

**Minutes of the Meeting of Hempstead Parish Council held on
Monday 4th January 2021 at 7.30pm on Zoom**

Present: Paul Sanders (Chairman)
Charles Inglis
Yvette Gibson
Charlie Mack
William Mack
Jack Parfitt
Catherine Moore, Locum Clerk

Also present: Steffan Aquarone, County Councillor.

1. Apologies for Absence

Apologies for absence were **received and approved** from Robin West, who had attempted to log onto the meeting but could not join due to technical difficulties.

2. Public Forum

a) Public

None.

b) County Councillor

Steffan Aquarone reported that a great deal of work had taken place in efforts to save Holt Hall from being sold. The decision to sell was to be called in for scrutiny however it was instead to be the subject of an extraordinary Full Council meeting. It was felt that it was important to give young people the opportunity to engage with the environment.

Vaccinations for the over 80s were beginning. The Cromer Minor Injuries Unit was being temporarily closed to allow staff to be redeployed to the Norfolk and Norwich University Hospital.

A suggestion was put forward to the County Councillor that there was a large area of land attached to Holt Hall, and that some land could be held back from any sale and a new facility built, which would not have the ongoing costs of a stately home. It was agreed that this suggestion would be taken back.

District Councillor

Not present.

3. Declaration of Interest for items on the agenda

There were no declarations of interest.

4. Minutes of the meeting held on 2nd March 2020

The minutes of the meeting were **agreed**, proposed by William Mack, seconded by Charles Inglis, all in favour, and would be signed by the Chairman.

5. Minutes of the meeting held on 24th August 2020

The minutes of the meeting were **agreed**, proposed by Paul Sanders, seconded by Yvette Gibson, all in favour, and would be signed by the Chairman.

6. Matters Arising from the Minutes

a) Death of Glynis Williamson, Parish Clerk

The Chairman reported that he attended the funeral of Glynis in December. It was **agreed** that he would write to Glynis' husband expressing the Council's condolences

and thanking him for his assistance with handing over the Parish Council's documents and equipment.

ACTION: Clerk

It was noted that the Locum Clerk would be setting up a business continuity document which would contain critical information including passwords.

7. Finance

a) Financial Update

The financial update was noted, reporting that the Council had £3,668.40 in the bank as of 30th November 2020.

b) Re-approval of 2019/20 Annual Return

As the Annual Return had been presented without an internal audit, or figures in the documents, the decision to approve it at the last meeting was not valid.

The Internal Audit Report was noted.

The Annual Governance Statement was **agreed**. The Annual Accounting Statement was **agreed**. It was **agreed** to declare the Council exempt from external audit, proposed by William Mack, seconded by Charles Inglis, all in favour.

c) Payments

It was **agreed** to pay the following:-

G Williamson	Final Salary & Expenses	£80.00
HMRC	PAYE	£20.00*
P Sanders (Defib Store)	Defib Cabinet and Signs	£679.32
P Sanders (G Sullivan)	Grass Cutting	£240.00
Norfolk ALC	Subscription (replacement chq)	£89.40
Information Commissioner	Registration (Annual) - DD	£35.00
Hempstead Village Hall	Hall Hire 2019/20	£84.00
K Wilton	Internal Audit	£50.00

*The Clerk noted that a payment would not need to be sent to HMRC as the PAYE account was in credit by over £200. This was due to problems with how paying in slips had been used for PAYE across the four different councils who employed the late Clerk, which needed to be unravelled. The Clerk noted that two payments totalling £169 had been identified within Hempstead's PAYE account, but actually belonged to Stiffkey Parish Council. A request would be made at a later date for Hempstead to repay this money, and either reclaim the unallocated balance from HMRC or leave this in the PAYE account to offset the next Clerk's PAYE.

It was noted that a payment of around £270 was due for three years of delegated grass cutting, and that the village hall would be making a contribution of around £550 for the defib case, which would remain in the ownership of the Parish Council. The signage for the defib would be put up once it was registered with the ambulance service.

8. Correspondence

a) Email from LANPRO

An email was circulated from LANPRO regarding revised development proposals for new homes to the west of All Saints Church at land south of The Street, Hempstead. The email had suggested a meeting with the Parish Council to discuss proposals. The latest proposal included 5 houses on a brownfield site, with land allocated to the Parish Council. It was noted that the Village Hall now owned their own freehold. Land was required for either a playing field or affordable housing. Concern was

expressed regarding building high end luxury properties when it was affordable housing that was required. The Clerk was asked to reply asking for the following information:

- Supply outline plans including rough drawings showing plot sizes, site layout, property design.
- Request details of the future plans for the rest of the site.
- Request a rough estimate of the market value of the final houses.

ACTION: Clerk

- b) General Correspondence
None.

9. Planning
None.

10. Other Matters

- a) Review of Standing Orders and Financial Regulations

The model Standing Orders and Financial Regulations were presented and it was **agreed** to adopt as drafted, proposed by Paul Sanders, seconded by Charlie Mack, all in favour.

- b) Play Area Inspection Report

The report had again shown concerns with the swing structure, although it was felt that it was structurally sound. The frame would be painted and the chains inspected and middle tyre swing removed as soon as a working party could be safely convened in suitable weather.

ACTION: PS

- c) Recruitment of Parish Clerk

The draft documents were presented and discussed. It was suggested that the job could be done in 50 hours per year, however the Clerk noted that in her experience this was not possible, even when the Clerk covered multiple councils, and that 3 hours per week for a council meeting 6 times per year was only really enough for a very efficient person. It was **agreed** to advertise the position on the hours and salary presented, and that the Council was agreeable to noting that applications would be welcomed from candidates interested in Field Dalling and Stiffkey Parish Councils. The Clerk would circulate this to local clerks in the area, and would advertise with Norfolk ALC and Norfolk PTS. It was **agreed** that the interviewing and selection process would be delegated to the Chairman and Vice Chairman.

ACTION: Clerk

- d) Budget and Precept 2021/22

The draft budget was presented and discussed. It was felt that a 60% increase was too much. It was noted that around £750 of income was due (£500 from the Village Hall for the defib case, and £250 from NCC for delegated grass cutting). This would increase the projected end of year bank balance to a more acceptable level. It was suggested that the Council could use £600 of reserves to offset the budget, however this approach would not be sustainable in the long term and a balanced budget would be required the following year. With these amendments the budget was agreed. It was **agreed** to set the precept at £2,983.50, an increase of 33.21% with Band D at £39.34/year.

ACTION: Clerk

11. Final Reports

It was noted that the flooding at Pond Hills was particularly bad this year, and had not drained away. Charles Inglis agreed to send photos of the flooding, and the Clerk was asked to report this to NCC Highways, copying in the County Councillor for information. **ACTION: CI / Clerk**

It was noted that there was a cone over a very deep pothole at Selbrigg, the Clerk was asked to contact Highways regarding repairs of this. **ACTION: Clerk**

12. Dates of Next Meeting

The next meeting would take place on Monday 1st March 2021 at 7pm at Hempstead Village Hall, or on Zoom depending on government guidance at the time.

The meeting closed at 8.50pm.

CHAIRMAN

DRAFT