

Hindolveston Parish Council

Clerk: Mrs Joanna Otte tel 01328 822366
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN
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Present:

Chip Davison, Trevor Leeder (Chair), Zara Leeder, Peter Patten, Mary Walsh (Vice-Chair)
and: Roy Reynolds (District Cllr) and seven members of the public

Annual Meeting of Hindolveston Parish Council

in the Millennium Pavilion, Rec Ground at 7.30 pm on Tuesday 17 May 2016

MINUTES

Welcome from the Chair

1) Trevor Leeder was re-elected Chair.

proposed	MW	seconded	CD	vote	all
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- a) The new Chair completed and signed acceptance of office.
- b) All members completed an acceptance of officer including the Code of Conduct.

2) Mary Walsh was re-elected Vice-Chair.

proposed	CD	seconded	ZL	vote	all
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3) Allocation of responsibilities

- a) Risk assessment of structures including street lights: MW (Clerk to email list)
- b) Health and Safety Checks of allotments: TL and MW
- c) Weekly written check of Playground apparatus: MW (clerk to email list)
- d) Internal account checker; TL
- e) Internal Auditor: Stafford Snell for the time being.

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) Apologies from David Ramsbotham (County Cllr), PCSO Shane Artingstall.

6) Declarations of pecuniary interest in any of the agenda items listed below.

7) The Minutes of the previous meeting (20 April 2016) were approved and signed.

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

Police report: calls: 1 x Public Order; 3 x ASB related; 1 x Highway Disruption; Crimes: (relating to ASB) 1 x Public Order.

NNDCllr Roy Reynolds was standing in following the recent resignation of Steven Ward.

- o The bi-election for Astley Ward would take place some time after the Referendum.
- o NNDC was in the process of carrying out a Boundary Review to come into effect for the elections in 2019. The recommendation was to reduce the District Council wards from 48 to 40. Parishes would be consulted from 28 June to September.
- o Grants are available from the Big Society Fund. A cross party committee considers applications.
- o Discussions continue on the proposals for devolution for East Anglia (Norfolk, Suffolk and Cambridgeshire).

- 169 -

Signed:
Chair

Date

Hindolveston Parish Council

- It was noted that a response had been received from Planning and Conservation regarding the foundation inscriptions at the Methodist Church. It was suggested that if the Parish Council still had concerns about the process then a letter should be written to the Head of Planning.

A member of the public asked what had been done about the crackling phone lines. The Clerk reported that a letter had been sent to BT on 10 May. NNDCllr Reynolds suggested contacting Keith Simpson MP.
The Chair re-opened 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 had written to BT complaining about the problems and requesting a solution.

10) Highways

- a) Items to report:
 - i) Speeding on B1110 making it dangerous for traffic exiting the junction with Fulmodeston Road. It was decided to request a traffic census from the police.
- b) It was noted that the potholes on Church Lane had been filled.

11) Planning Applications

- a) Applications to consider
 - i) Notification of prior approval of a proposed change of use of agricultural building to dwelling house at **Barn** to rear of **Field View**, The Street ref: PU/16/0516. No objection.

b) To note decisions made by North Norfolk District Council

- c) Dedication stones at the Methodist Chapel: update. Letter received from Planning Officer: ‘...At the time, it was considered that this offered visual gains on a part of the building which makes only a limited contribution to the overall significance of the heritage asset. The Local Planning Authority is therefore not in a position to insist upon the inscriptions being reinstated.... [T]here were no local concerns raised to the proposals at the time that they were being considered. Had any been received, additional weight could potentially have been given to this element of the scheme. Please rest assured that all applications involving listed buildings are closely scrutinized in accordance with the Council’s statutory duties.’

It was agreed that a letter should be sent to the Head of Planning to highlight the issue.

It was agreed that the developers should be approached to request that the inscriptions be re-instated.

12) Financial Business

- a) **Accounts:** As at 29 April 2016. The balances on bank statements were confirmed:

Business Bonus	5,084.57
Business Premium	113.82
Community A/C	5,068.04
- b) **Receipts:** none

Hindolveston Parish Council

- 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)	100709	10.07
Ryan Hubbard (graveyard maintenance)	100710	90.00
Rosie Leeder (Vax Vacuum for Millennium Pavilion)	100711	119.99

13) Allotments

- a) Allotment 4ai passed on to a new tenant.

14) Recreation Ground

- a) Handover of paperwork from Committee which is standing down. Would like to have £3,000 reserved for MUGA purchase of MUGA. Karen will continue with funding applications (e.g. NNDC Big Society Fund).
- i) Find a bookings officer and key holder. Karen happy to continue if no one else comes forward.
 - ii) Karen Peart would continue with Rock on the Rec but was not prepared to organise the Summer Fete. However Peter Patten would organise the Summer Fete.
 - iii) Karen would keep the cheque book and paying in book until after the Rock on the Rec (change of signatories on bank account would be arranged afterwards).
 - iv) It was agreed to change the frequency of rubbish collection to 4 weekly (now that the football club has moved to Holt).
 - v) It was agreed to have a large sign for the entrance to the car park 'Hindolveston Recreation Ground, Millennium Pavilion and Play Area' (Karen to arrange), and to have a safety notice sign for the play area including contact details and what to do in an emergency (clerk to arrange).
 - vi) To note that annual playground inspection by RoSPA due in June.
 - vii) To note that repairs are needed to Pavilion and fencing (consider at next meeting).
- b) 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).
- c) Hand wash basin for kitchen in Pavilion: in progress.

15) Street-lighting

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

- a) Accounts and Annual Return for External Audit
- b) Repairs to Pavilion and fencing

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

Meeting closed at 8.55 pm