

Hindolveston Parish Council

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To: Wayne Bowditch, Hazel Carter, Chip Davison, Trevor Leeder (Chair), Zara Leeder, Mary Walsh (Vice-Chair)
CC: Pierre Butikofer (District Cllr), Steff Aquarone (County Cllr), SNT Fakenham

You are hereby summoned to a Meeting of Hindolveston Parish Council
to be held in the Millennium Pavilion, Rec Ground
on Thursday 21 September 2017 at 7.30 pm

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

Date

DRAFT 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 (20 July 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.
- 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) Mobile Post Office
 - a) To note that the mobile post office has not been to the Village for a few weeks - there are problems with the van.
- 7) Highways
 - a) Update on outstanding matters from Highways
 - i) Leaking pond / water on road near Blue Tile Farm - Highways has made contact UK Power Networks to request that proper repairs are made to the pipe which was damaged in 2015. (Photos of the water draining onto the road would be useful.)
 - b) Items to report to Highways
- 8) Speed Management
 - a) Wayne to report on the Speed Indicator Device (SID).
- 9) To note that the vacancy can be filled by co-option
 - a) One person has already expressed an interest
 - b) To advertise in newsletter

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10) 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) PF/17/1245: conversion of barn to one dwelling at **110 -112 The Street**. Link circulated. No objection submitted 6 September 2017.
(1) To consider contacting the owners to discuss arrangements for access to the property via the recreation ground.
- ii) PF/17/1311: erection of agricultural livestock building at **South Lodge, Melton Park**. Link circulated.

b) To note decisions made by North Norfolk District Council

- i) PF/17/1004 erection of general purpose agricultural storage at **Martins Farm 33 Melton Road**. Prior Approval given.

c) Other planning matters

- i) To note that three areas have been identified by the Parish Council for consideration by the District Council as **Local Green Spaces**: the garden allotments, the grazing allotments and the recreation ground.
- ii) To note that the Planning Officer has contact the owner of the **Methodist Chapel** regarding the doors and a listed building application will be made.
- iii) To note that the **Methodist Chapel** was on the market but inscriptions on the foundation stones has not been re-instated. An email was sent to Osprey Construction requesting the inscriptions to be re-instated as they had previously agreed to do this. No response was received. To consider what further action to take.
- iv) To note that concern has been raised with the District and County Councils in respect of a new entrance on a blind bend on Fulmodeston Road opposite Tipples Lane.

11) Maintenance

- a) **Village sign and post** in need of repainting / staining - consider getting quotes.
- b) **War Memorial lettering** not as clear as it used to be - response from Abbey Memorials

12) External Audit

- a) To note the completion of the Audit and Annual Return for year ended 31 March 2017 and the comments from Mazars, the External Auditors: *'On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have*

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not been met. Other matters not affecting our opinion which we draw to the attention of the smaller authority: In Section 2 of the Annual Return, box 6 of the year ending 31 March 2016 incorrectly incorporated staff costs for that year so the annual return did not initially add up. The annual return was sent back and corrected. In future the Council should ensure that the Annual Return is complete and accurate.'

- b) The relevant notices have been placed on the notice board and uploaded to the website.

13) Financial Business

- a) **Accounts:** As at 30 August 2017. To confirm balances on bank statements

Business Bonus	486.53
Business Premium	113.85
Community A/C	3,369.26

- b) To note receipts since previous statement: none.

- c) To note regular payments since previous statement

date	to whom		Details	Amount
11/07/17	E.ON	DD	non-metered supply	35.54
25/07/17	salary and on costs	SOs	salary and on costs	247.25
11/08/17	E.ON	DD	non-metered supply	36.73
25/07/17	salary and on costs	Sos	salary and on costs	247.25

- d) **Payments for approval:**

- i) To consider making a donation to the Royal British Legion (poppy appeal) for a wreath the placing on the War Memorial on Remembrance Sunday.

- ii) Cheques as below:

	cheque no	£ p
J Otte (expenses including cash of £150 to PP for purchasing materials to make goal posts)	100771	181.04
J Otte (newsletter Sept)	100772	9.86
Ryan Hubbard (churchyard Aug and Sept including extra cut)	100774	270.00
Mazars (external audit)	100775	150.00

14) Allotments

- a) To note that there are two people on the waiting list
 b) To consider if any comments need to be sent out with invoices for rent.

15) Rubbish bins

- a) Problem with thoughtless people putting dog poo in the refuse bin on the rec and also in the bin by the bus shelter it's not very nice and the bin men refuse to empty them, we tried clearing the one on the rec as it smelled terrible and Zara was physically sick.

16) Recreation Ground and Pavilion

- a) **Safety report:**
 i) All the playground equipment is good. Gate hinge needs to be repaired again.
 ii) Removal of chestnut tree.

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- b) **Disabled friendly path** from The Street to the Pavilion: progress report on quotes
- c) **Youth Club:** report from Mary Walsh
- d) **Goal posts** (Peter Patten) progress report
- e) **Fundraising and Social Events**
 - i) Roc on the Rec went well despite the weather and a good time was had by all. There was a variety of music from reggae to sixties, rock and roll to heavy metal. We raised a total of £413.05. Thanks to Zara for organizing the event, also to Peter for the raffle, Mary, Wayne, Freya and Rosie helping with car parking and other duties and also our thanks to Andy Pegg the electrician for sorting out the electrics. We all got a bit wet but many stayed till the end.
 - ii) **Roc on the Rec** on 7 July 2018: (organiser Rosie Leeder) two bands booked.

f) Financial Business

- i) Receipts since the previous statement: £158 (hire of pavilion); £120.80 (dog and horticultural show); £413.05 (Roc on the Rec)
- ii) Regular payments since previous statement: £30 (E.ON); £31.05 (Anglian Water)
- iii) Balances as at 6 September 2017: current a/c £6,852.01, savings a/c £3,951.55
- iv) Payments for approval:

	cheque no	£ p
Norse Easter Ltd (grounds maintenance)	100985	1091.12
Play Safety Ltd (annual inspection)	100986	100.80
Momentum (Norfolk) CIO (training)	100987	35.00
Lisa Chapman (cleaning)		

17) Communication with the Community

- a) Website report from Mr Phil Brown.

18) Street lighting

19) Correspondence

20) Items for report or for the next agenda.

- a) Memorial to airmen

21) Next Meeting of the Parish Council is at 7.30pm on Thursday 19 October 2017 in the Millennium Pavilion, Recreation Ground.