

## **Hindolveston Parish Council**

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

To: Hazel Carter, Wayne Jolly, Trevor Leeder (Vice-Chair), John Senior, Liz Vickers, Mary Walsh (Chair),

CC: Mike Hankins (District Cllr), Steff Aquarone (County Cllr), SNT Fakenham

### **You are summoned to the Annual Meeting of the Parish Council on Thursday 20 April 2023 at 7.30 pm in the Millennium Pavilion**

Signed: ..... (Clerk to the Council)  
Public Forum

Date: .....

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.

- a) 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) Policies to note / review**

<https://hindolvestonparishcouncil.norfolkparishes.gov.uk/parish-council/documents/list-of-key-documents/>

- a) Code of Conduct (adopted 2012)
- b) Transparency Code for Smaller Authorities (came into effect April 2015).
- c) Standing Orders (new model standing orders adopted May 2018, last reviewed May 2022)
- d) Financial Regulations (last reviewed May 2022)
- e) Annual Risk Management Assessment (updated May 2022)
- f) Planning Protocol: all parish councillors
- g) General Data Protection Regulation Policy
  - i) To note that there have been no requests and no breaches in the previous year.

### **4) Allocation of responsibilities**

- a) Parish Council Planning Advisory Group (all parish councillors)
- b) Manager of SAM2 unit: Austen Wiles
- c) Risk assessment of structures including street lights
- d) Health and Safety Checks of allotments
- e) Regular check of Playground apparatus
- f) Millennium Pavilion
  - i) Bookings officer: Rosie Leeder (key holder)
  - ii) Cleaner: Lisa Chapman (key holder)
  - iii) Maintenance checks (building, fire extinguishers, first aid kit): Trevor Leeder
- g) Weekly check of defibrillators at the Village Hall and the Church: Tim Walsh
- h) War Memorial (care of hedge and pot plants): Hazel and Dave Carter
- i) Newsletter (editor and layout administrator)
- j) Membership of Data Protection working group

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- k) Internal account checker:
  - l) To appoint an Internal Auditor (an external position)
  - m) any other appointments
- 5) Apologies and reasons for absence
- 6) Declarations of pecuniary interest in any of the agenda items listed below.
- 7) To approve the Minutes of the previous meeting (20 April) for the Chair to sign.
- 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) To consider co-opting one person to fill the vacancy
- 10) Highways: <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
- a) Items to report
    - b) To note that a response has been received from one of the properties regarding the stones spilling out on the road. It explains that it is a shared drive and the neighbour is not helpful in this respect. To consider whether the Parish Council should take any further action.
- 11) Planning
- a) 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/>
    - i) PF/23/0871: Erection of single-storey side link extension at **Foxboro House 85 The Street**. No objection submitted 12 May (response from four councillors).
  - b) To note decisions made by North Norfolk District Council
    - i) PF/22/1585: Alterations to roadside boundary to form new pedestrian access, close disused access and modify existing vehicle access; alterations to garden wall to east side of dwelling; replacement of pergola; new outdoor swimming pool with plant room at **Beck Farmhouse 123 The Street**. APPROVED.
    - ii) PF/23/0593: Revised access to barn 4 & provision of cart shed garages to barns 4, 5 & 6 at **Agricultural Barns Church Lane**. APPROVED.
    - iii) RV/23/0689: Removal of Condition 5: (any new or replacement windows or doors, detailed horizontal and vertical sections through the frames shall be submitted and agreed in writing by the Local Planning Authority) to consent ref: LA/23/0217 at **Moore's Farm The Street**. APPROVED.
  - c) Other planning matters
    - i) Parking on Foulsham Road. To note the response from planning enforcement '.... Regrettably the Planning Enforcement Team does not appear to have the powers to prevent people from parking in the road. If there are no restrictions on the

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highway in this area, then highways would not be able to enforce that they do not park here either.'

- ii) Sign at Lyles House does not appear to be illuminated. This comment has been forwarded to the enforcement officer at NNDC.

### 12) Accounts and Annual Return

- a) To approve the annual accounts, which have been checked by Trevor Leeder.
- b) To note the **report from the Internal Auditor** Stafford Snell: 'I have carried out the Internal Audit for Hindolveston Parish Council as requested. Due to the excellent work carried out by Joanna, your clerk, I have found no problems with the Accounts.'
- c) To approve and sign the Annual Governance and Accountability Return (AGAR):
  - i) The **Annual Governance Statement** - see explanation of how the Parish Council meets its obligations.
  - ii) **Accounting Statements** for 2022-23.
- d) **Exemption from Limited Assurance Review.** 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).
- e) 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.

### 13) Financial Business

- a) Account balances on bank statements as at 28 April 2023

Business Bonus	£7,221.31
Business Premium	£114.69
Current account ( <i>incl £2371.98 from Silver Band Trust</i> )	£20,786.36

- b) Receipts: NNDC first of two instalments of the Precept £6,500.
- c) Regular payments: nPower non-metered supply £54.43; salary and on costs.

- d) Payments for approval:

Payee	Chq. No.	Amount
Joanna Otte (expenses)	100998	£33.91
Walsingham Parish Council (photocopying newsletter for April and May)	100999	£28.40
Norfolk Assoc of Local Councils (annual subs and website fee £70)	101000	£246.06
Ryan Hubbard (churchyard grass cutting - April)	101001	£160.00
Stafford Snell (internal audit)	101002	£25.00

### 14) Book Exchange

### 15) Street lighting

### 16) Allotments and tenancies

- a) To arrange an allotment inspection and with a view to identifying un-used or uncultivated allotments to pass on the people on the waiting list.

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### 17) Recreation Ground and Pavilion

#### a) **Nature Reserve** at bottom of Rec.

##### i) Water carrier

#### b) Regular check of equipment

#### c) Application for a grant towards the cost of fencing and storage shed has been submitted to the Sustainable Communities Fund.

#### d) **Pavilion**

#### e) **Financial Business**

##### i) Balances as at 5 May: current account £5,836.34, savings account £12,327.46

##### ii) Regular payments since 1 April: Anglian Water £32.49

##### iii) Receipts since 1 April: booking fees £38.50

##### iv) Payments for approval:

Payee	cheque number	Amount
Steward Safety Supplies (signs for Rec.)	101134	£44.02
Lisa Chapman (cleaning)	101135	

### 18) Community Events

#### a) Coronation: review

#### b) Open Gardens

### 19) **Correspondence:** mail circulated as usual via email

### 20) Items for report or for the next agenda.

### 21) Next Meeting the Parish Council at 7.30pm on Thurs 15 June 2023 in the Millennium Pavilion