Clerk: Mrs Joanna Otte tel 01328 822366

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<http://hindolvestonparishcouncil.norfolkparishes.gov.uk/>

To: Wayne Bowditch (Chair), Hazel Carter, Chip Davison, Wayne Jolly, Trevor Leeder,

Neil Lewis, Mary Walsh (Vice-Chair)

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

You are summoned to the Annual Meeting of the Parish Council on

Thursday 6 May 2021 at 7.30 pm

(in accordance with the corona virus Regulations this meeting will be via Zoom)

**Please use this link to join the Zoom Meeting:** [**https://us02web.zoom.us/j/83758866849**](https://us02web.zoom.us/j/83758866849)

Members of the public who wish to raise matters of concern may also do so by emailing [hindolvestonpc@googlemail.com](mailto:hindolvestonpc@googlemail.com) or telephoning the Clerk 01328 822366

Comments and decisions will be published in the usual way in the Minutes which can be viewed on the website <http://hindolvestonparishcouncil.norfolkparishes.gov.uk/>

Signed: *Joanna Otte* (Clerk to the Council) Date: 29 April 2021

Public Forum

Welcome from the Chair

* Members of the public may raise matters of concern and make comments in respect of items on the Agenda before the Parish Council meeting opens.
* Reports from District and County Councillors.

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

AGENDA

1. The Chair will ask for nominations for the Election of Chair.
   1. The new Chair will complete a declaration of 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**
   1. Code of Conduct (adopted 2012)
   2. Transparency Code for Smaller Authorities (came into effect April 2015).
   3. Standing Orders (new model standing orders adopted May 2018, last reviewed May 2019)
   4. Financial Regulations (last reviewed May 2019)
   5. Annual Risk Management Assessment (updated May 2021)
   6. **Planning Protocol**
   7. **General Data Protection Regulation Policy** 
      1. To note that there have been no requests and no breaches in the previous year.
6. Allocation of responsibilities
   1. Manager of SAM2 unit
   2. Risk assessment of structures including street lights
   3. Health and Safety Checks of allotments
   4. Regular check of Playground apparatus
   5. Millennium Pavilion
      1. Key-holders:
      2. Bookings officer
      3. Cleaner
      4. Maintenance checks (building, fire extinguishers, first aid kit)
   6. Weekly check of defibrillator at the Village Hall
   7. War Memorial (care of hedge and pot plants)
   8. Newsletter (editor and layout administrator)
   9. Membership of Data Protection working group
   10. Internal account checker
   11. Parish Council Planning Advisory Group (all parish councillors)
   12. Appointment to Hindolveston Charity if required
   13. Internal Auditor (an external position)
   14. any other appointments
7. Apologies and reasons for absence.
8. Declarations of pecuniary interest in any of the agenda items listed below.
9. To approve the Minutes of the previous meeting (15 April) for the Chair to sign.
10. 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.
11. **Accounts and Annual Return**
    1. To **approve the annual accounts**, which have been checked by Trevor Leeder.
    2. To note the **report from the Internal Auditor** Stafford Snell: *‘I have carried out the Internal Audit Hindolveston Parish Council as requested. Owing to the Government Social Regulations the audit has been carried out by email and the Hindolveston’s website. This would not have been possible if it had not been for the excellent way in which Joanna had produced for me all the necessary paperwork I required. The accounts and all other documents produced for me were in order, consequently there are no points I wish to raise with the Parish Council.’*
    3. To approve and sign the Annual Governance and Accountability Return (AGAR):
       1. The **Annual Governance Statement** – see explanation of how the Parish Council meets its obligations.
       2. **Accounting Statements** for 2020-21.
       3. **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.
12. Highways
    1. **Items to report:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
    2. To consider correspondence from residents off Foulsham Road regarding a proposal for an entrance and exit to a campsite at two blind bends.
13. Planning
    1. Applications received from the District Council since the last meeting. 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/>:
    2. To note decisions made by North Norfolk District Council
    3. Other planning matters
       1. To note that an enforcement case has been set up (reference ENF/21/0059) for Wakefield Piece concerning the size of a building on the site. The enforcement officer has visited the site and spoken to the owner. The motorhome is there as a precaution for family members to use in case one person contracts covid, and is also being used as additional office space. The caravan is not classed as operational development as it can be moved at any time, and the use is incidental to the enjoyment of the dwelling house and so there is no breach. The enforcement case will now be closed.
14. Telephone Kiosk
    1. BT Payphone Removal Consultation ends 12 May. The Clerk has notificed the District Council as the Local Planning Authority responding to the consultation that the Parish Council is considering adopting the kiosk.
    2. To consider what to use the adopted kiosk for
       1. Defibrillator
       2. Book exchange
15. Replica dedication stones for Methodist Chapel
    1. Four replica plaques and one explanatory plaque are ready for mounting and fixing to the railings adjacent to the Methodist Chapel at the Village Hall.
16. Allotments
    1. Inspection carried out. Two tenants have been written to asking for allotments to be tidied up and items to be removed.
17. Financial Business
    1. Account balances, receipts and regular payments as reported to last meeting.
    2. Payments for approval:

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| --- | --- | --- |
| Payee | cheque number | amount |
| Joanna Otte (expenses incl. newsletter for May) | 100917 | £28.63 |
| Ryan Hubbard (grass cutting at graveyard) | 100918 | £140.00 |
| Norfolk Association of Local Councils (annual subs) | 100919 | £177.44 |
| Stafford Snell (internal audit) | 100920 | £25.00 |

1. **Covid-19 Hardship Grant**
   1. Total grants made £510 leaving £490 for further grants.
2. Recreation Ground and Pavilion
   1. Recreation Ground and Playing Field
      1. Regular check:
      2. Flood lights
      3. Tidying up the car park and storage container.
   2. **Pavilion**
      1. **Interior redecoration**. Thank you to Mary for contacting numerous decorators. Thank you to Mary and Trevor for meeting the decorators at the Pavilion and getting the quotes. The three quotes (listed below) were circulated to all councillors. The quote from CN Décor was deemed the most popular and, as they were getting very busy, the Vice-Chair has made a provisional booking to be confirmed.
         1. Anglian Domestic Services: £1,020
         2. CN Décor: £2,030
         3. North Norfolk Roofing: £2,680 + VAT
   3. **Financial Business**
      1. No statement since the last meeting
      2. Payments for approval:

|  |  |  |
| --- | --- | --- |
| Payee | cheque number | amount |
| Lisa Chapman (cleaning) | 101074 | £40.00 |

1. Street lighting
2. Communication with the Community
3. Correspondence – circulated as usual via email
4. Items for report or for the next agenda.
5. Next Meeting **(with Annual Parish Meeting) at 7.30pm on Thursday 17 June 2021 in the Millennium Pavilion** (after 7 May Parish Councils are no longer allowed to meet virtually)