

Hemblington Parish Council

Minutes of the Hemblington Parish Council Meeting held at Heathlands Community Centre on Monday 12th May 2014 at 8:00pm.

PRESENT

Present – Andrew Burtenshaw (Chair) Anthony Howe, George Pickersgill, Bryan Slater, Sarah Osbaldeston (Clerk)

1. Welcome and Introduction to the meeting by Andrew Burtenshaw.
2. **TO CONSIDER APOLOGIES FOR ABSENCE AND AGREE ANY NECESSARY ACTIONS**
All councilors were present.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Andrew Burtenshaw declared a non-pecuniary interest in item 8 as his wife is a Hemblington Church PCC member.
 - 3.2. Anthony Howe declared a non-pecuniary interest in item 8 as his wife is a Church Warden of Hemblington Church.
4. **OPEN FORUM - FOR PARISHIONERS TO RAISE QUESTIONS ON AND/OR MAKE STATEMENTS ABOUT MATTERS ON THE AGENDA**
 - 4.1. No parishioners were present.
5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 31ST MARCH 2014**
 - 5.1. The council resolved to approve the minutes and they were duly signed by the chair as a true record.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. Item 18 - The clerk reported a meeting is to be held between the Norfolk County Council Infrastructure Officer and the property owner of Tumbleweed to discuss the detail of the new bus stop. George Pickersgill offered to attend this meeting as a parish council representative.
 - 6.2. Item 22.1 – Following the letter from Norfolk Lowland Search and Rescue regarding the local search that took place recently the council unanimously resolved to donate £50. **Clerk to make contact and offer to purchase an item to the value of £50.**
7. **TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL (BDC)**
 - 7.1. No applications received.
8. **TO APPROVE INVOICES FOR PAYMENT**
 - 8.1. The council briefly discussed and agreed to renew their membership of the Norfolk Association of Local Councils (NALC).
 - 8.2. George Pickersgill proposed (seconded by Bryan Slater) the council make a payment to Hemblington Church of £500 towards the maintenance of the churchyard. This was unanimously agreed by all.
 - 8.3. The council unanimously resolved to approve payments of all invoices presented for payment in Appendix 1.
9. **TO APPROVE ANY NECESSARY MANDATE CHANGES REQUESTS WITH THE BANK**
 - 9.1. Barclays Bank has requested an additional signature from George Pickersgill on the Mandate Change form. **Clerk to resend the amended form.**
10. **TO APPROVE THE HEMBLINGTON PARISH COUNCIL ANNUAL FINANCE REPORT 2013/14**
 - 10.1. The clerk has contacted BDC to understand the ownership of the Pedham Green play area. It was agreed that currently the council's understanding is that the play area is owned and maintained by BDC.
 - 10.2. The clerk has reviewed the council assets. At today's date it was agreed that the council own a bench, noticeboard and Pedham Green village sign. This gives a total asset value of £3,850.
 - 10.3. The clerk summarised the report and the council unanimously approved the 2013/14 finance report.

11. TO FORMALLY APPROVE THE AUDIT COMMISSION ANNUAL RETURN FOR YEAR ENDING 31ST MARCH 2014

- 11.1. Following a brief discussion the council unanimously resolved to approve the audit commission annual return for the year ending 31st March 2014.

12. TO APPROVE THE FOLLOWING REVISED DOCUMENTS TO SUPPORT THE COUNCIL GOVERNANCE:

- 12.1. Annual Review of the Effectiveness of Internal Audit
12.2. Annual Review of the Effectiveness of Internal Control
12.3. Duties of the Responsible Financial Officer
12.4. Following a brief discussion the council unanimously resolved to approve the three documents detailed in items 12.1-12.3.

13. TO RECEIVE AN UPDATE ON THE HEMBLINGTON PARISH COUNCIL WEBSITE

- 13.1. The new website is now live; [clerk to add a notice in the noticeboard advising parishioners.](#)
13.2. Options for the future of the website were discussed. Councillors agreed to pass posters for events to the clerk for the website noticeboard to publicise more local events.

14. TO RECEIVE AN UPDATE ON THE CUTTONS CORNER BENCH INSTALLATION

- 14.1. The bench has now been installed, looks lovely and is in use by parishioners. Andrew Burtenshaw will contact Mr Goodenough to arrange a photo and article for local press. The council approved publicity in the Eastern Daily Press, Blofield News, Focal Point and the council website as appropriate.

15. TO NOTE COUNCILLOR VACANCIES AND AGREE ANY NECESSARY ACTIONS

- 15.1. The council has had no interest in the three vacancies it continues to hold. Councillors will continue to spread the word and notices are on the website and noticeboard.

16. TO CONSIDER ANY COMMENTS ON THE DEVELOPMENT MANAGEMENT DOCUMENT PROPOSED SUBMISSION

- 16.1. The council had no comments to make.

17. PARISH CLERK'S CORRESPONDENCE:

- 17.1. For the year 2013/14 there were only 4 crimes recorded in the parish of Hemblington.
17.2. Norfolk Lowland Search and Rescue team were involved in the recent search for a missing person in the village. They have requested a donation from Blofield Parish Council. See also item 6.2 above.
17.3. To confirm that the Internal Audit carried out by Pauline James will take place on Tuesday the 20th May.
17.4. Acle Parish Council has set up an Acle and District Good Neighbour Scheme. Would Hemblington have volunteers who would like to join their scheme, undergo training and then help out residents in the Hemblington Area? Following some discussion the council agreed to advertise for volunteers to help residents first. [Clerk to contact Pauline James for an appropriate leaflet / poster.](#)
17.5. A Funding request has been received from South Walsham and District Drama Society. The council resolved not to support this request at this time.
17.6. Broadland District Council is carrying out a review of the private hire vehicle and hackney carriage policy and conditions. The council resolved not to comment.

18. ANY OTHER BUSINESS

- 18.1. The council agreed that the annual walk of the Hemblington footpaths will take place on Saturday the 19th July starting at 2pm at Pedham Green. [Clerk to advertise in Focal Point and Blofield News.](#)

19. TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING

- 19.1. 28th July 2014 at 7:30pm at the Heathlands Community Centre.

There being no further business the meeting closed at approximately 9:45pm.

Signed.....

Dated.....