

Hindolveston Parish Council

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Present: Trevor Leeder (Vice-Chair), John Senior, Mary Walsh (Chair),
And three members of the public

Annual Meeting of the Parish Council on Thursday 18 May 2023 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) Mary Walsh was elected as Chair.

Proposed by	T Leeder	Seconded by	J Senior	Vote	all
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- a) The new Chair completed a declaration of acceptance of office

2) Trevor Leeder was elected as Vice-Chair.

Proposed by	M Walsh	Seconded by	J Senior	Vote	all
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3) The following Policies were noted / reviewed:

<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 (last reviewed May 2022)
- d) Financial Regulations (last reviewed May 2022)
- e) Annual Risk Management Assessment (updated May 2022)
- f) Planning Protocol
- g) General Data Protection Regulation Policy
- i) It was noted that there had been no requests or 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: M Walsh and H Carter
- d) Health and Safety Checks of allotments: all
- e) Regular check of Playground apparatus: M Walsh
- 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: Chair and Vice-Chair
- k) Internal account checker: T Leeder
- l) To appoint an Internal Auditor (an external position): to be arranged

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- 5) Apologies from Hazel Carter, Wayne Jolly, and Liz Vickers were accepted.
- 6) Declarations of pecuniary interest in any of the agenda items listed below. None.
- 7) The Minutes of the previous meeting (20 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. None.
- 9) Co-opting one person to fill the vacancy: postpone.
- 10) Highways: <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
 - a) Items to report
 - i) Potholes: Pinfold Lane, Foulsham Road, Church Lane
 - b) It was noted that a response had 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. It was agreed to take up L Vickers offer to have a word with the occupant.
- 11) **Planning**
 - a) Applications received from the District Council since the last meeting.
 - 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) 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 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. It was reported that the notices do appear to have lights fixed below the sign, but they are not on regularly. It was suggested that they were perhaps necessary for emergency visits in the dark.

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12) 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 as follows: '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 - was approved and signed.
 - ii) Accounting Statements for 2022-23 were approved and signed.
- d) Exemption from Limited Assurance Review. It was confirmed that the Parish Council has met the relevant criteria for Exemption. The Certificate of Exemption (which will be sent to the appointed External Auditor PKF Littlejohn LLP) was approved and signed.
- e) It was noted that the following documents would 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) The following Payments were approved:

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
John Senior (Coronation prizes)	101003	£37.50
Mary Walsh (Coronation expenses)	101004	£19.50

- 14) Book Exchange: up and running.

- 15) Street lighting: no problems

16) Allotments and tenancies

- a) Allotment inspection and with a view to identifying un-used or uncultivated allotments to pass on to the people on the waiting list: to be arranged.

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17) Recreation Ground and Pavilion

- a) **Nature Reserve** at bottom of Rec.
 - i) It was agreed to purchase a water carrier: John Senior was asked to investigate the best option.
 - ii) A band of sunflower seeds had been drilled down the middle of the field. The Chair would send an email of thanks.
 - iii) The Chair would get a quote for strimming a grass path around the edge of the field.
- b) Regular check of equipment
 - i) Gate and fence need to be replaced
 - ii) Weeds at picnic area need to be removed (Clerk to ask CGM and to remind them to do the car park properly)
- c) Application for a grant towards the cost of fencing and storage shed has been submitted to the Sustainable Communities Fund.
- d) **Pavilion**
 - i) Cooking course was finding it hard to find enough people to attend.
- 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	£40.00
Mary Walsh (cash paid to window cleaner)	101136	£10.00

18) Community Events

- a) Coronation Picnic was successful and well attended. Entries were received for all the competitions. The evening event was not so busy. Thank you to all those who helped.
- b) Open Gardens: 9 July
- c) Funday Sunday (August Bank holiday)

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

Meeting closed at 8:30 pm