Present: Councillors of Hockwold cum Wilton Parish Council

 Mrs. P Raburn (Chairman)

Ms. R. Johns (Vice-Chairman), Mrs. L. Arbour, Mr. T. Gossage, Mrs. L. Randall,

Mrs. T. Sismey, Mrs. S. Southwell, Mrs. I. Sullivan, Mr. S. Turner.

Parish Clerk Mrs. L. Fothergill.

 Squadron Leader Neild – RAF Lakenheath

 Borough Councillor Mr. Martin Storey

 Apologies: PCSO Esther Bortz.

1. **Minutes:**
	1. Minutes from Hockwold cum Wilton Parish Council meeting held on Tuesday 9th February 2016 approved by all and signed by Chairman. Proposed by Cllr. Johns, seconded by Cllr. Randall.
2. **Minutes:**
	1. Minutes from Hockwold cum Wilton Parish Council extra-ordinary meeting held on Tuesday 23rd February 2016 approved by all and signed by Chairman. Proposed by Cllr. Randall, seconded by Cllr. Southwell.

1. **Matters Arising and Correspondence:**
	1. RAF Lakenheath: Noted that there is an increase in flight activity at the moment, plans for 1000 sorties in March.
	2. NALC & CAN Update: all Councillors have received all updates, noted that the NALC Spring Conference is on 28th April in Great Yarmouth. Councillors that wish to attend to contact clerk. Noted that events and funding news has gone onto website. Cllr. Sismey asked that the clerk look into the Active Norfolk presentation, the Youth Bus, and whether a use of defibrillator course could be extended to Yr6 at Iceni Academy Hockwold as there will be a defib unit in the village soon.
	3. Police: all Councillors have received all updates, and update from PCSO Esther Bortz read out. This will be posted on the website and sent to all councillors. Noted that there is nothing on Police Connect site regarding Hockwold and local crimes. Clerk to address this with PSCO Esther Bortz.
	4. Village Sign contractors: Clerk has contacted several builders regarding the rebuilding of the plinth for the new village sign, only one quote so far, but noted that the entire plinth will have to be rebuilt.
	5. Village Sign unveiling: sign will be ready for the first weekend in June, councillors have been asked to think about if they would like to have an unveiling / celebration to tie in the Queen’s 90th birthday weekend in June (not April as previously discussed). This will go on to the April agenda.
	6. Dog waste bins: noted that several sites are now under consideration, this will be discussed further and decided at the Annual Parish Meeting.
	7. Traffic Survey: Noted that there has been traffic survey lines across Nursery Lane earlier in the month. These are now gone.
	8. Point of contact for enquiries: Chairman asked councillors for their permission to put their telephone numbers on the village notice board and in the Hockwold Village Magazine so that parishioners know who to contact to raise issues. Noted that parishioners do have an open forum at the start of every Parish Council meeting where issues can be raised and that councillors contact details are listed on the website. All agreed to having phone numbers in the magazine and on the noticeboard except Cllrs. Gossage and Turner.
	9. Extra £50 for debrillator: letter from David Sismey read aloud, requesting an extra £50 to cover the cost of the case for the machine. Noted that training is also included in the overall cost. Parish Clerk reported that cost would now be £1698, but 20% would be able to be claimed back from VAT. All agreed, proposed by Cllr. Randall, seconded by Cllr. Arbour. Noted that Cllr. Sismey did not vote as it is a conflict of interest.
2. **Planning:**
	1. Amendments to planning application for construction of 3 dwellings at The Old Stack Yard, South St, Hockwold, Ref. no: 15/01472/F: councillors had no comments regarding the changes, but noted that they did support initial plans.
	2. Permissions / refusals:
		1. Planning application current for felling of Beech tree at Hockwold Hall that has a Tree Protection Order – no paperwork at present.
		2. 15/01600/LDE, application for lawful development certificate for existing use of land for caravan for permanent residential use at Red Barn, Cowles Drove, deemed lawful 15 Feb 2016.
	3. Consultation regarding NCC Local List for Validation of Planning Applications: link to be sent to all councillors.
	4. Report back from planning meeting of 29 February 2016 from Cllr. Johns and Parish Clerk: noted that due to the 5year land supply there will be a lot of planning coming through. Noted that as from 1st June 2016 plans will only be available electronically. Noted that although plans always give deadlines for comments any comments received after this time will be taken into consideration providing that they are in before the decision is made. Powerpoint notes from this meeting have been distributed to all councillors for information.

1. **Bills of Accounts:**

Rebecca Johns

* Mileage 50 miles@60p per mile £ 30.00

(planning meeting)

K&M Lighting Services (Feb) £ 70.55

Mrs. L. Fothergill

* wages £404.25
* Website updates

=3hrs @ £11.54 £ 34.62

* Mileage- 50 miles@ 60p per mile £ 30.00

(finance course)

Mr. R. Waple – bus shelter cleaning £ 22.50

Dog Waste Bin emptying £241.29

Village hall hire £ 80.00

E-On – Direct Debit – Street Lighting (Feb) £140.24

**Total Payments £ 1053.45**

* 1. Accounts as above agreed by all, proposed by Cllr. Sismey, seconded by Cllr. Randall.
	2. Wheelers Internal Audit: all agreed to use them for internal audit for 2015/16, proposed by CLLR. Sismey, seconded by Cllr. Southwell.

1. **Any Other Business**
	1. Letter from Hockwold Village Hall read out requesting that the Parish Council fix the pothole in the Village Hall entrance. Clerk to check exact location as if it is not on pavement it will not be Highways. Clerk to contact Village Hall.
	2. Clerk’s letter of resignation read out by Chairman. Post to be advertised asap, and to be filled by May meeting.
	3. Cllr. Johns noted that the fuel expenses reimbursement was very high at 60p per mile, and requested that this be on the agenda for April to discuss.
2. **Next Meeting**
	1. 12th April 2016 at 7.30pm at the Village Hall, Main Street, Hockwold.

Distribution:

One copy to each Councillor. Copies to Mr M Storey Norfolk County Councillor, Mr M Peake & Mr A Lawrence District Councillors, Downham Market Police, RAF Lakenheath, two copies for display within the village (available at the Village Club and at the Post Office) and one copy for the web-site.