

Hindolveston Parish Council

Clerk: Mrs Joanna Otte tel 01328 822366
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<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), S Aquarone (County Cllr), SNT Fakenham

You are hereby summoned to the Annual Meeting of Hindolveston Parish Council to be held in the Millennium Pavilion, Rec Ground on Thursday 18 May 2017 at 7.30 pm

Signed: Joanna Otte.....
Clerk to the Council

Date

AGENDA

Welcome from the Chair

- 1) The Chair will ask for nominations for the Election of Chair.
 - a) The new Chair will complete and sign acceptance of office
- 2) The new Chair will ask for nominations for the Election of Vice-Chair.
- 3) To co-opt a new member to fill the vacancy.
 - a) New member to complete a declaration of acceptance of office.
- 4) To consider apologies and reasons for absence.
- 5) Declarations of pecuniary interest in any of the agenda items listed below.
- 6) Allocation of responsibilities
 - a) Manager of SAM2 unit
 - b) Risk assessment of structures including street lights
 - c) Dog waste collection monitoring
 - d) Health and Safety Checks of allotments
 - e) Weekly written check of Playground apparatus
 - f) Applying for grants for MUGA and skate area
 - g) Millennium Pavilion
 - i) Key-holders
 - ii) Bookings officer
 - iii) Cleaner
 - iv) Maintenance checks (building, fire extinguishers, first aid kit)
 - h) Youth Club liaison
 - i) Weekly check of defibrillator at the Village Hall
 - j) Website administrator
 - k) Newsletter (editor and layout administrator)
 - l) Bank signatories (TL, MW, PAB)
 - m) Internal account checker
 - n) To confirm membership of Parish Council Planning Advisory Group
 - o) 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.
 - p) Appointment to Hindolveston Charity if required
 - q) *Internal Auditor (an external position)*
 - r) any other appointments

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7) Policies

a) To note / review

- i) Code of Conduct (adopted 2012)
- ii) Standing Orders (last reviewed June 2015)
- iii) Financial Regulations (last reviewed June 2015)
- iv) Annual Risk Management (updated May 2017)
- v) Transparency Code for Smaller Authorities (came into effect April 2015)
- vi) Asset register (updated May 2017)

b) To consider if any other policies are required

8) To confirm the minutes of the previous meeting (20 April 2017).

9) 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

10) 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.

11) Highways

a) Update on outstanding matters from Highways

- i) Leaking pond / water on road near Blue Tile Farm - Highways are trying to contact UK Power Networks to request that proper repairs are made to the pipe which was damaged in 2015.

b) Items to report to Highways

12) Planning

a) 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/>

- i) NP/17/0617: erection of general purpose agricultural storage building at **Martins Farm**, 33 Melton Road. Link circulated. No objection emailed on 05/05/17.
- ii) PF/17/0341: erection of detached bungalow for agricultural worker at **Church Farm**, Church Lane. Link circulated.
- iii) PF/17/0606: demolition of existing conservatory & kitchen, erection of single storey side/rear extension and detached garage at **24 Church Lane**. Link circulated.

b) To note decisions made by North Norfolk District Council

- i) **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**. REFUSED.

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13) To review dog waste collection contract

- a) Current arrangement with Scooper Dooper (issues with reliability) cost £2.50 per collection / per bin
- b) Alternative arrangement via the District Council cost £3.20 per collection / per bin (minimum collection rate every two weeks).
- c) To consider purchasing a larger dog bin for the Recreation Ground @ approx £80

14) Accounts and Annual Return

- a) To approve and sign accounts which have been checked by T Leeder. (attached)
- b) To approve and sign the Annual Return for external audit:
 - i) **Annual Governance statements** (see attached explanation of how the Parish Council meets its obligations).
 - ii) **Accounting Statements** for 2016-17
- c) The Internal Auditor, Stafford Snell states that 'I have carried out the internal audit for Hindolveston Parish Council as required under the Accounts and Audit (England) Regulations 2011 (S1 2001/8 17). The accounts and all related documentation is in order and well prepared and the audit trail is very easy to follow, 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.'

15) To consider renewal of annual subscriptions

- a) **Norfolk Association of Local Councils** (support, legal advice, training, website for parish council): £132.90
- b) **Norfolk PTS** (support, legal advice, training): £71.00
- c) **Community Action Norfolk** (support for mostly charitable organisations in Norfolk): £20.00.

16) Financial Business

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

Business Bonus	5,361.53
Business Premium	113.85
Community A/C	6,577.54
- b) To note receipts since previous statement: Transparency Code Grant £130; allotment rent £20; Precept £3,800 and LCTSG £138
- c) To note regular payments since previous statement

date	to whom		Details	Amount
01/04/17	Scooper Dooper	SO	dog waste collection	16.67
11/04/17	E.ON	DD	non-metered supply	33.58
25/04/17	salary and on costs	SOs	salary and on costs	247.25

d) Payments for approval:

- i) Cheques as below:

	cheque no	£	p
J Otte (expenses)	100750	67.90	
J Otte (newsletter May)	100751	9.86	
Stafford Snell (internal audit)	100753	25.00	
Hindolveston Village Hall (scam awareness meeting)	100754	14.00	
Ryan Hubbard (churchyard April & May)	100755	£180.00	
.....(annual subs)			

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- 17) Allotments
- 18) 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. Wayne is to repair the fence.
 - To note that some tiles had been knocked of the Barn roof. This was reported to the owners.
 - The broken goal post was disposed of at the tip.
- b) To confirm size and type of **goal posts** for replacement.
- c) Repairs/maintenance at **Millennium Pavilion & Recreation Ground**: progress report.
- d) To discuss the possibility of building a **disabled friendly path** from The Street to the Pavilion.
- e) **Youth Club**: progress report from Tim Walsh
- f) **MUGA and Skate Park**: progress report from Tim Walsh
- g) **Fundraising and Social Events**
- Roc on the Rec on Saturday 29 July 2017: (organiser Z Leeder) progress report
 - Open Gardens and Dog Show 9 July (tbc): (organiser Lisa Cook) progress report from M Walsh (£5 ticket for entry to gardens: raising funds for Recreation Grd).
- h) **Financial Business**
- Receipts since the previous statement: £160 (hire of pavilion); Coffee Morning £302.85; Grant from Momentum (less £15 for Ambition) £485
 - Balances as at 5 May 2017: current a/c £6,865.10; savings a/c £3,951.55
 - Payments for approval:

	cheque no	£ p
Momentum (Norfolk) correction	100979	25.00
North Norfolk District Council (annual hire of euro bin and waste collection)	100980	418.00
Lisa Chapman (cleaning)		

19) **Communication with the Community**

- Friends Against Scams**: meeting in the Village Hall 26 May 7.15 - 8 pm
- Website report from Mr Phil Brown.**
- Village Hall update from Mr Phil Brown**

20) **Street lighting**

21) **Correspondence**

22) **Items for report or for the next agenda.**

23) **Next Meeting of the Parish Council is at 7.30pm on Thursday 15 June 2017 in the Millennium Pavilion, Recreation Ground.**