

Hindolveston Parish Council

Clerk: Mrs Joanna Otte tel 01328 822366
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To: Phillip Brown, Hazel Carter, Chip Davison, Trevor Leeder (Chair), Zara Leeder, Mary Walsh (Vice-Chair)

CC: Pierre Butikofer (District Cllr), David Ramsbotham (County Cllr), PCSO S Artingstall

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 **Thursday 16 March 2017**

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 (16 February 2017).
- 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) Highways
 - a) Items to report
- 6) Update on sewage problems
 - a) Ditch on Melton Road. Reported to Anglian Water and NNDC (environmental health) on 7 February. Environment Agency ref 1501077.
 - b) Ditch behind Red House Farm: reported to Environment Agency ref: 1502376
- 7) Planning
 - a) Applications to consider
 - i) Erection of two storey rear extension, front porch and detached garage at **24 Church Lane**
 - b) To note decisions made by North Norfolk District Council
- 8) Planning Advisory Group (PAG)
 - a) To decide on the membership of the PAG to advise the Clerk on responses to planning consultations that are required between meetings in order to comply with the deadlines from the District Council (see planning policy adopted at previous meeting).
- 9) War Memorial
 - a) To note that the War Memorial is being assessed for listing as part of Historic England's First World War commemoration project. The site has been visited. They have the following details (including a list of names on the Memorial)

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History: The aftermath of the First World War saw an unprecedented wave of public commemoration with tens of thousands of memorials erected across the country. One such memorial was erected in 1921 in Hindolveston, Norfolk. The monument was unveiled on the 19th June 1921, in a ceremony attended by Lord Hastings.

Details: First World War memorial. Erected in 1921, to a design by Messrs' T H Blythe, Foulsham, Norfolk. **MATERIALS:** Carved from limestone. **DESCRIPTION:** Hindolveston War Memorial is located on the Street, Hindolveston. It comprises a small Celtic cross set on a tapering square shaft. The shaft is chamfered from the top with runout and bar stops, and rises from a square plinth on a two stepped base. The top corners of the plinth are decorated with flattened ram's horn spirals. The front (south west) face of the plinth is incised TO / THE GLORY OF GOD / AND IN MEMORY OF THE / MEN OF THIS PARISH / WHO FELL IN THE / GREAT WAR 1914 – 18 / THEIR NAME LIVETH / FOR EVERMORE. Two further faces are incised with the names of the Fallen. The memorial is set on a raised corner site and is enclosed by a post and chain fence, with a hedge to the rear. The memorial and gravel surround is supported by a flint retaining wall.

- b) **Consultation:** to provide any further information or observations which might be relevant to the assessment.

10) Financial Business

- a) **Accounts:** As at 28 February 2017. To confirm balances on bank statements

Business Bonus	5,336.53
Business Premium	113.85
Community A/C	4,200.92

- b) **Receipts:** donation of £1,500 from Dr Jackson & Dr Roddie towards repairs at the Receptions Ground. Letter of thanks has been sent.

- c) To note regular payments since previous statement

date	to whom		Details	amount
01/02/17	Scooper Dooper	SO	dog waste collection	16.67
11/02/17	E.ON	DD	non-metered supply	31.98
25/02/17	salary and on costs	SOs	salary and on costs	243.79

- d) **Payments for approval:**

- i) to confirm and amend changes to standing order payment to Scooper Dooper
ii) Cheques as below:

	cheque no	£	p
J Otte (expenses)		26.79	
J Otte (newsletter March)		9.86	
Came & Co (annual insurance premium LTA expires 2019)		1,021.59	
P Brown (USB stick for website backup)			

- e) **Changes to salary and pension**

- i) NALC & SLCC (agreed by NJC) salary scales 2016 - 2018 increase from 1 April 2017
ii) Norfolk Pension fund increase for employer's contributions
iii) **To approve amendments to standing order instructions for Barclays**

11) Arrangements for co-option of councillor; election of Chair & Vice-Chair

- a) To confirm the procedure for the elections of the Chair and Vice Chair at the Annual Meeting of the Parish Council.
- b) To review and confirm the procedure for co-option of a councillor at the meeting in May and to agree any actions thereafter.

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- 12) Meeting Protocols P Brown to:
- a) Propose changes to Standing Orders in relation to setting the agenda and the review of draft Minutes
 - b) Remind the meeting on the importance of transparency and to be aware of the requirements
 - c) Remind the meeting on the protocols on public contributions at meetings and expected standards of behavior
 - d) Remind the meeting on due process by councillors at meetings
- 13) Commemorative plaque
- a) To consider getting a commemorative plaque as a tribute to the crew of the Wellington BK440 who lost their lives when their plane crashed near Park Farm, Hindolveston on 11 December 1943.
 - b) To consider the wording on the plaque and the location.
- 14) Allotments
- a) To note that Ryan Hubbard has taken on the vacant allotment 4bi
- 15) Recreation Ground and Pavilion
- a) Safety report
 - b) Repairs / maintenance: to consider quotes
 - i) Barge boards, soffits, window frames, door, gutter pipes
 - ii) Subsidence on paths - trip hazard
 - iii) Fencing
 - c) To consider quotes for spraying the car park three times per annum
 - i) Norse: £109.51 (+ VAT)
 - ii) Ryan Hubbard: £75
 - d) To consider quotes for grounds maintenance: playing field, tree area at bottom, playground
 - i) Norse: £1818.54 (+VAT)
 - ii) Ryan Hubbard
 - e) Youth Club: progress report from Tim Walsh
 - i) Membership of Momentum
 - ii) Application for grants
 - f) Fundraising and Social Events
 - i) Good Friday Coffee Morning: D Peart
 - ii) Roc on the Rec: ZL
 - g) **Financial Business**
 - i) Receipts: none
 - ii) Balances as at 6 February 2017:
current account £6,192.75; savings account £3,951.55
 - iii) Payments for approval:

	cheque no	£	p
Lisa Chapman (cleaning)			

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- 16) Communication with the Community
 - a) Newsletter
 - b) Website report from Mr P Brown.
 - i) Routine website report
 - ii) Final draft of the website management policy for adoption
- 17) Street-lighting
- 18) Correspondence
- 19) Items for report or for the next agenda.
- 20) Next Meeting of the Parish Council and Annual Parish Meeting at 7.30pm on **Thursday 20 April 2017** in the Millennium Pavilion, Recreation Ground.