

Hemblington Parish Council

Minutes of the virtual Annual Hemblington Parish Council Meeting held on the “Zoom” platform on Monday 18th May 2020 at 7:30pm.

PRESENT

Present – Anthony Howe (Chair), Caroline Ramsay, Jutta Koch, Richard Sargeant, George Pickersgill, Bryan Slater and Steven Ford (Clerk).

1. Welcome and Introduction to the meeting by Anthony Howe
2. **ELECTION OF CHAIR**
George Pickersgill proposed (seconded by Bryan Slater) Anthony Howe 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 as chair.
3. **ELECTION OF VICE-CHAIR**
George Pickersgill (seconded by Richard Sargeant) proposed Bryan Slater as vice-chair for the following year. This was unanimously **RESOLVED** by all.
4. **TO ACCEPT THE AMENDED STANDING ORDERS**
It was **RESOLVED** to adopt the Amended Standing Orders that were based on a Model Document that had been provided by Norfolk ALC.
5. **MINUTES OF THE MEETING HELD ON 27th JANUARY 2020**
The council **RESOLVED** to approve the minutes as a true record and were duly signed by the chair.
6. **REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA** (Info only)
 - 6.1 The clerk circulated details of recycled plastic notice boards and would bring further quotations to the next meeting.
7. **OPEN FORUM**
 - 7.1 District Councillor Nigel Brennan reported on a very busy period at the District Council.
8. **CASUAL VACANCY**
 - 8.1 An application to fill the vacancy from Dr John Applegate was considered and it was **RESOLVED** to co-opt Dr Applegate to the Council. He then signed Acceptance of Office and joined the meeting.
9. **ELECTION OF TREE WARDEN**
George Pickersgill proposed (seconded by Caroline Ramsay) the council appoint Richard Sargeant as the tree warden for the forthcoming year and it was unanimously **RESOLVED** to appoint him.
10. **TO APPROVE THE CONTINUATION OF PAULINE JAMES AS THE COUNCIL INTERNAL AUDITOR AS APPROPRIATE**
George Pickersgill proposed (seconded by Caroline Ramsay) and it was unanimously **RESOLVED** to appoint Pauline James to continue as internal auditor.
11. **TO APPROVE 3 CHEQUE SIGNATORIES**
Anthony Howe, Bryan Slater and George Pickersgill agreed to continue as cheque signatories on the bank accounts.
12. **PLANNING APPLICATIONS**
 - 12.1 No planning applications for comment had been received.
13. **TO APPROVE INVOICES FOR PAYMENT**
 - 13.1 It was **RESOLVED** to approve payment of all invoices presented in Appendix 1 totalling £1,167.05p. Clerk to action.
14. **RECEIPT OF THE PRECEPT**
 - 14.1 Receipt of the payment of the precept amounting to £2,854.00 was noted.

15. INSURANCE PROVIDER AND PREMIUM FOR THE COUNCIL FOR 2020/21

15.1 It was **RESOLVED** to renew the insurance policy with Zurich for a further 12 months.

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

16.1. Annual Review of the Effectiveness of Internal Audit

16.2. Annual Review of the Effectiveness of Internal Control

16.3. Duties of the Responsible Financial Officer

16.4. After considering the documents Bryan Slater proposed, seconded by Jutta Koch, to approve each of the documents and it was **RESOLVED** unanimously to approve.

16.5. Accounts for the year ending 31st March 2020.

16.6. Annual Governance and Accountability Return and meeting date provisionally set for Monday 15 June to agree and complete the return following completion of the required internal audit.

16.7. 16.7 After considering the two documents Jutta Koch proposed, seconded by Caroline Ramsay, to approve each of the documents and it was **RESOLVED** unanimously to approve.

17. UPDATE ON VILLAGE SIGN FOR HEMBLINGTON

17.1 Progress on the GRP sign had been delayed as a result of the Covid pandemic as the person responsible was vulnerable and had to self-isolate.

18. REQUEST FOR CONSIDERATION OF GRANT ASSISTANCE FOR IMPROVED ACCESS FOR DISABLED AND ELDERLY RESIDENTS TO ALL SAINTS CHURCH, HEMBLINGTON.

18.1 A request for grant assistance for a project to improve access for disabled and elderly residents to access the parish church was considered. It was **RESOLVED** to offer a grant of £3,000 from the CIL funds towards the projected £11,500 cost of the project.

19. PARISH CLERK'S CORRESPONDENCE

19.1 Information that the employer's contribution rate had risen to 23% for the current financial year and would increase by 0.5% for each of the following two financial years was noted.

20. FUTURE AGENDA ITEMS:

CIL projects such as provision of additional play equipment and a picnic bench at Pedham Green were suggested.

21. To confirm the date of the next Parish Council Meeting – 15th June 2020

There being no further business the meeting closed at approximately 8.14pm.

Signed.....

Dated.....