

**Hempnall Parish Council - Notice & Agenda**  
**Parish Council meeting to be held at 7.00pm on Tuesday 21 May 2024**  
**at the Mill Centre**

**1 Apologies - ALL**

**2 Appointment of chair and officers - DH**

**3 Declarations of Interest**

**4 Minutes of previous meeting - Chair**

16 April 2024

**5 Public Participation - Chair**

**6 County Councillor Update**

**7 District Councillor Update**

**8 Planning**

- 8.01 New applications - IN
- 8.02 Approvals/refusals/withdrawals/appeal decisions - IN
- 8.03 Applications outside the parish boundary - IN

**9 Matters arising - completed**

- 9.01 Footpath details - added to website - IN
- 9.02 Millfields Exception Site – PC response to survey made - DH/IN
- 9.03 Parish Partnership 2024/25 - acceptance made - IN
- 9.04 Footpath 8 - cut - IN/PB
- 9.05 Letter to landowners re footpaths clear - sent - IN
- 9.06 Zip line - attended to - IN
- 9.07 Playingfield copses - fenced - IN
- 9.08 Moulton tree plaque - erected - IN
- 9.09 Newsletter - issued - IN
- 9.10 Potholes on B1527 + Alburgh Rd junction - marked up - IN
- 9.11 Defibrillator coordinator - handover completed - IN
- 9.12 Footpath works for the 20/30 MPH sign on The Street - completed - IN  
Portrait of His Majesty the King - offered to V Hall - IN

**10 Matters arising - awaiting others**

- 10.01 Nobbs Lane spur - await DH
- 10.02 Caravan encampment at Spring Wood - await SNC - IN
- 10.03 NCC re pc undertaking highways work directly - await NCC - IN
- 10.04 Roberts Close / The Street footpath safety - await NCC - IN
- 10.05 Bollard to protect pavement near Willow Drive - await NCC - IN
- 10.06 Roadside nature reserves / rewinding verges - await NCC - IN
- 10.07 Villa farm industries - await SNC - IN
- 10.08 Traffic calming on B1527 West - await NCC - IN
- 10.09 Policy for use of chemicals - await P Bates test results - PB
- 10.10 Streetlight timers - await costs - DH
- 10.11 Items o/s with NCC - await IN - IN
- 10.12 Hempnall Natural Flood Management - await EA - IN
- 10.13 Bench on Play area - await Mr Hooton - IN
- 10.14 Road Calming/signage for The Krons & Fairstead Lane - await NCC - IN
- 10.15 Flood management - East - await EA - IN
- 10.16 Flood management - meet with Fritton PC - await Fritton PC - IN
- 10.17 Flood management - Broaden Lane - await AWA - IN
- 10.18 Flood barriers - await NCC - IN
- 10.19 Free portrait of His Majesty the King - await delivery - IN
- 10.20 Wheels 4 Less planning issues - awaiting SNC - IN
- 10.21 Flood risk maps - IN
- 10.22 Millfields Exception Site - await SNC - IN
- 10.23 Installation of owl sculpture on playingfield - await RD
- 10.24 National Grid - NISP – Consultation - await DH
- 10.25 Hempnall Primary School – Rewilding Scheme - await DH/HPS

**11 Matters arising - for discussion**

- 11.01 Horses using Lower & Back Lane footpaths - DH
- 11.02 Footpath 24 kissing gate removal - IN
- 11.03 Flood management - E boundary of Old Market Way -IN
- 11.04 Slow Ways national walking network - PB
- 11.05 Football pitch cutting - IN
- 11.06 Willow Drive southern hedge - DH
- 11.07 Support for The Hempnall Trust - PB
- 11.08 Churchyard rewilding - DH/HR
- 11.09 Potentially purchasing land for a re-wilding - IN
- 11.10 Footpath 6 - plank removal - IN/RD

**12 Correspondence**

- 12.01 Circulated to date - IN
- 12.02 Received since agenda issued - IN
- 12.03 Received from parishioners - IN
- 12.031 Field Lane surface water flooding - IN
- 12.032 Repair of river bank off Bungay Rd - IN
- 12.033 Willow Drive attenuation area - IN

**13 Finance**

- 13.01 Movements since last meeting - IN
- 13.02 Internal Audit - IN
- 13.03 Statement of assurance and financial regs review - IN
- 13.04 Approval of Annual Accounts to 31/03/24 - IN
- 13.05 Annual Governance and Accountability Return - IN
- 13.06 Notice of expenses - IN
- 13.07 Community Infrastructure Levy Return - IN

**14 Review of Policies and Procedures - IN**

- 14.01 Training Policy
- 14.02 Code of Conduct
- 14.03 Complaints Procedure
- 14.04 Information & Data Protection Policy
- 14.05 Document Retention and Disposal Policy
- 14.06 Removable Media Policy
- 14.07 Standing Orders

**15 Risk Assessment Review - IN**

**16 Declaration of Interests Review - IN**

**17 Action Plan - IN**

**18 GDPR Information Audit - IN**

**19 CPRE Norfolk's election manifesto - DH**

**20 Weeds on path next to the tennis courts - DH**

**21 Big Help Out - RE**

**22 Items for next newsletter ALL**

- 22.01 Big Help Out – Mr Elliott to supply information.
- 22.02 Vapes left in play area

**23 Items for next meeting - All**

- 23.01 Clerk's salary review

**24 Date of Next Meetings - All**

- 24.01 Planning Meeting 18/06/2024 @ 7:00 PM - Mill Centre
- 24.02 Main Meeting 16/07/2024 @ 7:00 PM - Mill Centre