

# Hemblington Parish Council

Minutes of the Hemblington Parish Council Meeting held at Heathlands Community Centre on Monday 30<sup>th</sup> May 2017 at 8.00pm.

## **PRESENT**

Present – Anthony Howe (Chair), George Pickersgill, Andrew Burtenshaw, Caroline Ramsay and Steven Ford (Clerk)

1. Welcome and Introduction to the meeting by Anthony Howe.
2. **TO CONSIDER APOLOGIES FOR ABSENCE AND AGREE ANY NECESSARY ACTIONS**
  - 2.1 Apologies: Bryan Slater. The Chairman, Anthony Howe, informed the meeting that he had been given a letter of resignation earlier in the day by Mr Paul Fox, this would mean that there were currently two casual vacancies on the Council.
3. **RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
  - 3.1. None.
4. **OPEN FORUM - FOR PARISHIONERS TO RAISE QUESTIONS ON AND/OR MAKE STATEMENTS ABOUT MATTERS ON THE AGENDA**
  - 4.1. Mr P. Goodenough reported that bench at Cuttons Corner had been treated but he pointed out that its underside was in need of treatment. He was thanked by the Chairman Anthony Howe. Mr Goodenough also said that the website needed updating with the latest minutes etc.
5. **TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 30<sup>th</sup> JANUARY AND 23<sup>rd</sup> FEBRUARY 201&.**
  - 5.1.1 The council **RESOLVED** to adopt the Standing Orders, Finance regulations, Risk Assessment and Freedom of Information Scheme documents that were considered at the meeting. It was then **RESOLVED** to approve the Minutes of the meeting held on 27<sup>th</sup> March 2017. They were then duly signed by the chair as a true record.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
  - 6.1 It was **AGREED** to put consideration of a Neighbourhood Plan on the September agenda and to ask Richard Squires of Broadland District Council to attend the meeting..
7. **PLANNING**
  - 7.1 To consider and comment on the following planning application:  
*20170655 Erection of detached bungalow and garage, 44 Cuttons Corner.*  
There were No objections.
8. **TO APPROVE INVOICES FOR PAYMENT**
  - 8.1 The Council unanimously resolved to approve the payment of all invoices presented for payment in Appendix 1. Clerk to action.
9. **PRECEPT**
  - 9.1 Receipt of the precept sum of £2,700 was noted. This brought the current bank account balance to a total of £7,050.83 as of the date of the meeting; there were no outstanding cheques that not been presented.
10. **CONSIDERATION OF INSURANCE PROVIDER**

It was **RESOLVED** to accept the quotation from Zurich Municipal of £164.45p for 2017/18.
11. **TO APPROVE THE HEMBLINGTON PARISH COUNCIL ANNUAL FINANCE REPORT 2016/17.**

It was **AGREED** to hold an Extraordinary meeting in June to approve the document once it had been audited. Caroline Ramsay offered her assistance to the Clerk to enable its completion.

**12. TO FORMALLY APPROVE THE AUDIT COMMISSION ANNUAL RETURN FOR YEAR ENDING 31<sup>ST</sup> MARCH 2017**

It was **AGREED** to sign the document at the June Extraordinary meeting.

**13. TO APPROVE THE FOLLOWING REVISED DOCUMENTS TO SUPPORT THE COUNCIL GOVERNANCE:**

- 13.1. Annual Review of the Effectiveness of Internal Audit
- 13.2. Annual Review of the Effectiveness of Internal Control
- 13.3. Duties of the Responsible Financial Officer

It was **AGREED** to review at the next meeting.

**14. UPDATE ON VILLAGE SIGN FOR HEMBLINGTON AND AGREE ANY NECESSARY ACTIONS.**

Caroline Ramsay would research and submit details to address questions raised by the sign maker. Until the adjacent planning application had been determined the location of the sign was not certain.

**15. TO CONSIDER REQUESTING AN INSURANCE QUOTATION FROM NORRIS AND FISHER INSURANCE BROKERS LTD.**

The clerk would check when the insurance was due for renewal and obtain quotations for consideration prior to renewal.

**16. PARISH CLERK'S CORRESPONDENCE**

None.

**17. FUTURE AGENDA ITEMS. (Not for discussion)**

The Parish walk would start at Cuttons Corner at 11.30am on 29 July prior to the Pedham Green event organised by Caroline Ramsay who confirmed that she would carry out a Risk Assessment for the event which was scheduled to start at 12 noon. Neighbourhood Plan in September.

**18. To confirm the date of the next Parish Council Meeting – 31<sup>st</sup> July 2017**

There being no further business the meeting closed at 9.07pm.

Signed.....

Dated.....