Clerk: Mrs Joanna Otte tel 01328 822366

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Present: Wayne Bowditch (Chair), Hazel Carter, Wayne Jolly, Trevor Leeder, Neil Lewis,

Mary Walsh (Vice-Chair)

And: Vincent FitzPatrick (District Cllr) and one member of the public

Annual Meeting of the Parish Council on

Thursday 6 May 2021 at 7.30 pm

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

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. No comments.
* Reports from District and County Councillors. Report from the District Councillor was circulated via email.

MINUTES

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

Wayne Bowditch was re-elected as Chair

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| Proposed by | HC | Seconded by | MW | vote | All |

* 1. The new Chair will complete a declaration of acceptance of office

1. The Chair asked for nominations for the Election of Vice-Chair.

Mary Walsh was re-elected as Vice-Chair

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| Proposed by | HC | Seconded by | NL | vote | All |

1. The following Policies were noted / reviewed:
   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. It was noted that there have been no requests or incidents in the previous year.
2. Allocation of responsibilities
   1. Manager of SAM2 unit: P Brown
   2. Risk assessment of structures including street lights: M Walsh and H Carter
   3. Health and Safety Checks of allotments: M Walsh and H Carter
   4. Regular check of Playground apparatus: M Walsh
   5. Millennium Pavilion
      1. Key-holders: T Leeder
      2. Bookings officer: R Leeder
      3. Cleaner: L Chapman
      4. Maintenance checks (building, fire extinguishers, first aid kit): T Leeder
   6. Weekly check of defibrillator at the Village Hall: T Walsh
   7. War Memorial (care of hedge and pot plants): H & D Carter
   8. Newsletter (editor and layout administrator): M Walsh and D Carter
   9. Membership of Data Protection working group: W Bowditch, M Walsh, N Lewis
   10. Internal account checker: T Leeder
   11. Parish Council Planning Advisory Group: all parish councillors
   12. Appointment to Hindolveston Charity: not required
   13. Internal Auditor (an external position): Stafford Snell
   14. any other appointments: none
3. Apologies from Chip Davison, Steff Aquarone (County Cllr) were accepted.
4. Declarations of pecuniary interest in any of the agenda items listed below. None.
5. The Minutes of the previous meeting (15 April) were approved for the Chair to sign.
6. 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.
7. **Accounts and Annual Return**
   1. The **annual accounts**, which have been checked by Trevor Leeder, were approved for signing
   2. The **report from the Internal Auditor** Stafford Snell was noted: *‘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** was approved for signing.
      2. **Accounting Statements** for 2020-21 were approved for signing
      3. **Exemption from Limited Assurance Review**.
         1. The Parish Council was unable to complete the Certificate of Exemption this year as the receipts and payments during the year exceeded £25,000.
         2. To note that the following documents will be published on the website as required: 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.
8. Highways
   1. **Items to report:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
      1. **Potholes:** Melton Road
   2. Correspondence from residents off Foulsham Road regarding a proposal for an entrance and exit to a campsite at two blind bends was considered. It was agreed that the Clerk should write to Highways Engineers both at the Aylsham Depot and at NNDC raising concerns about the potential dangers.
9. Planning
   1. Applications received from the District Council since the last meeting. None.
   2. Decisions made by North Norfolk District Council. None.
   3. Other planning matters
      1. It was noted that an enforcement case had 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 had now been closed.
   4. Planning decided by Norfolk County Council
      1. **Bridge End, Foulsham Road**, Hindolveston, NR20 5BZ: Change of use from dwelling house (C3) use to children's home (C2) use: Norfolk County Council. APPROVED.
10. Telephone Kiosk
    1. BT Payphone Removal Consultation ends 12 May. The Clerk has notified the District Council as the Local Planning Authority responding to the consultation that the Parish Council is considering adopting the kiosk.
    2. The two suggestions to use the adopted kiosk for either a book exchange or to house the defibrillator were discussed. It was decided that it would be better to leave the defibrillator at the Village Hall as it would be available for hall users and also it was easier to turn a car around there than it was on The Street. The Book Exchange had received lots of support via the Facebook page. It had been mentioned that it might lead to a loss of revenue for the Village Hall which has a sale of books etc when open. It was hoped that this would not be the case. It was suggested that if the kiosk was not suitable for housing a book exchange (open at the bottom etc.) then a purpose built structure could be put in its place (or the bus shelter on Foulsham Road / The Street could be used). Wayne Jolly offered to look at the kiosk to see how it could be ‘converted’.
11. 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. Work in progress.
12. Allotments
    1. Inspection carried out. Two tenants have been written to asking for allotments to be tidied up and items to be removed.
    2. It was agreed to have another inspection on Sunday 6 June at 4 pm. The Clerk was asked to inform the allotment reps.
13. Financial Business
    1. Account balances, receipts and regular payments as reported to last meeting.
    2. The following payments were approved:

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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. No applications
2. Recreation Ground and Pavilion
   1. Recreation Ground and Playing Field
      1. Regular check: plastic showing through wood chip (Clerk to inform CGM)
      2. Flood lights: a bit crooked but safe
      3. Tidying up the car park and storage container. No action at present.
   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. It was agreed to confirm the provisional booking with CN Décor.
         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:

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| Payee | cheque number | amount |
| Lisa Chapman (cleaning) | 101074 | £40.00 |
| Wayne Jolly (repairs to playground and notice board on Fulmodeston Road | 101075 | £192.00 |

1. Street lighting no problems
2. Communication with the Community
3. Correspondence – circulated as usual via email
4. Items for report or for the next agenda.
   1. Santa Romp
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)
   1. Hand sanitiser, cleaning (e.g. door handles, chairs etc), mask-wearing, seating (social distancing) – TL and WB to set up in advance.

Meeting closed at 8.41 pm