

Hemblington Parish Council

Minutes of the Hemblington Parish Council Meeting held at Heathlands Community Centre on Wednesday 18th March at 7:30pm.

PRESENT

Present – Andrew Burtenshaw (Chair), Anthony Howe, George Pickersgill, Sarah Osbaldeston (Clerk), Paul Fox

1. Welcome and Introduction to the meeting by Andrew Burtenshaw.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
Apologies were received and accepted from Bryan Slater.
3. **CO-OPTION OF A NEW PARISH COUNCILLOR**
3.1. George Pickersgill proposed (seconded by Anthony Howe) the Council co-opt Paul Fox. This was unanimously agreed by everyone. Paul Fox duly signed the acceptance of office form and joined the meeting.
4. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
4.1. There were no declarations of interest.
5. **OPEN FORUM - FOR PARISHIONERS TO RAISE QUESTIONS ON AND/OR MAKE STATEMENTS ABOUT MATTERS ON THE AGENDA**
5.1. No Parishioners present.
6. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 26TH JANUARY 2015**
6.1. The Council resolved to approve the minutes and they were duly signed by the chair as a true record.
7. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
7.1. The new bus stop on Ranworth Road has been added to the highways works for 2015/16.
7.2. All footpath sign repairs and movements have been carried out.
8. **TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
8.1. No planning applications received.
9. **TO APPROVE INVOICES FOR PAYMENT**
9.1. The Council unanimously resolved to approve payments of all invoices presented for payment in Appendix 1.
10. **TO APPROVE THE FOLLOWING REVISED DOCUMENTS DRAFTED BY THE CLERK**
10.1. The Standing Orders
10.2. Finance Regulations
10.3. Risk Assessment
10.4. Freedom of Information Scheme
10.5. Small alterations were noted and the Council unanimously approved the documents (10.1-10.4) for the following financial year. Clerk to confirm changes and add to the website.
11. **TO APPROVE PAULINE JAMES TO CARRY OUT THE COUNCIL INTERNAL AUDIT FOR 2014/15 ON THE 19TH MAY 2015**
11.1. The Council unanimously approved this proposal.
12. **TO AGREE THE SUMMONS TO ATTEND A PARISH COUNCIL MEETING WILL BE RECEIVED BY EMAIL**
12.1. The Council unanimously approved this proposal and the standing orders were adjusted to reflect this.
13. **TO APPROVE A RECORDING, FILMING AND REPORTING OF PUBLIC MEETINGS POLICY PREPARED BY THE CLERK**
13.1. The Council unanimously resolved to approve this policy. Clerk to prepare laminated copies for meetings and add to the website.
14. **TO NOTE COUNCILLOR VACANCIES AND AGREE ANY NECESSARY ACTIONS**
14.1. To review the position after the May elections.

- 15. TO NOTE NALC GUIDANCE ON THE TRANSPARENCY CODE FOR SMALLER AUTHORITIES AND AGREE ANY NECESSARY ACTIONS**
- 15.1. The council reviewed NALC guidance to date and the Council fulfil the criteria. Clerk to monitor correspondence from NALC going forward and ask Pauline James (the Auditor) if there is anything additional she recommends the Council do.
- 16. TO CONSIDER ANY COMMENTS ON THE BROADLAND DISTRICT (EMERGING) LOCAL PLAN; DEVELOPMENT MANAGEMENT DEVELOPMENT PLAN DOCUMENT DPD – CONSULTATION ON PROPOSED MODIFICATIONS**
- 16.1. The Council had no comments on this document.
- 17. TO CONSIDER ANY COMMENTS ON THE NORFOLK COUNTY COUNCIL COMMITTEE SYSTEM OF GOVERNANCE**
- 17.1. The Council had no comments on this document.
- 18. PARISH CLERK’S CORRESPONDENCE**
- 18.1. The police report shows 2 domestic crimes for the January and February 2015.
- 18.2. The Norfolk Minerals site specific applications development plan document – single issue review of silica sand – initial consultation document is open until the 20th April 2015. No silica sand resource underlies the boundaries of the Hemblington Parish Council area. The Council have no comments on this consultation.
- 18.3. BT have written to the Parish Council about their ‘adopt a red telephone kiosk’ for £1 scheme. The Council do not wish to adopt their kiosk.
- 18.4. The clerk deposited historical papers to the Norfolk Record Office at the Archive Centre in Norwich.
- 19. ANY OTHER BUSINESS**
- 19.1. The white finger post at the junction to Bullacebush Lane and Ranworth Road is broken. Clerk to report to highways.
- 19.2. A property on Hemblington Hall Road looked after by a housing trust is boarded up and unused. Clerk to find out what is happening and when improvements will be made to enable occupancy.
- 19.3. Cuttons Corner Bench site – Clerk to contact Mr Goodenough to see if he is aware of anybody who could assist in the grass cutting and maintenance of the site.
- 19.4. The Council agreed to review the website title before the next meeting.
- 19.5. Clerk to arrange introduction training for Paul Fox.
- 19.6. Joyce Burtenshaw has decided to stand down as Tree Warden for the Parish Council. Joyce will write an article for Focal Point / Blofield News to advertise the voluntary role.
- 20. TO CONFIRM THE DATE OF THE ANNUAL MEETING OF THE PARISH**
- 20.1. The Annual Parish Council Meeting and the next Parish Council Meeting will take place on the 11 May 2015 at 7:30pm at Heathlands Community Centre

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

Signed.....

Dated.....