



Hempton Parish Council

Meeting Minutes

Thursday 16 July 2020, 7pm

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

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

There were none.

3. To approve the minutes of meeting held on 21 May 2020

The minutes were approved without amendment.

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

There has been another person showing interest and N Ryder is still interested in joining and it is planned that she will be co-opted in September.

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

There was none.

6. Speaker: To hear from Jerome Mayhew MP

It has not been possible to invite Jerome along to this meeting, however we plan to invite him along to our meeting in November, where we hope to be able to have our meeting in either of the halls.

7. Receive reports from

7.1 Local Police, not in attendance – newsletters are uploaded to our website www.hemptonpc.info

Cllr Housden advised that the Police are using a lot of undercover officers at the moment so they may not be as noticeable as normal, but they probably have had more of a presence than usual.

Cllr FitzPatrick added that there have been local crimes recently, including 200 coping stones being stolen from a wall in Walsingham and metal work has been stolen from churches. The police advise that if anything is witnessed to report it to the police rather than approaching perpetrators.

7.2 NCC Councillor Tom FitzPatrick (report available to view on our website)

Cllr Woods asked whether there are any additional impact risk assessments implemented re Covid-19 or anything in place in addition to what we know is good practice, i.e. track, trace and isolate reduce risk to local people since the number of visitors has and will continue to increase over the summer. Is there any monitoring in place, and can anything be done to mitigate risk? It appears that Central Government will soon delegate to

Local Councils to manage outbreaks. Cllrs FitzPatrick and Housden commented that the task would be huge and may not be feasible to implement.

Cllr FitzPatrick added there is not a risk assessment for the whole County because every town is different, and that the Dpt of Public Health advice is to maintain social distancing, and the wearing of face masks will be introduced. He added that PH England cannot be overridden. The Covid-19 levels for Norfolk are low at the moment. However, if there are spikes in case numbers there will be local lockdowns.

The Roundabout planning is under way, the consultations will be next but work is planned to start in 2021, and it is hope that there is no delay. Cllr Woods asked whether it is Highways responsibility to seek consent for a change of use of Common Land, from the Secretary of State, as she is aware of the time implications in obtaining this permission and how that may impact of works starting next year.

Cllr FitzPatrick explained that all planning is underway and the Legal Department will have responsibility for this aspect of the process. He also added that the Parish Council will be involved with the consultation phase—design plans have to be drawn up first and then the consultation will start.

Cllr Haydon mentioned the 2 accidents that had occurred in the past two weeks. The white lines have disappeared from junction on B1146 and the junction from Pond Road. Cllr FitzPatrick will raise this when he meets with the Highways Inspector next week. Clerk will also log this via the NCC Highways website.

7.3 NNDC Councillor Nigel Housden

Since mid-May the DC has run down some of their programs slightly and have been helping those shielding with collecting prescriptions and helping with shopping needs. Cllr Housden believes the food bank should be continued even after the Covid-19 period. Grants are being made available, so a lot has been going on locally. Opening public car parks and public toilets have been under discussion because a lot of costs have been incurred due to some very poor behaviours.

Cllr Housden added that Covid-19 case numbers are low in our region, but added that he has witnessed streams of caravans and campervans coming in to North Norfolk. Risk assessments are difficult to carry out during lockdown and because it is such a wide brief it is very difficult to risk assess.

Information suggests that visitors' numbers are up significantly and businesses are reporting a 5 times increase on the usual turnover of caravans and campers. We must expect this influx to continue due to people being furloughed and not going back to work and taking 'staycations' rather than holidaying abroad.

Cllr Woods added that local Councils will have more of a responsibility to reach out and help those in need, in particular those who either do not have, or are unable to access the internet.

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

There were none.

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

9.1 Allotment report

New plot numbers will be made and erected on site. If free offcuts can be sought for the posts, they will be painted to match the number plots and used, however if this is not possible 3x3" wooden posts will be purchased.

9.2 Memorial Hall Committee report

The provisional reopening day for the hall is 20 July 2020.

Covid-19 signs are being put up in the hall, hand sanitisers are being purchased, the hand driers will not be used instead paper towels will be available for hand washing. New locks will be fitted to the external toilet door so that only one person can go into the toilet at a time to adhere to social distancing.

There will be a cupboard assigned to keep soaps and sanitiser etc. Hall users will be responsible for cleaning everything down before and after they use it.

The AGM will be held on Monday 17 August at 7pm. It is a public meeting and will be held in the Memorial Hall (this will be monitored so that social distancing can be met, doors can be left open at the front and side, and window can be left open).

Some groups are still unable to start up again, anything that makes you sweat is still banned. Fitness groups, carpet bowls etc.

A Car boot is still planned for August Bank Holiday but will be outside stalls only and drinks will be served through the window. Only prepacked food items will be available.

A risk assessment is planned to be drawn up and the hall will be deep cleaned before it is re-opened.

The Committee received the £10,000 small business rate payer grant from NNDC. The bank balance is now over £14,000.

Financial accounts were being organised for an audit to be undertaken.

9.3 Events Committee report

The Scarecrow festival was a success.

The village quiz was also well received. The winner will be announced in the August newsletter.

It was discussed and agreed that the remaining community events would be cancelled for this year. It is with sadness that this decision was made but it is an uncertain time and it was felt this was the best decision at this time.

The Yard Sale will still go ahead within the next few months as this will involve people selling from their own homes. Refreshments will be sold from the Church Rooms where people can also collect a map of the stalls. Proceeds from the sales will be equally split between the PC and the PCC.

9.3.1 Parish Newsletter & Social Media page

It was discussed and AGREED that the Friends of Hempton FB page will be used to promote Parish Council events and PC related items only – it will not be used for third party adverts, apart from those included in the parish newsletter. Details to be formalised. Meeting to agree protocols to be arranged by Clerk.

9.4 Post Office Update

Cllr Woods asked who is 'driving' the project to establish new premises for the Fakenham Post Office. At the moment there is only one operative instead of three, and the Post Office have dictated the services available and opening hours. It is felt that things could have been progressed even during the Covid-19 lockdown period.

Cllr FitzPatrick explained that it is a team effort and that he is one of the people striving to reach a suitable permanent solution, Fakenham Town Mayor being another. His interest was to get a service back up and running. Cllr FitzPatrick added that the Post Office is a commercial organisation so there is only so much 'prodding' that can be done.

It was agreed that the current service levels are better than having just the mobile van once or twice a week for a couple of hours. The Post Office have promised to keep the existing service running until something more permanent turns up.

Cllr Woods believes the public are being treated badly by the Post Office management and their service still leaves a lot to be desired. Provided an acceptable permanent solution is being actively progressed, and it is not just being left to the Post Office, then we can leave matters as they are for a few more months.

10. **Memorial Hall**

10.1 Fire Doors Update

It was agreed that one of the remaining warped doors would be replaced and both pairs of doors will be fitted with storm strips and draft strips to the outside. This work is scheduled to be carried out on Friday 17th July. The doors will then be painted by T&T Decorators.

It was also agreed that both sets of side doors will be painted in white, the fascias and soffits would be painted black, the front doors and hand rails outside would be painted in a light grey to match the shed. Scheduled for w/c 20 July 2020.

Lavenders will be purchased to plant in the flower bed and some grasses will be planted in the repurposed concrete planter.

10.2 External Work to the Hall

The council RESOLVED to agree and progress the external works to the Memorial Hall, including pressure washing the drive way, pressure washing the front gable end, digging the trench to clear the damp proof course, install new fence panels and flower bed.

The rear gable end has been cleared of rubbish by the bowls club and looks much neater.

The electrical cables have been shrouded by UKPN and Kings and Branham have advised that the light and alarm can be covered with plastic bags and tape while jet washing is undertaken.

The grit bin is a concern of the hall committee because water gets in and solidifies any salt inside. Clerk to obtain a price for a new grit bin. Cllr Stubbs will ask the Hall Committee to contribute towards the cost. Salt supplies should be packed in plastic bags to prevent it solidifying.

11. Open Spaces

It was discussed and the council RESOLVED to AGREE the following:-

- o A durable carpet would be fitted in the shed for the cost of £180 supplied and fitted.
- o Storage racking units will also be purchased to organise all of the community event supplies etc. This racking will cost £129 per unit. Two units will be purchased.
- o The outside and inside of the shed will be repainted and a new paving slab pathway will be fitted.

11.1 Play area climbing net & maintenance update

- o Charman and Clerk met with AOT Ltd to agree the annual maintenance work. This will be completed within the next few weeks. AOT will also begin manufacturing the climbing net within the next few weeks and have agreed to test and report back on the structural integrity of the swings as highlighted in the ROSPA report.
- o A letter will be sent to the Secretary of State for Environment, Food and Rural Affairs, to request that the play area surface be graded to make the surface more level.
- o Following the recent ROSPA report the existing safety matting must be replaced, however we have the difficulty of the planning inspectorate advice that we cannot make changes to the surface of common land.
- o Cllr Haydon is carrying out regular visual checks of the area and noticed litter on the ground. Clerk will contact PC Dawson and ask them to do drive-bys again when it is possible for them to do so.
- o Clerk will also make enquires with PC Dawson and NPTS about installing CCTV cameras in the play area, and whether any evidence recorded can be used as evidence of criminal activity.

11.2 Pond Area update

- o Agreed that Clerk will forward the Norfolk Wildlife Trust Management Plan (received from Helen Backowska) to the NNDC Arborculturalist, once Raynham Estate has been notified. Clerk to also forward a copy to Cllr Housden.
- o Pond samples have now been tested and the results confirm that the pond spoil is safe enough to dispose of on arable land. Clerk to liaises with Raynham Estate and John Service to organise this.

11.3 Highways Report

11.3.1 Goggs Mill Speeding Update

- o No further communication has been received, as it is a low priority during Covid-19 lockdown. Clerk will attempt to progress this. Cllr FitzPatrick had suggested to petition for more speed/traffic signs.
- o Cllr Housden added that there has been a vast increase in pedestrians, especially since lockdown and it is ludicrous that the speed limit is 60mph and here are no chicanes or warning signs.
- o Cllr FitzPatrick has spoken to Highways about this in the past and will also chase it up.
- o Cllr Woods feel that there should be a cohesive plan between all parties involved.
- o All agree that the speed limit should be reduced, and signage installed however it is agreed that too much signage will not benefit the area. Cllr FitzPatrick suggested having SLOW painted on the road for example. This has all been listed in the letter to Highways that was sent before Covid-19. However, Highways have reported that this project is not considered a priority and will therefore not receive any attention in the foreseeable future.

12. Planning Matters

PF/20/0838 | 13 Dereham Road, Hempton, Fakenham, NR21 7JY

Demolition of garage and erection of detached single storey building with accommodation within the roof space for use as an annexe; two storey rear extension to dwelling.

PC Comment – No objection – NNDC Decision -

13. Finance

13.1 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (refer to page 7).

14. Correspondence

Clerks & Councils direct magazine.

Letter regarding light pollution – Cllr Stubbs will investigate and get back to EH Dpt.

15. To consider and adopt Financial Regulations & Risk Management Policy

As a Council we have spent a lot of time recently going through our financial regulations and risk management policy, The Clerk is in the process of making some amendments to these documents when they will be agreed and adopted at our next meeting.

16. Discuss Whole Council Training via video conferencing

Following discussion, the council RESOLVED to postpone training until the co-opted members have joined the Council and once the merger between Pudding Norton and Hempton is agreed.

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

Pudding Norton PC have received no comments from members of the public and are happy to progress with the merger. As they and Hempton PC wish to progress the Clerk will re organise the planned meeting with NNDC as soon as practicable and in line with Covid-19 protocols.

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

There were none.

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

Thursday 17 September 2020. Venue to be confirmed.

Meeting closed at 9.05pm

Signed by Chairman: Date:

Payment of accounts list - approved on 16 July 2020 (item 13.1)			
Payment to	Description	Chq No.	Payment
O2 *	Clerk Mobile Phone	DD	33.90
Clerk	Salary	101567	676.28
Clerk	Expenses	101558	184.21
Rospa	Play Area Inspection	101559	86.40
Parish Magazine Printing	Newsletter printing May & June	101560	96.96
Jewson	Building materials	101561	184.32
NPTS	Internal audit	101562	35.00
Economy Timber	Building material for Hall	101563	282.12
Vivien Woods	Building supplies	101564	100.61
Norse	Pond sample testing	101565	132.00
HPW Excavations	Tree removal from allotment plot	101566	150.00
Total payments to be approved			£1961.80
Receipt from	Description	Ref	Amount
Various	Clerk mobile phone and stationery cont.	100133 100131 100130	155.45
Various	Allotments	100132 100134	180.00
Barclays	Interest		4.55
Total receipts received			£340.00