

Hindolveston Parish Council

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Present:

Phillip Brown, Hazel Carter, Chip Davison, Trevor Leeder (Chair), Mary Walsh (Vice-Chair)
And: Pierre Butikofer (District Cllr), Steffan Aquarone (Lib Dem candidate for NCC) and four members of the public

**Meeting of Hindolveston Parish Council in the Millennium Pavilion, Rec Ground
at 7.30 pm on Thursday 16 March 2017**

DRAFT MINUTES

Welcome from the Chair

- 1) Apologies from Zara Leeder, David Ramsbotham (County Cllr) and PCSO J Robotham (SNT Fakenham) were accepted.
- 2) Declarations of pecuniary interest in any of the agenda items listed below. None
- 3) The minutes of the previous meeting (16 February 2017) were approved and signed.
- 4) The Chair adjourned the meeting to allow members of the public, PCSO, District and County Councillors to speak.

NNDCllr P Butikofer

- Budget set with no increase for the District Council precept
- The District Council will be sending a monthly email to Parish Councils
- Planning will be online from April
- On 28 March PCC Lorne Green will hold an open meeting (5 - 6.30pm) at NNDC Cromer offices.

S Aquarone

- Since July 2016 he has been working in the Lib Dem office and is now standing as the Lib Dem candidate for this ward in the NCC elections in May.
- Working on a project to improve mobile phone coverage. This would be done by setting up a community owned company which would install small 'cells' on buildings in dead spots (either with Vodaphone or 3). Currently asking for volunteers to map out 'not spots'.

The Chair re-opened the meeting.

5) Highways

- a) Items for the Clerk to report to Highways
 - i) Pond at Blue Tile Farm leaking on to the road. (Anglian Water has investigated and it would appear that an outlet pipe was broken when UK Power Networks replaced a pole.)
 - ii) Potholes
 - (1) At tin shed
 - (2) At staggered crossroads by the wood (road to Briston).

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Signed:
Chair

Date

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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 has sent letters to properties in the vicinity.
- b) Ditch behind Red House Farm: reported to Environment Agency ref: 1502376 has sent letters to properties in the vicinity.

7) Planning

a) New Applications considered:

- i) **PF/17/0259** Erection of two storey rear extension, front porch and detached garage at **24 Church Lane**. No objection.
- ii) **PF/17/0325** Demolition of timber barn and shed. Conversion of 1no. steel frame shelter and 3no. agricultural barns into 4no. residential dwellings. Re-positional of existing access and new access drive at **Barns at Ashcroft Farm** Foulsham Road. No objection to this proposal. However it is hoped that the following concerns will be taken into consideration.
 - (1) New access road on a blind corner - traffic from the left might be obscured by the bank and on the right by the barn.
 - (2) owls nesting in the barns
- iii) **PF/17/0342** Erection of detached bungalow for agricultural worker at **Park Farm Yard**. No objection.

- b) Decisions of previous applications by North Norfolk District Council.
None received.

8) Planning Advisory Group (PAG)

- a) It was agreed that all members of the Parish Council would be members 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) It was noted 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)
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

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Signed:
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/ GREAT WAR 1914 – 18 / THEIR NAME LIVETH / FOR EVERMORE. Two further faces are incised with the names of the Fallen. The memorial is sat 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) It was agreed to inform Historic England that the War Memorial had been cleaned and the letters re-incised in 2014-15 as part of the WWI Commemoration, paid for by a grant from the Heritage Lottery Fund.

10) Financial Business

- a) **Accounts:** As at 28 February 2017. The balances on bank statements were confirmed as:

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 Recreation Ground. Letter of thanks has been sent.

- c) **Regular payments** since previous statement were noted:

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) The following payments were approved:

- i) To confirm and amend changes to the standing order payment to Scooper Dooper. The invoice had still not been received so this item was postponed.

- ii) Cheques as below:

	cheque no	£ p
J Otte (expenses)	100745	26.79
J Otte (newsletter March)	100746	9.86
Came & Co (annual insurance premium LTA expires 2019)	100747	1,021.59
P Brown (USB stick for website backup)	100748	9.99

- e) **Changes to salary and pension.** It was noted that:

- 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) **The necessary amendments to standing order instructions for Barclays were approved and signed.**

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

- a) The procedure for the elections of the Chair and Vice Chair at the Annual Meeting of the Parish Council in May were confirmed: as usual the first item on the agenda would be the election of the Chair: the current Chair would ask for nomination/s, and for the nomination/s to be seconded, the new Chair would then be elected by majority vote (the current Chair has a casting vote). The same procedure would be followed for the election of a Vice-chair.

- b) The procedure for co-option of a councillor at the meeting in May was reviewed and confirmed as follows:

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- i) It was decided that a notice would be put in the newsletter asking those interested in being co-opted to contact the Clerk, the Chair or other parish councillors either by letter, email or word of mouth. If it was thought necessary the candidates would be invited to attend an informal interview. The co-option would take place formally at the Parish Council meeting in May.
- 12) Meeting Protocols P Brown to:
- a) **Change to Standing Orders.** Mr Phil Brown explained the reasons for the proposed changes to Standing Orders based on the need for a more formal process or timetable of action during the pre-meeting preparation period. The changes were discussed and accepted so the revised version of the Standing Orders was adopted as at 16 March 2017.
 - b) **Transparency.** Mr Phil Brown reminded the meeting that it is bound by the government publication the 'Transparency code for smaller authorities' that came into effect in April 2015 which aims to place more power into citizens' hands to increase democratic accountability. In Part 2 it itemises the information that should be published - mostly meeting and financial/ asset related. In Part 3 it states the method of publication i.e. via a website. However, transparency is not confined to such a clinical list, it is actually an ethos, that is to say the way in which things are done generally, not for the benefit of councillors but really for the benefit of parishioners and that we must be conscious of our actions. At meetings, for instance, it must be clear to the Council, the Clerk and the public what the motion is before a vote and what the outcome was, before moving to the next item.
 - c) **Public Participation.** Mr Phil Brown reminded the meeting that whilst the public are openly invited to the meetings, participation is limited to a specific part of the meeting when the Chair adjourns the meeting (agenda item 4) or if the Chair requests individuals to speak or provide evidence of relevance to proceedings. Other than that the public are present to bear witness to the work of the council and the decision making process. Inflammatory comments, arguments among members of the public and direct questions to the Council without permission of the Chair are not acceptable and could result in members of the public being expelled from the meeting.
 - d) **Respect for Due Process.** Mr Phil Brown reminded the Council that it is bound by due process, largely captured in Standing Orders and, therefore, it must respect the content of the agenda by treating each item on its merits without bias. Also that the Council should not be asked to vote on a motion that was not in the agenda beforehand.
- 13) Commemorative plaque
- a) It was decided to postpone considering 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, to a later meeting. This would include consideration of the wording on the plaque and its location.
- 14) Allotments
- a) It was noted that Ryan Hubbard has taken on the vacant allotment 4bi

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15) Recreation Ground and Pavilion

- a) Safety report. It was reported that:
 - i) Plastic goal post is broken and needs to be removed.
 - ii) Basketball net has fallen down
 - iii) Repairs / maintenance: the Clerk had asked North Norfolk Roofing to carry out the repairs as quoted for the barge boards, soffits, window frames, door, gutter pipes, subsidence on paths. And to quote for repairing the fencing at the play area.

- b) Quotes were reviewed for **spraying** the car park three times per annum
 - i) Norse: £109.51 (+ VAT)
 - ii) Ryan Hubbard: £75The Clerk was asked to check with Ryan Hubbard regarding a license for spraying. If he did not have this, then it was agreed to enter into a new contract with Norse for three years.

- c) Quotes were reviewed for **grounds maintenance**: playing field, tree area at bottom, playground
 - i) Norse: £1818.54 (+VAT) for two cuts per month April to October.
 - ii) Ryan Hubbard: £300 for two cuts per month (£2,100).It was agreed to enter into a contract with Norse for three years.

- d) **Youth Club**: progress report from Tim Walsh
 - i) It was agreed to pay for membership of Momentum (Norfolk) which provides support (including DBS t checks and training) for £25 per annum.
 - ii) Two women were definitely interested in running the Youth Club and on average 8 to 10 children attend. Plans are in hand for Easter events.
 - iii) Policies required
 - (1) Safeguarding Policy - check with Momentum (Norfolk)
 - (2) Health and Safety Policy - Mary Walsh to ask Neil Walton for advice
 - iv) Application for grants
 - (1) £500 applied for from Momentum (Norfolk)

- e) **MUGA and skate park**: progress report from Tim Walsh
 - i) Cost in the region of £100,000
 - ii) Application for grants
 - (1) Apply to Victory Housing for £5,000
 - (2) Also apply to North Norfolk big Society Fund
 - iii) Suggestion that the initial funding is used for the skate park (with the MUGA to follow if / when enough funds forthcoming.
 - iv) It was noted that when the Recreation Ground Committee handed over to the Parish Council they asked for £3,000 to be reserved for this project. Tim asked if the Parish Council would be able to provide more financial support. It was decided that any formal request could be considered when received .

- f) **Fundraising and Social Events** The following was noted:
 - i) Good Friday Coffee Morning 10 -12 noon in the Village Hall (D Peart)
 - ii) Roc on the Rec: Zara Leeder has booked one band and another is in the pipeline.
 - iii) Ideas for Open Gardens and dog show (Lisa Cook): more details to follow.

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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)	100974	£32.00
DT Overton (moles)	100975	£120.00
Momentum (Norfolk) (annual membership)	100976	£25.00

16) Communication with the Community

a) Newsletter. Nothing to report

b) Website

i) **Report from Mr Phil Brown.** The website is, to the best of my knowledge, up to date with all of the required/statutory documents (minutes, agendas, accounts etc.) relating to PC business dating back to April 2015 - the effective start date of the Transparency Code. Other documents generated at Parish level (policies, correspondence etc.) should be uploaded as they become available. These docs need to be available April 2015 and for a minimum of 4 years thereafter. Older documentation is still available on the previous website, but in an unformatted state. This has been a non-trivial task involving the clerk who has transferred around 50 documents to me, including the scanning of account spreadsheets into a usable size and format. Then for me, I had to work out the best way of organising them on to the website, reformatting in some cases, uploading them and creating/ testing hyperlinks so all documents can be viewed in a separate window.

ii) The final draft of the **Website Management Policy** was reviewed, accepted and adopted as at 16 March 2017. The current website manager provided the clerk with the associated passwords as stipulated in Paragraph 15 of the policy.

17) Street-lighting: nothing to report.

18) Correspondence: nothing to report.

19) Items for report or for the next agenda: nothing specific requested.

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.