



# Hempton Parish Council

## Meeting Minutes

Thursday 28 January 2021, 7pm

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Parish Councillors present: Vivien Woods (Chairman), Carol Stubbs, Christine Haydon, Tom FitzPatrick (County Councillor), Nigel Housden (District Councillor). Also in attendance: Jodie Bond (Parish Clerk). There were no members of the public present.

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**1. Welcome and to receive apologies for absence**

Cllr Woods opened the meeting and welcomed everyone.

There were no apologies.

**2. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

Cllr Woods declared a pecuniary interest in item 8.6

It was RESOLVED to grant Cllr Woods a dispensation to participate in the consideration of item 8.6

**3. To approve the minutes of meeting held on 19 November 2020**

Cllr Stubbs wished to amend item 7.1 to read:-

Cllr Stubbs reported that some of the wood debris from the excavated tree has been burned on one of the allotment plots, and the remaining will be burnt.

The minutes were then approved.

**4. To report progress on items not on the agenda from the last meeting**

- Clerk advised that the purchase order had been placed with Carl Clarey for the Bus Shelter Roof work and is awaiting confirmation of commencement date.
- Following previous discussions, the Parish Council presented Heather Goward with a thank you fruit hamper for her help with the community events and newsletter.
- Clerk is now in receipt of the new laptop as agreed. With the rental cost being shared between all the Parish Councils she Clerks for. This will help make savings and by renting it will make any upgrades or repairs easier.
- Cllr Woods announced that sadly Nigel Paston passed away at the end of December. Further consideration will now be given to the wood post provision at the Duck pond. Our sympathies are with Nigel's family.

**5. Receive reports from Local Police, NCC Councillor and NNDC Councillor if attending**

*Clerk highlighted the Police SNAP virtual meeting being held on 3 February.*

*NCC Cllr Tom FitzPatrick*

- Cllr Fitzpatrick's report can be viewed via [www.hemptonpc.info](http://www.hemptonpc.info), which has many useful links.
- Cllr FitzPatrick advised that he has requested Highways to investigate the flooding issue at the gas box (opposite the Garden Centre) which has only occurred since the box was installed and will update the Council with progress. There is a general problem in Norfolk with flooding at the moment and a Task Force has been set up to help address the issues.
- In May 2021 the slip road, out of the village toward Swaffham, is scheduled to be resurfaced, for safety reasons, not for appearance.

*NNDC Cllr Nigel Housden*

- Cllr Housden has reported some fly tipping found in the local area.
- Cllr Haydon had noticed some more fly tipping in the verge opposite the entrance to River Court which Cllr Housden will report to Environmental Services on our behalf.
- To report fly tipping directly go to [www.north-norfolk.gov.uk/tasks/environmental-protection/report-fly-tipping/](http://www.north-norfolk.gov.uk/tasks/environmental-protection/report-fly-tipping/)
- The property on the corner of River Court is being refurbished and the hedge is being cut back. Also, the fence to the rear of the property has also been replaced which is good news. Thanks, given.
- Cllr Housden had signed off on a road closure request from NCC Highways regarding the proposed roundabout.

**6. Open forum for Public Participation: an opportunity to hear from members of the public**

There were none.

**7. To receive updates from council members (for information only)**

7.1 Allotment Report

Cllr Stubbs has started the re-numbering of some of the plots as agreed and will be sending out the lease agreements in relation to the new plot numbers, in due course.

7.2 Memorial Hall Committee Report

- No meetings have been held due to the Government lockdown, and they do not have the facility to hold virtual meetings.
- A new mobile phone has been purchased for the bookings clerk.
- Another rebate has been received of £2000 approx.
- Cllr Stubbs will discuss the financial contribution towards the cost of the building's insurance with the committee once it is possible to do so.

7.3 Events Committee Report

Cllr Haydon reported that there are no events being planned at the moment due to the continuing uncertainty and the current Government lockdown. A 'Walk through the Village' quiz may be arranged and will be featured in the parish newsletter in the near future.

7.3.1 Parish Newsletter & Social Media Page

There have been some quality and formatting issues with the newsletters that have been received from the new local printer. Cllr Stubbs believes we should revert to using the previous printer, who were cheaper and never had any printing issues. However, it had been suggested and agreed that the Council sourced a new local printer in an effort to reduce carbon footprint and support a local business. Therefore, it was agreed to continue with the local printer for a further issue before making a decision. The Clerk or Chairman will contact the printer to remedy the issues with print quality and formatting. The thickness of the outer pages from the new printer is an improvement. Clerk will obtain a price for similar outer pages from the previous printer to provide a cost comparison.

Clerk suggested considering creating a Parish Council Facebook page as a good way to promote Parish Council news. Further discussion is needed, and defined protocols would be required.

## **8. Open Spaces**

### 8.1 Play Area

#### 8.1.1 Climbing Frame Update

The children's climbing frame and safety matting has now been installed and looks very good. Early feedback suggest it is going to be a big success.

### 8.2 Village Bench Refurbishment

Clerk had requested quotations for the refurbishment work and is awaiting responses. It is expected that this work will not be carried out until the spring time when the weather should be much improved.

### 8.3 Pond Area Update

- The date for replanting has not yet been confirmed. John Service will be liaising with NWT to discuss and agree the planting scheme in readiness for Spring. Further update to follow.
- Cllr Woods advised that there had been a meeting planned for February with John Waddingham and Andrew Hind of the Norfolk Ponds Project to discuss the other ponds on the Common. However, due to the Government lockdown it has not been possible for people to travel and meet. The meeting will be rescheduled when it is possible to do so.
- It was also noted that John Service had returned to site to remove the remaining cut wood/branches left over from the coppiced willow. The area looks great and positive feedback has been received.

### 8.4 Highways Report

A joint letter between Hempton PC and Fakenham TC is ready to be sent to NCC Highways regarding the SLOWS and narrow bridge/bend signs at Goggs Mill. Further update to follow.

It was noted that as the Highways Rangers have not had a scheduled visit for some time the Clerk will report the blocked gullies.

### 8.5 Consider New Notice Board

The Council discussed relocating the existing notice board from the Memorial Hall wall into the renovated bus shelter at the end of Shereford Road. A new freestanding notice board will then be considered for installation outside the Memorial Hall entrance gates, to allow easier access for the passing members of the public. Further consideration and quotations are required.

### 8.6 Proposed Roundabout Update

NCC Highways Engineer advised that there was a delay to the delivery of the project, and they are now programming the works to be carried out in late spring/early summer 2022.

They are looking to deliver the planning application at end of this month and then as previously discussed there is up to a 12-month application period for the Common Land that will be affected by these works, namely The Green, sometimes referred to as Front Green.

#### 8.7 Shed Roof Repair Update

Quotations have been received from:-

- K&T Gates & Fencing - £495 (to re-felt and refix OSB boards)
- Andrew Rumsby Smith - £580 (to re-felt and refix OSB boards and change the hinges and lock to a hasp & staple)
- Cock and Pullet - £350 (to re-felt and refix OSB boards), however, Cllr Woods delivered the sad news that Nigel Paston had sadly passed away after Christmas and this work is no longer likely to be feasible from this supplier.
- Wards Timber- £330 (re-felt only)

Following discussion, the Council agreed to review the contents of the above quotations before making a final decision.

#### 8.8 Consider Village Gateways

Postponed until next meeting.

#### 8.9 Discuss and Agree New Drain for Memorial Hall Entrance Gate

Quotations were requested from RSL Ltd, Burnham Landscapes, Andrew Rumsby Smith and Roger Lake. Burnham Landscapes declined to quote. Quotations have been received from:-

- RSL Construction - £1444 + VAT
- Andrew Rumsby Smith - £880
- Roger Lake (labour only) - £20 per hour, approx. 2-3 days work plus a helper. Approx. £750 excluding materials

Following discussion, the Council RESOLVED to postpone the final decision and it was agreed that the Clerk will clarify the proposed specifications of work with the contractors, to ensure an equitable comparison can be made.

#### 8.10 Consider Quotations Received and Agree Grass Cutting Contractor for 2021

Quotations were requested from CGM Ltd, Property Maintenance & Lawns, Robert Cox and Barry & Shaun Andrews. However, Robert Cox and Barry & Shaun Andrews declined to quote having surveyed the area. Quotations have been received from:-

- CGM Ltd - £2364 + VAT
- Property Maintenance & Lawns - £3295

Following discussion, the Council RESOLVED to award the contract to CGM Ltd based on price and previous experience. Clerk to action.

### 9. **Planning Matters**

#### **Decisions on existing applications**

PF/20/1846 | 13 Dereham Road, Hempton, Fakenham, NR21 7JY

Demolition of garage and erection of detached single storey building for use as annexe: two storey rear extension to dwelling

**PC Comment – Neutral | NNDC Decision – Still awaiting decision.**

#### **New applications for consideration**

*There were none.*

### 10. **Finance**

Cllr Stubbs carried out an internal control check and it was reported that they were in good order but one of the receipts was paid in 2 weeks after it had been received. Council to agree an acceptable period of time to deposit receipts.

10.1 To Approve the Payment of Accounts List

The Council RESOLVED to approve the payments list (refer to page 6).

10.2 To Consider and Agree Budget and Set Precept for 2021-22

The Clerk presented a draft of the budget for discussion. The Council RESOLVED to approve the budget and set the precept at £18,000 for 2021-22. This represents an 11% decrease. It was discussed and agreed the precept may need to be increased again for 2022/23.

**11. Correspondence**

Email from Citizens Advice Bureau requesting a donation and support – This will be considered and discussed further at a future meeting.

**12. Receive an Update on Progress with the Proposed Merger with Pudding Norton Parish Council**

Cllr Housden has been in communications with Steve Blatch and Robert Henry of NNDC. Discussions started in September 2020 so it is hoped that the merger will be completed around September 2021. NNDC have included the merger within the NNDC Governance Review correspondence recently received. Cllr Housden and Clerk will keep in contact with NNDC for periodic progress updates.

**13. Discuss and Agree Councillor Training**

Following discussion the Council RESOLVED to enrol Cllr Stubbs and Cllr Haydon (subject to confirmation of the attendance details) on a virtual training course Understanding the Council's Finances in 22 April 2021 at a members price of £36 each.

**14. To receive any items for inclusion on the next agenda and to note the date of the next Parish Council meeting**

The next meeting will be Thursday 18 March 2021.

The Chairman closed the meeting at 8.32pm.

Signed by Chairman: ..... Date: .....

<b>Payment of Accounts List - Approved on 28 January 2021 (item 10.1)</b>			
<b>Payments To</b>	<b>Description</b>	<b>Chq No.</b>	<b>Payment</b>
O2	Clerk Mobile Phone	DD	47.12
Eon	Electricity	DD	82.33
Clerk	Expenses	101594	92.12
Clerk	Salary Dec-Jan	101595	691.08
Fakenham Prepress	Newsletter Printing	101596	68.40
Parish Magazine Printing	Newsletter Printing	101597	87.00
NNDC	Dog and Litter Bin Emptying	101598	1847.88
Fakenham Prepress	Newsletter Printing	101599	39.10
Butcher Andrews	Solicitors Letter	101600	174.00
Parish Magazine Printing	Newsletter Printing	101601	88.80
AOT Engineering Ltd	New Climbing Frame	100017	2340.00
NGF Play Ltd	Safety Matting for Climbing Frame	100019	3660.00
<b>Total Payments to be Approved</b>			<b>£9217.83</b>
<b>Receipts From</b>	<b>Description</b>	<b>Ref</b>	<b>Amount</b>
Various Parish Councils	Contribution towards Clerk Mobile, Laptop & Stationery	DC	118.38
D Roper	Newsletter Advertisement Fee	DC	18.00
Barclays	Interest	DC	0.50
HMRC	VAT Refund	DC	2719.31
<b>Total Receipts Received</b>			<b>£2838.19</b>