

Chair: Sandra Clarke

Vice Chair: Angela Lambard

Parish Clerk: Stephen Williamson

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**MINUTES
OF
MEETINGS
2012-13**

12th JUNE 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 17 members of the public

The meeting commenced at 7.15 p.m

PUBLIC SECTION

Within the public section the former Clerk asked about the boarding at the dyke, in response it was stated that this had come a little further than proposed and that a pipe had been installed for drainage, on why a ditch had been left shallow it was explained that this was for safety reasons. Mr. Williams (NNDC) informed that he had a full set of drawings relating to ditches on the boundary of the village.

The meeting proper commenced at 7.22 p.m.

1: APOLOGIES FOR ABSENCE

Councillor Mr. K. Scott absent owing to illness. Apology accepted unanimously. Apologies had also been received from NCC Councillor Mr. Rice, NNDC Councillor Mr. Jarvis and PCSO Jeanette Boardman

2: DECLARATIONS

Mrs Clarke declared personal interest as her husband was a berth holder at the staithe. Mr Berrie declared personal interest as a holder of wet and dry berths. Mrs Deane declared personal interest as holder of a wet berth. Mrs Lambard declared personal interest as being on the waiting list for a berth and also being a close neighbour to Hickling Barn.

3: MINUTES OF LAST MEETINGS

The Minutes of the Annual Parish Council meeting held on the 1st May had been prior circulated, no amendments were necessary. To accept as a true and accurate record – Proposed: Mrs Scott, Seconded: Mr. Berrie. All In Favour. The Minutes of the monthly meeting held on 1st May had also been prior circulated, no amendments were necessary. To accept as a true and accurate record – Proposed: Mrs Scott, Seconded: Mrs Deane. All In Favour. The Clerk informed that the Minutes for the Annual Parish Meeting had been drafted, but remained unchecked, also reports had to be copied and uploaded. The Draft Minutes should be available by the time of the next meeting and would be available to Parishioners in draft format pending acceptance in 2013.

4: MATTERS ARISING

The Clerk reminded Council they needed to confirm re-joining the NRCC for 2012-13, this formally agreed unanimously and subscription included on the payment list. The Clerk informed that the Parish Councillor were not entitled to the fixed 3 or 5 year premium with new insurers Suffolk Acre as the annual premium was less than £400. Suffolk Acre had apologised. Mrs Clarke confirmed that all the jubilee mugs had been distributed and informed that she had purchased 45 mugs personally, the cost to the village was for 97 mugs. Mrs Clarke stated that everyone had been very happy to receive the mugs and had been very complimentary.

5: PLANNING

The Clerk confirmed that the rejected proposals for Quaverhurst were to be followed by a new application and that the application for Plummers Farm Barn had been permitted subject to conditions.

There was one new application (PF/12/0590 – Land between Golden Gables & Harrow Weald) for the installation of an air source pump. Mrs Clarke stated this would be examined particularly from a noise point of view, a sound meter may be available if necessary. 29th June was closing date for any comments. Mrs Clarke advised that the planning application in the name of the Parish Council for works at Hickling Staithe was due to be heard on 22nd June, three concerns had been raised and responses made.

6: CORRESPONDENCE

A letter had been received from a former resident now in Northamptonshire thanking Mrs Deane for her work at the staithe. The Clerk then relayed information provided by Hickling Barn which centred on recent jubilee events including woodland tree planting, community picnic, water pageant, a traditional street party and the lighting of the official beacon at precisely 10.26 p.m on 4th June. It was pointed out that there had been no cost to the Parish and grateful thanks given for generous donations. On the general activity report it was noted that just under 1,200 members of the public had utilised the Barn facilities during May. In his absence the Clerk then read a note from NCC Councillor Mr. Rice informing of his upcoming 25 mile walk to raise money for Norfolk Air Ambulance, inviting anyone to join him for any part of the walk. The Clerk informed of an e-mail from a Ms Garlick which congratulated on the Barn and raised some suggestions, this had been passed on to the Charity. The Clerk had received notification from NALC concerning CiLCA he informed that he was more than willing to work towards the qualification, explaining that previous attempt had been curtailed owing to his father's illness and subsequent death. The Clerk then read a letter received from Victory Housing Trust in response to Council pointing out the lack of social housing in the village. The crime report sent in her absence by Jeanette Boardman notifying of two reported incidents in May and early June, one a criminal damage, the other an assault which had been detected and dealt with.

The Clerk then turned to letters received from NNDC relating to Code of Conduct complaints made against six of the Councillors by Mr. Barker and Mrs Slatter. The Clerk read both letters in full and informed that no further action was to be taken on either complaint. *Note: These letters do not form part of these Minutes but copies can be made available on request.*

7: HICKLING STAITHE

Mrs Ellis gave a full report concerning intended works to the staithe area, this dealt individually with both slipways with No. 1 being left at 10 ft wide and of concrete and at the same angle but to extend back a further two metres on instruction of Broads Authority. On Slipway 2 this would be widened by some 2 ft. The report went on to confirm that the entrance to the larger part of the staithe would be left open as at present, with some warden supervision. The entrance to the Pleasure Boat Inn side would have an unobtrusive barrier, not preventing pedestrian access, but to prevent recent intrusion of trailers from non berth holders. *Note: A copy of*

the full report will be retained within and as part of the Minute Book. Mrs Deane then gave a report concerning the digging out of the ditches and clearance of nettles by Councillors and volunteers. A drain pipe had been installed by the seating area to drain water away, and extensive cut had been undertaken. Mrs Deane gave the thanks on behalf of the Council to several persons who had assisted with the work. *Note: A copy of the full report will be retained within and as part of the Minute Book.* Attention then turned to removal of the old tyres, and resolution made to remove – Proposed: Mrs Ellis, Seconded: Mrs Scott. All In Favour. Lastly those present were informed that The Pleasure Boat Inn had offered to collect launching fees on behalf of the Council, it was believed that this action would be beneficial for both. To accept the offer – Proposed: Mr. Berrie, Seconded: Mrs Lambard. All In Favour. The Clerk was asked to purchase suitable receipt book and custom rubber stamp.

8: GROUNDS MAINTENANCE

Mrs Ellis informed that the whole situation about maintenance to amenity areas including footpaths and part of St. Mary's Churchyard had been thoroughly examined, including the future cost and maintenance of keeping the main mower. Council agreed that the smaller mower and strimmer should be retained. Mrs Ellis stated that three quotations had been obtained to carry out specific village work and that the best one was Garden Guardian. Resolution – to use a contractor (Garden Guardian) to carry out village work. Proposed: Mrs Ellis, Seconded: Mr. Berrie. All In Favour. A resolution was then made to sell the larger mower by means of a sealed bid process and advertisement within Eastern Daily Press and local notification on boards and local newsletters. Proposed: Mrs Ellis, Seconded: Mrs Lambard. All In Favour. Then Proposed: Mrs Clarke, Seconded: Mrs Lambard to agree a reserve price. All In Favour. *(Note the reserve price will not be disclosed until after the mower has been sold)* Further agreed to notify unsuccessful quotations and to thank volunteers, also to offer remaining fuel back to CPS Fuels, if the purchaser of the mower did not require it.

9: OTHER VILLAGE REPORTS

On the matter of improving the bus shelter, the quotation was for between £130 & £160. To accept – Proposed: Mrs Clarke, Seconded: Mrs Deane. All In Favour. There was no information to relay from recent Parish Surgery, thanks were given to Mrs Lambard who had compiled a brief tourist guide for notice board display. On the Revived History Group, Mrs Deane with assistance from Mr. Kemp informed that the Parish Council owned an archive of material most of which was being stored at Norfolk Records Office. Any persons wishing to assist or be part of the revived group were invited to come forward, the next scheduled meeting being 24th June. It was intended to submit a monthly report. Mrs Clarke thanked Mr. Kemp. The matter of the footpaths would be discussed at a future meeting.

10: PARISH ACCOUNTS 2011-2012

The Clerk (RFO) informed that the chosen internal auditor had been unable to furnish the accounts in time for this meeting and that a special meeting prior to 30th June would be required. Subject to checking with the auditor the date of Wednesday 27th June was nominated as being likely. Confirmation to follow.

11: FINANCIAL MATTERS & PAYMENTS

To pay the following accounts and invoices – Proposed: Mrs Scott, Seconded: Mrs Deane. All In Favour

MAIN PARISH ACCOUNT

To	Reason	Amount
S. Williamson	Salary for May 2012	£318.50
S. Williamson	Expenses for May 2012	£38.60

Mileage 64 miles @ 40p (£25.60)/Allowance (£13.00)

Methodist Hall	Re June Meeting	£12.00
Broads (2006) I D B	Agricultural drainage rates to March 2013	£31.65
Martyn Scott Engineering	Replacement Winch cable	£27.59
	(VAT Element - £4.60)	
Norfolk RCC	Subscription 2012-13	£25.00
	(Subject to PC approval)	
Mrs. S. Clarke	Refund Cost of Toner Cartridge	£79.08
	(VAT element – £13.18)	
TOTAL		£532.42
STAITHE ACCOUNT		
Mrs P. Deane	Refund costs: Topsoil £12.60 / Unleaded Petrol £14.96 / Drainage Pipe £32.32 / Wood stakes & marine ply backing £61.33 / Wood Preserving Fluid £12.00 / Ditch work £10.00	£143.21
	(Total VAT Content £19.71)	
FPS (David Beales)	Staithe ditch work (Payment on account)	£144.00
	(VAT element £24.00)	
TOTAL		£287.21

BANK BALANCES (as at 8th June 2012)

Community Account	60495689	£6,576.23
Staithe Account	33717631	£23,509.19
Business Saver	43164527	£90,193.19

12: VILLAGE HALL

Mrs Clarke informed that there was nothing that could be discussed or disclosed within this section.

13: COUNCILLORS COMMENTS/FUTURE AGENDA

The Clerk informed that the next scheduled meeting was set for Tuesday 3rd July 2012 (7.15 p.m.), that the confirmation of date and time for the special meeting would be made available in the usual way, and that the Parish Council were not scheduled to meet in the month of August. The next Parish Surgery dates were confirmed as being 21st June and 19th July.

With the time at 8.50 p.m. this part of the meeting was formally closed. The Motion to invoke going to closed session was Proposed: Mrs Scott, Seconded: Mrs Deane. All In Favour

14 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: