

## Hindolveston Parish Council

Clerk: Mrs Joanna Otte tel 01328 822366  
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN  
e-mail: [hindolvestonpc@googlemail.com](mailto:hindolvestonpc@googlemail.com)  
<http://hindolvestonparishcouncil.norfolkparishes.gov.uk/>

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),

You are hereby summoned to a **Meeting of Hindolveston Parish Council**  
to be held in the Millennium Pavilion, Rec Ground  
**on Thursday 20 April 2017**  
following the Annual Parish Meeting which starts at 7.30 pm

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 March 2017).
- 4) **Matters arising:** progress on items from previous meetings for information or reminders only. Items not on this agenda requiring decisions will be placed on the agenda for the next meeting
  - a) To note that the letter from the owners of Well Cottage (which came with the donation) made it clear that, although disappointed, they completely understood the Parish Council's decision not to sell part of the recreation ground and they recognised the recreation ground to be a most wonderful asset to Hindolveston.
- 5) The Chair will adjourn the meeting to allow members of the public, District and County Councillors to speak.  
The Chair will re-open the meeting.
- 6) **Highways**
  - a) Update on outstanding matters from Highways
    - i) Leaking pond / water on road near Blue Tile Farm - Highways are investigating
  - b) Items to report to Highways
  - c) To note road closure notification for 24 April
    - i) NORFOLK COUNTY COUNCIL has made a Temporary Traffic Order affecting the **C267 Reepham Road**, from a point 145m south of its junction with U14154 Craymere Road heading South for 50m in the PARISH OF BRISTON because of manhole cover repair.
- 7) **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

## Hindolveston Parish Council

- 8) Minuteman (traffic census provided by the police)
- To note that minuteman was deployed on The Street near the entrance to the Rec for one week and that the overall result taking into account both directions of traffic was 98.1% compliance to the posted speed limit of 30mph or exceeding it by so small a margin not to attract prosecution.
- 9) SAM2
- To note that the application to the Parish Partnership Scheme for 50% funding for SAM2 has been granted by Norfolk County Council.
  - The order for the SAM2 unit, extra brackets and posts has been placed with Westcotec. Cost £3,838 + £765.60 VAT
  - The invoice has been forwarded to the County Council so that 50% of the cost (£1,914) will be transferred to the Parish Council.
- 10) Planning
- Applications received from the District Council since the last meeting for consideration: It is possible that further applications may have been issued since the agenda was published which may be considered by the Council. Interested parties should check the website for the most up to date list prior to each meeting using: <http://hindolvestonparishcouncil.norfolkparishes.gov.uk/category/planning-applications/>
  - To note decisions made by North Norfolk District Council
    - PF/17/0105: erection of single storey side extension and two storey rear extension at **Vicarage Cottage** Fulmodeston Road. APPROVED
  - To note withdrawn applications
    - PF/17/0259: erection of two storey rear extension, front porch and detached garage at **24 Church Lane**. WITHDRAWN
- 11) Financial Business
- Accounts:** As at 31 March 2017. To confirm balances on bank statements

Business Bonus	5,361.53
Business Premium	113.85
Community A/C	2,821.90
  - To note regular payments since previous statement

date	to whom		Details	amount
01/03/17	Scooper Dooper	SO	dog waste collection	16.67
11/03/17	E.ON	DD	non-metered supply	30.33
25/03/17	salary and on costs	SOs	salary and on costs	243.79
  - Payments for approval:
    - To confirm and amend changes to standing order payment to Scooper Dooper when the new invoice has been received.
    - Cheques as below:

	cheque no	£	p
J Otte (expenses: carry forward)			
J Otte (newsletter April)		9.86	

## Hindolveston Parish Council

### 12) Co-option arrangements

- a) To note the number of people who have expressed an interest in being co-opted.
- b) To decide if informal interviews are required and to set a date if necessary.
- c) To decided if an informal meeting of councillors is required to discuss the candidates prior to formal co-option at the Annual Meeting. To set a date if necessary.

### 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

### 15) Recreation Ground and Pavilion

- a) **Safety report:** All the playground equipment is good although the tyre on the right hand side on the see- saw is still quite squashed. The fence needs repairing as dogs can get through it. (Wayne has been asked to do the repairs but there is some delay for family / personal reasons). The goal posts have been re-erected and the cricket net reassembled. There is horse poo on the area around the playground fence on the left hand side. The playing field grass has been cut but the recreation area has not as yet been done.
- b) Repairs/maintenance at **Millennium Pavilion & Recreation Ground:** progress report.
- c) To note that Ryan Hubbard said that the cost of acquiring a license for the weed killer made the quote unviable. The Clerk had therefore accepted the contract with Norse for weed kill on the car park and **grounds maintenance** for a three year period.
- d) **Youth Club:** progress report from Tim Walsh
- e) **MUGA and Skate Park:** progress report from Tim Walsh
- f) **Fundraising and Social Events**
  - i) Roc on the Rec on Saturday 29 July 2017: (organiser Zara Leeder) progress report
  - ii) Open Gardens and Dog Show: (organiser Lisa Cook) report from Mary Walsh
- g) **Financial Business**
  - i) To sign 'simple service authority' for Barclays to confirm the Clerk's relationship with the bank account held at Barclays.
  - ii) Receipts since the previous statement: £59.50 (hire of pavilion)
  - iii) Balances as at 6 March 2017: current a/c £6,172.75; savings a/c £3,951.55
  - iv) Payments for approval:

	cheque no	£	p
Lisa Chapman (cleaning)			

### 16) Communication with the Community

- a) **Friends Against Scams:**
  - i) To discuss how the Parish Council could promote awareness of modern scams to reduce the likelihood of Hindolveston residents becoming victims of scams.

## Hindolveston Parish Council

- b) **Website report from Mr P Brown.**
  - i) Routine website report
  
- 17) **Street-lighting**
  - a) To note that the street light at the junction of Church Lane was not working. K&M Lighting have been informed and sent an engineer to repair it.
  
- 18) **Correspondence**
  
- 19) **Items for report or for the next agenda.**
  - a) To **establish a provisional list** of appointments / responsibilities that will be assigned / confirmed at the Annual Meeting of the Parish Council in May.
    - i) Manager of SAM2 unit
    - ii) Risk assessment of structures including street lights
    - iii) Dog waste collection monitoring
    - iv) Health and Safety Checks of allotments
    - v) Weekly written check of Playground apparatus
    - vi) Applying for grants for MUGA and skate area
    - vii) Millennium Pavilion
      - (1) Key-holders
      - (2) Bookings officer
      - (3) Cleaner
      - (4) Maintenance checks (building, fire extinguishers, first aid kit)
    - viii) Youth Club liaison
    - ix) Weekly check of defibrillator at the Village Hall
    - x) Website administrator
    - xi) Newsletter (editor and layout administrator)
    - xii) Bank signatories (TL, MW, PAB)
    - xiii) Internal account checker
    - xiv) To confirm membership of Parish Council Planning Advisory Group
    - xv) To confirm Peter Patten as the promoter of lotteries (for the sale of raffle tickets etc) and that Trevor Leeder and Mary Walsh are authorized to check the financial returns.
    - xvi) Appointment to Hindolveston Charity if required
    - xvii) *Internal Auditor (an external position)*
  
- 20) **Next Meeting** is the Annual Meeting of the Parish Council at 7.30pm on **Thursday 18 May 2017** in the Millennium Pavilion, Recreation Ground.