

Hindolveston Parish Council

Clerk: Mrs Joanna Otte tel 01328 822366
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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 a **Meeting of Hindolveston Parish Council**
to be held in the Millennium Pavilion, Rec Ground
at 7.30 pm on **Wednesday 15 June 2016**

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

Date

AGENDA

Welcome from the Chair

- 1) To consider apologies and reasons for absence.
- 2) Declarations of pecuniary interest in any of the agenda items listed below.
- 3) To confirm the minutes of the previous meeting (17 May 2016).
- 4) 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.

5) Problems with telephone lines

- a) Letter sent to BT via Keith Simpson MP (thanks to NNDCllr R Reynolds for do this).

6) Highways

- a) Items to report

7) Planning Applications

- a) Applications to consider

- b) To note decisions made by North Norfolk District Council

- c) Dedication stones at the Methodist Chapel: update

8) Financial Business

- a) Accounts: As at 25 May 2016. To confirm balances on bank statements

Business Bonus 5,109.57

Business Premium 113.82

Community A/C 4,485.61

- b) Receipts: NNDC precept (£3550) and LCTSG (£155)

- c) To note regular payments since previous statement

date	to whom		details	amount
01/05/16	Scooper Dooper	SO	dog waste collection	16.67
11/05/16	E.ON	DD	non-metered supply	28.92
25/05/16	salary and on costs	SOs	salary and on costs	241.38

- d) Payments for approval:

Hindolveston Parish Council

	cheque no	£ p
J Otte (expenses)		33.44
Stafford Snell (internal audit)		25.00

- 9) To confirm salary increase and new standing order instructions for bank. The National Joint Council (NJC) for Local Government Services has reached agreement for the 2016 - 18 National Salary Award:
- New pay scales for 2016 - 17 to be implemented immediately and backdated to 1 April 2016
 - New pay scales for 2017 - 18 to be implemented from 1 April 2017
- The National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) jointly recommend increase in salary scales of all full and part-time clerks employed under the terms of the model contract.
- SCP 18** was £9.207 per hour and has been **increased to £9.299 per hour from 1 April 2016**. (From 1 April 2017 the rate will be £9.392 per hour)
- To change standing order instructions at Barclays as follows:**
- | | | |
|--------------------|------------------------|---------|
| Salary: J Otte | 25 June 2016 | £193.94 |
| | 25 July and thereafter | £190.40 |
| Pension conts: NPF | 25 June 2016 | £ 54.45 |
| | 25 July and thereafter | £ 53.39 |
- 10) Account and Audit for 2015/16
- a) Approve and sign accounts which have been checked by T Leeder.
 - b) Approve and sign **Annual Return** including annual governance statement, for the external auditors, Mazars. See attached explanation of the annual governance statement and how the Parish Council meets its obligations.
 - c) The Internal Auditor, Stafford Snell, states 'The accounts and all related documentation are as usual all in order and well prepared, consequently there are no points I wish to raise with the Parish Council. There has been no full audit carried out on the Recreation Ground accounts.'
- 11) Allotments
- 12) Recreation Ground
- a) Summer Fete
 - b) Repairs / maintenance
 - i) Hand wash basin for kitchen in Pavilion: progress report
 - ii) Barge boards, soffits, window frames, door, gutter pipes
 - iii) Subsidence on paths - trip hazard
 - iv) Fencing
 - c) New signs for Recreation Ground
 - 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).
- 13) Street-lighting
- 14) Items for report or for the next agenda (not for discussion).
- 15) Next Meeting of the Parish Council at 7.30pm on **Thursday 21 July 2016** in the Millennium Pavilion, Recreation Ground.