

Hindringham Parish Council

You are hereby summoned to attend the Annual Parish Council Meeting of Hindringham Parish Council on Tuesday 19th May 2026 at 7 pm to be held at the Village Hall, The Street, Hindringham.

Sarah Raven

Clerk Sarah Raven

Dated: 11 May 2026

5 Wells Road,

Burnham Overy Town,

PE31 8HU

Tel: 07721903649

Email: clerk@hindringham.norfolkparishes.gov.uk

Website: <https://www.hindringham.norfolkparishes.gov.uk>

Members of the Public are welcome to join the meeting.

AGENDA

Welcome by Chair.

1. To elect the Chairman of the Council – followed by signing of Declaration of Acceptance of Office
2. To elect the Vice Chairman
3. To appoint the Clerk – Sarah Raven and complete the Contract of Employment
4. To receive apologies for absence
5. Declarations of Interest and any dispensations of disclosable pecuniary interests
6. Public questions, comments or representations
(on matters connected with this Agenda – limited to four minutes per person and twenty minutes in total at discretion of the Chairman)
7. To approve the Minutes of Meeting of 17th March 2026
8. Reports from District Councillor and County Councillor
9. Planning

Decisions made by Parish Council:

PF/26/0544 Field House Blakeney Road, Hindringham NR21 0BU Conversion of detached outbuilding including external alterations to form garden room with shower and changing area. Installation of open swimming pool – No objections.

10. Environmental Project and Play Area

10.1 To discuss any actions on the Play Area before the ROSPA inspection in June 2026.

10.2 To consider a Councillor undertaking play area inspections on a weekly basis.

11. Finance and Regulatory
 - 11.1 To approve List of Payments
 - 11.2 To receive list of actuals against budget, balance sheet, bank reconciliation and explanation of variances all to 31.3.26 and 30.4.26.
 - 11.3 To consider and approve the Annual Governance and Accountability Return as follows:
 - 11.4 To receive the Annual Internal Audit Report 2025-26
 - 11.5 To approve section 1 Annual Governance Statement
 - 11.6 To approve section 2 Accounting Statement
 - 11.7 To approve and complete the Certificate of Exemption
 - 11.8 To approve the Explanation of Variances and Bank Reconciliation Year End.
 - 11.9 To approve the Exercise of Public Rights
 - 11.10 To appoint James Johnson Ltd as Accountant for the Clerk's wage quote £140 annually.
 - 11.11 To approve the mandate to remove the previous Clerk and add Sarah Raven as clerk with online banking.
12. To discuss and approve having email accounts for the councillors and what name to use.
13. To review the risk assessments and policies:
 - 13.1 To approve the Website Accessibility Statement to be placed on the website
 - 13.2 Financial Regulations
 - 13.3 Standing Orders
14. To deal with any correspondence
 - 14.1 FOI request.
 - 14.2 Email from parishioner regarding longstanding drainage and pothole problem on Wells Road outside Stonemead
15. To update on the Church clock.
16. Item to be placed on the next agenda Tuesday 21st July at 7pm

Payments to be Approved	
Item	£
<i>Payments Approved for April</i>	
Country Style Recycling	18.00
Hindringham Pavilion Community Hall	40.00
SW Horticulture	50.00
S Smyth (Laptop for Clerk)	202.17
J Pegden (grass cutting)	60.00
<i>To be Approved at Meeting</i>	
Beryl Flood Internal Auditor	40.00
Norfolk ALC subscription	178.58
S W Horticulture	85.00
NNDC (dog bin empty annual)	396.00