

## 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: Hazel Carter, Wayne Jolly, Trevor Leeder (Vice-Chair), Mary Walsh (Chair)  
And Liz Vickers, Austen Wiles (who joined the meeting following co-option)  
And: Vincent FitzPatrick (District Cllr), and three members of the public

### **Meeting of the Parish Council on Thursday 15 September 2022 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.
  - A member of the public asked if there were any allotments available for 2 or 3 of them to share. Response: they would be added to the waiting list, but it was hoped that allotments would be available soon.
- Reports from District Councillor:
  - August was typically quiet for council business.
  - September has been dominated by the sad news of the passing of Queen Elizabeth II. The District Council followed the protocol that was in place including a statement on behalf of residents, flying the Union Flag at half mast, making arrangements for the signing of books of condolence in Cromer and Fakenham. Most formal council business was postponed, but day-to-day services continued. Flowers which have been laid at parish churches and at the council offices would be blessed (and composted) after the funeral.
  - The Proclamation of Accession was made at the District Council offices and concluded with the singing of the National Anthem 'God Save the King'.
  - Bin collection days had been rearranged by Serco to make the rounds more efficient
  - People are encouraged to check that they are on the electoral roll (registration can be done online) particularly as there are local elections in May 2023.
  - Sustainable Communities, Arts and Culture and Community Transport Funds are open for applications.

### **MINUTES**

- 1) Apologies from John Senior were accepted.
  - 2) Declarations of pecuniary interest in any of the agenda items listed below. None.
  - 3) The Minutes of the previous meeting (28 July) 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) Co-options
    - a) It was noted that four people had put their names forward for co-option so the Parish Councillors held interviews in August. The following three people were co-opted to fill the vacancies:  
John Senior, Liz Vickers, Austen Wiles
- |          |    |          |    |      |     |
|----------|----|----------|----|------|-----|
| Proposed | MW | Seconded | TL | Vote | all |
|----------|----|----------|----|------|-----|
- i) The new councillors completed a declaration of acceptance of office

## Hindolveston Parish Council

### 6) Highways

- a) Some overgrown hedges and stones from driveways obstructing the road. It was decided to put a note in the newsletter.

### 7) SID speed indicator device

- a) Austen Wiles was appointed as the manager of SID. He had been inducted into the role by Phil Brown.

### 8) Planning

- a) Applications received from the District Council since the last meeting.
  - i) PF/22/1800 & LA/22/1801: Alterations and extensions to farm house and modifications to detached coach house to create games room & study / gym at **Beck Farmhouse 123 The Street**. Link circulated. No objection submitted 7 Sept.
  - ii) PF/22/1829: Conversion of Barn 7 from agricultural barn to dwelling and associated external works at **Agricultural Barns Church Lane**. Link circulated. No objection submitted 7 Sept.
  - iii) PF/22/1834: Conversion of Barn 6 from agricultural barn to dwelling and associated external works at **Agricultural Barns Church Lane**. Link circulated. No objection submitted 7 Sept.
- b) Decisions made by North Norfolk District Council
  - i) RV/22/1433: Variation of condition 2 (approved plans) of planning permission PF/19/0765 (Demolition of existing dwelling and replacement with two-storey detached dwelling with rear first floor balcony and attached double garage) to include installation of an air source heat pump at **Manton Grange 113 The Street**. APPROVED.
  - ii) PF/22/1506: Removal of conservatory and erection of single-storey flat-roofed rear extension; two first floor extensions with flat-roofed connection; Conversion of outbuilding to ancillary living space; Erection of flat-roofed glazed link extension; Replacement of existing roof tiles; Erection of front porch at **27 Melton Road**. APPROVED.

### 9) Allotments and tenancies

#### a) Old Chapel Tenancy

- i) A further request to review the regular increase in rent was considered. It was agreed that instead of the three yearly increase of RPI (which averaged out at approximately £8 per annum) that the increase would be set at £5 per annum. The clerk would amend the Licence Agreement.

#### b) Land at bottom of Rec.

- i) Successful application to *Norfolk County Council 1 Million Trees* for a bundle of 20 with a 50% subsidy: including spindle, crab apple, cherry plum, hazel, oak with protection guards £21.17 + VAT. Collection in February from Sculthorpe Moor.
- ii) The Clerk was asked to see if it would be possible to get some advice from Felbeck Trust (which is taking on the management of the Surveyors Allotment on Fulmodeston Road) or the Norfolk Wildlife Trust.

#### c) Allotment inspection and hedges

- i) Following the inspection of the allotment it was noted that most were in a reasonable condition although a few were 'under-cultivated'. It was suggested that those with under-cultivated allotments might wish to give up all or part of their allotment to those on the waiting list.

## Hindolveston Parish Council

- ii) It was agreed to introduce a ban on all burning during the summer months (May to September) in the light of the probable increases in high temperatures / heatwaves. This would minimise the risk of fire damage to properties in the vicinity of the allotments and also stop smoke blowing into open windows and onto laundry. Allotment tenants would be informed via the invoice for rents.

### 10) Maintenance

- a) Following the annual inspection of assets the following has been noted
- i) Bench near the village sign (Church Lane / The Street) needed to be repainted. Thank you to a volunteer for doing this and the post of the sign.
  - ii) Ivy at the base of street lights numbers 14 and 10 (needs photos and addresses!) and on the one at the entrance to the Rec.

### 11) Defibrillator for Church end of village

- a) Work in progress

### 12) Book Exchange

- a) It was agreed to use the bus shelter.

### 13) Street lighting

- a) A day burner near Whitfield had been reported and repaired.

### 14) Financial Business

- a) Signatories on bank accounts. It was agreed to add Wayne Jolly as he is already known to the bank.
- b) Account balances on bank statements as at 30 August 2022

Business Bonus	£7,006.35
Business Premium	£114.45
Current account ( <i>incl £2371.98 from Silver Band Trust</i> )	£14,456.68

- c) Receipts: HMRC VAT refund: £1,407.68
- d) Regular payments: CGM £462.80; electricity (street lights) £125.71, salary and on costs;
- e) The following payments were approved:

Payee	Chq. No.	Amount
Joanna Otte (expenses and trees)	100968	£66.75
Walsingham Parish Council (photocopying newsletter Aug & Sept)	100969	£20.00
Ryan Hubbard (graveyard grass cutting Aug)	100970	£150.00
K&M Lighting	100971	£96.00
PKF Littlejohn (external audit)	100972	£240.00

- f) **Covid-19 Hardship Grant:** Grants made £590 (leaving £410 for further grants).

### 15) Recreation Ground and Pavilion

- a) **Recreation Ground and Playing Field**
- i) **Regular check**
    - (1) **Bench:** thanks to R Hubbard for repairing the bench
    - (2) **Benches** outside the Pavilion need to be cleaned.
    - (3) **Manhole cover** half way down the track needs repairing.
  - ii) **Annual Inspection from Play Safety:** thank you to Wayne for doing the recommended repairs of the fence, bolt thread on the see saw and replacing the missing caps.

## Hindolveston Parish Council

- iii) The Clerk was asked to purchase a 'please close the gate' sign.
- iv) **CGM grounds maintenance:**
  - (1) The issue with the bark has been referred to head office.
  - (2) Grass cutting is twice a month.
  - (3) To consider alternative contracts.
- v) **Removal and replacement of storage container.** Replacement should be approximately 12 x 8 and rat and fire proof if possible.

b) **Pavilion**

- i) Comment from users: thank you for providing a lovely clean place to use.

c) **Financial Business**

- i) Balances as at 5 Aug 2022: current account £6,359.62 savings account £12,301.53
- ii) Regular payments since previous statement: electricity £35.00; water £29.11
- iii) Receipts since previous statement: none
- iv) The following payments were approved:

Payee	cheque number	Amount
Walsingham Parish Council (correction: £144.05 paid into Rec Grd account in error on 8/6/22)	101120	£144.05
Lisa Chapman (cleaning - July & Aug)	101121	£95.00
Mary Walsh (various)	101122	£79.68

16) **Working Group for Community and Social Events**

- a) It was agreed to set up a Working Group to organise community and social events. It would be made up of members of the parish council and people in the village, with Mary Walsh taking the lead. Plans to have an early summer fete and Coronation Celebration.

17) **Correspondence - circulated as usual via email.**

- a) **External Audit:** Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**. The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments. **All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors. During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

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

## Hindolveston Parish Council

- 19) Next Meeting of the Parish Council at 7.30pm on Thurs 20 October 2022 in the Millennium Pavilion