

## Hindolveston Parish Council

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

Present: Wayne Bowditch (Chair), Hazel Carter, Chip Davison, Wayne Jolly, Trevor Leeder, Neil Lewis, Mary Walsh (Vice-Chair); and approximately eighteen members of the public

DRAFT

### Annual Meeting of Hindolveston Parish Council on Thursday 16 May 2019 at 7.30 pm in the Millennium Pavilion, Rec Ground 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).

Members of the public made comments in respect of the item on the agenda to consider the request to lease a triangle of land at the Recreation Ground (summarised below).

T Leeder (who was in the Chair) thanked the Clerk for putting the Report together.

- It is a valuable piece of land.
  - Could villagers be involved in the planting out the wildflower area?
  - The lease of the land should not happen: the Recreation Ground is for the use of all people. Even though it is a small piece it would be setting a precedent.
  - The people who bought the Barn did so knowing the situation and should not expect the Parish Council to address their issues of privacy. The licence of the land at the grazing allotment was a different situation as that land was only available to tenants. From experience as a previous councillor and chair to the parish council tenancies next to properties cause problems and sorting them out leads to costly negotiations etc. If the request goes ahead the boundary should be made clear and maintained.
  - Once the land is leased it is no longer available to the public. The parish council has a duty to maintain and operate the Recreation Ground for the benefit of all villagers. It is owned by the village and it is wrong to take the land away from the public. There is no shortage of funds to maintain the Wildflower and Picnic area. The missing element in the report is children.
  - Totally against it. That track was the main entrance to the Recreation Ground and the other entrance [to the car park] was an extra entrance. Questioned the internal layout of the Barn conversion.
  - It was pointed out that privacy works both ways - the owners of the Barn are asking for consideration of their privacy but the people using the play area also don't want to be overlooked.
  - Supports the leasing of the land: there is a precedent. It is unfair to make comparison with difficulties which happened in the past which could be avoided this time.
- Other matters
- To say that the review of the Website Policy had been circulated to parish councillors and hoped that it would be considered in the reviews below.
  - Request for an update on the progress of the disabled path, the expected finish time and the cost.
  - Why are there pallets in the car park? - They are covering the septic tanks - repairs are to be carried out when equipment (which was broken) is available.

## Hindolveston Parish Council

- In respect of Data Protection item - What is the difference between a Committee and a Working Group?
- Could the Fete be resurrected? - yes but it needs volunteers to organise it.

*Parish Councillors completed 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)*

### MINUTES

- 1) The Chair asked for nominations for the Election of Chair. There were two nominations:  
Trevor Leeder

Proposed by	CD	Seconded by	WJ	vote	
-------------	----	-------------	----	------	--

Wayne Bowditch

Proposed by	HC	Seconded by	MW	vote	
-------------	----	-------------	----	------	--

A paper ballot was taken. The Clerk counted the votes and announced that Wayne Bowditch and received the majority. He was elected as Chair

- a) Wayne Bowditch completed and signed acceptance of office for Chair.

A member of the public led a vote of thanks to the outgoing Chair, Trevor Leeder.

- 2) The new Chair asked for nominations for the Election of Vice-Chair. There were two nominations:

Mary Walsh

Proposed by	HC	Seconded by	WB	vote	
-------------	----	-------------	----	------	--

Trevor Leeder

Proposed by	CD	Seconded by	WJ	vote	
-------------	----	-------------	----	------	--

A paper ballot was taken. The Clerk counted the votes and announced that Mary Walsh and received the majority. She was elected as Vice-Chair.

- 3) Apologies from Steff Aquarone (County Cllr)

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

### 5) The following policies were noted / reviewed

- 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) Website Management Policy had been revised and the updates were approved. The main revisions were:
  - i) Reference to a new section on the website ‘ Your privacy and the processing of personal data’
  - ii) Note that public notices may be deleted but associated documents/ posters would be retained on the archive page
  - iii) The website manager was not required to submit a report to every Parish Council meeting but only when there is something of substance to report.

#### g) Planning Protocol

- i) It was decided to include the following changes to the Planning Protocol to provide clarity
  - (1) To specifying that a minimum of three councillors are required to make a decision for a response to be submitted to the Planning Authority.

## Hindolveston Parish Council

- (2) To record in the Minutes, the number of active participants in each planning consultation along with the response.

### **h) Data Protection Policy**

- i) The report and minutes from the GDPR Committee (meeting on Monday 13 May) were submitted.
- ii) It was noted that the Parish Council is registered with the ICO (Information Commissioner's Office) and that the Policy and associated documents are available to view on the website as required.
- iii) It was noted that there had been no requests or breaches during the period since May 2018.
- iv) The Committee recommended that:
  - (1) The Data Protection Policy should be updated including reference to the Data Protection Act 2018 (DPA) as the previous GDPR Policy referred to actions which had been required to put the General Data Protection Regulation requirements in place.
  - (2) The Committee should change to a Working Group. This would allow the Group to meet at short notice and in private if it was required to deal with breaches of personal data. Whereas the Committee was required to meet in public and giving the same notice period as a full parish council meeting.
- v) It was agreed to adopt the new Data Protection Policy and the revised Terms of Reference for a Data Protection Working Group.

### **6) Allocation of responsibilities**

- a) Manager of SID unit: Phil Brown with Wayne Bowditch
- b) Risk assessment of structures including street lights: Hazel Carter and Mary Walsh
- c) Health and Safety Checks of allotments: Trevor Leeder, Chip Davison, Mary Walsh and Wayne Bowditch
- d) Regularly check of Playground apparatus: Mary Walsh
- e) Millennium Pavilion
  - i) Key-holders: Rosie and Trevor Leeder
  - ii) Bookings officer: Rosie Leeder
  - iii) Cleaner: Lisa Chapman
  - iv) Maintenance checks (building, fire extinguishers, first aid kit): Trevor Leeder
- f) Weekly check of defibrillator at the Village Hall: Tim Walsh
- g) Website manager: Phil Brown
- h) War Memorial (care of hedge and pot plants): Hazel and Dave Carter
- i) Newsletter (editor and layout administrator): Mary Walsh and Dave Carter
- j) Bank signatories (TL, MW, CD)
- k) Membership of Data Protection Working Group: Wayne Bowditch, Neil Lewis and Mary Walsh
- l) Internal account checker: Trevor Leeder
- m) Planning Advisory Group: all parish councillors
- n) Appointment to Hindolveston Charity not required
- o) Internal Auditor (an external position): Stafford Snell
- p) Any other appointments: none required

- 7) The Minutes of the previous meeting (18 April) were corrected to add the statement that other people did not support [leasing the land at the Recreation Ground], before being approved and signed.

## Hindolveston Parish Council

- 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. None.
- 9) **Highways**
- a) Items to report
    - i) Give Way sign on Melton Road approaching The Street is squiffy.
    - ii) White lines need to be repainted e.g. at junction of Foulsham Road / The Street
  - b) It was noted that the potholes on Briston Road had been filled
  - c) It was noted 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). The SID data has not been downloaded for about 8 weeks due to technical problems transferring the data, this means that the data in the SID now covers 3 sites. Since the dates at each site are known, it is still possible to analyse the data by site, it just takes a bit more work.
- 11) **Planning**
- a) Applications received from the District Council since the last meeting for consideration: None.
  - b) To note decisions made by North Norfolk District Council: None
- 12) **Accounts and Annual Return**
- a) **The annual accounts**, which had been checked by Trevor Leeder were approved and signed.
  - b) **The report from the Internal Auditor** Stafford Snell was noted: *‘I have carried out the Internal Audit for 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.’*
  - c) To approve and sign the Annual Governance and Accountability Return (AGAR):
    - i) **The Annual Governance Statement** was approved and signed.
    - ii) **Accounting Statement** for 2018-19 was approved and signed
    - iii) **Exemption from Limited Assurance Review.**
      - (1) The Parish Council confirmed that it had met the relevant criteria for Exemption and completed the Certificate of Exemption (which will be sent to the appointed External Auditor PKF Littlejohn LLP).
      - (2) It was noted that the following documents would 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:** The balances on bank statements as at 29 April 2019 were confirmed:

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

## Hindolveston Parish Council

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) The following payments were approved:

	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) The Clerk was asked to contact the tenants asking them to move the following:

- i) bonfire on path
- ii) cultivators
- iii) carpets

b) Feral chickens (on allotments and in gardens). The response from the Environmental Protection Team at NNDC was noted: 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](mailto:ep@north-norfolk.gov.uk) . (The information was included in the May newsletter).

### 15) Recreation Ground and Pavilion

a) **Safety report:** it was decided that a new seat should be purchased to replace the crack one. Wayne Jolly said that he would order on (approx £20)

b) **Disabled friendly path** from The Street to the Pavilion was almost complete. Unfortunately Wayne Jolly's trailer had broken and he was waiting for it to be repaired before he could finish the last bit of the path. He and Trevor Leeder had both provided labour and equipment free of charge (Trevor waived his costs of £375). The only cost to would be for the concrete and shuttering (the total was not yet available). There was a vote of thanks to Wayne Jolly and Trevor Leeder.

c) **Goal posts:** one goal post was finished and needed to be installed. Wayne Jolly offered to make the feet. The Chair and a councillor would follow up on the second goal post.

d) **Fundraising and Social Events:** Good Friday Coffee Morning £286.70. There was a vote of thanks to those who had organised this event.

#### 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) The following payments were approved:

Payee	cheque no	£ p
Steward Safety Supplies (fire extinguisher check)	101026	24.00

## Hindolveston Parish Council

North Norfolk District Council (annual charge for waste bin and collection)	101027	267.80
Lisa Chapman (cleaning)	101028	32.00

- 16) **Pocket Parks Plus - wildflower and picnic area on the Recreation Ground**
- a) The 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) was considered. The Chair went round the table asking councillors for their views. One member was in favour of leasing, a couple were willing to be persuaded by the strong views which had been expressed by the public and the rest stated that the land should not be leased because it needed to be protected for public use. It was agreed not to lease the land.
  - b) It was decided that a meeting with the owners of the Barn should be arranged to discuss modification of the layout of the Wildflower and Picnic Area with the Vice-Chair taking the lead.
- 17) **Street lighting:** all in order although the one on Foulsham Road might require further welding - Wayne Jolly and Chip Davison would investigate.
- 18) **Website Report:**  
The nephew of Sgt Stuart Wilson, the navigator of Wellington BK440 that crashed near the village in December 1943, has been in touch with the web manager for information. Because the field where the plane came down is owned by the village and managed by the trustees, the nephew has been passed the details (with permission) of one of the trustees to arrange a private visit to the crash site in the summer. The nephew has very kindly provided the web manager with a photo of Sgt Wilson that can now be viewed on the home page of the website.  
Details on how to report potholes have also been included on the website home page. The idea is that residents can report potholes directly to the Highways Division of Norfolk County Council on-line. It is not necessary to register beforehand and the process takes about 2 minutes; the reporter will need to provide the location, nature and size/depth of the offending pothole. The alternative is to wait until someone else does it or report it at the next PC meeting, by which time the hole might be twice the size.  
The results of the Parish and District council elections can also be viewed by clicking the links under the relevant section on the website homepage.
- 19) **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
- 20) **Items for report or for the next agenda.**
- a) Sign showing location of defibrillator
- 21) **Next Meeting of the Parish Council at 7.30pm on Thursday 20 June 2019 in the Millennium Pavilion, Recreation Ground.**