

Hindolveston Parish Council

Clerk: Mrs Joanna Otte tel 01328 822366
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Present: Wayne Bowditch (Chair), Hazel Carter, Chip Davison, Wayne Jolly, Neil Lewis, Mary Walsh (Vice-Chair)
and: Vincent FitzPatrick (District Cllr) and three members of the public

Meeting of Hindolveston Parish Council on Thursday 17 Oct 2019 at 7.30 pm
in the Millennium Pavilion, Rec Ground

Public Forum

Welcome from the Chair

Members of the public raised the following points.

- Someone had been nearly knocked over by the Pavilion by a 4x4
- The Speed Watch Volunteer application forms were sent off two weeks ago.
- Request to make comments on the DPWG report when it is presented.

The District Councillor reported the following:

- Big Society Fund (current maximum £15,000) is open for applications (next deadline 4 November).
- Arts and Culture Fund (up to £2,500) is also open
- NNDC car parks will be free of charge on Remembrance Sunday 10 November
- Training events e.g. food safety, skills for tourism and leisure
- The District Council has had two successful prosecutions against firms for asbestos offences.

MINUTES

- 1) Apologies from Trevor Leeder were accepted
- 2) Declarations of pecuniary interest in any of the agenda items listed below.
 - a) M Walsh declared an interest in planning item 7)a)i) as she owns the neighbouring property.
- 3) The Minutes of the previous meeting (19 September) 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) **Highways**
 - a) It was noted that Highways will replace the missing directional sign on the post at Pinfold Lane and move the whole post along the verge. However they will not lower the height of the verge.
 - b) Items to report: none
 - c) Parish Partnership Scheme (deadline for applications 6 December): entrance to Recreation Ground Track - ongoing
- 6) **Speed Management**
 - a) Nothing to report on the Speed Indicator Device (SID).

Signed: Wayne Bowditch
Chair

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7) Planning

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

- i) PF/19/1621 and LA/19/1622: Demolition of existing cart shed and erection of two storey side extension and detached cart shed at **Orchard House, 60 The Street**. Link circulated. No objection.

b) Decisions made by North Norfolk District Council

- i) PF/19/0765: Demolition of existing dwelling and replacement with two-storey detached dwelling with rear first floor balcony and attached double garage at **Manton Grange, 113 The Street**. Decision pending.

8) Notices for defibrillator

a) It was noted that the Village Hall Committee is happy to have notices directing people to the defibrillator if the Parish Council covers the costs.

- i) It was thought that 3 signs per defibrillator would be required.
ii) It was agreed that it would be useful to have a second defibrillator perhaps at the Church.
iii) The Clerk was asked to see if it would be possible to getting funding for a second defibrillator and signage from the Big Society Fund

9) Financial Business

a) Accounts: The balances on bank statements as at 27 Sept 2019 were confirmed:

Business Bonus	6,122.02
Business Premium	114.29
Community A/C	10,799.10

b) Receipts: interest £3.09; precept £5,250 and LCTSG £116.

c) Regular payments since previous statement

date	to whom		Details	Amount
10/09/19	E.ON	DD	non-metered supply	49.88
25/09/19	salary and on costs	SOs	salary and on costs	280.55

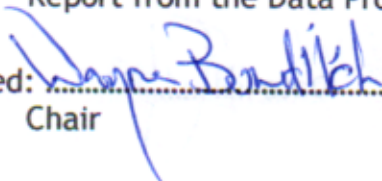
d) The following payments were approved:

	cheque no	£ p
J Otte (expenses incl. newsletter photocopying Oct)	100855	77.48
Ryan Hubbard (old & new graveyard)	100856	140.00
Norfolk Parish Training and Support	100857	10.00
Poppy Appeal (wreath)	100858	25.00

e) To consider joining **Norfolk Parish Training and Support**: support, advice and discounts on the cost of training which they provide. Annual (April to March) subscription fee is 1% of precept (e.g. on current year's precept it would be £105). The Chair reported that it would be possible to join immediately for a pro rata rate. It was agreed to subscribe and the Clerk was asked to make the necessary arrangements.

10) Data Protection

Report from the Data Protection Working Group (WB, NL MW):

Signed: 
Chair

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a) Breach investigation.

- i) Since the Report to the Parish Council at the Annual Meeting on 16 May 2019, the Data Protection Working Group (DPWG) reports that there had been a couple of minor breaches in April 2019 which the DPO investigated. A couple of emails for Parish Councillors were also sent to two other people unconnected to the Parish Council. It transpired that the sender in one instance had inadvertently clicked on the incorrect recipient's email address and in the other instance had used a group email to reply to which included a third party.
 - ii) Parish Councillors are reminded to take due care when sending emails to ensure that the recipients are correct.
- b) It was confirmed that an **information audit** has taken place and is maintained.
- c) The Fact Sheet for local councils from the ICO regarding the use of **personal email addresses and devices** has been considered in consultation with the DPO.
- i) It was not considered necessary for the Parish Council to provide specific devices for parish councillors. They may use their own personal devices to accessing email for parish council business. It is recommended that access is password protected and adequately protected from malware etc.
 - ii) It is recommended that parish council specific **email addresses for each councillor** are set up and used for parish council business only. The agreed format is cllr.namesurname@gmail.com with the parish council privacy statement as an automatic addition at the end of each email. This will benefit parish councillors in that they will not have to publicise their personal emails and they will be able to keep their parish council work and correspondence separate from private or work commitments. It will benefit the public who will have access to email addresses which are clearly for councillors. It will also make it easier to provide information for a Personal Data Request and to investigate any breaches.
- d) **Training**
- i) Members of the DPWG (and other members) will attend training when available. The Clerk will highlight these when dates are available.

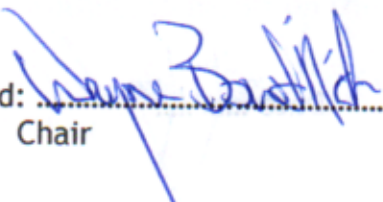
11) Allotments

- a) Encroachment on land. The owners of the neighbouring property responded to the letter from the Clerk providing further clarification of the boundary pointing out that the metal post did not mark the demarcation of the boundary. They invited councillors to view the new fence which they had erected on the boundary following their title plan. Parish Councillors had viewed the fence and agreed that this was marked the boundary. The Clerk was asked to write to the owners accepting the boundary as marked and that the matter was now resolved.
- b) Health and Safety inspection required as soon as possible so that any issues raised (including bonfires, rubbish and respecting other tenants' allotments) could be sent out with invoices for rent which were due on 1 October.

12) Recreation Ground and Pavilion

a) Safety report

- i) Everything looks good in the Play Area. There are two panels missing on the fence opposite the path where a dog might get through.
- ii) Repairs recommended by the annual inspection report from Playsafety: ongoing
- iii) Moles on the bottom of the playing field. The Clerk was asked to follow this up with Acorn Pest and Country Services.
- iv) Sign at the Recreation Ground has collapsed. It was agreed to take up the offer via Hazel Carter for her husband to fix it.

Signed: 
Chair

Hindolveston Parish Council

b) Pavilion

- i) PAT testing completed and lights fixed by Pegg Electrical.
- ii) It was agreed to ask Pegg Electrical to do an E.I.C.R electrical inspection (recommended that this is done every five years) for £135. Trevor Leeder would make the necessary arrangements.

c) Fundraising and Social Events: nothing planned

d) Financial Business

- i) Receipts since previous statement: £122.50 bookings
- ii) Regular payments since last statement: E.ON £23.00 x 2
- iii) Balances as at 9 October 2019: current a/c £1,200.78 savings a/c £3,966.05.
- iv) Payments for approval:

Payee	cheque no	£	p
Lisa Chapman (cleaning)	101042	32.00	
Pegg Electrical Services (PAT testing and lights)	101043	78.00	

13) Pocket Parks Plus - wildflower and picnic area on the Recreation Ground

- a) Specifications for ground works and layout: work in progress
- b) Picnic tables -recycled plastic - not ready to order yet

14) Street lighting: nothing to report

15) Communication with the Community

- a) The website has just been updated with a separate post on reporting potholes and a notice from National Trading Standards about the free offer of Free Call Blocker units for people who receive a high level of scam or nuisance phone calls. As with most notices, the associated posters can be downloaded in pdf directly from the website.

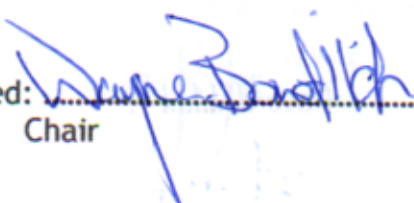
16) Correspondence (if any) - circulated as usual via email

- a) CPR and defibrillator training for between 10 and 20 people: Neil Lewis is making arrangements - next available date is Friday 13 December - tbc either in the Village Hall or the Pavilion - donation to Air Ambulance.
- b) Request from Village Hall Committee for support for the project to build an extension for a catering kitchen and dining area. The Parish Council was fully in support of this project and would consider if it would be possible to make a donation from the Precept next year.

17) Items for report or for the next agenda.

- a) Setting the Budget and Precept for 2020 - 2021

18) Next Meeting of the Parish Council at 7.30pm on Thursday 21 November 2019 in the Millennium Pavilion, Recreation Ground.

Signed: 
Chair

Date:  21/11/19