

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/>

To: Wayne Bowditch (Chair), Hazel Carter, Chip Davison, Wayne Jolly, Trevor Leeder, Neil Lewis, Mary Walsh (Vice-Chair)

CC: Vincent FitzPatrick (District Cllr), Steff Aquarone (County Cllr), SNT Fakenham

**You are summoned to the Annual Meeting of the Parish Council on
Thursday 19 May 2022 following the Annual Parish Meeting 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

- 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 2021)
- d) Financial Regulations (last reviewed May 2021)
- e) Annual Risk Management Assessment (updated May 2021)
- 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) Manager of SAM2 unit
- b) Risk assessment of structures including street lights
- c) Health and Safety Checks of allotments
- d) Regular check of Playground apparatus
- e) Millennium Pavilion
 - i) Bookings officer: R Leeder (key holder)
 - ii) Cleaner: L Chapman (key holder)
 - iii) Maintenance checks (building, fire extinguishers, first aid kit)
- f) Weekly check of defibrillator at the Village Hall
- g) Weekly check of defibrillator at the Church
- h) War Memorial (care of hedge and pot plants)
- i) Newsletter (editor and layout administrator)
- j) Membership of Data Protection working group
- k) Internal account checker
- l) Parish Council Planning Advisory Group (all parish councillors)
- m) Internal Auditor (an external position): Stafford Snell
- n) any other appointments

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- 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 (21 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) **Highways**
 - a) Items to report:
- 10) **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/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.
 - 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.
 - b) To note 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 - progress report.
 - c) Use of weed killer at allotments
- 12) **Defibrillator for Church end of village**
 - a) Defibrillator and cabinet with keypad lock have both been delivered.
 - b) To arrange for Pegg Electrical to install it - location to be decided with the PCC
 - c) To purchase direction signs and to decide with the PCC where they should go.
- 13) **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 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.'*

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- 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** - see explanation of how the Parish Council meets its obligations.
 - ii) **Accounting Statements** for 2021-22.
 - iii) 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.

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 (<i>incl £2371.98 from Silver Band Trust</i>) | £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

17) Recreation Ground and Pavilion

- a) Recreation Ground and Playing Field

- i) **Regular check**

- ii) **CGM grounds maintenance:**

(1) The issue with the bark has been referred to head office.

(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**

- b) **Pavilion**

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

ii) Cleaning of the external windows.

- 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:

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| Payee | cheque number | Amount | Date |
|---------------------------------|---------------|--------|------|
| Lisa Chapman (cleaning - April) | | | |

- 18) Platinum Jubilee Celebrations 2 - 5 June 2022
- 19) Book Exchange
- 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)