

## **HOCKWOLD-CUM-WILTON PARISH COUNCIL**

Minutes of the Parish Council meeting held in the Village Hall, Main Street, Hockwold  
on Tuesday 12<sup>th</sup> September 2023 at 7.30pm

Councillors of Hockwold cum Wilton Parish Council

Present: Cllr Randall, Cllr Royal, Cllr Morgan, Cllr Johns, Cllr Sullivan, Cllr Green, Cllr Williams

Hilary R Cox, Clerk

Martin Storey, Borough and NCC Councils

Two members of the public

### **15 minute open forum**

No requests to speak.

*Members of the Press and Public are invited to voice their comments and concerns in the Open Forum. However, the law does not permit members of the public and press to take part in the debates. Hilary R Cox, Parish Clerk & RFO*

**250. To receive and approve apologies for absence.** Apologies received from Cllr Sismey.

**251. To receive any declarations of interest from Members & consider requests for dispensation**

NONE

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Hockwold cum Wilton Parish Council Code of Conduct for Members and by the Localism Act 2011.*

**252. To approve minutes of the Council meeting held 18<sup>th</sup> July 2023.** Proposed to approve minutes by Cllr Johns. Seconded by Cllr Royal. RESOLVED.

a. **To approve minutes of the EXORD Council meeting held 8<sup>th</sup> August 2023.** Proposed to approve minutes by Cllr Randall. Seconded by Cllr Green. RESOLVED.

### **253. Reports from:**

- a. RAF Lakenheath- apologies given by Squadron Leader Geary, no report submitted.
- b. Norfolk County Council & Borough WNKL Council, Cllr Martin Storey – NCC final round of LED upgrades to the streetlights will be happening over the next 12 months. This will support the “low energy” initiative. Only one school to date has been identified as having the potentially dangerous concrete. Cllr Storey noted that academies are responsible to make sure they academy schools do not have it. Improvements to Bus Services, starting 24<sup>th</sup> July 2023, routes 88 & 89 with Coach Services will run every 2 hours with additional stops. For more information look on the NCC website or contact NCC Storey directly. <https://www.norfolk.gov.uk/> OR [martin.storey@norfolk.gov.uk](mailto:martin.storey@norfolk.gov.uk)
- c. LAC- NONE
- d. Chairman - Cllr Randall reported that Parish Chairs had been invited to meet with the new leader of the Borough Council. Any suggested agenda items for discussion to be emailed to Cllr Randall as soon as possible.
- e. Clerk (APL) and report - The Action Point Log was distributed and discussed. All questions answered.

### **254. Matters arising (for information only)**

- a. To report progress on matters arising from previous minutes (not elsewhere on agenda)

NONE

**255. To confirm receipt of NALC, CAN, POLICE and other correspondence.** - All Councillors present received their updates and correspondence. No queries.

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### **256. Planning Matters**

#### **a. To receive results & updates of outstanding applications**

- i. NONE

#### **b. To receive new planning applications relevant to the village and make comment**

- i. 22/02066/F RETROSPECTIVE: siting of two polytunnels, welfare unit, and associated works at Land N of Lode Cottages And W of Lode House Church Lane Hockwold cum Wilton Norfolk  
Proposed to support by Cllr Randall. Seconded by Cllr Morgan. Agreed by all present.

257. **To discuss the Lode Common** – Summary of history of the Lode Common was distributed previously. The issues with anti-social behaviour, vandalism, littering, illegal camping-fires and excessive motorized vehicles on the Lode Common was reported by the clerk. The current steps to access support and assistance from NCC Highways and Norfolk Constabulary were outlined by the clerk and discussed by the PC. Clerk to contact Cllr Sismey to start research on Wash Rights along the Lode stretch of river. A letter of request from resident was distributed previously. The request to re-route track to the Lode Common river access through the allotment properties from the resident was discussed. The change in locations proposed was voted not possible due to allotment security, allotment contracts, gates and proximity to residential property. The clerk was tasked with responding to the resident. Proposed by Cllr Johns. Seconded by Cllr Sullivan. Agreed by all present.

258. **To adopt the Code of Conduct** – Alteration of review date to 2024 and change of the word “vacation” to vocation in paragraph 3, section 2.2. Proposed to approve with changes listed by Cllr Randall. Seconded by Cllr Royal. Agreed by all present.

259. **To discuss the Quiet Lanes initiative** – Cllr Williams gave a report on her findings. It was reported that the Quiet Lanes initiative has been discontinued and will not be available.

260. **To discuss ideas for Parish Partnership Scheme 2023** – No projects identified. The council to look at it again next year.

261. **To discuss possible participation in the D-Day 80 celebrations** – Cllr Randall has starting contacting groups in the parish. She has reported early interest in being involved in some way. Clerk to place this on October’s agenda.

262. **To hear an update on the location for the memorial bench** – Research on benches was distributed. The clerk gave an update on the process. Talks with FoSP and CCT are underway. Clerk researching locations in the churchyard with FoSP and discussing requirements with CCT. Clerk to put this on a future agenda when the details have been sorted out with CCT.

263. **To discuss the West Norfolk Carers Falls Equipment Project** – Cllr Royal gave a report on the initiative and the meeting he attended. Cllr Royal will ask the representative to attend November’s meeting to discuss hosting the equipment in the parish. Cllr Royal to liaise with Norfolk Carers Falls Equipment contact and set the visit up. Proposed by Cllr Royal. Seconded by Cllr Sullivan. Agreed by all present.

264. **To discuss the possible siting of a dog bin on South Street** – Placement of a dog bin at the end of South Street was discussed. Proposed by Cllr Morgan. Seconded by Cllr Green. Agreed by all present. Clerk to meet with Cllr Morgan to agree location on 3words and apply for the street furniture license.

265. **To discuss the possibility of an additional litter bin in the village** – To be carried over to October’s agenda.

266. **To discuss the council noticeboard** – The PC discussed the possibility of working with the Village Hall to replace the current notice board with a larger one to allow both to use. Proposed to

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approve by Cllr Green. Seconded by Cllr Williams. Agreed by all present. Clerk to liaise with Mr. Moss and come back to the PC with quotes.

267. **To clarify the definition of "committee" / "TFG" / "Lead" / "Point of Contact"** Cllr Randall went over the designations and their purposes. The “finishing” part of a TFG has gone slightly astray! It is important we remember that a TFG is only a temporary measure, for a group of councillors to consider and report back to PC. Once work is completed and / or decision reached by PC, the TFG finishes. To update: the TFGs for “Emergency Planning” and “Alternative to Village Magazine” have been disbanded as decisions made by PC not to pursue further at this stage. The work on “Keeping our Children Safe” has led to Cllr Johns and Mrs Owner being Points of Contact so TFG has finished its part. As the Village Christmas is now into its 3<sup>rd</sup> year, with Cllr Randall taking the lead, and Cllr Sismey being involved as representative of PFA, the TFG has finished its part. Therefore we currently have no Task & Finish Groups. Cllr Johns is the Lead for PPS applications, Cllr Randall is currently the Lead for DDay80 celebrations, and Cllr Williams currently the Lead for Quiet Lanes, with Leads reporting back to PC. We continue to have two Advisory Committees, “The Lode” and “Human Resources”.

268. **To discuss the locations and use of Hockwold village bus stops** – Information on Cllr Royal and the clerk’s research into the village bus stops was shared and discussed. The clerk was tasked with researching costs for 2 bus stop signs and reporting back to the PC. Possible use of PPS was discussed. Clerk to work with Cllr Johns on PPS information.

## **269. Finance**

- a. To agree payment of August’s invoices -Proposed to approve BOA by Cllr Morgan. Seconded by Cllr Williams. Agreed by all.

15 August 2023 (2023 - 2024)

Hockwold cum Wilton Parish Council											
PAYMENTS LIST											
Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
44	Broadband & Phone	15/08/2023		Current Account		Office phone and internet	Hilary Cox	X	26.00		26.00
45	Bus Shelter & Gateways	15/08/2023		Current Account		Bus Shelter and Gateways clea	1st Glass Window Cleaning	Z	25.00		25.00
48	Lighting Maintenance	15/08/2023		Current Account		Street Lighting Maintenance	K & M Lighting Services	S	82.56	16.51	99.07
47	Staff Costs	15/08/2023		Current Account		Wages	Hilary Cox	X	710.50		710.50
49	Payroll Services	15/08/2023		Current Account		PAYROLL SERVICES	Norfolk Association of Local C	S	96.00	19.20	115.20
46	Fees & Subscriptions	15/08/2023		Current Account		Reimbursement for zoom vide	Zoom Video Communicatio	S	12.99	2.60	15.59
50	Electricity Supply	15/08/2023		Current Account		Electricity Supply	NPOWER	L	171.32	8.57	179.89
Total									1,124.37	46.88	1,171.25

- b. To agree payment of September’s invoices- Proposed to approve BOA by Cllr Royal. Seconded by Cllr Sullivan. Agreed by all.

12 September 2023 (2023 - 2024)

Hockwold cum Wilton Parish Council											
PAYMENTS LIST											
Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	Bus Shelter & Gateways	12/09/2023		Current Account		Bus Shelter and Gateways clea	1st Glass Window Cleaning	Z	78.32		78.32
60	Office Costs	12/09/2023		Current Account		Office Supplies	Viking Office UK Limited	S	101.37	20.27	121.64
52	Lighting Maintenance	12/09/2023		Current Account		Electricity Supply	K & M Lighting Services	S	82.56	16.51	99.07
56	Audit Costs	12/09/2023		Current Account	H456G	Internal Audit	Wheeler's Chartered Account	S	475.00	95.00	570.00
58	Broadband & Phone	12/09/2023		Current Account		Office phone and internet	Hilary Cox	Z	26.00		26.00
53	Fees & Subscriptions	12/09/2023		Current Account		Reimbursement for zoom vide	Zoom Video Communicatio	S	12.99	2.60	15.59
57	Staff Costs	12/09/2023		Current Account		Wages	Hilary Cox	X	710.50		710.50
61	Training	12/09/2023		Current Account		TRAINING COURSE	Norfolk Parish Training and S	Z	55.00		55.00
54	Electricity Supply	12/09/2023		Current Account		Electricity Supply	NPOWER	L	169.50	8.48	177.98
55	Fees & Subscriptions	12/09/2023		Current Account		Annual Subscription	The Open Spaces Society	Z	45.00		45.00
59	Postage	12/09/2023		Current Account		Postage	Post Office Ltd.	Z	10.90		10.90
Total									1,767.14	142.86	1,910.00

c.

## **270. Items for the next agenda**

- Discuss Neighbourhood Plan
- Guest Speaker
- Apologies from Cllr Green

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**271. To confirm date and times of the Parish Council Meeting on 10<sup>th</sup> October 2023 starting at 7.30. Meetings takes place in Hockwold Village Hall, Main Street IP264LW.**

Distribution:

One copy to each Councillor. Copies to Mr M Storey Norfolk County Councillor, & Cllr Ryves District Councillors, Squadron Leader Geary RAF Lakenheath and one copy for the web-site.