



# Hempton Parish Council

## Annual Meeting of the Parish Council

### Meeting Minutes

Thursday 20 May 2021, 7.15pm

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Parish Councillors present: Vivien Woods, Carol Stubbs, Christine Haydon, Tom FitzPatrick (County Councillor). Also in attendance: Jodie Bond (Parish Clerk), Inspector Terri Cooper-Barnes, PC Rich Dawson. There were 3 members of the public present.

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**1. To elect the Chairman for the coming year**

Clerk 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 signed her declaration of acceptance. Cllr Woods took the remainder of the meeting as Chairman.

**2. To elect the Vice-Chairman for the coming year**

Cllr Woods invited nominations for Vice-Chairman. Cllr Ainger was nominated by Cllr Woods and seconded by Cllr Haydon. With no further nominations, all agreed to elect Cllr Ainger to serve as Vice-Chairman for the coming twelve months.

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

Cllr Woods opened the meeting and welcomed everyone.  
Apologies received from Pat Ainger. Apologies accepted.

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

Cllr Woods declared a pecuniary interest in items concerning the roundabout.  
It was RESOLVED to grant Cllr Woods a dispensation to participate in the discussion regarding the roundabout.

**5. To approve the minutes of meeting held on 18 March 2021**

The minutes were approved without amendment.

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

A more competitively priced payroll agent has been sourced since our last meeting (Samantha Jackson Accountancy) for an annual fee of £50.

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

There were none.

**8. To Receive Updates from Council Members**

**8.1 Allotment Report**

Cllr Stubbs reported that the allotments remain at full capacity, however there may be one member expected to leave, but there is a waiting list.

The plot numbers have been renumbered and more car parking spaces have been created.

Almost all rent has been received and almost all new leases have been returned.

The new plot number posts are ready to be painted and will be installed during the summer months.

The grass around the paths has grown and needs to be cut. Cllr Stubbs will organise this to be done between the allotmenters.

Cllr Stubbs has been checking and attempting to maintain the boundaries as there have been some instances where livestock has escaped into the allotments. These boundary breaches could become an issue with other allotment users and visitors, such as dogs and children.

#### 8.1.1 Allotment plot numbering and rent review.

Plots should be renumbered by the date of the next meeting.

Following discussion, the Council RESOLVED to increase the annual allotment rent, effective from May 2022. The rent amount will be confirmed at our next meeting and allotmenters will be notified in writing.

#### 8.2 Memorial Hall Committee Report

Please see APM minutes.

- In addition, Cllr Stubbs reported that the Tommy statue, purchased by the Parish Council, has been installed and the flower bed has now been planted up – the repurposed bin will have white rose planted soon.
- There are plans for a new stage covering as it is getting worn and a new floor covering in the entrance lobby.
- There is approx. £19,000 in the bank, which includes various Covid-19 related small business grants.
- The Bank Holiday car boot sale will be going ahead on 31<sup>st</sup> May.
- The next hall committee meeting will be held on 26<sup>th</sup> May.

#### 8.3 Events Committee Report

- Cllr Haydon reported that there have been no events organised due to the Covid-19 restrictions. However, we are hoping to organise an autumn event if Government restrictions allow.
- We did have an Easter Trail that coincided with people's daily exercise and was a success.
- The annual Scarecrow Trail is also running.

#### 8.3.1 Parish Newsletter

There were a few 'teething problems' with the new printer, however these appear to have been successfully overcome and we will continue to monitor.

### 9. Open Spaces

#### 9.1 Play Area Report

ROSPA have confirmed the annual inspection is booked for June.

The Council RESOLVED to replace all 4 swing seats in the play area due to wear and tear and damage caused.

A letter had been received from a local resident who uses the play area frequently. They had some concerns with the unlevel surface of the area and dog fouling in the area. They felt the existing equipment was not suitable for very young children and access to the area not suitable for pushchairs and wheelchairs.

The Clerk responded to the letter explaining that the play area is on common land and cannot be fenced.

Communication with NNDC has taken place in the past regarding making the play area a dog free zone, but the only realistic resolution is to publicise with more signage. The Parish Council wrote to the Secretary of State in August 2020 to request permission to level the ground but have been advised in the past that it could take up to 3-5 years to receive a decision.

The Council frequently receives positive feedback about the play area and believe the equipment is suitable for younger children. The Council are happy to consider other items of play equipment, however any decisions would be governed by funding.

#### 9.2 Village Bench Refurbishment Update

One bench has completely broken and will need to be replaced.

Following the receipt of the initial quotations for refurbishing the benches it may be more cost effective to replace the benches with new ones. A price comparison is to be considered and agreed at our next meeting. Clerk to action.

The Council will update the standing orders to include a clause for the life span of all future memorial plaques / benches to a maximum amount of time; it is suggested that this be 10 years. Clerk to action and present a draft policy to the Council for approval.

#### 9.3 Pond Area Update

A site meeting is scheduled with John Service to discuss and confirm details of the next stage of planting and to finalise the positioning of the wooden posts around the perimeter.

#### 9.4 FACT and Litter Picking

Following a meeting with a member of FACT we have agreed some areas where they may be able to help, including the pathway to the Garden Centre, the Shereford track, the Bullock Hills and Goggs Mill area.

Cllr FitzPatrick noted that he will be meeting with the Fakenham resident that organised a recent litter pick at the Bullock Hills as another litter pick is planned in Fakenham on 4 June.

Cllr Haydon has been approached by a parishioner who would also be interested in volunteering to help with future litter picks.

Cllr Woods asked whether local schools could be approached to help with litter picking. PC Dawson suggested that getting young people involved may be a good idea and local groups such as Scouts and Cadets, may be able to offer some help while working towards a badge. Clerk to make enquiries.

It is clear that the problems experienced with some young people is a multi-layered and complex issue. Perhaps collective input from a cross section of the community may present an opportunity for a way forward.

PC Dawson will also consider the feasibility of using restorative justice with the young people who cross his path and report back to the Parish Council as soon as practicable.

#### 9.5 Flooding

Cllr Stubbs attended a Norfolk Flooding Task Force virtual meeting which highlighted positive action and steps that will be taken. Cllr Woods added that the erosion of the cliffs at the coast and soil erosion inland are all connected and the issues should be considered holistically.

#### 9.6 New Drain for Memorial Hall Entrance Gate

Clerk advised that the date for commencement of work will be 21 June. Cllr Stubbs to notify the Hall Committee that access will be restricted at the front entrance and the side door should be used for the duration of the work. This is likely to be one week in duration subject to weather remaining dry.

#### 9.7 Discuss litter pick at the Bullock Hills and consider new bins

A Fakenham resident has requested a dog bin and litter bin at the Bullock Hills following a very successful litter pick that he organised. The Clerk had contacted Raynham Estate for permission which was agreed, subject to the bins being funded and managed by other means. Clerk approached Fakenham Town Council for a contribution towards the cost of the bins, however the initial reply from them is that due to it being privately owned land they feel the responsibility lies with the landowner.

Pudding Norton, Colkirk and Rybrugh Parish Council will also be approached for a contribution.

Hempton Parish Council would be prepared to contribute to funds or fundraise for the costs of the bins and share the cost of the ongoing maintenance and empties, as so many local people use the area.

PC Dawson advised that they should not be plastic bins, due to fires that could be started in them which could easily spread and decimate the area.

Cllr Woods asked about the local fires that were witnessed locally and what the process is if it happened again.

PC Dawson advised that if a fire is set purposefully it is classed as arson and a criminal offence, however if someone has started a fire with the intention of cooking for example, and accidentally setting a fire, then it is likely to be viewed as accidental not deliberate. Therefore, outcomes would be very different.

9.8 Consider repainting the inside of the bus shelter

The Council are considering painting the inside of the shelter to cover the graffiti and tidy it up ready for a notice board and possibly a mini library. Roy the handyman will be booked in for this work. PC Dawson advised that we should be mindful of drawing the wrong sort of attention to the shelter. Also, the spread of Covid-19 is a current factor to consider. PC Dawson felt that a 'library' could be subject to arson attacks. Further discussion required.

**10. Planning Matters**

**Decisions on existing applications**

PF/21/0948 | 13 Dereham Road, Hempton, Fakenham, NR21 7JY

Two storey rear extension following removal of existing conservatory

PC Comment – Neutral | NNDC Decision – Pending

**New applications for consideration**

*There were none.*

**11. Finance**

11.1 To review the asset register for year ending 31 March 2021

The Council RESOLVED to agree the asset register presented by the Clerk. Further review will be carried out by the Chairman and Clerk for the next Financial Year. The total asset figure for 2020/21 was then confirmed.

11.2 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented 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.

11.3 To approve the Annual Governance Statement in the 2020-21 Annual Governance Annual Return (AGAR)

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

- 11.4 To approve the Statement of Accounts in the 2020-21 AGAR  
The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk agreed to sign the AGAR on behalf of the Council after the meeting.
- 11.5 To approve the payment of accounts list  
The Council RESOLVED to approve the payments list (refer to page 6).
- 11.6 To appoint a Councillor as Internal Audit Control Officer for the coming year  
Following discussion, the Council RESOLVED to appoint Cllr Ainger as the internal audit control officer for the coming year.
- 11.7 To discuss and consider charitable donations  
Following discussion, the Council RESOLVED to continue with community event fundraising for charities rather than one off donations.

**12. Correspondence**

Marie Curie Letter

Open Space Society Letter

NNDC and NCC Tree Planting Schemes - Cllr Woods mentioned that Cllr Housden will be speaking to Raynham Estates regarding the possibility of planting an arboretum, which could be designated in memory of Covid-19 victims' resident in North Norfolk or perhaps even the County, and open to visitors.

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

No further update. Cllr Housden to progress the matter with Rob Henry at NNDC and report at the next Parish Council meeting.

**14. To approve the Updated Financial Regulations, Risk Management Policy & Information Audit**

Following review, the Council RESOLVED to approve the updated Financial Regulations, Risk Management Policy and Information Audit presented by the Clerk.

**15. Consider and book councillor training – 'Charitable Trust and Parish Council Course'**

Following discussion, the Council RESOLVED to book a place on this course for Cllr Stubbs and possibly the Clerk.

**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 held on Thursday 15 July 2021.

The Chairman closed the meeting at 8.15pm.

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

<b>Payment of Accounts List (item 11.5)</b>			
<b>Payments To</b>	<b>Description</b>	<b>Chq No.</b>	<b>Payment</b>
Eon	Electricity	DD	82.33
O2	Clerk Mobile	DD	47.66
Andrew Rumsby-Smith	Shed Roof Repair	101609	480.00
Clerk	Salary Apr-May	101610	691.08
Clerk	Expenses, including Tommy Statue	101611	265.21
Fakenham Prepress	Newsletter Printing	101612	235.20
Parish Land Survey	Allotment Land Plan Adjustment	101613	150.00
CGM Ltd	Grass Cutting	101614	203.47
K&M Lighting	Annual Street Lighting Maintenance	101615	117.00
Jewson	Hammarite Paint for Hall Gates	101616	49.44
Jewson	Barrier Tape for Broken Bench	101617	10.24
Bracken Pest Control	Mole Control	101618	365.00
Butcher Andrews	Solicitors Document	101619	1140.00
Viv Woods	Courier Fee and Post Crete for Tommy	101620	15.50
<b>Total Payments to be Approved</b>			<b>£3852.13</b>
<b>Receipts From</b>	<b>Description</b>	<b>Ref</b>	<b>Amount</b>
HHPC, SPC, PNPC	Contribution towards Clerk Mobile, Laptop & Stationery	DC	60.53
Various Allotmenters	Allotment Rent	DC &	50.00
		1001146	10.00
Matthew Preston	Newsletter Advert -Piano Lessons	DC	18.00
NNDC	Precept	DC	9000.00
HMRC	VAT Refund	DC	1987.42
<b>Total Receipts Received</b>			<b>£11125.95</b>