



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, NR14 7WB

Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Faye LeBon

Chairman: Mr Tim Boucher



NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 25th November 2020. The meeting will occur via video conference as permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings)(England) Regulations 2020 and as recommended by national guidelines.

Members of the public wishing to view the meeting and / or participate under item 6 should [click here](#) or contact the clerk for a link to the meeting

The Business to be Transacted is as Follows:

1. Chairman's Welcome

2. To Record Apologies for Absence

3. To Receive Declarations of Interest

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.

4. To Agree Minutes of the Meeting of 28th October 2020

5. Matters Arising from Previous Meetings Including Clerk's Report

6. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests

- a) District Council Report (7 minutes)
- b) County Council Report (5 minutes)
- c) Public Participation (15 minutes)

7.Planning

- a) To Consider Applications Received
 - i) 2020/1682 – 31 Shotesham Road – Single Storey Side and Rear Extension (AMENDED APPLICATION).
 - ii) 2020/1977 – 33 The Street – Conversion of Existing Double Garage to Chalet Style One Bedroom Annexe

b) To Note Planning Decisions

- i) 2020/1086 – 1 White House Gardens – Works to TPO Trees - Sycamore - Reduce crown by 20ft to 40ft in height and 10ft in width. Fell small group of Sycamore, Ash First floor front and side extensions, including front infill extension to ground floor. **APPROVAL WITH CONDITIONS**
- ii) 2020/1659 – 29 Shotesham Road – Single storey side extension and new vehicle access.– **APPROVAL WITH CONDITIONS**
- iii) 2020/1313 – 28 Rectory Lane - Proposed drop kerb to create access for disabled tenant – **APPROVAL WITH CONDITIONS**
- iv) 2020/1512 – 4 Bramble Way – Proposed Log Cabin **APPROVAL WITH CONDITIONS**
- v) 2020/1719 – 9A Carr Lane – Works to TPO Trees - Oak - raise crown to 5m from ground and crown thin by 25% - **APPROVAL WITH CONDITIONS**
- vi) 2020/1140 – St Lawrence, Bungay Road - Application to vary condition 5 of permission 2016/0872/D - Revised drainage – **APPROVAL WITH CONDITIONS**
- vii) 2020/1882 – Uttings Farmhouse, Saxonfields - Erection of single storey extension to outbuilding including link to main house – **APPROVAL WITH CONDITIONS**

8. Correspondence and Consultations

- a) To Consider Proposal from David Wilson Homes for Maintenance of Dog Bin on Clements Gate
- b) To Consider Petition for a 20mph Speed Limit on Caistor Lane
- c) To Consider South Norfolk Council Consultation for Public Space Protection Order
- d) To Consider Norfolk County Council Budget Consultation (deadline 14th December)
- e) To Consider Request from Framingham Earl Parish Council for Working Party for Fiveways Roundabout Project

9. To Receive Parish Council Update on Covid-19 Crisis

10. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation for October 2020
- b) To Receive Update Report on Grounds Maintenance Contracts and Agree Further Actions
- c) To Receive Half Yearly Budget Update.
- d) To Receive External Audit Report for 2019/2020 Accounts
- e) To Consider Financial Contribution to the Octagon
- f) Accounts for Payment
 - i. To Agree Accounts for Payment
 - ii. To Agree Accounts for Payment (Councillors with Pecuniary Interests)

11. Advisory and Working Groups

- a) Neighbourhood Plan: To Consider Options Relating to The Second Examination of the Poringland Neighbourhood Plan
- b) Finance and Governance: To Receive Report from Meeting of 6th November 2020

12. To Receive Update on Christmas Event

13. To Receive Proposal to Close the Meeting for Item 14 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to it Covering Terms and Conditions of Employment and Confidential HR Matters

14. To Consider Recommendations from HR Advisory Group

15. To Receive Proposal to Close the Meeting for Item 16 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 due to the commercial sensitivity of the item being discussed

16. Community Land Project

- a) To Consider Response to 2020/2039 – Non Material Amendment to 2000/0995 – Soil Levelling of Proposed Public Open Space.
- b) To Consider Comments to South Norfolk Council on Proposed Amendment to s106 Agreement to Norfolk Homes Area A
- c) To Agree s106 Transfer Plan of Land from Norfolk Homes to the Parish Council

17. To Note Date of Next Parish Council Meeting

Wednesday 6th January 2021, 7pm. By video conference unless otherwise advised

Dated 19th November 2020

Clerk: Faye LeBon

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Minutes of the Meeting of Poringland Parish Council
Wednesday 28th October 2020 7pm
Meeting Held by Video Conference

In Attendance

Tim Boucher (Chairman)

John Henson

David Hewer

John Joyce

Lisa Neal

John Overton

Carl Pitelen

Trevor Spruce

Chris Walker

Faye LeBon (Parish Clerk) and Allison Haines (Assistant Clerk)

Also in Attendance:

Also in attendance was Vic Thomson (County Councillor), representatives from Cygnet Care Ltd and five members of the public.

1. Chairman's Welcome

Tim Boucher welcomed everyone to the October meeting of Poringland Parish Council, and advised that there is opportunity for the public to make comment and ask questions under item 8.

2. To Record Apologies for Absence

Apologies were accepted from John Hodgson and Peter Lowndes-Burt. Lisa Neal and Vic Thomson had provided apologies for being late to the meeting, due to a prior meeting commitment.

3. Declarations of Interest and Applications for Dispensation

Trevor Spruce declared an interest in item 14.

Tim Boucher advised that he knew the applicant under item 9a(ii) and therefore would not comment. He also declared that he knew the representative for Cygnet Care Homes in a professional capacity, but they had not worked together on this planning application.

4. To Agree Minutes of the Meeting Held on 30th September 2020

5. To Agree Minutes of the Meeting Held on 14th October 2020

6. To Agree Minutes of the Meeting Held on 23rd October 2020

After the amendment of typographical errors, the minutes of the meetings held on 30th September 2020, 14th October 2020 and 23rd October 2020 were agreed en bloc after a proposal by David Hewer and a second by John Henson.

7. Matters Arising from the Minutes of 2nd September, Including Clerk's Report

The Clerk's report had been previously circulated. It detailed:

- **Telephone Box:** The refurbishment of the phone box is almost complete. John Hodgson is liaising with the electrician to install the defibrillator.
- **Assets of Community Value:** All applications for assets of community value have been agreed by South Norfolk Council (the Library, the Royal Oak, Zaks, the Village Hall, the Dove).
- **'Penelope' The Python:** The sign has been ordered and will be installed in due course.
- **Tree Warden Commemoration:** The Copper Beech has been purchased and planted. The associated plaque has been ordered.
- **Parish Partnership Scheme:** Further information and prices are being sought about a village gateway to the south of the village, and enquiries are being made of a gateway via Shotesham Road.
- **Informal Football Equipment:** This has been installed. Project complete.
- **Fiveways Roundabout:** Framingham Earl Parish Council has been in contact with regards to setting up a working group to agree a new design for the roundabout.

- **Local Pharmacy:** The two doctors' surgeries have been written to and asked whether they would reconsider their previous objections to a second pharmacy in the village.
- **CCTV:** The contract has been awarded for the CCTV improvements and the associated paperwork completed. A start date for works is awaited.
- **Play Areas at Clements Gate:** David Wilson Homes is in the process of reviewing their options as a result of the commuted sums that they will have to pay under South Norfolk Council's SPD.
- **Bulbs:** £300 has been received as a kind donation from Big Sky Developments towards some bulbs for the Rosebery Park area. Permission has been received from Norfolk Homes to plant bulbs in the woodland as the transfer has yet to be completed. The first working party was arranged for the 24th October.
- **Subsiding Tree on BR6:** Norfolk County Council has yet to attend to the tree but the Clerk has visited it and placed a significant amount of weight on it. The tree showed no sign of collapse.

The Clerk raised that a quote has been received for a new laptop that would be better capable of facilitating the virtual meetings. With the data transfer service and extended warranty, the cost of this would be £809.45 + VAT. This was agreed after a proposal from John Henson and a second from Trevor Spruce.

8. Adjournment for Public Participation, District and County Councillors, and Councillors with any Pecuniary Interests

It was agreed that standing orders should be suspended.

a) District Council Report

Cllr Overton reported that South Norfolk has deployed a quarter of its staff as a result of the coronavirus pandemic. 20,000 calls have been taken by the Help Hub and this is being manned seven days a week on a rota system. 5,000 vulnerable residents are being assisted and the Housing and Benefits team have dealt with 9,000 calls.

£50m in business grants have been distributed on behalf of the government, and Environmental Health officers have been loaned to Norwich and Great Yarmouth to assist. They are also working with the police in the enforcement of coronavirus regulations on licensed premises.

Officers are dealing with an increased number of planning applications compared to this time last year and there is currently an audit on the improvement of the planning enforcement service, making it more proactive. The plan for village clusters is progressing.

The District Councillors are working with the surgeries to discuss the prescription dispensing service in the village.

Norfolk County Council has an assistance scheme for anyone facing food poverty.

Cllr Spruce advised that he had requested that the planning application for the land to the east of Overtons Way be called in to be determined by South Norfolk Council's Development Management Committee, should the officer be minded to approve the application.

b) County Council Report

To be deferred.

c) To Receive Presentation on Behalf of Cygnet Care Ltd Regarding Planning Application 2020/1925

A presentation was received regarding the proposed care complex on Bungay Road. It was advised that the applicant had reduced the scale and density of the proposal to help address the concerns of the Parish and South Norfolk Council. The pavilion has been removed from the proposal and all buildings are single storey with the exception of the care home. The location of the care home has been moved from the southern boundary to lessen the impact on the view.

It was acknowledged that the application did not fully conform with the emerging Neighbourhood Plan. However, it was advised that traffic from the development would rarely travel at peak time therefore not impact the rush hour traffic travelling through the village. And the improved design would not impact the important views around the south of the village.

With reference to drainage, the local lead flood authority had previously not had any objections to the proposed mitigation measures in the previous application, and it is not anticipated this application should be any different.

John Henson raised concerns about the impact on the view from the Bungay Road as a result of the construction of the care home.

A member of the public queried the location of the site, being outside the development boundary. Concerns were also raised about the compliance with the emerging Neighbourhood Plan and South Norfolk Council's Landscape Strategy. It was also felt that if permission was given for this application, it would encourage development on the other side of the road.

Trevor Spruce queried that, should permission be granted, what the lead in time would be. The applicant advised that the lead in time would be short due to the level of need and the care home would form phase one of the development. There would be no land banking.

Trevor Spruce queried what would happen to the current residents of the care home. The applicant advised that once the new care home was two thirds constructed, the residents of the existing care home could be transferred into the newer building. The final third can then be constructed.

The Chairman thanked all parties for their contribution.

d) Public Participation

There was no further public participation

Standing orders were reinstated.

9. Planning

a. To Consider Applications Received

i. 2020/1789 – 40a The Street – Erection of a flat roof single storey side extension.

John Joyce presented this application. It was felt that there would not be an impact on neighbouring properties. Whilst not generally supportive of flat roofed structures, it does make the extension less visible. John Joyce proposed that there should be no objections to this application, seconded by Chris Walker and carried.

ii. 2020/1882 – Uttings Farmhouse, Saxonfields – Erection of single storey extension to outbuilding including link to main house

Chris Walker presented this application, guiding members through the design of the extension. He proposed that there should be no objections to this application, seconded by David Hewer and carried (Tim Boucher abstained from voting).

iii. 2020/1925 – Land South West of Bungay Road – Demolition of existing buildings and construction of a 41 bed care home (with 10 extra care apartments on ground floor, Use Class C2) and 44 extra care lodges (All Use Class C2), together with vehicular access, landscaping and communal facilities including, restaurant, cafe, bar, gym, therapy rooms, hair salon, shop and bowls green.

Chris Walker presented this application. He stated the reasons for which the Parish Council had objected to the previous application, but noted the reduced scales of the new application and the unmet need for care for the elderly in the district.

John Henson advised that the proposal would create a hard edge to the village and there would be an impact to properties on the eastern boundary. He also raised concerns about the permeable hard surface which will cause problems with the perched water table and would prefer that the Parish Council recommend refusal of the application.

Carl Pitelen sought clarity on the highway access to the development. The highways advice was for one point of access and egress to the B1332.

John Joyce supported the concept but noted the concerns in regards to its location and the Neighbourhood Plan policy to restrict development to the south of the village.

John Overton made no comment as he will be responding in his capacity as a District Councillor.

Trevor Spruce noted that the applicant has worked with South Norfolk Council to address their concerns and the concerns of the Parish Council, since the last application was refused. He stressed that the Water Management team will be reviewing the drainage scheme.

David Hewer noted the benefits this development will bring to the local community.

Tim Boucher advised that he was previously concerned about the visualisation, but this has been addressed.

Chris Walker proposed that, on balance, the Parish Council should not object to this application, seconded by David Hewer and carried. John Overton abstained from the vote and John Henson voted against the proposal.

Lisa Neal and Vic Thomson Joined the Meeting

b. To Note Planning Decisions

The following decisions were noted:

- i) 2020/1282 – 27 Howe Lane - First floor front and side extensions, including front infill extension to ground floor. **REFUSAL**
- ii) 2020/1444 – Broadlands, Brickle Road – Works to TPO Trees – **APPROVAL WITH CONDITIONS**
- iii) 2020/1426 – Land Adjacent to 11 Norwich Road - Erection of dwelling and detached garage – **APPROVAL WITH CONDITIONS**
- iv) 2020/1545 – 2 Romany Walk - Resubmission of approved application 2020/0966 - Amending the attached flat roof garage to a pitched roof detached garage **APPROVAL WITH CONDITIONS**
- v) 2020/1058 – 4 Sunnyside Avenue - Demolition of existing dwelling and erection of new single storey house with pitched roof. **APPROVAL WITH CONDITIONS**
- vi) 2020/1445 – Land West of 6 Caistor Lane - Variation of condition 2 of 2019/2498 - to relocate the entrance door to the front of the property and fenestration change. **APPROVAL WITH CONDITIONS**
- vii) 2019/2209 – Land North of Shotesham Road - Erection of 15no. dwellings and office accommodation, with associated access, parking and play space provision. **APPROVAL WITH CONDITIONS**

10. Correspondence and Consultations

a) To Consider Government Consultation 'Planning for the Future' (deadline 29th October).

John Henson introduced the response document, which had been previously circulated to councillors. The proposed White Paper is to allow planning decisions to be made by algorithm and computer and the Parish Council will have very little input into planning applications. Developers will find it easier to obtain approval and there is nothing in the proposed White Paper that will address the problem of land banking.

John Joyce noted a typographical error and requested that question 9a be elaborated upon to allow support for SME builders. This was agreed.

John Henson proposed that the response document, as amended, be approved and submitted. Seconded by David Hewer and carried.

b) To Consider Government Consultation on Managing Pavement Parking (deadline 22nd November)

Three options were provided in the Government consultation to manage pavement parking. These were:

- To rely on improvements to the existing Traffic Regulation Order system
- To allow local authorities with Civil Parking Enforcement powers to enforce against 'Unnecessary obstruction of the pavement'
- A national Pavement Parking prohibition (based on the London model).

John Henson advise that it is difficult for the Parish Council to comment as Norfolk County Council is responsible for Traffic Regulation Orders.

All noted that all three options would work along some roads, but would be problematic on others.

Chris Walker proposed that, on balance, the Parish Council should support option 3, seconded by Trevor Spruce and carried.

c) To Consider Response to Norfolk County Council Boundary Divisions Consultation

Maps showing the original Henstead ward and the proposed Henstead ward were provided, and Vic Thomson explained the implications of the changes.

It was noted that the changes would not have an impact on Poringland. Trevor Spruce proposed that the Parish Council offer no comment on this consultation, seconded by Chris Walker and carried.

d) To Nominate a Representative to Norfolk ALC Co-operative

It was reported that Norfolk ALC had become a co-operative and required a representative from each member council as part of its new constitution. It was agreed that David Hewer should represent Poringland Parish Council.

e) To Nominate Trustees to the Sand and Gravel Trust

It was reported that the term for all trustees had expired. David Hewer proposed that all four trustees, Caroline Milton, Pat Easter, Jenny Huxtable and Chris Walker should be re-elected en bloc. Seconded by Lisa Neal and carried.

11. Open Space

a) To Consider Request from David Wilson Homes to Maintain 2no. Dog Bins on Clements Gate

The Clerk reported that a request had been received from David Wilson Homes for the Parish Council to maintain two dog bins on Clements Gate. The cost of this over ten years would be approximately £2,000 to the Parish Council, therefore a request had been made to David Wilson Homes for a commuted sum to cover this cost. As there had been no response from David Wilson Homes, it was agreed to defer this item until next month.

b) To Receive Update Report on Community Land Project

The Clerk reported that the community woodland had now been signed off and Norfolk Homes proposes to start work on the transfer of the Section 106 community land when the woodland transfer has been completed.

12. To Receive Parish Council Update on Covid-19 Crisis

The Clerk reported that the community centre continues to operate in a Covid secure environment. The indoor car boot sales have worked well, as did the Clear Company craft and food fair.

Staff felt that visitors were starting to become complacent, particularly over hand sanitising, so a 6ft 'hands / face / space' banner has been installed.

The Parish Council had been subject to a Health and Safety Executive spot check on Covid workplace safety, and there were no issues arising as a result.

Tim Boucher reported that he will be attending the village's Remembrance Sunday service on behalf of the Parish Council, but stressed that this a much scaled down service and encouraged others to attend the war memorial in their own time, rather than at 11am.

13. To Review Complaints Policy

The Clerk provided a proposed updated policy, that included a section on vexatious and persistent complaints. Subjects to typographical errors, this was adopted after a proposal from John Henson and a second from Chris Walker.

Trevor Spruce Disconnected from the Meeting

14. Finance

a) To Receive Receipts, Payments and Bank Reconciliation for September 2020

The receipts, payments and bank reconciliation for September 2020 were noted by council.

b) To Receive Update on Ground Maintenance Contracts and Agree Further Actions

The Clerk reported that one contractor had works outstanding that which were beginning to outweigh money still owed on the contract. As a result, the recommendation was to not pay the amount billed this month and advise the contractor that this is due to contracted works not being completed. This will be reviewed next month.

The second contractor had works outstanding, however the money left still to pay on the contract left the Parish Council in a position of little risk. The recommendation was to pay the amount billed this month and monitor the situation.

This was agreed after a proposal from Lisa Neal and a second from Chris Walker.

c) Accounts for Payment

i) To Agree Accounts for Payment

Chris Walker proposed that the following accounts should be paid, seconded by David Hewer and carried.

Payee	Description	Amount
Staff Salaries and other Contractual Employment Payments (including payments to HMRC and Norfolk Pension fund)		£13,619.64
Office Water Supplies	Hire of Water Cooler	£85.80
J and A Saunders	Window Cleaning	£95.00
E.Jacobs & Sons Ltd	Football Goals	£2,472.00
Total Gas and Power	Community Centre Electricity	£706.86
ESPO	Community Centre Gas	£62.92
World Pay	Café - card charges	£30.55
Vortex	Grounds Maintenance	£587.00
Garden Guardian	Grounds Maintenance	£908.20
Barclaycard	Café stock, washer drier, IT, maintenance	£1,094.26
Veolia	Waste Removal	£103.20
Faye LeBon	Café Stock & office equipment	£110.32
Lisa Gooderham	Mileage	£22.59
Microshade	Hosted IT	£202.50
BT	Landline and Broadland	£93.90
Wave	Community Centre Water Rates	£424.06
Wave	Burial Ground Water Rates	£7.08
S Raney Tree Services	Tree Clearance	£375.00
Hugh Crane	Cleaning Consumables	£99.84
RWB	Electrical Improvements	£105.00
Norfolk ALC	Training	£96.00
Ian Smith	Stationery /Café Stock	£46.97
Norfolk Copiers	General Printing	£65.83

Payee	Description	Amount
Norfolk Copiers	Hire of Printer	£172.76
AHS	Plumbing in Washing Machine	£60.00
Foundry Plant Centre	Bulbs	£450.00
Trevor Rushmer	Removal of wasps' nest	£90.00
Citrus	Confidential Waste Disposal	£432.00
Amazon Business	Events/Café Equipment/PPE	£113.57
Faye LeBon petty Cash Top up	Café Stock	£66.48
Yare Shipping	Café Stock	£443.65
Name Withheld	Craft fair refund	£10.00
Name Withheld	Craft fair refund	£21.00
Name Withheld	Craft fair refund	£18.00
Name Withheld	Craft fair refund	£20.00
Name Withheld	Craft fair refund	£21.00
Name Withheld	Craft fair refund	£12.00
Name Withheld	Craft fair refund	£20.00
Name Withheld	Hire Refund	£45.50
Name Withheld	Car Boot sale refund	£7.00
	TOTAL	£23,417.48

ii) To Agree Accounts for Payment (Councillors with Pecuniary Interests)

Chris Walker proposed that the following accounts for payment be accepted, seconded by David Hewer and carried.

Payee	Description	Amount
Spruce Landscapes	Supply of Commemorative Tree	£40.19
	TOTAL	£40.19

Trevor Spruce Re-joined the Meeting

12. Advisory and Working Groups

Lisa Neal declared an interest in matters relating to the Neighbourhood Plan, in her position of South Norfolk Council Cabinet member responsible for planning.

a) Neighbourhood Plan

The Clerk reported that the Examiner has released their 'fact check' report. This is a confidential document that is only requesting the Parish Council and South Norfolk Council comment on the facts of the document and not whether they are in agreement with the Examiner's findings.

From a 'fact check' perspective, The Parish Council has raised that the final paragraph needs rewording, and South Norfolk Council has raised some matters relating to the cross referencing against the Local Plan policies.

The final document will then be issued once the fact check has been completed, but concerns were raised from the fact check report that the policy may not be achieving its objective.

b) Playing Field

i) To Consider Recommendations for Progression with Men's Shed Project

The playing fields committee met on 21st October to discuss the project to install a Men's Shed on the playing field, now that Fields in Trust have lifted the restricted covenant for this purpose. It was requested that delegated authority be given to the playing fields committee to work with the Men's Shed to bring the plan to a key stage, and then bring back to the Parish Council. This would mimic the successful structure of the Neighbourhood Plan committee.

It was agreed to delegate the project to the Playing Fields Committee to a point where a planning application is ready to be submitted, then bring back to the Parish Council.

16. To Receive Update on Christmas Event

Tim Boucher reported that the Christmas group met on 21st October to discuss the creation of the sleigh and installation of the Christmas Tree. A large event at the community centre will not be possible this year due to restrictions on social gatherings, but it may still be possible to take a sleigh around the village. The group, along with the Men's Shed will continue with the construction of the sleigh.

It was agreed to hear the County Councillor's Report at this Point

Vic Thomson had previously sent a detailed report to councillors.

He reported that Norfolk County Council had yet to respond to the Managing Pavement Parking Consultation, (the deadline being 22nd November).

Seven new gritters have been purchased, which the public are able to name.

Norwich Castle Museum is now open again, but by appointment only.

There are to be no large events for bonfire night due to restrictions of social gatherings.

50-64 year olds are now eligible for flu jabs and GPs will be in touch with patients about this.

Norfolk County Council Public Health has been working with Cranswick Food to control the coronavirus outbreak at their factory.

There is a need for more foster carers.

17. To Receive Proposal to Close the Meeting for Item 18 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as the subject matter deals with terms and conditions of employment.

It was agreed that the meeting should be closed to the public. The public left the meeting.

18. To Receive Update Report into HR Matters

It was formally agreed that the wording of the HR document was acceptable.

19. To Note Date of Next Parish Council Meeting.

This was noted as Wednesday 25th November, commencing at 7pm by video conference.

The meeting closed at 10pm

CHAIRMAN

DRAFT

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Clerk's Update on Matters Raised at Previous Meetings

The following matters have been raised at previous meetings, and updates are noted below for information. This document does not include matters within the agenda.

- **Telephone Box.** The box has been refurbished and defibrillator installed. **Project Complete**
- **'Penelope' The Python.** The signage for Penelope has been installed. **Project Complete**
- **Tree Warden Scheme Commemoration.** The Copper Beech has been purchased and planted. The associated plaque has been ordered. **ONGOING**
- **Parish Partnership Scheme.** Norfolk County Council is supportive of a village gateway to the south of the village. They would also support one coming in along Shotesham Road, but do query whether it would be any more effective to the one that was installed 18 months ago. **ONGOING**
- **Local Pharmacy.** The two doctors' surgeries have responded to the Parish Council's letters and are open to meeting with us and Well Pharmacy to discuss prescription provision services within the village. **Ongoing**
- **CCTV.** The CCTV works have to the pavilion and improvements to the community centre have been completed. All that is required is for the cables to be dug in. **Ongoing**
- **Play Areas at Clements Gate.** David Wilson Homes are in the process of reviewing their options as a result of the commuted sums that they will have to pay under South Norfolk Council's SPD. **Ongoing**
- **Bulbs.** Working parties at the Community Woodland were held on 24th and 31st October to plant bulbs, and parishioners continue to plant bulbs at Rosebery Park.
- **Subsiding Tree on BR6.** Norfolk County Council has sent a letter to the landowner to remove the tree.
- **Ultra-Fast Fibre Broadband to Pavilion.** In Touch Systems attended site on 16th November to start installing the cabinet, and Open Reach will continue with the connection works. The network works to connect the broadband could take a further month. In Touch System will provide the router for the pavilion and also technical assistance to connect up the CCTV.
- **Community Fibre Programme.** There have been sufficient expressions of interest to progress with this scheme.

Faye LeBon

Clerk to the Council, 19th November 2020

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2020

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/06/2018	Barclays Current	0.00
30/10/2020	Unity Trust	104,209.90
31/10/2020	CCLA	40,000.00
31/10/2020	Cambridge & Counties 120 Day	78,009.52
31/10/2020	Charity Bank	85,000.00
31/10/2020	Hampshire Trust Bond 1	55,000.00
31/10/2020	Hodge Bank	22,000.00
31/10/2020	Nationwide Instant Access	121,836.20
31/10/2020	Santander Bond 1	60,420.82
31/10/2020	United Trust	50,000.00
31/10/2020	Unity Trust Deposit	146,211.53
		<u>762,687.97</u>
<u>Other Cash & Bank Balances</u>		
		550.00
		<u>763,237.97</u>
<u>Unpresented Payments</u>		
		1,681.55
		<u>761,556.42</u>
<u>Receipts not on Bank Statement</u>		
		-1.00
		<u>761,555.42</u>
Closing Balance		
		<u>761,555.42</u>
<u>All Cash & Bank Accounts</u>		
1	Current	102,527.35
2	Bonds & Savings	658,478.07
	Other Cash & Bank Balances	550.00
	Total Cash & Bank Balances	<u>761,555.42</u>

PORINGLAND PARISH COUNCIL
Payments List 25th November 2020

<u>Payee</u>	<u>Code</u>	<u>Description</u>	<u>TOTAL</u>	<u>VAT Reclaimable</u>
Staff salaries, PAYE, pension contributions and other contractual payments			£11,592.76	
Dyno-Rod	Community Centre	Empty Grease Tap	£150.00	£25.00
South Norfolk Council	Outside spaces	Dog bins - Annual Charge	£3,019.44	£503.24
ESPO	Community Centre	Gas	£178.52	£29.75
World Pay	Community Centre	Café - card charges	£44.50	£1.91
Garden Guardian	Comm Sums/Open Spaces	Grounds Maintenance	£836.20	£139.37
Barclaycard	Community Centre	Various*	£456.51	£42.91
Veolia	Community Centre/ Burial Ground	Waste Removal	£76.94	£17.20
Faye LeBon	Community Centre	Café	£37.57	£0.00
Microshade	Community Centre	Hosted IT	£202.50	£33.75
Nisbets	Community Centre	Café	£66.67	£11.11
The Alarm Company	Community Centre/ Playing field	CCTV Improvements	£2,223.60	£370.60
Bin Dirty	Community Centre	Bin clean	£77.50	
Bartlett signs	Comm Sums	Play ground signs / Penelope sign	£412.80	£68.80
Direct Packaging Dereham	Community centre	café	£60.54	£10.09
Ian Smith	General Administration	Stationery	£67.52	£11.25
Spire Cleaning services	Playing Field	General costs	£57.60	£9.60
Spire Cleaning services	Community Centre	Relief care taking	£134.40	£22.40
Norfolk copiers	General Administration	printing	£45.71	£7.62
Yare Shipping	Community Centre	Café Stock	£74.38	£1.20
CGM	Burial Ground	soil and fill sunken graves	£36.00	£6.00
CGM	Burial Ground / Memorial Garden	Grounds Maintenance	£981.43	£163.57
PKF Littlejohn LLP	General Administration	Audit fee	£1,200.00	£200.00
vortex grounds	comm sums/playing field/ community cen	Grounds Maintenance	£587.00	£97.83
Amazon Business	Playing Field / Café	Basketball nets / Cake Display	£32.30	

Refunds - Covid-19

<u>Payee</u>	<u>Code</u>	<u>Description</u>	
Name Withheld	Community Centre	Craft fair refund	£10.00
Name Withheld	Community Centre	Craft fair refund	£12.00
Name Withheld	Community Centre	Craft fair refund	£10.00
Name Withheld	Community Centre	Craft fair refund	£10.00
Name Withheld	Community Centre	Craft fair refund	£12.00
Name Withheld	Community Centre	Craft fair refund	£18.00
Name Withheld	Community Centre	Craft fair refund	£12.00
Name Withheld	Community Centre	Craft fair refund	£12.00
Name Withheld	Community Centre	Craft fair refund	£10.00
Name Withheld	Community Centre	Craft fair refund	£12.00
Name Withheld	Community Centre	Craft fair refund	£12.00
Name Withheld	Community Centre	Craft fair refund	£10.00
Name Withheld	Community Centre	Craft fair refund	£12.00
Name Withheld	Community Centre	Craft fair refund	£10.00
Name Withheld	Community Centre	Craft fair refund	£10.00
Name Withheld	Community Centre	Craft fair refund	£12.00
Name Withheld	Community Centre	Craft fair refund	£10.00
Name Withheld	Community Centre	Craft fair refund	£18.00
Name Withheld	Community Centre	Craft fair refund	£20.00
Name Withheld	Community Centre	Craft fair refund	£10.00
Name Withheld	Community Centre	Car boot	£7.00
Name Withheld	Community Centre	Car boot	£7.00
Name Withheld	Community Centre	Craft fair refund	£12.00

Accounts for Payment
Councillors with Pecuniary Interests

Spruce Landscapes	Burial ground	grave infill	£36.00	£6.00
			£22,934.39	£1,779.20

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Poringland Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

29/07/2020

and recorded as minute reference:

Item 9e

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.poringlandparishcouncil.gov.uk AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

Poringland Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	322,885	589,261	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	150,922	161,236	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	390,531	278,447	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	112,796	133,062	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	8,713	8,713	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	153,568	208,008	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	589,261	679,161	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	578,312	667,865	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,867,890	1,890,639	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	62,264	56,655	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

29/07/2020

I confirm that these Accounting Statements were approved by this authority on this date:

29/07/2020

as recorded in minute reference:

Item 9f

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2019/20

In respect of **PORINGLAND PARISH COUNCIL – NO0346**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

07/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)