

HICKLING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
Monday, 1st October 2007, at 7.30pm in the Community Hall

PRESENT:

MRS V TALLOWIN, CHAIRMAN
MR H PURNELL, VICE CHAIRMAN
MR A RICH
MRS K MOODY
MR B NOYE
MRS M BUTCHER
MRS G SMITH
MR I WATTON
MRS M ELLIOTT
Mrs S Chapman, Clerk/Treasurer

The Chairman welcomed one parishioner

1. **APOLOGIES** were received from Cllrs D Pugh, R Cook and District Councillors S Partridge, C Stockton and County Councillor C How
2. **MINUTES OF LAST MEETING**
These were approved as circulated.
3. **MATTERS ARISING**
4. **DECLARATION OF COUNCILLOR'S INTERESTS FOR THIS MEETING**
Item 7 Burwell Acres – Cllrs I Watton & M Butcher
Item 7 Boundary Farm – Chairman V Tallowin
5. **CORRESPONDENCE**
 - a) **Mrs E Smith** - A letter concerning the Parish Staithe. See item 11
 - b) **Mr & Mrs Deane** - A letter concerning the Parish Staithe. See item 11
 - c) **Mr J Spale** - A letter concerning the Parish Staithe. See item 11
 - d) **Broads Authority** – A Design Tour & Planning workshop on the 4th October, no one was available to attend.
 - e) **Ludham Parish Council** – A copy of a letter they had sent to the Internal Drainage Board about flooding in our area. All agreed that we should support Ludham PC by forwarding a letter to the IBD from Hickling Parish Council. Clerk to respond.
 - f) **NNDC** – LDF Autumn Bulletin 2007
 - g) **NHS** – Consultation of Older peoples Mental Health Services running from Sept – Nov 07.
 - h) **Norfolk County Council** - Village 'Green' 2008, an opportunity for villages/parishes to be elected to become a flagship green area.
 - i) **NNDC** – Agenda from 19th September 2007.
 - j) **NCC** – Norfolk Annual Emergency Preparedness Day 9th Oct. No one was available to attend.
 - k) **NRCC** – Community Building Questionnaire. Clerk & Chairman to respond.
 - l) **NNDC** - **Local Plan Policies** update.
 - m) **NNDC** – Precept Form for 2008-2009. Clerk distributed figures ready for the November meeting.
 - n) **Mr J Hudson** - A letter regarding his stay in Hickling. Clerk to respond.
 - o) **NRCC** – Email with information about planned Post Office closures.
 - p) **Broad Authority** - Invitation to serve on the Broads Authority committee. No one was able to apply.
 - q) **Stalham & Happening** - **Agenda** 2nd October & minutes from 17th July.

- r) **Mrs D Lawrence** – A letter informing the council of her concerns about areas in Hickling. Clerk to respond.
- s) **Mr G Harper** – Telephone call regarding the debris left after a football match. Clerk to respond.

6. TREASURER'S REPORT

| a) | Expenses | Income |
|---------------------------------------------------------|------------------|------------------|
| W Diss | £ 50.00 | |
| S Chapman (Imprest) | £ 15.44 | |
| HSS Hire (Chapel Pit Grant) chq pd to D Skinner | £ 59.29 | |
| Bakers of Stalham (CP Grant) chq pd to D Skinner | £ 13.06 | |
| S Chapman | £ 625.00 | |
| St Mary's PCC (News Sheet) | £ 125.00 | |
| East Anglia Air Ambulance | £ 50.00 | |
| St Mary's PCC (Grass Cutting) | £ 300.00 | |
| A Skinner (Chapel Pit Grant) | £ 287.86 | |
| Total | £ 1525.65 | £ 3834.25 |

- b) Budget to date – Distributed with minutes
- c) Precept Figures – Distributed with minutes for November meeting.

7. PLANNING

a) NNDC - Decisions -

1. Thatched Cottage, Stubb Road – Erection of Replacement Dwelling. – permitted

Broads Authority – Decisions -

1. Middle Oak, The Smea – Amended plans for an Agricultural Building – permitted

b) NNDC – New Applications

1. Erica Cottage, Heath Road – Erection of Stable Block – no objections
2. Burwell Acres, Stalham Rd – Erection of Animal Shelter (amended plans) – no objections
3. Boundary Farm, Hickling Rd, Sutton – Erection of 60mtr Mast for Wind/Weather monitoring – objection because of mast already planned at Sherwood cottage.

Chairman V Tallwin declared an interest in item 3 and did not participate in the discussion.

Broads Authority – New Application

1. Pleasure Boat Inn – Erection of Free Standing Parasol & Sun Awning & New Paving – no objections

Outstanding Applications –

1. Martins Nest, The Street – Enforcement Appeal notice

8. PARISH COUNCIL PROPERTY REPORTS

a) Staithe

1. As the Dry Berth Area is proving to be a difficult area to keep the grass short it was suggested that wood chippings be put down under boats after killing off the grass etc.

Initially to increase the area that already has wood chipping down, then monitor the area to see if it's a viable option for other parts of the berth area. All were in agreement and H Nudd & Clerk to enquire about wood chippings.

b) Community Hall

- 1. The Annual Boiler Service was undertaken by Mr M Elliott.

c) Recreation Ground

- 1. The Play Area Update – Cllr M Butcher and some young mums are investigating play equipment and Clerk & Chairman to complete the Biglottery grant form.
- 2. The Chairman highlighted the fact of ‘lack of volunteers’ for next years grass cutting rota and Cllr D Pugh had supplied a recommendation for all Councillors ready for the next parish council meeting in November.

9. STALHAM & HAPPING REPRESENTATIVE

- 1. Cllr B Noye will not be standing again on the S&H board he felt Hickling PC should have a representative at the meetings. This was deferred until Novembers meeting.

10. COMMUNITY HALL/RECREATION GROUND

The chairman V Tallowin updated everyone with how the situation is at the moment, in that we need to get planning permission for all three projects before we have a public meeting, because if planning is refused the whole scenario will have to be revisited.

11. CONFIDENTIAL

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. Cllr H Purnell proposed, and Cllr K Moody seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

The letters received, items 5,a,b,c, were all discussed and it was agreed that the Staithe is to remain as it is apart from the two new signs about keeping the noise down after dark. Clerk to respond to all letters.

DATE OF NEXT MEETING - Monday, 5th November 7.15 pm in the Community Hall.

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

.....
Signature

.....
Dated

HICKLING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
Monday, 2nd April 2007, at 7.15pm in the Community Hall

PRESENT:

MRS V TALLOWIN, CHAIRMAN
MR M ELLIOTT, VICE CHAIRMAN
MR D PUGH
MR L BEALES
MRS G SMITH
MR B NOYE
MRS D MAYEW
MRS K MOODY
MR H PURNELL
Mrs S Chapman, Clerk/Treasurer

The Chairman welcomed three parishioners

1. **APOLOGIES** were received from T Woodman, District Councillor S Partridge and County Councillor C How.
2. **MINUTES OF LAST MEETING**
These were approved as circulated.
3. **MATTERS ARISING** - None
4. **CORRESPONDENCE**

- a) **Brown & Co** - Although Major Mills Estate do not appear to be liable for the footpath, they have covered the cost of the ivy to be eradicated. Clerk to respond with the Parish Council's appreciation.
- b) **Catfield Parish Council** - A request for a donation towards the Mays Shopper Bus that covers Hickling, The council felt that as there is more than one bus company it wouldn't be appropriate to support one company.
 - d) **Broads & Rivers Leader** - News Letter Feb 07.
 - e) **Broads Authority** – Changes to the Planning Service in the Broads from 1 April 2007.
 - f) **NNDC** – Local government Election letter detailing their requirements for using the Community Hall on the 3 May 2007.
 - g) **Nominet** – Confirmation of the re-registration of the web site domain name, hickling-village-norfolk.co.uk
 - h) **Norfolk City Council** – Unitary Status For Norwich booklet.
 - i) **NCC** - An answer to our letter about missing street names, which are in hand and speed limits in village, for which we do not meet the criteria.
 - j) **NNDC** – LDF update.
 - l) **Broadland Flood Alleviation Project** - Public Exhibition 3rd April at Acle.
 - m) **Catfield Parish Council** - Asking if Hickling Parish Council would write to Highways in

support of their concerns about the accident rate on the road at Catfield Staithe. Clerk to respond.

5. **TREASURER'S REPORT**

| a) | Expenses | Income |
|----------------------------------------------|----------|--------|
| W Diss | £ 50.00 | |
| North Walsham Fire Protection | £ 41.13 | |
| S Chapman (imprest) | £ 17.84 | |
| S Chapman | £ 625.00 | |
| Parish & Town Annual Subscription | £ 165.40 | |

| | | | |
|---------------------------------------------------|---|---------------|------------------|
| B Brooks | £ | 36.50 | |
| H Gibbons | £ | 94.01 | |
| Norfolk Playing Fields Assoc. Subscription | £ | 20.00 | |
| Fluid Power Solutions | £ | 176.25 | |
| Total Expenses | | £ | 1206.13 |
| | | | £ 6867.28 |

b) End of Year figures circulated

c) Rates 2007-2008 – Community Hall = £396.90, Changing Rooms = £188.70

6. PLANNING

a) NNDC - Decisions - None

b) NNDC – New Applications

1. Bydown, Stubb Road – Erection of Attached Garage/Store – supported
2. Dove Cottage, Doves Corner – Erection of Single-Storey Front Extension – supported
3. Wildai, The Street – Erection of Single-Story Side Extension – Site meeting to be arranged
4. 26 Broadlands Road – Erection of Front Extension to Garage – supported
5. Plots 9 + 10 Heron Way – Erection of Two Single-Storey Dwellings – no objections but request the site is cleared of rubbish a.s.a.p

7. PARISH COUNCIL PROPERTY REPORTS

a) Staithe

1. Grass Seed has been delivered by AJS, and Staithe Warden will seed area when weather permits.

It was brought to the council's attention that a small ditch either side of the pathway,(near seats), requires digging out for excess rain water to drain away. H Nudd to contact suitable contractor for an estimate, also the brambles by the dyke require cutting back and H Nudd agreed to undertake this job.

b) Community Hall

1. Disabled handles will be in place ready for the elections 3rd May. M Elliott to organise.

c) Recreation Ground

1. The scarify quote from NCS was discussed and all agreed that only the main football pitch requires attention. Clerk to enquire the cost of one pitch only, if this equates to approx 50% of quote to go ahead with the work.
2. Childrens Play area fencing quote was discussed and K Moody proposed, H Purnell seconded the motion and all agreed for the work to go ahead..

d) Parish Council Insurance Policy

1. The renewal has been received with an increase of £73, so it was suggested the Clerk

investigate whether there are other companies for Parish Council specifications willing to quote. Clerk to investigate a.s.a.p as the renewal date is the 1st June.

8. CHAPEL PIT

1. It was confirmed that an article be put in the news sheet asking for volunteers for the Conservation Group. Clerk to respond.
2. The plants/shrubs will be looked at again after advice has been sort about suitable plants that are available. Clerk to investigate.
3. The Unpaid Work Unit of Great Yarmouth to be contacted about the levelling off the top

soil removed from the recreation ground and the reseeded of the area.
Clerk to respond.

9. VILLAGE PLAN WORKING PARTY RECOMMENDATIONS

A working party meeting for councillors was arranged for the 14th March 2007 where the following items were discussed and agreed to take to the full council for approval;

- Staithe – No major works to be undertaken, only cosmetic works as and when required, D Pugh proposed, Brian Noye seconded the motion and all agreed to this action.
- Chapel Pit – All agreed that only cosmetic work to be undertaken.
- Speed Limits – Highways has been contacted, Hickling does not meet the criteria for any change to speed limits in the village.
- Community Hall – It was proposed by K Moody, seconded by H Purnell and all agreed that we apply for change of use and outline planning permission on the existing site before any final decision is made on the way forward for the hall.

10. GRASS CUTTING

There has been no correspondence from St Mary’s Church in response to our letter regarding the grass cutting at St Mary’s Church.

Mrs D Mayhew left the meeting at 9.20pm

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 H Purnell seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

The various quotes for the flood risk assessment on the Community Hall were discussed. Also to revisit the proposals for the changing rooms on the recreation ground. Clerk to arrange a meeting with a Planning Officer to see whether this is a viable proposition.

DATE OF NEXT MEETING - Monday, 21 May at 7.15 pm in the Community Hall.

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

.....
Signature

.....
Dated

HICKLING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
Monday, 3rd September 2007, at 7.15pm in the Community Hall

PRESENT:

MRS V TALLOWIN, CHAIRMAN

MR A RICH

MR D PUGH

MR B NOYE

MRS M BUTCHER

MR R COOK

MRS G SMITH

MR I WATTON

Mrs S Chapman, Clerk/Treasurer

The Chairman welcomed two parishioners

1. **APOLOGIES** were received from Cllrs M Elliott, H Purnell, District Councillors S Partridge, C Stockton and County Councillor C How
2. **MINUTES OF LAST MEETING**
These were approved as circulated.
3. **MATTERS ARISING**
4. **DECLARATION OF COUNCILLOR'S INTERESTS FOR THIS MEETING**
None
5. **CORRESPONDENCE**
 - a) **Parish & Town Council** – Norfolk Link Booklet.
 - b) **East Anglian Air Ambulance** – Yearly Donation (See 6d)
 - c) **Norfolk Rural Community Council** – A list of training programmes that are available for parish councillors, Chairman and Clerk will attend the Project Planning & Management Workshop on the 23rd October.
 - d) **Broads Authority** – The Annual Report detailing recent work undertaken by BA.
 - e) **The Playing Field Association** - Newsletter passed to Cllr M Butcher for relevant information on children's play areas.
 - f) **NNDC** – Area Forum News +Minutes of 28th June it was put forward that we suggest New Builds in Flood areas as a topic for the next area forum meeting. There was also an opportunity for Parish Councils to be allotted a reconditioned computer with monitor and keyboard etc. Clerk contacted the department and today was able to collect a full PC kit from Thetford.
 - g) **NNDC** – Polling Districts & Polling Places, confirmation that the Hickling Community Hall will still be used for polling for Hickling residents.
 - h) **St John Ambulance** - Information on First Aid Courses that are available and if enough people were interested a course could be held in Hickling. Poster in GAM and News sheet.
 - i) **Norfolk County Council** – A new Speed Awareness Message has been launched, where the equipment monitors the speed of the vehicles and the data is available for the parish council. A visit to Hickling has been requested but there is a long waiting list.
 - j) **Mr H Harding** - A letter informing the parish council about Vandalism to Boats on Reed Bank. Clerk to respond.
 - k) **Hickling History Group** - A letter asking whether the annual rent will remain the same as last year and could they have another set of keys for the community hall. See item 8b2.

- l) **Hickling Hunnies** – Email detailing their times for the hire of the community hall.
- m) **Catfield Parish Clerk** – Further information on the Volunteer Speed Camera project, we have only had one volunteer come forward, will advertise again in news sheet, but it will cost the parish council money to participate in the scheme. Clerk to monitor.
- n) **CPRE** – An opportunity to visit ‘Green’ buildings in the Norwich area. Passed to Cllr D Pugh.
- o) **NNDC** – LDF Notification of Representations received and Examination procedures.
- p) **NNDC** – Notification of the change of the three litter bins in Hickling that are the responsibility of the District Council. Chapel Pit, The Staithe and Village Sign.
- q) **Stalham & Happing Festival 2008** – Invitation to attend the meeting on the 25th Sept to discuss the festival. No one was able to attend. The event to be advertised in the news sheet.
- r) **NCC** - A letter asking about the ownership of Stubb Mill Lane, the Chairman contacted the NWT for information and the Clerk spoke with Mr H Nudd who supplied other information, of which both will be passed to NCC. Clerk to contact the Hickling History group for any further information then respond to the NCC.
- s) **Mr H Harding** – A letter outlining his concerns over the planning application for Middle Oak, The Smea. Clerk to respond.
- t) **Mr I West** - A letter requesting more space at the slipway and the fact one of the moored boats has no valid tax licence displayed. Clerk to respond.
- u) **NWT** – Information on Notable Trees in Norfolk Survey. A leaflet to be posted in the GAM and news sheet.

6. TREASURER’S REPORT

| a) | Expenses | Income |
|-------------------------------------------------------|----------|-----------------|
| W Diss (chq pd to S Chapman Jul) | £ | 50.00 |
| W Diss (Aug) | £ | 50.00 |
| S Chapman (imprest) | £ | 20.45 |
| H Nudd | £ | 85.00 |
| Ben Burgess | £ | 75.79 |
| Phoenix Engraving (Chapel Pit Grant) | £ | 25.00 |
| Phoenix Engraving | £ | 15.80 |
| Powergen (Com Hall Estimated) | £ | 90.34 |
| Powergen (Chg Rooms) | £ | 26.64 |
| Mercury & Phillip Signs (Chapel Pit Grant) | £ | 893.00 |
| B Brookes | £ | 146.00 |
| NRCC (Training x 2 people) | £ | 10.00 |
| S Chapman (Collection of PC) | £ | 44.00 |
| | | |
| Total | £ | 1532.02 |
| | | £ 331.88 |

- b) Budget to date – To be distributed with minutes
- c) Hickling Playing Field Charity – Annual Return and change of two trustees on the register. It was proposed by Chairman V Tallwin and seconded by Cllr R Cook and all agreed that L Beales & M Elliott be deleted and Cllr I Watton and Cllr G Smith be added. Clerk to respond.
- d) Donations under Section 137, this was proposed by Cllr M Butcher and seconded by Cllr B Noye and all agreed that £125 for St Mary’s PCC and £50 for the East Anglian Air Ambulance be forwarded. Clerk to raise cheques for signing at next meeting.
- e) Transfer of £10k from Barclays Current Account to the Abbey Time Deposit was recommended and proposed by Cllr B Noye and seconded by Cllr R Cook and all agreed that this go ahead. The appropriate form was signed ready for the Clerk to action.

7. PLANNING

a) NNDC - Decisions -

1. 1 & 2 Stubb Road – Erection of Two-Storey Rear Extensions on both buildings - permit
2. Staithe View, Staithe Road – Erection of Single-Storey Side Est. to provide a music room – permit
3. Sherwood Cottage, Catfield – Erection of 70m Met Mast - permit

b) NNDC – New Applications

1. Pear Tree Cottage, Staithe Rd – Erection of Single-Storey Side Ext – no objections
Cllrs I Watton & M Butcher declared an interest in item 2 and left the room whilst discussed.
2. Burwell Acres, Stalham Rd – Erection of Animal Shelter – After much discussion it was agreed to object on the grounds of a new entrance onto Stalham Road which is already a busy and congested area.
3. Middle Oak, The Smea – Amended plans for an Agricultural Building – It was agreed to comment on the same grounds as for the previous plans.

Outstanding Applications –

1. Thatched Cottage, Stubb Road – Erection of Replacement Dwelling. – deferred
2. Martins Nest, The Street – Enforcement Appeal notice

8. PARISH COUNCIL PROPERTY REPORTS

a) Staithe

1. The Wet Berth waiting list was discussed as three parishioners had not returned their forms for remaining on the list. It was agreed to remove or reinstate at bottom of list, if requested, no's.8,9,17, Clerk to respond

b) Community Hall

1. The lobby ceiling outside the toilet area had been quoted for and repaired at a cost of £146.00 during the school holidays.
2. The rental charge for the History Group committee room had been discussed at the Parish Council Property Walk in August as they requested an answer before the next Parish council meeting. It was agreed to leave the rent at £150 for 2007-2008 period and they could arrange for another set of keys but were to inform the Parish council of the current key holders. Clerk to diary
3. Boiler service, Clerk to email Cllr M Elliott for an update on this matter.

c) Recreation Ground

1. The fence panels and gate to the play area have been vandalised again, so H Nudd was asked to remove the gate but as the fence panels are not in danger of falling over they will be left for the time being.
2. Cllr D Pugh submitted a report on the costs of replacing the parish mower, it is now 3 yrs old and would make economical sense to trade it in for a new model whilst there is a good part exchange price available. After much discussion it was proposed by Cllr B Noye and seconded by Cllr I Watton and all agreed for Cllr D Pugh to go ahead and confirm prices on a John Deere demonstration model from Ben Burgess Garden Equipment.

The query about a roll bar on the mower was confirmed as not necessary by Cllr D Pugh,

but he will request a Risk Assessment paper on the use of the mower from Ben Burgess

- 3. The rental review for the Hickling Football club for the use of the changing rooms was discussed and proposed by Cllr B Noye and seconded by Cllr D Pugh and all agreed that the rent should be increased to £150 pa, as the Parish Council still incur costs for the electricity, water and rates. Clerk to respond

9. CHAPEL PIT

- 1. The Chapel Pit is nearing completion with only the notice board and planting outstanding. The councillors would like to extend their thanks to Amanda & David Skinner for all their hard work and time they have put in voluntary. Clerk to respond

10. VILLAGE PLAN

This is still ongoing with much more work to be undertaken on the final printed plan.

11. UPPER THURNE UPDATE

Chairman V Tallowin gave an update on the Upper Thurne work on Hickling Broad as per their meeting on the 25th July 2007..

12. PROPERTY WALK

The property walk notes were distributed before the meeting and apart from a few minor items to be addressed by the Clerk all were satisfied with the report.

Cllr M Butcher asked whether the toilets at the changing rooms could be re-opened but all agreed that they would be in need of too much work to make it a viable option at the moment.

DATE OF NEXT MEETING - Monday, 1st October at 7.15 pm in the Community Hall.

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

.....
Signature

.....
Dated

HICKLING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
Monday, 3rd December 2007, at 7.30pm in the Community Hall

PRESENT: **CHAIRMAN:** V TALLOWIN, **VICE CHAIRMAN:** H PURNELL
COUNCILLORS: K MOODY, B NOYE, M BUTCHER, G SMITH, D PUGH,
I WATTON, R COOK

Clerk: Mrs S Chapman

Public Participation – The following point(s) were raised:

1. Grass cutting costs and the purchase of a new mower were queried, these points were explained by Cllr D Pugh, also it was pointed out that the compressor for the mower had not yet been used.

7.30pm The Chairman welcomed three parishioners

1. **APOLOGIES** were received from Cllrs, M Elliott and A Rich and District Councillor C Stockton and County Councillor C How
2. **MINUTES OF LAST MEETING**
These were approved as circulated.
3. **MATTERS ARISING** - None
4. **DECLARATION OF COUNCILLOR'S INTERESTS FOR THIS MEETING** - *None*
5. **CORRESPONDENCE**
 - a) **Internal Drainage Board** – Acknowledgement stating the facts regarding the gate erected between Stubb Mill & Meadow Dyke, in that it is for legitimate users only.
 - b) **Stalham & Happing** – Introduction of new team members. A meeting with Mr E Lindo, Chairman, to be arranged for February 2008.
 - c) **Go East** – Notice of proposed changes to the East of England Plan.
 - d) **North Rural Community Council** – Confirming the receipt of report from the Chapel Pit project.
 - e) **Mr H Harding** – Correspondence regarding the flooding of his property in The Smea. Clerk to reply.
 - f) **Norwich & Norfolk Voluntary Services** - In view of supplying information about transport facilities they would like to know what facilities are available in Hickling. Clerk to verify facilities.
 - g) **NCC Highways** – Email confirming the school sign will be adjusted and that the other missing road signs hopefully will be replaced within 3 months.
 - h) **Norwich Airport Ltd** – Information of the changes to the Instrument Approach Procedures at Norwich Airport.
 - i) **Broads Authority** – Bright Ideas Wanted leaflets to promote the fund supported by Defra. Clerk to keep on file and pass to any relevant group if required.
 - j) **Audit Commission** – Annual Return had the figure of Box 8 incorrect as the Consols of £61 had been omitted. AC had altered the figures for the Clerk to initial and return with an explanation of the relatively high balances at year-end.
 - k) **Hickling First School** – Email thanking the Parish Council for the kind donation of the redundant computer that belonged to the Parish council.
 - l) **Community Police Safety Officer** – Monthly report of calls to the call centre for Hickling.

6. TREASURER'S REPORT

| a) | Expenses | Income |
|-----------------------------------------|-----------------|-----------------|
| W Diss | £ 50.00 | |
| S Chapman (Imprest) | £ 19.18 | |
| Powergen (Com Hall) | £ 75.20 | |
| Powergen (Rec Grd) | £ 28.56 | |
| CAB Donation | £ 25.00 | |
| Mr R A Clarke (Repairs to fence) | £ 20.00 | |
| Mr B Brooks (repairs) | £ 125.00 | |
| Mr R Cook (First Aid Box + accessories) | £ 31.97 | |
| <i>Total</i> | <i>£ 374.91</i> | <i>£ 305.22</i> |

- b) Budget to date – To be distributed with minutes every quarter.
- c) Budget for 2008 –2009
- d) Repair to fence near churchyard (See item 6a)

7. PLANNING

a) NNDC - Decisions -

- 1. Boundary Farm, Hickling Rd, Sutton – Erection of Weather Mast – permitted with conditions

Broads Authority – Decisions - None

b) NNDC – New Applications

- 1. Hickling First School – Construction of 2 x Classbase Ext & Temporary mobile units, repositioning of timber shed – no objections
- 2. Waterside, Hill Common – Erection of two Storey Extension & Detached garage – no objections
- 3. Mill House, Heath Road – Conversion of Agricultural Building into 7 holiday units – a site visit was requested. Clerk to arrange.

Outstanding Applications –

- 1. Martins Nest, The Street – Enforcement Appeal officer to visit on the 3 Dec.

8. PARISH COUNCIL PROPERTY REPORTS

a) Staithe

- 1. None

b) Community Hall

- 1. The Health & Safety Brief was explained by Cllr Cook, whereby any accident must be recorded in the Accident Book located with the new First Aid box in kitchen cupboard. The new sign to be placed on the Hickling Parish notice board in the hall also all users must be made aware of the Health & Safety brief before using the hall. It was proposed by Cllr B Noye and seconded by Vice chairman H Purnell and all agreed that the brief be accepted with the amendment of item 3B being deleted. Cllr R Cook will undertake a monthly check on the smoke alarm(s), first aid box and fire extinguishers. Clerk to purchase another smoke alarm for community hall.

c) Recreation Ground

1. It has come to the notice of the Parish Council that some residents of Mallard Way whose properties back onto the recreation ground have installed gates and planted some plants on the recreation ground side of the fence. Although a regular letter is sent regarding the gates another letter is to be posted asking for the removal of any item placed on the recreation side of the fence including any plants. Clerk to respond.
2. Cllr D Pugh said there had been some response to the advert in the news sheet this month for grass cutting duties (at a cost of £12.50), also in response to the query at the last council meeting about the cutting of the recreation ground, it's was because of a time increased between cuts due to the time of year. Cllr R Cook asked if he could have a copy of any training/information that were given to the volunteers before the start of the grass cutting season for a Health & Safety report.
3. The new mower should be delivered in the middle of December.
4. Cllr M Butcher will confirm details on the latest information for January's meeting. Clerk to check with insurance company about the play area in general.

9. VILLAGE PLAN UPDATE

A meeting with Peter Berrie and 8 councillors occurred on the 27th November when good progress was made in preparation of the final draft.

10. PLANNING UPDATE + PROJECT PLANNING NOTES

Chairman V Tallowin explained about the recent meeting with planning officer J Williams and that planning applications for all three plots will go ahead with the required flood risk assessment reports, the cost will be approx £1200 with a further cost of £300 for the Datum figures. It was agreed that the outline plans will be available for public viewing in the Community Hall between 10–12pm on 19th January.

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. Cllr H Purnell proposed, and Chairman V Tallowin seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

The booking of the community Hall for December 2008 was discussed and it was agreed to let the booking go ahead at a total cost of £150. Clerk to respond.

The replacement of the electric cooker was deferred, as the users of the hall at the moment did not warrant a new cooker. Clerk to arrange that the plug be removed in the interest of safety issues.

The duties of the caretaker were discussed with the opinion that the Chairman and Clerk will arrange a meeting to discuss items of concern.

DATE OF NEXT MEETING - Monday, 7th January 7.15 pm in the Community Hall.

There was no further business and the meeting was closed at 9.40pm

.....

Signature

.....

Dated

HICKLING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
Monday, 3rd December 2007, at 7.30pm in the Community Hall

PRESENT: **CHAIRMAN:** V TALLOWIN, **VICE CHAIRMAN:** H PURNELL
COUNCILLORS: K MOODY, B NOYE, M BUTCHER, G SMITH, D PUGH,
I WATTON, R COOK

Clerk: Mrs S Chapman

Public Participation – The following point(s) were raised:

1. Grass cutting costs and the purchase of a new mower were queried, these points were explained by Cllr D Pugh, also it was pointed out that the compressor for the mower had not yet been used.

7.30pm The Chairman welcomed three parishioners

1. **APOLOGIES** were received from Cllrs, M Elliott and A Rich and District Councillor C Stockton and County Councillor C How
2. **MINUTES OF LAST MEETING**
These were approved as circulated.
3. **MATTERS ARISING** - None
4. **DECLARATION OF COUNCILLOR'S INTERESTS FOR THIS MEETING** - *None*
5. **CORRESPONDENCE**
 - a) **Internal Drainage Board** – Acknowledgement stating the facts regarding the gate erected between Stubb Mill & Meadow Dyke, in that it is for legitimate users only.
 - b) **Stalham & Happing** – Introduction of new team members. A meeting with Mr E Lindo, Chairman, to be arranged for February 2008.
 - c) **Go East** – Notice of proposed changes to the East of England Plan.
 - d) **North Rural Community Council** – Confirming the receipt of report from the Chapel Pit project.
 - e) **Mr H Harding** – Correspondence regarding the flooding of his property in The Smea. Clerk to reply.
 - f) **Norwich & Norfolk Voluntary Services** - In view of supplying information about transport facilities they would like to know what facilities are available in Hickling. Clerk to verify facilities.
 - g) **NCC Highways** – Email confirming the school sign will be adjusted and that the other missing road signs hopefully will be replaced within 3 months.
 - h) **Norwich Airport Ltd** – Information of the changes to the Instrument Approach Procedures at Norwich Airport.
 - i) **Broads Authority** – Bright Ideas Wanted leaflets to promote the fund supported by Defra. Clerk to keep on file and pass to any relevant group if required.
 - j) **Audit Commission** – Annual Return had the figure of Box 8 incorrect as the Consols of £61 had been omitted. AC had altered the figures for the Clerk to initial and return with an explanation of the relatively high balances at year-end.
 - k) **Hickling First School** – Email thanking the Parish Council for the kind donation of the redundant computer that belonged to the Parish council.
 - l) **Community Police Safety Officer** – Monthly report of calls to the call centre for Hickling.

6. TREASURER'S REPORT

| a) | Expenses | Income |
|-----------------------------------------|-----------------|-----------------|
| W Diss | £ 50.00 | |
| S Chapman (Imprest) | £ 19.18 | |
| Powergen (Com Hall) | £ 75.20 | |
| Powergen (Rec Grd) | £ 28.56 | |
| CAB Donation | £ 25.00 | |
| Mr R A Clarke (Repairs to fence) | £ 20.00 | |
| Mr B Brooks (repairs) | £ 125.00 | |
| Mr R Cook (First Aid Box + accessories) | £ 31.97 | |
| <i>Total</i> | <i>£ 374.91</i> | <i>£ 305.22</i> |

- b) Budget to date – To be distributed with minutes every quarter.
- c) Budget for 2008 –2009
- d) Repair to fence near churchyard (See item 6a)

7. PLANNING

a) NNDC - Decisions -

- 1. Boundary Farm, Hickling Rd, Sutton – Erection of Weather Mast – permitted with conditions

Broads Authority – Decisions - None

b) NNDC – New Applications

- 1. Hickling First School – Construction of 2 x Classbase Ext & Temporary mobile units, repositioning of timber shed – no objections
- 2. Waterside, Hill Common – Erection of two Storey Extension & Detached garage – no objections
- 3. Mill House, Heath Road – Conversion of Agricultural Building into 7 holiday units – a site visit was requested. Clerk to arrange.

Outstanding Applications –

- 1. Martins Nest, The Street – Enforcement Appeal officer to visit on the 3 Dec.

8. PARISH COUNCIL PROPERTY REPORTS

a) Staithe

- 1. None

b) Community Hall

- 1. The Health & Safety Brief was explained by Cllr Cook, whereby any accident must be recorded in the Accident Book located with the new First Aid box in kitchen cupboard. The new sign to be placed on the Hickling Parish notice board in the hall also all users must be made aware of the Health & Safety brief before using the hall. It was proposed by Cllr B Noye and seconded by Vice chairman H Purnell and all agreed that the brief be accepted with the amendment of item 3B being deleted. Cllr R Cook will undertake a monthly check on the smoke alarm(s), first aid box and fire extinguishers. Clerk to purchase another smoke alarm for community hall.

c) Recreation Ground

1. It has come to the notice of the Parish Council that some residents of Mallard Way whose properties back onto the recreation ground have installed gates and planted some plants on the recreation ground side of the fence. Although a regular letter is sent regarding the gates another letter is to be posted asking for the removal of any item placed on the recreation side of the fence including any plants. Clerk to respond.
2. Cllr D Pugh said there had been some response to the advert in the news sheet this month for grass cutting duties (at a cost of £12.50), also in response to the query at the last council meeting about the cutting of the recreation ground, it's was because of a time increased between cuts due to the time of year. Cllr R Cook asked if he could have a copy of any training/information that were given to the volunteers before the start of the grass cutting season for a Health & Safety report.
3. The new mower should be delivered in the middle of December.
4. Cllr M Butcher will confirm details on the latest information for January's meeting. Clerk to check with insurance company about the play area in general.

9. VILLAGE PLAN UPDATE

A meeting with Peter Berrie and 8 councillors occurred on the 27th November when good progress was made in preparation of the final draft.

10. PLANNING UPDATE + PROJECT PLANNING NOTES

Chairman V Tallowin explained about the recent meeting with planning officer J Williams and that planning applications for all three plots will go ahead with the required flood risk assessment reports, the cost will be appox £1200 with a further cost fo £300 for the Datum figures. It was agreed that the outline plans will be available for public viewing in the Community Hall between 10–12pm on 19th January.

DATE OF NEXT MEETING - Monday, 7th January 7.15 pm in the Community Hall.

There was no further business and the meeting was closed at 9.40pm

.....
Signature

.....
Dated

HICKLING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
Monday, 5th November 2007, at 7.30pm in the Community Hall

PRESENT: CHAIRMAN MRS V TALLOWIN,
COUNCILLORS: A RICH, G SMITH, I WATTON, D PUGH
Clerk: Mrs S Chapman

Public Participation – The following point(s) were raised:

1. Grass cutting on the recreation ground has not been consistent this year resulting in extra work load on some volunteers.

7.30pm The Chairman welcomed two parishioners

1. **APOLOGIES** were received from Cllrs H Purnell, R Cook, B Noye, M Elliott, K Moody
and District Councillor S Partridge.

2. **MINUTES OF LAST MEETING**
These were approved as circulated.

3. **MATTERS ARISING** - None

4. **DECLARATION OF COUNCILLOR'S INTERESTS FOR THIS MEETING**
Item 8.2.1 Boundary Farm – Chairman V Tallowin (Personal)

5. **CORRESPONDENCE**

- a) **Defra** – Booklet on Climate Change
- b) **Mrs P Watton** – Acknowledgement/thank you letter on behalf of St Mary's PCC for the Parish Councils donations of £300 for grass cutting of the churchyard and £125 towards the cost of producing the monthly news sheet.
- c) **Norfolk Police Authority** – Local Policing Summary leaflet – distributed to councillors.
- d) **Parish & Town Council** - NN Area meeting 20th Nov at Edgefield +Norlink booklet.
Chairman & Clerk to attend meeting at Edgefield.
- e) **Mr & Mrs Osborne** – A letter about their concerns re planning application for weather mast at Boundary Farm. See item 8.2.1
- f) **East Anglian Air Ambulance** – Confirmation of Parish Council's donation of £50 + their magazine Lift Off Autumn 2007.
- g) **Mr D Turner** – A letter informing the council he will not be available for re-varnishing the Gwen Amis notice board in future. Clerk to write and thank him.
- h) **Mr B Brooks** – Quote for repairs to the bus shelter roof & drain cover near changing rooms. All agreed for these works to go ahead at a cost of £40 + £85 respectively. Clerk to organise.
- i) **NNDC** – Agenda for 31st October. Passed to Cllr G Smith.
- j) **Big Lottery Fund** – Confirmation that our bid for the play area was unsuccessful.
- k) **Whispering Reeds** - A letter in response to a complaint letter received by the Parish Council who subsequently wrote to Whispering Reeds. The matter is now closed.
- l) **Poppy Centre** – A request for a donation, but the Parish Council felt it was inappropriate to donate at this moment in time.
- m) **NNDC** - An update letter on the consideration of a Conservation area in Town St, Hickling. Due to resources this will not take place until 2008-2009.
- n) **Breckland Council** – Funding Fair on 30th Nov in Swaffham. Chairman & Clerk to attend.
- o) **Norfolk Playing Field** – Newsletter Autumn 2007.

- p) NNDC - Proposed Short Stay Stopping Places for Gypsies & Travellers – Cromer/Fakenham
- q) CPRE – Light Pollution Guidance & Standard Clause to be included in any planning application received. Keep on file.
- r) Norfolk Accident Rescue Service - A donation request but to be diarised for May 08.
- s) Stalham & Happing – AGM invite and accounts for 2006-2007.
- t) Norfolk Rural Community Council - An email asking for support against post office closures. The parish council agreed for a letter of support to be sent. Clerk to respond.
- u) Norfolk Rural Community Council – Joining application. Deferred until April 2008.

6. TREASURER’S REPORT

a)

| | Expenses | Income |
|--------------------------------------------|-----------------|-----------------|
| W Diss | £ 50.00 | |
| S Chapman (Imprest) | £ 13.35 | |
| G Goff Oil (Com Hall) | £ 354.90 | |
| NNDC (Election Costs) | £ 97.92 | |
| Ink Cartridge People (chq pd to S Chapman) | £ 44.85 | |
| Stalham DY (chq pd to S Chapman) | £ 19.98 | |
| <i>Total</i> | <i>£ 581.00</i> | <i>£ 589.75</i> |

b) Budget to date – Distributed with minutes

7. PRECEPT

It was proposed by Cllr I Watton and seconded by Chairman V Tallwin and all agreed that the precept remain at £7247.40 for 2008-2009.

8. PLANNING

a) NNDC - Decisions -

1. Pear Tree Cottage, Staithe Rd – Erection of Single-Storey Side Ext – permitted

Broads Authority – Decisions -

1. Pleasure Boat Inn – Erection of Free Standing Parasol & Sun Awning & New Paving – permitted

b) NNDC – New Applications

1. Boundary Farm, Hickling Rd, Sutton – Erection of 60mtr Mast for Wind/Weather monitoring –resubmitted as this mast replaces previous siting of a mast at Sherwood Cottage (see minutes Jun & Sep 07) – objections to this planning as location had changed without any reasons or consultations that had occurred with the previous site. The mast had already been erected before planning applied for.

Chairman V Tallwin declared a personal interest in item 8b1 and did not participate in the discussion.

Outstanding Applications –

1. Martins Nest, The Street – Enforcement Appeal notice

9. PARISH COUNCIL PROPERTY REPORTS

a) Staithe

1. The wood chippings for under the dry berths have been supplied by Mr A Perkins at no cost to the parish council which is greatly appreciated, and thanks to Mr H Nudd for the organisation.

b) Community Hall

1. The Health & Safety Brief deferred until Dec meeting.

c) Recreation Ground

1. The grass cutting deferred until Dec meeting
2. The mower deferred until Dec meeting
3. The football club concerns have been resolved

10. CLERKS RENUMERATION

The Clerk left the room while this discussion took place.

1. It was proposed by Cllr I Watton and seconded by Cllr D Pugh that the clerks remuneration was to be increased by £250 making a yearly total of £2750 as from April 2008.

11. VILLAGE PLAN UPDATE

The Clerk to liaise with P Berry to arrange a date for the draft plan to be discussed.

12. PROJECT PLANNING NOTES

It was decided to defer this until a full council is in session, but representatives for the parish council hope to meet with planning officer Mr J Williams before the next parish council meeting.

DATE OF NEXT MEETING - Monday, 3rd December 7.15 pm in the Community Hall.

There was no further business and the meeting was closed at 9.20pm

.....
Signature

.....
Dated

HICKLING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
Monday, 16th July 2007, at 7.15pm in the Community Hall

PRESENT:

MRS V TALLOWIN, CHAIRMAN
MR H PURNELL, VICE CHAIRMAN
MR D PUGH
MR B NOYE
MRS M ELLIOTT
MR R COOK
MRS G SMITH
MR I WATTON
Mrs S Chapman, Clerk/Treasurer

The Chairman welcomed six parishioners

1. **APOLOGIES** were received from K Moody, A Rich, M Butcher, District Councillor S Partridge and County Councillor C How
2. **MINUTES OF LAST MEETING**
These were approved as circulated.
3. **MATTERS ARISING**
3a. The Confidential Session for the 21st May 2007 was printed on a separate sheet and attached to the minutes but was not included in the minutes as signed on the 18th June 2007. It was proposed by Cllr M Elliott and seconded by Cllr R Cook that the corrected version, as distributed to all councillors, be signed and the minute book amended accordingly and all agreed. Clerk to action.
4. **DECLARATION OF COUNCILLOR'S INTERESTS FOR THIS MEETING**
Chairman Mrs V Tallowin declared an interest in item 7b. New Applications - item 1
5. **CORRESPONDENCE**
 - a) **Rev N H Khambatta** – Confirmation of St Mary's PCC taking over some grass cutting at the St Mary's Churchyard.
 - b) **Hickling Windsurfers Club** – Confirmation that the matter of parishioners' access to the windsurfers beach is now closed. Cllr G Smith wished it to be noted that any future developments when parishioner's rights were involved should be investigated more thoroughly at the time by the Parish Council.
 - c) **NNDC** – Agenda 26 June. Passed to Cllr G Smith
 - d) **Allianz Insurance PLC** - Mower Insurance documents.
 - e) **Broads Authority** – In House Planning procedures booklet. Clerk to copy and pass to Mr H Harding, Cllr R Cook, Cllr I Watton and Cllr D Pugh.
 - f) **Broads Authority** – LDF consultation. This was passed Cllr R Cook who will report back to the PC any relevant information about Hickling.
 - g) **Brown & Co** – New allotment agreement signed on their behalf. Clerk to file with our copy of agreement.
 - h) **NNDC** – Pest Control letter confirming that this service is no longer being provided.
 - i) **NDC** – Dog Fouling Orders consultation period has started and any comments to be received by the 3rd August 2007.
 - j) **NNDC** – Email about street signage update.
 - k) **Mr H Harding** – Letter about the flooding of his property recently. Further to a previous site meeting the Clerk has written to the Internal Drainage Board on his behalf.

6. TREASURER'S REPORT

| a) | Expenses | Income |
|------------------------------------------------------|------------------|------------------|
| W Diss | £ 50.00 | |
| CPS Fuel (chq pd to D Pugh) | £ 264.45 | |
| S Chapman (imprest) | £ 22.03 | |
| S Chapman | £ 625.00 | |
| R Uff (Bench seat) | £ 140.00 | |
| R Uff (Seat+table – Chapel Pit fund) | £ 380.00 | |
| Bakers of Holt (chq pd to S Chapman Chapel Pit fund) | £ 96.92 | |
| Bakers of Holt (pd – Chapel Pit fund) | £ 331.44 | |
| Anglian Water (Rec Grd) | £ 23.78 | |
| Anglian Water (Com Hall) | £ 124.02 | |
| Anglian Water (Ch Rooms) | £ 87.74 | |
| | | |
| <i>Total</i> | <i>£ 2145.38</i> | <i>£ 2126.77</i> |

- b) Budget to date - Distributed
c) Annual Return – Mr R Clarke had confirmed and enhanced the figures on the Annual

Return form, it was proposed by Cllr D Pugh and seconded by Cllr M Elliott and all agreed that the form be signed and forwarded by the Clerk.

7. PLANNING

- a) **NNDC - Decisions -**
1. Plummers Cottage Barn, Pockthorpe Loke, Stubb Road – Change of Use to Two Holiday Dwellings – refused
 2. Grosvenor Cottage, Stubb Road – Erection of Two-Storey Rear Ext. & Single-Storey Side Ext. - permit
- b) **NNDC – New Applications**
1. 1 & 2 Stubb Road – Erection of Two-storey Rear Ext. on both dwellings - support
- Outstanding Applications –**
1. Thatched Cottage, Stubb Road – Erection of Replacement Dwelling. – Site meeting on 12th July for NNDC Planning dept.
 2. Martins Nest, The Street – Enforcement Appeal notice
 3. Staithe View, Staithe road – Erection of Single-Storey Side Ext. to provide a Music Room, after site meeting of the 21/22 June no objections were raised.

8. PARISH COUNCIL PROPERTY REPORTS

- a) **Staithe**
- It was noted that Harry Nudd had retrieved the bench seat from P Eales but it requires some attention before it can be re sited.
- b) **Community Hall**
1. The roof leak was investigated but it was decided to wait as it only leaks in very extreme weather conditions. Clerk to arrange for a builder to quote for repairs to the ceiling outside the toilet area as this seems to be the main concern
 2. The rental charges were discussed for all users and it was proposed by Cllr D Pugh and seconded by Cllr B Noye and it was agreed by 7 for and 1 against that the rental charge be increased by a nominal amount of 50p per 3 hour session from the 1st September 2007. A fuel surcharge maybe introduced if weather conditions are

extreme and a substantial increase in oil prices or usage.

Clerk to write to relevant hirers.

- 3. Cllr M Elliott will ask Michael Elliott if he would service the community Hall boiler while the Hunnies are on holiday.
- 4. A comprehensive Health & Safety report has been prepared by Cllr R Cook, and all points noted, this is to be revisited at the September Parish Council meeting to see what actions are still required.

H Nudd was asked if he would strim/spray the weeds around the hall, trim back the hedge as necessary.

c) Recreation Ground

- 1. The Norfolk County Council have cleared out the ditches alongside Ouse Lane inside the recreation ground, but it will be the responsibility of the Parish Council now to keep the ditches clear in future. This is to help keep flooding down on this part of Ouse Lane.

9. CHAPEL PIT

- 1. The Unpaid Work Unit of Gt Yarmouth have completed their work at the Chapel Pit which involved laying 3 concrete slabs for the benches and picnic table, edging the car park between the grass and gravel, raking out 7 tons of gravel, painting the bus shelter and seat , and strimming around the edge of the pond area. Clerk to write and thank them for their hard work and time.

The Parish Council purchased one of the above benches and a brass plaque in memory of John Beales who served the Parish Council for over 60 years.

The picnic table and one bench were paid for by the grant received.

10. VILLAGE PLAN

A meeting between the chairman and clerk to be arranged so a draft action plan can be put together which will then be discussed further with all councillors at a later date.

11. PROPERTY WALK

This was confirmed as taking place on the 13th August at 5.30pm starting at Chapel Pit.

Clerk to distribute agenda.

DATE OF NEXT MEETING - Monday, 3rd September at 7.15 pm in the Community Hall.

There was no further business and the meeting was closed at 9.50pm

.....
Signature

.....
Dated

HICKLING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
Monday, 18th June 2007, at 7.15pm in the Community Hall

PRESENT:

MRS V TALLOWIN, CHAIRMAN
MR H PURNELL, VICE CHAIRMAN
MR D PUGH
MR A RICH
MRS M ELLIOTT
MR R COOK
MRS M BUTCHER
MR I WATTON
Mrs S Chapman, Clerk/Treasurer

The Chairman welcomed District Councillor S Partridge and five parishioners and our local Community Officer J Hawes.

1. **APOLOGIES** were received from G Smith, K Moody, B Noye and County Councillor C How
2. **MINUTES OF LAST MEETING**
These were approved as circulated.
3. **MATTERS ARISING** – None
4. **DECLARATION OF COUNCILLOR’S INTERESTS FOR THIS MEETING**
Mrs V Tallowin declared an interest in item 5n.
5. **CORRESPONDENCE**
 - a) **North Norfolk Community Partnerships** – Information about an Active Travel project which aims to provide a network of cycle & pedestrian routes across the district. Although it was felt that Hickling did not have any suitable routes, it will be investigated further.
 - b) **Norfolk County Council** – Confirmation for a licence to cultivate the grass verge on a property in Stubb Road, subject to certain conditions as listed.
 - c) **NNDC** – Smoke Free Signs ready for 1st July 2007
 - d) **Norfolk Rural Community Council** – Training Programme for the autumn. Clerk to diary
 - e) **Norfolk County Council** - New Farming & Public Rights of Way Advice Booklet.
 - f) **NNDC** - The print room facilities at Holt Road Council Offices have been opened up for public use. Information to be advertised in news sheet.
 - g) **NNDC** – Email confirming Dog Fouling Orders. Clerk to request information about Banning Dogs from the Recreation Ground and Chapel Pit area.
 - h) **Parish & Town Councils** – AGM 15th Sept, no one is available to attend.
 - i) **Parish & Town Councils** – North Norfolk Area Meeting at Southrepps Village Hall on 25th June. Clerk to attend.
 - j) **NNDC** – Area Parish Forum 28th June as Ashmanhaugh.
 - k) **NNDC** – Revised Code of Conduct. See item 10
 - l) **Standards Board** – Conference in Birmingham for above item k
 - m) **Norfolk Rural Community Council** – Road Show/Workshops in various places in June.
 - n) **Colin Seward** – A letter informing the council about a new sign to be placed at Hill Common in conjunction with the District Council, as it is now a Restricted Byway.
 - o) **Brown & Co** – Confirmation of the return of the Eastfield Allotment field to the Mills Estate, and subsequent reduction in Allotment rent.
 - p) **R A Clarke** – Annual return for the councils accounts for 2006 –2007. see item 6c
 - q) **Broads Authority** – Local development Framework for planning procedures.

- r) NNDC – LDF Summer 2007 Update Bulletin.
- s) **R Lawes** – A letter voicing her concerns over the closure and state of the childrens play area on the recreation ground. Clerk had replied that the Parish Council had noted her concerns and are aware of the facts and will be looking into the matter of grants etc for the updating/refurbishment of the play area.
- t) **Catfield Parish Council** – Email about speeding in Hickling asking if we would be interested in joining a scheme of volunteer operated speed cameras in conjunction with the police force. All agreed to participate and advertise in the news sheet for volunteers.
- u) **High Kelling Parish Council** – Email regarding the closure of community beds in Kelling hospital. It was agreed to send a letter about Kelling’s community beds but also to write about all of North Norfolk community beds situation.
- v) **Norfolk County Council** – The use of the Ouse Lane entrance into the recreation ground as the main entrance, instead of Mallard Way, has been refused as the road is not wide enough for two way traffic.
- w) **Norfolk Playing Field Ass.** – News letter.
- x) NNDC – LDF, Core Strategy Submission Document & DVD.
- y) **Parish & Town Councils** – Email clarifying the position of adopting the Revised Code of Conduct. See item 10
- z) **CAB** - North Walsham branch AGM 9th July.
- aa) **NWACTA** – North Walsham area Community Transport Ass. AGM & Annual Report.
- bb) **Norfolk Rural Community Council** – Letters confirming the offer of two grants for the Chapel Pit renovations as per application forms, totalling £1400.

6. TREASURER’S REPORT

| a) | Expenses | Income |
|---------------------------------------------------|-----------|-----------|
| W Diss | £ 50.00 | |
| Norfolk County Services | £ 47.00 | |
| S Chapman (imprest) | £ 28.83 | |
| S Chapman (replacement chq) | £ 50.00 | |
| R A Clarke | £ 450.00 | |
| H Nudd £50 + £62 + £250 | £ 362.00 | |
| Bakers of Holt (chq pd to S Chapman) | £ 18.98 | |
| Norfolk Playing Fields Assoc. Subscription | £ 20.00 | |
| Allianz Motor Insurance (Mower) | £ 264.37 | |
| Total | £ 1291.18 | £ 1199.68 |

- b) Budget to date - Distributed
- c) Annual Return – Clerk to ask auditor, Mr R Clarke, to enhance the figures on the Annual Return form before they can be signed and returned.

7. PLANNING

- a) **NNDC - Decisions** - None

- b) **NNDC – New Applications**

1. Staithe View, Staithe Road – Erection of Single-Story Side Ext to provide a Music Room. A site meeting was requested. Clerk to arrange.

Outstanding Applications –

1. Sherwood Cottage, Sutton Road, Catfield – Erection of Met Mast for wind & weather monitoring. After the information from the public meeting had been discussed all agreed to support this application. Clerk to respond.

2. Thatched Cottage, Stubb Road – Erection of Replacement Dwelling. The council were informed that about 12-14 complaints had been received by the Planning department and if it goes to committee District Councillor S Partridge will speak on behalf of Hickling Parish Council.

8. PARISH COUNCIL PROPERTY REPORTS

a) Staithe

1. The Wet Berth licence has been amended for next years season to include the bowsprite and outboard motor, and length of boat will be verified by the Parish Council. The pricing ratio to be changed and all berths, wet & dry, to be charged by the linear foot from next season 2008-2009. This was proposed by H Purnell and seconded by V Tallowin and all agreed that the new licence be adopted with the changes.
After much discussion the arbitrary 20ft length rule to be abolished and the vacant berth(s) length will determine the length of boat to be moored. This was proposed by H Purnell and seconded by D Pugh and all agreed for this motion to be passed

b)Community Hall

1. Roof Leak outside toilet/hall area. Clerk to contact K Stanton to investigate repairs.

In parishioners question time D Mayhew requested that the heating be left on until further notice as the weather is varied and they have certain standards to meet. All agreed that the heating be left on and controlled via the thermostat. Clerk/Caretaker to monitor situation.

c) Recreation Ground

1. Vandalism at the childrens play area, the councillors were informed that the gate had been repaired and the area re opened. Police Community Officer Jeanette Hawes had introduced herself and her role before the meeting started, including how the investigation was going. All agreed that this should be highlighted in the news sheet.

9. CHAPEL PIT

1. It was confirmed that we had received two grants totalling £1400 to enhance the area
2. Clerk and chairman had provisionally ordered one bench and picnic table from R Uff. It was proposed by H Purnell and seconded by M Butcher that a second bench be ordered in the memory of John Beales and all agreed on this action. Clerk to respond.

10. CODE OF CONDUCT

The Revised Code of Conduct was discussed and proposed by I Watton and seconded by R Cook that it was adopted with the additional clause 12 (2) and all agreed that this motion be passed. Clerk to reply to letter (item 5 m) for this action to be included in a press release.

Due to the new councillors being assigned a working party and subsequently agreeing to these positions it was proposed by H Purnell and seconded by V Tallowin and all agreed to pass this motion en bloc.

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 Cook seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

Although this matter has been discussed before it was reiterated for the new councillors and after much debate it was decided with 6 votes for and 2 objections to go ahead with the application for planning permission for the change of use for the community hall and building plots on the changing room site. Councillor David Pugh will arrange meetings with the architects with a view of going ahead with the application asap.

DATE OF NEXT MEETING - Monday, 16th July at 7.15 pm in the Community Hall.

There was no further business and the meeting was closed at 10.40pm

.....
Signature

.....
Dated

HICKLING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON
Monday, 21st May 2007, at 7.15pm in the Community Hall
including the Annual Parish Council Meeting

PRESENT:
MRS V TALLOWIN, CHAIRMAN
MR B NOYE
MRS G SMITH
Mr H PURNELL
MR D PUGH
MRS M BUTCHER
MR A RICH
Mrs S Chapman, Clerk/Treasurer

The Chairman welcomed eleven parishioners and two new councillors M Butcher & A Rich.

1. **APOLOGIES** were received from Mrs K Moody and County Councillor C How
2. **MINUTES OF LAST MEETING**
These were approved as circulated
3. **MATTERS ARISING** - None

4. **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

The Clerk took the chair and asked for nominations for the position of Chairman. Mr H Purnell nominated Mrs Tallowin, and this was seconded by Mr B Noye. 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 B Noye nominated Mr H Purnell, and this was seconded by Mrs G Smith. There

were no further nominations and Mr H Purnell was unanimously elected.

Councillor Brian Noye on behalf of all the parish councillors would like to thank Viv Tallowin, for all her time and hard work she has undertaken as Chairman.

Standing Orders Suspended 7.35pm – A parishioner questioned what meeting was in session as they were under the impression it was the Annual Parish Meeting (AGM). It was explained that the AGM meeting was held on the 30th April and tonight was the Annual Parish Council Meeting. It appears that there is some confusion with the dates and description printed in the last news sheet. An explanation to be put in June's news sheet with apologies from the Parish Council and if any parishioner had any questions/queries to contact the Chairman or Clerk.

Standing Orders resumed 7.40pm – Meeting continued

APPOINTMENTS TO WORKING PARTIES -

Finance
Harry Purnell
Clerk
Brian Noye

Staithe
David Pugh
Alan Rich

Community Hall
Viv Tallowin
Kath Moody
Geraldine Smith

Recreation Ground
Viv Tallowin
Geraldine Smith

Grasscutting
David Pugh

Parish Seating

Planning
Viv Tallowin
Harry Purnell
David Pugh
Clerk

Wells Charity
Kath Moody

Health & Safety
Richard Cook

Highways/Drainage/Signs
Megan Butcher

Mr H Purnell Proposed and Mrs G Smith seconded and all were in agreement that the Working Parties be accepted.

Non Parish Council Committee – Chapel Pit Conservation Group – David & Amanda Skinner
Elisha Rothney

5. CORRESPONDENCE

- a) **Norfolk Community Council** – Confirmation and information about the Smoking Ban enforcement for public places on 1st July 2007. Clerk to check notices in Community Hall and inform Football Club re the changing rooms at the recreation ground.
- b) **Broads Authority** - Local Access Forum on the 19th June at County Hall.
- c) **Mr T Huddleston** – Request to be added to Wet Berth waiting list. Clerk to action.
- d) **North Norfolk Area Forum** – Minutes from forum meeting 28 Feb 2007.
- e) **NNDC** – Agenda's for 18th April & 16th May. Passed to G Smith.
- f) **NNDC** - Constitution Appendages D-G. Keep on file.
- g) **Ms U Jackson** - Copy of her letter to Highways about the grass verge outside her property and subsequent reply from Highways, is that they will consider a request for a 'Licence to Cultivate the Highway Verge' for her grass verge.
- h) **NCC** – Unitary Status update and requesting that our views be reiterated by the 22nd June 2007. Clerk to respond.
- i) **Norfolk Playing Field** - Newsletter. Keep on file.
- j) **Mrs M Elliott** - Application for parish councillor vacancy.
- k) **East of England** - Regional Gypsy & Traveller Public engagement Event 22nd May. No councillors were able to attend.
- l) **Communities & Local Government** - Revised Code of Conduct. Clerk to clarify details for next meeting.
- m) **NNDC** - Consultation on Draft Dog Control Order. Clerk to clarify details.
- n) **Broads Authority** - Reviewing the Statement of Community Involvement. Clerk & chairman to complete attached questionnaire.
- o) **Mr I Watton** - Application for parish councillor vacancy.
- p) **Mr D Beales** - Application for parish councillor vacancy.
- q) **NNDC** – Registering of Interests & Declaration of Acceptance of Office forms.
- r) **Mrs S Chapman** - Copy of letter sent to a Hickling Hunnies helper. Clerk to respond.
- s) **Broads Authority** – Introducing the Navigation Ranger for Thurne & Lower Bure.
- t) **NAPTC** - Invitations to meetings about Norwich Unitary Status, 23 May & 31st May. No one was available to attend.
- u) **NAPTC** – Introductory Sessions for all councillors. Names to be confirmed to Clerk.
- v) **Norfolk Rural Community Council** - Confirmation of Grant Application for Chapel Pit renovation.
- w) **NCC** – Norfolk Minerals & Waste Framework, Issues & Options Stage. Information passed to R Cook who will report back to the parish council with any concerns for Hickling.
- x) **NCC** – Reply to our letter about drainage/flood issues around the village. Clerk to arrange meeting to discuss these issues.
- y) **NCC Highways** – Email reply regarding the dangers of the bend in road near Catfield Staithe. Clerk to respond with piece in the newsheet.
- z) **Stalham & Happing** - Agenda for 15th May & Minutes from 20th March.
- aa) **Audit Commission** – Return Form for year 2006-2007.
- bb) **Stalham & Happing** – Questionnaire regarding the Stalham Old Station Site. Copies distributed prior to meeting.

cc) Upper Thurne Management Plan – Clerk to keep on file.

6. TREASURER'S REPORT

a)

| | <i>Expenses</i> | <i>Receipts</i> |
|---------------------------------------|------------------|------------------|
| W Diss | £ 50.00 | |
| Allianz Cornhill Assurance | £ 3608.87 | |
| Greenoak Homes | £ 350.00 | |
| S Chapman | £ 34.13 | |
| Broads Internal Drainage Board | £ 11.41 | |
| Brown & Co | £ 820.00 | |
| H Nudd | £ 200.00 | |
| H Nudd | £ 109.98 | |
| Powergen (Rec Grd) | £ 27.75 | |
| Powergen(Com Hall) | £ 68.36 | |
| | | £ 8690.03 |

Please note the above cheques were authorised but NOT signed due to the change in signatories of the Barclays current account and the two new signatories not yet confirmed by Barclays. Clerk will arrange for cheques to be signed when confirmation has been received.

b) Precept received of £3623.70 (1/2 year)

c) Mr R Clarke has agreed to audit the Parish Council accounts for 2006 – 2007..

d) Parish Council property/public liability insurance to remain with Allianz Cornhill Ass.

e) Abbey Deposit Account Trustees to be changed as follows;

Deleted – Mr L Beales & Mr E Lindo

Added – Mr D Pugh & Mrs G Smith – Existing – Mr H Purnell & Mrs S Chapman

This was proposed by V Tallowin and seconded by B Noye and all were in agreement for the Clerk to action.

f) Barclays Current Account Signatories to be changed as follows;

Deleted – Mr L Beales & Mr M Elliott

Added - Mr H Purnell & Mrs K Moody – Existing – Mrs V Tallowin

This was proposed by B Noye and seconded by G Smith and all were in agreement for the Clerk to action.

7. PLANNING

a. NNDC New Applications

1. Plummers Cottage Barn, Pockthorpe Loke – Change of Use of Barn to

Two Holiday dwellings – no objections

Mrs V Tallowin declared a prejudicial interest in the above item and left the room whilst decision was discussed.

2. Adjacent to Sherwood Cottage, Sutton Road, Catfield – Erection of 70m Met Mast (for wind and weather monitoring) – A site meeting was requested. Clerk to arrange.

3. Grosvenor Cottage, Stubb Road – Erection of Two Storey Rear Ext & Single Storey

Side Ext – no objection

4. Thatched Cottage, Stubb Road – Erection of Two Storey Replacement Dwelling – A site meeting was requested, Clerk to arrange.

b) NNDC Decisions

1. Bydown, Stubb Road – Erection of Attached Garage/Store – permitted

2. Dove Cottage, Doves Corner – Erection of Single Storey Front Extension – permitted

3. Wildai, The Street – Erection of Single Storey Side Ext – permitted

- 4.2 Mill Close – Erection of Boundary Fence 2.2m – permitted
- 5.26 Broadlands Road – Erection of Front Extension to Garage – permitted

c) BROADS AUTHORITY – Decisions

- 1.. Middle Oak, The Smea – Erection of Agricultural Building - refused

8. ANNUAL PARISH MEETING

1. Local organisations/groups/clubs reports at the Annual Parish Meeting (AGM) for the last two years have only been on display and not been read out by their representative. The question was asked if the reports could revert back to being read out ? The views on this varied from; reports too long, should look forward not back, ask the organisations etc what they would like for future meetings. Clerk to arrange a piece in the news sheet for their views on this matter and to diary for future discussions nearer the time.
2. Windsurfers Beach Access after some discussion it was agreed for the Clerk to arrange a further meeting with the Windsurfers Trustees to find a way forward on this matter.
Mrs V Tallwin declared an interest in the above item and refrained from the discussion.
3. The matter of a Defibrillator was raised and after some discussion, including being too expensive, Stalham has all the necessary equipment & skills etc, and we should approach Stalham & Happing for their views. It was then agreed that no further action to be taken re a defibrillator for Hickling. Clerk to respond.

9. PARISH COUNCIL PROPERTY REPORTS

a) Staithe.

1. The drainage ditch works have been completed and a bridge erected over the ditch by Harry Nudd, the Parish Council would like to thank him for this and the organisation of the works.
2. The grass seed will now be sown in the autumn when weather permits.

b) Community Hall

1. Disabled Toilets Handles have now been installed, the Parish Council would like to thank M Elliott for undertaking this work.

c) Recreation Ground - None

d) Chapel Pit

1. We have had three volunteers for the Conservation Group, David & Amanda Skinner, The Pine, Heath Road and Elisha Rothney, Pear Tree Cottage, Staithe Road. Clerk to write and thank them with an outline of what is involved.
2. The grant from Leader+ has been approved subject to signing the contract for £825.00 to install seats, picnic table and information board and cosmetic repairs.

It was suggested we write to the Methodist church and The Greyhound Inn for a contribution towards the repairs on the car park area. Clerk to respond.

Also the telephone box requires some attention. Clerk to investigate who is responsible.

DATE OF NEXT MEETING – Monday 18th June 2007 at 7.15 pm in the Community Hall
FUTURE DATES – Mondays 16th July & 3rd September

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

.....

Signature

.....

Dated

CONFIDENTIAL SESSION

1. Co-opting of three new councillors took place with 5 applicants for the three vacancies. A vote was taken and Mr Ian Watton, Mr R Cook and Mrs M Elliott were successful.
Clerk to write and thank the two unsuccessful candidates, Mr M Dougherty and Mr D Beales, and arrange the necessary paper work for the three co-opted councillors.
2. The letter to Hickling Hunnies, item 5r, was discussed and agreed for a letter be sent from the Parish Council voicing their concerns about the tone and nature of the telephone call to the Clerk. Also any costs relating to damage done to the heating box i.e. breaking the lock, will be invoiced to the Hunnies and could they please ask permission before any additional items are installed, i.e. the alarm on the double doors.

The Confidential Session wording for the 21st May 2007 was omitted from the printing for the minutes signed on the 18th June.

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 B Noye seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

Corrected Version as follows: See Minutes 16th July item 3a

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 B Noye seconded, such a motion. All were in approval. The Chairman thanked the parishioners for their attendance as they left the meeting.

1. Co-opting of three new councillors took place with 5 applicants for the three vacancies. A vote was taken and Mr Ian Watton, Mr R Cook and Mrs M Elliott were successful. Clerk to write and thank the two unsuccessful candidates, Mr M Dougherty and Mr D Beales, and arrange the necessary paper work for the three co-opted councillors.
2. The letter to Hickling Hunnies, item 5r, was discussed and agreed for a letter be sent from the Parish Council voicing their concerns about the tone and nature of the telephone call to the Clerk. Also any costs relating to damage done to the heating box i.e. breaking the lock, will be invoiced to the Hunnies and could they please ask permission before any additional items are installed, i.e. the alarm on the double doors.

.....
SIGNED

.....
DATED