



# Hempton Parish Council

## Meeting Minutes

Thursday 17 September 2020, 7pm

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

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

Cllr Woods opened the meeting and welcomed everyone.

Apologies received from 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 and interest in item 9.6 as she resides on Front Green. Dispensation granted by Councillors present.

**3. To approve the minutes of meeting held on 16 July 2020**

The minutes were approved without amendment.

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

There were none.

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

NCC Cllr Tom FitzPatrick – Not present - Report can be viewed via [www.hemptonpc.info](http://www.hemptonpc.info)

NNDC Cllr Nigel Housden – Not present

**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**

Cllr Stubbs has started making the plot number posts which will be mounted on taller posts than first envisaged, Jewson (Hempton) kindly donated the posts. Cllr Stubbs reported that one or two of the allotmentees are likely to assist with installation.

**7.1.1 Fires on allotments**

Cllr Stubbs had received notification about a bonfire on the allotment which got out of hand due to a spark and it being a very hot dry day. The fire brigade did attend and put the fire out. Allotment holders will be reminded to take care when having fires, in line with the allotment guidelines. No further action is deemed to be necessary because it was clearly accidental.

## 7.2 Memorial Hall Committee report

- Cllr Stubbs has been unable to attend the last two meetings due to other commitments
- The last car boot for 2020 took place on August Bank Holiday Monday.
- Cllr Stubbs advised that the Hall Committee are adhering closely to the latest Covid-19 regulations and risk assessments have been completed. Some groups may be affected by the new rule of 6.
- It was discussed whether the insurance premium element for the Memorial Hall should be paid by the Hall Committee. Cllr Stubbs will confirm what insurances are already covered by the Hall Committee and report to the Clerk.
- The Clerk receives quite a few calls and emails from people wishing to hire the hall and are unable to get through to the Bookings Clerk. It was therefore suggested that the committee consider buying a new phone for the Bookings Clerk as this is likely to resolve the issue.

### 7.2.1 Receive copy of annual accounts

A copy of the annual accounts has now been received for the Parish Council records.

## 7.3 Events Committee report

- Cllr Haydon updated us on the yard and car boot sale with 23 booked yard sale and 15 on the car boot.
- Cllr Haydon will carry out a risk assessment and ensure Covid-19 regulations are in place.
- Refreshments will be served from the Church Rooms.
- All yard stalls will have a balloon to highlight their location.
- Maps will be available to purchase from Church Rooms, the car boot and King George Road.
- A list will follow, for Council records, together with a copy of the risk assessment and Covid-19 provisions.

### 7.3.1 Parish Newsletter & Social Media page

Following a Friends of Hempton events working group meeting it was discussed and agreed that the Friends of Hempton Facebook page will only be used for promoting Parish Council events and will include a link to the Parish Council website. Clerk to set up a list of protocols for review and agreement. It was agreed that a community notice board Facebook page would not be set up at this time. Clerk had obtained some quotes for alternative printing suppliers. Further information to follow for consideration between reducing our carbon footprint and affordability of the printing.

## 8. Memorial Hall

All planned external work has now been finished at the Hall. The painter returned to rectify the last piece of painting.

The hand rail requires touching up due to the impact of jet washing. It will be arranged to rub down and repaint.

Two quotes have been obtained to install a new slope and drain to the main entrance to the Hall. A third quotation will be required in order for a decision to be made.

Cllr Stubbs is happy to plant up the flower beds and repurposed flower pot.

Cllr Stubbs to establish whether the Hall Committee's gardener will keep the weeds cleared from the entire outside areas e.g. perimeter of entrance.

## 9. Open Spaces

### 9.1 Play Area Climbing Net & Maintenance Update

- AOT has forwarded a photo of the climbing frame. Following discussions it was agreed that a peppermint green colour would be a nice colour to blend with the existing equipment.
- Clerk will obtain the footprint size of the climbing frame and request some samples of the green and dark brown safety matting from NGF Play to consider and make final decision.
- The annual maintenance for the play area equipment has now been completed including replacing the cracked paving slab and repainting the blue bench and bin to the turquoise colour.
- AOT has also checked the structural integrity of the red swings and there is some dimpling but the strength of the bar appears to remain strong. This will be monitored and replaced as and when necessary as advised by AOT.
- Clerk to forward a formal schedule of works for the annual maintenance, to include maintenance of the litter bins and village benches to AOT Ltd.

#### 9.1.1 CCTV in Play Area

Following discussion it was agreed that CCTV would be beneficial and further research is required to enable this to progress.

#### 9.1.2 Fire on the Common

There was a recent fire on the Common. The Fire Inspector on site had informed Cllr Stubbs that he would report the fire to the police as it was set deliberately, but there was some concern as this incident did not appear to be included in the local police newsletter and did not appear to have been reported to the police. Clerk to follow up with PC Dawson and establish what the protocol is for such incidents so that we know what to do should a similar incident happen again.

### 9.2 Village Bench Refurbishment

The village benches will be refurbished. AOT will collect the benches and blast the metal ends and repaint them at a cost of £175 per bench – they will then be repositioned within the village - slightly new layout will be presented at the November meeting.

### 9.3 Pond Area Update

Approval has now been received from NNDC for the Alder tree removal.

John Service is due to start work on the pond during the last week of October.

It is advised that we make further attempts to prevent people from feeding the ducks to reduce their number.

### 9.4 Highways Report

The white lines have now both been repainted on the pond road and Dereham Road.

#### 9.4.1 Goggs Mill Speeding Update

Following the recent email from NCC Highways it was agreed that carefully chosen signage will be required, including SLOW and narrow bridge signs to both sides of the bridge. Clerk to liaise with Fakenham TC to discuss and agree final options.

Clerk to contact the owners of the land to both sides of the road to request they cut back the overgrowth.

This will be taken forward with discussions with Jerome Mayhew to request the speed limit is reduced. Speed limits should have local Parish Council input together with local Police and with local highways engineers, and use local knowledge to make speed limits fit for purpose. Legislative changes will be necessary, hence Jerome Mayhew MP's input is essential.

9.5 Consider New Parish Council Notice Board

Locations for a second parish notice board were considered at either the Shereford Road junction on A1065 or close to King George Road junction. It was suggested to include a note in the newsletter asking parishioners to vote for their preferred location. An alternative option would be to locate the notice board in the existing bus shelter. The shelter needs to be re-roofed, Clerk to obtain some quotes.

9.6 Proposed Roundabout Update

Clerk produced some notes from our meeting and were sent to the Highways Engineer. The Engineer would be happy in principle to do a further presentation to parishioners and we have requested that the new road layout is marked out in the interim.

We will have to monitor the Government guidelines before we organise any public meeting but it was considered that it could be done in stages, marking out first with an opportunity for parishioners to comment, then a copy of the proposed plan to be included in the newsletter with an opportunity for parishioners to comment and then a presentation, possibly via a booking system, Clerk to liaise with the Highways Engineer.

9.7 Agree Flooring and Other Internal Work for the Parish Councils Shed

Quotes had been obtained for the internal painting of the shed for £150 labour only, and £180 for the supply and fit of heavy duty carpet. It was discussed and AGREED that the shed would be painted. Clerk to obtain a price to paint the floor and compare it to the carpet cost.

10. **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 - Withdrawn**

PF/20/1253 | 9 Horns Row, Hempton, Fakenham, NR21 7JZ

Single storey and first floor rear extensions

**PC Comment – No objection – NNDC Decision - Awaiting**

11. **Finance**

11.1 To Approve the Payment of Accounts List

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

11.2 To Review and Approve the 6-Monthly Budget

The 6-monthly budget was circulated to Councillors prior to this meeting for consideration. It was AGREED to approve the figures. Further input will be required before agreeing the annual budget and precept for 2021/22 in November.

DRAFT until agreed at next meeting

11.3 To Agree to Re-Appoint the Internal Auditor for the 2020-21 Financial Year

It was discussed and agreed to appoint Di Dann or a member of NPTS to carry out the annual internal audit for YE 31 March 2021.

**12. Correspondence**

- Clerks & Councils direct magazine
- Hazardous waste days' notice –  
Hempton Recycling Centre - Friday 9th, Saturday 10th & Sunday 11th October - 9am to 4pm

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

There have been further attempts to set up a meeting with NNDC, however we are still waiting on dates from them. Nigel Housden has offered to progress this matter further with the Chief Executive at NNDC, on our behalf in the meantime.

**14. To Receive any Items for Inclusion on the Next Agenda**

There were none.

**15. To Note the Date of the Next Parish Council Meeting**

Jerome Mayhew will be invited along to a future physical meeting once it becomes possible to do so under Government guidelines.

The next Parish Council meeting will be held on Thursday 19 November 2020. It is expected that this will be a virtual meeting again.

Meeting closed at 9.25pm

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

<b>Payment of Accounts List - Approved on 19 September 2020 (item 11.1)</b>			
<b>Payments To</b>	<b>Description</b>	<b>Chq No.</b>	<b>Payment</b>
O2 *	Clerk Mobile Phone	DD	23.32
R Lake	Hall Fire Doors	101569	160.00
T&T Decor	Hall exterior painting	101570	650.00
Dash Peposhi	Hall Jet Washing	101571	450.00
Norse Labs	Pond samples	101572	187.20
C Haydon	Expenses	101573	10.00
CAS Ltd	Insurance	101574	804.15
Clerk	Expenses	101575	80.32
HMRC	PAYE	101576	10.00
Clerk	Salary	101577	720.88
Ladywell Accountancy	Payroll Services	101578	49.50
Parish Magazine Printing	Newsletters	101579	109.50
Jewson Ltd	Materials	101581	132.06
<b>Total Payments to be Approved</b>			<b>£3386.93</b>
<b>Receipts From</b>	<b>Description</b>	<b>Ref</b>	<b>Amount</b>
ERPC, BPC, RPC	Clerk mobile phone and stationery contribution	100136 100137	65.43
S. Dawson	Newsletter Advert - Avon	DC	18.00
<b>Total Receipts Received</b>			<b>£83.43</b>