

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 19th May 2025 at 7:40pm.

1. PRESENT

Present Anthony Howe (Chair), Caroline Ramsay, Rose Niescierowicz, Dr John Applegate, Bryan Slater and Steven Ford (Clerk).

Apologies for absence: Tim Powley, Jutta Koch.

2. Election of Chair

Anthony Howe was proposed by Caroline Ramsay (seconded by Dr John Applegate) 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 Rose Niescierowicz (seconded by Dr John Applegate) 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: Tim Powley, Jutta Koch.

7. Declarations of Interest: None.

8. Open forum

Chris Norburn Vice Chairman of Trustees and Assistant Scout Leader^{2nd} Brundall Scout Group gave a comprehensive presentation on proposals and costings for the redevelopment of the groups base in Brundall. Membership of the group came from many surrounding parishes. When completed the updated facilities would enable the group to extend further the age range of activities supported. The group were asking for a donation from the Community Infrastructure Levy funds held by the parish council.

9. Minutes of the meeting held on 31st March 2025.

It was proposed by Caroline Ramsay (seconded by Dr John Applegate) to approve the minutes of 31st March 2025 and unanimously **RESOLVED**.

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

It was agreed to request an update on recent planning applications that had not been determined.

11. Update on parish information boards

No further progress other than Caroline Ramsay was awaiting updated quotations. It was anticipated that they should be installed in the late autumn.

12. Pedestrian warning sign.

Highways had been advised that Councillor Whymark had agreed to fund the installation of the pedestrian warning sign on Pedham Road with his members highway improvement funding.

13. Planning: No new applications received.

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

- 14.1 Annual Review of the Effectiveness of Internal Audit
 - 14.2 Annual Review of the Effectiveness of Internal Control
 - 14.3 Duties of the Responsible Financial Officer and Financial Regulations 2015
 - 14.4 To confirm the Standing Orders first adopted in January 2024.
 - 14.5 To consider the Annual Governance and Accountability Return and meeting date provisionally set for Monday 23 June to agree and complete the return following completion of the required internal audit.
 - 14.6 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 14.1 to 14.4 and to agree the qualifying criteria had been met for completion of 14.6 the Certificate of Exemption AGAR 2024/25.

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

It was **RESOLVED** to authorise payment of invoices totaling £779.47 cheque numbers 100598 to 100600. The bank reconciliation to 31 March 2024 showing balances of £3,471.77p in the Business Community Account and £10,245.36p in the Business Premium Account was noted.

16. Parish Clerk's correspondence

None.

17. Grant application 2nd Brundall Scout group

- 17.1 It was **RESOLVED** to agree to make a donation of £1000.00 from Community Infrastructure Levy funds when the project was under way.

18. Repainting former BT telephone kiosk at Pedham Green

The estimated cost of the work by tradesmen was considered and Caroline Ramsay offered to organise volunteers to carry out the work. It was **AGREED** to go ahead on that basis with materials being funded by the Parish Council.

19. Future agenda items.

- 19.1 The annual footpath walk would take place on 26 July starting from Pedham Green at 12 noon.

20. To confirm the date of the next full Parish Council Meeting – 28th July 2023.

Meeting closed at 8.58pm.

A. C. Howe

28th July 2025