

Hemblington Parish Council

Minutes of the Hemblington Parish Council Meeting held at Heathlands Community Centre on Monday 27th July 2015 at 7:30pm.

PRESENT

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

1. Welcome and Introduction to the meeting by Andrew Burtenshaw.
2. **TO CONSIDER APOLOGIES FOR ABSENCE AND AGREE ANY NECESSARY ACTIONS**
 - 2.1. All Councillors were present.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Anthony Howe declared a non-pecuniary interest in item 12 as his wife is a Hemblington church warden.
4. **OPEN FORUM - FOR PARISHIONERS TO RAISE QUESTIONS ON AND/OR MAKE STATEMENTS ABOUT MATTERS ON THE AGENDA**
 - 4.1. Frank O'Neill attended as the new District Councillor and updated the Council on some Broadland District Council activities.
 - 4.2. Item 16 - Mr Goodenough raised the question of the possibility of altering the bus route around the village.
5. **TO CONFIRM THE ACCURACY OF THE DRAFT MINUTES OF THE ANNUAL MEETING OF THE PARISH HELD ON 11TH MAY 2015**
 - 5.1. The council unanimously approved these draft minutes for accuracy.
6. **TO APPROVE THE ANNUAL PARISH COUNCIL MEETING MINUTES OF THE MEETING HELD ON THE 11TH MAY 2015**
 - 6.1. George Pickersgill proposed (seconded by Andrew Burtenshaw) that these minutes were accepted as a true record of the meeting. The Council unanimously resolved to approve this proposal and the minutes were signed by the chair.
7. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 11TH MAY 2015**
 - 7.1. George Pickersgill proposed (seconded by Anthony Howe) that these minutes were accepted as a true record of the meeting. The Council unanimously resolved to approve this proposal and the minutes were signed by the chair.
8. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 8.1. **Item 6.2 - Clerk to chase repair to the fingerpost at Bullacebush Lane and Ranworth Road.**
 - 8.2. Item 16 – 5 people attending the footpath walk in the village.
9. **TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL**
 - 9.1. No planning applications received to date.
10. **TO CONSIDER PARISHIONER CORRESPONDENCE DATED 15 MAY 2015 REGARDING AFFORDABLE STARTER HOMES WITHIN THE VILLAGE**
 - 10.1. The Council discussed the proposal.
 - 10.2. The Council resolved to advise the design consultant that it is Hemblington Parish Councils policy to uphold the current settlement limit. The Council wish to advise the consultant to consult with local residents and if a planning application is submitted to Broadland District Council then Hemblington Parish Council will comment as appropriate. **Clerk to advise Consultant.**
11. **TO APPROVE INVOICES FOR PAYMENT**
 - 11.1. Andrew Burtenshaw proposed (seconded by Paul Fox) the Council approve payment of all invoices presented for payment in Appendix 1. The Council unanimously resolved to approve this proposal. **Clerk to action.**

- 12. TO CONSIDER A DONATION TO HEMBLINGTON CHURCHYARD MAINTENANCE FOR 2015/16**
- 12.1. Paul Fox proposed (seconded by George Pickersgill) the Council approve a donation of £500 towards the churchyard maintenance. The Council unanimously resolved to approve this proposal.
Clerk to action.
- 13. TO NOTE CONTENTS OF INTERNAL AUDIT REPORT FROM PAULINE JAMES FOR YEAR ENDING 31 MARCH 2015**
- 13.1. The Council noted the contents of this report. No actions required.
- 14. TO CONSIDER ANY IMPROVEMENTS FOR THE PARISH PARTNERSHIP SCHEME GRANTS 2016/17 AND AGREE ANY NECESSARY ACTIONS**
- 14.1. The Council discussed this scheme and did not have any suggestions to put forward.
- 14.2. The Council support Blofield Parish Council with their attempts to obtain the temporary flashing 20mph speed limits outside Hemblington School.
- 15. TO RECEIVE AN UPDATE ON THE EMPTY WHERRY AND CIRCLE HOUSING PROPERTY, 3 HEMBLINGTON HALL ROAD**
- 15.1. This property is to be put up for auction as soon as possible.
- 16. TO RECEIVE AN UPDATE ON THE NEW BUS STOP ON RANWORTH ROAD AND CONSIDER ANY NECESSARY ACTIONS**
- 16.1. Bryan Slater provided an update from the meeting. Paul Baverstock (Blofield Parish Councillor), George Pickersgill, two adjoining neighbours and Helen Martin (NCC Transport Officer) all attended the meeting. It was agreed to move the bus stop location to the corner of High House Lane to the South of the driveway of Conifers; ensuring the driveway to the Conifers property is not blocked.
- 16.2. The alteration of the bus route was discussed at this meeting but not considered a possible option at this time.
- 17. TO CONSIDER ANY UPDATES / CHANGES TO THE PARISH COUNCIL WEBSITE AND AGREE IF 'CUTTONS CORNER' SHOULD APPEAR IN THE WEBSITE TITLE**
- 17.1. The Council agreed to alter the website title to 'Serving the Communities of Hemblington and Pedham'.
- 17.2. The Council agreed to discuss a village sign for Hemblington at the next meeting.
- 18. PARISH CLERK'S CORRESPONDENCE**
- 18.1. The police report shows one Burglary during June.
- 18.2. The District Councillor report was circulated to the Councillors.
- 18.3. Came and Company (the Council insurance provider) has joined with Stackhouse Poland Group.
- 18.4. The Inspectors report relating to the Development management Development Plan Document (DPD) has been published and can be viewed at Broadland District Council. It is expected that BDC will shortly adopt the document.
- 19. ANY OTHER BUSINESS**
- 19.1. The Council resolved to provide a small 'thank you' gift up to the value of £20 for the parishioners who look after the Cuttons Corner bench area. *Clerk to action.*
- 19.2. Anthony Howe raised a query about a public right of way from Woodbastwick to Panxworth then Ranworth and into Pedham. *Clerk to locate this footpath.*
- 19.3. *Clerk to request removal of 'no road markings' signage on Bonds Road.*
- 20. TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING**
- 20.1. 28th September 2015 at Heathlands Community Centre
- 21. TO RESOLVE TO PASS A FORMAL RESOLUTION (UNDER THE PUBLIC BODIES AND ADMISSIONS TO MEETINGS ACT 1960) TO EXCLUDE THE PRESS AND THE PUBLIC FOR THE REMAINING AGENDA ITEM**
- 21.1. The Council unanimously resolved to approve this proposal.

22. TO DISCUSS THE APPOINTMENT OF MATERNITY COVER FOR THE PARISH CLERK ROLE AND AGREE ANY NECESSARY ACTIONS

- 22.1. Andrew Burtenshaw advised that Blofield Parish Council and Hemblington Parish Council had agreed to appoint maternity cover across both roles. Applications have been reviewed and interviewing of 3 candidates will take place on Wednesday 5th August.
- 22.2. The Council unanimously resolved to deligate Andrew Burtenshaw to carry out the interviews with two Blofield Councillors and appoint the temporary clerk with effect from the 7th September 2015.

23. TO RECEIVE AN UPDATE ON STATUTORY MATERNITY REQUIREMENTS AND AGREE ANY NECESSARY ACTIONS

- 23.1. Entitlement is detailed below following the SLCC guidance and HMRC website notes.
 - 23.1.1. The Clerk is entitled to 1 year maternity leave, during which time holiday entitlement is accrued.
 - 23.1.2. The Clerk is not entitled to Statutory Maternity Pay (SMP) as earnings are below £112 per week although employed by the Council for beyond the qualifying period.
 - 23.1.3. No salary payment is due for the maternity leave year.
- 23.2. The employer pension contributions guidelines are not clear.

The clerk left the room for the Councillors to consider this matter.

- 23.3. The Council unanimously resolved to pay the Clerk Employer pension contributions for the first 39 weeks of maternity leave.

There being no further matters on the agenda the meeting closed at approximately 9:20pm.

Signed.....

Dated.....