



Hempton Parish Council

Meeting Minutes

Thursday 19 November 2020, 7pm

Parish Councillors present: Vivien Woods (Chairman), Carol Stubbs, Christine Haydon and Tom FitzPatrick (County Councillor). Also in attendance: Jodie Bond (Parish Clerk). There was 1 member of the public present.

1. Welcome and to receive apologies for absence

Cllr Woods opened the meeting and welcomed everyone.

Apologies received from Nigel Housden (District 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 8.6

It was RESOLVED to grant Cllr Woods a dispensation to participate in the consideration of item 8.6

3. To approve the minutes of meeting held on 17 September 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

A report can be viewed via www.hemptonpc.info

Chairman asked whether there is any financial support for small businesses that are not currently trading. Cllr FitzPatrick replied that there is some support available via the District Council, also via links detailed in his report.

NNDC Cllr Nigel Housden

Cllr Housden could not be present; however any questions would be welcomed.

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 reported that some of the wood debris from the excavated tree has been burned on one of the allotment plots, and the remaining will be burnt. Wood chippings are available to allotmenters if required for paths/beds etc.

There is a large allotment plot now available. Clerk to check the waiting list and notify the next person on the list.

This plot does need a lot of work and could be split if required.

7.2 Memorial Hall Committee Report

Cllr Stubbs attended the last committee meeting.

The Hall is currently closed for the duration of the lockdown period from 6th November until 2nd December.

There is £12847 in the bank.

The Bookings Clerk mobile phone will be upgraded. Cllr Stubbs researched the options and provided information, to include a monthly rental fee of £12 with EE network, to the Committee for consideration.

Cllr Stubbs requested, on behalf of the Parish Council, that the Committees gardener also clear the weeds that appear in the expansion joints of the concrete to the front of the hall.

It is unlikely that the Christmas tree will be put up in the hall this year, due to the uncertainty of Covid-19 and Government restrictions and an artificial tree may be considered in the future. The Council will suggest placing an artificial tree outside the Hall as a positive gesture for the community, and it could become part of the Christmas Tree Trail being organised by the Friends of Hempton members.

The emergency lights, although bright and noticeable to passersby, will remain on.

New flooring will be installed in front of the kitchen bar area and underneath where the chairs are stacked, and match with the toilet flooring.

Cllr Stubbs confirmed the Committee's current annual insurance policy covers all contents / internal fixtures and fittings, the green space adjacent to the hall (for car boot sales) and members of the Committee.

The next Committee meeting will be on 4th January 2021.

7.3 Events Committee Report

The village yard sale was held on 20th September and a debrief meeting followed. A total of £374 was raised which was split between the Holy Trinity Church and Parish Council. Thanks were given to Cllr Haydon for organising this event with the valuable and much appreciated input from Heather Goward.

We are now promoting the Christmas Tree Trail; details will be published in the December newsletter and flyers will be put up.

No other events are planned for 2020 due to Covid-19.

7.3.1 Parish Newsletter & Social Media Page

- The Council RESOLVED to purchase a gift hamper for Heather Goward as a sign of gratitude for services provided throughout the year including the production of the newsletter.
- It was agreed to try out a local printer from January, in an effort to reduce the Councils carbon footprint. It was also agreed to review again in 12 months' time.

8. Open Spaces

8.1 Play Area

8.1.1 Climbing Net & Maintenance Update

The climbing frame has been fabricated and is ready for installation.

The Council RESOLVED to purchase 48m of the eco soft bond matting in Green from NGF Play for the sum of £3000 plus VAT, based on the fall height safety guidelines from ROSPA. Clerk to liaise with AOT and NGF to organise the installation date.

8.2 Village Bench Refurbishment

AOT Engineering Limited is unable to commit to the annual play area maintenance schedule. Clerk to contact the contractor recommended by AOT and arrange for the refurbishment of the wooden benches to be scheduled for next Spring. AOT will carry out the refurbishment of the metal pieces of the benches, postponed until next Spring (this is due to covid-19 and a reduced workforce).

8.3 Pond Area Update

- Some of the trees were removed and the Willow coppiced on Saturday 14th November. Some positive feedback has been received.

The next stage of the pond work will be carried out on 15th December, to include reed clearing. However, an island of reeds will remain to support existing wildlife. Clerk to liaise with John Service (main contractor) and Raynham Estate. Clerk enquired about temporarily closing the road, however the approximate cost of £1000 for this is too excessive and therefore will not be possible. Considerations to other signage will be undertaken by the contractor.

The replanting stage will commence in the spring, with input from Nick Acheson (local naturalist), Helen Baczkowska of NWT and members of FACT.

The final stages will include new post installation and replacement of the existing bench.

- The Clerk will contact the Norfolk Pond Project group featured on a recent Radio 4 programme. The group carry out pond restoration works in Norfolk. We will invite the lead member to visit our ponds/pingos. Any input and advice received, in addition to Nick Acheson and NWT will be taken on board. Update to follow.

8.4 Highways Report

- Following Highways and Fakenham Town Councils agreement to print 'SLOWS' on the road and 'Narrow Bridge' signs at Goggs Mill, the Clerk will draft a letter to Highways to action this. Other selected signage will follow.
- Clerk to report the gullies on Pond Road and Front Green to the Highways Rangers.

8.5 Consider New Notice Board

It was discussed and considered that the existing notice board currently located on the Memorial Hall wall could be relocated to the bus shelter on the Raynham Road and a new free standing notice board be fitted outside the main entrance to the Memorial Hall. Further discussion and decision to be made at a later stage.

8.6 Proposed Roundabout Update

A plan of the proposed roundabout from NCC Highways will be included in the December newsletter. The planning application is due to be submitted in December or January. Further information to follow.

8.7 Shed Roof Repairs

Further quotes to refit the felt and repair the roof of the shed will be obtained, due to the agreed contractor being unavailable to carry out the work. The tarpaulin is keeping the shed contents dry for the time being.

8.8 Bus Shelter Roof Repairs

The Council RESOLVED to replace and re-tile the roof of the bus shelter on the Raynham Road, (Shereford Road junction), based on a quote from Carl Clarey for £400-£500. Clerk to action.

9. Planning Matters

Decisions on existing applications

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 – Permitted

New applications for consideration

PF/20/1846 | 13 Dereham Road, Hempton, Fakenham, NR21 7JY

Demolition of garage and erection of detached single storey building for use as annexe: two storey rear extension to dwelling

PC Comment – further questions submitted prior to decision - NNDC Decision –

10. Finance

It was agreed that the budget and precept will be postponed until the January 2021 meeting.

10.1 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (refer to page 5).

The AGAR audit review has been completed and a completion certificate has been received from PKF Littlejohn.

Cllr Stubbs will carry out an internal check following this meeting.

10.2 To consider and agree new laptop for the Clerk

It was discussed and the Council RESOLVED to contribute towards the rental of a laptop from Hughes Electrical and software programs at the proportionate rate of approx £7.50 per month.

11. Correspondence

- Clerks & Councils Direct Magazine

12. Receive an update on progress with the proposed Merger with Pudding Norton Parish Council

Clerk reported that Cllr Housden had progressed this matter further with the Chief Executive at NNDC. It is expected that the merger could take approximately 1 year to complete. Further update to follow.

13. To receive any items for inclusion on the next agenda and to note the date of the next Parish Council meeting

The next meeting will be Thursday 21 January 2021.

Subsequent meetings for 2021 will be 18 March, 20 May, 15 July, 16 September, 18 November.

The Chairman closed the meeting at 8.04pm.

Signed by Chairman: Date:

Payment of Accounts List - Approved on 19 November 2020 (item 10.1)			
Payments To	Description	Chq No.	Payment
O2 *	Clerk Mobile Phone	DD	23.32
Eon *	Electricity	DD	41.84
PKF Littlejohn	External Audit Fee	101582	240.00
Clerk	Salary Oct-Nov	101583	187.54
Clerk	Expenses (including website hosting)	101584	691.08
Raynham Farm	Allotment Rent	101585	46.00
K&M Lighting	Street Lighting Maintenance	101586	117.00
Memorial Hall	Hall Hire Fees	101587	24.00
Parish Magazine Printing	Newsletter Printing	101588	99.00
Cock & Pullet	Materials for Hall (trench work)	101589	420.00
Bailey Bird & Warren	Valuations of Hall & Bowls Green	101590	150.00
CGM Group Ltd	Grass Cutting	101592	1778.04
AOT Engineering Ltd	Play Area Annual Maintenance	100016	720.00
Total Payments to be Approved			£4537.82
Receipts From	Description	Ref	Amount
Various	Profit from Yard Sale	100140	234.00
Various Parish Councils	Contribution towards Clerk mobile and stationery		60.84
Various	News letter advertisement fee	DC	54.00
NNDC	Precept 2 nd Instalment	DC	10,000
Total Receipts Received			£10,348.84