

**HICKLING PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON**  
**Monday, 1<sup>st</sup> March, 2004, at 7.30pm in the Community Hall**

**PRESENT:**  
**MRS V TALLOWIN, CHAIRMAN**  
**MR M ELLIOTT, VICE-CHAIRMAN**  
**MR L BEALES**  
**MR R DONALDSON**  
**MR E LINDO**  
**MR H PURNELL**  
**MR P SPARKS**  
**MR T WOODMAN**

**Mrs M Longbottom, Clerk**  
**Mrs S Chapman, Treasurer**

The Chairman welcomed the councillors and five parishioners. Mr Lindo led the group in prayer.

1. **APOLOGIES** were received from Mr Ellis and Mrs Moody, as well as from District Councillor Partridge.
2. **MINUTES OF LAST MEETING**  
With one minor correction, these were approved as circulated.
3. **MATTERS ARISING**
  - a) 3a) **Parish Hearse.** Mr Woodman and Mr Gibbons are to arrange removal of the Hearse from Kent to Hickling on Thursday. They will liaise with Terry Watson of the Parochial Church Council regarding the installation of the hearse in the Parish Church, and with the Treasurer who will arrange insurance cover to start with the journey from Kent to Hickling. Mike Hicks of Stalham will be contacted to provide a formal valuation for insurance purposes.
  - b) 5f) **Wet Berth.** Mr Crabb has turned down Berth No. 19, and remains on the waiting list. Mrs Armstrong has accepted the berth.
  - c) **Action List.** The Hickling Web-site was discussed. This project, to be undertaken by Mr Lindo and Mr Woodman requires suitable material to be submitted to NNDC, who will programme and produce the actual site.
4. **CORRESPONDENCE**
  - a) **Ivor Kemp.** Mr Kemp has written to the Clerk and they have subsequently met to go over details in his letter. Mr Kemp has offered to proceed with producing the documentation needed to pursue granting Conservation Status to the Town Street area.
  - b) **Village of the Year Competition.** Mr Lindo has offered to undertake this project. Thanks were extended to him.

- c) **Hickling Ladies Group.** A second kettle for the Community Hall has been requested. The Group will donate £5 towards the cost. Mr Beales proposed, and Mr Sparks seconded, the motion that we proceed. **Clerk and Treasurer** to action.
- d) **Norfolk Playing Fields Association.** The latest Newsletter was passed to Mr Beales.
- e) **Norfolk County Council Signage.** The Clerk has received a letter from Area Engineer, in response to our concerns about the proposed size of the Faith Animal Sanctuary and Hickling Nature Reserve signs. **Clerk to copy** correspondence to County Councillor Mogford, and **Chairman to telephone** the Area Engineer.
- f) **Hickling Hunnies.** To comply with Health & Safety requirements, the Hunnies would like to purchase a new larder fridge for the Community Hall. The Hall Sub-Committee has recommended that the cooker be moved as far to the left as possible, and the refrigerator (ideally 500mm wide) placed next to it along the wall. All were in agreement. **Clerk to write to** the Hunnies expressing the thanks of the Parish Council.
- g) **Brian Lawton.** A letter of thanks for the prompt actions of the Parish Council, with regard to the pruning of the walnut tree at the Chapel Pit which adjoins their property, was received from Mr and Mrs Lawton.
- h) **Dorothy Lovell.** Mrs Lovell has written with her concerns about football practice in the area of the Recreation Ground behind her home. Mr Beales observed the group in practice, and noted that the light is not now directed towards her property, and that he observed no causes for concern of possible ball damage to her fencing or property. **Clerk to respond** to Mrs Lovell.
- i) **Norman Lamb, MP.** Mr Lamb has copied the Parish Council with correspondence he has had at both national and district levels regarding the Parish Reviews. Our suggestion of co-ordinating the reviews of each level of government will be taken on board during further discussions.
- j) **Parochial Church Council.** The PCC wish to hold another series of 4 Saturday morning sales, from 10.30-12noon, at Hickling Staithe on 1<sup>st</sup> May, 26<sup>th</sup> June, 31<sup>st</sup> July and 28<sup>th</sup> August. All were in agreement that **Clerk should forward** our approval of their plans.
- k) **2004 Broads Plan.** The **Clerk will circulate** this copy to all Councillors over the coming weeks.
- l) **John Blaxell.** Mr Beales asked the Clerk to contact John Blaxell regarding the mud on Eastfield Road. The **Chairman will follow this up.**
- m) **Brown & Co.** A letter about the possible use of asbestos in allotment structures has been received. After discussion, it was decided that any structures on the Parish Allotments would be considered personal property, and thus no further action was needed by the Council. **Clerk to copy letter** to Mr Ellis of the Blue Billy Allotments.
- n) **Wendy Crisp.** Mrs Crisp has offered her services in a study to be undertaken to record historical and present allotment usage in Norfolk.

**Clerk to respond** to Mrs Crisp with thanks, enclosing a copy of the form received from the Norfolk Recorders about the scheme, and noting that Hickling Parish Council have an unusually complete set of allotments records which are now housed at the Norfolk Records Office.

- o) **Paul Brittain.** A letter of apology has been received from Mr Brittain, Head of Financial Management at NCC, explaining his non-attendance at the Council Tax meeting because of a car accident in snowy conditions. In the letter, he comments on the Council Tax and includes a press release. **Clerk to reply** to Mr Brittain and to other officials who attended the meeting.
- p) **Parochial Church Council.** A letter of thanks has been received for the recent Parish Council donation towards the cost of the Hickling News Sheet.

## 5. TREASURER'S REPORT

### a) Signing of Cheques:

<b>Amis Piling &amp; Dredging Contractors</b>	<b>£6500.00</b>
<b>Sheldon Electrical Services</b>	<b>£1333.21</b>
<b>Amis Piling &amp; Dredging Contractors</b>	<b>£6671.00</b>
<b>Anglian Water</b>	<b>£ 234.50</b>
<b>Powergen</b>	<b>£ 29.61</b>
<b>Powergen</b>	<b>£ 13.47</b>
<b>Brumstead Tree &amp; Garden Services</b>	<b>£ 180.00</b>
<b>H Nudd</b>	<b>£ 512.00</b>
<b>D Mayhew (Jan &amp; Feb)</b>	<b>£ 80.00</b>
<b>D Beales (Jan &amp; Feb)</b>	<b>£ 80.00</b>
<b>J Allen (Jan &amp; Feb)</b>	<b>£ 100.00</b>
<b>S Chapman (imprest)</b>	<b>£ 21.54</b>
<b>M Longbottom (imprest)</b>	<b>£ 33.68</b>
<b>Viking Direct</b>	<b>£ 83.93</b>
<b>Treasure Box</b>	<b>£ 12.95</b>
<b>Goff Oil</b>	<b>£ 242.96</b>

- b) A budget-to-date was presented, as well as a current income/expense listing.
- c) The Treasurer reported that several small banking accounts had been closed and consolidated. The remaining accounts are two at Barclays (Community Account and monies held for the Gwen Amis sign), and one at Abbey National.
- d) New signatories are need for the Abbey National Account. **Treasurer to prepare forms** which will be signed at the next meeting by the Vice-Chairman, Mr Lindo and Mr Purnell.
- e) The Treasurer explained the basis of charging for the NCC contract for the cutting of the Recreation Ground. Mr Beales proposed, and Mr Donaldson seconded, the motion that we agree a one-year contract, and that the **Treasurer investigate** prices from private contractors for next year. All were in agreement.

- f) The **Treasurer will arrange** with Chubb Fire Services and North Walsham Fire Services for the change-over of provision at the Community Hall and Changing Rooms.
- g) Mr Lindo proposed, and Mr Beales seconded, the motion that the £15 annual subscription to the Norfolk Playing Fields Association be paid. All were in agreement.
- h) The **Treasurer** now has the Anglian Water forms to claim the rebate for surface water drainage.
- i) The signs at the Staithe need repair/replacement. **Treasurer to investigate** the cost – and possible bulk discount - for 5 signs, to be backed onto wooden boards, and will report back at the next meeting.

## 6. PLANNING

- a) **Appeal to the Secretary of State.** The High Court has upheld the decision to refuse planning permission to Mr McGlave for the site at the Smea, off Staithe Road. **Clerk to copy** decision to residents of the Smea.
- b) **Site Meetings on 18<sup>th</sup> January:**
  - 1) Stubb Farm, Stubb Road – demolition of barn and erection of two-storey extension – supported.
  - 2) Harrow Weald, Staithe Road – construction of pitched roof to facilitate conversion of garage to living accommodation – supported.
- c) **NNDC Decisions:**
  - 1) **The Nook, Broadlands Road** – erection of front and rear extensions – permitted.
  - 2) **21 Mill Close** – erection of single-storey rear extension and conservatory – permitted.
  - 3) **Aviemoore, The Street** – erection of replacement rear extension – permitted.
  - 4) **Stubb Farm, Stubb Road** – demolition of barn and erection of two-storey extension – permitted.
- d) **NNDC New Applications:**
  - 1) 3 Mill Close – erection of single-storey rear extension – supported.
  - 2) Jedina, Heath Road – erection of rear conservatory – supported.
- e) **NCC Decision.** Hickling First School – proposed developments – permitted.
- f) **NNDC.** Caravan rally, 26<sup>th</sup> August -6<sup>th</sup> September, Meadow Farm, Heath Road – supported.

## 7. HISTORICAL ITEMS

- a) **Norfolk Records Office.** The Chairman and Clerk have now deposited the original 1809 Inclosure Award and the first minute book (1894-1922) at the NRO.
- b) **Barclays Bank.** The following items have been deposited for safe-keeping at Barclays Bank in Stalham:
  - 1) *Envelope for Common Land, containing:*
    - a. Declaration June 1968 from John Henry Gibbs concerning land at Chapel Pit

- b. Declaration June 1968 from Walter Robert Amis concerning land at Guttermere
- c. License agreement Feb. 2002 between HPC and Mrs B and Mr A Battley

2) *Envelope for Community Hall, containing:*

- a. 1909 – Conveyance
- b. 1909 – Receipt for purchase
- c. 1973 – Bishop’s consent for sale
- d. 1974 – Authority by Charity Commission for sale
- e. 1975 – Order by Charity Commission for trustees
- f. 1975 – Land charges registry search certificate no. 0739829/30
- g. 1975 – Land charges registry search certificate no. 0737767
- h. 1975 – Land charges registry search certificate no. 0878605/6
- i. 1975 – Conveyance
- j. Local land charges search certificate/replies
- k. 1 Copy planning permission
- l. Jan 1988 – application by HPC for release from covenant in 1975 conveyance
- m. Feb 1989 – Deed of Release, HPC and PCC
- n. Feb 1989 – Deed, HPC and PCC
- o. Mar 1989 – Land Search certificate no. G63111052

3) *Envelope for Recreation Ground, containing:*

- a. Conveyance from Hedley to HPC, May 1937
- b. Charity Commission letter 2003
- c. Charity Commission Scheme 1976
- d. NCC change of use of land 1951

4) *Envelope for Hickling Parish Staithe, containing:*

- a. 1983 – Search requisition/replies
- b. 1983 – HPC resolution
- c. Land search certificate no’s V4033126 and V8608126
- d. 1973 – lease from SIDB to HPC 1983
- e. 1983 – conveyance from SIDB to HPC
- f. Statutory declaration from C J Crisp

c) **Map Tub Contents**

The Clerk has now stored the old tin document tube at her premises, containing the following maps:

- a. Reduced A1 photocopy of Inclosure Award Map 1809
- b. Full-size A2 photocopy (in four parts) of Inclosure Award Map 1809
- c. Draft map – Hickling with common land areas shown – 2003
- d. Parish Map – showing area ceded to Catfield – 1987
- e. Local authority map – showing footpaths and bridleways – 1988
- f. Large parish map (in two sheets) 1906
- g. **Mr Woodman will provide the Clerk** with a map showing the parish drains

8. **PARISH COUNCIL PROPERTY REPORTS**

- a) **Staithe.** The Sub-Committee’s report was circulated with the agenda:
  - 1) Apart from a few minor finishing touches needed when the weather improves, the quay-heading replacement has been completed. A letter of

thanks will be sent to Amis Piling & Dredging Contractors, thanking them for their work.

2) The **Chairman will investigate** provision of hard-core to improve the approach to the west slipway.

3) Invoices for the berths will be sent out next week. Discussion was held about charges for the coming season:

a) **Dry Berths.** Mr Beales, Mr Elliott, Mr Donaldson and Mr Sparks declared an interest. It was proposed by Mr Woodman, and seconded by the Chairman, that the charges be £8 per foot, with a minimum to parishioners of £50, and £100 for non-parishioners. All were in agreement.

b) **Wet Berths.** Mr Purnell, Mr Lindo and Mr Sparks declared an interest. It was proposed by Mr Purnell, and seconded by Mr Woodman, that the wet berth discount for parishioners be reduced from 50% to 25%, with a review to be held next year to bring the charges more in line with other mooring facilities. All were in agreement.

b) **Recreation Ground.** The Sub-Committee's report was circulated with the agenda:

1) The Chairman noted that she and the Clerk had met with an Environment Agency officer last month in Norwich, who will help us with the proposed planning for three plots on Mallard Way. Mr Ray Cator has been approached about providing the necessary datum/height measurements for the application and will report back.

2) Michael Johnson, the grass-cutter, has reported that the pile of earth behind the play-area is slowly subsiding into the dyke. **Mr Woodman and Mr Beales will liaise** with Mr Johnson about levelling this area, as well as levelling the ground around the Chapel Pit.

3) **Chairman to remind Mr Gibbons** about painting the play equipment as soon as possible.

4) **Mr Beales will investigate** prices for new 5-a-side goalposts for provision in late summer.

c) **Community Hall.** The Sub-Committee's report was circulated with the agenda:

1) The Care-taker will be asked to ensure that the inside door to the Hall be kept un-locked, except when the Hunnies are in session.

2) An Ofsted report for the Hunnies will be undertaken in March. **Clerk to contact Lenny Grimes** for an inspection of all electrical appliances in the Hall and at the Changing Rooms.

3) Table hire was discussed. The Sub-committee recommended that a deposit of £5 per table (maximum £50) be paid by any parishioner/village group wishing to borrow the tables. Caretaker to meet with group checking them out, and ask them to sign, in duplicate, a note accepting responsibility

for the tables and promising to return them in the same condition, as well as in a clean condition. If the tables are returned in a good/clean condition to the caretaker, the deposit will be returned, except for a £5 administration fee due to the caretaker. All were in agreement.

4) The **Vice-Chairman and Mr Donaldson will meet** to prepare two specifications, covering each option, for the proposed renovations to provide a disabled toilet. They will also specify a simple, fold-up nappy changing table. The work should be completed in August.

5) **Clerk to provide** two smoke alarms to be fitted, one in the Hall and one for the Changing Rooms.

- d) **Chapel Pit.** Mr Lindo reported that the gravelled area is in need of repairs. Mr Woodman and Mr Beales will examine this area when the areas around the pit are levelled.

## 9. DATES OF FUTURE MEETINGS

Upcoming meetings will be:

Tuesday, 13<sup>th</sup> April – Annual Finance Meeting and regular monthly meeting

Monday, 26<sup>th</sup> April – Annual Parish Meeting

Tuesday, 4<sup>th</sup> May – Annual Parish Council Meeting and regular monthly meeting

## 10. CONFIDENTIAL SESSION

The Chairman asked for a proposal that a resolution be introduced, under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public and the press in order to consider items in a confidential session. Mr Beales proposed, and Mr Lindo seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

a) **Co-option of Councillor.** After considering the applicants, it was proposed by Mr Beales, and seconded by Mr Woodman, to co-opt Mr David Pugh, a retired chartered surveyor. All were in agreement. **Clerk to notify** applicants.

b) **Grants policy.** **Clerk to write letter** to Hickling School, noting that because of rising costs for the Parish Council this year, we are unable to provide help with places at Kingswood Activity centre.

c) **Wet berths.** **Chairman, Clerk and Mr Lindo to discuss** wet-berth waiting lists.

**There was no further business and the meeting was closed at 10.15 pm.**

**HICKLING PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON**  
**Monday, 2<sup>nd</sup> August, 2004, at 7.30pm in the Community Hall**

**PRESENT:**  
**MRS V TALLOWIN, CHAIRMAN**  
**MR M ELLIOTT, VICE-CHAIRMAN**  
**MR D PUGH**  
**MR H PURNELL**  
**MR P SPARKS**

**Mrs S Chapman, Clerk/Treasurer**

**Mr Duncan Edmonds** explained about the Stalham & Happening Partnership  
This was a very informative talk about the partnership and how it could benefit the community by accessing funding from the EC. They will have a dedicated team with varying skills who will be able to direct and help with applying for funding etc. Any individual, company or councils can join and as all present were in agreement plus it was free the council decided to join.

1. **APOLOGIES** were received from Mr R Donaldson, Mr T Woodman, Mr L Beales, Mr E Lindo, Mrs K Moody and District Councillor Mr S Partridge
2. **MINUTES OF LAST MEETING** These were approved as circulated.
3. **MATTERS ARISING**
  - a) 9a2) **Parish Council Property** Mr E Lindo requested another invitation in the Hickling Newsheet inviting Parishioners and interested parties to a Public meeting to discuss issues on the Hickling Parish Staithe. He will write to parishioners who have already responded.
  - b) 9a5) **Numbered Stakes on the Staithe**, - Mr Lindo will liase with H Nudd about completion.
4. **CORRESPONDENCE**
  - a) **North Norfolk District Council Budget Booklet**. Passed to H Purnell who will report anything of interest at next meeting.
  - b) **North Norfolk District Council**. Every Child Matters Pamphlet
  - c) **Parish & Town Councils**. New Library facility at the Millenium Library
  - d) **Norfolk County Council**. Broads & Rivers Leader+ Programme
  - e) **Norfolk County Council**. Broads Area Transport Strategy Consultation/questionnaire. Chairman & Clerk to complete.
  - f) **Y2K Internet Technologies**. Tourist Information required about Hickling for a new book 'Cooking on a Boat'. Clerk to forward web-site
  - g) **North Norfolk District Council**. Stock Transfer news sheet.
  - h) **The Countryside Agency**. Copy of Rights of Way Provisional Map of Hickling's administrative area.



- i) **Norman Lamb.** A reply to our original letter (with attached letters from parishioners) whereby he states he will campaign for the council tax to be scrapped and replaced with a local tax.
- j) **David Will.** Proposal of acquiring 50ft of land behind Community Hall, See Community Hall Matters.
- k) **H Nudd** has written with concerns over the new gravel that has been laid down on Hickling Staithe to try and combat the mud in the winter. This will be investigated by the Staithe sub committee in due course. Clerk to respond
- l) **Norfolk Accident Rescue Service.** Requesting a donation. On September's agenda
- m) **North Norfolk District Council.** The Licensing Act 2003 . The Public Entertainment License is being replaced by one that will be held by the Parish Council for life. Copy passed to T Woodman for any comments.
- n) **The Playing Field.** News Letter passed to L Beales
- o) **Broads Authority.** A Handbook for Landowners and Managers passed to H Purnell.
- p) **Norfolk Rural Community Council.** Parish Plans for the Future. To be kept on file.
- q) **John Beales.** On behalf of the Old Village Hall trustees has written requesting permission to place two mobile units on the recreation ground. Clerk to respond requesting further information.
- r) **Parish & Town Councils.** Reply to council's letter. (see 8a1)
- s) **MacMillan Nurses.** Requesting Donation. Declined
- t) **North Norfolk District Council Agenda.** Latest Council Meeting
- u) **North Norfolk District Council.** Informing the Hickling Parish Council that we could Co-opt for the vacancy of councillor as they did not receive ten requests for an election.
- v) **Norfolk County Council Highways.** In reply to our letter about a broken drain, Dead End sign and Stubb road sign, all have been investigated and passed to relevant department.

## 5. Treasurers Report.

<b>Anglian Water – Rec Grd</b>	<b>£ 19.71</b>
<b>Anglian Water – Chg Rm)</b>	<b>£ 75.62</b>
<b>Anglian Water – Comm Hall</b>	<b>£ 86.23</b>
<b>Stalham Signs</b>	<b>£ 7.66</b>
<b>Viking Direct</b>	<b>£ 46.10</b>
<b>H R Gibbons</b>	<b>£ 279.65</b>
<b>Stalham Engineering</b>	<b>£ 53.08</b>
<b>NNDC (Loan)</b>	<b>£ 348.33</b>
<b>D Mayhew</b>	<b>£ 80.00</b>
<b>D Beales</b>	<b>£ 80.00</b>
<b>J Allen</b>	<b>£ 100.00</b>
<b>R A Clarke</b>	<b>£ 450.00</b>
<b>S Chapman – Imprest + Honorarium</b>	<b>£ 49.25 + £333.33</b>
<b>H Nudd</b>	<b>£ 108.00</b>
<b>R Grimes</b>	<b>£ 171.00</b>
<b>M G Johnson</b>	<b>£ 141.75</b>
<b>M Longbottom</b>	<b>£ 250.00</b>
<b>J Haggith (Mower Repairs)</b>	<b>£ 464.50</b>
<b>B G Brooks (Gwen Amis sign)</b>	<b>£ 200.00</b>
<b>D Turner (Gwen Amis sign)</b>	<b>£ 585.00</b>

- b) Budget-to-date To be circulated with minutes
- c) Treasurer to transfer monies back into the Abbey National Time Deposit account. After certain expenses this was not a viable proposition.
- d) Annual Return of Audited Accounts. D Pugh Proposed and H Purnell seconded and all agreed that they were signed and returned.
- e) Gwen Amis Barclays account. The total amount of £503.68 has been transferred to the community account (see 8d)

6. **Clerks Salary Review.** To be discussed in September.

## 7. PLANNING

### a. NNDC Decisions:

1. **Watermead**, Hill Common -Erection of first floor extension – permitted
2. **High Hill** - Erection of two-storey side extension and single-storey rear extension – permitted

### b. NNDC New Applications:

1. **Granary Cottage**,Heath Rd –Erection of First Floor Side Extension – supported
2. **Holly Cottage**,The Smea – Conversion of Garage & Outbuilding to Residential annexe- supported
3. **Sunsaraj**,Heath Rd – Erection of Front Extension – supported
4. **Priory Farm**, Sea Palling Rd – Erection of Livestock Building – Objection (but plans have now been withdrawn until an environmental report undertaken.

## 8.Parish Council Property Reports

### a) Staithe.

1. **Sub-letting** – A reply from Town & Parish Council suggested the way forward would be to implement a more detailed agreement between the berth holder and the Parish council. This will be undertaken by the Staithe sub committee.
2. **Boat Lengths** - It had been brought to the Parish Councils attention that some boats had been under estimated on their overall lengths, resulting in insufficient berth fee. This has been investigated by the sub committee and where necessary invoices for the extra footage will be raised. Clerk to action.
3. **Mr Skinner**, The Pines, Heath Rd has requested to be added to the wet berth waiting list. Clerk to action.

**b) Recreation Ground**

1. **Toilets.** Gents toilet pan loose. M Elliot to investigate.
2. **Care-Takers Job description** – No change as present time
3. **Mower and Grass Cutting** – Mower has been mended to finish this seasons grass cutting and D Pugh & R Donaldson will present a detailed report in September.
4. **H Nudd** to clarify with council before undertaking any work for the football club.
5. **Football Club** – New agreement to be drawn up for next years rental period.
6. **A Cherry Tree** beside changing rooms has died – D Pugh to organise removal.

**c) Community Hall.**

1. **Hickling Hunnies Play area outside.** - permitted
  2. **Review Charges** - Sub Committee to report at September council meeting.
  3. **Scripture Union Charges** – D Pugh proposed and H Purnell seconded and all agreed that the fee for this year to be £180.
- d) Gwen Amis Memorial Sign.** This has been completed and the overall cost was approx £800, of which £503.68 was donated from the estate of Gwen Amis and the balance being met from Parish funds. A small fee of 50p will be charged for advertising and only to be postcard size. The key is held by the Clerk who can be contacted on 598882.
- e) David Will.** The proposal of acquiring 50ft of land behind the Community hall was discussed and P Sparks proposed and D Pugh seconded and all agreed to go ahead in principal.

There will be the annual Property Inspection walk on Saturday 4<sup>th</sup> September at 9 am and if necessary the following Saturday 11<sup>th</sup> September 9am. The Chairman has requested as many as possible to attend.

**9. DATE OF NEXT MEETING**

Monday, 6<sup>th</sup> September 2004 at 7.15pm in the Community Hall.

**There was no further business and the meeting was closed at 10.15 pm.**

**HICKLING PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON**  
**Monday, 6<sup>th</sup> September, 2004, at 7.30pm in the Community Hall**

**PRESENT:**  
**MRS V TALLOWIN, CHAIRMAN**  
**MR M ELLIOTT, VICE-CHAIRMAN**  
**MR D PUGH**  
**MR H PURNELL**  
**MR R DONALDSON**  
**MR L BEALES**  
**Mr T WOODMAN**  
**Mrs S Chapman, Clerk/Treasurer**

The Chairman welcomed District Councillor Simon Partridge and nine parishioners.

1. **APOLOGIES** were received from Mr E Lindo, Mrs K Moody and Mr P Sparks
2. **MINUTES OF LAST MEETING** These were approved as circulated.
3. **MATTERS ARISING**
4. **CORRESPONDENCE**
  - a) Norman Lamb – Constituency Surgery Tour. This took place Tuesday 31<sup>st</sup> August. The Clerk has since received a letter from Norman Lamb about some local children speaking to him about the playground area. This will be in the agenda for Octobers meeting.
  - b) NNDC – Agenda of meeting 24<sup>th</sup> August 2004
  - c) NNDC – Notice of Meetings Autumn 2004. Poster put in newsagents.
  - d) NCC – Norfolk Fire Service Summary of Safety Plan. Clerk & Chairman to fill in questionnaire and return.
  - e) Duncan Edmunds – e-mail thanking us for inviting him to our last meeting and will be forwarding any future information to us.
  - f) Norfolk Rural Community Council – Final Report for the Village Hall Local Service Centre Pilot Project 2002-2004.
  - g) NCC – Local Transport Plan. This is available at local libraries and on-line.
  - h) Parish & Town Council – News Letter
  - i) Broads Authority – Slipway questionnaire. Passed to the Staithe committee to complete and return
  - j) R Landry – Written to the council with concerns about the speed of traffic around the village. Clerk to write to Highways about Flashing Speed Limit signs.
  - k) Emily Delicate – Has requested permission for a charity Fun Day on the 28<sup>th</sup> May 2005 at the recreation ground. It is in memory of her late father David Bland, 2 Fern Cottages, Hickling and the charity is the United Norwich Kidney Patients Association. Clerk to request further information and to advertise the date in next month's news sheet so as not to clash with any local events.

- l) Sea Palling & Waxham Parish Council – New dog bin facility in Mill Lane, Sea Palling. The Hickling news sheet has already been notified.
- m) Colin Seward – Has notified the Hickling Parish council that the flood wall on Staithe Road is in disrepair. He has contacted various organisations who have been to inspect the wall, but unfortunately have not the funds in their budgets. Clerk to write again to see what can be done.
- n) NNDC – Joint Area Committee meeting
- o) S Darbyshire – Written with concern over the gravel on the staithe slipways. This has been passed to the Staithe committee to liaise with Amis Contractors who laid the gravel.
- p) NNDC – Register of Electors. Notice in newsagents window advising parishioners to fill in their elector forms.
- q) Mrs A Sparks – See Community Hall
- r) NNDC – Forms for the 2005 Precept. Treasurer to produce reports for council to set 2005 precept figure.
- s) North Norfolk Rescue Service - It was decided that £100 to be allocated in next years budget for donations, L Beales proposed and R Donaldson seconded and all were in agreement, and that £50 be forwarded to the North Norfolk Rescue Service this year.
- t) Mrs N Brindid – Wrote to NNDC with copy to Hickling Parish Council with her concerns over the Bay Cottage planning application.
- u) Office of the Prime Minister – Draft Code of Conduct for Employees.
- v) NCC – Reply to the Clerk’s letter regarding the state of the road at Brightmere Farm & the missing Stubb Road sign, the Highways Supervisor will inspect the problems at the next routine inspections.
- w) Mr A & Mrs B H Cornwell – Has written to NNDC with copy to Hickling Parish Council regarding their concerns over the Bay Cottage Planning Application.
- x) J Campbell Keys - Has written to NNDC with copy to Hickling Parish Council regarding her concerns over the Bay Cottage Planning Application.
- y) H Nudd – Would like clarification on whether his position as Staithe Warden would prevent him being involved with the Staithe forum. E Lindo to liaise with Harry Nudd.

## 5. TREASURERS REPORT.

<b>Powergen – Rec Grd</b>	<b>£</b>	<b>8.07</b>
<b>Powergen – Com Hall</b>	<b>£</b>	<b>23.77</b>
<b>Stalham Engineering</b>	<b>£</b>	<b>73.43</b>
<b>Viking Direct</b>	<b>£</b>	<b>37.55</b>
<b>D Mayhew</b>	<b>£</b>	<b>40.00</b>
<b>D Beales</b>	<b>£</b>	<b>40.00</b>
<b>J Allen</b>	<b>£</b>	<b>50.00</b>
<b>H Nudd</b>	<b>£</b>	<b>43.77</b>
<b>M G Johnson</b>	<b>£</b>	<b>148.50</b>

- b) Budget-to-date To be updated for the October meeting

6. **CLERKS SALARY REVIEW.** Clerk left the room while discussion took place. All present were in agreement and H Purnell proposed and R Donaldson seconded that the honorarium be increased from £1900 to £2000 until Dec 2004 then reviewed again in January 2005.

## 7. PLANNING

### a. NNDC Decisions:

1. **Granary Cottage**, Heath Rd –Erection of First Floor Side Extension – permitted
2. **Holly Cottage**, The Smea, – Conversion of Garage & Outbuilding to Residential annexe- permitted
3. **Sunsaraj**, Heath Rd – Erection of Front Extension – permitted

### b. NNDC New Applications:

1. **Bay Cottage**, The Green, Hickling – Erection of Engineering Workshop – supported
2. **Methodist Chapel**, Heath Road, Hickling – Erection of Porch - supported
3. **The Old Village Hall**, Stubb Road, Hickling – Demolition of existing building & erection of detached two storey dwelling with garage - supported

## 8. PARISH COUNCIL PROPERTY REPORTS

### a) Staithe.

1. S & P Benjamin, Millfield, Heath Road, Hickling to be added to the West Berth waiting list. Clerk to action.
2. New Berth Agreement. This was passed to the Staithe Committee to discuss and report back in November for implementing before next season.

### b) Recreation Ground

1. **Toilets.** Taken forward to October meeting
2. **Mower and Grass Cutting** –D Pugh & R Donaldson explained all aspects of the problems that grass cutting incurs. All agreed and the motion proposed by Viv Tallowin, seconded by H Purnell that in principle a new mower is purchased. R Donaldson is hoping to acquire a demonstration model slightly cheaper. The rate for whoever uses the mower to be increased to £6.50 per hour.
3. **Football Club** – New agreement to be drawn up for next year's rental period. Taken forward to October's meeting.
4. **Plots** – To be added to the action list for ongoing discussions.

### c) Community Hall.

1. **Scripture Union** - Enjoyed their stay and would like to thank everyone for their hospitality and re-book next year 6-13<sup>th</sup> August 2005.  
The fee is to be discussed nearer the time.
2. **Review Charges** –
  - a) Hunnies Playgroup taken forward to October meeting.
  - b) History Group – All present agreed that the rent should be increased to £100 as the group is now well supported. V Tallowin proposed and D Pugh seconded the motion.  
All declared an interest in the History Group.

- c) Yoga – Mrs A Sparks has given notice that the yoga class has moved to the Sutton village Hall. The Council would like to thank her for her past custom and hope the yoga class may return in the near future.

**3. Boiler Service** – M Elliot to organise during the October half term week.

- d) **Gwen Amis Memorial Sign.** The inscriptions for the memorial board are being arranged and will be in place soon. A notice will go in the news sheet asking that flyers/adverts not to be adhered to the outside of the sign. E Lindo is to liaise with Mr Turner to adjust the doors.

- 9. **WEB SITE** – Mr Brian Sainsbury has agreed to set up and manage the web site. As this will be a self funding project it will depend on who is interested in advertising on the site and the cost involved. It will be advertised in the news sheet for interested parties to contact B Sainsbury 598882.

**10. CONFIDENTIAL SESSION**

The Chairman asked for a proposal that a resolution be introduced, under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public and the press in order to consider items in a confidential session. Mr H Purnell proposed, and Mr R Donaldson seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

**Co-option of Councillor.** After considering all three applicants a ballot was held and Geraldine Smith was the successful candidate to be co-opted onto the Parish Council. **Clerk to notify** all applicants.

**DATE OF NEXT MEETING**

Monday, 11<sup>th</sup> October 2004 at 7.15pm in the Community Hall.

**There was no further business and the meeting was closed at 10.20 pm.**

**HICKLING PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON**  
**Monday, 6<sup>th</sup> December, 2004, at 7.15pm in the Community Hall**

**PRESENT:**  
**MRS V TALLOWIN, CHAIRMAN**  
**MR M ELLIOTT, VICE-CHAIRMAN**  
**MR R DONALDSON**  
**MR L BEALES**  
**MRS K MOODY**  
**Mr D PUGH**  
**Mrs G SMITH**  
**Mr H PURNELL**  
**Mrs S Chapman, Clerk/Treasurer**

The Chairman welcomed five parishioners.

1. **APOLOGIES** were received from Mr E Lindo and Mr T Woodman
2. **MINUTES OF LAST MEETING** These were approved as circulated.
3. **MATTERS ARISING**
4. **CORRESPONDENCE**
  - a) **Hickling Parochial Church Council** – Forwarded a cheque for £300 towards grass cutting costs of the churchyard which was greatly appreciated as we are all experiencing cash flow problems. Clerk to respond.
  - b) **North Walsham Citizens Advice Bureau** - Thank you letter for donation of £25.00
  - c) **Broads Authority** – An invite to advertise for free in their Broadcaster newspaper any events taking place in Hickling during the summer of 2005. Clerk to forward details to Emily Delicate for her ‘Fun Day’ in May 2005, Methodist Church and St Marys Church. and include in the next news sheet. All are welcome, if you would like your event included please contact the Clerk on 598882, the closing date is 28<sup>th</sup> January 2005
  - d) **North Norfolk District Council** - Environment Awards 2005 form for applying for grants of upto £250. The Village Pond may be a suitable project for a grant. Clerk and Chairman to complete form.
  - e) **Norfolk County Council** – The First Norfolk Local Access Forum Newsletter advising on public access for improvement for the purposes of open-air recreation enjoyment. To find out more visit [www.localaccessforum.norfolk.gov.uk](http://www.localaccessforum.norfolk.gov.uk)
  - f) **Norfolk County Council – Norwich Northern Distributor Route – Public Consultation** - A booklet on proposed revised routes for the NDR. After debating the various routes the councillors were in agreement that we submit the Eastern Blue Route as our preferred route. Clerk and Chairman to complete form to this affect.
  - g) **Norfolk County Council** – Leaflet with the Gritting Routes and schedule for this winter. For more information visit [www.norfolk.gov.uk](http://www.norfolk.gov.uk), then click on Transport and Streets, Gritting. A copy of map will be displayed outside the Community Hall
  - h) **David Will** – Land Purchase behind Community Hall – The Council were unsuccessful in their bid for the land, reason given as quote ‘An Offer has been received for the land which is so substantially in excess of your offer that my clients decided it was too good to refuse’.
  - i) **Environment Agency** – Anglian Region Publication about flooding around the Anglian Region. A copy will be displayed outside the Community Hall



- j) **Broads Authority Planning Committee** - The Broads Authority is the local planning authority for the protected area of the Norfolk and Suffolk Broads. This means that planning applications are considered by the Broads Authority's own planning committee rather than by the committees of the district councils.
- k) **Mr W E Wilson** – Having received the letter from the Hickling Parish Council stating that the gates onto the Recreation Ground are not a Definitive Right of Way he would like to know when this was discussed by the council. Clerk to respond
- l) **The Standards Board for England** - A new guidance booklet on local investigations which explains the regulations and provides procedural information for monitoring officers on how to handle referred cases.
- m) **Norfolk County Council** – A reply to the Councils request for a Flashing Speed sign for Hickling. Unfortunately as Hickling has no access to a public electricity supply this sign would cost between £7-8K. The N.C.C limited funds are directed to sites of known problems.
- n) **North Norfolk District Council** - Agenda for Council Meeting 9/12/04 and schedule of meeting for next year 2005. This was passed to Mrs G Smith who will report back to the council any relevant information.
- o) **Norfolk Constabulary** – A letter introducing an opportunity of Joint Parish Patrols and a Special Constabulary recruitment poster. They are also going to organise a 'Sector Roadshow' for Parish Chairs and Clerks to attend. Clerk to respond that we would like to attend and will advertise in the news sheet.

## 5. TREASURERS REPORT

<b>D Beales</b>	<b>£ 40.00</b>
<b>D Mayhew</b>	<b>£ 40.00</b>
<b>J Allen</b>	<b>£ 100.00</b>
<b>Stalham Engineering</b>	<b>£ 43.81</b>
<b>Hickling Stores / PO</b>	<b>£ 43.94</b>
<b>Viking Direct</b>	<b>£ 36.40</b>
<b>S Chapman (imprest)</b>	<b>£ 6.22</b>
<b>Powergen (Com Hall)</b>	<b>£ 39.52</b>
<b>Powergen (Rec Grd)</b>	<b>£ 19.45</b>
<b>R Grimes (5 mths of grass cutting)</b>	<b>£ 785.25</b>
<b>D Turner</b>	<b>£ 138.30</b>
<b>D Pugh</b>	<b>£ 74.67</b>

- b) Budget to Date – To be distributed with minutes
- c) Abbey National – The balance in the account after drawing down £5K towards the purchase of the new mower stands at £75,833 with an interest rate of 4.51% for the period between 25<sup>th</sup> Nov – 30<sup>th</sup> Dec this rate changes on a monthly basis.

- 6. **AUDIT COMMISSION** – The completed and certified annual accounts for year end Mar 04 have been received. They would like further information to keep on file about the sum held by the parish council from the sale of land for Mallard Way. Clerk to respond

Mrs K Moody left the meeting at this point.

## 7. PLANNING

### a. NNDC Decisions:

1. **Stubb Farm** – Erection of Garden Room - permitted
2. **Copperfield** – Erection of Garage & Garden Store - permitted
3. **Old Manor House** – Erection of Single Storey Extension – permitted
4. **Old Village Hall** - Demolition & Erection of Dwelling & Garage - permitted

### b. NNDC New Applications:

1. **Millview, The Green** – Erection of Single Storey Front Extension - supported

## 8. PARISH PLAN

A working Party to be arranged for early next year 2005 with the intention of formulating a questionnaire and the setting of a realistic agenda. Mr Peter Berrie offered his assistance on this matter. Clerk to contact Winterton Parish council who have just completed their own Village Plan.

## 9. PARISH COUNCIL PROPERTY REPORTS

### a) Staithe.

1. Staithe Working party meeting – Update deferred until Jan 05
2. Staithe Working Party to meet with holder of Berth 16 to confirm the length of boat moored. Clerk to arrange.
3. Mr E Lindo to investigate cost and availability of a ‘stamper’ for pathway at the Staithe

### b) Recreation Ground

1. Tree - The cherry tree outside the changing rooms still to be disposed off. Clerk to remind Mr P Sparkes
2. Grass Cutter – The current storage will not be suitable for the new mower. Mr D Pugh/R Donaldson are investigating various other options. D Pugh has offered to store the mower until the early spring

### c) Community Hall.

1. Hunnies Playgroup Review - This was deferred until Jan 05
2. Caretaker/Booking Clerk – Deferred until Jan 05

### d) Allotment

1. Rent Review deferred until Jan 2005

### e) Village Sign – The village sign has now been repaired by Mr D Turner and Mrs Pat Deane has very kindly offered to repaint the sign which will take about 25 hours. The council would like to thank David Pugh for arranging the refurbishment, Mr Dudley Turner for his hard work and Mrs Pat Deane for her offer to repaint the sign.

10. **WEB SITE** – Mr R Donaldson has produced a poster for the local shops and flyers to be put into the next news sheet he will also contact people direct.

## DATE OF NEXT MEETING

Monday, 10<sup>th</sup> January 2005 at 7.15pm in the Community Hall.

**There was no further business and the meeting was closed at 9.06pm.**

**HICKLING PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON**  
**Monday, 8<sup>th</sup> November, 2004, at 7.15pm in the Community Hall**

**PRESENT:**  
**MRS V TALLOWIN, CHAIRMAN**  
**MR M ELLIOTT, VICE-CHAIRMAN**  
**MR R DONALDSON**  
**MR L BEALES**  
**Mr T WOODMAN**  
**Mr D PUGH**  
**Mr P SPARKS**  
**Mrs G SMITH**  
**Mr H PURNELL**  
**Mrs S Chapman, Clerk/Treasurer**

The Chairman welcomed three parishioners.

1. **APOLOGIES** were received from Mr E Lindo, Mrs K Moody and District Councillor S Partridge
2. **MINUTES OF LAST MEETING** These were approved as circulated.
3. **MATTERS ARISING**
4. **CORRESPONDENCE**
  - a) **Mundesley Volunteer Lifeboat Service Ltd** – Deferred until end of financial year March 05.
  - b) **Norfolk Playing Field Assoc. News Letter** – Passed to L Beales
  - c) **Parish & Town Councils Guide to becoming a Quality Council** – Two booklets on becoming a Quality Council passed to councillors for any relevant comments to be passed back to the council.
  - d) **Parish & Town Councils** – Norfolk Link & Assoc. Meeting 25<sup>th</sup> November, unfortunately no one was available to attend.
  - e) **Norfolk Accident Rescue Service** – A thank you letter for the councils donation of £50
  - f) **North Norfolk District Council** – Public Convenience Policy Panel – A request for Town & Parish Councils to comment on any Public Toilets in our area. Clerk to respond that Hickling would like their Public Toilets kept open due to the amount of visitors to the area.
  - g) **Norfolk Parish Training Partnership** – A list of available Training courses for Clerks and Councillors, this is to be deferred until the New Year.
  - h) **Norman Lamb** – Planning Issues – Mr Lamb has written to Steve Oxenham, Head of Planning at the District Council to arrange a meeting with him and representatives of parish councils to discuss how planning applications are considered by the district council. Clerk to respond that Hickling Parish Council would like to send a representative.
  - i) **David Will** – Land Purchase behind Community Hall – Vendors are on holiday and the council will be contacted in due course.
  - j) **Society of Local Council Clerks** – Regional One Day conference – R Donaldson will try and attend and any relevant information passed back to the council.

- k) **Norfolk Recorders** – Allotments Register Project – A questionnaire about various garden allotments in Hickling. This is an ongoing project and will give a ‘snapshot’ of the number of allotments in Norfolk still in existence in 2004 to pass on to the Rural Life at Gressenhall. Clerk to liaise with W Crisp about completing questionnaire.
- l) **Office of the Deputy Prime Minister** – New Ethical Framework Regulations – These come into force on 4<sup>th</sup> November. Copies of the statutory instruments are on HMSO website [www.hmso.gov.uk](http://www.hmso.gov.uk) Clerk to obtain a copy for file
- m) **Stalham & Happening Partnership** – A letter stating that they have received funding for a researcher and will be opening a shopfront office in Stalham High Street and whether our village hall is available for hire for a local meeting.. Clerk to respond.
- n) **Broads Authority** - Consultation on Boat Safety Standards Bylaws. This to be passed to the Staithe working party for perusal.
- o) **North Norfolk District Council** - Agenda for Council Meeting 27 October.
- p) **Clerks & Councils Direct** – Publication pamphlet.
- q) **Valuation Office Agency** - A notice that Business Rates for the Community Hall & Recreation Ground are being revalued and will come into effect 1<sup>st</sup> April 2005.
- r) **Norfolk County Services** - Service Contract for Grass Cutting Season 2005. This was passed to D Pugh/R Donaldson who are assessing all grass cutting costs.
- s) **M G Johnson** – Has written with his concerns over grass cutting and new rota system.
- t) **David Will** –He is closing some parts of his business in Stalham and passing ongoing business to Aldreds. The council expressed their wish that they would like David to continue with the Land Purchase behind the Community Hall. Clerk to repond
- u) **Simon Partridge** – With regards to the problem in getting the Stubb Road sign replaced, he has taken it to the Chief Executive as this is not an isolated case and will keep the council informed of any progress. Clerk to write to Chief Executive.
- v) **D Platten** - A letter from Mr D Platten about various trees and shrubs that some residents have let become overgrown and encroaching onto the highway. Also bicycles in the village are being ridden without lights on in the dark which is unlawful. Clerk to respond.
- w) **F Springall** – A letter about the dead cherry tree outside the changing rooms in Mallard Way, the road drain which is blocked outside Nether Hall and overgrown foliage at the top of Mill Close and Mallard Way. Clerk to respond

## 5. TREASURERS REPORT.

<b>D Beales</b>	<b>£ 40.00</b>
<b>D Mayhew</b>	<b>£ 40.00</b>
<b>J Allen</b>	<b>£ 50.00</b>
<b>Stalham Engineering</b>	<b>£ 108.08</b>
<b>NCS ½ yrly chge</b>	<b>£ 728.43</b>
<b>North Walsham CAB (donation)</b>	<b>£ 25.00</b>
<b>S Chapman (imprest)</b>	<b>£ 20.10</b>
<b>North Norfolk Rescue Service</b>	<b>£ 50.00</b>
<b>M G Johnson</b>	<b>£ 89.73</b>
<b>Brown &amp; Co (allotments)</b>	<b>£ 400.00</b>
<b>Ben Burgess (Mower)</b>	<b>£ 8918.24</b>

- b) Budget to Date – To be distributed with minutes
- c) Precept 2005 due 22<sup>nd</sup> November 2004. Finance working party recommended that the precept be raised by 10% for 2005-2006, this was proposed by H Purnell and seconded by D Pugh and all were in agreement. Clerk to return completed form.

6. **CLERKS SALARY REVIEW.** Deferred until Jan 05

7. **PLANNING**

a. **NNDC Decisions:**

1. **17 Broadlands Road** – Revised plan - permitted
2. **Methodist Hall** – permitted
3. **Bay Cottage** – refused

b. **NNDC New Applications:**

1. **Path Cottage**, Staithe Rd – Erection of Single-Storey Ext & Change of U

8. **Parish Plan**

All were in agreement that this project be taken forward as it would give the village an overall view to what parishioners would like to see happening in the village over the next 5-10years. Mr I Kemp kindly offered his services for this venture but more volunteers are required. We will advertise again in the News Sheet and will be on Jan 05 agenda.

9. **Hedges & Trees**

There has been complaints about various properties that have let the hedges and shrubs over grow onto the highway making it dangerous for walkers and cyclists alike. Also some trees at High Hill are causing concerns and a dead cherry tree outside the changing rooms at the recreation ground. Clerk to respond to all parties concerned.

10. **PARISH COUNCIL PROPERTY REPORTS**

a) **Staithe.**

1. **Staithe Working party meeting** – This has been arranged for the 24<sup>th</sup> November at 7.30pm for discussion on various issues and next years rental agreement.

b) **Recreation Ground**

1. **Gates onto the Recreation Ground** – It was agreed that a letter be sent to all Mallard Way residents effected outlining that the gates are not a definitive right of way and this letter to be forwarded every six months
2. **Grass Cutting Rota** – As this has been agreed as the way forward with grass cutting costs it was decided to add this item to the Action List as it will be a ongoing item for some months ahead. Mr J Griffiths has volunteered as well as some councillors but we still need more volunteers and will advertise again in t next news sheet.

c) **Community Hall.**

1. **Rent Review** - The rents for the hiring of the hall to be raised:  
£12 per session for parishioners - £15 per session for non parishioners  
(session being 3 hours)

This was proposed by D Pugh and seconded by H Purnell and all were in agreement.

2. **Hunnies Playgroup Review** - This was deferred until a meeting with the Hunnies had taken place to agree a mutual rent increase.  
Mr L Beales declared an interest in the Hunnies Playgroup.

3. **Notice to Hirers** - A new up-to-date notice for hirers to be placed in the community hall and a copy to be signed by hirers. Mr R Donaldson offered to do replacement notice.

4. **Village Sign** – This has been removed for refurbishment which David Pugh has kindly offered to oversee. The wood work will be undertaken by Dudley Turner, who did the Gwen Amis memorial sign.

d) **Allotment**

1. A meeting with Charles Birch to be confirmed before Rent Review for 2005 season.
2. The Acreage also to be discussed at same meeting.

11. **WEB SITE** – Although there has been very little response for this venture it all were in agreement that it still should go ahead. Another advert in the news sheet and ‘flyers/posters’ to be distributed as soon as possible.

12. **CONFIDENTIAL SESSION**

The Chairman asked for a proposal that a resolution be introduced, under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public and the press in order to consider items in a confidential session. Mr L Beales proposed, and Mr T Woodman seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

- a) Minimum wage now increased to £4.85 ph
  - b) J Allen to receive remuneration until the end of December for her invaluable service with regards to the recreation ground toilets. Clerk to respond thanking her.
  - c) Caretaker/booking clerk to meet with the Community Hall working party for the way forward. This arranged for Wed 10<sup>th</sup> November 12.30pm.
- Mr L Beales declared an interest and left the meeting at 9.35pm

**DATE OF NEXT MEETING**

Monday, 6<sup>th</sup> December 2004 at 7.15pm in the Community Hall.

**There was no further business and the meeting was closed at 9.45pm.**

**HICKLING PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON**  
**Monday, 10<sup>TH</sup> October, 2004, at 7.15pm in the Community Hall**

**PRESENT:**  
**MRS V TALLOWIN, CHAIRMAN**  
**MR M ELLIOTT, VICE-CHAIRMAN**  
**MR R DONALDSON**  
**MR L BEALES**  
**Mr T WOODMAN**  
**Mr E LINDO**  
**Mr P SPARKS**  
**Mrs G SMITH**

**Mrs S Chapman, Clerk/Treasurer**

7.15 pm Janice Powell the Community Development Field Officer from the Norfolk Rural Community Council gave an informal chat outlining Parish Plans. The advantage of having a Parish Plan is that the whole community can have a say in how they see the village developing over the next 5 – 10 years. We will be advertising for volunteers to take this forward in the next news sheet.

The Chairman welcomed four parishioners.

1. **APOLOGIES** were received from Mr D Pugh, Mrs K Moody and Mr H Purnell
2. **MINUTES OF LAST MEETING** These were approved as circulated.
3. **MATTERS ARISING**
4. **CORRESPONDENCE**
  - a) **Broads Authority** – Sustainable Development Funds – Clerk to investigate possible grant for Chapel Pit.
  - b) **NNDC** – Report of Proceedings of Rural Workshop 15<sup>th</sup> June 04 – R Donaldson attended but felt the workshop had nothing to offer Hickling.
  - c) **Norfolk Waste Partnership** – Feed back form 1<sup>st</sup> July 04 conference.
  - d) **North Walsham & District CAB** – Donation request. L Beales proposed and T Woodman seconded and all agreed that a donation of £25 to be forwarded.
  - e) **NNDC** – Provisional booking of Community Hall for the 5<sup>th</sup> May 05 for election purposes. Clerk to diary for Jan 05 for hiring fee to be decided.
  - f) **NCS** – Invitation to a Passenger Transport Workshop, Wed 27<sup>th</sup> October – No one was available to attend.
  - g) **Parish & Town Council** – Invitation to become a Member of Norfolk & Suffolk Broads Authority. Mr E Lindo expressed interest and Clerk to f/w application form to him.
  - h) **Stalham & Happling Partnership** – Inaugural AGM 7<sup>th</sup> Oct. The poster was advertised in the newsagents as it was before our monthly meeting.
  - i) **Norfolk Police Authority** – Community Consultation Forum 19<sup>th</sup> Oct. Mr R Donaldson will endeavour to attend.



- j) **Norman Lamb** – At Norman Lamb’s last visit to Hickling some local children spoke with him about the lack of play facilities on the recreation ground. So Mr Lamb on our behalf wrote to P J Ingham, Countryside and Parks Manager of NNDC who replied that he would be able to advise us on play ground equipment. Before this happens a formally constituted community group needs to be set up to take this forward. We will advertise in the next news sheet for volunteers.
- k) **Emily Delicate** – The fun day 28<sup>th</sup> May 05, the only issue Emily had was about parking. All were in agreement that there would be plenty of room on the recreation ground weather permitting! Clerk to respond confirming the date and parking facilities.
- l) **David Will** – Purchase of land at rear of Community Hall this was to be put to Tender by 18<sup>th</sup> October 2004, as other persons were interested in purchasing the same piece of land. This purchase price will be discussed in the Confidential Session.
- m) **Judi Lawton of Land of Green Ginger** – Wrote in with concerns about the condition of a maple tree on the Chapel Pit that borders their boundary also the hedge on the same boundary line needs attention. Mr Lawton has kindly offered to trim the hedge as long as he is able bodied and the council dispose of the waste. Mr P Sparks has offered to inspect Maple Tree and dispose of any waste. Clerk to respond.
- n) **Mr & Mrs Tansley** A letter with regards to various concerns. Clerk to respond.
- o) **Ivor Kemp** A letter requesting copy of AGM minutes & Conservation of Town Street area. Clerk to respond.
- p) **PCC** – Reply to our letter regarding cost of grass cutting. They will contact the council again when discussions have taken place.
- q) **Hickling Hunnies**. A query about rubbish collection for the Community Hall. Sacks will have to be purchased from NNDC at a cost of approx £60pa. All hirers to dispose of their own rubbish by taking it home with them..
- r) **Village of the Year Results**. To be published in the news sheet this month.

Mr T Woodman excused himself from the meeting

## 5. TREASURERS REPORT.

<b>D Beales</b>	<b>£</b>	<b>40.00</b>
<b>D Mayhew</b>	<b>£</b>	<b>40.00</b>
<b>J Allen</b>	<b>£</b>	<b>50.00</b>
<b>Stalham Engineering</b>	<b>£</b>	<b>138.09</b>
<b>Bakers of Stalham</b>	<b>£</b>	<b>444.30</b>
<b>S Chapman</b>	<b>£</b>	<b>500.00</b>
<b>S Chapman (imprest)</b>	<b>£</b>	<b>22.04</b>
<b>North Norfolk Rescue Service</b>	<b>£</b>	<b>50.00</b>
<b>M G Johnson</b>	<b>£</b>	<b>81.00</b>
<b>Town &amp; Parish (postage)</b>	<b>£</b>	<b>6.00</b>
<b>Brown &amp; Co (allotments)</b>	<b>£</b>	<b>400.00 not paid</b>
<b>Brown &amp; Co (church field)</b>	<b>£</b>	<b>200.00 not paid</b>

- b) Budget-to-date Distribute with minutes
- c) Precept 2005 due 22<sup>nd</sup> November 2004. Finance working party to prepare figures for next months meeting.

6. **CLERKS SALARY REVIEW.** Deferred until Jan 05

7. **PLANNING**

a. **NNDC Decisions:** - None this month

b. **NNDC New Applications:**

1. **17 Broadlands Ave** – Revised plan - supported
2. **Old Manor House** – Erection of Single Storey Extension - supported
3. **Copperfield** – Erection of Garage & Garden Store – after members had looked at the site - supported
- 3 **Stubb Farm** – Erection of Garden room – supported

8. **PARISH COUNCIL PROPERTY REPORTS**

**Parish Inspection Walk** 4<sup>th</sup> September 2004. The report was circulated before the meeting and the short term tasks are in hand. The community Hall improvements will be undertaken as and when monies are available.

a) **Staithe.**

1. H Nudd to undertake the laying of the mesh on the slipways when water levels have dropped sufficiently.

b) **Recreation Ground**

1. **Toilets.** To be Closed to the public as from 31st October 2004. As the other public conveniences are open all year it was felt that this would save the council a substantial amount per year. The football club will have use of them on match days and to be responsible for the upkeep of them.
2. **Mower and Grass Cutting.** The new mower will be delivered in the New Year. Mr P Sparks has kindly offered the council a trailer for transport of other grass cutting machinery which was gratefully accepted. An advert for volunteers (on a rota system) to cut the grass will be in this months news sheet. Clerk to write and thank the 'boys' for a great job throughout the year with a very old machine.
3. **Football Club.** New agreement as been agreed with a rent of £100 pa including the cleaning of the recreation changing rooms/showers and toilets. Clerk to write and confirm details.
4. **Gates onto Recreation Ground.** Notify residents by letter that the gates are not a Right of Way. Clerk to respond.
5. **Cherry Tree.** As the tree is dead Mr P Sparks has kindly offered to deal with this.

c) **Community Hall.**

1. **Hunnies Playgroup.** A meeting with the Hunnies to be arranged to discuss various items concerning the hiring of the Community Hall. Clerk to respond. Mr L Beales declared an interest.

d) **Allotment**

1. A meeting with Charles Birch to be arranged to confirm how many acres we currently rent from Brown & Co and discuss the rent for the Church Field. The two cheques for Brown & Co have not been agreed.

9. **WEB SITE** – As there have been no enquiries about the web site another article will be put in this months news sheet.

10. **CONFIDENTIAL SESSION**

The Chairman asked for a proposal that a resolution be introduced, under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public and the press in order to consider items in a confidential session. Mr L Beales proposed, and Mr M Elliott seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

**David Will.** The Tender amount for the purchase of the Land behind the Community Hall was proposed by Mr P Sparks and seconded by Mr E Lindo. The sealed envelope to be handed in at David Will's office and a written receipt obtained by the 18<sup>th</sup> October 2004.

**DATE OF NEXT MEETING**

Monday, 8<sup>th</sup> November 2004 at 7.15pm in the Community Hall.

**There was no further business and the meeting was closed at 10.05pm.**

**HICKLING PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON**  
**Monday, 12 January, 2004, at 7.30pm in the Community Hall**

**PRESENT:**  
**MRS V TALLOWIN, CHAIRMAN**  
**MR M ELLIOTT, VICE-CHAIRMAN**  
**MR L BEALES**  
**MRS K MOODY**  
**MR H PURNELL**  
**MR P SPARKS**  
**MR T WOODMAN**

**Mrs M Longbottom, Clerk**  
**Mrs S Chapman, Treasurer**

The Chairman welcomed the councillors and three parishioners. Mrs Longbottom led the group in prayer.

1. **APOLOGIES** were received from Mr Donaldson, Mr Ellis and Mr Lindo, as well as from District Councillor Partridge.
2. **MINUTES OF LAST MEETING**  
These were approved as circulated.
3. **MATTERS ARISING**
  - a) 3a) **Parish Hearse.** Mr Woodman and Mr Gibbons are to arrange removal of the Hearse from Kent to Hickling as soon as possible.
  - b) 3b) **Hickling Web-site.** Mr Woodman offered to meet with Mr Lindo to prepare some suggestions for the NNDC-sponsored web-site for Hickling.
  - c) 4a) **Councillor Vacancy.** The Clerk reported that of last week, the Democratic Services Officer of NNDC had received no letters from parishioners asking that an election be held to replace Councillor Gibbons who resigned on 31<sup>st</sup> December 2003. If ten such letters are not received by 21<sup>st</sup> January, the Parish Council should co-opt a new Councillor of their choice.
  - d) 4e) **Chris Allen.** Letters have now been received from both Housing at NNDC and Highways at NCC. While expressing concern for Mr Allen's parking problems, they are unable to help. **Clerk to copy letters** to Mr Allen.
  - e) 4i) **NNDC Parish Review.** The Clerk has spoken to Mr Austin at NNDC, who explained that such a review must be undertaken by the District Council every 15 years, and that the last one took place in 1985. The Clerk expressed concern to Mr Austin that each of the three-tier governing bodies undertook a separate review which seemed to be a waste of time and resources.
  - f) 5c) **Chubb Fire.** The Treasurer has written to Chubb, notifying them that we are cancelling our contract as of 1<sup>st</sup> April. She has not yet had confirmation and **will telephone Chubb.** If no appropriate response is received, the Treasurer **will write again and send the letter by recorded delivery.**

- g) **5d) Football Club.** The Vice-Chairman reported that there had been on-going problems with the external electricity box at the Changing Rooms, and that this seemed to happen on the nights of football practice. **Mr Beales will make the Football Club** aware of the problem.
- h) **5e) Staithe. Mr Lindo will be resolving** the problem of Berth No. 20.
- i) **Action List. Mr Woodman, Mr Gibbons, Mr Platten and the stone-mason will liase** over the refurbishment of the village sign and the proposed surrounding plant container.

#### 4. CORRESPONDENCE

- a) **John Beales.** The Clerk reported that former Councillor John Beales had been named as one of the EDP's 'Heroes of the Year' for 2003. He was chosen because of his long service to Hickling Village Life.
- b) **Norman Lamb, MP.** A letter has been received from Mr Lamb, regarding the upcoming Parish Review to be undertaken by NNDC. **Clerk to respond**, noting that Hickling is happy with current arrangements.
- c) **Norman Lamb, MP.** Mr Lamb has written, on behalf of a parishioner, about the hedge/vegetation opposite the village sign. **Clerk to respond**, noting that contrary to what he has been told, the Parish Council have never been responsible for cutting this hedge and to the best of our knowledge, NNDC has always cut this area.
- d) **Norfolk Constabulary.** A letter has been received, offering to arrange for Hickling's Liaison Office, PC Kane, to attend a Parish Council meeting. This letter will be kept on file and PC Kane will be invited to any meeting in the future in which policing matters are on the agenda.
- e) **Charity Commission.** The latest issue of the Commissioners Newsletter has been received.
- f) **Rodney Palmer.** Mr Palmer has written in response to comments made at last month's meeting, and after a meeting with the Chairman and Clerk, regarding the proposed building plots at Mallard Way. He is of the opinion that a full flood risk assessment will be needed, and quotes a fee from Fordham:Johns, Consulting Engineers, of £2000. **Clerk to write letter** of thanks to Mr Palmer and advise him we are considering the situation. **The Chairman noted that she and the Clerk would be meeting** with the Environment Agency in their Norwich offices on Monday, 19<sup>th</sup> January, to clarify the situation.
- g) **Ivor Kemp.** A letter has been received from Mr Kemp, raising several queries. The Clerk has already responded and notified Mr Kemp that both the Parish Staithe and the Council Tax would be discussed during the January meeting. She additionally clarified the distribution of the Annual Parish Meeting minutes and noted that any parishioner may have sight of the draft minutes by making an appointment with her.
- h) **Mrs Pat Deane.** Mrs Deane has written a letter, outlining some of her concerns about the upkeep/condition of the Parish Staithe, and including a list of suggested changes. It was suggested that **members of the Parish Staithe**

**Sub-committee meet** with both Mr Kemp and Mrs Deane to review the situation.

- i) **Signage.** A letter has been received from Highways, notifying us of proposed signage for Hickling Nature Reserve and Faith Animal Sanctuary. Concern was expressed about the large size of the signs. *Clerk to contact Highways.*

*[At this point Mr Woodman had to leave the meeting].*

## 5. TREASURER'S REPORT

- a) Signing of Cheques:

<b>D Beales</b>	<b>£ 40.00</b>
<b>J Allen</b>	<b>£ 50.00</b>
<b>D Mayhew</b>	<b>£ 40.00</b>
<b>M Longbottom</b>	<b>£ 250.00</b>
<b>S Chapman</b>	<b>£ 250.00</b>
<b>M G Johnson</b>	<b>£ 54.00</b>
<b>S Chapmen – imprest</b>	<b>£ 5.22</b>
<b>M Longbottom – imprest</b>	<b>£ 7.55</b>
<b>St Mary's PCC</b>	<b>£120.00</b>
<b>Viking Direct</b>	<b>£ 35.81</b>

- b) A budget-to-date was presented, as well as a current income/expense listing.
- c) A contract for the upcoming season of grass-cutting at the Recreation Ground has been received from Norfolk Property Services. **Treasurer to investigate** the benefits of changing from a yearly contract to a long-term one.
- d) A form has been received from the Charity Commissioners to update details of the Playing Field Charity. Mr Lindo, Mr Beales and the Vice-Chairman are listed as Trustees.
- e) The Treasurer will inform the tax officials that Hickling does not qualify under the rate relief scheme for the Changing Rooms.
- f) Mr Crabb of Broadland House, Stubb Road, has been offered – and accepted – the use of Berth no. 19 at the Parish Staithe.
- g) Mr Purnell proposed, and Mr Sparks seconded, the motion that two Barclays accounts of £23.86 and £90.56 be closed and the monies transferred into the Barclays community account. All were in agreement. Mr Purnell proposed, and Mr Sparks seconded, the motion that a NatWest account of £765.10 also be closed and the monies transferred into the Barclays community account. All were in agreement.

## 6. PLANNING

- a) **Broads Authority.** After a query about the siting of a mobile home in the grounds of the Pleasure Boat, the Authority has investigated and reported that this is not in contravention of planning and that they intend to take no further action.
- b) **NNDC Decision.** The Cottage, Stubb Road – erection of single-storey rear extension and conservatory – permitted.
- c) **New Applications:**

- 1) **Staithe View, Staithe Road** – erection of porch and conservatory – Parish Council supports the application.
- 2) **McCushla, 21 Mill Close** – erection of single-storey rear extension and conservatory. Because this application needed to be dealt with before the meeting, the Planning Sub-Committee met and will support this application.
- 3) **The Nook, 17 Broadlands Road** – erection of front and rear extension – Parish Council supports this application.
- 4) **Stubb Farm, Stubb Road** – demolition of barn and erection of two-storey extension. A site meeting will be held at 11am on Sunday, 18<sup>th</sup> January.
- 5) **Aviemore, The Street** – erection of rear extension – Parish Council supports this application.

#### 7. **ITEMS STORED AND TO BE STORED AT BARCLAYS BANK**

- a) **Inclosure Award.** The Chairman and Vice-Chairman will visit the bank and remove the original 1809 Inclosure Award and it will be deposited at the Norfolk Records Office where it will be housed along with the original 1809 Inclosure Award Map which is already deposited there.
- b) **Parish Deeds.** The Clerk will obtain from Leathes, Prior the deeds to the Staithe and Community Hall. These will be placed in Barclays Bank, along with all other Parish Council deeds. A complete list will be minuted at the next meeting.

#### 8. **PARISH COUNCIL PROPERTY REPORTS**

- a) **Staithe.** The Clerk reported, on behalf of Mr Lindo, that Amis Contractors were beginning work on the quay-headings at the Staithe. He reminded **Staithe Sub-Committee members that they should complete their comparison investigations** of the charges at other local staithes.
- b) **Hedging.** Mr Beales asked that the top and outside of the hedging along Ouse Lane be trimmed. **Chairman to arrange.**

#### 9. **COUNCIL TAX MEETING**

The Clerk and District Councillor Simon Partridge have arranged a meeting to be held on Thursday, 26<sup>th</sup> February, at 7.30pm at Hickling Community Hall. Norman Lamb, MP, will be in attendance, as will Philip Burton, Chief Executive of NNDC, along with their Head of Finance. **Clerk will invite** Tim Byles, Chief Executive of NCC to attend, along with a Head of Finance, as well as Leader of the Council Alison King and County Councillor Leslie Mogford. Mr Partridge will be asked to chair the meeting, which will be open to all Parish Councillors and parishioners from the Ward including Hickling, Ludham, Potter Heigham and Catfield.

#### 10. **DATES OF FUTURE MEETINGS**

Upcoming meetings will be:

- Monday, 1<sup>st</sup> March at 7.15 at the Community Hall – regular monthly meeting
- Tuesday, 13<sup>th</sup> April – Annual Finance Meeting and regular monthly meeting
- Monday, 26<sup>th</sup> April – Annual Parish Meeting
- Tuesday, 4<sup>th</sup> May – Annual Parish Council Meeting and regular monthly meeting

**There was no further business and the meeting was closed at 9.45 pm.**

**HICKLING PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON**  
**Tuesday, 13<sup>th</sup> April, 2004, at 7.30pm in the Community Hall**

**PRESENT:**  
**MRS V TALLOWIN, CHAIRMAN**  
**MR M ELLIOTT, VICE-CHAIRMAN**  
**MR L BEALES**  
**MR R DONALDSON**  
**MR E LINDO**  
**MR D PUGH**  
**MR H PURNELL**  
**MR P SPARKS**  
**MR T WOODMAN**

**Mrs M Longbottom, Clerk**  
**Mrs S Chapman, Treasurer**

The Chairman welcomed the councillors, six parishioners and District Councillor Stockton. Mr Lindo led the group in prayer.

1. **APOLOGIES** were received from Mr Ellis and Mrs Moody, as well as from District Councillor Partridge.
2. **MINUTES OF LAST MEETING**  
These were approved as circulated.
3. **CO-OPTION OF NEW COUNCILLOR**  
Mr David Pugh signed his Declaration of Acceptance of Office and the Chairman welcomed him to the Parish Council.
4. **MATTERS ARISING**
  - a) 3a) **Parish Hearse.** Thanks were extended to Tony Woodman and Harvey Gibbons for the removal of the Hearse from Kent to Hickling. It is now installed in the Parish Church. **Mr Lindo to take pictures** of the hearse for insurance valuation purposes, which the **Treasurer will pursue.** The Parochial Church Council has secured the hearse with a locked chain, but a more permanent fixture of bolting to a wall/floor will be investigated by them. **Mr Woodman will forward** the removal expenses to the Treasurer.
  - b) 4b) **Village of the Year Competition.** Mr Lindo has completed the entry form. It was suggested that a notice be placed in the News Sheet advising parishioners of the judges' inspection and asking that the village be tidied up and kept that way. Thanks were extended to Mr Lindo for his efforts.
  - c) 4k) **Broads Plan.** The **Vice-Chairman to circulate** this plan to all councillors over the coming weeks.
  - d) 8a3) **Berths.** Mr Lindo asked that his declaration of interest in last month's discussion of this item be noted.



## 5. CORRESPONDENCE

- a) **Norfolk County Council.** A booklet on Farming and the Public Highway is held by the Clerk if anyone is interested in looking at it.
- b) **Norfolk Police Authority.** The Clerk holds a current copy of the budget.
- c) **NNDC.** The Council is undertaking a feasibility study for the possible transfer of Council housing stock to a Housing Association. This consultation will take a year to complete. It was suggested that a note be placed in the News Sheet, giving tenants a telephone number to contact if they have queries.
- d) **NNDC.** The European Parliamentary Election will be held in the Community Hall on 10<sup>th</sup> June. The cost to NNDC for the election will be £50.00.
- e) **Norfolk County Council Signage.** The Chairman, Vice-Chairman, Mrs Moody, Mr Woodman, Mr Purnell and Mr Donaldson met with Phil Riley of Highways on 29<sup>th</sup> March to discuss the proposed signage for Faith Animal Sanctuary and Norfolk Wildlife Trust. They have now re-sized the signs to a more acceptable design.
- f) **Hugh Harding, Royal Mail.** Thanks were extended to Mr Harding for contacting Royal Mail with information about the wrong collection time posted on the box at the 4-ways corner at the Staithe cross-roads. This will now be corrected as soon as possible.
- g) **Department of Trade and Industry.** The Clerk holds a copy of the latest information on the provision of Broadband to rural communities.
- h) **Stalham with Happing Partnership.** A new rural partnership is being formed in this area, as a response to a government initiative to revitalise England's Market Towns and their catchment areas. The local representative is Duncan Edmonds, who will be invited to the July Parish Council meeting to explain the workings of the new group. **Clerk to action.**
- i) **Hugh Harding.** Mr Harding has provided the Clerk with copies of correspondence regarding the Council Tax.
- j) **Citizens Advice Bureau.** The CAB are holding a meeting on 20<sup>th</sup> May. **Clerk to contact Mrs Moody** to ask if she would like to attend.
- k) **Anglian Water.** The Clerk has received a copy of a letter to Mr John Griffiths, notifying him that the company will be carrying out a CCTV survey of his and surrounding properties in June/July to try and identify points of infiltration for ingress of surface water.
- l) **Wendy Crisp.** Mrs Crisp has accepted our suggestion that she be the local liaison with the Norfolk Recorders Allotments Project. She will report back as soon as she has further information.
- m) **Norfolk Wildlife Trust.** The Trust would like to hold an open day in Hickling for all parishioners on Sunday, 4<sup>th</sup> July. Gemma Walker, the People

and Wildlife Officer, will be invited to the May Parish Council meeting to present her plans and answer any questions. **Clerk to action.**

- n) **Norman Lamb, MP.** Mr Lamb has written to Mr Donaldson, thanking him for arranging the Council Tax letters from 171 Hickling residents. Mr Lamb will personally deliver these letters to the Deputy Prime Minister.
- o) **Upper Thurne Group.** The Chairman has received the latest copy of the group's report and plans. Clerk to hold the copy, and a notice should be put in the News Sheet for any interested parishioners.
- p) **Staithe Letters.** Letters have been received from Mr Tansley, Mr Dockray, Mr Crook, Mr Cooper, Mr Wilding, Mr Lawrence, and Mr and Mrs Cushion about various matters at the Staithe. These will be **responded to by the Clerk** and fully discussed in the Confidential Session held at the end of this meeting.

## 6. YOUTH CLUB

Mr Mike Youngs has given up running the Hickling Youth Club after 34 years of wonderful service to the village. A vote of thanks was extended to him. **Clerk to write letter of thanks.** The Chairman has arranged for an MBE nomination form to be sent to the **Clerk, who will liase with Mr Woodman and Mr Beales.**

## 7. TREASURER'S REPORT

a) Signing of Cheques:

<b>Brown &amp; Co</b>	<b>£ 400.00</b>
<b>R Grimes</b>	<b>£ 299.25</b>
<b>Audit Commission</b>	<b>£ 141.00</b>
<b>Hickling Stores</b>	<b>£ 28.68</b>
<b>H Nudd</b>	<b>£ 116.42</b>
<b>H Nudd</b>	<b>£ 36.00</b>
<b>H Nudd</b>	<b>£ 500.00</b>
<b>J Allen</b>	<b>£ 50.00</b>
<b>D Mayhew</b>	<b>£ 40.00</b>
<b>D Beales</b>	<b>£ 40.00</b>
<b>M Longbottom</b>	<b>£ 250.00</b>
<b>S Chapman</b>	<b>£ 250.00</b>
<b>M Longbottom (imprest)</b>	<b>£ 60.03</b>
<b>S Chapman (imprest)</b>	<b>£ 47.07</b>
<b>Norfolk Playing Fields Assoc.</b>	<b>£ 15.00</b>
<b>N Walsham Fire</b>	<b>£ 95.06</b>

- b) A budget-to-date was presented, as well as a current income/expense listing. A simplified version of this data will be presented at the Annual Parish Meeting.
- c) The Abbey National account now has the correct signatories.
- d) Rates for the Community Hall for 2004/5 are £586.48, and for the Changing Rooms, £196.49.
- e) The change-over of fire-extinguisher provision has now been completed. There are safety signs to be placed at both the Recreation Ground and Community Hall. It was suggested that a weekly check be made of the

extinguishers in the Hall to make sure the seals have not been broken. **Clerk to write to the Care-taker**, asking her to note this weekly in her book.

- f) The 2004/5 subscription for the Norfolk Association of Parish & Town Councils, of £149.28 is now due. Mr Lindo proposed, and Mr Purnell seconded, the motion that this be paid. All were in agreement. Cheque to be paid next month. **Treasurer to action.**
- g) Mr Kemp asked the Treasurer for a break-down in mowing costs at the Churchyard. The cost to the Parish Council last year was approximately £600, with an additional £200 contributed by the Parochial Church Council.

## 8. PLANNING

- a) **NNDC Decisions:**
  - 1) 3 Mill Close, erection of single-storey rear extension – permitted
  - 2) Jedina, Heath Road, erection of rear conservatory – permitted
  - 3) Harrow Weald, Staithe Road – garage conversion - permitted
- b) **NNDC New Applications:**
  - 1) Bay Cottage, The Green – erection of engineering workshop. A site meeting was held immediately before this meeting. A majority vote supported this application.
  - 2) Hollymoor House, Heath Road – erection of infill extension - supported

## 9. PARISH COUNCIL PROPERTY REPORTS

- a) **Staithe**
  - 1) Andrew from the Newsagents has offered to weld the wench at the Staithe so that it cannot be removed.
  - 2) Rita Waters of 6 High Hill has applied to go on to the wet-berth waiting list.
  - 3) It was suggested that a notice be placed in the News Sheet reminding wet-berth owners that their boats must be used during the yearly rental period, or they will forfeit their mooring.
  - 4) Possible provision of a life belt at the Staithe will be investigated. Mr Sparks offered one if needed.
  - 5) New Signs at Staithe. The Treasurer has obtained a quote of £80 for five signs. The **sub-committee will meet with Harry Nudd** to determine the exact number needed, and the wording on the signs.
  - 6) **Chairman and Mr Lindo to arrange** improvements/repair to the access of the slip-ways as soon as possible.
- b) **Recreation Ground**
  - 1) The ride-on mower is in need of immediate replacement. **Mr Donaldson will investigate** costs of a new one.
  - 2) A letter has been received from Mr Palmer about Fordham:Johns producing a Flood Risk Assessment should the development of plots at the Old Bowling Green go ahead. Their price would be £2,000. The Council

decided to produce one themselves, with the help of wording from the Environment Agency.

- c) **Community Hall.** The **Vice-Chairman and Mr Donaldson will meet** tomorrow to formulate plans for disabled toilets.
- d) Mowing. **Mr Lindo offered to cut** the grass this season on the path from Eastfields to the Church. He will receive reimbursement for the cost of fuel. Thanks were extended to him for his offer.

#### **10. DATES OF FUTURE MEETINGS**

Upcoming meetings will be:

Monday, 26<sup>th</sup> April – Annual Parish Meeting

Tuesday, 4<sup>th</sup> May – Annual Parish Council Meeting and regular monthly meeting

#### **11. CONFIDENTIAL SESSION**

The Chairman asked for a proposal that a resolution be introduced, under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public and the press in order to consider items in a confidential session. Mr Beales proposed, and Mr Sparks seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

Several letters have been received from parishioners, querying various matters at the Staithe. These were thoroughly discussed, and **Clerk to respond**.

**There was no further business and the meeting was closed at 10.15 pm.**

**HICKLING PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON**  
**Monday, 14<sup>th</sup> June, 2004, at 7.30pm in the Community Hall**

**PRESENT:**  
**MRS V TALLOWIN, CHAIRMAN**  
**MR M ELLIOTT, VICE-CHAIRMAN**  
**MR L BEALES**  
**MR R DONALDSON**  
**MR E LINDO**  
**MRS K MOODY**  
**MR D PUGH**  
**MR H PURNELL**  
**MR P SPARKS**

**Mrs S Chapman, Clerk/Treasurer**

The Chairman welcomed the District Councillor Simon Partridge. Mr Lindo led the group in prayer.

1. **APOLOGIES** were received from Mr Ellis and Mr Woodman

2. **MINUTES OF LAST MEETING**

These were approved as circulated.

3. **MATTERS ARISING**

- a) 7b) **Safety Signs.** Mr Beales will place these at the Recreation Ground and Community Hall as soon as possible.
- b) 9a2) **Parish Council Property** Mr E Lindo requested another invitation in the Hickling Newsheet inviting Parishioners and interested parties to a Public meeting to discuss issues on the Hickling Parish Staithe. He will write to parishioners who have already responded.
- c) 9a5) **Numbered Stakes on the Staithe,** - Mr Lindo will liase with H Nudd about completion.
- d) 9a3) **Wet Berth** – Another letter to be sent to berth holder in question as no reply has been received to previous letter. Clerk to action.

4. **CORRESPONDENCE**

- a) **North Norfolk Health Forum.** The questionnaire to be completed by the Clerk with Transport ,Isolation and Doctors Surgeries closing on a Saturday morning as being the three main areas of concern for Hickling parishioners.

- b) **Kathy Brooks** has written with concern about the path behind her back garden. Mr B Ellis has been contacted and the path will be reinstated in due course.
- c) **Hickling Hunnies**. A request from the Hickling Hunnies, for them to have an outside play area at the Community Hall. This was passed to the Community Hall Sub Committee to meet with the Hickling Hunnies for discussion on issues concerning both parties. The Clerk to write to the Hickling Hunnies to arrange a meeting.
- d) **M Johnson**. Mr M Johnson has written in with concerns over safety aspects on the Recreation ground. The mound of soil behind the children's playground was inspected and the decision was taken that it is safe at the present time but will be removed in due course. The Recreation Ground Sub Committee to have a site meeting to discuss the options about the dilapidated fencing that the children have been climbing on. The Hickling Newsheet will ask parents to inform their children how dangerous this can be and that the police are aware of the situation.
- e) **Resignation of Councillor**. Mr B Ellis tendered his resignation but has offered to continue with any practical help that the council may need in the future. The Clerk to write and thank him for his offer.
- f) **Charity Commissioner**. The annual form to be completed by the Clerk and returned with up to date particulars of trustees.
- g) **Norfolk Wildlife Trust**. A programme of wildlife workshops that the NWT are organising throughout the year has been retained by the Clerk for any interested parties.
- h) **Norfolk County Council**. In response to query from a parishioner the NCC have supplied a map and cutting schedule of the footpaths around the Hickling Parish that come under their responsibility. The footpaths are cut three times a year in the months of May, July and September.
- i) **North North District Council**. An update of Hickling Parish Councillors interests. Clerk to complete and return.
- j) **The Countryside Agency**. A query was raised that an area known as 'Reed Bank' was Common Land. The agency has replied 'Having considered your representation very carefully, the Countryside Agency has concluded that the land indicated is not registered common land and has not been shown as such on the provisional map.'
- k) **Norfolk County Council**. A questionnaire was received from the NNC about how effective their Winter Maintenance programme (i.e. gritting) has been. This was passed to Mr T Woodman who will complete the questionnaire.
- l) **North Norfolk Playing Fields Association**. An invitation to their Annual General Meeting on the 5<sup>th</sup> July 2004.

## 5. Treasurers Report.

<b>Powergen(Community Hall)</b>	<b>£ 31.17</b>
<b>Powergen(Recreation Ground)</b>	<b>£ 13.60</b>
<b>Amis Piling</b>	<b>£ 695.00</b>
<b>T Woodman</b>	<b>£ 90.00</b>
<b>Viking Direct</b>	<b>£ 48.09</b>
<b>Allianz Cornhill Insurance</b>	<b>£ 100.43</b>
<b>Stalham Engineering</b>	<b>£ 132.97</b>
<b>NCS (1/2 Yearly Charge)</b>	<b>£ 728.43</b>
<b>D Mayhew</b>	<b>£ 40.00</b>
<b>D Beales</b>	<b>£ 40.00</b>
<b>J Allen</b>	<b>£ 50.00</b>
<b>E Lindo (Grass Cutting)</b>	<b>£ 31.00</b>
<b>S Chapman - Imprest</b>	<b>£ 26.47</b>
<b>Stalham Signs - Staithe</b>	<b>£ 81.60</b>
<b>R Grimes</b>	<b>£ 229.50</b>
<b>M G Johnson</b>	<b>£ 141.75</b>
<b>M Longbottom</b>	<b>£ 31.58</b>

b) Budget-to-date was presented, as well as a current income/expense listing.

c) Treasurer to transfer monies back into the Abbey National Time Deposit account.

6. **Clerks Salary Review.** Mr Lindo presented some provisional figures, but it was decided that it would be discussed more fully in September.

## 7. PLANNING

### NNDC Decisions:

a) **Watermead**, Hill Common -Erection of first floor extension - council agreed to support.

### NNDC New Applications:

b) **High Hill** - Erection of two-storey side extension and single-storey rear extension – site meeting requested. The Clerk to respond accordingly.

## 8. Parish Council Property Reports

### a) Staithe.

1. Dry berth holder Mr Lambert to be sent a recorded delivery letter requesting payment of outstanding berth fee or removal of boat within 30 days. Clerk to action
2. The two vacant wet berths were taken by Mr Page, Hollymead, Staithe Rd and Mr Andrews, Coppins, The Green.

### b) Recreation Ground

1. Toilets & Paper Store – sub committee to have site meeting

2. Care-Takers Job description – sub committee to review  
Both the above items to be reported on at the next Parish Council meeting

c) **Community Hall.**

1. Disabled Toilets – Three estimates have been received, but are between £2600 - £3000, which was more than anticipated. So Mr R Donaldson and Mr M Elliot will investigate the matter further.
2. Review Charges - Sub Committee to report at next council meeting.

- d) **Gwen Amis Memorial Sign.** Mr G Turner did not agree that this was not a Parish Council concern so Mr E Lindo to liase Mr G Turner to try and resolve this matter. A site meeting will be arranged to see the Memorial board to determine how and where it is to be sited.

- e) **Mower and Grass Cutting.** Mr D Pugh has had an estimate of approximately £490 for repairing the mower to finish this seasons grass cutting. Mr E Lindo proposed and Mr H Purnell seconded and all agreed. The grass cutting costs will be thoroughly investigated by Mr D Pugh and Mr R Donaldson who will produce a projection of figures and schedule to ensure that the council are getting the best possible return.

**9. DATE OF NEXT MEETING**

Monday, 2<sup>nd</sup> August 2004 at 7.15pm in the Community Hall.

**There was no further business and the meeting was closed at 9.30 pm.**



**HICKLING PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD ON**  
**Monday, 17<sup>th</sup> May, 2004, at 7.30pm in the Community Hall**  
**including the Annual Parish Council Meeting**

**PRESENT:**  
**MRS V TALLOWIN, CHAIRMAN**  
**MR M ELLIOTT, VICE-CHAIRMAN**  
**MR L BEALES**  
**MR R DONALDSON**  
**MR E LINDO**  
**MRS K MOODY**  
**MR D PUGH**  
**MR H PURNELL**  
**MR P SPARKS**  
**MR T WOODMAN**

**Mrs M Longbottom, Clerk**  
**Mrs S Chapman, Treasurer**

The Chairman welcomed the councillors and four parishioners. Mr Lindo led the group in prayer.

1. **APOLOGIES** were received from Mr Ellis and from the District Councillors.
2. **NORFOLK WILDLIFE TRUST**  
Gemma Walker was present to give an update on the plans of the Trust to hold an Open Day for the residents of Hickling and surrounding areas, celebrating 1000 years of Hickling Broad. This will be held on Sunday, 4<sup>th</sup> July from 11am-4pm. There will be no charge and the Trust will provide two mini-buses for a park-and-ride scheme. The **Clerk, Mr Beales and Ms Walker will meet** to decide on the route/picking-up places. It was agreed to provide parking space at the Chapel Pit car park and at the Recreation Ground. Flyers, provided by the Trust will be placed in the **next issue of the Hickling News Sheet**.
3. **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**  
The Clerk took the chair and asked for nominations for the position of Chairman. Mr Elliott nominated Mrs Tallowin, and this was seconded by Mr Lindo. There were no further nominations and Mrs Tallowin was unanimously elected. The Chairman then resumed the chair and asked for nominations for the position of Vice-Chairman. Mr Donaldson nominated Mr Elliott, and this was seconded by Mr Woodman. There were no further nominations and Mr Elliott was unanimously elected. **Clerk to arrange signing** of acceptance of office form.
4. **APPOINTMENTS TO COMMITTEES**  
The following appointments were made:

<b>Finance</b>	<b>Staithe</b>	<b>Community Hall</b>
Eric Lindo	Eric Lindo	Michael Elliott
Harry Purnell	Peter Sparks	Viv Tallowin
Clerk	Laurence Beales	Kath Moody
	Tony Woodman	Ross Donaldson

David Pugh

Clerk

**Recreation Ground**

Michael Elliott  
 Laurence Beales  
 Viv Tallowin  
 David Pugh

**Churchyard/Grasscutting**

Ross Donaldson  
 David Pugh  
 Bernard Ellis

**Footpaths**

Laurence Beales

**Village Liaison**

Tony Woodman

**Wells Charity**

Michael Elliott  
 Kath Moody

**Highways/Drainage**

Tony Woodman  
 Bernard Ellis

**Planning**

Viv Tallowin  
 Michael Elliott  
 Harry Purnell  
 David Pugh  
 Clerk

**Parish Seating/Signs**

Peter Sparks  
 Tony Woodman

**5. APPOINTMENT OF NEW CLERK/SALARY ISSUES**

The Chairman read out a letter of resignation from the Clerk, Mrs Longbottom and offered her thanks and appreciation on behalf of the Council. The current Treasurer, Mrs Shirley Chapman, will take on the position of Clerk. Mr Lindo pointed out that of the 700 or so parish councils in Norfolk, there are only three which have a split Clerk/Treasurer position. **Mr Lindo also offered to** undertake a salary review and report to the next meeting.

**6. MINUTES OF LAST MEETING**

These were approved as circulated.

**7. MATTERS ARISING**

- a) 4a) **Parish Hearse.** The Treasurer reported that, after taking specialist advice, the insurance for the hearse of £5000 is adequate.
- b) 7e) **Safety Signs.** **Mr Beales will place these** at the Recreation Ground and Community Hall as soon as possible.

**8. ANNUAL PARISH MEETING MINUTES**

Mrs Moody proposed, and Mr Sparks seconded, the motion that a draft copy of the Annual Parish Meeting minutes (minus the organisational reports) be posted on the Parish Council board at the Community Hall for a month after the meeting, and for a month before the next yearly meeting. If any parishioner wishes to have a copy, the charge will be £5. All were in agreement. **Clerk to action.**

**9. CORRESPONDENCE**

- a) **Dorothy Lawrence.** Mrs Lawrence has written with comments about the Annual Parish Meeting and queries about the wet-berths. **Clerk to respond.**
- b) **Alan Tansley.** The Clerk has written to Mr Tansley, in response to his letter received before the Annual Parish Meeting, the contents of which were discussed that evening. In addition, the Chairman pointed out that, irrespective of whether or not the vote on the wet-berth fees in March was recorded correctly, we had received a dispensation from NNDC in January 2003, allowing councillors who are committee members or those who declare

an interest to vote on issues about the Staithe, the Community Hall and the Recreation Ground if a quorum needs to be met.

- c) **Ivor Kemp.** The Clerk has responded to his letter, the contents of which were discussed at the Annual Parish Meeting.
- d) **Geoffrey Bailey.** The Clerk has responded to his letter, the contents of which were discussed at the Annual Parish Meeting. Enclosed with the letter were copies of correspondence and documents from the Environment Agency about the flooding issues.
- e) **Norfolk Waste Partnership.** The Clerk holds details of a conference to be held on Friday, 28<sup>th</sup> May.
- f) **Neatishead Parish Council.** The Neatishead Clerk has written to all neighbouring parishes, inviting opinions on NNDC's planning policy, and the difficulties it presents to small rural parishes. **Clerk to respond** that Hickling Parish Council would be interested in meeting with other parishes to discuss these problems.
- g) **Prime Minister's Office.** A response to our letter of concern about the rising Council Tax has been acknowledged.
- h) **Broads Authority.** Signposting at public staithes has been suggested by the Authority. **Clerk to respond** asking for more information about the design and size of the proposed signs. We could then suggest some possible sites for signs in the Parish.
- i) **NNDC.** Two rural planning workshops are being held. **Mr Donaldson and Mr Purnell will attend** the one in North Walsham on Thursday, 17<sup>th</sup> June, and report back to the Council.
- j) **Norman Lamb, MP.** The Clerk holds details of regulations on councillors' expenses.
- k) **NCC – Stubb Road.** The Chairman declared an interest and left the room. Passing places on Stubb Road are being considered. After discussion, it was agreed that **Mr Woodman liase with the Highways Engineer** about the positioning and number of appropriate places.
- l) **Norfolk Playing Fields Association.** The Clerk holds information about the Annual Meeting of the NPFA.
- m) **Broads Authority.** A meeting of the Tourism Forum takes place on 9<sup>th</sup> June. **Clerk to pass details to Mr Lindo and Mr Sparks** who would like to attend.
- n) **Hickling Hunnies.** The Hunnies have requested consideration of providing a secure outside playing area at the Community Hall. Since the letter was received before it could be added to the agenda, it will be **considered at next month's meeting.**

## 10. TREASURER'S REPORT

- a) Signing of Cheques:

<b>Norfolk County Assoc. of Parish &amp; Town Councils</b>	<b>£ 149.28</b>
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<b>Amis Piling</b>	<b>£ 299.63</b>
<b>Peter Brown</b>	<b>£ 12.50</b>
<b>Smallburgh IDB</b>	<b>£ 15.47</b>
<b>L Grimes</b>	<b>£ 18.80</b>
<b>Allianz Cornhill Insurance</b>	<b>£3136.38</b>
<b>Viking Direct</b>	<b>£ 50.02</b>
<b>Viking Direct</b>	<b>£ 49.28</b>
<b>R Grimes</b>	<b>£ 247.50</b>
<b>M Johnson</b>	<b>£ 153.00</b>
<b>Hickling First School</b>	<b>£ 11.00</b>
<b>D Mayhew</b>	<b>£ 40.00</b>
<b>D Beales</b>	<b>£ 40.00</b>
<b>J Allen</b>	<b>£ 50.00</b>
<b>Stalham Engineering</b>	<b>£ 103.28</b>
<b>S Chapman – imprest</b>	<b>£ 51.67</b>
<b>Stalham Engineering</b>	<b>£ 32.17</b>

- b) The annual return will be completed by the **Treasurer and Robert Clarke**.
- c) The Abbey National Bank signatories are Eric Lindo, Laurence Beales and Harry Purnell.
- d) Donations of £11.71 to cover costs for the Council Tax letters have been received.

## 8. PLANNING

- a) **NNDC Decisions:**
  - 1) Bay Cottage, the Green – erection of engineering workshop - refused
  - 2) Hollymoor House, Heath Road – in-fill extension – permitted
- b) **NNDC New Applications:**  
Watermead, Hill Common – erection of first floor extension. A site meeting will be held at 9.30am on Saturday, 22<sup>nd</sup> May.

## 9. PARISH COUNCIL PROPERTY REPORTS

- a) **Staithe.**
  - 1) The access to the slip-ways will be refurbished in the next few days.
  - 2) Mr Lindo proposed and Mr Sparks seconded the motion that a cross-section of parishioners who have an interest in the Staithe be invited to meet with the sub-committee. The **next News Sheet will carry** an invitation for interested volunteers to make up this forum. All were in agreement.
  - 3) In response to a query from a parishioner, the situation of a case of possible sub-letting on a wet-berth is being investigated. A letter has been sent to the berth-holder involved and a response is awaited.
  - 4) 4 new signs will be sited at the Parish Staithe. Wording was agreed, and **Treasurer to arrange provision** for the cost of £80.
  - 5) A query about the numbered stakes has been raised. **Mr Lindo to liaise with Harry Nudd.**

- b) **Recreation Ground**
- 1) The “No Dogs Allowed” sign is missing. **Treasurer to arrange** provision of a new one.
  - 2) Mr Donaldson is continuing to investigate provision of a new ride-on mower and will have costs to present at the next meeting.
  - 3) The properties who have gates onto the playing field from the back of properties on Mallard Way will be **investigated by the sub-committee**.
  - 4) Mr Lindo would like to discuss closure of the toilets at the Recreation Ground **at the next meeting**.
- c) **Community Hall**. The **Vice-Chairman and Mr Donaldson** are awaiting estimates for work to be done to provide disabled toilet facilities.
- d) **Gwen Amis Memorial Sign**. The Treasurer has written to Graham Turner, asking what should be done about the monies held in a separate Parish Council account. The signatories on this account are the Chairman, Vice-Chairman and Mr Beales. As this has never been a Parish Council project, it was agreed that **two of the three should go into the bank** to sign to close this account and transfer the funds to Mr Turner or someone he nominates.
- e) **Marais Dyke**. Mr Beales noted the problems with this drainage ditch. **Mr Woodman will investigate** and arrange any needed remedial work.

**10. DATE OF NEXT MEETING**

Monday, 14<sup>th</sup> June, 2004 at 7.15pm in the Community Hall.

**There was no further business and the meeting was closed at 9.25 pm.**