



Hempton Parish Council

Meeting Minutes

Thursday 18 March 2021, 7pm

Parish Councillors present: Vivien Woods (Chairman), Carol Stubbs, Christine Haydon, Patricia Ainger, Tom FitzPatrick (County Councillor) until item 12, Nigel Housden (District Councillor) until item 9. Also in attendance: Jodie Bond (Parish Clerk). There were no members of the public present.

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 8.5.

It was RESOLVED to grant Cllr Woods a dispensation to participate in the consideration of item 8.5.

3. To approve the minutes of meeting held on 28 January 2021

The minutes were approved without amendment.

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. Cllr Woods advised that the shelter will be repurposed to accommodate a parish notice board.
- Councillor training has been booked for Understanding your Councils' Finances for Cllrs Stubbs and Haydon.
- The textile bank is now in situ and the wastepaper bank has been removed.

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

NCC Cllr Tom FitzPatrick

- A report can be viewed via www.hemptonpc.info

Regarding the proposed roundabout, County will not do anything at the moment as it is now in the pre-election period known as purdah, which means works will be held over until after the Local Elections. Depending on the design, which must be signed off in London, it may take a year so it may be end of 2022 before work can commence and the consultation period must also take place before then.

NEETS – Cllr Woods asked whether there is a breakdown of figures for Norfolk, Cllr FitzPatrick can obtain this information and feedback. Cllr Woods asked whether those that have been identified as NEET will be targeted and provided for. Cllr FitzPatrick explained that they are being helped and over 16's are shown how they can find work.

NCC also worked to obtain and provide 5500 laptops for school children to enable them to continue home schooling during the lock down. Cllr Woods asked whether this was tracked and monitored and whether it was well responded to? Cllr FitzPatrick explained that it was done either through the schools or directly via NCC.

Cllr Woods noted that this was all good news.

NNDC Cllr Nigel Housden

- Due to the Local Elections in May it is unlikely that there will be an update on the merger before then.
- Cllr Housden commented on how nice the duck pond was looking since the first stage of works had been completed. Thanks were given.
- Goggs Mill – Cllr Housden will be meeting with the Hawk and Owl Trust to discuss opening up a cycle lane and bringing it up to Goggs Mill Lane. Cllr Woods explained that the Parish Council would also be pleased to meet with them to engage in discussions as this would benefit many. Cllr Woods added that it makes sense to have a holistic approach to projects, rather than doing things in a piecemeal way and to decide what all parties would like to see, and a plan formulated, before moving forward.
- More discussions will be taking place regarding traffic issues in the future. Cllr Housden to update further.
- The Norfolk Flood Taskforce was discussed. It was agreed that we must all take an active role in creating a flood plan and to communicate with each other on how to move forward with this. Cllr Housden currently sits on the Norfolk Rivers and Drainage Board and suggests co-ordinating the flooding plan through Cllr FitzPatrick, Highways and the County Taskforce, who have overall responsibility. Need to ensure someone is joining the dots to optimise resources and avoid duplication.
- Further to the recent flooding, which almost affected homes in the local community, it was suggested that some sort of water collection system would be a good idea.
- Cllr Woods highlighted the fly tipping and the ongoing issues with this. Cllr FitzPatrick advised that the responsibility lies with NDNC or landowners if it is on private land.

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

- Letters will be sent out to the allotmenters with new leases to accommodate the new plot numbering system since the 2 new car park spaces have been made.
- An allotment rent review was also discussed. There has not been a rent increase for some time and costs associated with the allotment site have increased, including asbestos shed removal, tree removal, allotment track hedge cutting, pest control etc. Clerk to research other local allotment rental costs for comparison, but it was suggested that a £2 per plot increase may be considered to take effect from May 2022.
- Clerk requested that payment of allotment rents are made electronically or via bank transfer where possible. Communication on this to be considered so that all allotmenters are clear.

7.2 Memorial Hall Committee Report

Cllr Stubbs advised that there has been no committee meeting held since the lock down.

NNDC had confirmed that the Local Elections will be held at the Memorial Hall on 6th May.

7.3 Events Committee Report

Cllr Haydon advised that a scarecrow trail may be organised in June to co-inside with the quiz. An autumn event may be considered; however this will be dependant on the Government guidelines at the time.

7.3.1 Parish Newsletter & Social Media Page

Following discussion, the PC will consider a Parish Council FB page further, it has its advantages (i.e. a good platform for parish information), however they can attract negativity. The media policy would include a clause such as not engaging with negative public comments or removing them.

Clerk informed the Council of a comparison price of £91.50 compared with the current printer of £74 for newsletter printing including a thicker outer.

Cllr Woods had spoken to the new printer. They are keen to do a good job and have resolved the initial print issues. All agreed to continue with the new printer.

8. Open Spaces

8.1 Play Area

The annual maintenance schedule is due to be carried out within the next few months. AOT Engineering are not able to commit to a formal maintenance agreement. Prices are therefore being sought from an alternative contractor. Update to follow.

8.2 Village Bench Refurbishment update

Fisher Bullen have kindly removed the damaged bench. The bench will be replaced with another and the memorial plaque will be reattached in due course.

The Councils Standing Orders will be updated to include a clause for village benches and possibly other street furniture to have maximum life cycle of 10-15 year, at which point they should be replaced. Also, future memorials may also be subject to a fixed term, to be agreed in advance with the Council. Cllr Woods suggested that plaques could possibly be attached the wooden posts around the duck pond, similar to Southwold Pier. Cllr Stubbs had concerns about them being knocked off and lost. Further discussion required.

8.3 Pond Area Update

Following a site meeting it was agreed that approx. 10 new locally grown native shrubs/small trees will be planted close to the remaining Willow. The wet meadow seed will also be sourced and sown. Green hay will then be applied if and when required as advised by Norfolk Wildlife Trust and carried out by John Service.

8.4 Highways Report

Following the recent site meeting Cllr Stubbs and Cllr Woods suggested installing 'passing place' or 'priority' signs on the road next to the pond. The verges to the common and duck pond are being degraded where cars drive onto the grass to avoid each other when passing. This signage could help prevent cars from passing on the narrow road and instead waiting for cars to pass safely. We have previously discussed closing the road but in the interim or if this cannot be achieved these signs would help.

8.5 Proposed Roundabout Update

Covered under item 5.

8.6 Shed Roof Repair Update

Work is scheduled to be carried out by Andrew Rumsby Smith this weekend coming. Update to follow.

8.7 Discuss and Agree New Drain for Memorial Hall Entrance Gate

The Chairman and Clerk met with Rhys of RSL Construction to go over the specification of works. The work is scheduled to start in June. Communications with Raynham Estate requested that the responsibility for any work carried out would be assumed by the Parish Council. Rhys assured us that the soak away would be sufficiently deep enough that it would not adversely affect any future resurfacing work that the Estate may undertake to the track.

Clerk to notify the Estate that the potholes have appeared again and need to be re-filled. Clerk advised this will have to be done during drier weather.

A parishioner had reported to the Clerk that rubble and broken paving slabs have been placed in the grass divets opposite The Bell and they had tripped and twisted their foot. Clerk to contact the publican in the first instance to see if they are aware of it.

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 – Refused.

New applications for consideration

There were none.

10. Finance

Clerk presented various price options of payroll agent fees. The most competitive price was from Orchard Accountancy at £7.50 per month. However, the current annual fee is £49.50. Following discussion, the Council RESOLVED to use Orchard Accountancy to carry out the payroll service to maintain professionalism.

10.1 To approve the payment of accounts list

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

10.2 To receive report from the internal audit control officer

The Council received the results of the latest internal credit check carried out by Cllr Stubbs which were positive.

10.3 Agree Associations Subscriptions for 2021-22

Following discussion and input from Cllr FitzPatrick the Council RESOLVED to subscribe to NALC and NPTS for the services each association provides.

10.4 To Discuss and Agree the current rent and lease for the Bowls Club

Following discussion, the Council RESOLVED to draw up an updated lease for the Bowls Club. It was also agreed to waive the annual rent for 2020 due to the affect of Covid19 on the opening of the Club. Clerk to action.

11. Correspondence

- Anglian Water recycling centre – planned works. Clerk to forward a copy of project details to Cllr FitzParick.

- Royal British Legion email - Tommy silhouette statue for £175 plus £25 delivery. It was discussed and agreed that this would be a nice addition to the front of the Memorial Hall. Clerk to action. AOT make and sell red metal poppies, which could be placed in the village sign flower bed or play area flower beds. Clerk to check the prices and inform Councillors.
- Light pollution letter from a local resident. Cllr Stubbs had liaised with all those affected by the letter. Following discussion, it was agreed that the Clerk will write to the resident explaining that the Parish Council are sorry that they are having difficulties but are unable to take this matter any further. They should escalate further issues to NNDC Environmental Services.
- It was agreed to mention exterior lighting generically in the newsletter during the winter months.

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

Covered under item 5.

13. To fill a Parish Councillor Vacancy by co-option

The Chairman nominated Patricia Aigner to be co-opted onto the Council. Proposed by Cllr Haydon, Seconded by Cllr Woods.

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

Discuss and consider charitable donations.

The next meeting will be the Annual Parish Meeting and Annual Parish Council Meeting on Thursday 20 May 2021.

The Chairman closed the meeting at 8.58pm.

15. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential staffing items:

15.1 To report the outcome of the clerk's appraisal

It was agreed to postpone this item until the next meeting.

Signed by Chairman: Date:

Payment of Accounts List (item 10.1)			
Payments To	Description	Chq No.	Payment
Clerk	Expenses	101602	81.61
Clerk	Salary Feb-Mar	101603	691.08
HMRC	PAYE	101604	10.20
NALC	Subscription	101605	109.00
NPTS	Subscription	101606	157.50
NPTS	Councillor Training	101607	72.00
Fakenham Prepress	Newsletter Printing	101608	88.80
Total Payments to be Approved			£1210.19
Receipts From	Description	Ref	Amount
Various Parish Councils	Contribution towards Clerk Mobile, Laptop & Stationery	DC	96.64
Various	Newsletter Advertisement Fee	DC	108.00
Barclays	Interest	DC	0.45
Total Receipts Received			£205.09