

Chair: Sandra Clarke
Vice Chair: Angela Lambard

Parish Clerk: Stephen Williamson
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**MINUTES
OF
MEETINGS
2012-13**

1st MAY 2012 – Hickling Methodist Church

PRESENT AT THE MEETING

Councillors: S. Clarke (Chair), A. Lambard (Vice-Chair), P. Berrie, P. Deane, T. Ellis, D. Scott.
Mr. S. Williamson (Clerk) and 20 members of the public

The meeting commenced at 7.32 p.m

PUBLIC SECTION

The point was raised that the usual agenda did not pre-advise Parishioners of actual planning applications due to be discussed. Mr. Berrie confirmed that he did still hold a wet berth at the staithe, and the omission from declaration at a previous meeting had been an oversight for which apology was made. Concerns were also expressed in relation to costs and expenses plus Clerk's time, and a written reply was promised.

The meeting proper commenced at 7.41 p.m.

1: APOLOGIES FOR ABSENCE

Mr. Kris Scott owing to illness. Apology accepted unanimously. Apology was also noted from PCSO Jeanette Boardman of Norfolk Police.

2: DECLARATIONS

Mrs Clarke declared personal interest as her husband held a berth at the staithe. Mr. Berrie declared personal interest as holder of wet and dry berths, Mrs Deane made declaration as holder of a wet berth. Mr. Berrie stated intention to now withdraw any future declaration relating to allotments as he no longer held one.

3: MINUTES OF LAST MEETING

The only amendment was relating to Councillor Paul Rice now being on the Broads Authority. To accept the Minutes as a true and accurate record – Proposed: Mrs Ellis, Seconded: Mrs Scott. Vote: 3 For, 0 Against, 3 Abstentions (*Councillors Lambard, Berrie & Deane who were not present at said meeting.*) Carried.

4: MATTERS ARISING

The Clerk advised that the order for 120 jubilee commemoration mugs had been placed along with deposit paid, and that the mugs should be ready for collection during the coming week.

5:**PLANNING**

There were no new applications. Poplar Farm – approved. Hill Common an advance copy of new submission relating to access steps outside Watersedge. Mrs Scott reported that matters relating to 'Sunset' at the last meeting, had been discussed with the NNDC official dealing – the official had been on holiday at the time of the last meeting.

CORRESPONDENCE**6:**

The Clerk first formally announced that Mr. Paul Williams (Lib) had been successful in the District Council election. Mr. Williams introduced himself briefly. Police report - theft of heating oil and car parking problem in Heron Way. Other correspondence and information included, health & safety insurance requirements for forthcoming jubilee events, Hickling Barn community report which showed that over one thousand persons had used the centre in April, permission to erect a new Parish notice board, a highways inspection and minor changes in certain local bus services.

7:**VILLAGE REPORTS**

Jubilee Mugs: Mugs had been ordered for School, and Hunnies plus local children who attended other schools who resided in the village. There were a number of children at toddlers who did not reside in Hickling. The Chairman advised that she would pay for all non-resident toddlers to have a mug and Mr Berrie offered to share the cost.

Staithe: Mrs Deane informed that the plans had been submitted to the Broads Authority, that there were now 85 dry berth holders. Inclement weather had prevented further work being carried out. David Beales offered services at cost (£160) to dig out ditches. Thanks were also given to David Skinner who had offered advice on security. Weather permitting a Flymo cut should take place on one of the coming two weekends. Mrs Deane also thanked members of the community and Parish Councillors for their work on the staithe in March and who carried out warden duty during the Easter holidays. Thanks also to berth holders who had responded to recent circular and finally to Mr Romer-Lee for the kind donation. A new winch cable was being replaced due to fraying through misuse.

Landscaping Forum - Mrs Clarke thanked the ladies who had baked and contributed cakes for this forum, and also for donations in lieu of charge for refreshment , which had raised together with Mr Romer Lee's donation £105 towards planting.

Parish Surgery: Mrs Scott reported a request that dates of the 'Listen Here' Bus be placed within the newsletter and also on the website. Dogs on the playing field still caused concern, and Mrs Scott denied certain reports that the Parish Council had removed signs.

Chapel Pit/Post Office: No reports **Health & Safety:** Covered in other reports

Grass Cutting: The mower housing was still a problem mainly from the logistic point of view, quotes were still being obtained for cutting on as contract basis.

History Group: Mrs Deane advised that the Local Group had been revived and that a full account would be given at the forthcoming Annual Meeting. When the group closed two years ago much valuable and interesting material including artefacts and photographs were deposited with Norfolk Records Office but still in ownership of the Parish Council, Churchyard and material relating to the church had been returned to the vicar.

8:**PARISH INSURANCE 2012-13**

The Clerk had received a quote from Zurich for £340, which could be fixed of 3-5 years. Aon's quote for this year was over £600. Council voted to proceed with the new insurance (Suffolk Acre) and to accept the five year requirement on nil increase. Proposed: Mr Berrie, Seconded: Mrs Lambard. Vote: 6 For, 0 Against, 1 Abstention Mrs Scott (formerly employed by Zurich). Carried.

9: FINANCIAL MATTERS & PAYMENTS

The Clerk informed that the first half of the Precept for 2012-13 had been received and was included within the bank balances shown below. Payments due - Proposed: Mr. Berrie, Seconded: Mrs Clarke. All In Favour.

| To | Reason | Amount |
|------------------------|--------------------------------------------------------------|------------------|
| S. Williamson | salary for April 2012 | £318.50 |
| S. Williamson | Expenses for April 2012 (Allowance £13.00/Mileage £13.60) | £19.27 |
| | Less adjustment £7.33 (stationery overcharged February 2012) | |
| Methodist Hall | Hire fee this meeting | £12.00 |
| Gt. Yarmouth Potteries | Balance of cost of jubilee mugs - 120 @ £2.25 | £270.00 |
| David Skinner | Tree replacement | £28.80 |
| Royal Mail | 3 further months re-direction | £27.20 |
| Suffolk Acre Services | Parish Insurance 2012-2013 | £341.07 |
| TOTAL PAID | | £1,016.84 |

BANK BALANCES (as at 30th April 2012)

| | |
|----------------------------|------------|
| Community Account 60495689 | £7,515.63 |
| Staithe account 33717631 | £18,958.20 |
| Business saver 43164527 | £90,139.19 |

10 MEETINGS

The Clerk confirmed that the Annual Parish Meeting was scheduled to take place at Hickling Barn on 8th May commencing at 7.00 p.m. Next Parish Council Meeting will be held on Tuesday, 12th June 2012 (later due to bank holiday)

11 VILLAGE HALL

Mrs Clarke stated that nothing could currently be disclosed in public session

12 COUNCILLORS COMMENTS/FUTURE AGENDA

There were no notifications nor statements from either the NCC Councillor (Paul Rice) or NNDC Councillor (Ben Jarvis). In relation to an earlier query, the Clerk promised to ascertain if it was permissible to issue draft Minutes from the annual meeting prior to the year anniversary.

With the time at 8.32 p.m. this part of the meeting was formally closed. The Motion to invoke going to closed session was Proposed: Mrs Clarke, Seconded: Mrs Deane. All In Favour

IMPORTANT NOTE: The remaining items on the agenda were held in closed session with members of the public excluded under The Public Bodies (Admissions to Meetings) Act 1960. The Minutes of Item 14 will therefore NOT be published, nor made available to any member of the public in any form until legal proceedings have been concluded. The Council does undertake to publish this section of said Minutes as soon as practicable after conclusion of said proceedings.

This section of the meeting commenced at 8.58 p.m.

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PARISH CLERK/RFO APPOINTMENT

The formal appointment of Mr. S. Williamson as Parish Clerk & Responsible Financial Officer was confirmed – Proposed: Mrs Clarke, Seconded: Mrs Lambard. All In Favour.

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LEGAL MATTERS

THE MINUTE OF THIS SECTION OF THE MEETING IS WITHHELD PENDING THE CONCLUSION OF LEGAL PROCEEDINGS AND WILL BE MADE AVAILABLE IN THE MINUTE BOOK AND VIA THE PARISH COUNCIL WEBSITE WHEN PRACTICABLE – SEE ABOVE. THE FULL VERSION OF THE MINUTES WILL CARRY THE APPROVAL SIGNATURE OF THE CHAIRMAN IN THE USUAL WAY

Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy

Dated: