

# Hindolveston Parish Council

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Present: Wayne Bowditch (co-opted), Phillip Brown, Hazel Carter, Trevor Leeder (Chair), Mary Walsh (Vice-Chair); and eight members of the public

## Annual Meeting of Hindolveston Parish Council

in the Millennium Pavilion, Rec Ground on Thursday 18 May 2017 at 7.30 pm.

### MINUTES

Welcome from the Chair

1) The Chair asked for nominations for the Election of Chair.

a) Trevor Leeder was re-elected as Chair.

Proposed	MW	Seconded	HC	vote	all

b) The Chair completed and signed an acceptance of office.

2) The Chair asked for nominations for the Election of Vice-Chair.

a) Mary Walsh was re-elected as Vice-Chair.

Proposed	HC	Seconded	TL	vote	all

3) To co-opt a new member to fill the vacancy.

a) Three people had put their names forward for co-option: Wayne Bowditch, Peter Patten and Yvonne Taylor. Ballot papers were distributed to councillors for indicating who they wished to co-opt. The Clerk counted the ballot papers and announced that Wayne Bowditch was co-opted.

b) Wayne Bowditch completed a declaration of acceptance of office.

c) Councillors completed contact information permission forms.

The Vice-Chair thanked the two other people for putting their names forward.

4) Apologies from Chip Davison and Zara Leeder were accepted.

5) Declarations of pecuniary interest in any of the agenda items listed below. None.

6) Allocation of responsibilities

a) Manager of SAM2 unit: Phil Brown

b) Risk assessment of structures including street lights: Mary Walsh and Hazel Carter

c) Dog waste collection monitoring: Neil Gladwell

d) Health and Safety Checks of allotments: Mary Walsh, Hazel Carter and Chip Davison

e) Weekly written check of Playground apparatus: Mary Walsh

f) Applying for grants for MUGA and skate area: not applicable

g) Millennium Pavilion

i) Key-holders: Trevor Leeder (and Lisa Chapman - cleaner)

ii) Bookings officer: Trevor and Rosie Leeder

iii) Cleaner: Lisa Chapman

iv) Maintenance checks (building, fire extinguishers, first aid kit): Trevor Leeder

h) Youth Club liaison: Mary Walsh, Hazel Carter and Wayne Bowditch

i) Weekly check of defibrillator at the Village Hall: Tim Walsh

j) Website manager: Phil Brown



## Hindolveston Parish Council

- k) Newsletter - editor: Mary Walsh; layout administrator: Dave Carter
- l) Bank signatories: Trevor Leeder, Mary Walsh, Phil Brown
- m) Internal account checker: Trevor Leeder
- n) Planning Advisory Group: all parish councillors
- o) Promoter of lotteries (for the sale of raffle tickets etc): Peter Patten (Trevor Leeder and Mary Walsh are authorized to check the financial returns).
- p) Appointment to Hindolveston Charity if required: not required.
- q) Internal Auditor (an external position): Stafford Snell

### 7) Policies

- a) The following policies were noted (none required for updating)
  - i) Code of Conduct (adopted 2012)
  - ii) Standing Orders (last reviewed and updated March 2017)
  - iii) Financial Regulations (last reviewed and updated 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). It was noted that the agricultural land at the Recreation Ground should be included as well as the SAM2 unit (when it is delivered on 30 May)
  - vii) Planning Protocol (adopted February 2017)
  - viii) Website Management Policy (adopted March 2017)
- b) It was noted that other policies might be required if / when the Youth Club was established.

8) The Minutes of the previous meeting (20 April 2017) were confirmed and signed.

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. None.

10) The Chair adjourned the meeting to allow members of the public, District and County Councillors to speak. No one wished to speak.

The Chair re-opened 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 - the situation has not changed since the previous meeting.
- b) Items to report to Highways
  - i) Damaged signs on Melton Road (near bowling green) and Fulmodeston Road (over side of cross roads)
- c) It was noted that the SAM2 unit would be delivered on 30 May. Phil Brown has arranged for Roy Payne to give a briefing to those who have volunteered to help. He would also purchase a couple of padlocks as advised by Westcotec.

### 12) Planning

Signed: T S Sale  
Chair

Date 15/6/17



## Hindolveston Parish Council

a) Applications received from the District Council since the last meeting for consideration.

- 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. No objection.
- 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. No objection.
- iv) PF/17/0675: two storey extension to side and single storey extension to rear with balcony to part, out building to rear at 20 The Street. Link circulated. No objection.

b) 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.

c) Withdrawn applications:

- i) PF/17/0342: detached bungalow (agricultural worker) at Park Farm Yard.
- ii) PF/17/0341: erection of detached bungalow for agricultural worker at Church Farm, Church Lane.

### 13) The dog waste collection contract was reviewed

- a) It was agreed to cancel the current arrangement with Scooper Dooper (issues with reliability and also no waste carrier's licence since March 2017) cost £2.50 per collection / per bin.
- b) It was agreed to take up the alternative arrangement via the District Council at a cost of £3.20 per collection / per bin (minimum collection rate every two weeks).
- c) It was agreed to purchase a larger dog bin for the Recreation Ground @ approx £80.

### 14) Accounts and Annual Return

- a) The accounts which had been checked by T Leeder were approved and signed.
- b) The Annual Return for external audit:
  - i) The Annual Governance statements were approved and signed.
  - ii) The Accounting Statements for 2016-17 were approved and signed.
- c) The letter from the Internal Auditor, Stafford Snell was noted. He stated 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) Annual subscriptions were considered:

- a) Norfolk Association of Local Councils (support, legal advice, training, website for parish council): £132.90. Agreed
- b) Norfolk PTS (support, legal advice, training): £71.00. No, service not needed.
- c) Community Action Norfolk (support for mostly charitable organisations in Norfolk): £20.00. No, service no longer needed.



## Hindolveston Parish Council

### 16) Financial Business

- a) **Accounts:** the balances on bank statements 28 April 2017 were confirmed as below:

Business Bonus	5,361.53
Business Premium	113.85
Community A/C	6,577.54

- b) Receipts since previous statement were noted: Transparency Code Grant £130; allotment rent £20; Precept £3,800 and LCTSG £138.

- c) Regular payments since previous statement were noted as follows:

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) The following payments were approved:

- i) Cheques as below:

	cheque no	£	p
J Otte (expenses)	100750	67.90	
J Otte (newsletter May)	100751	9.86	
Stafford Snell (internal audit)	100752	25.00	
Hindolveston Village Hall (scam awareness meeting)	100753	14.00	
Ryan Hubbard (churchyard April & May)	100754	180.00	
Norse Eastern Ltd (grounds maintenance at Rec)	100756	1091.21	
Norfolk ALC (annual subs)	100757	132.90	

- 17) Allotments: no points to discuss.

### 18) Recreation Ground and Pavilion

- a) **Safety report:**

- i) All the playground equipment was in good condition? although the tyre on the right hand side on the see- saw was still quite squashed. *See below* It was noted that some tiles had been knocked of the Barn roof. This had been reported to the owners and the matter dealt with.

- ii) The broken goal post was disposed of at the tip.

- b) **Replacement goal post**

- i) It was decided not to purchase replacement goal posts at the moment as they might be dismantled again.

- ii) Peter Patten's offer to mark out a pitch at the bottom of the field and construct goal posts (which could be moved for grounds maintenance) was taken up. The Clerk was asked to contact Norse to find out the dates when they were due to cut the grass.

- c) Repairs/maintenance at Millennium Pavilion & Recreation Ground. It was noted that Wayne was due to repair the fence in the next week or two.

- d) The possibility of building a disabled friendly path from The Street to the Pavilion was discussed. It was confirmed that although such a footpath was not a legal obligation for existing buildings, the Parish Council was expected to do its best to make an existing building as accessible as possible. On that basis the point was made that consideration of the likely usage (i.e. frequency of use) would be a factor when







