

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/>

Present:

Hazel Carter, Chip Davison, Wayne Jolly, Trevor Leeder (Vice-Chair), Mary Walsh (Chair)
And one member of the public

Annual Meeting of the Parish Council on Thursday 19 May 2022 following the Annual Parish Meeting at 7.30 pm in the Millennium Pavilion

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. Nothing was raised.

MINUTES

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

a) Mary Walsh was elected as Chair:

Proposed by	TL	Seconded by	HC	vote	All
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b) The new Chair completed a declaration of acceptance of office

2) The Chair asked for nominations for the Election of Vice-Chair.

a) Trevor Leeder was elected as Vice-Chair:

Proposed by	MW	Seconded by	WJ	vote	All
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3) The following **Policies** were noted / reviewed:

- Code of Conduct (adopted 2012)
- Transparency Code for Smaller Authorities (came into effect April 2015).
- Standing Orders (new model standing orders adopted May 2018, last reviewed May 2021)
- Financial Regulations (last reviewed May 2021)
- Annual Risk Management Assessment (updated May 2021)
- Planning Protocol: all parish councillors
- General Data Protection Regulation Policy
 - It was noted that there had been no requests and no breaches in the previous year.

4) Allocation of responsibilities: no changes

- Manager of SAM2 unit: P Brown
- Risk assessment of structures including street lights: M Walsh and H Carter
- Health and Safety Checks of allotments: M Walsh, T Leeder, H Carter, C Davison
- Regular check of Playground apparatus: M Walsh
- Millennium Pavilion
 - Bookings officer: R Leeder (key holder)
 - Cleaner: L Chapman (key holder)
 - Maintenance checks (building, fire extinguishers, first aid kit): T Leeder
- Weekly check of defibrillator at the Village Hall: T Walsh
- Weekly check of defibrillator at the Church: T Walsh
- War Memorial (care of hedge and pot plants): H and D Carter
- Newsletter (editor and layout administrator): M Walsh & D Carter
- Membership of Data Protection working group: M Walsh, T Leeder, N Lewis
- Internal account checker: T Leeder
- Parish Council Planning Advisory Group (all parish councillors)

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Signed:
Chair

Date:

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m) Internal Auditor (an external position): Stafford Snell

n) any other appointments: none required

5) Apologies from Wayne Bowditch and Neil Lewis were accepted.

6) Declarations of pecuniary interest in any of the agenda items listed below.

7) The Minutes of the previous meeting (21 April) were approved and signed.

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:

i) Cow parsley and grass etc obstructing view of car drivers at the Fulmodeston Road junction with the B1110.

b) Following an accident on Pinfold Lane, there was a request for 30 mph speed limit. The Clerk explained that this would not be possible for a number of reasons including the cost and more importantly that having 30 mph signs on a narrow road indicates to drivers that it is safe to drive at that speed rather than making a decision on speed based on the road and driving conditions.

10) Planning

a) Applications received from the District Council since the last meeting.

i) PF/22/1087: Single storey extension to side and rear of dwelling following removal of existing conservatory to side and substandard extension to rear at **The Den 2 Fulmodeston Road**. Link circulated. No objection.

ii) PF/22/1153: Single storey side extension to dwelling with external alterations to front and rear elevation; retrospective permission sought for erection of garage with replacement roof covering and wall cladding at **95 Fulmodeston Road**. Link circulated. No objection.

b) Decisions made by North Norfolk District Council

i) PF/22/0600: Improvements to site access to serve dwellings approved under planning permission ref. nos. PF/20/1782 and PU/20/1780 at **Church Farm Barns Church Lane**. APPROVED.

11) Allotments and tenancies

a) Land at bottom of Rec.

b) Amenity land at the Old Chapel, Foulsham Road

i) Revision of the rent agreement for the amenity land. It was agreed that the Parish Council was happy with the lease arrangement as it is. The Clerk was asked to inform the owner.

c) It was noted that some of the plants on the track at the entrance to the allotments had been sprayed with weed killer. It was agreed that a sign should be made to remind people on the allotments to have consideration of tenants and neighbours.

12) Defibrillator for Church end of village

a) Defibrillator and cabinet with keypad lock have both been delivered. It was agreed that the Vice-Chair would collect these. He would make arrangements, in consultation with the PCC to have them installed by Pegg Electrical.

b) To purchase direction signs and to decide with the PCC where they should go.

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13) 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 of Hindolveston Parish Council Accounts for the financial year 2021-2022 as requested, this was carried out online again this year. This was only possible due to excellent set of Council Accounts and Council Policies set out by Joanna. Consequently, I have found no problems with the accounts. I have no points I wish to raise with Hindolveston Parish Council.'*
- c) To approve and sign the Annual Governance and Accountability Return (AGAR) to send to PKF Littlejohn - the external auditors:
 - i) The Annual Governance Statement was approved and signed
 - ii) Accounting Statements for 2021-22 were approved and signed.
 - iii) It was noted that the following documents would 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 would also be placed on the notice board.

14) Financial Business

- a) Account balances on bank statements as at 29 April 2022

Business Bonus	£6,905.83
Business Premium	£114.44
Current account (incl £2371.98 from Silver Band Trust)	£17,397.56

- b) Receipts: precept £6375.

- c) Regular payments since previous statement

Date	Payee	DD or SO	Details	Amount
19 April	Npower	DD	Electricity for street lights	£255.03
25 April	Salary and on costs	SO	Salary and on costs	£341.19

- d) Payments for approval:

Payee	Chq. No.	Amount
Joanna Otte (expenses and newsletter May)	100958	£33.90
Ryan Hubbard (graveyard grass cutting)	100959	£150.00
Norfolk ALC (annual subs incl website fee)	100960	£181.71
Stafford Snell (internal audit)	100961	£25.00

15) Covid-19 Hardship Grant

- a) Grants made £590 (leaving £410 for further grants).

16) War Memorial

- a) It was agreed that the usual bedding plants should be replaced by a small acer and some geraniums as these were easier to maintain.

17) Recreation Ground and Pavilion

- a) Recreation Ground and Playing Field

- i) **Regular check:** all well except the little bench which is a little wobbly. The picnic table on the rec had come slightly unbolted again but does not present a hazard. A net has been put up at one of the goal posts.
- ii) **CGM grounds maintenance:**
 - (1) The issue with the bark has been referred to head office.

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(2) Grass cutting is twice a month. They have confirmed that a cut is scheduled for week commencing 23 May.

iii) **Removal and replacement of storage container.** Thanks to W Jolly for repairing the door. It was agreed to leave the container until after the Jubilee.

iv) **Dog mess:** a problem on the recreation - remind dog walkers to clear up after their dogs and put bagged waste in the bins provided or take home.

b) **Pavilion**

i) Lock to the disabled toilet needs to be repaired / replaced.

ii) External windows have been cleaned. It was agreed to have this done on a regular basis. The Chair would organise this.

c) **Financial Business**

i) Balances as at 12 May 2022: current account £7,967.88; savings account £12,300.60

ii) Regular payments since previous statement: Electricity £70; water £31.38

iii) Receipts since previous statement:

iv) Payments for approval:

Payee	cheque no.	Amount
Lisa Chapman (cleaning - April)	101104	£70.00
R Leeder (printer inks for posters)	101105	£30.82
M Walsh (jubilee expenses, war memorial, window cleaning)	101106	£202.15
Acorn Pest and Country Services	101107	£120.00
NNDC (Eurobin hire and waste collection)	101108	£279.50

18) **Platinum Jubilee Celebrations 2 - 5 June 2022**

a) Plans going well. One more flyer to go out. People enthusiastic about the quiz and the sports day. A few children have signed up for the children's tea party. Tokens for the burgers (serving 7:15 - 8 pm). Music and entertainment planned for the evening. Church to be opened as well.

19) **Book Exchange** (on hold for the time being).

20) **Street lighting**

21) **Correspondence** - circulated as usual via email

22) **Items for report or for the next agenda.**

23) **Next Meeting of the Parish Council** at 7.30pm on Thurs 16 June 2022 in the Millennium Pavilion (meeting in July will be on Thursday 28 July)

Meeting closed at 8:15 pm