

Hindolveston Parish Council

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

Present:

Chip Davison, Sara Leeder, Trevor Leeder (Chair), Peter Patten, Mary Walsh (Vice-Chair)
and: David Ramsbotham (County Cllr) and four members of the public

**Annual Meeting of Hindolveston Parish Council in the Millennium Pavilion, Rec. Ground
at 7.30 pm on Thursday 28 May 2015**

Acceptance of office forms completed

MINUTES

1) Trevor Leeder was elected Chair.

proposed	MW	seconded	CD	vote	all
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a) T Leeder completed and signed the acceptance of office

2) Mary Walsh was elected Vice-Chair.

proposed	TL	seconded	CD	vote	one abstention
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3) To consider co-option of three members.

Sara Leeder was co-opted. She completed a declaration of office.

proposed	MW	seconded	CD	vote	all
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John Fiddian (he did not wish to be co-opted).

proposed	PP	seconded	CD	vote	
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4) To note training available for new and existing councillors.

5) Appointment of members

- a) Recreation Ground Committee: Peter Patten and Trevor Leeder
- b) Hindolveston Charity: Mary Walsh and Trevor Leeder

6) Allocation of responsibilities

- a) Risk assessment of structures including street lights: Mary Walsh
- b) Health and Safety Checks of allotments annual in early Sept: M Walsh, C Davison
- c) Internal account checker: Trevor Leeder
- d) To confirm the Internal Auditor: Stafford Snell
- e) To confirm bank signatories: Trevor Leeder, Mary Walsh, Peter Patten
- f) Newsletter editor: Mary Walsh

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) Update to Norfolk Pension Fund Employer's Policy Statement approved.
- f) Transparency Code for Smaller Authorities (came into effect April 2015)

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- 8) To consider apologies and reasons for absence: PCSO Artingstall
- 9) Declarations of pecuniary interest in any of the agenda items listed below.
- 10) The minutes of the previous meeting (16 April 2015) were approved and signed.

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 adjourned the meeting to allow members of the public, PCSO, District and County Councillors to speak.

Police Report: 5 calls since previous meeting (2 X Concern for Safety; 1 x Highway Obstruction; 2 x Personal ASB); 1 x crime (causing harassment, alarm or distress).

D Ramsbotham NCCllr congratulated the Chair and councillors for the election. He reported that the County Council had recently had its AGM and the 'Rainbow Alliance' was still in control. The Committee system was working well, but some modification would be put in place. The Budget for 2015 had frozen council tax; children's services were protected but there were cuts in Highways etc. and redundancies. A process was in place to weed out surplus management. Further savings would be needed in the next few years - particularly due to the cut in grants from central government. The Parish Partnership Scheme would be available again.

A member of the public noted that some boughs had been cut back at Pinfold Lane but more was needed.

The Chair re-opened the meeting.

12) Highways

- a) Overhanging trees at **Pinfold Lane**. To note that the Highways Engineer had visited the site and would contact the owners. It was agreed that the Chair should approach Anthony Seaman to see if he would be able to assist with the cutting back of the trees.

- b) **Ditch at Church Lane**. Before the - 136 - ditch can be filled the Parish

Signed:
Chair

Date

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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. The Clerk was asked to contact Richard Pike Associates working with Victory Housing who may have carried out an investigation in 2013. The Clerk was also asked to get quotes for a survey of the ditch.

c) To note that the finger post **sign to Foulsham** has been replaced at the junction of The Street / Foulsham Road.

d) Items to report

- i) Potholes and cracked surface on B1110 direction Holt.
- ii) Uneven pavement at new development 3 Melton Road.

e) To note that Melton Road will be temporarily closed between 5 and 8 June for water supply connection at 3 Melton Road.

13) Maintenance

- a) To consider quotes for repairs to base of **Village Sign**: one quote received from Todd Services £50. Quote from R Eggleton not received. The Clerk was asked to contact Steve Jones to see if he would like to carry out the necessary repairs. If no other quotes were forthcoming it was agreed to accept the quote from Todd Services.
- b) To note with appreciation that Lennie King is keeping the old church yard in good trim cutting the grass and weeds round the graves etc.

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.

c) To note that the inscriptions on the foundation stones at the **Methodist Chapel** had been ground down. The Clerk was waiting for a response from the Planning and Conservation Officers at the District Council.

15) Financial Business

a) **Accounts**: As at 29 April 2015. The balances on bank statements were confirmed:

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

b) **Receipts**: none

c) **Payments for approval**:

- i) cheques

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	cheque no	£ p
J Otte (<i>expenses April - May</i>)	100659	113.67
J Otte (photocopying newsletter May £12.65, paper for newsletter £19.90 + £4 VAT)	100660	36.55
Recreation Ground (donation for use of pavilion for meetings March to April excluding Aug. & Dec)	100661	56.00
Royal British Legion Poppy Appeal (VJ Day commemoration)	100662	25.00
Norfolk Assoc. of Local Councils	100663	125.65

- ii) **To set up standing order for Scooper Dooper:** first payment on 1 June (to include payment for April and May) £50.01, thereafter £16.67 per month.

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. The Chairman would ask Chris if he was interested in this one.

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. It was agreed to have a ceremony at 6 pm on 15 August (possibly in the Village Hall). The Vice-Chair would make the arrangements with William Heal and encourage people / children to take part with readings, Last Post etc.

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. It was noted that the most important aspect would be to have access (wide enough for the lorries and tractors for Summer Fete and Roc on the Rec.) at this side of the recreation ground and for use by football traffic to get to the car park on the field.

- b) **Parking.** It was noted that Tony was agreeable to renting the land for use as a car park. However the owners of Well Cottage would like to purchase the land.

- c) **Fete on 28 June, Roc on the Rec.** on 4 July.

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- 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.