



Hempton Parish Council

Annual Parish Council Meeting Minutes

Wednesday 18 May 2022, 7pm

Parish Councillors present: Vivien Woods (Chairman), Christine Haydon, Christine Warne. Also in attendance: Jodie Bond (Parish Clerk). There were 3 members of the public present.

1. To elect a Chairperson for the coming year

The Clerk invited nominations for the office of Chairman. Cllr Woods was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Woods to serve as Chairman for the coming twelve months. Proposed by Cllr Haydon and seconded by Cllr Warne. Cllr Woods thanked councillors and signed her declaration of acceptance. Cllr Woods took the remainder of the meeting as Chairman.

2. To elect a Vice Chairperson for the coming year

There were no nominations received.

3. Welcome and to receive apologies for absence

The Chairman opened the meeting and welcomed those present.

Apologies were received from Patricia Ainger, Nigel Housden (District Councillor) and Tom FitzPatrick (County Councillor). 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 item 9.

Cllr Warne declared a pecuniary interest in item 8.1.

It was RESOLVED to grant Cllr Woods a dispensation to participate in the consideration of item 9 and to grant Cllr Warne a dispensation to participate in the consideration of item 8.1.

5. To approve the minutes of meeting held on 23 March 2022

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

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

There were none.

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

A member of the public asked about whether there is any progress on the proposed roundabout which is covered under item 9.

8. To receive updates from Council Members

8.1 Allotment report

Cllr Warne reported that the noticeboard is now in situ and has been repainted, but the Perspex may need replacing in time. All agreed to consider some pricing options.

It was also proposed that both plots 23 and 24 may be split in order to make them more manageable.

Cllr Warne also proposed that a letter is sent to plot holders asking them about their intention of keeping on their allotment lease from 1st October. All AGREED.

It was also agreed that a quarterly check of the allotment site will be carried out and if deemed necessary a letter will be sent out to allotment holders giving notice of any breaches of the allotment rules, and address any areas that may fall into disrepair and require work.

Cllr Warne also suggested keeping some weed killer for use on empty plots that may need it.

It was also agreed to publicise vacant plots in the newsletter, website and on FB and also in noticeboards in Pudding Norton.

One allotment holder was present at the meeting and paid their rent to the Clerk.

Plots 1 and 5 have become vacant from 1st May 2022. It was therefore AGREED that the next people in line on the waiting list are offered these plots and the leases from 1st May to 30th October will be sent by the Clerk.

8.2 Memorial Hall Committee report

8.2.1 Discuss and agree required maintenance work to external handrail

- The Council RESOLVED to accept the quotation from AOT Ltd to refurbish and repaint the handrails for a cost of £225 +vat. The price to replace the handrails as a comparison would be £465 + vat. Clerk to action.
- A request had been raised by the Hall Committee to attach a sign to the rear of the Memorial Hall as it has been reported that people taking their driving theory test are finding it difficult to locate the hall. The Council agreed to obtain costings and the Clerk advised a price of £181.61 from Steward Safety Signs, based on an approx. size of 4.8m x 0.6m, further consideration required. Clerk suggested that the shrubs outside the front of the hall could be pruned to allow people to see the entrance to the hall more clearly.
- A report has also been received regarding the potholes along the track. Clerk advised that this had been reported to the Raynham Estate but will follow up.

8.3 Events report

8.3.1 Receive update on plans for the Queen's Jubilee

Cllr Haydon reported that various events have been organised, including a scarecrow competition, fancy dress competition, flower and art display in the church from Thursday to Sunday. There will be a Beacon lighting, BBQ at The Bell with live music and fireworks and the church bells ringing. Possibly a bugle player and someone to sing The Song for the Commonwealth. The teas and coffees at the hall are unconfirmed but will be in place.

On Sunday there will be a church service at 10am, community picnic 12 noon – 4pm the bowls club will run an open day, Live music 2.30-3.30pm, ice cream van and burger van plus teas and coffees.

The car park has been requested to be opened next to the Hall for Thursday and Sunday.

Fakenham Garden Centre will donate a tree and following some discussion it was agreed to be sited near the play area. It was also agreed to purchase a plaque to go with the tree for approx. £15.

9. Discuss progress with the proposed roundabout

A letter had been received from NCC Planning Dept advising of amendments to the application. However it was agreed that based on these changes no further comment will be made. Cllr Woods also noted that we are still waiting on the Planning Dept for the date of the planning committee meeting.

10. Open spaces

Various enquiries have been made regarding the large static caravan and container that have appeared on the site at Goggs Mill.

No notification has been received by the Parish Council from the new owner of the site and it is believed that this structure may require planning permission. The Parish Council has therefore requested NNDC enforcement team to investigate to establish whether planning permission is required.

10.1 Agree option for a bench at the bus stop on Raynham Road

Clerk is awaiting a quotation for the wooden slats to be replaced on the metal bench ends. However due to concerns with space available on the pavement it was AGREED to purchase a slimline recycled black plastic bench with green metal base from Earth Anchors for £225. Installation at extra cost and is to be confirmed.

11. Planning matters

11.1 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 - PENDING

11.2 To receive applications for consideration

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

The conversion of an existing mill building into 3no. residential dwellings together with demolition of ancillary extensions and the construction of up to 11 no. residential dwellings [total additional dwellings 14 no.] – Outline application with all matters reserved except access

PC comment – SUPPORT.

12. Financial matters

12.1 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.

12.2 To approve the Annual Governance Statement in the 2021-22 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.

12.3 To approve the Statement of Accounts in the 2021-22 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 signed the AGAR on behalf of the Council.

12.4 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).

13. To consider and discuss correspondence received

Static caravan at Goggs Mill – See item 10.

Cadent Gas Letter – Agreed to send reply.

Clerks & Councils Direct Magazine – Made available to Councillors.

Snow White Catering email – Agreed to keep on file.

Letter from resident suggesting traffic lights at crossroad junction – Agreed to respond. It was suggested that a flashing slow down sign should be given serious consideration.

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

NNDC legal department sent a draft copy of the constitution document which will be reviewed outside of this meeting and progressed accordingly. Update to follow. Cllr Woods advised that we expect to hold the first joint Parish Council meeting in July or Sept at the latest.

15. To review and approve the GDPR Policy, Privacy Notice, Information Audit and Risk Management Policy

Following review, the Council RESOLVED to approve the GDPR Policy and Information Audit presented by the Clerk. It was AGREED to postpone the approval of the Risk Management Policy until next meeting.

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 Wednesday 20 July at 7pm.

The Chairman closed the meeting at 8.27pm.

Signed by Chairman: Date:

