

Hemblington Parish Council

Minutes of the Hemblington Parish Council Meeting held at Heathlands Community Centre on Tuesday 31st July 2017 at 8.00pm.

PRESENT

Present – Anthony Howe (Chair), George Pickersgill, Bryan Slater, 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: Andrew Burtenshaw.
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**

District Councillor Frank O'Neill was present to provide information on Neighbourhood Plans and the benefits that could arise from them. He stressed the need for identifying possible sites for development within the plan.
5. **TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 29th MAY AND 30th JUNE 2017.**
 - 5.1 It was **RESOLVED** to approve the Minutes of the meeting held on 29th May and 30th June 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 Thanks were expressed to Caroline Ramsay for all her hard work in organising the very successful picnic event at Pedham Green.
7. **DRAFT MINUTES ANNUAL MEETING OF HEMBLINGTON PARISH**

The draft minutes were noted.
8. **PLANNING**
 - 8.1 To consider and comment on the following planning application:
20172186 4 No. detached bungalow detached dwellings with garaging, 46 Cuttons Corner.

There were strong objections to the proposed development. It was in an area that had been designated as countryside and no housing allocation had been assigned to the area. There was an absence of proper access to Hemblington Hall Road and the overall design of the development was out of place in its rural setting. It was **AGREED** that the Chairman Mr A. Howe would register to speak at the plans committee meeting when the application was determined.
9. **TO APPROVE INVOICES FOR PAYMENT**
 - 9.1 The Council unanimously resolved to approve the payment of all invoices presented for payment in Appendix 1. Clerk to action.
10. **BANK RECONCILIATION**
 - 10.1 To note current bank balance of £6,591.10p. There were no outstanding cheques. Business Savings Account balance £176.70p, both accounts as of 03/07/2017.

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

- 11.1. Annual Review of the Effectiveness of Internal Audit
- 11.2. Annual Review of the Effectiveness of Internal Control
- 11.3. Duties of the Responsible Financial Officer
- 11.4. It was unanimously **RESOLVED** to approve the revised documents.

12. INTERNAL AUDIT REPORT 2016/17.

- 12.1 It was **AGREED** to take advice form NALC with regard to reclaiming VAT and to check the July PAYE payment. The report was noted and recommendations arising would be implemented.

13. VILLAGE SIGN UPDATE

- 13.1 The site of the proposed sign was uncertain pending the determination of the housing development on the adjacent site. The sign maker had been provided with the design details they had requested.

14. PARISH CLERK'S CORRESPONDENCE

14.1 STREET NAME PLATES

- 14.2 It was **AGREED** that in principle putting the history behind street names being included on any new street name plates would be supported.

15. FUTURE AGENDA ITEMS. (Not for discussion)

Consideration of installation of steps being constructed to improve access to a public right of way under the Parish Partnership Scheme. Additional furniture at Pedham Green – grant aid from the District Council?

16. CONFIDENTIAL STAFF MATTER

A confidential staff matter was discussed and agreement reached.

- 17. To confirm the date of the next Parish Council Meeting – 25th September 2017

There being no further business the meeting closed at 9.50pm.

Signed.....

Dated.....