

Minutes of the Annual Meeting of Hillington Parish Council held on Tuesday 29 May 2018, 7.30pm in the Ffolkes, Hillington.

Present: Chairman J Hill, Cllrs J Worsley, T Kivlin and M Kenny
In Attendance: The Clerk and 8 members of the public.

1. To receive & consider nominations for: -

1.1 Chairman

Cllr. Worsley proposed that Cllr. Hill should be elected as Chairman and seconded by Cllr. Kivlin, there being no further nominations a vote was held on the proposal and the vote was carried unanimously. **Cllr. J. Hill was duly elected Chairman of the Parish Council and signed the Declaration of Acceptance of Office.**

1.2 Vice-Chairman

Cllr. Kivlin proposed that Cllr. Worsley should be elected as Vice-Chairman and seconded by Cllr. Hill, there being no further nominations a vote was held on the proposal and the vote was carried unanimously. **Cllr. J. Worsley was duly elected Vice-Chairman of the Parish Council and signed the Declaration of Acceptance of Office.**

The Meeting closed at 7.40pm

Dated

Chairman

Minutes of the Meeting of Hillington Parish Council held on Tuesday 29 May 2018, 7.30pm in the Ffolkes, Hillington.

Present: Chairman J Hill, Cllrs J Worsley, T Kivlin and M Kenny
In Attendance: The Clerk and 8 members of the public.

1. Apologies for absence and approval of reasons for absence.

Cllr B Wallace

2. Declarations of Interest.

There were no interests declared or requests for dispensations made.

3. Ward Members' Reports

3.1 KL&WN Borough Council: To receive a report from Cllr. Tim Tilbrook.

Cllr Tilbrook was unable to attend but asked that an aspect of the Borough Council's website be promoted. Residents could register for an account. "My Account" provided a safe and convenient way to access council services. It allowed residents to get answers to frequently asked questions, view information on their Council Tax account or benefit claim, submit online requests or reports and track progress as well as access to services 24/7.

3.2 Norfolk County Council: To receive a report from Cllr. Stuart Dark

Cllr Dark reported that he had been appointed the Vice-Chairman of Children's Services Committee which meant that he could not always attend meetings. Cllr Dark provided the meeting with an overview of the County Council's work. The key points included: £113million of savings had to be found over the next 4 years.

Date.....Signed.....

Minutes approved and signed as a true and accurate record of the meeting

3% of the current 6% Council Tax increase had been earmarked for Social Care.
The mobile library service was being reviewed to see how the service was delivered.
The recent charges for DIY waste at recycling centres and their effect would be closely monitored.

Rural Bus subsidies had remained stable.

Cllr Dark offered to ask for a traffic survey on the A148 to assess the volume of traffic and in response to concerns about traffic and pedestrian safety, the Cllr. also offered to organise a village walk through. Cllr Dark repeated his offer that he would support the Parish Council if there were small Highways' related improvement projects.

4. Approval of the Minutes

Resolved that the minutes of the Meeting of the Council held on 26 March 2018 be signed as a true and accurate record of the meeting.

5. Matters arising from the Minutes – *For information only.*

None

6. Public Forum: *The meeting adjourned to allow a period for public participation*

A resident reported that in certain areas where there were no footpaths residents had no option but to walk in the road with fast moving traffic as the verge was banked up too high.

A resident queried if there were sufficient bus services operating to and from the village.

7. Finance

7.1 To review and approve the Accounts 01.04.17 – 31.03.18

Resolved to approve the Accounts as laid before the Council

7.2 To complete and approve the AGAR for the year ending 31.03.18

Resolved to approve Section 1 Governance AGAR 2017/18

Resolved to approve Section 2 Accounts AGAR 2017/18

7.3 To consider and approve Exemption from Limited Assurance Review

Resolved to approve the Exemption from Limited Assurance Review

7.4 To confirm the Internal Auditor for the year 2017-18

Mr Tawn was unavailable to carry out the audit for personal reasons. Cllr Worsley had secured agreement from another accountant who had kindly offered his services at no charge.

Resolved to thank Mr Tawn for his services which had been given freely for many years.

Resolved to appoint Mr C Dodds FCA as the Internal Auditor

7.5 To confirm Reserves for 2018-19

Resolved to keep the reserves the same as 2017-18

7.6 To note and approve payments and receipts

Cheque	Payee	Gross	VAT
100422	Came & Company Annual Insurance renewal	285.00	0
100423	P. J Sewell Clerk Salary (April/May)	350.08	0
100424	P.J Sewell Transparency Code (Laptop cover)	10.99	0

Resolved to approve payments as listed

Date.....Signed.....Signed.....

Minutes approved and signed as a true and accurate record of the meeting

8. Planning**8.1 To note any determinations or reports**

18/00341/F: Wheatfields – Council noted that the application had been approved.

8.2 To consider any further applications received after compilation of this agenda.

None

9. Sewerage Scheme Report

Anglian Water had been invited to attend the meeting to give a report but due to flooding problems in other areas no staff were available. The Clerk reported that Anglian Water was waiting for UK Power to connect power to the pumping station, this would be followed by several weeks of system testing. It was hoped if all went well, letters would go out to residents by the end of June. Highways were in the process of negotiating the reinstatement of verges and road surface with Anglian Water. In response to concerns raised the Council would ask Highways to ensure that the repairs on Lynn Road were done to a high standard.

10. Community Events**10.1 World War 1 Centenary Plans**

A Centenary event had been discussed at the last meeting, however it was brought to the Council's attention that the names on the war memorial were illegible. Councillors considered that this should be the priority, rather than an event. The Clerk advised that as the memorial was now a Grade II listed monument any repairs and cleaning would need to be done carefully. The Council was made aware that it could apply to the War Memorial Trust for a grant, however it was also noted that this was not a quick process.

Resolved to ask the Clerk to seek quotes to refurbish the War Memorial

10.2 Christmas Party & Quiz 2018

The Christmas party would be held on Tuesday 11 December at the FFolkes, followed by the Quiz.

11. Bus Stop damage report

The Clerk had received a report that the bus shelter had been damaged. Cllr Kivlin reported that he had inspected the shelter and could not find evidence of the reported damage.

12. To review and approve the following documents:**12.1 Asset Register & Financial Risk Assessment**

The asset register had been revised to incorporate the purchase of the laptop and removed the litter bin which was no longer in place.

Resolved to approve revised documents as prepared by the Clerk

12.2 Financial Regulations

Resolved to approve existing Financial Regulations as laid before the Council

12.3 Standing Orders

Resolved to approve existing Standing Orders as laid before the Council

12.4 Code of Conduct

Resolved to approve existing Code of Conduct as laid before the Council

12.5 Register of Interests

Councillors were reminded to review their register of interest form to ensure they remained accurate. A new form could be requested from the Clerk if required.

Date.....Signed.....

Minutes approved and signed as a true and accurate record of the meeting

12.6 Risk Assessment Site Visit

Resolved to approve existing Site Visit Risk Assessment as laid before the Council

13. Correspondence

13.1 New Polling Station Location

Council noted that the Norfolk Hospice would now be used as the Village Polling Station. The same Polling Station would also serve Flitcham. There were concerns expressed about the carpark capacity at the Hospice.

Resolved to ask KL&WN Borough Council why the polling station location had been changed

13.2 Archaeological Talk

Council noted the offer to give a talk on Hillington Agriculture 1350-1750. It was mentioned that the Church might be an appropriate venue given the subject matter. Once a date had been confirmed the Clerk would publish details of the event.

The next meeting would be held on Monday 30 July at 7.30pm.

DRAFT

Date.....Signed.....

Minutes approved and signed as a true and accurate record of the meeting