

Hindolveston Parish Council

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

To: Hazel Carter, Claire Chapman, Wayne Jolly, Trevor Leeder (Vice-Chair), John Senior, 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 15 May 2025 at 7.30 pm in the Millennium Pavilion

Signed: (Clerk to the Council)

Date:

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.
- 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 to be adopted including an update to the procurements and contracts - circulated in advance via email.
- d) **Financial Regulations:** new model to include reference to Procurements Act 2023 and Procurements Regulations 2024.
- e) **Annual Risk Management Assessment:** updated May 2025
- 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

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- h) War Memorial (care of hedge and pot plants): Hazel and Dave Carter
- i) Newsletter (editor and layout administrator): Mary Walsh and Dave Carter
- j) Membership of Data Protection working group: Chair and Vice-Chair
- 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 17 April.

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) 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/25/0367: Two storey rear extension and single storey rear and side extensions to dwelling at **Woodland Cottage Nethergate Guestwick**. 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. Summary of recommendations:

- **Bank Reconciliation y/e 31st March 2025**

Note that cheque 104 £1578.84 went through the bank on 31st March, 2025. It should therefore be taken out of the Reconciliation as an outstanding payment for the Hindolveston Community Account 10476708.

- **Budget and Cash Flow**

Noted that Working Balance at year end was estimated £22. Earmarked Reserves were estimated at £34,351. It is good to have Earmarked Reserves, but a healthy Working Balance is also needed. Half the needs for a full financial year are the recommended amount by External Audit.

- **Asset Register**

Note that the Asset Register on the website totals £149,108. (It is dated 2019). The Assets total on AGAR 23/24 totals £166,578. Update the website with the relevant information.

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Nominal land assets are usually given a value of £1

- **Allotments**

Noted that there was some concern about the allotments (June 2024 minute). It is recommended that an Annual Inspection of the site is undertaken and the findings detailed. Include this inspection on the Risk Assessment for the Council. Consider writing an Allotment Policy, to include an outline of the Community Allotment Project.

- **Financial Regulations**

The New Procurement Act & Regulations requires changes to Financial Regulations and Standing Orders at next review. The new Procurement Act came into force in February 2025. This means references to the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 (now both repealed) should be replaced with the Procurement Act 2023 and the Procurement Regulations 2024. Also, the previous requirement for open initiations for contracts over £30,000 including VAT must have been advertised on Contracts Finder - this has been replaced with a need to advertise on the Find a Tender website. For contracts exceeding £30,000 plus VAT where the contract is not being advertised but instead selected contractors are asked to quote or tender, there is no requirement to publish the details on Find a Tender, although the contract award notice would still need to be posted once awarded.

- **Recreation Ground**

Administration - A spread sheet for payments received would be useful for the Internal Audit Trail.

Ensure that invoices for work on the Recreation Ground are made out the Hindolveston Parish Council. As an example, ROSPA invoice of July 2024. (This is required to meet VAT Regulations).

- 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 2024-25.
- 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 to comply with Electors' Rights

13) Financial Business

- a) Account **balances** on bank statements as at 29 April 2025

Business Bonus	£22,629.30
Business Premium	£522.41
Current account (<i>incl funds from Silver Band Trust Fund</i>)	£3,233.37

- b) **Receipts** since 1 April: allotment rent £11.25
- c) **Regular payments** since 1 April: annual subs to CPRE £60; Nurture Landscapes £156.22; salary and on costs.
- d) **Payments for approval:**

Payee	Chq. No	Amount	Date
E Hubbard (graveyard) March and April	101107	£160.0	29/04/25
Joanna Otte (expenses)	101108	£71.14	
Walsingham Parish Council (printing newsletter May)	101109	£11.33	
Mrs D Dann (internal audit)	101110	£45.00	

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14) Allotments

- a) To note response received from complainant to say that they will keep the correspondence on file in case of further issues. They also state that they are unaware of the issue of intimation which was referred to in the letter.
- b) To consider adopting an Allotment Policy.
- c) To arrange a site visit to allocate vacated allotments.
- d) Community Allotment Project (John Senior)

15) Recreation Ground

a) Nature Reserve

b) Play area:

- i) Regular check of equipment

c) Bench / tree in memory of Peter Patten.

d) Pavilion

- i) New door required to replace the existing one which does not close properly.

e) Financial Business

- i) Payments for approval:

Payee	chq no.	Amount	Date
Lisa Chapman (cleaning April)			

16) **Correspondence:** circulated as usual via email

- a) To note correspondence received from the County Council regarding the Local Government Reorganisation proposals for new Unitary Authority / ies. A feedback form is available until 20 May 2025 at www.norfolk.gov.uk/lgrfeedback and people (councillors and parishioners) can answer as many or as few questions as they wish. There are also a number of public events and an online meeting. You can find out more about local government reorganisation at www.norfolk.gov.uk/LGR and by subscribing to the county council's email bulletin, Your Norfolk Extra: www.norfolk.gov.uk/yournorfolkextra.

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

18) Next Meeting at 7.30pm on Thursday 19 June 2025 in the Pavilion.