

Hindolveston Parish Council

Clerk: Mrs Joanna Otte tel 01328 822366
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN
e-mail: hindolvestonpc@googlemail.com

To: Chris Davison, Trevor Leeder, Peter Patten (Vice-Chair), Mary Walsh (Chair)
CC: (District Cllr), David Ramsbotham (County Cllr) PCSO S Artingstall

You are hereby summoned to the
Annual Meeting of Hindolveston Parish Council to be held in the Millennium Pavilion, Rec
Ground at 7.30 pm on **Thursday 28 May 2015**

Signed: Joanna Otte.....
Clerk to the Council

Date

To complete acceptance of office forms before the start of the meeting

AGENDA

- 1) The Chair will ask for proposers and seconders for the Election of Chair.
 - a) The new Chair will complete and sign acceptance of office
- 2) The new Chair will ask for proposers and seconders for the Election of Vice-Chair.
- 3) To consider co-option of three members.
- 4) To note training available for new and existing councillors.
- 5) Appointment of members if required e.g. to Rec Ground Committee, to Hindolveston Charity.
- 6) Allocation of responsibilities
 - a) Risk assessment of structures including street lights
 - b) Health and Safety Checks of allotments
 - c) Internal account checker
 - d) To confirm the Internal Auditor: Stafford Snell
- 7) **Policies to note / review**
 - a) Standing Orders (last reviewed July 2010 due for update)
 - b) Code of Conduct (adopted 2012)
 - c) Financial Regulations (last reviewed January 2010 due for update)
 - d) Annual Financial Risk Management (updated May 2015)
 - e) To approve update to Norfolk Pension Fund Employer's Policy Statement
 - f) Transparency Code for Smaller Authorities (came into effect April 2015)
- 8) To consider apologies and reasons for absence
- 9) Declarations of pecuniary interest in any of the agenda items listed below.
- 10) To confirm the minutes of the previous meeting (16 April 2015).

Hindolveston Parish Council

a) Matters arising

- i) To note clarification from the PCSO regarding road / pavement obstructions and specific incident in before previous meeting:

A **full obstruction would be a police matter**, for example someone is blocked in their driveway & unable to get their vehicle out or a pedestrian is forced to step off a pavement into the road due to a vehicle fully blocking the pavement.

Highways can be contacted to see if they can offer anything **to help any issues such as signage** but from what I've seen the organisers are now putting out cones on the roadside in front of the houses to stop anyone parking there.

We did receive a call last weekend from a member of the public regarding the parking & it was attended by police however there were no obstructions noted, it was built up but traffic could pass. I did liaise with organisers last weekend who did state that they had an unusual busy weekend as they had 5 teams attending but were doing their best to manage the parking with the space available. I would always encourage anyone who feels they have been obstructed by the parking to call on 101 to report the issue.

- 11) The Chair will adjourn the meeting to allow members of the public, PCSO, District and County Councillors to speak.

The Chair will re-open the meeting.

12) Highways

- a) Overhanging trees at **Pinfold Lane**. Update following site meeting.
- b) **Ditch at Church Lane**. Before the ditch can be filled the Parish Council would need to carry out a survey to determine where the culverts go at both ends of the ditch. A copy of such a report and mapping data would have to be submitted to the County Council Water Management for assessment.

- c) Items to report

13) Maintenance of Village Sign

- a) To consider quotes

14) Planning Applications.

- a) Applications to consider:
 - b) To note decisions made by North Norfolk District Council
 - i) Erection of single-storey side extension with accommodation in roof space at **26 The Street** ref: PF/15/0192. Permission granted.

15) Financial Business

- a) Accounts: As at 29 April 2015. To confirm balances on bank statements

Business Bonus	5,781.62
Business Premium	113.77
Community A/C	2,977.29

- b) Receipts:

Hindolveston Parish Council

c) Payments for approval:

i) cheques

	cheque no	£ p
J Otte (<i>expenses</i> April - May)		113.67
J Otte (photocopying newsletter May £12.65, paper for newsletter £19.90 + £4 VAT)		36.55
Recreation Ground (donation for use of pavilion for meetings March to April excluding Aug. & Dec)		56.00
Royal British Legion Poppy Appeal (VJ Day commemoration)		25.00
Norfolk Assoc. of Local Councils		125.65

16) Allotments

- a) To note that Martin Cornhill has given notice to give up part of his allotment 6bi (but will keep 6bii). He needs to move the shed and water tank but otherwise it is ready for a new tenant.

17) WWI centenary commemorations

- a) Heritage lottery grant projects: progress report
- i) Memorial Benches for Recreation Ground have been ordered (6-8 week lead time)
 - ii) War Memorial has been cleaned. Re-cutting of letters will be done in the next few weeks.

18) WW2 70th Anniversary of VJ commemoration

- a) To consider arrangements for Saturday 15 August. William Heal would be happy to say a few words re the War in the Far East, both on the loss of Singapore and at the time of Kohima. He suggests a simple ceremony (15-20 minutes) could be held at 12 noon or 6 pm. (He is not available between 10.30 and 11.30). Details of poems to mark the occasion can be found on the web as well as the Kohima Epitaph.

19) Recreation Ground

- a) Boundary. To note that the application to alter the title plan was objected to. The Parish Council has responded to indicated that it wishes to negotiate with the owners of the Barn. If negotiation fails then the process would go to the Land Registration division of the Property Chamber, First-tier Tribunal which would incur expenses.

b) Parking

20) Street-lighting

- a) To note that the Parish Council as a lighting authority is responsible for electrical testing of street lights (every 6 years) and for regular risk assessments (visual and if necessary full structural assessments)
- b) To note that the Deemed Contract rate for unmetered supplies has increased from 9.20p per kWh to 12.4p (first increase in nine years).

21) Items for report or for the next agenda (not for discussion).

22) Next Meeting of the Parish Council at 7.30pm on Thursday 18 June 2015 in the Millennium Pavilion, Recreation Ground.