



Meeting Minutes

Annual Meeting of Hempton Parish Council

Thursday 21 May 2020 at 7pm, via video conferencing

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

Cllr Woods opened the meeting and welcomed everyone.

1. To elect the Chairperson for the coming year

Cllr Woods invited nominations for the office of Chairman. Cllr Woods was nominated by councillors' present and it was agreed to elect Cllr Woods to serve as Chairman for the coming twelve months. Proposed by Cllr Stubbs and seconded by Cllr Haydon. Cllr Woods thanked councillors and agreed to sign her declaration of acceptance and send to the clerk. Cllr Woods took the remainder of the meeting as chairman.

2. To elect the Vice-Chairperson for the coming year

The decision to elect a Vice Chairman will be deferred until the merger with Pudding Norton Parish Council has been decided.

3. To receive apologies for absence

Apologies received from Nigel Housden (District Councillor). Apologies accepted.

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

There were no declarations of interest or requests for dispensation were made.

5. To approve the minutes of the meetings held on 16th January and 2nd March & to ratify notes and list of payments from 19th March 2020

Amendment had been made to the list of payments in the January 2020 minutes. No further amendments were made and were approved.

6. To fill a Parish Councillor vacancy by co-option

There is a person awaiting to join but this item will be postponed until our next meeting.

7. Open forum for Public Participation: an opportunity to hear from members of the public and Councillors if present

No members of the public present.

NCC Cllr Tom FitzPatrick (See appendix 1)

NNDC Cllr Nigel Housden

NNDC have been overwhelmed with car parks and public toilets issues, even though, these have been closed by NNDC due to Covid19, Services are having to look at some opening and their management over this weekend. Norfolk is Closed but people are coming in for the beaches and the towns which is not ideal. The ensuing mess has been an unpleasant problem to deal with and resolve, with associated high clean up costs falling to NNDC.

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

8.1 Allotment Report

Cllr Stubbs reported that the allotments are now at full occupancy, and rents were being collected for the 2020/21 year, by Cllr Stubbs. Some trees have been taken out of one of the plots and a contribution towards the cost of removal will be discussed further in due course. Once it is cleared it can be rented out.

A complaint had been received from a parishioner regarding activities on the rough ground at the allotment site. This has been passed to the Environmental Health Dpt and Trading Standards.

8.2 Memorial Hall Committee report

- Cllr Stubbs reported that there had been no hall committee meeting due to the coronavirus lockdown. However, a social distanced meeting is planned for June.
- The hall may be eligible to apply for a grant as a small business rate payer, which is available due to the effect of the coronavirus lockdown. Cllr FitzPatrick is trying to find out what other help may be available for village halls and community centres.
- The floor has been re-polished.

8.3 Village Events Committee report

Cllr Haydon reported that the Daffodil Tea and Summer Fete were cancelled due to the coronavirus.

The scarecrow competition (just for fun) has grown in participation and success, there are approx. 15 scarecrows dotted around the village. This has been a fun and positive activity for the community to be involved with. Photographs will be shared on the Friends of Hempton social media page.

The next planned event was for a table top sale on 18th July, however it was discussed and agreed that as social distancing is difficult to manage and public confidence may not be fully at 100% this event will also be cancelled. Clerk to inform the hall bookings clerk.

A Michaelmas Tea in church rooms at the end of September may be a nice alternative, assuming the Government restrictions are lifted enough. Also, the Halloween party is still scheduled for October and the Christmas Fete on the last Saturday in November. We will be guided by Government plans throughout.

9. Memorial Hall

9.1 Fire doors update

The doors have now been fixed. One set has been replaced the other set has been repaired (1 bolt is still required to be fitted), and have been primed ready for painting. Clerk has requested some quotes to have the doors painted to match the shed colour. The fire sign should have now been removed from the decommissioned fire doors and any modifications, following the fire inspections advice will be the responsibility of the hall committee.

Cllr Stubbs will inform the committee that the painting will be scheduled as soon as possible. Risk assessment and procedures to be submitted, from the hall committee, to the parish council for our records.

10. Highways Report

10.1 Goggs Mill speeding update

Due to the lockdown Highways work has been prioritised and we await a response to our letter. Clerk to send a copy of the letter to Cllr FitzPatrick for his information. Cllr FitzPatrick suggested asking the police to speed trap the area and believes obtaining a petition may be of benefit in raising the profile of this issue.

11. Open Spaces

11.1 Pond Area update

The first set of samples have been tested and they show levels of Total Hydrocarbons, Hydrocarbons are heavy oils that have probably run off the road over the years. A second test may help determine the level of hydrocarbons. It is expected that it will be confirmed that the pond waste material will be able to be spread on arable land.

Taking advice from our naturalist consultant, it was agreed to have the existing samples re-tested for Speciated Total Petroleum Hydrocarbons, at a cost of £78, to confirm whether the pond material would be deemed safe enough to dispose of on arable land. The alternative would be to dispose of the pond material via a hazardous waste company which could be very expensive. Clerk to action.

We also await a management statement from Norfolk Wildlife Trust, once a site meeting is deemed possible.

11.2 Play Area update

Clerk has requested a date for the maintenance to be carried out from AOT, however there has been no confirmation received yet. Clerk to contact Bags of Help to request an extension so that the funding may still be used for the climbing net after May 2020.

The benches on the green and pond area require some refurbishment. We could paint the metal ends to match with the bin on Front Green and the village sign planter could be painted black again to darken it to match the village sign post. Clerk to obtain a quote for the refurbishment of the benches.

12. Planning Matters

PF/20/0359 - Side extension following demolition of garage
Brixlea, 29 Shereford Road, Hempton, Fakenham, NR21 7LJ
Decision – Approved

13. Finance

13.1 To review the asset register for year ending 31 March 2020

The council RESOLVED to agree the asset register. The total asset figure for 2019/20 was then confirmed. The council will review the asset valuations for the 2020/21 FY and obtain current market valuations where required.

13.2 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented that all matters were in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

13.3 To approve the Annual Governance Statement in the 2019-20 Annual Governance Annual Return (AGAR)

The statement in the Annual Governance section of the Annual Return was read out. The Council RESOLVED to approve the 2019-20 Annual Governance Statement.

The Chairman and the Clerk agreed to sign accounts after the meeting on behalf of the Council.

13.4 To approve the Statement of Accounts in the 2019-20 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the 2019-20 Statement of Accounts. The Chairman and the Clerk agreed to sign accounts after the meeting on behalf of the Council.

13.5 To approve the payment of accounts list

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

13.6 To appoint a Councillor as Internal Audit Control Officer for the coming year

A councillor checks the finances quarterly having access to all the financial records. The Council RESOLVED to appoint Cllr Stubbs for the year to May 2021 as Internal Audit Control Officer.

13.7 To consider and agree setting up a standing order for payment of Clerk's salary

The Council RESOLVED to set up online banking with dual authorisation for all future payments, instead of setting up standing orders. Clerk will request a bank mandate to set this up. Bullet points detailing this process will be produced if required.

14. Correspondence

- Barclays Bank letter regarding reduced interest rates.
- Covid19 impact on local businesses email getting the message out to as many businesses from home could be made aware – put on our website – add to the July newsletter
- MW White – Duty of Care certificate
- Marie Curie - Donation request letter – As the Daffodil Tea was cancelled it was suggested that if the Michaelmas Tea goes ahead, we could raise funds for Marie Curie at this event.
- Email from Nick Stone – Regarding designing heraldry for the council, the approximate price for this would be £250. Cllr Stubbs mentioned that Heather Goward is also a graphic designer. Further discussion is required and possible inclusion from the Raynham Estate.

15. To review and adopt amended risk management policy and other policies

The Council RESOLVED to adopt the amended General Data Protection Regulations (GDPR) Policy, Privacy Notice and Information Audit. The Financial Regulations and Risk Management Policy will be considered further and adopted at our next meeting, together with other policy documents required.

16. Discuss progress with the proposed Merger with Pudding Norton Parish Council

The planned meeting with NNDC and PNPC has been postponed until further notice due to coronavirus. It may be possible to hold a socially distanced meeting at the Memorial Hall or Church Rooms to facilitate this in the near future.

17. To receive any items for inclusion on the next agenda

To adopted the Risk management Policy and Financial Regulations
Painting of the Memorial Hall exterior.

18. To note the date of the next parish council meeting

Thursday 16th July 2020.

Chairman closed the meeting at 8.40pm

Signed by Chairman: Date:

Payment of accounts list - approved on 21 May 2020 (item 13.5)				
Payment to	Description	Chq No.	Payment	VAT to be reclaimed
O2 *	Clerk Mobile Phone	DD	£72.12	£7.69
Eon **	Electricity	DD	£82.33	£3.92
K&M Lighting	Streetlighting	101544	£117	£19.50
Clerk	Salary	101545	£676.28	
Clerk	Expenses	101546	£95.40	
Bracken	Pest control & village sign re-fit	101547	£425	
Parish Magazine Printing	Newsletter printing Mar & Apr	101548	£97.90	
CGM Ltd	Grass Cutting	101549	£395.12	£65.86
Butcher Andrews	Legal expenses for Allotments	101550	£796.20	£129.20
Property Maintenance	Shed window replacement	101551	£130	
Vivien Woods	Travel Expenses to NNDC offices	101552	£51.30	
Total payments to be approved			£2938.65	£226.17
Receipt from	Description	Ref	Amount	
NNDC	Precept	DC	£10000	
R Whitehurst	Newsletter Advertisement	DC	£18	
Raynham Parish Council	Clerk mobile & stationery contribution		£10.66	
Total receipts received			£10028.66	

* O2 paid by direct debit on 14th April and 11 & 13th May 2020

** Eon paid by direct debit on 14th April and 14th May 2020

Payments to be made by cheque.

Hempton Parish Council – 21st May 2020

Report from Tom FitzPatrick County Councillor for Fakenham Division

1. Coronavirus continues to be the main issue affecting the work of the County Council and everyone in Norfolk and across the country. As of 14th May the number of confirmed cases in Norfolk was 1,944. The temporary additional mortuary facilities which had been set up have not been needed and have been currently stood down.
2. The cooperation across all the layers of local government, the voluntary sector and people being good neighbours and helping in individual ways has helped ensure that the most vulnerable among our neighbours have been able to access help when needed.
3. Community support by Norfolk County Council
 - Helping people in desperate financial need during the crisis - Our Norfolk Assistance Scheme (NAS) team has been at the frontline of helping people in desperate financial need during the crisis in Norfolk. The team is able to award people emergency financial support, to help with urgent needs for food, cash and household items, such as white goods and beds. They also refer people on to appropriate support organisations for further assistance as part of the service. To get an indication of the scale of their work – they've completed 697 applications for help in the month to 23 April, compared to 172 in the same period last year. That has included distributing an amazing 72 food boxes and arranging deliveries of 67 fridge freezers or fridges, 73 cookers, 4 microwaves, 69 washing machines/tumble dryers and 89 beds or bunk beds. Residents can visit the NAS website to see who is eligible for support and how people can access it.
4. In common with all employers, the County Council has required staff to work from home in most instances. Home and out of office working has been something that had become increasingly the norm and this allowed a fairly seamless transition, with usually around 5,500 staff logged into the office system at any time during the day. The use of soft telephony systems has allowed calls to be rerouted to staff at home. The numbers of staff answering frontline calls has been increased.
5. Essential roadworks, including pothole repairs, are continuing during the current situation. We have recently been awarded some extra funding from central government to ensure that we can continue to tackle potholes and keep our roads among the best maintained in the country.
6. The County Council has received a £1million funding boost for vulnerable children and young people, in partnership with Essex and Hertfordshire County Councils. Together we are set to receive an additional £1.1million from the Department for Education (DfE) to continue work to support young people in care and their families. The project called "Inside Out" which originally launched as a pilot in Essex in 2018, is aimed at improving stability for children and young people in residential care and supporting them to return home, or successfully 'step down' to less intensive care wherever appropriate and possible.
7. Protect ourselves, protect Norfolk. Residents in Norfolk are being thanked for their responsible approach to the lockdown, and asked to keep working together to stop the spread of coronavirus as the government's new guidelines come into force. As the government has relaxed restrictions on spending time outdoors and meeting one member of another household, Partners of the Norfolk Resilience Forum, made up of organisations across Norfolk including councils, the blue light services and the NHS, are urging the public to respect social distancing and behave in a way that will help protect themselves and protect Norfolk from coronavirus.
8. 300 ambulance shifts were completed by Norfolk firefighters during their first month of supporting their blue light colleagues during the Covid-19 pandemic. The first group of 24 on-call firefighters who volunteered for the secondment carried out 278 shifts, equating to 3,336 hours of work, during the first four weeks after completing their training. They have now returned to their fire stations and been replaced with a further 25 on-call firefighters who started their ambulance work this week. Training is also being undertaken by up to 20 whole-time (full-time) firefighters over the next couple of weeks so that they can join the bank of staff available. A huge thanks is due to all those who volunteered and helped both their colleagues in the NHS and the wider public.
9. A number of Recycling Centres were reopened on Monday 11th May following further advice from central government. This includes our local centre at Hempton which was one of the eight across the County to be reopened. Measures to ensure social distancing and the safety of staff and customers alike have been introduced. Payments can only be made by card and cash is not being accepted.
10. Public Health team at Norfolk County Council. The current unprecedented situation has highlighted the vital leadership role of our Norfolk County Council Public Health Team as the number one source of trusted information and advice for our county during the Coronavirus crisis. Part of their work is extremely high profile. Few of us could have failed to see, hear or read the voice of authority, calm and perspective that Dr Louise Smith, Director of Public Health has delivered via the 30-plus interviews and Q&A sessions she has undertaken with our broadcast and print media since the crisis began. But, behind the scenes, the team has been providing rapid & effective local leadership and specialist support to all partners in Norfolk and across the region.
 - Some of this work has included:
 - o Providing specialist public health advice on issues such as PPE, testing and mortuary management
 - o Data modelling and analysis to support the NHS
 - o Supporting providers to re-configure public health services to maintain safe critical support to those in need whilst relieving the pressure on primary care and so protecting the NHS
 - o Releasing a small number of specialist staff full time to support the regional communicable disease control effort.

SOME FURTHER INFORMATION

Local information from the County Council

- New bereavement service - dealing with bereavement during this difficult time has become even harder. In response to this, the Norfolk Resilience Forum has set up a pro-active approach offering extra support to those who have lost a loved one. From this week, Norfolk County Council, in conjunction with the Working Together Partnership, will offer anybody who is calling to book an appointment to register a death a 30-minute bereavement support call. This new initiative aims to help people, who due to Covid-19 restrictions, have not been able to visit hospitals or care homes, or to travel to say goodbye to loved ones or to fulfil the funeral arrangements, as they would have wanted to with their friends and family. The calls will be made by trained members of the County Council's Library and Information Services and offer the opportunity for people to be supported by having a sympathetic, listening ear. Once the call is complete, the caller may be referred, if needed, for ongoing, longer-term support from a bereavement organisation. It will also be possible to defer counselling to when a person is ready to receive the bereavement service.
- Use of PPE by voluntary services - The use of Personal Protective Equipment (PPE) is an important element of infection control in clinical and health care settings and the government have provided very clear advice on when and where it is appropriate to use it. Whilst there has been understandable focus on the need to make sure PPE is provided to those that need it, we must remember

that the most effective ways we can all limit the spread of the virus is to reduce contact with others to only the essential tasks in line with government advice, where this cannot be avoided keeping your distance (2m) as far as is possible, as well as implementing hygiene measures, both environmental cleaning and personal hygiene. Government advice is clear, we should not encourage the precautionary use of extra PPE to protect against COVID- 19 outside the prescribed circumstances. The demand on PPE is currently high, so it is important that we support the governments call to reserve PPE, including face masks for those who need them such as health and social care workers. Most

voluntary activities, such as delivering food or other supplies, or befriending services, can be carried out in a safe way maintaining social distancing and good hygiene practices. PPE is not required or recommended. Where voluntary organisations are undertaking roles that mean they need PPE, such as working in an adult care setting, they have access to the emergency Resilience Forum stocks in the same way as other organisations.

- PPE in schools - Comprehensive guidance on PPE has also been made available to schools. Whilst schools are responsible for sourcing their own PPE, as with any other resources, NCC will be making centrally sourced stock available to schools, in recognition of the difficulties and high cost in procuring adequate supplies.

Trusted sources of information

- The most recent verified data on cases in the UK and Norfolk is available from Public Health England (PHE).
- Everyone has a key role in promoting www.nhs.uk/coronavirus and www.gov.uk/coronavirus as trusted sources of information to the public. It is really important to ensure people go to the right sources of information and keep up to date with how to look after themselves.
- PHE is addressing common questions on its Public Health Matters blog.
- Keep up to date: We have a dedicated webpage for coronavirus updates in Norfolk, and its impacts on Norfolk County Council services. This is updated regularly so please do re-visit the County Council website.
- Everyone has a key role in promoting www.nhs.uk/coronavirus and www.gov.uk/coronavirus as trusted sources of information to the public. It is really important to ensure people go to the right sources of information and keep up to date with how to look after themselves.

Health and Care

- Getting tested for coronavirus - There are three main ways for getting tested for coronavirus, depending on whether you are an essential worker or not. Essential workers are NHS staff, social care staff and a variety of other professions essential to managing the response to coronavirus. People can check if their role is in the essential worker category at www.gov.uk. Information on how to get tested is available on the NCC website but is summarised below.

o Arranging a test via the national testing scheme - You can check if you are eligible for a test at gov.uk. You can also apply for a home test kit or arrange a visit to a regional drive-through test site (subject to availability) at the government's coronavirus (COVID-19): getting tested website.

o Testing at temporary sites around Norfolk - These tests are open to eligible people with symptoms including essential workers. You can check if you are eligible for a test at gov.uk. You can book a test yourself or your employer can refer you for a test. The tests are being carried out at a number

of temporary locations around Norfolk and Suffolk (including Fakenham). Book a self-referral test at www.gov.uk

o Testing at permanent sites - If you are an essential worker you can get tested at three sites across Norfolk (James Paget University Hospital, the Centrum Centre near Norfolk and Norwich University Hospital and the Queen Elizabeth Hospital, King's Lynn). These appointments need to be booked via the local system being run by Norfolk and Waveney CCG. Find out how to book a local test at norfolkandwaveneyccg.nhs.uk

- NCC staff carry out thousands of telephone welfare checks - Adult Social Care have been running a programme of Welfare Checks with vulnerable people across Norfolk. The programme has been carried out by 60 NCC staff with the aim of finding out whether people are ok, or if they need help with food, medication, wellbeing support or household essential functions (water, power and security). By the end of April, staff had made contact with 14,500 people. The checks revealed that about 30% needed some form of follow up. This could be a referral for additional support from the district council's community hubs (for food, medication, wellbeing or household issues), or an urgent follow up for safeguarding concerns or a failure to respond, which required a physical "doors step check" to see why the vulnerable person wasn't responding.

Tom FitzPatrick County Councillor for Fakenham Division (Dunton, Fakenham, Helhoughton, Hempton, Pudding Norton, Raynham and Tattersett)

tom.fitzpatrick.cllr@norfolk.gov.uk