

## Hindolveston Parish Council

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

To: Hazel Carter, Claire Chapman, Wayne Jolly, Trevor Leeder (Vice-Chair), 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 16 May 2024 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**

Welcome

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 to be adopted including an update to the procurements and contracts - circulated in advance via email.
- d) **Financial Regulations:** amended to update reference to Public Contracts Regulations and Utilities Contracts 2016 (both previously January 2006).
- e) **Annual Risk Management Assessment:** updated May 2024 to include recommendations from the internal auditor)
- 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): Mary Walsh and Dave Carter

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- j) Membership of Data Protection working group
  - k) Internal account checker: Trevor Leeder
  - l) Internal Auditor (an external position): Di Dan
- 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 on 21 March (meeting in April was cancelled).
- 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:** <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
- a) **Standing water** outside 17 & 21 The Street. The drain was flushed but the benefit was only temporary. How The Highways Engineer has raised a new order to jet and trace pipework and to try and get the system working again.
  - b) **Items to report**
- 10) Street lighting
- 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/24/0820: Change of use of two buildings from agricultural to use as distillery (sui generis), with storage and production area (Barn 2), visitors tasting and reception area, office and toilets (Barn 1) and associated external alterations to the buildings at **Park Farm Fulmodeston Road**. Link circulated.
  - b) To note decisions made by North Norfolk District Council
- 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** Di Dann 'I have completed an internal audit of the accounts for Hindolveston Parish Council for the year ending 31 March 2024. My findings are detailed below using the test provided in the Governance and Accountability (England) March 2023. I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit'. Summary of recommendations:
    - i) **Bank Account, Cash Book and VAT:** There are 5 bank accounts (3 for the PC and 2 for the Rec Grd). Consider closing Business Premium AC for PC. There is currently £115 in this account - there appears to be no activity for this account. Funds held at the year end - Allotment deposits were received and should be treated as allotment earmarked reserves. Coronation prizes £37.50 were noted as being refund in May 2023. The PC has no power to give gifts to individuals. A payment was made to the Cleaner which included reimbursement for cleaning materials. There was no VAT receipt for the goods purchased, therefore no VAT claim can be made. There was an interest charge made by the bank of £6.96 on 4 December for the overdrawn Rec Grd Community Account.

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- ii) **Risk Management:** The Council has a Risk Management Policy. The Nature Reserve should be added to this as an Open Space and Public Area. Risks are litter - mitigated by regular inspections. Allotments are a risk area and should be included in the Policy. Risks are mitigated by regular inspections; tenancy documents and rules and regulations. Public events such as the Coronation Event should be risked assessed and included in the Policy.
  - iii) **Employers Role:** The Council to note that advice given within the Governance & Accountability Item 5.4 'Authorities with any employees are, by definition, employers and are required to apply Pay as You Earn (PAYE). PAYE taxes and employees and employer National Insurance contributions (NIC) should be calculated and recorded for every employee. Deductions should be paid to HMRC on or before the date prescribed.' It is noted that the Clerk pays her own PAYE. The Clerk should receive a payslip detailing deductions, and a P60 at the year end. The pay roll should be conducted through HMRC RTI. This can be an onerous task for small employers but could be outsourced to payroll providers (contact NPTS for advice). A cleaner cleans the Hall and it is noted that the cost of cleaning materials have been repaid by the Council. If the Council employs the cleaner then it will be responsible for any HMRC payments due. Council should obtain confirmation from the Cleaner that they are self-employed and therefore pay any tax due themselves.
  - iv) **AGAR 22/23:** The Box 9 and 10 on AGAR Accounting Statements were not completed. Box 9 is the Asset Total. The Council should ensure that it has an Asset List which is regularly updated. The total of this should be included in AGAR. Box 10 relates to Borrowings. The answer to this is NIL. AGAR 23/24 Accounting Statement - the left hand column Boxes 9 and 10 need to include the appropriate amounts for the financial year 22/23 and should be details in the Explanations for any Variations '22/23 Restated'.
  - v) **Asset Register:** An up to date, and dated, Asset Register should be on the Council's website. This will satisfy the Transparency Regulations which require that a Council discloses detail of the land and property that it owns.
- 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. Note that the Parish Council is registered with HMRC as an employer and uses HMRC RTI to calculate and report PAYE and NIC monthly. Monthly calculations and reports are also made to the Norfolk Pension Fund. The Clerk has access to payslips if required.
  - ii) **Accounting Statements** for 2023-24.
- d) 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.

### 13) Financial Business

- a) Account balances on bank statements as at 29 April 2024

Business Bonus	£22,000.00
Business Premium	£116.07
Current account ( <i>incl funds from Silver Band</i> )	£1,278.99

- b) Receipts since 28 Feb: interest £84.99

- c) Regular payments since 28 Feb: nPower £238.77; salary and on costs.

- d) Payments for approval:

Payee	Chq. No.	Amount	Date

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T Walsh (defib pad)	101045	£58.55	04/04/24
Hubbard (graveyard)	101046/48	£135.00	04/04/24
Joanna Otte (expenses)		£105.52	
Walsingham Parish Council (photocopying newsletter April and May)		£22.66	
Hubbard (graveyard)		£160.00	
Norfolk ALC (annual subs) & website		£255.64	
Mrs D Dann (internal audit)		£40.00	
Nurture (grounds maintenance)		£222.96	

### 14) Allotments

### 15) Recreation Ground:

#### a) Nature Reserve

#### b) Play area

- i) Regular check of equipment

#### c) Grounds Maintenance

- i) The Jacksons are happy to maintain the grass in the whole of the play area
- ii) Nurture (formerly CGM) will cut the grass on the playing field fortnightly April to October, and weed control on 5 occasion per annum in the car park, around the base of the playground equipment and on the bark chip picnic area for £1493.50 + VAT per annum.

#### d) Pavilion:

- i) Annual check of fire extinguishers + new signs and fire blanket. Information to be included in the Fire Risk Assessment (which will be uploaded to the website and made available to those hiring the pavilion.

#### e) Financial Business

- i) Balances as at 5 April: current account £3,569.43; savings account £6,445.54
- ii) Regular payments: E.ON Next £35
- iii) Receipts: bookings £47.25.
- iv) Payments for approval:

Payee	cheque no.	Amount	Date
C Davison (hedge cutting)	101148		
Lisa Chapman (cleaning March)			
Lisa Chapman (cleaning April)			

### 16) War Memorial

- a) War Memorial Trust has invited the submission of a full application.

### 17) Graveyard

### 18) Correspondence: mail circulated as usual via email

- a) To note that Sennowe Park are starting a consultation process regarding their summer event on the weekend of 16 - 18 August: music performances 12:00 - 4:00 (live music curfew 23:59). They are working with the Safety Advisory Group. Online meeting on Wed 15 May to outline plans and open the floor to questions. Email [residentconsultation@fieldmaneuvers.com](mailto:residentconsultation@fieldmaneuvers.com) to request a link to the online meeting platform. A 24hr phone line will be staffed from 15th - 21<sup>st</sup> (07903 783289) or email [info@fieldmaneuvers.com](mailto:info@fieldmaneuvers.com) during the live event.

### 19) Items for report from Parish Councillors or for the next agenda.

### 20) Next Meeting at 7.30pm on Thursday 20 June 2024 in the Millennium Pavilion