

# Hindolveston Parish Council

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To:

Chip Davison, Trevor Leeder (Chair), Zara Leeder, Peter Patten, Mary Walsh (Vice-Chair)  
CC: Annie Claussen-Reynolds (District Cllr), David Ramsbotham (County Cllr), PCSO

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 **Tuesday 17 May 2016**

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

Date .....

## AGENDA

Welcome from the Chair

- 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) Allocation of responsibilities
  - a) Risk assessment of structures including street lights
  - b) Health and Safety Checks of allotments
  - c) Weekly written check of Playground apparatus
  - d) Internal account checker
  - e) To confirm the Internal Auditor: Stafford Snell
- 4) **Policies to note / review**
  - a) Code of Conduct (adopted 2012)
  - b) Standing Orders (last reviewed June 2015)
  - c) Financial Regulations (last reviewed June 2015)
  - d) Annual Financial Risk Management (updated May 2016)
  - e) Transparency Code for Smaller Authorities (came into effect April 2015)
- 5) To consider apologies and reasons for absence.
- 6) Declarations of pecuniary interest in any of the agenda items listed below.
- 7) To confirm the minutes of the previous meeting (20 April 2016).
- 8) 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.
- 9) Problems with telephone lines
  - a) About 30 people contacted the parish council following the item in the newsletter saying that they had crackling telephone lines and slow broadband. The Clerk wrote to BT complaining about the problems and requesting a solution.
- 10) Highways
  - a) Items to report

## Hindolveston Parish Council

### 11) Planning Applications

- a) Applications to consider
- b) To note decisions made by North Norfolk District Council
- c) Dedication stones at the Methodist Chapel: update

### 12) Financial Business

- a) Accounts: As at 29 April 2016. To confirm balances on bank statements

Business Bonus	5,084.57
Business Premium	113.82
Community A/C	5,068.04

- b) Receipts: none

- c) To note regular payments since previous statement

date	to whom		details	amount
01/04/16	Scooper Dooper	SO	dog waste collection	16.67
11/04/16	E.ON	DD	non-metered supply	28.92
25/04/16	salary and on costs	SOs	salary and on costs	241.38

- d) Payments for approval:

	cheque no	£	p
J Otte (carry forward)			
J Otte (newsletter May)		10.07	
Ryan Hubbard (graveyard maintenance)		90.00	

### 13) Allotments

- a) Tenant of Allotment 4ai would like to hand over to a new tenant

### 14) Recreation Ground

- a) Handover of paperwork from Committee which is standing down
- b) Find a bookings officer and key holder
- c) Complete change of signatories forms for bank accounts
- d) To consider applying to the Land Registry for Easement by Prescription on the track to the Recreation Ground. Initial cost: £40 (to apply to change the register).
- e) Hand wash basin for kitchen in Pavilion: progress report
- f) New sign for Recreation Ground
  - i) Approve draft for A3 on aluminium dibond: £40 (Signs2Wraps)

### 15) Street-lighting

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

- a) Accounts and Annual Return for External Audit

### 17) Next Meeting of the Parish Council at 7.30pm on **Wednesday 15 June 2016** in the Millennium Pavilion, Recreation Ground.