



# Hempton Parish Council

## Annual Parish Council Meeting Minutes

Thursday 16<sup>th</sup> May 2019, following APM, Hempton Church Rooms

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### In Attendance

Cllr Woods , Cllr Stubbs, Cllr Delaurentis, Cllr Haydon, Cllr Mallett, Parish Clerk, 4 members of the public

#### 1. Election of Chairman

Parish Clerk invited nominations for the office of Chairman. Cllr Woods was proposed by Cllr Stubbs and seconded by Cllr Delaurentis. With no further nominations, all agreed to elect Cllr Woods to serve as Chairman. The Declaration of Acceptance of Office was duly signed.

#### 2. Election of Vice Chairman

Parish Clerk invited nominations for the office of Vice Chairman. There were none. The Declaration of Acceptance of Office were duly signed.

#### 3. Welcome by Chairman

Chairman thanked all those that decided to stay for the APCM.

#### 4. Apologies

None received

#### 5. Declarations of interest

Cllr Mallett knows the owner of Wensum House.

#### 6. Meeting adjourned to hear from Councillors and members of the public

Report received from Cllr FitzPatrick and Cllr Housden at the APM.

#### 7. Minutes of 21<sup>st</sup> March 2019 were approved and signed by the Chairman.

#### 8. Matters Arising

Steve Hartland decided not to be co-opted onto the Council due to other commitments.

#### 9. Allotments

The annual rents are now due. There are still 2 plots available. The grass cutting needs cutting, which will be organised between Cllr Stubbs and an allotment holder. Lease documents will be given to the most recent plot leases to be signed and returned. There is still no change to the allotment track due to the tractor which goes back and forth, causing deep ruts.

#### 10. Memorial Hall Update

- Clerk received 2 quotes for new fascia's and gable ends for the Memorial Hall. One from C&S Construction and one from EJP. Clerk to circulate the quotes to Councillors for consideration and decision.
- Cllr Stubbs reported that the Fire doors were opened from the outside at the bottom of one set of doors, effectively breaking and entering.
- Clerk to source a contractor to assess the new damage. It was suggested that a board be fitted to the inside and metal kick plates be fitted to both sides of both sets of doors. It was also discussed that break glass mechanisms be fitted to prevent the doors being opened so often, and that those that break it unnecessarily would be responsible to pay to replace them.
- Clerk to also arrange for a fire service officer to come out to check the doors? No. It was also suggested that the Parish Council send a letter to Howdens, following their response to not take any responsibility for the brace that broke off of one of the fire doors soon after it had been fitted.
- The Hall Committee AGM will be held on Wednesday 14<sup>th</sup> August and will be held in the Memorial Hall.
- The new hall sign will be put up within the next few weeks.
- An outside motion sensor light has been fitted to the outside of the hall, however it should be noted that consent was not sought from the Parish Council prior to it being fitted.

**11. Speed Watch Report**

Sadly, one of our members has recently passed away. There are now only 3 members. We have new speed gun. Need to know the cost of it (check with PC Dawson) to get it insured in the shed. Need more members to continue. Sculthorpe members are happy to join; however, it is felt that people from the village are needed. Clerk to do a recruitment drive.

Consider permanent speed cameras as a future project.

**12. Highways Report**

Clerk to organise a meeting with Steve White of NCC Highways to discuss all current highways issues including a speed reduction to 30mph along the A1065. Cllr FitzPatrick advised that the police would need to enforce it and they currently feel they cannot.

**13. Open Spaces**

- Commons Talk was very enlightening and well received. NWT surveys will continue on the Common and Bullock Hills to assess the wildlife habitats.
- Shed – The shed has now been painted and will be lined over the next few weeks.
- The hall sign will also be installed within the next few weeks.
- The Raynham Estate has not confirmed consent for the trod yet

13.1 Play Area Climbing Net

Not received the decision of the Tesco Bags of Help funding results yet.

**14. Street Lighting**

We have been successful in being awarded The Norfolk Community Foundation with Sheringham Shoal funding bid. The grant award form was signed. Clerk to progress the order with K&M Lighting.

**15. Planning**

Wensum House – No objection  
26 Batterby Green - Permitted

**16. Financial Matters**

16.1 Clerk read out the list of invoices to be paid (see below). Invoices were AGREED.

Current bank balance & reconciliation as at 15.05.19

Bank - Community Acc. £15411.87 Play Equip. Acc. £1447.64. Savings Acc. £8090.35

Cashbook - £15411.87, Play Acc £1447.64, Savings £8090.35

Payment to	Description	Amount
J Bond	Expenses	£112.10
J Bond	Salary	£505.10
Parish Magazine	Newsletter costs Apr & May	£96.32
NPTS	Internal audit	£35
NewsKlip	Stationery	£82.58
K&M	Lighting	£293.42
NALC	Subscription	141.24
Bracken	Pest control	£365
V Woods	Chairman Exps	7.45
CGM	Grass cutting	£208.80
Marie Curie	Donation	£50
	<b>Total</b>	<b>£1974.20</b>
Receipts from	Description	Amount
NNDC	Precept	£10132
Daffodil Tea	Donations Marie Curie	£30.16
Comm Talk	Donations	£11.24
Allotments	Rent	£10
RPC & SPC	Stationery contribution	£31.52
	<b>Total</b>	<b>£10214.92</b>

16.2 Internal Audit Report was read out. All boxes on page 4 were answered with a yes. Clerk to action the suggestions within the report.

16.3 The exemption certificate was agreed and signed.

16.4 The governance statement was agreed and signed.

16.5 the accounting statement was agreed and signed.

**17. Correspondence**

Correspondence bundle will be circulated to all Councillors including Clerks & Councils direct – Magazine, Merchant Navy Ensign Day Promo pack, NNDC Local Plan literature.

**18. Training & Co-option**

Clerk provided details of new councillor training course via NPTS at Bawdeswell in June. It was suggested that Cllr Mallett attend, together with any other Councillor. Clerk to follow up and make bookings.

A local young person has expressed an interest in becoming a Parish Councillor as has another local resident. We hope to discuss these options further.

**19. Events**

- Summer Fete planned for 22<sup>nd</sup> June – we hope to work in conjunction with FDHA – more details to follow. 13 plus stalls are booked and police car. Raffle prizes needed. Clerk to organise a meeting to discuss the plans further for w/c 3 June.
- Hook a duck, coconut shie, hoopla, ping pong jar game. Coconut shie sticks will be kindly made and donated by AOT. Refreshments will be provided by Country Market and the Church have organised their own refreshments. Steve Hartland will provide music outside. Clerk to complete a special event insurance form. The Estate have been notified. People are required to organise traffic and parking on the day.
- A poster has been created and already put on social media, the event has been listed with Fakenham Sun and online with Fakenham & Wells newspaper. Banners have been ordered. Laminator has been purchased; A-Board has been painted. Suggestions of a local real ale stall, or archangel (gin).

**20. Memorial**

Brian Welch has sadly passed away very recently. Brian was an integral part of the community and a good friend to the Parish Council.

Sarah Ruffle was a parish councillor, who sadly passed away last year, both of whom will be greatly missed.

The Parish Council would like to either plant a tree for each of them or have a memorial plaque on a bench in their memory or a raised seat was suggested. We will consult with their families first, and seek consent from The Estate if necessary.

**21. Items of inclusion**

Vehicles parking on Front Green

**22. Date of next meeting**

Thursday 18<sup>th</sup> July

Chairman closed the meeting at 8.55pm.

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