



Hempton Parish Council

Meeting Minutes

Thursday 23 March 2022, 7pm

Parish Councillors present: Vivien Woods (Chairman), Patricia Ainger, Christine Warne. Also in attendance: Jodie Bond (Parish Clerk). There was 1 member of the public present.

1. Welcome and to receive apologies for absence

The Chairman opened the meeting and welcomed those present.

Apologies were received from Christine Haydon, Nigel Housden (District Councillor) and Tom FitzPatrick (County Councillor). Apologies accepted.

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.

Cllr Warne declared a pecuniary interest in item 7.1.

It was RESOLVED to grant Cllr Woods a dispensation to participate in the consideration of item 8 and to grant Cllr Warne a dispensation to participate in the consideration of item 7.1.

3. To approve the minutes of meeting held on 19 January 2022

The minutes were approved without amendment and signed by the Chairman as a correct record.

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

There were none.

5. To receive reports from NCC Councillor and NNDC Councillor, if attending

Nigel Housden, District Councillor

Not present.

Tom FitzPatrick, County Councillor

Not present.

6. Open Forum for Public Participation: An Opportunity to Hear from Members of the Public

There was no input from the member of public present.

7. To receive updates from Council Members

7.1 Allotment report

Cllr Warne reported that the hazard tape and plot numbers for 19 and 25 have disappeared. It was AGREED that Cllr Warne will replace the hazard tape, due to the suspected presence of asbestos and plot numbers. The asbestos will be removed once budget allows.

One allotment holder has given written notice that they wish to give up all or half of Plot 4 but wants current standard maintained.

One allotment holder has moved and has agreed to continue until September, but will then give up plot 5.

The unused Pudding Norton noticeboard will be refurbished and re-sited at the allotments as agreed, which will allow allotmenters to share comments and information. Thanks were given to Cllr Warne for her efforts on repurposing the notice board.

7.2 Memorial Hall Committee report

7.2.1 Discuss and agree required maintenance work to external handrail

Cllr Woods attended the last Hall Committee meeting and reported that the external handrail still needs to be rubbed down and repainted due to the paint flaking. Cllr Woods had requested that a Valspar representative investigate and remedy the issue however no response has been received. AOT Engineering advised that the handrail could be treated on site. It was AGREED this would be the best option. However, Clerk to obtain a price to both repair and replace the handrail to allow comparison.

7.2.2 Consider action required to potholes on the hall track

The Raynham Estate arranged for the track to be resurfaced in 2019, using their own contractor and the cost was shared between the main users of the track.

However, potholes have reappeared. Clerk to raise this issue with the Raynham Estate. It is felt that a membrane is needed to be laid underneath the surface to prevent this issue from recurring. This has been reported to the Estate in the past and it was advised that repair work could not be carried out during wet / bad weather.

7.3 Events report

7.3.1 Receive update on plans for the Queen's Jubilee

Cllr Woods advised that a beacon will be lit at 9.15pm on Thursday 2 June. A gas fired beacon would cost £495, a large handmade basket beacon would cost £630 from AOT Engineering. Cllr Woods proposed that a new beacon is purchased as it could be used for future events as well as the Platinum Jubilee. All AGREED.

8. Receive update on the proposed roundabout

The Parish Council was invited to make comments to the Secretary of State's office regarding the proposed exchange of land to replace the common land that would be lost if the roundabout goes ahead. Having assessed the proposal, the PC suggested that a more suitable exchange, for the whole community, would be the Abbey Ruins site instead of the bottom of the Bullock Hills, which was deemed inaccessible to most. We will await their reply.

9. Open spaces

Feedback is to be sent to Highways advising that not all maintenance appears to be completed and that we receive very little notice of planned ranger visits. Clerk to copy Cllr FitzPatrick in the email.

A parishioner had reported that the dog bin lids near the play area were broken. Cllr Warne has made a temporary fix to the lids and will carry out a more permanent fix in due course. Thanks, given.

9.1 Consider installation of a bench at the bus stop on Raynham Road

Clerk circulated some prices for consideration of various recycled material benches. Following discussion, it was agreed that the Clerk will also obtain a price for new wooden slats for the metal bench ends that were saved from Front Green and the duck pond. We are awaiting the bus timetable from Cllr FitzPatrick.

10. Planning matters

10.1 To receive results of applications

PF/21/2601 | 18 River Court, Hempton, Norfolk, NR21 7LZ

Single storey side and rear extension following removal of conservatory to rear

PC comment – NEUTRAL | NNDC decision - APPROVED

PF/21/3314 | Hempton - Land Between 13 & 19, Shereford Road

Demolition of existing building and erection of terrace of 3 no. two-bed dwelling houses

PC comment – NEUTRAL | NNDC decision - PENDING

PF/21/3020 | Payne Brothers East Anglia Ltd, Fakenham Agri Park, Helhoughton Road

Erection of building to be used as storage for bagged agricultural fertiliser

PC comment – NEUTRAL with comments | NNDC decision - PENDING

10.2 To receive applications for consideration

PF/22/0525 | 4 Horns Row, Hempton, Fakenham

Single/two storey rear extension to dwelling and porch to front

PC comment – SUPPORT

11. Financial matters

11.1 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (refer to page 5).

11.2 To review and approve the asset register

Following review, the Council RESOLVED to approve the Asset Register presented by the Clerk.

11.3 To consider and agree renewal of annual subscriptions and direct debits

The Council RESOLVED to renew the direct debits with Eon and ICO and to renew subscriptions with NALC and NPTS. Clerk to obtain quotations for electricity contracts from Eon and SSE.

11.4 To receive report from parish councillor checking finances and appoint a councillor as Internal Audit Control Officer for the coming year

The Council RESOLVED to appoint Cllr Warne as Internal Audit Control Officer for the coming year.

11.5 To approve the payroll agents fee for the coming year

The Council RESOLVED to approve the payroll agents annual fee of £55 for the coming year.

12. To consider and discuss correspondence received

- Clerks and Councils Direct Magazine – made available to Councillors.
- Email from parishioner re Trees on Front Green – Referred to Raynham Estate.
- Email from parishioners regarding alleged fly tipping on Horns Row and new dog bin/ dog bin lid repair request – Clerk to request NNDC monitor the Shereford footpath and then consider a new dog bin. The other dog bin lids will be repaired if possible. The alleged fly tipping will be monitored.
- Email from parishioner re new children's play area equipment request email– Clerk to reply and explain that we are a small village with a small budget but would be happy to keep suggestions on file.

- Email from parishioner re reducing speed limit on the Raynham Road - The Parish Council, with the support of Fakenham Town Council, support Cllr FitzPatrick in requesting 40mph roundels for the 40mph zone on the A1065.

13. Receive an update on progress with the proposed merger with Pudding Norton Parish Council

NNDC have confirmed that the grouping has been approved, which is good news. Clerk is seeking further guidance on the processes involved. Once formal confirmation is received we can progress matters with input from NALC and NPTS.

14. Approve and adopt the Record Management Policy & Retention of Documents Schedule

Following review, the Council RESOLVED to adopt the Record Management Policy and Retention of Documents Schedule presented by the Clerk.

15. To consider clerk/councillor training and events for 2022

The Council AGREED to defer this item until the next meeting, due to the Grouping of Parish Councils.

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

The next meeting will be the Annual Parish Meeting to be held on Wednesday 18 May at 7pm, to be followed by the Annual Parish Council Meeting at 7.30pm.

Clerk to invite Tom Raynham and the local police to attend.

The Chairman closed the meeting at 8.35pm.

Signed by Chairman: Date:

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

17.1 To consider and approve Clerk's pay increase and change to Clerk's working week

Following appraisal, the Council RESOLVED to approve the Clerks' salary increase by one SCP and to approve the 1.75% national increase, to be backdated to 1 April 2021.

It was also AGREED that the Clerk's contracted hours may be fulfilled flexibly between Monday – Thursday.

17.2 Consider quotations and approve grass cutting contractor for the 2022 season

Following consideration of two quotations, the Council RESOLVED to award the grass cutting contract for 2022 to CGM Ltd.

Payment of Accounts List (item 11.1)			
Payments To	Description	Chq No.	Payment
Npower	Electricity	DD	75.38
O2	Clerk Mobile	DD	47.18
Hughes	Clerk Laptop Rental (Feb-Mar)	DD	60.00
ICO	Annual Membership	DD	35.00
Land Registry	Land Search Fee	DD	3.00
Hempton PCC	Church Room Hire	101669	30.00
John Service	Duck Pond Work	101670	752.60
NALC	Annual Subscription	101671	112.27
NPTS	Annual Subscription	101672	160.00
Samantha Jackson	Payroll Agent Service	101673	50.00
J Bond	Salary (Feb-Mar)	101674	720.96
J Bond	Expenses (Feb-Mar)	101675	59.95
Fakenham Prepress	Newsletter Printing	101676	177.60
Jewson	Building Supplies for Benches	101677	294.00
Roy Swain	Bench Installation	101678	289.75
Total Payments to be Approved			£2867.69
Receipts From	Description	Ref	Amount
Barclays	Interest on reserves (Mar)	DC	0.35
BPC	Contribution towards Clerk Expenses	DC	29.69
ERPC	Contribution towards Clerk Expenses	DC	34.69
WRPC	Contribution towards Clerk Expenses	DC	29.69
PNPC	Contribution towards Clerk Expenses	100158	28.69
SPC	Contribution towards Clerk Expenses	100158	17.47
RPC	Contribution towards Clerk Expenses	DC	30.69
HMRC	VAT Refund	DC	2433.16
S Coxtton	Newsletter advert (1yr)	DC	18.00
Luna Star Travel	Newsletter advert (1yr)	DC	18.00
Vantastic	Newsletter advert (1yr)	DC	18.00
R West	Newsletter advert (1yr)	DC	18.00
Wensum Cleaning	Newsletter advert (1yr)	DC	18.00
Dandelion & Gowards	Newsletter advert (1yr)	DC	36.00
Total Receipts Received			£2730.43