

## Hindolveston Parish Council

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Present: Wayne Bowditch, Hazel Carter, Chip Davison, Trevor Leeder (Chair), Zara Leeder, Mary Walsh (Vice-Chair)  
and: Pierre Butikofer (District Cllr) and three members of the public

Meeting of Hindolveston Parish Council in the Millennium Pavilion, Rec Ground  
on Thursday 21 September 2017 at 7.30 pm

### DRAFT MINUTES

Welcome from the Chair

- 1) Apologies from Steff Aquarone (County Cllr) and SNT Fakenham.
- 2) Declarations of pecuniary interest in any of the agenda items listed below. None
- 3) The minutes of the previous meeting (20 July 2017) were approved and signed.
- 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. None.

5) The Chair adjourned the meeting to allow members of the public, District and County Councillors to speak.

NND Cllr P Butikofer reported on news from the District Council

- Requests had been made for sites for consideration for Local Green Space Designation.
- He suggested that the Parish Council could ask the architect / agent for a set of plans if it was thought necessary to view hard copies.
- The waiting list for brown bins for Garden Waste Services was now being reduced as the District Council had negotiated a new contract with Kier.
- Big Society Fund continued to be open for applications
- The District Council had agreed to buy the building for Itteringham Community Shop for lease to the Community Shop. The adjacent cottage would probably be let out.

Members of the public

- reported that cars were continuing to park at the junction of The Street / Foulsham Road. (The Parish Council decided to write to the residents in the vicinity requesting their assistance in keeping the junction safe.)
- suggested that initial ground works are started on the MUGA in order to maintain the planning permission for the future. (The Chair would see what could be done.)

The Chair re-opened the meeting.

6) Mobile Post Office

- a) It was noted that the mobile post office had not been to the Village for a few weeks - there are problems with the ramp on the van. The Clerk confirmed that the postmaster had been beset by a catalogue of problems relating to the van and the equipment, but he was hoping that the on-going problems would be resolved and service could resume in due course.

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Signed: .....  
Chair

Date .....

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### 7) Highways

- a) Update on outstanding matters from Highways
  - i) Leaking pond / water on road near Blue Tile Farm - Highways had 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.)
  - ii) It was noted that it appeared that a new grid drain had been put in the road near to Blue Tile Farm.
- b) Items to report to Highways
  - i) Pothole: on Melton Road - double bend on right hand side towards Melton about 50/60 yds from farm buildings.

### 8) Speed Management

- a) Wayne reported on the Speed Indicator Device (SID): Westcotec re-positioned the new SID post in Foulsham Road that had been removed in June. It is in the same place but a bit higher on the embankment and with a lot more concrete at its base. Regarding traffic behaviour, the SID data indicates that, in general, most drivers adhere to, or close to, the 30 mph speed limit. That said, in every position the data indicates some rogue drivers topping 45 mph, but this is rare. The strategy is to use the SID in every site for 2 weeks, and then the team will do a revue and agree a new site schedule based on likely speeding points. The public is reminded that no personal data is recorded by the SID however there is sufficient data to pinpoint incidents of speeding within a 5 minute window. If a persistent pattern emerges the team will consider taking the evidence to the police for further action.
- b) The updates to the speed management policy were approved. The changes were contained in Annex C, the site location list, to re-include sites 5 & 6 back on the list, now that the SID post has been replaced.

### 9) It was noted that the vacancy can be filled by co-option

- a) One person has already expressed an interest.
- b) It was agreed to advertise in newsletter.

### 10) Planning

- a) **Applications received from the District Council since the last meeting for consideration.**
  - i) PF/17/1245: conversion of barn to one dwelling at **110 -112 The Street**. Link circulated. No objection submitted 6 September 2017.
    - (1) It was decided that the Clerk should contact the owners to make 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. No objection.
  - iii) PF/17/1534: conversion of agricultural barns to 3 No. residential units at Barns at Ashcroft Farm. Link circulated. No objection.
- b) **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.

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### c) Other planning matters

- i) It was noted that three areas had 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) It was noted that the Planning Officer had contacted the owner of the **Methodist Chapel** regarding the doors and that a listed building application would be made.
- iii) It was noted that the **Methodist Chapel** was on the market but the inscriptions on the foundation stones had not been re-instated. An email had been sent to Osprey Construction requesting the inscriptions to be re-instated as they had previously agreed to do. No response had been received. It was decided to get quotes for plaques which could be placed on the railings if the Village Hall (subject to agreement from the Village Hall Committee).
- iv) It was noted that concern had been raised with the District and County Councils in respect of a new entrance on a blind bend on Fulmodeston Road opposite Tipples Lane. The Highway Officer had met with the new owner of Rectory Cottage to discuss a new independent access. The visibility splays would meet the current requirements. A planning application for the site was expected soon.

### 11) Maintenance

- a) It was noted with appreciation that Dave Morrison would repaint and treat the **Village sign and post** as necessary.
- b) **War Memorial lettering** was not as clear as it used to be. Photos had been sent to Abbey Memorials for comments and advice.

### 12) External Audit

- a) It was noted that the Audit and Annual Return for year ended 31 March 2017 had been completed. The External Auditors, Mazars, made the following comments: *'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 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 had been placed on the notice board and uploaded to the website.

### 13) Financial Business

- a) **Accounts:** As at 30 August 2017. Balances were noted as below:

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

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b) Receipts since previous statement: none.

c) 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) It was agreed to make a donation to the Royal British Legion (poppy appeal) for a wreath the placing on the War Memorial on Remembrance Sunday.

ii) The following cheques were approved and signed:

	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
Royal British Legion (poppy appeal)	100776	25.00

e) Signatories on bank accounts.

i) It was noted that Barclays required further information in order to add C Davison as a signatory. He would take forms to bank again.

### 14) Allotments

a) It was noted that there were two people on the waiting list.

b) It was agreed ask allotment holders with under-cultivated plots to consider handing on to a new tenant when the invoices for rent were sent out.

### 15) Rubbish bins

a) It was noted that there had been problems with thoughtless people putting dog poo in the refuse bin on the Rec and also in the bin by the bus shelter. The bin men refuse to empty them. Trevor and Zara 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 was in good order. Dave Carter would have another go at fixing the gate hinge.

ii) Thanks to Chip for cutting the rough patch adjacent to the Rec and for cutting down chestnut tree. Trevor would deal with the tree stump.

iii) Problems with youngsters leaving playing with the outside tap and leaving it running, moving the roller, climbing on the container and leaving rubbish in the ditch were discussed and solutions reported and agreed. The Chair had turned off the water to the tap, pulled the roller out of the ditch and chained it to one of the containers. The large rubbish bin would also be fixed to stop it being used as a step-up to the containers (NNDC and Kier to be notified of code for

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combination padlock). The Chair would see if the bottom right hand corner of the Rec could be fenced off and the ditch cleared out as it is a main drainage ditch for the village.

- b) **Disabled friendly path** from The Street to the Pavilion: waiting for quotes.
- c) **Youth Club:** report from Mary Walsh
- i) On the first week of the summer holiday there was a four day EP Youth event working with young people in the village. It was a fantastic few days with children taking part in some wonderful and fun activities including mural painting on the container. A huge thank you to Nula, Niki & Karen for all their enthusiasm and support. The few children that did go have become firm friends, but unfortunately there were not many children and no parents have come forward to organise a Youth Club. Thank you to the adult help from parents and councillors, but due to the lack of support the Youth Club will not continue.
  - ii) £56 for hire of Pavilion for Youth club activities to be taken from grant from Momentum.
- d) **Goal posts** (Peter Patten) progress report: £150 cash used to purchase materials. The goal posts were being made and should be erected soon (but the work is weather-dependent). Peter Patten would give the receipts to the Clerk to settle the account.
- 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) The following Payments were approved:

	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 Aug and Sept)	100989	65.50

### 17) Communication with the Community

- a) **Website report** from Mr Phil Brown: Due to capacity issues, I have created a sister website at no cost to hold and view all the pictures/ photos and images that were accessed in the Galleries section. The new website is called Hindolveston Images and can be accessed from the Galleries page. Local resident and school boy, Luke Nash,

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has compiled an excellent tour guide with his own photos specifically for this website, to the birds you can see around the village and in the near vicinity. To see the photos separately, look at the page entitled *Birds of Hindol* in the Galleries section. Reports have been received and published for the St George's church annual summer fete and the Roc on the Rec 2017 concert. I am aware of other events that could have given rise to reports that have not been submitted. The parish is reminded that all reports are archived and can provide an easy to find and useful source of research material for the years to come.

- b) **Scam awareness.** Mr Phil Brown is planning on doing a second scam awareness presentation at the end of November in the Village Hall and opening it up to the residents of nearby villages. It is likely that seats can be reserved in advance (via email) and limited to 60. For some people it will be the most important 60 minutes of the year!! More details to follow.
  - c) Congratulations to Peter Patten for raising £555 for the Blind at one of his annual **Bingo** events at the Village Hall.
- 18) Street lighting nothing to report.
- 19) Correspondence circulated as usual.
- 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. Apologies in advance from T Leeder.

Meeting close at 8.45 pm