

Hemblington Parish Council

Chairman – Tony Howe Clerk to the Council – Steven Ford
Hemblington Parish Council, 101 Thunder Lane, Thorpe St Andrew, Norwich,
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Minutes of the Virtual Annual Meeting of the Parish Council held on the “Zoom” conference platform on Monday 6th May 2021 at 7:40pm.

PRESENT

Present Anthony Howe (Chair), Bryan Slater (Vice Chair), Jutta Koch, Caroline Ramsay, Tim Powley, Rose Niescierowicz, Steven Ford (Clerk). No parishioners were present.

Apologies for absence: Dr John Applegate.

1. Election of Chair

Anthony Howe was proposed by Bryan Slater (seconded by Tim Powley) as Chair for the following year. This was unanimously **RESOLVED** by all present. Anthony Howe signed the declaration of acceptance of office and took the position of chair.

2. Election of Vice-Chair

Bryan Slater was proposed by Jutta Koch (seconded by Caroline Ramsay) as Vice Chair for the following year. This was unanimously **RESOLVED** by all present.

3. Declarations of Interest

The clerk informed members that they were required to review and update their Declarations of Interest. This concluded the business set out on the agenda for the Annual Parish Council Meeting and the agenda for Parish Council meeting was then followed.

4. Welcome and Introduction to the meeting

The chairman, Anthony Howe, welcomed members to what would be the last parish council meeting held virtually on the Zoom conference platform.

5. Declarations of Interest

Jutta Koch and Caroline Ramsay declared an interest in the planning application 20210539 as neighbours and would leave the meeting when the application was considered.

6. Open forum

There were no members of the public or District Councillors in attendance.

7. Minutes of the meeting held on 29th March 2021.

It was proposed by Caroline Ramsay (seconded by Tim Powley) to approve the minutes of 29th March 2021 and unanimously **RESOLVED**.

8. To report on matters arising from the Minutes not on the Agenda:

The clerk advised that the transfer of the website to the new host would take place in the next few days.

9. Open Forum

No parishioners were present to raise questions on and/or make statements about matters on the agenda.

10. Appointment of Internal Auditor.

Bryan Slater proposed (seconded by Jutta Koch) that John Gallop be appointed as Internal Auditor and unanimously **RESOLVED** to appoint Mr Gallop.

11. Appointment of cheque signatories.

It was **AGREED** that Tim Powley should be appointed as a signatory to the parish council accounts. The clerk would contact the bank and take advice on how electronic payments could be implemented.

12. To consider planning application 20210539: Single storey side and rear extensions with raised patio, Brooklands, Pedham Road, Hemblington.

There no objections or comments on the application.

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 and Financial Regulations 2015

13.4. To confirm the Standing Orders first adopted in March 2015.

13.5. To consider the Annual Governance and Accountability Return and meeting date provisionally set for Monday 14 June to agree and complete the return following completion of the required internal audit.

13.6. To consider and agree that the qualifying criteria would be met to enable the Declaration of the Certificate of Exemption AGAR 2020/21 Part 2 following the completion of the internal audit and implementation of any measure arising from the audit.

13.7. It was **RESOLVED** unanimously to approve the documents listed 13.1 to 13.6.

14. Update on village sign for Hemblington

14.1 It was **AGREED** that the galvanised post would not be painted but allowed to weather naturally. It was hoped that the sign would be formally unveiled when the annual footpath walk took place on 24 July subject to approval being received from highways.

15. Grant assistance for improved access for disabled and elderly residents to All Saints Church, Hemblington.

It was **RESOLVED** to authorise payment of the grant of £3,000 previously agreed.

16. Parish Clerk's correspondence

Information on the proposed improvements to the A47 were noted.

17. Future agenda items.

17.1 Pedham Green play area improvements would be discussed at the July meeting. The annual footpath walk would take place at 12 noon on 24 July, start from Pedham and end at the new parish sign.

18. To confirm the date of the next Parish Council Meeting – 14th June 2021
Meeting closed at 8.45pm.

Steven Ford

Parish Clerk
21 May 2021