



Hempton Parish Council

Meeting Minutes

Wednesday 12 October 2022, 7pm

Parish Councillors present: Vivien Woods (Chairman), Christine Haydon, Christine Warne. Also in attendance: Jodie Bond (Parish Clerk). There were 2 members 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 Patricia Ainger 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 18 May 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 County and District Councillors, if attending

Tom FitzPatrick (County Councillor)

Not present

Nigel Housden (District Councillor)

Not present

6. Open forum for public participation: An opportunity to hear from members of the public

A member of the public present reported some escaped goats from one of the allotment plots. Cllr Warne was aware and attempted to usher them back and reinforce the end fence. Cllr Warne will have a further discussion with the owner of the goats. The PC will also write to the owner to request that arrangements are made to prevent this from happening again.

A visual check will be undertaken to also ensure that all birds are under cover during the current bird flu restrictions. Another member of the public expressed an interest in joining the Parish Council. They were invited to attend the next meeting.

7. To receive updates from Council Members

7.1 Allotment report

Cllr Warne reported that the grass along the paths and car park area has grown and would benefit from being cut. The Council AGREED in principle to go ahead with the grass cutting, subject to approving the cost. Clerk to obtain a quote.

Clerk noted that most rents have been received but many leases are still outstanding. Clerk to follow up on this. One allotment holder paid their annual rent for 2 plots at the meeting.

7.2 Memorial Hall Committee report

Cllr Woods was unable to attend the last committee meeting.

7.2.1 Receive update on external handrail

Cllr Woods advised that the handrail has now been repainted. The delay was caused due to the weather conditions. A member of the Hall Committee had reported that a paint brush and some debris was left behind which they cleared, however Cllr Woods explained that this will be feedback to AOT.

7.2.2 Discuss Memorial Hall lease renewal for 2023

Cllr Woods advised that due to the forthcoming merger there is some work that is required which has legal implications, and advice needs to be taken. A meeting with NNDC legal department has been arranged within the next few weeks.

7.3 Events report

The Council RESOLVED to reduce the newsletter to bi-monthly issues starting in May 2023 in conjunction with Pudding Norton & Testerton. The annual advertising cost for the bi-monthly issues will be reduced to £15 per year. Due to notification of increased costs in the printing the Clerk will obtain some quotes, based on 6 issues per year. Update to follow.

Cllr Haydon reported that the Jubilee event went well and good feedback was received.

We hope to organise carol singing with beacon lighting, in conjunction with The Bell nearer Christmas.

Possibly a Daffodil tea at Easter and a similar event to the Queen's Jubilee for the Kings Coronation next May, however these will be subject to having more volunteers to help.

8. Discuss progress with the proposed roundabout

There were no updates. Cllr Woods noted that the Councils view has not changed in the objection to the proposed size of the roundabout. Cllr Woods also noted that there is a high pressure gas main running under the proposed site which may be causing delays in the progress.

9. Open spaces

Cllr Haydon requested that one of the existing dog bins near the play area be relocated to the footpath opposite the Garden Centre, as there are currently no dog bins in this area. NNDC confirmed that if they were to carry out this work, using the existing bin and post it would cost £150. The Council AGREED to approve this. Clerk to action.

9.1 Receive update on bus shelter and bench

The bench has been delivered and will be installed within the next few weeks.

Clerk had identified that 3 bus services stop in Hempton, Go To Town Route Number 22, Peelings have this stop on their school timetable but is not usually used, and Sanders route number 25 Fakenham to Dereham via Hempton on Tuesdays and Fridays. If possible, more information will be included in the newsletter.

9.2 Receive update on Pond Area

The Council RESOLVED to dredge the duck pond during the drought this summer to help reduce future flooding issues. 44cubic metres was removed, with help from Raynham Estate. An email has been received from a resident

suggesting that the grass is just cut and that a wet meadow is not planted and for posts not to be installed. However, following discussion, the Council RESOLVED to progress with the wet meadow seed planting as previously arranged as it is agreed this would benefit the natural wildlife. The overall maintenance of the pond area will be carried out by a separate contractor to ensure regular consistent visits. A reduced number of posts will still be installed at the Garden Centre end of the green. Amended quotes will be sought for the posts. Cllr Warnes suggested including reflective markers on the posts.

9.3 Discuss any issues raised from the annual play area inspection

Cllr Woods advised that the remedial work was carried out by AOT. The Council will consider replacing the wooden table planks with recycled plastic and also may consider using these on the wobble bridge. The wobble bridge has been damaged on more than one occasion through vandalism. This has been reported to the police and additional police drive bys have been requested again. The Police reportedly did carry out drive bys throughout the summer but it has not been possible to ascertain how frequently this occurred.

The Council AGREED for AOT to carry out the necessary repairs.

The Council also discussed the possibility of installing CCTV cameras following this vandalism and include necessary 'cameras in operation' signage.

Cllr Woods also reported that a meeting with Cadent is planned for next week to discuss the necessary relocation of some of the play equipment which is close to the high pressure gas main and the removal of a mature tree.

9.4 Receive update on the caravan and container at Goggs Mill

The NNDC enforcement officer advised that following further communication the owner of the land has been given notice to remove the caravan and container from the site by the end of October. Further update to follow.

10. Planning matters

10.1 To receive results of applications

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

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

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

PC comment – SUPPORT | NNDC decision - REFUSED

PO/22/1188 - Hempton - Land East Of The Grove, Back Street, Hempton

The conversion of an existing mill building into 3 no. residential dwellings together with demolition of ancillary extensions and the construction of up to 11 no. residential dwellings [total additional dwellings 14 no.]

PC comment – SUPPORT | BC decision - PENDING

10.2 To receive applications for consideration

PF/22/1551 | 26 Batterby Green, Hempton

Erection of detached double garage

BC decision - APPROVED

11. Financial matters

- 11.1 To approve the bank reconciliation and payment of accounts list
The Council RESOLVED to approve the bank reconciliation and payments list (refer to last page).

- 11.2 To approve bank debit card application form
Following discussion, the Council RESOLVED to apply for a debit card to be primarily used for the annual website and domain renewal fees. The Clerk and Chairman duly signed the application forms.

- 11.3 To approve 6 monthly budget
Following discussion, the Council RESOLVED to approve the 6 monthly budget presented by the Clerk.

- 11.4 To approve insurance renewal
The council RESOLVED to renew with BHIB Ltd based on quotations received and agreed to a 3 year undertaking to reduce the costs further.

12. To consider and discuss correspondence received

Clerks & Councils Direct Magazine – Made available.
Open Space Society Magazine – Made available.
Hughes notification of price increase – Council approved increase.
Letter from Fakenham Ukes – trying to make contact with the Council members.
FDHA – Thank you letter for the Jubilee donation.
Magpas Air Ambulance – Donation request
NARS – Donation request.
Email from resident regarding a faulty street light in Back Lane and suggestion to dredge the pond – However the Council had previously arranged to have the pond dredged during the drought and Clerk reported the faulty street light to contractor.
Parishioner letter regarding allotment payee details on minutes – Council agreed to revert to previous payment list format and exclude names.

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

Cllr Woods advised that a meeting is planned with NNDC legal department to go through the amendments.

14. To review and approve the GDPR Policy, Privacy Notice, Information Audit, Risk Management Policy, Equality Policy & Training Policy

The GDPR Policy and Information Audit were approved at last meeting, the other policies will be postponed until next meeting.

15. Receive items for next agenda and note the date of the next meeting

Items for inclusion on the next agenda:- Consider grass cutting quotes for 2023, Consider joining NP law membership.
The next meeting will be held on Wednesday 30 November at 7pm.
The Chairman closed the meeting at 8.20pm.

Signed by Chairman: Date:

Payment of account list (item 11.1)

Payment list		
Payment to	Description	Payment
Roy Swain	Village Sign Planter	160.70
Clerk	Jubilee Tree Plaque	16.45
Gowards	Returned monies paid to PC in error	256.00
Lawnwise	Jubilee Fireworks	200.00
K Philpot	Jubilee Band	350.00
FDHA	Jubilee Flowers	50.00
Viking Direct	Stationery	99.00
Cllr Expenses	Jubilee Prizes	20.00
Land Registry	Search Fee	3.00
Land Registry	Search Fee	9.00
NPTS	Internal Audit Fee	35.00
Clerk	Salary (Jun-Jul)	748.50
NNDC	Bin Emptying	2035.80
CGM	Grass Cutting	197.56
ROSPA	Play Area Inspection	92.40
AOT Ltd	Beacon & Bench Ends	1837.60
Earth Anchors	Bench	318.00
Jewson	Building Supplies	152.87
Roy Swain	Various Maintenance Work	668.69
Fakenham Prepress	Newsletter Printing	218.40
Hempton PCC	Church Room Hire	32.50
Land Registry	Search Fees	6.00
Viking Direct	Stationery	67.73
Cllr Expenses	Jubilee Expenses	140.90
AOT Ltd	Wobble Bridge Repairs & Remedial Works	376.80
CGM	Grass Cutting	592.68
Viking Direct	Stationery	86.82
Cllr Expenses	Booklet Photocopying	16.50
OSS	Membership	45.00
Fakenham Prepress	Newsletter Printing	331.20
K&M Lighting	Street Lighting Maintenance	238.68
BHIB	Insurance	836.10
Clerk	Salary (Aug-Sep)	748.50
Clerk	Wix Website Annual Domain and Hosting	106.06
Hempton PCC	Church Room Hire	60.00
CB Arnold	Digger for Pond Dredging	718.20
Memorial Hall	Hire Fees	104.00
PKF Littlejohn	External Audit	240.00