

Hemblington Parish Council

Minutes of the Hemblington Parish Council Meeting held in Heathlands Community Centre on Monday 31st March 2014 at 7:30pm.

PRESENT

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

1. Welcome and Introduction to the meeting by Andrew Burtenshaw.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Mr Avery did not attend; no apologies were received or accepted. It has now been over 6 six months since any councilor has had contact with Mr Avery. Anthony Howe proposed (seconded by George Pickersgill) that the council resolved to agree that Mr Avery is deemed to have resigned by default due to his continued absence. The council unanimously resolved to approve this proposal. Clerk to advise Mr Avery by email and letter and advise Broadland District Council of the vacancy.
3. **TO CONSIDER CO-OPTION OF A NEW PARISH COUNCILLOR**

Andrew Burtenshaw proposed that Bryan Slater was co-opted on to the council. This was seconded by Anthony Howe and agreed by everyone. Bryan Slater immediately signed the declaration of acceptance of office to enable him to participate in the rest of the meeting. Clerk to arrange induction training for Bryan Slater.
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. One parishioner present observing.
6. **TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 27TH JANUARY 2014**
 - 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. Nothing reported.
8. **TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL**
 - 8.1. No planning applications received.
9. **TO APPROVE INVOICES FOR PAYMENT**
 - 9.1. The council resolved to approve payment of all invoices presented for payment in Appendix 1. The council noted that following the national pay award review the national banding level SPC 22 has changed from £10.19 to £10.30 with effect from April 2013. The clerk's salary has been adjusted accordingly.
 - 9.2. Andrew Burtenshaw provided a VAT receipt for the thank you gift for Terry Norton. Clerk to add to the accounts.
10. **TO APPROVE NECESSARY MANDATE CHANGES REQUESTS WITH THE BANK**
 - 10.1. Anthony Howe has contacted Barclays Bank where he is an existing customer. He has confirmed they have full identification on file and require no further information from him.
 - 10.2. The council unanimously resolved to alter the mailing address to the new clerks address remove Paul Thain as a signatory on the account and provide completed personal details forms and identification for Andrew Burtenshaw and George Pickersgill. Clerk to contact Barclays Bank and action.
11. **TO DISCUSS MEMBERSHIP OF THE INFORMATION COMMISSIONERS OFFICE**
 - 11.1. Following NALC advice, as the council does not hold names electronically the council decided not to register for this membership.

12. TO APPROVE THE EMPLOYER CONTRIBUTION RATES FOR THE NORFOLK PENSION FUND FROM 1/4/14 – 31/3/17

12.1. The council unanimously resolved to approve these rates; clerk to complete the form.

13. TO CONSIDER THE CHANGE IN LEGISLATION TO REMOVE THE REQUIREMENT FOR TWO SIGNATORIES FOR PAYMENTS

13.1. Following some discussion the council are happy to continue with the existing signing arrangements.

14. TO APPROVE THE FOLLOWING DOCUMENTS TO SUPPORT THE COUNCIL GOVERNANCE

14.1. Standing Orders

14.2. Finance Regulations

14.3. Risk Assessment

14.4. Freedom of Information Scheme

14.5. Following minor amendments the documents detailed in 14.1-14.4 were unanimously approved and adopted by the council.

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

15.1. All councillors have reviewed the website and are pleased with its layout, content and feel. The council thanked Peter Harvey for his work to date on setting up the website.

15.2. The council requested a notice goes in Focal Point and Blofield News informing parishioners about the new website. Clerk to also advise BDC.

15.3. The councillors agreed their contact details could go on the website. They requested email addresses be set up through the website.

15.4. The council agreed that Andrew Burtenshaw would liaise with Peter Harvey on an appropriate 'go live' date.

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

16.1. Mr Goodenough and friends have kindly cut back the brambles to improve the Cuttons Corner bench site.

16.2. The concrete base and bench installation is imminent. Mr Goodenough has requested some local publicity about the bench; the council agreed to this.

17. TO NOTE COUNCILLOR VACANCIES AND AGREE ANY NECESSARY ACTIONS

17.1. The council still has 3 council vacancies. Councillors will continue to spread the word.

18. TO CONSIDER AN ALTERNATIVE PROPOSED LOCATION OF A NEW BUS STOP ON RANWORTH ROAD

18.1. Following discussion the council agreed that the proposed Tumbleweed site (the least intrusive area at the South end of the property) was more appropriate for the bus stop. Clerk to feedback to Helen Martin at BDC and contact the owners of Tumbleweed.

18.2. Clerk to keep Blofield Parish Council informed of Hemblington recommendations.

19. TO CONSIDER JOINING THE CPRE NORFOLK ALLIANCE CAMPAIGN

19.1. Following discussion the council decided not to join this campaign.

20. TO CONSIDER ANY COMMENTS TO BE SUBMITTED ON THE CONSULTATION ON A DRAFT TRANSPARENCY CODE FOR PARISH COUNCILS WITH A TURNOVER NOT EXCEEDING £25,000

20.1. Following much discussion the council came to the following decision. The council do not think that the code should be mandatory. The council feel an external and independent audit provides the best security for public money. Clerk to feedback these comments.

21. PARISH CLERK'S CORRESPONDENCE

21.1. There has been one crime in the parish reported to the police. Theft of heating oil removed from a tank on Bonds Road.

21.2. CPRE are considering a footpath research project. The council tree warden has contacted CPRE about local walks and bike ride routes she is collating.

21.3. The council decided not to support the funding request from MAGPAS The emergency medical charity.

21.4. The council decided not to support the funding request from Ist Acle Scout Group.

21.5. The clerk has received the full register of electors.

- 21.6. The clerk has received and circulated the BADCOG news.
- 21.7. Tom Garrod is the County Councillor that covers Hemblington Parish Council.
- 21.8. Correspondence regarding a footpath and 'public right of way' from Ranworth has been circulated to the council. Clerk to request footpath maps for Hemblington.
- 21.9. Broadland District Council Overview and Scrutiny Committee have requested the council participate in a 30 minute facilitated discussion. The council decided not to participate, clerk to advise.
- 21.10. The PCSO's will be carrying out street surgeries through at the year at Heathlands. A poster has been displayed in the noticeboard and will be added to the website.
- 21.11. Guidance on using the Broadland District Council planning website has been circulated to councilors and the clerk has provided detail on the way the council submit comments.

22. ANY OTHER BUSINESS

- 22.1. It was agreed the clerk would contact the PSCO Bob Hall and offer the Council's assistance in gathering volunteers if local searches are required in the future.

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

- 23.1. The next meeting is on the 12th May 2014 at 7:30pm at Heathlands Community Centre for the Annual Meeting of the Parish, The Annual Parish Council Meeting and the regular bi-monthly parish council meeting.

There being no further business the meeting closed at approximately 9:40pm.

Signed.....

Dated.....