



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 Faye LeBon FdA
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 September 2019 at Poringland Community Centre.

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 4th September 2019

4. Matters arising including Clerk's Report

5. Report from the Chairman

6. To Consider Candidates for Co-Option on to Poringland Parish Council

7. 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)

8. Planning

a. Applications Received

- i. 2019/1750 – Land off Mill Close – Erection of Bungalow
- ii. 2019/1803 – Bella Vista, Bungay Road – Installation of Biomass Boiler
- iii. 2019/1851 – 1 Sunnyside Avenue - Proposed flat roof dormer to the rear and 2 pitched roof dormers to the front elevation with an infill extension

b. Planning Decisions

- i. 2019/1709 – Land West of Octagon Farm – Details of Condition 4 (materials)

APPROVAL OF DETAILS

9. Correspondence and Consultations

- a. To Consider the Norfolk Minerals and Waste Local Plan: Preferred Options Consultation

10. Finance

- a. To Receive Receipts, payments and bank reconciliation for August 2019
- b. To Agree Accounts for payment
- c. To Receive Fully Audited Accounts for 2018/2019

- d. To Agree Donation to Royal British Legion for Poppy Wreath

11. Committee and Advisory Group Reports and Recommendations

- a. Neighbourhood Plan Committee
- b. Strategic Working Group
 - i. To Consider Parish Council Procedure for Operation London Bridge
 - ii. To Consider Christmas Tree / Event at Poringland Community Centre

12. Date of next Parish Council meeting: Wednesday 25th September 2019, 7pm, Poringland Community Centre

Dated the 19th September 2019

Clerk..... Faye LeBon

Minutes of the Meeting of Poringland Parish Council
Wednesday 4th September 2019 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
John Henson
David Hewer
John Hodgson
John Joyce
Lisa Neal
Carl Pitelen
Chris Walker
Faye LeBon (Parish Clerk)

Also attended: Thirty five members of the public also in attendance.

1. Attendance and Apologies for Absence

Apologies were accepted from John Overton, Trevor Spruce and County Councillor Vic Thomson.

2. Declarations of Interest and Applications for Dispensation

Chris Walker disclosed a pecuniary interest in item 7a(ii) – planning application 2019/1593. It was agreed that Cllr Walker be permitted to sit in the public gallery for this item, but not take part in any part of the council discussions or decision making.

Lisa Neal declared a non-pecuniary interest in item 7 as a member of the South Norfolk Council Planning Committee.

3. Minutes of the Meeting Held on 31st July 2019

Subject to the amendment of a typographical error, the minutes of the meeting held on 31st July 2019 were **agreed** after a proposal by David Hewer and a second by John Henson.

4. Matters Arising, Including Clerk's Report

The Clerk presented her report into matters arising:

New Cemetery: This remains in abeyance while possible new areas of land are investigated. It may be possible that areas of land may come available after the site specific consultation of the Greater Norwich Local Plan.

Bus Stop at Hardley Road: Norfolk County Council has ordered the bus stops and will programme them in to be installed over the next few weeks.

Pond Maintenance: An updated street cleaning programme has been requested from South Norfolk Council. The Conversation Volunteers will be onsite on 1st October to clear the pond at the Leisure Garden. Specifications have to be put together to cut back the trees at the pond at the community centre.

Charity Bank and Bank Signatories: The charity bank application has been completed and sent off. Final signatures are required for United Trust Bank, CCLA and Barclays (Welcome Home and Memorial Playing Fields Trust) to complete this project. Signatures are also required for the new Cambridge Building Society Account.

Primary School Places: Norfolk County Council is in the process of reviewing sites put forward for a prospective new school. Norfolk County Council has not yet made these sites available in the public domain.

Funding for Permissive Pathways at High Ash Farm: A letter has been drafted to be presented to the Strategic Six Group, for sending to Richard Bacon MP, about the expiry of the Higher Level Stewardship Schemes and the associate loss of funding to incentivise land owners to allow the public to access the countryside via their land. A freedom of information request has been sent to the Rural Payments Agency to establish just how many permissive rights of way Norfolk could lose.

Dog Bin on Devlin Drive: The new dog bin for the Mulberry open space has been delivered, which now allows the project to move the dog bin from Devlin Drive. South Norfolk Council has been consulted and has no objections to the move.

Fire Risk Assessment: Fire warden and extinguisher training has been completed and fire signage ordered. This is in the process of being installed. Finding a carpenter prepared to provide the remedial works on the fire door to the kitchen remains problematic.

Police Shed: A counter offer has been placed for the purchase of the police shed. This will be put to the Police and Crime Commissioner's Office on or after 27th

August.

Telephone Box: Cllr Thomson has confirmed that planning permission is only required because the box is a listed structure, otherwise it would have been exempt. John Hodgson has submitted an application for funding for the defibrillator to the Fuel Allotment Trust, which has been looked upon favourably. The paint to recondition the box, from a recommended BT supplier, will cost £119 + VAT. This includes all glosses, undercoat and brushes. The only thing excluded is the gold paint for the crown, for which it has been advised that a gold Hammerite is suitable. It was agreed to purchase these supplies to enable the refurbishment of the box. **Clerk**

Community Centre Improvements: The boiler repair has been booked in for the latter part of September. The grease cleaning and remedial works to the extractor is booked in for 10th September.

Insurance Claim: The insurance claim has been paid out in full (with the exception of the heras fencing, which will be paid out when the full term of the hire has been established). The order for the new equipment was placed 2nd August, but is now subject to a 6-8 week delay to allow for manufacture, delivery and installation.

Improved Recycling Facilities: An account has been opened with Terracycle and an application made to become a drop off location for empty crisp packets.

Planning Application Time Extensions: No response has been received from South Norfolk Council's planning department over time extensions being requested by the Parish Council, but determinations being made ahead of the extension time. The next stage, should the Parish Council wish to pursue it, is to raise the matter to a formal complaint. Lisa Neal offered to pursue the matter.

Local Council Award Scheme: The application for renewal of foundation status was submitted on 9th August and has been approved.

Cyber Security: The Parish Council's insurance company has sent over a questionnaire so as to enable a quote to be provided to cover cyber-attacks. However, they warn that the policy is still in its infancy and is currently evolving. It is possible to set up councillor email addresses using the poringlandparishcouncil.gov.uk domain name. It was originally thought that this would come at a charge because it would utilise space on the server and extra space would be need to be purchased. However, the existing google accounts come with

15Gb storage, which should be ample for emails. The Parish Council's IT company advises that it is relatively simple to use a POP3 email account through the google server. The next stage would be to set up a councillor email address and run this concurrently with the current email address to test the system out.

It was suggested whether a different domain name should be considered, as the current one is quite extensive.

Clerk

5. Report from the Chairman

The Chairman reported that after concerns were raised, the police have instigated checks on parking at St Mary's Road. Today they issued words of advice to a person blocking a driveway and a person parking on the 'keep clear' yellow lines. They will also be writing to two people who had blocked a junction.

The Chairman also reported that the 'Rule The World' event to be held on Saturday had sold out.

6. Public Participation

Standing orders were suspended to allow members of the public to speak.

a) District Councillors

Cllr Neal reported that she has been confirmed as a Cabinet member on South Norfolk Council, responsible for Planning and Economic Growth.

South Norfolk Council is in the process of creating a 'Food Hub' at the Food Enterprise Park. There is currently space for 14 units, and interest has been received from local businesses. This is a collaborative project between South Norfolk Council, Broadland Council and Norfolk County Council.

Cllr Neal attended the Kett's Fun Day in Wymondham. Re-enactors were celebrating Kett's Rebellion and there was a Tudor camp set up. There was also a traditional fete, and the event was attended by approximately 4,000 people.

The GNLP is progressing and the next site specific consultation is expected to be in late September or early October.

Terms and Conditions of employment to bring employees from South Norfolk Council and Broadland Council in line, are being consulted upon.

Information was provided on Norwich Farm Share, which is a community food

business located in Whitlingham.

The council is also reviewing the domain name to see if there would be one more appropriate to the joint authority.

b) County Councillor

Cllr Thomson had given his apologies, but had provided a report which had been circulated to councillors.

Chris Walker left the meeting and sat in the public area.

c) Public Participation

The following objections were made by members of the public about the Burgate Lane planning application:

- 1) The proposed changing of priorities for traffic along Burgate was not safe. The 'throttle' point will cause difficulties for large vehicles and slow up emergency vehicles. It also did not make any sense for priority traffic to be sent into a housing estate, and essentially a dead end.
- 2) The applicant is proposing to remove one quarter of a valued, historic hedge. The offer to replace it with a new hedge is unacceptable.
- 3) The junction with Burgate Lane and Hall Road/Upgate is dangerous, with a limited visibility splay. The development would result in extra traffic trying to exit this junction at peak times.
- 4) For pedestrian access to local services, there are no footpaths and the area is unlit. There is no local desire to have footpaths and street lights provided by the developer as existing residents wish to retain the rural feel to this area of the village. The lack of sustainable transport methods will encourage car use, and leave those who cannot access a private car isolated. The bus routes are poor in this area, having recently lost two services per day. The public footpath proposed around the site will be flooded during the winter.
- 5) Despite the applicant reducing the density, compared with a previous application, the density still remains in excess of the neighbouring area.
- 6) Poor levels of consultation with local people and the Parish Council.
- 7) Increased pollution levels associated with the increased amount of traffic.

- 8) Impact on local infrastructure, particularly on the local schools which have been proven to be at capacity, and also the impact on local healthcare providers.
- 9) Concerns over the accuracy of the local bat survey, which is much at odds with a survey privately commissioned by a local resident.
- 10) No satisfactory address of how to deal with surface water drainage and little regard for the Poringland Integrated Urban Drainage Strategy. Statements about the 'dry ditch' are incorrect as the ditch is rarely dry.
- 11) An attenuation pond located dangerously close to a children's play area.
- 12) The site is outside the planning boundary and the Local Planning Authority has a five year housing land supply.

Standing orders were reinstated. Lisa Neal left the meeting and observed from the public area.

Chris Walker re-joined the meeting

7. Planning

a) Applications Received

- i) 2019/1660 – 113 The Street – Installation of External Air Conditioning Units**
Chris Walker presented this application to the meeting and consideration was given to any impact on neighbouring properties. It was **agreed** that no comment should be made on this application.

Clerk

Chris Walker left the meeting and observed from the public area

- ii) 2019/1593 – Land South of Burgate Lane - Outline planning application for the erection of up to 98 residential dwellings including 5 live/work units, structural planting and landscaping and a sustainable drainage system (SuDs) with a vehicular access point from Burgate Lane. All matters reserved except means of access.**
John Henson presented this application to the meeting. Councillors took on board all comments made by members of the public and feedback from John Overton and raised the following concerns:
 - 1) There is a lack of clarity about the work/live units being proposed, and what type

of commercial unit they could accommodate.

2) There has been no consideration for the policies in the emerging Neighbourhood Plan.

3) That the percolation tests need to be more extensive and cover a larger area, to account for the village being on a perched water table.

4) That the site is outside the planning boundary and the Local Planning Authority can evidence a five year housing land supply.

5) Concern that the application is being rushed through prior to the GNLP being adopted.

Taking on board these considerations and all comments that had been raised by the public, John Henson proposed that this application should be refused. Seconded by John Hodgson and carried.

Clerk

b) Planning Decisions

The following planning decisions were noted.

- i) 2019/1399 – 113 The Street – Replacement of shopfront with new polyester powder coated aluminium **APPROVAL WITH CONDITIONS****
- ii) 2019/0209 – 3 Rectory Lane - Retrospective freestanding car port/garage, a vehicle gate and picket fence to front and proposed garden shed to rear. **APPROVAL WITH CONDITIONS****
- iii) 2019/1294 – 9 Blackthorn Way – (T1) oak - crown lift low hanging secondary and tertiary branches to achieve an even crown height of 3m from ground level. Crown thin by removing only deadwood, epicormic growth and any decayed and crossing/rubbing branches. **APPROVAL WITH CONDITIONS****
- iv) 2019/1380 - Land To The Rear Of 6 Old Mill Road - Discharge of condition 3 - materials and 5 - surface water drainage details of permission 2018/0073 **APPROVAL OF DETAILS****
- v) 2019/1385 – Land To The Rear of 6 Old Mill Road - Non material amendment of permission 2018/0073 - changes to fenestration and external plinth height **APPROVAL****
- vi) 2019/1384 – 2 Church Close – Single Storey Rear Extension – **APPROVAL WITH****

CONDITIONS

Lisa Neal and Chris Walker Returned to the Meeting

8. Correspondence and Consultations

a) To Consider Request for Dog Bin Along Stoke Road

A request from a parishioner for a dog bin on Stoke Road was considered. A map of all the dog bins in the parish was also reviewed and it was noted that there were fewer dog bins at the north of the village. John Henson proposed that a new dog bin should be purchased for this area, subject to agreement on siting from South Norfolk Council. This was seconded by Chris Walker and carried.

Clerk

b) To Consider Correspondence from the Parochial Church Council Regarding Pathway Surfacing

Councillors considered a request from the Parochial Church Council for a donation to the project to repair the pathways accessing the Octagon. After careful consideration Lisa Neal proposed that it was not appropriate to make a donation towards this project. Seconded by John Hodgson and carried.

9. Finance

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for July 2019 were presented and **noted**.

b) Accounts for Payment

It was **agreed** to pay the following accounts, following a proposal from Chris Walker and a second from David Hewer.

Payee	Description	Amount
	Staff Salaries	£6,556.47
HMRC	PAYE & NIC	£2,095.04
Norfolk Pension Fund	Pension Contributions	£2,328.06
Microshade	Hosted IT	£241.20
BT	Telephone and Broadband	£41.99
Hollinger Print	5+Newsletter Printing	£174.00
Unity Bank	Bank Charges	£47.70

T&P Fire	Fire Warden Training	£192.00
Total Gas and Power	Electricity	£821.67
ESPO	Gas	£57.29
World Pay	Card Charges	£3.97
Office Water Supplies	Engineer Callout	£9.00
MPS Doors	Repair of Automatic Door	£1,773.04
Chase Stereo (M.	Disco for Take That Tribute	£345.00
Tribute Acts	Balance of 'Rule The World'	£424.00
The Alarm Company	Connect Fire Alarm to Rear Doors	£585.60
East Coast Community	Refund of Hire	£112.50
Screwfix	Painting Materials	£106.13
Total Gas and Power	Electricity	£125.14
Norwich Electrical	PAT Testing and Electrical Repairs	£661.14
Bartletts	Fire Safety Signage	£332.88
Veolia	Waste Removal	£87.58
Vortex	Grounds Maintenance (July & Aug)	£1,039.98
Spruce Landscapes	Grounds Maintenance	£1,051.20
Garden Guardian	Grounds Maintenance	£782.27
S. Raney	Make Safe Damaged Trees	£420.00
Glasdon	New Dog Bin	£225.45
Westcotec	New Brackets for SAM2 sign	£120.00
Barclaycard	Telephone/Bar/Maintenance/Event	£986.57
R. McCarthy	Petty Cash Top Up	£88.30
Danny Morley	Repairs to Pavilion	£300.00
Norfolk Copiers	Printing	£35.71
	TOTAL:	£22,170.88

The Clerk advised that the Charity Bank account had now been opened. It was agreed that £85,000 be transferred from the Unity bank account to the new Charity Bank account.

John Henson and John Hodgson will authorise these payments.

c) To Agree to Appoint Auditing Solutions as Internal Auditor for Financial Year 2019/2020

The Clerk reported that the service received from Auditing Solutions in the 2018/2019 financial year was not only professional, but supportive, giving guidance as to correct practice and procedure. John Henson proposed that Auditing Solutions should be appointed to perform the 2019/2020 internal audit, seconded by Chris

Walker and carried.

d) To Consider Updates to Financial Standing Orders to Reflect Changes to Supplier Records

The Clerk reported that new model financial regulations had been issued by NALC to bring in changes to safeguard the council against fraudulent changes in supplier account details. It was agreed after a proposal from Chris Walker and a second from David Hwer to adopt these changes into the Parish Council's Financial Regulations.

10. Committees and Advisory Group Reports and Recommendations

a) Neighbourhood Plan Committee

John Henson reported that the Regulation 16 Consultation continues to run until 13th September. This consultation is being run by South Norfolk Council and all representations should be sent to them. The plan will be put before South Norfolk Council's Cabinet on 9th September where John Joyce will give representations to Cabinet about the plan, its aspirations and why it meets the Basic Conditions and should be sent to examination.

The CVs of two possible examiners have been sent to the Parish Council for consideration. One is not able to do the examination during the timescale that the Parish Council wanted. The Clerk is to make enquiries about the second examiner to parishes where the Neighbourhood Plan examination has been completed.

b) Amenities Advisory Group

David Hwer reported that the Amenities Advisory Group inspected all areas of parish land over the periods of the 12th August and 16th August.

With regards to the playing field, it was noted that the ditch requires clearance and desilting. The Clerk is to obtain quotations for this work. Lisa Neal suggested programming this in every three years.

Clerk

Concerns were raised about damage being done to the pavilion and grassed areas around it by football practice. The Clerk is to speak to the young man who is practising and ask if some kickwalls would be useful to him. This would prevent the pavilion wall being used for football practice and the walls could also be used by the

Clerk

wider community.

The leaking overflow pipe at the pavilion has been subsequently repaired.

There are some tree branches that require cutting back from the roof.

The weather boards are in need of replacement.

The bowls pavilion has been painted.

The hedging around the bowling green requires cutting and ideally lowering to 6ft.

The Clerk is to check the contract to see what is required of the contractor, and queried whether the hedge was previously allowed to grow up (possibly to prevent footballs entering the bowling green).

The wooden benches around the village require maintenance. This should also be put in a three year maintenance regime.

The overgrown plants in the memorial garden have since been addressed by the contractor.

It was agreed to purchase some clear graffiti resistant paint for the bus shelters.

The village signpost requires cleaning and painting.

The table tennis table is in good condition.

The pond at the community centre requires maintenance (as previously agreed).

The gates and metal fencing require attention. Some struts are missing and gas struts require attention/replacement. Fencing in around top field behind the Community Centre requires stabilising.

The wooden play equipment at the Victory Avenue play area requires treatment.

It was noted that a tree on the playing field had been deliberately poisoned. The police are treating this as criminal damage and are appealing for information.

**Clerk to
address
all items**

To Receive Update Report on B-Line Project

- c) John Joyce reported that he and the Clerk had met with representatives from the Bergh Apton Conservation Trust and also the Chairman of Chedgrave Parish Council in relation to the B-Line project. In this meeting, discussions occurred as to how the recent grant obtained by the Bergh Apton Conservation Trust for this project would be spent.

The importance of groups of pollinators, no further away than 0.5km apart was emphasised, as bees do not tend to fly more than 0.5km in between landing places.

The B-Line will begin at Poringland and finish at Chedgrave, and have the Bergh Apton nature reserve in the centre. Other areas between the three sites to enable bees to travel 0.5km are in the process of being identified.

18. Date of next meeting:

- Wednesday 25th September 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9.20pm.

CHAIRMAN

DRAFT

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.

- **New Burial Ground** – No further update on any potential cemetery lands. Whatever land is to be considered will need to be subject to testing by the Environment Agency so as to ensure suitability and future sustainability **ONGOING**
- **Bus Stop at Hardley Road** – Norfolk County Council has ordered the bus stops and will programme them in to be installed over the next few weeks. **ONGOING**
- **Pond Maintenance** – An updated street cleaning programme has been requested from South Norfolk Council. The Conversation Volunteers will be onsite on 1st October to clear the pond at the Leisure Garden. Specifications have to be put together to cut back the trees at the pond at the community centre. **ONGOING**
- **Bank Accounts** – The charity bank has been opened. Final details are required for the Barclays (Welcome Home and Memorial Playing Fields Trust) change of signatories to complete this project and for the opening of the new Cambridge Building Society Account. **ONGOING**
- **Primary School Places** – Norfolk County Council is in the process of reviewing sites put forward for a prospective new school. Norfolk County Council has not yet made these sites available in the public domain.
- **Funding for Permissive Pathways at High Ash Farm.** A letter has been drafted to be presented to the Strategic Six Group, for sending to Richard Bacon MP, about the expiry of the Higher Level Stewardship Schemes and the associate loss of funding to incentivise land owners to allow the public to access the countryside via their land. A response to a Freedom of Information request to the Rural Payments Agency is due by 2nd October, which will detail how many permissive pathways there are in Norfolk, which will be used to add substance to the letter about how many pathways this matter concerns.
- **Dog Bins.** The new dog bin for the Mulberry open space has been delivered, which now allows the project to move the dog bin on Devlin Drive. South Norfolk Council has been consulted and has no objections to the move. David Wilson Homes has been consulted about the location of a new dog bin on the Hardley Road junction.
- **Fire Risk Assessment.** A contractor will be reviewing the fire door in the community centre on 19th September with a view to advising on repair or replacement. **ONGOING**
- **Police Shed.** A counter offer has been placed for the purchase of the police shed. This will be put to the Police and Crime Commissioners Office on or after 27th August. **ONGOING**
- **Telephone Box.** Men's Shed has confirmed that they would be happy to do the refurbishment of the telephone box, so the refurbishment paint kit has been ordered. The only thing excluded is the gold paint for the crown, for which we have been advised that a gold Hammerite is suitable. **ONGOING**

- **Community Centre Improvements.** The boiler repair has been booked in for replacement on 25th September. The grease cleaning and remedial works to the extractor have been completed. **ONGOING**
- **Improved Recycling Facilities.** An account has been opened with Terracycle however as the scheme has been so popular, there are now limited recycling options. The options remaining are:
 - 1)'EllaCycle' - for any brand of baby food pouches and Ella's Kitchen's snack wrappers.
https://s3.amazonaws.com/tc-global-prod/download_resources/gb/downloads/10737/Ellas_Kitchen_accepted_waste_poster-v2-uk.pdf
 - 2) all oral care products and packaging (eg: toothbrushes, electric toothbrush head, toothpaste tubes and any toothbrush packaging)
https://s3.amazonaws.com/tc-global-prod/download_resources/gb/downloads/10710/Colgate_accepted_waste_poster-v3-uk_copy.pdf
 - 3) Beauty product packaging (eg: face wipe packaging, plastic pots and tubes, roll on deodorants, pumps and trigger sprays, hair colourant kits)
https://s3.amazonaws.com/tc-global-prod/download_resources/uk/downloads/961/personal_care_and_beauty_accepted_waste-v4-uk_%281%29.pdf
 - 4) 'RB – Home Hygiene' – most dishwasher tablet and cleaner packaging, flexible stain remover packaging, cleaning wipes packaging
https://s3.amazonaws.com/tc-global-prod/download_resources/gb/downloads/11581/RB_Accepted-Waste-Poster_UK_v4.pdf
- **Planning Application Time Extensions:** South Norfolk Council has responded to the Parish Council's concerns about decisions being made prior to the time extension being granted to the Parish Council to enable us to respond. They advise a new protocol has been set up and relayed to case officers which should assist with avoiding the above from occurring again. **COMPLETE**
- **Insurance Claim.** The insurance claim has been paid out in full (with the exception of the heras fencing, which will be paid out when the full term of the hire has been established). The installation of the new play equipment has been pencilled in for week commencing 30th September. **ONGOING**
- **Cyber Security.** Enquiries have been made about a possible new domain name. Once this is established then new email addresses based on the domain name, rather than gmail, can be trialled.
- **Ditch Clearance.** Quote requests have been sent out for clearance of the ditch to the west of the playing field

Faye LeBon

Clerk to the Council, 19th September 2019

The Preferred Options version of the Minerals and Waste Local Plan Review contains proposed minerals extraction sites, areas of search or waste management facilities within the following parishes:

Parish	Proposal
Attlebridge	Mineral extraction site – MIN 55 & MIN 202
Aylmerton	Mineral extraction site – MIN 69
Bawsey	Mineral extraction site – SIL 01
Beeston with Bittering	Mineral extraction site – MIN 23
Beetley	Mineral extraction site – MIN 08, MIN 12, MIN 13, MIN 51
Burgh Castle	Mineral extraction site – MIN 203
Buxton with Lamas	Mineral extraction site – MIN 37
Carbrooke	Mineral extraction site – MIN 200 Waste management site – WS1
Cranworth	Mineral extraction site – MIN 116
Crimplesham	Mineral extraction site – MIN Waste management site - WS6
Earsham	Mineral extraction site – MIN 209, MIN 210, MIN 211
East Beckham	Mineral extraction site – MIN 208
East Rudham	Mineral extraction site – MIN 45
East Winch	Mineral extraction site – MIN 40
Edgefield	Mineral extraction site – MIN 207
Felthorpe	Mineral extraction site – MIN 48
Feltwell	Mineral extraction site – MIN 204
Frettenham	Mineral extraction site – MIN 37
Fritton with St Olaves	Mineral extraction site – MIN 38
Haddiscoe	Mineral extraction site – MIN 25
Heckingham	Mineral extraction site – MIN 92
Holt	Mineral extraction site – MIN 71
Horsham & Newton St Faiths	Mineral extraction site – MIN 96
Horstead with Stanninghall	Mineral extraction site – MIN 64, MIN 65
Ludham	Waste management site – WS4
Marham	Mineral extraction site – SIL 02 Area of Search for future silica sand extraction - AOS E
Middleton	Mineral extraction site – MIN 06 Waste management site - WS5
Morton-on-the-Hill	Waste management site – WS3
Mundham	Mineral extraction site – MIN 212
North Walsham	Mineral extraction site – MIN 115
Pentney	Mineral extraction site – MIN 19, MIN 205
Quidenham	Mineral extraction site – MIN 35, MIN 201
Runcton Holme	Area of Search for future silica sand extraction - AOS F, AOS I
Shouldham	Mineral extraction site – SIL 02 Area of Search for future silica sand extraction - AOS E
Shouldham Thorpe	Area of Search for future silica sand extraction - AOS E, AOS I
Snetterton	Mineral extraction site – MIN 35, MIN 102, MIN 201 Waste management site – WS2

Parish	Proposal
Spixworth	Mineral extraction site – MIN 96
Stow Bardolph	Area of Search for future silica sand extraction – AOS F
Stratton Strawless	Mineral extraction site – MIN 213
Tottenham	Mineral extraction site – MIN 74, MIN 77, MIN 206 Area of Search for future silica sand extraction - AOS I, AOS J
West Dereham	Mineral extraction site – MIN 32 Waste management site - WS6
Weston Longville	Waste management site – WS3
Wormegay	Area of Search for future silica sand extraction – AOS E, AOS J

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2019

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Barclays Current	0.00
1	Unity Trust	79,394.10
2	Barclays Deposit	0.00
2	Cambridge & Counties 120 Day	76,680.23
2	United Trust	50,000.00
2	CCLA	40,000.00
2	Santander Bond 1	60,000.00
2	Hampshire Trust Bond 1	55,000.00
2	Hodge Bank	55,000.00
2	Unity Trust Deposit	195,561.02
2	Nationwide Instant Access	121,362.08
		732,997.43
<u>Other Bank & Cash Balances</u>		
	Petty Cash	550.00
	Cashbook Suspense	0.00
		550.00
		<hr/> 733,547.43
<u>Unpresented Payments</u>		
1	31/08/2019 SO	0.79
1	31/08/2019 SO	0.62
1	31/08/2019 SO AND BAC	11.24
1	31/08/2019 SO	0.45
1	31/08/2019 SO AND BAC	371.62
1	31/08/2019 BACS	173.81
1	31/08/2019 BACS	2,095.04
1	31/08/2019 BACS	2,328.06
1	31/08/2019 BACS	241.20
1	31/08/2019 BACS	192.00
1	31/08/2019 DD	57.29
1	31/08/2019 BACS	9.00
1	31/08/2019 BACS	1,773.04
1	31/08/2019 BACS	345.00
1	31/08/2019 BACS	424.00
1	31/08/2019 BACS	585.60
1	31/08/2019 BACS	106.13
1	31/08/2019 BACS	661.14
1	31/08/2019 BACS	332.88
1	31/08/2019 BACS	1,039.98
1	31/08/2019 SO AND BAC	106.20
1	31/08/2019 BACS	782.27
1	31/08/2019 BACS	420.00
1	31/08/2019 BACS	225.45
1	31/08/2019 BACS	120.00
1	31/08/2019 BACS	35.71
1	31/08/2019 BACS	34.68
1	31/08/2019 BACS	51.76
1	31/08/2019 BACS	300.00

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2019

<u>Account Description</u>	<u>Balance</u>
	12,824.96
	<u>720,722.47</u>
<u>Receipts not on Bank Statement</u>	
1 30/08/2019	10.00
	10.00
Closing Balance	720,732.47
<u>All Cash & Bank Accounts</u>	
Current	66,579.14
Bonds & Savings	653,603.33
Other Bank & Cash Balances	550.00
Total Bank & Cash Balances	720,732.47

PORINGLAND PARISH COUNCIL			
Payments List 25th September 2019			
Payee	Code	Description	TOTAL
F LeBon	Salaries	Clerk	
R McCarthy	Salaries	Asst Clerk	
L Gooderham	Salaries	Caretaker	
S Warminger	Salaries	Cleaner	
S Duffell	Salaries	Project Officer	
S Cunningham	Salaries	Administrator & Caretaker	
D McGuinness	Salaries	Pavilion Cleaner	
J Dodman	Salaries	Bar Assistant	
			£6,610.64
HMRC	Salaries	PAYE & NIC	£2,091.86
Norfolk Pension Fund	Salaries	Pension Contributions	£2,325.89
Microshade	General Administration	Hosted IT	£241.20
BT	General Administration	Telephone and Broadband	£79.31
Norfolk ALC	General Administration	VAT Training	£63.00
PKF Littlejohn	General Administration	External Audit	£1,560.00
Total Gas and Power	Community Centre	Electricity	£750.85
ESPO	Community Centre	Gas	£56.81
World Pay	Community Centre	Card Charges	£5.03
Greasebusters	Community Centre	Cleaning and Repair of Extractor	£384.00
Wave	Community Centre	Water Bill	£287.87
Hugh Crane	Community Centre	Cleaning Consumables	£224.42
Night Train	Community Centre	Band for 5th October	£600.00
X2 Connect	Open Spaces	Paint for Telephon Box Refurb	£166.80
Norfolk Plumbing	Playing Field	Unblocking of Drains	£85.00
Wave	Playing Field	Water Bill	£166.04
Total Gas and Power	Playing Field	Electricity	£121.22
Veolia	Community Centre / Cemetery	Waste Removal	£75.58
Spruce Landscapes	Playing Field/Memorial Garden/C. Cent	Grounds Maintenance	£1,050.00
Garden Guardian	C. Sums/Playing Field/Open Spaces	Grounds Maintenance	£782.27
Barclaycard	C. Centre / General Admin /P. Field	Telephone/Bar/Maintenance/Eve	£1,240.39
			£18,968.18

Section 1 – Annual Governance Statement 2018/19

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 2019, 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 should be published with the Annual Governance Statement.

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

26/06/2019 MM/YY

and recorded as minute reference:

M19d REFERENCE

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

Chairman

[Signature] REQUIRED

Clerk

[Signature] REQUIRED

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 2018/19 for

Poringland Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	247,639	322,885	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	142,829	150,922	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	155,880	390,531	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	112,574	112,796	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
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	102,176	153,568	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	322,885	589,261	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	317,762	578,312	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	1,901,630	1,867,890	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	67,597	62,264	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 2019 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

26/06/2019

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

26/06/2019

as recorded in minute reference:

M19E REFERENCE

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



Section 3 – External Auditor Report and Certificate 2018/19

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 2019; 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 2018/19

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 2018/19

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 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

16/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)