Present: Councillors of Hockwold cum Wilton Parish Council

 Mrs. P Raburn (Chairman)

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

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

Parish Clerks Mrs. L. Fothergill and Ms H. Cox

Norfolk County Councillor Mr M Storey

 Squadron Leader Neild – RAF Lakenheath.

 2 members of the public

**Open Forum:**

1. **Election of Parish Chair and Vice Chair:**
	1. Cllr. Raburn asked for nominations for the Chairman and Vice Chairman of the Hockwold cum Wilton Parish Council for the next year. Cllr Sismey proposed Cllr. Raburn should continue as Chair, and Cllr. Johns should continue as Vice Chair, seconded by Cllr. Arbour. All Councillors present agreed. Both signed the Declaration of Acceptance of Office.
2. **Minutes:**
	1. Minutes from Hockwold cum Wilton Parish Council meeting held on Tuesday 12th April 2016 approved by all and signed by Chairman. Proposed by Cllr. Johns, seconded by Cllr. Arbour, all agreed.
3. **Agreement of dates for the ordinary meetings 2016-2017:**
	1. Proposed by Cllr. Arbour, seconded by Cllr. Sismey. Agreed by all Councillors present.

1. **Matters Arising and Correspondence:**
	1. RAF Lakenheath: noted that the number of flights will decrease into summer. The arrival of the F22s has attracted a lot of attention, as well as, increase in flight noise. There has been an increase number of spotters, so be extra vigilant on roads near base/ Wangford area. It was announced that the American 4th of July celebrations at Feltwell Base will NOT be taking place this year and for the foreseeable future. It was reported by Cllr. Southwell issues with low flying aircraft and its negative impact on livestock in the area. Squadron Leader Neild suspects this is with F22 overfly and that he will pass on concerns. Chairman Rayburn will forward the numbers to relevant offices on base for any further problems. It was reported there is an increased problem with the dogs of US servicemen in the Lakenheath area. In particular, there are two large dogs that have been reported running loose on four different occasions’ and on one occasion resulted in the death of livestock. In addition to this it is reported of animal day-cares running with as many as 10 dogs in one house. Chairman Rayburn is to pass on the number of Steph Robbins for future issues to the clerk and to other councillors. Squadron Leader Neild has given his apologies for the next meeting.
	2. NALC & CAN Update: all Councillors have received all updates, no queries.
	3. Police: all Councillors have received all updates, no queries.
	4. Insurance -Zurich: Insurance increase for the 2016-2017 year from £714.21 to £730.23 was reported. No objections. Proposed by Cllr. Johns seconded by Cllr. Southwell, approved by all.
	5. Dog waste bins: noted that the sites on Kemps Lane and Mill Lane are now installed. It has been reported that the Mill Lane dog waste bin has been taken down and moved without permission, Chairman Rayburn has informed that it must be put back as it will NOT be emptied in its current location as it is not licensed for that location. Cllr. Southwell has said she will return the bin to its original location. Cllr. Raburn to put notice in village magazine that bins must not be moved, and clerk to put this on facebook site also.
	6. Village sign plinth contractors: clerk reported that contractor Mr. G. Mead will be starting work on the plinth this week and that it will be in by the end of May. A new plaque to be created / ordered by clerk for sign unveiling.
	7. Village Sign unveiling/ Queen’s 90th Birthday Celebrations: Friday 10th June in the afternoon. A subcommittee has been formed to cement final plans. Subcommittee includes Cllr. Sismey, Cllr. Johns and Cllr. Sullivan. Clerk to liaise with sub- committee and local school for involvement with this.
	8. SAM2 units and funding: clerk informed council that the signs should arrive in mid-June. The risk assessment has been seen by council and agreed upon by all. Proposed by Chairman Rayburn and seconded by Cllr. Southwell. Noted that a rota has been established for moving of signs and charging / changing of batteries and that this will need to be filled in once the sign is delivered. Clerk to liaise with Westcotec about delivery date and training – hoping that this is to be at the next meeting. Noted that hi vis and a step ladder need to be purchased for the sign installation and moving – clerk to do this.
	9. Norfolk Trading Standards correspondence: All councillors have received correspondence, no issues raised.
	10. Access from Cowles Drove to the river: Cllr Sismey declared interest. Noted that Cllr Randall spoke to resident Gerald Harrison about the lack of signage on the public byway. He has requested a sign be placed to make it obvious it’s a public byway. Also noted that the council received a letter from Jack Walters Chairman of the Trustees Hockwold Washrights Owners with queries about access for any members of the public and their vehicles, whom might be responsible for upkeep on said byway and who owns the track? Several inquiries have been made by Chairman Rayburn to the Norfolk County Council. She has informed the councillors that the track is owned by Norfolk County Council. Its maintenance is Norfolk County Council’s responsibility and that a new sign noting its classification as a byway will be erected in the future, but no date given. All further requests for clarification of ownership should go to the Land Registry office at the Norfolk County Council. The Clerk has been instructed to send a letter to Jack Walters Chairman of the Trustees Hockwold Washrights Owners explaining this.
	11. Training for new clerk and Councillors: NorfolkALC has sent invitation to the Parish Council to attend a Parish Paths Seminar covering the rights of way network and associated routes. Cllr Southwell and Cllr. Sismey expressed interest in attending. Clerk to complete and return booking form and let councillors know details. New clerk 2-day course being held on June 21st and June 28th at a cost of £55. 00. Proposed by Cllr. Rayburn seconded by Cllr. Johns. Agreed upon by all for clerk to attend. Clerk to book this.
2. **Planning:**

a. Noted that Parish Council has received a letter stating that the application for residential planning development has been withdrawn. No reason given.

b. Ref no: 16/00776/F, Mr. Kevin Annison, variation of condition 6 of planning permission 13/01071/O to omit requirement to reinstate/raise footway after opening has been blocked off by wall or fence at 12A Main Street, Hockwold, IP26 4LH: no comments from councillors.

c. Permissions/Refusals/withdrawals:

* + 1. Single storey rear extension which extends beyond the rear wall by 5 metres and a height of 2.29 metres to the eaves36 St Peters Walk Hockwold cum Wilton, Ref. No. 16/00602/PAGPD approved 27/04/16
		2. Boundary Close Hockwold cum Wilton, Norfolk, residential development, Ref. No.16/00433/O – application withdrawn 30/03/16

d. 5 year supply of housing sites across Borough: noted that notification of this has been received.

1. **Bill of Accounts**

**Payments:**

10.05.16

K&M Lighting Services (April) £ 70.55

Mrs. L. Fothergill

wages £404.25

Microsoft Office payment £ 39.95

Jubilee clips for dig waste bins £ 16.84

Mileage for internal audit

Hockwold – Wisbech return x 2

= 60p x 120 miles £ 72.00

Mr. R. Waple – bus shelter cleaning £ 22.50

Hilary Cox – Parish Clerk training

6hrs @ £5.77 £ 34.62

E-On – Direct Debit – Street Lighting (May) £145.08

Glasdon – dog waste bins £ 207.64

Westcotech – SAM2 sign £3946.80

Zurich Insurance £ 730.23

Wheelers – Internal Audit £ 300.00

**Total Payments £5990.46**

Income:

13.04.16

Parish Precept £13900.00

Council Tax Support Grant £ 614.00

21.04.16

VAT Repayment £ 685.51

Total Income **£ 15885.02**

1. Accounts as above agreed by all, proposed by Cllr. Randall, seconded by Cllr. Sismey.
2. Internal audit 2015-2016 report: Proposed by Cllr. Arbour seconded by Cllr. Sismey. Agreed by all. Also dates for exercise of elector’s rights agreed by all, proposed by Cllr. Arbour seconded by Cllr. Sismey, clerk to advertise this on website and on noticeboard.
3. Donations:
	* 1. Hockwold Playing Field £500
		2. Hockwold Village Hall £500
		3. St. James Parochial Church Council £500
		4. RBL Poppy Appeal £35
		5. Parish Council Sub-Committee (for the Queens 90th Birthday Celebration) £150

Donations as above agreed by all, Proposed by Cllr. Arbour and seconded by Cllr. Sismey.

1. Change of bank contact details: noted that this will now be the new clerk, Ms. H. Cox, bank change of address form signed and clerk to take into bank.
2. Fuel reimbursement costs: Noted that the current reimbursement be changed from 60p per mile to the government standard of 45p per mile. Proposed by Cllr. Randall and seconded by Cllr. Johns. All agreed.

1. **Any Other Business**
	1. Goodbye to Parish Clerk Laura Fothergill with gratitude for her tireless work updating Parish matters and flowers were given.
	2. The new owners of Hockwold Hall have sent a letter introducing themselves and asking if they could come to Parish Meeting to discuss the changes they propose to make. After discussion the council have decided that it would be better if Hockwold Hall held an open night for parishioners and that representatives from the Parish Council will attend. The Clerk is to send a letter detailing outcome to Hockwold.
	3. 95 Main Street, Dips in the road and effects on Mr. Enefers wall. The Clerk has informed the Parish council of the correspondence between herself and Mr Enefer. The Clerk has informed both Mr Enefer and the Highways department of the issues. The councillors have said there is nothing more the Parish Council can do and the Clerk has been instructed to pass on the Highways contact information to Mr Enefer.
	4. Noted that information has been received regarding silca removal in Norfolk / Norfolk Minerals.
	5. Noted that all councillors have been sent email regarding Furture of Parish Sector and are asked to complete the online survey.
	6. Cllr. Randall reported that she has been asked by a parishioner how they might volunteer to pick up litter in the village. Chairman Rayburn said to collect contact information for when we are ready to organise a village clean up.
	7. Cllr. Sullivan noted that irresponsible parking had blocked emergency vehicles from moving freely through the village Main Street. This is a major concern for everyone as it slowed the emergency response considerably while parked cars were moved. It was decided to place notice of request to park considerately on Parish Councils Facebook page and website.
	8. Pot hole: Cllr. Arbour reported the grate on Station Rd has developed a substantial dip, clerk to report this to Highways.
	9. Hedgerows: Cllrs. Sismey and Arbour noted that the hedgerows are looking very unkempt along Station Rd as you come into the village from Feltwell, clerk to inform Highways.
	10. Cllr. Johns noted that the recent Police Commissioner elections were not well advertised nor was much information given door to door. Clerk noted that the elections were advertised on the village noticeboard / Post Office / Website. Borough Cllr. Storey noted concerns on lack of info.
	11. Noted that there is scaffolding on playing field, but Cllrs. Gossage and Raburn both noted that the playing field is not a Parish Council concern, Cllr. Raburn to remind all of this in village magazine and clerk to place on facebook.
	12. Cllr. Sismey enquired whether Mr. Waple who cleans the bus shelter could be on the rota for the SAM2 signage – clerk noted he would have to be paid and trained to do so.
	13. Clerk noted that Norfolk County Councillor Mr M Storey felt Parish Councillors should have an acknowledgment of service of some sort. Giving example of Mr Denny’s 50 years of voluntary service to local government. It was decided to put this on the next agenda.
2. **Next Meeting**
	1. 14th June 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.