

# 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 Annual Meeting of the Parish Council held on Monday 9<sup>th</sup> May 2024 at 7:40pm.

## 1. PRESENT

Present Anthony Howe (Chair), Caroline Ramsay, Tim Powley, Rose Niescierowicz, Jutta Koch, Bryan Slater and Steven Ford (Clerk).

Apologies for absence: Dr John Applegate.

## 2. Election of Chair

Anthony Howe was proposed by Caroline Ramsay (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.

## 3. Election of Vice-Chair

Caroline Ramsay was proposed by Anthony Howe (seconded by Bryan Slater) 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 was required to be completed on line and the clerk would circulate the document and instructions.

The business of the annual parish council meeting having concluded the Parish Council Meeting then started.

## 5. Welcome and Introduction to the meeting

The chairman, Anthony Howe, welcomed members.

## 6. Apologies for absence: Dr John Applegate.

## 7. Declarations of Interest

Anthony Howe re the planning application for consideration later on the agenda.

## 8. Open forum

There were no points raised.

## 9. Minutes of the meeting held on 25<sup>th</sup> March 2024.

It was proposed by Caroline Ramsay (seconded by Tim Powley) to approve the minutes of 25<sup>th</sup> March 2024 and unanimously **RESOLVED**.

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

It was agreed that in principle an application for a Pride in the Place grant being made by the District Council was a project that could be supported by a donation of £3000 of CIL funds subject to the proposed equipment meeting the requirements of the parish council.

## 11. Community Orchard

No further progress.

## 12. Planning applications.

2024/1095 Church Of All Saints Church Lane Hemblington Norfolk

Proposal: Erection of Standard Wooden Apex Roof Garden Shed for storage purposes within the Churchyard.

Having declared an interest in the application the Chairman Anthony Howe left the room and Caroline Ramsay took the chair. There were no objections to the application although any

concerns raised by the Conservation officer would be supported. The Chairman Anthony Howe then rejoined the meeting.

**13. 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 January 2024.

15.5 To consider the Annual Governance and Accountability Return and meeting date provisionally set for Monday 17 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 2023/24 Part 2 following the completion of the internal audit and implementation of any measures arising from the audit.

It was **RESOLVED** unanimously to approve the documents listed 15.1 to 15.4 and to sign 15.6 the Certificate of Exemption AGAR 2023/24.

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

It was **RESOLVED** to authorise payment of invoices totaling £1107.31 cheque numbers 100575 to 100579. The bank reconciliation to 31 March 2024 showing balances of £13,195.51p in the Business Community Account and £180.10p in the Business Premium Account was noted.

**15. Parish Clerk's correspondence**

None.

**16. Future agenda items.**

16.1.1 The annual footpath walk would take place on 20 July starting from Pedham Green at 12 noon.

17. To confirm the date of the next full Parish Council Meeting – 29<sup>th</sup> July 2023.

Meeting closed at 8.27pm.