

Hindolveston Parish Council

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

Present:

Chip Davison, Trevor Leeder (Chair), Zara Leeder, Peter Patten, Mary Walsh (Vice-Chair) and: David Ramsbotham (County Cllr), Annie Claussen-Reynolds (District Cllr), Roy Reynolds (District Cllr but only observing), and six members of the public including prospective candidates for the District Council bi-election.

**Meeting of Hindolveston Parish Council in the Millennium Pavilion, Rec Ground
at 7.30 pm on Wednesday 15 June 2016**

MINUTES

Welcome from the Chair

- 1) Apologies from PCSO Artingstall.
- 2) Declarations of pecuniary interest in any of the agenda items listed below. None.
- 3) The minutes of the previous meeting (17 May 2016) were confirmed and signed.
- 4) The Chair adjourned the meeting to allow members of the public, PCSO, District and County Councillors to speak.

Police Report: 3 calls (2x ASB, 1 x theft); crime: 1 x theft. A Minute Man is on order for the B1110.

NCCLlr D Ramsbotham:

- AGM: Conservatives now hold the leadership but the council retains the committee system and there is a balance debate with 41 on each side.
- Parish Partnership Scheme is open again for applications for 2017-18 (closing date December 2016) providing 50:50 funding for Highway improvements.
- Devolution: NCC will make a decision on Monday which would lead to consultation.
- Query regarding the Mobile Post Office (reports to Parish Council that there have been some problems with providing a full service because of problems with mobile phone connection).

A member of the public asked if anything could be done about speeding in the Village. David Ramsbotham said that he had asked the PCC to address the problem because it was a matter for police enforcement.

NNDCllr A Claussen-Reynolds

- PCC Lorne Green had visited Astley Ward (including Hindolveston)
- Big Society Fund is open for applications for grants in North Norfolk.

The Chair re-opened the meeting.

5) Problems with telephone lines

- a) Letter sent to BT via Keith Simpson MP (thanks to NNDCllr R Reynolds for do this).
- b) Follow up email included some telephone numbers.
- c) BT had telephone the Chair a couple of times to check if it had improved.
- d) If problems continue it would be useful to have telephone numbers and addresses including postcode to forward to the contact at BT Openreach. (A note would be put in the newsletter).

Signed:
Chair

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6) Highways

- a) Items to report
 - i) Deep pothole at edge of road at Blue Tile Farm beyond the speed limit sign.
 - ii) Suspected sinking sewers on The Street to be reported to Anglian Water.
 - iii) To note that the County Councillor is following up a resident's complaint to Highways about the filling of potholes at junction of The Street and Church Lane.

7) Planning Applications

- a) Applications to consider
 - i) Change of use in part from agricultural to equestrian, erection of stables /storage/ tractor shed / barn, first floor accommodation and creation of new access and drive [**amended plans** - revised building siting and landscaping] at **Manton Grange, 113 The Street** ref; PF/16/0255. No objection.
- b) To note decisions made by North Norfolk District Council
- c) Dedication stones at the Methodist Chapel:
 - i) To note that a letter raising concerns about the process of planning approval for listed building had been sent to the Head of Planning at North Norfolk. No response received as yet.
 - ii) To note that a request to have the dedications re-inscribed on the foundation stones had been forwarded to the developers via the architect on the planning application.

8) Financial Business

- a) Accounts: As at 25 May 2016. The balances on bank statements were confirmed
 - 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) The following payments were approved:

	cheque no	£ p
Rosie Leeder (vax vacuum cleaner) (write chq with correct amount in words!)	100712	119.99
J Otte (expenses)	100713	33.44
Stafford Snell (internal audit)	100714	25.00
Ryan Hubbard (graveyard)	100715	90.00
Cash (float for summer fete - Peter Patten)	100716	250.00
P Patten (fittings for signs for fete)	100717	35.00
Lisa Chapman (cleaning Pavilion + materials)	100718	43.37

Signed:
Chair

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- 9) The salary increase and new standing order instructions for bank were confirmed:

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)

Standing order instructions at Barclays were approved and signed 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) The accounts, which had been checked by T Leeder, were approved and signed.
- b) To approve and sign **audit** form including annual governance statement.
 - The Annual Governance Statement was approved - see attached explanation of the annual governance statement and how the Parish Council meets its obligations.
 - Annual Account statement was approved.
- 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

- a) T Leeder and M Walsh to make arrangements for inspection in September.

- 12) Recreation Ground

- a) Finances
 - i) Balance in current account £5,845.20; in savings account £3,950.57 (£3,000 earmarked for MUGA)
 - ii) Cheque paid to Norse for first half payment for grounds maintenance
 - iii) To note that NNDC will send amended invoice for Eurobin and four weekly collection of rubbish (previously fortnightly).
 - iv) RoSPA has been informed of change of address
- b) Summer Fete: P Patten is going ahead with the summer fete. He has some helpers but more would be useful.
- c) Repairs / maintenance
 - i) Hand wash basin for kitchen in Pavilion: work in progress

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- ii) Quotes needed for items below. Clerk to ask S Jones and N Parsons; Chair to ask Wayne Jolley.
 - (1) Barge boards, soffits, window frames, door, gutter pipes
 - (2) Subsidence on paths - trip hazard
 - (3) Fencing

 - d) New signs for the entrance to Recreation Ground from The Street (Karen Peart) and for the Play Area (the Clerk) were on order.

 - e) 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).

 - f) To note that youth football club will be clearing out their container on 2 July and a skip will be delivered on 1 July for the weekend.
- 13) Street-lighting
- 14) Items for report or for the next agenda (not for discussion).
 - a) Letter received from K Peart.
- 15) Next Meeting of the Parish Council at 7.30pm on **Wednesday 20 July 2016** in the Millennium Pavilion, Recreation Ground.

Signed:
Chair

Date