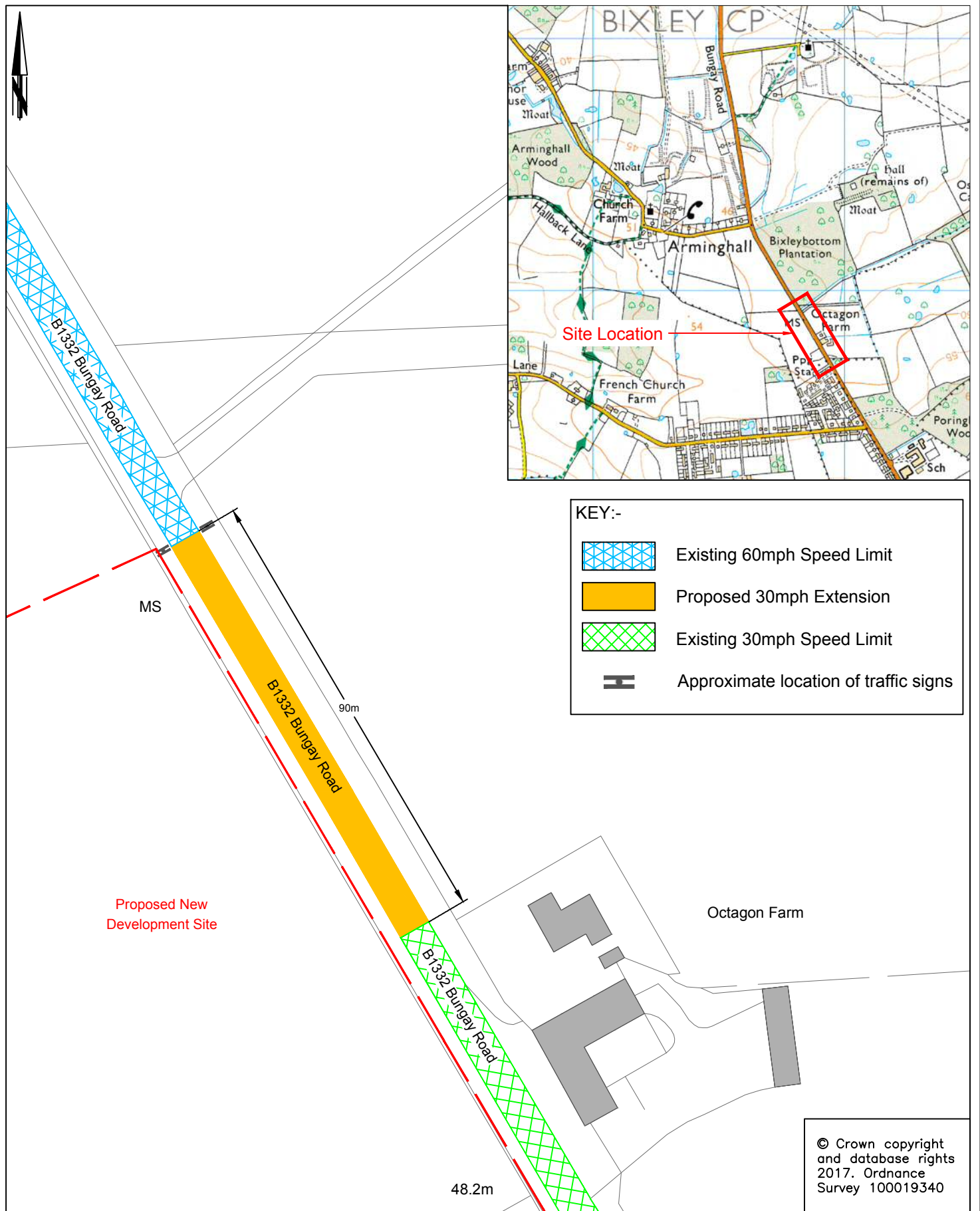
I trust the above information is useful, however, should you wish to discuss the matter further please do not hesitate to contact me on 01603 306473.

Yours sincerely



Alisa Magar  
**Project Technician  
Highway Projects**

**Encl.** PR3731-HP1-001



**Tom McCabe**  
 Executive Director of  
 Community and Environmental Services  
 Norfolk County Council  
 County Hall  
 Martineau Lane  
 Norwich NR1 2SG

REV.	DESCRIPTION	DRAWN	CHECKED	DATE

SURVEYED BY	INIT.	DATE	DRAWING No.
OS	OS	2017	PR3731-HP1-001
DESIGNED BY	AM	08/17	PROJECT TITLE
DRAWN BY	AM	08/17	Bixley, Bungay Road - TRO
CHECKED BY	TL	09/17	30mph Speed Limit Extension
			SCALE
			1:1000 @ A4
			FILE No.
			PR3731

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## Poringland Parish Council

### Bank - Cash and Investment Reconciliation as at 5 October 2017

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	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	Barclays Current	124,076.93	
2	Cambridge & Counties 120 Day	74,086.85	
2	Hampshire Trust Bond 1	55,000.00	
2	Barclays Deposit	33,121.92	
2	Nationwide Instant Access	60,457.10	
			<b>346,742.80</b>
<u>Other Bank &amp; Cash Balances</u>			
	Petty Cash	550.00	
	Cashbook Suspense	0.00	
			<b>550.00</b>
			<b>347,292.80</b>
<u>Unpresented Payments</u>			
1	19/09/2017 104401	1,855.89	
1	27/09/2017 104399	164.49	
1	27/09/2017 104400	25.90	
1	27/09/2017 104402	1,934.25	
1	27/09/2017 104403	10.35	
1	27/09/2017 104404	42.50	
1	27/09/2017 104405	452.38	
1	27/09/2017 104406	20.56	
1	27/09/2017 104407	38.74	
1	27/09/2017 104408	169.79	
1	27/09/2017 104409	63.86	
1	27/09/2017 104410	318.14	
1	27/09/2017 104411	1,033.48	
1	27/09/2017 104412	723.00	
1	27/09/2017 104413	450.00	
1	27/09/2017 104414	270.00	
1	27/09/2017 104415	144.00	
1	27/09/2017 104416	1,513.50	
1	27/09/2017 104417	36.34	
1	27/09/2017 104418	12.87	
1	27/09/2017 104419	150.00	
1	27/09/2017 104420	25.00	
1	27/09/2017 104421	150.00	
1	27/09/2017 104422	90.00	
1	27/09/2017 104423	439.31	
1	27/09/2017 104424	93.50	
			<b>10,227.85</b>
			<b>337,064.95</b>
<u>Receipts not on Bank Statement</u>			
1	31/03/2017	-29.75	
1	18/09/2017	7.00	
			<b>-22.75</b>
<b>Closing Balance</b>			<b>337,042.20</b>

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**Poringland Parish Council**

**Bank - Cash and Investment Reconciliation as at 5 October 2017**

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<u>All Cash &amp; Bank Accounts</u>	<u>Account Description</u>	<u>Balance</u>
	Barclays Current	113,826.33
	Bonds & Savings	222,665.87
	Other Bank & Cash Balances	550.00
	<b>Total Bank &amp; Cash Balances</b>	<b><u>337,042.20</u></b>

**Poringland Parish Council  
Budget Comparison 2016/17**

Details	Budget	First Quarter 2017/18			Second Quarter 2017/18			
		Expenditure to Date	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Budget Remaining
<b>Salaries</b>								
Staff Salaries	105953.93	26760.16	25.26%	79193.77	26967.23	53727.39	50.71%	52226.54
Staff Contingency Fund	1000.00	0.00	0.00%	1000.00	0.00	0.00	0.00%	1000.00
<b>TOTAL</b>	<b>106953.93</b>	<b>26760.16</b>	<b>25.02%</b>	<b>80193.77</b>	<b>26967.23</b>	<b>53727.39</b>	<b>50.23%</b>	<b>53226.54</b>
<b>General Administration</b>								
Audit Fees	700.00	420.00	60.00%	280.00	800.00	1220.00	174.29%	-520.00
Insurance	4500.00	0.00	0.00%	4500.00	0.00	0.00	0.00%	4500.00
Petty Cash & Stationery	2250.00	287.05	12.76%	1962.95	1046.96	1334.01	59.29%	915.99
Subscriptions	800.00	156.00	19.50%	644.00	635.00	791.00	98.88%	9.00
Advertising and Publicity	400.00	848.64	212.16%	-448.64	201.98	1050.62	262.66%	-650.62
Printing (newsletters & reports)	1000.00	519.67	51.97%	480.33	293.71	813.38	81.34%	186.62
Training	600.00	198.00	33.00%	402.00	210.00	408.00	68.00%	192.00
Hosted IT Solution	1400.00	345.90	24.71%	1054.10	345.90	691.80	49.41%	708.20
Office Equipment	500.00	189.78	37.96%	310.22	510.06	699.84	139.97%	-199.84
Software Purchase	0.00	0.00	#DIV/0!	0.00	3307.86	3307.86	#DIV/0!	-3307.86
<b>TOTAL</b>	<b>12150.00</b>	<b>2965.04</b>	<b>24.40%</b>	<b>9184.96</b>	<b>7351.47</b>	<b>10316.51</b>	<b>84.91%</b>	<b>1833.49</b>
<b>Burial Ground</b>								
Maintenance	8000.00	3278.38	40.98%	4721.62	1957.53	5235.91	65.45%	2764.09
<b>TOTAL</b>	<b>8000.00</b>	<b>3278.38</b>	<b>40.98%</b>	<b>4721.62</b>	<b>1957.53</b>	<b>5235.91</b>	<b>65.45%</b>	<b>2764.09</b>
<b>Community Centre</b>								
Maintenance	6000.00	1505.78	25.10%	4494.22	1089.38	2595.16	43.25%	3404.84
Cleaning	1800.00	467.80	25.99%	1332.20	738.63	1206.43	67.02%	593.57
Heat & Light	6500.00	2112.09	32.49%	4387.91	1675.96	3788.05	58.28%	2711.95
Water	540.00	135.00	25.00%	405.00	0.00	135.00	25.00%	405.00
Rates	2700.00	0.00	0.00%	2700.00	0.00	0.00	0.00%	2700.00
Capital & Improvements	25653.00	6274.21	24.46%	19378.79	0.00	6274.21	24.46%	19378.79
Grounds Maintenance	2260.00	564.99	25.00%	1695.01	564.99	1129.98	50.00%	1130.02
Bar	3250.00	563.66	17.34%	2686.34	1197.72	1761.38	54.20%	1488.62

**Poringland Parish Council  
Budget Comparison 2016/17**

Relief Caretaking	5500.00	3159.81	57.45%	2340.19	1476.31	4636.12	84.29%	863.88
Event Expenditure	1250.00	424.61	33.97%	825.39	2210.55	2635.16	210.81%	-1385.16
Contingency Fund	3000.00	585.61	19.52%	2414.39	0.00	585.61	19.52%	2414.39
Performing Rights Society Licence	700.00	0.00	0.00%	700.00	0.00	0.00	0.00%	700.00
Loan Repayment (PWLB)	8713.26	4356.63	50.00%	4356.63	0.00	4356.63	50.00%	4356.63
<b>TOTAL</b>	<b>67866.26</b>	<b>20150.19</b>	<b>29.69%</b>	<b>47716.07</b>	<b>8953.54</b>	<b>29103.73</b>	<b>42.88%</b>	<b>38762.53</b>
<b>Outside Spaces</b>								
Open Spaces	5600.00	5600.00	100.00%	0.00	0.00	5600.00	100.00%	0.00
Capital and Improvements	1190.00	0.00	0.00%	1190.00	1261.25	1261.25	105.99%	-71.25
Verge Cutting	2340.00	877.50	37.50%	1462.50	877.50	1755.00	75.00%	585.00
General Repairs and Replacements	1500.00	-470.65	-31.38%	1970.65	901.22	430.57	28.70%	1069.43
<b>TOTAL</b>	<b>10630.00</b>	<b>6006.85</b>	<b>56.51%</b>	<b>4623.15</b>	<b>3039.97</b>	<b>9046.82</b>	<b>85.11%</b>	<b>1583.18</b>
<b>Playing Field</b>								
General Costs	8000.00	2512.86	31.41%	5487.14	1575.51	4088.37	51.10%	3911.63
Grass Cutting & Grounds Maintenance	2310.00	256.67	11.11%	2053.33	860.01	1116.68	48.34%	1193.32
<b>TOTAL</b>	<b>10310.00</b>	<b>2769.53</b>	<b>26.86%</b>	<b>7540.47</b>	<b>2435.52</b>	<b>5205.05</b>	<b>50.49%</b>	<b>5104.95</b>
<b>Miscellaneous</b>								
Professional Fees	1500.00	0.00	0.00%	1500.00	0.00	0.00	0.00%	1500.00
General Contingency	2200.00	0.00	0.00%	2200.00	0.00	0.00	0.00%	2200.00
Community Land Project	2500.00	750.00	30.00%	1750.00	775.00	1525.00	61.00%	975.00
Section 137	500.00	0.00	0.00%	500.00	0.00	0.00	0.00%	500.00
<b>TOTAL</b>	<b>6700.00</b>	<b>750.00</b>	<b>11.19%</b>	<b>5950.00</b>	<b>775.00</b>	<b>1525.00</b>	<b>22.76%</b>	<b>5175.00</b>
<b>TOTAL EXPENDITURE</b>	<b>222610.19</b>	<b>62680.15</b>	<b>28.16%</b>	<b>159930.04</b>	<b>51480.26</b>	<b>114160.41</b>	<b>51.28%</b>	<b>108449.78</b>
	<b>Budget</b>	<b>Income to Date</b>		<b>Budgeted Income Remaining</b>	<b>Income</b>	<b>Income to Date</b>		<b>Budgeted Income Remaining</b>
<b>Income</b>								
Miscellaneous	500.00	1144.31	228.86%	-644.31	65.04	1209.35	241.87%	-709.35
Capital Grants	0.00	0.00	#DIV/0!	0.00	1261.25	1261.25	#DIV/0!	-1261.25
Verge Cutting Delegation	4067.01	0.00	0.00%	4067.01	0.00	0.00	0.00%	4067.01



**Poringland Parish Council  
Budget Comparison 2016/17**

Interest on Investments	2000.00	1039.52	51.98%	960.48	53.31	1092.83	54.64%	907.17
Burial Ground - General	4500.00	3266.15	72.58%	1233.85	4796.00	8062.15	179.16%	-3562.15
Memorial Repairs - Charge Lifting	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00
Refund	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00
<b>TOTAL</b>	<b>11067.01</b>	<b>5449.98</b>	<b>49.25%</b>	<b>5617.03</b>	<b>6175.60</b>	<b>11625.58</b>	<b>105.05%</b>	<b>-558.57</b>
<b>Community Centre Income</b>								
Hirers - Regular	40000.00	10674.41	26.69%	29325.59	7076.62	17751.03	44.38%	22248.97
Hirers - Casual	8500.00	2639.12	31.05%	5860.88	2503.75	5142.87	60.50%	3357.13
Bar Takings	9000.00	825.25	9.17%	8174.75	4096.50	4921.75	54.69%	4078.25
Police	3000.00	628.64	20.95%	2371.36	370.44	999.08	33.30%	2000.92
Comm Centre Misc	500.00	161.97	32.39%	338.03	300.00	461.97	92.39%	38.03
Event Income	4000.00	3655.00	91.38%	345.00	1695.34	5350.34	133.76%	-1350.34
Refund	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00
<b>TOTAL</b>	<b>65000.00</b>	<b>18584.39</b>	<b>28.59%</b>	<b>46415.61</b>	<b>16042.65</b>	<b>34627.04</b>	<b>53.27%</b>	<b>30372.96</b>
Precept	142829.18	71414.59	50.00%	71414.59	71414.59	142829.18	100.00%	0.00
Shortfall Grant	3714.00	3714.00	100.00%	0.00	0.00	3714.00	100.00%	0.00
<b>TOTAL</b>	<b>146543.18</b>	<b>75128.59</b>	<b>51.27%</b>	<b>71414.59</b>	<b>71414.59</b>	<b>146543.18</b>	<b>100.00%</b>	<b>0.00</b>
<b>TOTAL</b>	<b>222610.19</b>	<b>99162.96</b>	<b>44.55%</b>	<b>123447.23</b>	<b>93632.84</b>	<b>192795.80</b>	<b>86.61%</b>	<b>29814.39</b>
<b>Committed Sums (earmarked for specific purpose over 10 years)</b>								
	<b>Fund</b>	<b>Expenditure to Date</b>		<b>Fund Remaining</b>	<b>Expenditure</b>	<b>Expenditure to Date</b>		<b>Fund Remaining</b>
Devlin Drive	37471.91	159.99		37311.92	234.99	394.98		37076.93
Mulberry Close (play equipment only)	17196.30	200.00		16996.30	-879.18	-679.18		17875.48
Mulberry Close (grounds maintenance)				0.00	177.00	177.00		-177.00
Trafalgar Square	51941.01			51941.01	385.00	385.00		51556.01
Community Infrastructure Levy	1557.90	-1248.99		2806.89	0.00	-1248.99		2806.89
Norwich Road Bus Shelter (30 years)	32975.36	100.00		32875.36	50.00	150.00		32825.36
	<b>141142.48</b>	<b>-789.00</b>		<b>141931.48</b>	<b>-32.19</b>	<b>-821.19</b>		<b>141963.67</b>
<b>Earmarked Reserves</b>								
Open Spaces Village Green Fund (Mulberry)	25400.00	-5600.00		31000.00	0.00	-5600.00		31000.00
Future Open Spaces (The Vision land)	30000.00			30000.00	0.00	0.00		30000.00
The Six Administrator	750.75	78.60		672.15	0.00	78.60		672.15

**Poringland Parish Council  
Budget Comparison 2016/17**

Neighbourhood Planning	21000.00	0.00	21000.00	0.00	0.00	21000.00
	<b>77150.75</b>	<b>-5521.40</b>	<b>82672.15</b>	<b>0.00</b>	<b>-5521.40</b>	<b>82672.15</b>
				<b>Balance</b>		
<b>Bank Accounts</b>						
Barclays Current		80751.05		124076.93		
Barclays Deposit		33121.92		33121.92		
Petty Cash / Floats		550.00		550.00		
Nationwide Instant Access		60403.79		60457.10		
Julian Hodge Bond 1		22000.00		22000.00		
Hampshire Trust Bond 1		55000.00		55000.00		
Cambridge & Counties 120 Day Savings		74086.85		74086.85		
Fidelity		30000.00		30000.00		
Hampshire Trust Bond 2		20000.00		20000.00		
Julian Hodge Bond 2		55000.00		55000.00		
		<b>430913.61</b>		<b>474292.80</b>		
<b>Unpresented Cheques</b>		7336.16		10227.85		
<b>Adjusted Bank Balance</b>		<b>423577.45</b>		<b>464064.95</b>		
<b>Free Funds Not Allocated Elsewhere</b>		<b>162491.01</b>		<b>160793.74</b>		
(Bank Balance minus budgeted expenditure, plus budgeted income, minus commuted sums, minus earmarked reserves)						
In the transition to the new accounting package, regular hire is now invoiced in arrears. Therefore, August's hire was invoiced on 1st August 2017						
and would have been paid in during that month. September's hire was invoiced on 1st October and will appear in the next quarter's figures.						
Therefore the figure of £7,076.62 only represents two months regular hire. This change does not affect how casual hire is handled.						

<b>PORINGLAND PARISH COUNCIL</b>				
<b>Payments List 25 October 2017</b>				
<b>Payee</b>	<b>Code</b>	<b>Description</b>	<b>Amount</b>	<b>Chq no.</b>
S Cunningham	Salaries	Administrator		SO
R McCarthy	Salaries	Assistant Clerk		SO
J Dodman	Salaries	Bar Staff		104425
S Cunningham	Salaries	Bar Staff		104426
L Gooderham	Salaries	Caretaker		SO
S Warmingier	Salaries	Cleaner		SO / 104427
C Moore	Salaries	Clerk		SO
S Duffell	Salaries	Project Officer		104428
			<b>£5,581.40</b>	
Norfolk Pension Fund	Salaries	Pension Contributions	£1,863.40	104429
HMRC	Salaries	PAYE & NIC	£1,740.14	104430
Microshade Business Consultants	Salaries	Hosted IT	£166.08	SO / 104431
Norfolk Copiers	General Administration	Printing / Printer setup on new laptop	£133.25	104432
BT	General Administration	Telephone and Broadband	£45.58	DD
Spruce Landscapes	Burial Ground	Grounds Maintenance	£750.00	SO
Veolia	Burial Ground / Community Centre	Waste	£74.23	DD
Nisbets	Community Centre	Boiler / Cutlery / Crockery	£467.96	104433
J Henson	Community Centre	Line Marking Paint	£9.48	104434
ESPO	Community Centre	Gas	£51.05	DD
Total Gas & Power	Community Centre	Electricity	£643.67	DD
Spruce Landscapes	Community Centre	Grounds Maintenance	£226.00	SO
Public Works Loan Board	Community Centre	Loan Repayment	£4,356.63	DD
HouseProud	Community Centre / Playing Field	Relief Caretaking	£839.22	104435
MCL Mechanical Engineers	Community Centre / Playing Field	Plumbing Repairs	£363.50	104436
Spruce Landscapes	Playing Field / Commuted Sums	Grounds Maintenance	£348.00	104437
Garden Guardian	Playing Field / Commuted Sums / Outside Space	Grounds Maintenance / Verges	£723.00	104438
Anglian Water	Playing Field	Water	£127.89	DD
Barclaycard	Community Centre / General Admin	Bar / Maint / Office Eq / Event Exp / Stat	£2,101.34	DD
			<b>£20,611.82</b>	

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## Catherine Moore

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**From:** Marie canty <creationschildcare33@gmail.com>  
**Sent:** 13 October 2017 13:06  
**To:** Catherine Moore  
**Subject:** Re: Neighbourhood plan

Hi Catherine

No problem you can use this email as it is my business one.

My interest in the Neighbourhood plan is both as a local resident and parent but also as a local business person. I have lived in the village for almost 8 years and in that short time have seen many changes both the to the size and services that the village offers. I spent 3 years working at the local preschool and after school club and currently am a local childminder offering a range of childcare services to children aged 0-11 and their parents. Up until September i also co-ran the local Mother and Toddler Group Little Monkeys and currently run a Twin Toddler group on mondays in the village, as I have two year old twins myself. I am currently the Secretary for Poringland Primary PTA and in the past have had roles as Chair and fundraiser for various charities.

I came along to the first public consultation and felt that maybe there wasnt such a good representation from a younger contingent of the village or someone who could represent them. Due to the nature of my work I meet and work with a lot of families that have just moved into the village, first time buyers, first time parents, full time working parents and a lot of what i do involves not just providing their childcare but liaising with the school, preschools etc, passing on information and booking appointments. I feel that maybe there is a large catchment of the community that dont always get to hear about local plans and ideas and that if they had their say would make for interesting discussion. I hope that my reaching a wider demographic particularly in any early consultations stages of a project it would be very helpful. I would like to be involved in anything that makes a positive change in our community but also be the voice of those that maybe cant or wouldn't normally hear about such things. I already support the community in a small way by the services we offer but it would be good to reach out further and get involved and have a say in a bigger project that has benefits for all.

I look forward to hearing from you

Kind regards

marie Charles  
Creations Childcare

On Fri, Oct 13, 2017 at 12:46 PM, Catherine Moore <[clerk@poringlandparishcouncil.gov.uk](mailto:clerk@poringlandparishcouncil.gov.uk)> wrote:  
Thanks Marie, I'll sort the hire out on Monday.

Re: the Neighbourhood Plan, if you could send me an email that I can include in the agenda, introducing yourself and explaining your interest in the project and what you can bring to it, that would be great. I am publishing the Council agenda on Monday as I am away from Tuesday for a week, so if I could have it for Monday morning that would be great.

Regards

Catherine

Mrs Catherine Moore BSc FILCM

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## **Terms of Reference: Community Land Project (Phase 2) Working Group**

### **Background**

Poringland Parish Council will be receiving a significant parcel of land behind The Ridings in the near future. Norfolk Homes have agreed to retain the land in their ownership until the Parish Council is in a position to take it over.

Various stages of public consultation have taken place, and in September 2017 the Parish Council agreed the master plan for the site. This includes allotments, a BMX track, skate park, a running track, a multi-use games area, a 3G pitch, a pavilion, parking, and an access road. The site will also host a dedicated facility for the local branch of the Men's Shed.

The next phase of the work on the site will be to carry out viability studies on the land, to ascertain whether the proposed facilities can be physically located there; and to gain planning permission for the overall development of the site.

The Parish Council will need to carry out a tender exercise to commission a consultant who can oversee the technical specialisms required in this phase of the project.

### **Scope of the Working Group**

It is suggested that the Working Group will carry out the following key tasks:

- Working with a commissioned consultant, carry out studies into the suitability of the land for the proposed facilities within the master plan;
- Working with a commissioned consultant, consider whether to submit outline or detailed planning application, produce planning application documents for submission to South Norfolk Council for the entire site;
- Ascertain the condition the land will be in when it is handed over and what remedial work may be required;
- Determine with Norfolk Homes how and when the land will be handed over, including any landscaping and/or services;
- Begin enquiries into costs and potential funding for the most costly aspects of the project;
- Draft a viable and realistic business plan for those elements that will require management resource (eg Pavilion and 3G pitch), ready for use with funding applications;
- Determine any interim uses for parts of the land that may take longer to deliver, for example where grant funding has to be raised.

The Working Group will not have any decision-making powers. The work of the Group will be complete once planning permission has been granted, and a new Group (or series of Groups) will be set up to deliver individual elements of the project.

### **Membership of the Working Group**

It is suggested that a working group of five people be formed:

- Chairman of the Council

- Vice Chairman of the Council
- 3 x Councillors

Previously, a member of the public has been co-opted to the Group and Council is asked to consider whether this is required for this stage of the process.

The Working Group will be administrated by the Assistant Clerk.

### **Timescales**

It is suggested that the Group should aim to have planning permission in place within 18 months of the first meeting. It is anticipated that the first meeting of the Working Group would take place in early January 2018, as before this the Council will need to carry out a tender exercise and put in place a consultant who will work with the Group on the planning phases.

Each meeting of the Working Group should produce a written report to Council updating on the discussions, and making any recommendations for decisions.

Council is asked to consider whether they wish to adopt the above terms of reference for the Working Group.