

Hemblington Parish Council

Chairman – Tony Howe Clerk to the Council – Steven Ford
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Minutes of the Annual Meeting of the Parish Council held on Monday 23rd May 2022 at 7:40pm.

1. PRESENT

Present Anthony Howe (Chair), Bryan Slater (Vice Chair), Caroline Ramsay, Tim Powley, Rose Niescierowicz, Dr John Applegate and Steven Ford (Clerk). NCC Councillor Fran Whymark, Tony Baker (Tree Warden).

Apologies for absence: Jutta Koch

2. Election of Chair

Anthony Howe was proposed by Rose Niescierowicz (seconded by Caroline Ramsay) 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.

3. Election of Vice-Chair

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

4. 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.

5. Welcome and Introduction to the meeting

The chairman, Anthony Howe, welcomed members, County Councillor and Tree Warden.

6. Apologies for absence: Jutta Koch.

7. Declarations of Interest

None.

8. Open forum

There were no points raised.

9. Minutes of the meeting held on 28th March 2022.

It was proposed by Caroline Ramsay (seconded by Tim Powley) to approve the minutes of 28th March 2022 and unanimously **RESOLVED**.

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

John Applegate and Tony Howe had met with Church representatives to consider the proposed tree works in the churchyard discussed under Item 8 at the previous meeting. It was agreed that a second estimate for the tree works would be obtained and it was suggested that the parish council would possibly contribute about £2000 of CIL income towards the works. The church would come back with their plans in due course.

Tony Howe reported that a meeting had been held with a BDC officer at Pedham Green to consider issues that had been raised regarding the maintenance of the Green and in particular the slide that was in need of repair.

11. Open Forum

Tree Warden Tony Baker said that there were a number of sources of trees available at no cost if suitable locations for planting were found. He suggested that perhaps the Church might consider planting a tree to mark the Queen's Platinum Jubilee.

12. Appointment of Internal Auditor.

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

13. Appointment of cheque signatories.

The clerk would contact the bank to add Tim Powley as a signatory to the accounts.

14. 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.

15. To approve the following revised documents to support the council governance:

15.1 Annual Review of the Effectiveness of Internal Audit

15.2 Annual Review of the Effectiveness of Internal Control

15.3 Duties of the Responsible Financial Officer and Financial Regulations 2015

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

15.5 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.

15.6 To consider and agree that the qualifying criteria would be met to enable the Declaration of the Certificate of Exemption AGAR 2021/22 Part 2 follows the completion of the internal audit and implementation of any measure arising from the audit.

It was **RESOLVED** unanimously to approve the documents listed 15.1 to 15.5 and to sign 15.6 the Certificate of Exemption AGAR 2021/22.

16. Update on information boards for Hemblington

16.1.1 The clerk had contacted the joinery company that had made the wooden information board frames at Salhouse and would request an estimate of the cost of supplying three units. A working group would be set up by Tony Howe to draw up points of interest that would be displayed on the information panel. Contact had been made with the designer who had illustrated the Salhouse panels, County Cllr Whymark emphasised the need to provide a clear brief of the design that was required.

17. To approve invoices for payment and to note the Bank Reconciliation.

It was **RESOLVED** to authorise payment of invoices totaling £346.98, cheque numbers 100518 to 100521. The bank reconciliation showing balances of £11,072.13p in the Business Community Account and £177.58 in the Business Premium Account was noted.

18. Parish Clerk's correspondence

None.

19. Future agenda items.

19.1 Consideration of a Health and Safety Policy would be brought to the July meeting. The annual parish footpath walk would take place on Saturday 23 July at 12 noon starting from Pedham Green.

20. To confirm the date of the next Parish Council Meeting – 20th June 2022.

Meeting closed at 8.35pm.