



Hempton with Pudding Norton & Testerton Parish Council Annual Parish Council Meeting Minutes

Wednesday 17 May 2023, 6.45pm

Parish Councillors present: Vivien Woods (Chairman), Christine Warne (Vice Chairman), Christine Haydon and Terry Amos. Also in attendance: Jodie Bond (Parish Clerk). There was 1 member 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 Amos and seconded by Cllr Haydon. 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**

The Chairman invited nominations for Vice-Chairman. Cllr Warne was proposed by Cllr Woods and seconded by Cllr Amos. With no further nominations, all agreed to elect Cllr Warne to serve as Vice-Chairman for the coming twelve months.

3. **To hear from NNDC officer regarding the order for the grouping of Hempton PC with Pudding Norton & Testerton PC**

Emma Denny of NNDC published a summons for this meeting, the first grouped meeting of Hempton with Pudding Norton & Testerton Parish Council. A member of NNDC is not required to be in attendance. Further communication will be forwarded to NNDC regarding the poor communication and lack of help with the process of the grouping.

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

The Chairman opened the meeting and welcomed those present.

Apologies were received from Nigel Housden (District Councillor) and Tom FitzPatrick (County Councillor). Apologies accepted.

5. **To receive declarations of interest in items on the agenda and consider any requests for dispensations**

Cllr Woods declared a pecuniary interest in item 11.

Cllr Warne declared a pecuniary interest in item 10.1.

It was RESOLVED to grant Cllr Woods a dispensation to participate in the consideration of item 11 and to grant Cllr Warne a dispensation to participate in the consideration of item 10.1.

6. **To approve the minutes of meeting held on 15 & 23 March 2023**

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

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

Cllr Amos agreed to obtain quotations for the electrical work required to fit a new defibrillator. Clerk to include this item on the next agenda for a final decision and action.

8. To receive reports from County and District Councillors, if attending

Not present.

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

There were no comments.

10. To receive updates from Council Members

10.1 Allotment report

The Clerk had obtained 3 vehicle barrier quotes for a barrier which is necessary to be installed due to concerns with unauthorised vehicles accessing the allotment site. The Council agreed to accept the quote from RBS Engineering for £750 plus VAT. Clerk to check the lead time and draft a letter to allotmenters to notify them of the planned installation once the date is known.

Cllr Warne advised that since our last meeting a few allotmenters have switched plots internally. Cllr Warne to send updated record to Clerk for the records.

Following discussion, it was agreed that the plot next to the asbestos sheeting will be made available to rent, subject to any new allotmenter being made aware of the asbestos next to the site.

10.2 Memorial Hall Committee report

Cllrs Warne and Haydon attended a meeting with the Hall Committee. A copy of the draft minutes has been circulated to members of the Council earlier today which will be discussed and an update will be made at our next meeting.

Cllr Warne noted that she has not received a copy of the minutes from the Hall Committee's last ordinary meeting.

10.3 Events report including King's Coronation

The Clerk had submitted a grant application to The National Lottery for funding towards the Royal Coronation event and was successfully awarded £625. The Raynham Estate also kindly made a donation of £250 towards the event and The Bell Pub made a donation of £100 too. Cllr Haydon organised a Quiz on 21st April to raise funds for the Coronation. Thanks were given to everyone who helped and thank you letters will be sent.

Cllr Haydon reported that the Coronation Event went well, and the profits made by all parties were pleasing. Many of the organised activities were moved into the Memorial Hall due to the weather, but the beacon and fireworks were still lit, and the children seemed to really enjoy the crafts. Music and dancing. Cllr Woods wished to thank Cllr Haydon and Cllr Warne for all their efforts with organising this event.

11. Report progress with the planned roundabout

Clerk has requested a copy of the minutes from the planning committee meeting on 27th January 2023 from the County Council. Cllr Woods proposed that a further request for the planned roundabout to be reduced in size should be sent to NCC.

12. Open spaces

12.1 Receive update on Pond Area

Clerk has responded to the latest NNDC grant panel with an update that the seeds have been planted and the shrubs lost to the elements have been replaced. Clerk to follow up with John Service to confirm the dates he will be on site. The Council agreed to obtain some up to date prices of benches and picnic benches for approval and installation.

12.2 Discuss email received concerning speeding along A1065

Cllr Warne was approached by a parishioner asking for the speed to be reduced along the Raynham Road. The Council has requested this on more than one occasion in the past and has been advised that this is not possible. However following discussion, it was suggested that we should apply for a static flashing speed sign via Highways. Clerk to make enquiries.

13. Planning matters

13.1 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

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

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 & construction of up to 11 no. residential dwellings [total additional dwellings 14]

NNDC decision - PENDING

PO/22/2984 | 9 East View, Raynham Road, Hempton, Fakenham, Norfolk, NR21 7LW

Erection of three bedroom detached dwelling - outline application with all matters reserved

NNDC decision - PENDING

13.2 To receive applications for consideration

PF/23/0875 | Trevanne, 25 Shereford Road, Hempton, Fakenham, Norfolk, NR21 7LJ

Demolition of existing garage; Erection of single-storey rear extensions and double garage

PC comment – NEUTRAL

Clerk has requested an update on the enforcement application of the Goggs Mill Caravan, however there has been no update received prior to this meeting.

14. Financial matters

To approve the Certificate of exemption for Pudding Norton

The Clerk read out the total annual payments and receipts. The Council then RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate of Exemption on behalf of the Council.

14.1 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.

14.2 To approve the Annual Governance Statement in the 2022-23 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.

14.3 To approve the Statement of Accounts in the 2022-23 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.

14.4 To agree a chairman's allowance for the coming year

Following consideration, the Council approved a Chairmans allowance of £75. It was also agreed to utilise up to £50 of this allowance to purchase a hamper as a token of gratitude for Pat Ainger, who was the Chairman of Pudding Norton & Testerton Parish Council prior to the grouping.

14.5 To approve the bank reconciliation and payment of accounts list

The Council RESOLVED to approve the bank reconciliation and payments list below.

Payments

| | | |
|------------------------|------------------------------|---------|
| Samantha Jackson | Payroll Agent Fee for PN & H | £110.00 |
| Hempton Mem Hall | Hire Fees | £20.00 |
| CATS | Donation | £50.00 |
| Clerk | Salary H & PN(Apr-May) | £956.00 |
| Clerk | Stationery | £18.29 |
| Clerk | Additional Hours for PN | £244.94 |
| Viking Direct | Stationery | £72.34 |
| Fakenham Prepress | HPN Printing | £268.60 |
| Fakenham Sports Centre | Hire Fees | £20.00 |
| NALC | Subscription | £218.07 |
| CGM Ltd | Grass Cutting | £592.67 |

| | | |
|----------------------|--------------------------------------|----------|
| C Travis | Flyer Delivery | £13.53 |
| K&M Lighting | Street Light Maintenance PN | £13.76 |
| Jewson | Coronation Event Exps | £44.72 |
| Lawnwise | Coronation Fireworks | £200.00 |
| <u>Receipts</u> | | |
| NNDC | Precept (1 st Instalment) | £8800.00 |
| The National Lottery | Coronation Grant | £625.00 |
| R West | HPN Advert Fee | £3.00 |

15. To consider and discuss correspondence received

Email from a parishioner regarding firework noise from the Coronation Event – Council agreed to contact the parishioner and apologise for any inconvenience but advise that the event was intended to be for the enjoyment of the community and that the Council did mitigate risk by giving plenty of advance notice of the fireworks. It was also agreed that the fireworks were let off and fell over the Common and in the direction of The Bell Pub.

Email from parishioner regarding the Duck Pond and car parking – Council agreed to acknowledge the email and outline the plans for the area.

Email from parishioner regarding the wording on our website under the 'about us' section – Council agreed to re-word the use of 'Victorian cottages to 'pre Victorian, Victorian and post war housing'.

16. To review and approve the Code of Conduct, Standing Orders, Financial Regulations, Information Audit and Complaints Policy.

Following review, the Council RESOLVED to APPROVE the Code of Conduct, Standing Orders, Financial Regulations and Information Audit presented by the Clerk. It was noted that the Complaints Policy is not due to be reviewed until next year.

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

Items for inclusion on the next agenda:- Agree the newsletter delivery method, Discuss flashing speed signs or SAM2, Receive update on Goggs Mill caravan, Confirm purchase of Defibrillator for Green Lane, Receive update on Memorial Hall Lease, Receive update on village gateways on B1146.

The next meeting will be held on Wednesday 26 July at 7pm in the Memorial Hall.

The Chairman thanked everyone for attending and closed the meeting at 8.37pm.

Signed by Chairman: Date: