



Chair: Sandra Clarke

Vice Chair: Angela Lambard

Parish Clerk: Stephen Williamson

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**MINUTES
OF
MEETINGS
2012-13**

6th NOVEMBER 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 14 members of the public

The meeting commenced at 7.16 p.m

1: APOLOGIES FOR ABSENCE

Councillor K. Scott (Approved leave of absence). Apologies also received from District Councillor Mr. Williams and PCSO J. Boardman (Norfolk Police)

2: DECLARATIONS

The Clerk first informed that wording on the declaration forms had been changed to read 'pecuniary' and non-pecuniary'. Mrs Clarke declared personal interest in the staithe as her husband was a wet berth holder. Mr Berrie declared personal interest in the staithe as holder of wet and dry berths. Mrs Lambard declared personal interest in the staithe as she was on the waiting list and further declared personal interest in matters relating to Hickling Barn as she was a close neighbour. Forms were duly signed. Within this section the Clerk, following advice from NALC, explained an oversight by central government which technically meant that Councillors would be unable to set a budget for 2013-14 as this could be considered a pecuniary interest. To alleviate the problem a special dispensation form was signed by all Councillors present (Mr. Scott's form would be signed later). In addition Councillors Clarke, Berrie, Deane, & Lambard also signed identical forms relating to being berth holders or on the waiting list for same. Signed forms were returned to the Clerk for safe keeping.

3: MINUTES OF LAST MEETING

The Minutes for the meetings held on 2nd October had been prior circulated. (1) Finance Committee: To accept Minutes as being a true and accurate record – Proposed: Mr. Berrie, Seconded: Mrs Clarke. Approved (*Note the Clerk does not vote but agreed Minutes were accurate*). (2) Main Meeting: To accept Minutes as being a true and accurate record – Proposed: Mrs Scott, Seconded: Mrs Lambard. All In Favour. Both sets of Minutes were then duly signed by the Chair.

4: MATTERS ARISING

The only matter noted was that Mrs Clarke was continuing work on the accounts and spreadsheets.

5: PLANNING

There were no new applications, and no updates on past matters.

6: CORRESPONDENCE

Letter from NCC re imminent road works on Sea Palling Road. PCSO Boardman - crime update, noting only two crimes between 3rd October and 6th November, one for a theft, the other for burglary (other than a dwelling), both were being investigated. Note from David Skinner informing that Methodist Hall would have no electricity on morning of 15th November. Letter re change of NCC Highway Engineer looking after Hickling area, as well as improvements to on-line reporting. Notification of the forthcoming polling day for Police & Crime Commissioner (15 November, Hickling Barn). New opening times for NNDC Cromer: 8.30 a.m. to 5.00 p.m. Mondays, Tuesdays, Thursdays /8.30 a.m. to 4.30 p.m. Fridays/10 a.m. to 5.00 p.m. Wednesdays. NCC Flexibus serving North Walsham and surrounding villages. Electric blanket safety testing at Great Yarmouth Library on Friday 9th November, also available at fire stations. New 111 medical help line being slowly introduced. Letters from Brown & Co. relating to a permissive path off Town Street, and allotment rent increase from October 2013. On this matter Mrs Clarke informed that HPC paid £63 per acre for allotments. The proposed increase from Brown & Col suggested an increase to £265 per acre staggered over next six years. Mrs Ellis to follow up.

7: HICKLING STAITHE

Mrs Deane informed that letters had gone to berth holders about commencement of work on slipways. However there had been a delay due to the rising water levels. Trees had been pruned, and a thank you letter would be sent to Mr. Morris. Proposals for a Winter Fishing Permit at £45 lasting from October to March working well. Mrs Clarke then thanked Mrs Deane for her work as temporary warden, this had already shown income around £800 in fees

Mrs Clarke also took this opportunity to inform that the scheduled meeting for December would NOT take place, and that all cheques would be prepared that evening, but not issued until invoices received. An emergency meeting could of course be called at short notice if anything critical arose.

8: OTHER VILLAGE REPORTS

Chapel Pit: Bus shelter completed, lifebelt sign erected. There was discussion on moving the bottle banks, re-varnishing notice boards, and the bench near the bus stop.

Parish Surgery: One comment re car park.

Footpath Survey: Ongoing but hampered by weather

Health & Safety: Nothing to report

Allotments: two applications to date

9: TRAINING

It was agreed to fund half of the cost of Clerk's CiLCA training costs with Reedham. . Mrs Clarke then formally Proposed Mrs Clarke seconded: Mr Berrie. All In Favour.

10: FINANCIAL MATTERS & PAYMENTS

Mrs Clarke highlighted that the payment (below) for Ruth Murray was a deposit for graphic design work on signage. Mrs Lambard abstained from voting on payments as her husband had completed work on Chapel Pit, only materials charged no direct payment. Mrs Clarke reported that following a conversation with NALC, she

regretted that the regular Section 137 payments to Dial-a-Ride, Hickling Newsletter and Citizens Advice Bureau would be at least suspended until the new year and may have to be cancelled due to litigation. Mrs Clarke also highlighted a letter from a Trustee of The Barn to Mazars (National Audit) which ran to some 32 pages, mentioning high cost of certain items over (council year) 2011-12 relating to Clerk's salary and legal fees. Following a discussion, Mazars agreed to wait until the results of the litigation, but that the 2011/12 accounts would not be signed off. The cost of this complaint to date was 2 hours partner time at £260 per hour plus VAT and would rise.

Council then approved unanimously (subject to Abstention noted above) to the following payments:

PARISH CURRENT ACCOUNT

To	Reason	Amount
Mr. S. Williamson	Salary for October 2012	£318.50
Mr. S. Williamson	Expenses & Allowance for October 2012 (Allowance = £13.00/Expenses = 66 miles @40p)	£39.40
Mr S. Lambard	Reimburse materials for Chapel Pit	£92.68
Hickling Methodist	Room Hire for this meeting	£12.00
NALC	Half Cost of CiLCA training/registration (shared Reedham PC)	£172.50
Garden Guardian	Payment for Grounds Maintenance during 2012	£1,632.00
Hickling St.Mary's Church	Contribution for church yard	£325.00
Ward Gethin	Legal Fees	£5,880.00
TOTAL CURRENT ACCOUNT		£8,472.08

POST-DATED (30 November 2012) CHEQUES (CURRENT ACCOUNT)

Mr. S. Williamson	Salary for November 2012	£318.50
Mr. S. Williamson	Expenses & Allowance for November 2012 (Allowance = £13.00/Expenses = 32 miles @40p)	£25.80
TOTAL POST DATED		£344.30

PARISH STAITHE ACCOUNT

Mrs P. Deane	Refund cost of printing cartridge used for Staithe mailings	£16.00
Chris Birks	Archaeological Fee	£594.00
G & H Services	Slipway repairs/refurbish	£11,268.00
Felthorpe Forest Nursery	Hedging	£134.23
Ruth Murray	Deposit Graphics/Signage	£200.00
Machine Mart	Winches	£236.51
British Wildflower Plants	Planting, ditches	£100.00

TOTAL STAITHE ACCOUNT**£12,548.74****BANK BALANCES**

Community Account	60495689	£10,264.08
Staithe Account	33717631	£12,905.18
Base Rate Reward	13007367	£93,000.00

11**VILLAGE HALL**

Mrs Clarke informed that both parties had agreed to professional mediation. However the Charity had been asked for further information on their finances before mediation could take place.

12**COUNCILLORS COMMENTS/FUTURE AGENDA ITEMS**

It was agreed to revert to Parish Council meetings being held on the first Monday of the month for 2013. Date of next meeting Monday, 7th January 2013.

County Councillor Paul Rice informed about Marine Conservation Zones. He reported that Natural England planned to bring in restrictions at Blakeney which meant that no one would be able to visit these areas due to conservation zone. NNDC had voted against this proposal, together with the National Trust.

With the time at 8.19 p.m. the meeting was suspended to allow members of the public to address Council

PUBLIC SECTION

Parishioner enquired about professional mediation with regard to the litigation and it was confirmed that if agreement was reached it would be legally binding.

At this point it will be resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude members of the public from the final item on this agenda. Proposed: Mrs Scott, Seconded: Mrs Lambard. All In Favour.

With the time at 8.27 p.m. this part of the meeting was formally closed.

The 'in camera' part of the meeting commenced at 8.48 p.m.

13**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.

With the time at 9.17 p.m. the meeting was closed

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: