

Hindolveston Parish Council

Clerk: Mrs Joanna Otte tel 01328 822366
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN
e-mail: hindolvestonpc@googlemail.com
<http://hindolvestonparishcouncil.norfolkparishes.gov.uk/>

To: Wayne Bowditch, Hazel Carter, Chip Davison, Wayne Jolly, Trevor Leeder (Chair),
Neil Lewis, Mary Walsh (Vice-Chair)

CC: Vincent FitzPatrick (District Cllr), Steff Aquarone (County Cllr), SNT Fakenham

You are hereby summoned to the
Annual Meeting of Hindolveston Parish Council
on Thursday 16 May 2019 at 7.30 pm
to be held in the Millennium Pavilion, Rec Ground

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

Date

Public Forum

Members of the public may raise matters of concern and make comments in respect of the items on the Agenda before the Parish Council meeting opens. District and County Councillors may also report and answer questions.

Maximum time for the Public Forum is 15 minutes (subject to the discretion of the Chair).

Parish Councillors to complete declaration of acceptance of office before the meeting
Parish Councillors to complete a register of interests form and election expenses form to be sent to the District Council (with 28 days)

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 consider apologies and reasons for absence.
- 4) Declarations of pecuniary interest in any of the agenda items listed below.

5) Policies to note / review

- a) Code of Conduct (adopted 2012)
- b) Transparency Code for Smaller Authorities (came into effect April 2015).
- c) Standing Orders (new model standing orders adopted May 2018)
- d) Financial Regulations (last reviewed May 2018)
- e) Annual Risk Management Assessment (updated May 2019)
- f) Planning Protocol**
 - i) To consider specifying in the Protocol that a minimum of three councillors are required to make a decision for a response to be submitted to the Planning Authority
 - ii) To consider if it is necessary to amend the Protocol so that the number of active participants in each planning consultation is recorded in the Minutes along with the response
- g) General Data Protection Regulation Policy**
 - i) To note report from the GDPR Committee (meeting on Monday 13 May) and to implement the recommendations.

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6) Allocation of responsibilities

- a) Manager of SAM2 unit
- b) Risk assessment of structures including street lights
- c) Health and Safety Checks of allotments
- d) Regularly check of Playground apparatus
- e) Millennium Pavilion
 - i) Key-holders
 - ii) Bookings officer
 - iii) Cleaner
 - iv) Maintenance checks (building, fire extinguishers, first aid kit)
- f) Weekly check of defibrillator at the Village Hall
- g) Website administrator
- h) War Memorial (care of hedge and pot plants)
- i) Newsletter (editor and layout administrator)
- j) Bank signatories (TL, MW, CD)
- k) Membership of GDPR working group
- l) Internal account checker
- m) To confirm membership of Parish Council Planning Advisory Group
- n) Appointment to Hindolveston Charity if required
- o) Internal Auditor (an external position)
- p) any other appointments

7) To approve and sign the Minutes of the previous meeting (18 April).

- 8) **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.

9) Highways

- a) Items to report
- b) To note that the order has been placed for the new sign for Station Road (no vehicular access to The Dyes) as requested by residents and agreed at the last meeting.

10) Speed Management W Bowditch to report on the Speed Indicator Device (SID).

11) 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/>

- b) To note decisions made by North Norfolk District Council

12) Accounts and Annual Return

- a) To approve the annual accounts, which have been checked by Trevor Leeder.
- b) To note the report from the Internal Auditor Stafford Snell: *'I have carried out the Internal Audit Hindolveston Parish Council as requested. The accounts and all other documentation are very well kept and the audit trail easy to follow. As usual these accounts are a pleasure to audit, there are no points I wish to bring to the notice of the Parish Council.'*

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- c) To approve and sign the Annual Governance and Accountability Return (AGAR):
- i) The **Annual Governance Statement** - see explanation of how the Parish Council meets its obligations.
 - ii) **Accounting Statements** for 2018-19.
 - iii) **Exemption from Limited Assurance Review.**
 - (1) To confirm that the Parish Council has met the relevant criteria for Exemption and to complete the Certificate of Exemption (which will be sent to the appointed External Auditor PKF Littlejohn LLP).
 - (2) To note that the following documents will be published on the website as required: Certificate of Exemption, Annual Internal Audit Report, Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements), analysis of variances, bank reconciliation, notice of the period for the exercise of public rights. The latter will also be placed on the notice board.

13) Financial Business

- a) **Accounts:** To confirm balances on bank statements as at 29 April 2019

Business Bonus	5,991.00
Business Premium	114.17
Community A/C	10.662.03

- b) **Receipts:** NNDC (pocket parks plus grant) £7,850

- c) **Regular payments** since previous statement

date	to whom		Details	Amount
10/04/19	E.ON	DD	non-metered supply	51.54
25/04/19	salary and on costs	SOs	salary and on costs	280.55

- d) **Payments for approval:**

	cheque no	£ p
J Otte (expenses incl. newsletter photocopying May)	100835	50.77
Ryan Hubbard (old and new graveyard)	100836	140.00
Norfolk Association of Local Councils (annual subs)	100837	138.70
Stafford Snell	100838	25.00
Hindolveston Recreation Ground (grant from NNDC for access path)	100839	2,000.00

14) Allotments

- a) Matters of concern
- b) Feral chickens (on allotments and in gardens). To note response from the Environmental Protection Team at NNDC: unless there are issues regarding pest control, waste disposal or statutory nuisance e.g. from noise or deposits, the Environmental Protection Team are unable to take any enforcement action. If any of the above applies please do report to the Environmental Protection Team Telephone 01263 516085 or email: ep@north-norfolk.gov.uk .(The information was included in the May newsletter).

15) Recreation Ground and Pavilion

- a) **Safety report**
- b) **Disabled friendly path** from The Street to the Pavilion: progress report
- c) **Goal posts:** progress report
- d) **Fundraising and Social Events:** Good Friday Coffee Morning

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e) Financial Business

- i) Receipts since previous statement: £96.25; refund from E.ON £8.33
- ii) Regular payments since last statement: E.ON £35.85
- iii) Balances as at 3 May 2019: current a/c £772.40, savings a/c £3,962.09.
- iv) Payments for approval:

Payee	cheque no	£	p
Steward Safety Supplies (fire extinguisher check)	101026	24.00	
North Norfolk District Council (annual charge for waste bin and collection)	101027	267.80	
Lisa Chapman (cleaning)			

- 16) Pocket Parks Plus - wildflower and picnic area on the Recreation Ground
 - a) To consider a request from the owners of the Barn to lease the triangle of land between the corner of the barn and the boundary fence (see report).
- 17) Street lighting
- 18) Correspondence (if any) - circulated as usual via email
 - a) NNDC Formal Notice of Public Consultation of First Draft of Local Plan (part 1) and Design and Landscape supplementary planning documents: 7 May to 19 June
- 19) Items for report or for the next agenda.
- 20) Next Meeting of the Parish Council at 7.30pm on Thursday 20 June 2019 in the Millennium Pavilion, Recreation Ground.