

**Minutes of the Annual Meeting of Hillington Parish Council held on Monday 23 September 2019, 7.30pm in the Ffolkes, Hillington.**

**Present:** Chairman Graham Rogerson, Cllrs T Kivlin and B Wallace

**In Attendance:** The Clerk, 5 members of the public

**1. To appoint a Council Chairman**

***Resolved to appoint Graham Rogerson as Chairman.***

Declaration of Acceptance was signed.

The Chairman paid tribute to Cllr Hill's long service as Council Chairman and asked that appreciation of her service be recorded in the minutes.

**2. Apologies for absence and approval of reasons for absence.**

Cllrs Worsley and Hill.

**3. Declarations of Interest.**

**3.1 To receive members declarations of interest in any of the items on the agenda.**

None.

**3.2 To receive and consider any written requests for dispensation for disclosable interests.**

None.

**4. Ward Members' Reports**

**4.1 KL&WN Borough Council:** Cllr. James Moriarty reported that plans for two new 50+ seating cinema screens on the first floor of the Corn Exchange would go ahead. Lorraine Gore had been appointed as the new Chief Executive at the Council. An independent Chairman would shortly be appointed to the inquiry panel to investigate the financing of the KLIC building.

**4.2 Norfolk County Council:** Cllr. Stuart Dark had sent his apologies.

**5. *Resolved to approve that the minutes of the Meeting of the Council held on 23 July 2019 be signed as a true and accurate record of the meeting.***

**6. Matters arising from the Minutes – For information only**

None.

**7. Public Forum:** *The meeting was adjourned to allow a period, not exceeding 15 minutes, for public participation*

The Council heard complaints from residents regarding the smoking outside the entrance to the Hospice and the mess caused by cigarette butts. The resident had already contacted Environmental Health at the Borough Council. The Council would write to advise the Hospice that the no smoking onsite policy was still a nuisance to residents.

Concerns were also raised about the speed of traffic in Wheatfields, the Chairman said that he would see if the new Community Speed Watch could monitor.

**8. Finance**

**8.1 *Resolved to note receipts and approve payments due.***

The Clerk said an application to reclaim the VAT paid would be submitted and confirmed that the grant for the SAM2 sign had been paid into the Council's account.

Date.....Signed.....

Minutes approved and signed as a true and accurate record of the meeting

100446	Westcotec - SAM2 unit	4267.20	711.2
100447	P. J Sewell Clerk Salary (August/September)	350.08	0
"	PJ Sewell Expenses	20.45	1.47
100448	Norfolk Parish Training and Support	48.00	0
100449	St Mary's Church Hillington - Churchyard	950.00	0

## 8.2 To receive Financial Report April-June 2019

***Resolved to receive and approve Financial Report April-June 2019***

## 8.3 To set up Budget 2020/2021 Working Group–

***Resolved to set up a working group to plan for the Budget 2020/21***

The Clerk would organise a time when the new Clerk could be present.

## 8.4 To appoint an internal auditor 2019/2020

The Chairman thanked Mr Clive Dodds who had carried out the Internal Audit for 2019-20 at no cost to the Council.

***Resolved to appoint Mr Dodds as internal auditor for 2019/20***

## 9. Planning

### 9.1 To consider any further applications received after compilation of this agenda.

There were no plans.

Cllrs Rogerson and Kivlin would attend the Parish Council briefing on 25 September at King's Lynn Town Hall.

## 10. Highway Matters

### 10.1 Community Speed Watch

The Chairman said that he had contacted all the volunteers and would sort out dates for training. The Police had identified sites where it was safe to stand on both the A148 and Station Road.

### 10.2 Speed Activated Mobile signs partnership with Flitcham

Council noted that Cllrs Rogerson and Kivlin had attended the training session and collected the unit and batteries. The Clerk would add the item to the insurance policy with immediate effect.

***Resolved to retain the unit for 4 weeks then swap with Flitcham***

The Clerk would complete the risk assessment but in essence the unit would require two trained people to install in Hi- Viz, step ladder to be used to safely install the unit. The Chairman had also purchased padlocks to secure it to the posts

### 10.3 Highway fault reports

The Chairman reported that the 30mph flashing sign had been repaired. The Clerk said she had reported the water leak on the A148 to Anglian Water.

## 11. Community Events

### 11.1 Bulb Planting – Saturday 19 October

The Council noted that posters had been given to Cllr Kivlin, an A3 poster was on the noticeboard at the petrol station. Cllr Worsley would order and collect bulbs. The Council reviewed the Risk Assessment, a first aid kit would be provided by Team J Medical Services.

### 11.2 Christmas Party and Quiz – Tuesday 10 December

The Chairman said that information would go in the Newsletter. The party would as usual be between 5.00pm and 7.00pm with the Quiz starting at 7.30pm.

### 11.3 Autumn Newsletter Content

Date.....Signed.....

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The Clerk had purchased paper, the Chairman who would print and distribute the Newsletter. Items would include: Bulb planting, Xmas Party and Quiz, Parking on footpaths, New Clerk contact details, Speed Watch and SAM2 unit. The Chairman said that he would also check the date of the Church Carol Service.

## **12. Parish Clerk appointment**

***Resolved to confirm appointment of Caroline Boyden as the new Parish Clerk.***

Ms Boyden would start officially on 1 October; the Clerk would make arrangement for a handover briefing and from 14 October Ms Boyden would be the contact. Mrs Sewell would be available for support up until the November meeting. The Chairman thanked Mrs Sewell for her support over the past two years.

## **13. Correspondence - For information only**

**Resident complaint about speeding and A148 road surface:** The Clerk had informed the resident about the speeding initiatives. The road resurfacing was a County Council matter and the Parish Council had already made a request to Norfolk County Council and notified County Councillor Dark.

**Norfolk ALC:** Council noted that a panel was to be set up to look into how Councils could support Community Wellbeing.

**Parish Paths Seminar 28 October:** The Chairman said he would check his diary to see if he could attend.

**RAF Benevolent Fund:** The Chairman said he would include details of the fund in the Newsletter.

**The next meeting would take place on Tuesday 26 November at 7.30pm**

Date.....Signed.....

Minutes approved and signed as a true and accurate record of the meeting