HEMPTON
PUDDING NORTON & TESTERTON
PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON

THURSDAY 22nd May 2025 AT THE BOWLS CLUB

Present: Cllrs: T Fitzpatrick (Chair) Cllrs: C Travis, k Travis C Cushing and C Stubbs.

Members of Public: – 1 Locum Clerk: D.Joy

MINUTES

01 Election of Chairman.
The motion was proposed
Members **ELECTED** Cllr Tom Fitzpatrick as Chair.

02 Election of Vice-Chairman
The motion was proposed
Members **ELECTED** Cllr C Travis as Vice Chair.

03 Chairman & Vice Chairman to Sign Declaration of Acceptance of Office.
Cllr Fitzpatrick signed his acceptance of office.
Cllr C Travis signed her acceptance of office.

04 Apologies for Absence
None

05 Declarations of Interest and requests for Dispensations
None

The Chair proposed to move item agenda 13.1 to this part of the meeting.
The motion was proposed
Members **AGREED** to move 13.1 to this part of the meeting.

06 Minutes of Previous Meetings
6.1 To agree and sign the minutes of the Full Council Meeting held on the 10th April 2025
The motion was proposed
Members **AGREED** the minutes of meeting held on 10th April 2025.

07 Public Participation Time

The meeting will be adjourned for a period specified in the Resolution to allow Members of the Public and any Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed
Members **AGREED** for the meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak.
No members spoke
The motion was proposed
Members **AGREED** to resume the meeting

08 Committees

8.1 To review the Employment Committee Terms of Reference.
The motion was proposed
Members **AGREED** the Employment Terms of Reference.

8.2 To appoint members for the Employment Committee.
The motion was proposed
Members **AGREED** the Employment Committee
Cllr K Travis, C Stubbs and T Fitzpatrick.

09 Council Policies and Documentation

9.1 To review and agree Council's Code of Conduct policy.
The motion was proposed
Members **AGREED** the Council's Code of Conduct policy.

9.2 To review and agree Council's Financial Risk Assessment.
The motion was proposed
Members **AGREED** the Council's Financial Risk Assessment with the following adjustments:
Page 7 Play Area changed to bi-weekly inspections.

9.3 To review and agree Council's Standing Orders
The motion was proposed
Members **AGREED** Council's Standing Orders with the following adjustments:
Item 1.d to take out "seconded"

9.4 To review and agree Councils Financial Regulations.
The motion was proposed
Members **AGREED** the Councils Financial Regulations.

9.5 To consider and agree the meeting dates for 2025.
The motion was proposed
Members **AGREED** the meeting dates for 2025 with the following adjustments:
Cancel the 5th of June and move it to the 26th June at 4pm.

10 Finance

10.1 To consider and agree April and Mays Payments
The motion was proposed
Members **AGREED** April and Mays Payments

11 Building, Planning and Environment

11.1 Update on Council noticeboard and to consider and agree any actions.
The motion was proposed
Members **AGREED** for the Clerk to order the noticeboard to be placed on the Councils Storage once it has been refurbished.

11.2 Update on the areas for improvement around the village.
The motion was proposed
Members **AGREED** the following improvements:
For the Council's storage to be refurbished.
A quote to repaint the play area and the Clerk to circulate to members.
For the village sign to be replanted and to approach Fakenham Garden centre to sponsor this.
The area around the village sign to be maintained and kept tidy.
For the bins to be repaired and updated.
The planting in the middle of the play area moved to a more appropriate location.

12 To Report any other business

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council
The Clerk updated the meeting on the allotments.

13 Co-Option

13.1 To consider and agree Co-option for Vacancy 1
The motion was proposed
Members **VOTED** for Stephen Keeble to fill Vacancy 1

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Parish Council 26tth June 2025.

MEETING CLOSED : 4:45PM

CHAIR:________________________________ DATE:_____________

Aprils' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
1	N Power	D/D	Hempton Street Lights - March & April	£69.72	T Fitzspatrick		Chris Cushing	
2	N Power	D/D	Pudding Norton Street Lights	£40.84	T Fitzspatrick		Chris Cushing	
3	K & M	Online	Street light maintenance March to May 2025	£81.32	T Fitzspatrick		Chris Cushing	
4	Sage	D/D	Payroll 16.4.25-15.5.25	£12.00	T Fitzspatrick		Chris Cushing	
5	O2	D/D	Mobile April	£19.88	T Fitzspatrick		Chris Cushing	

Agreed at Full Council: 22.5.25 **Chair Sign:** **RFO Sign:**

May's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
6	K & M	Online	Street light maintenance May 2025	£40.66	T Fitzspatrick		Chris Cushing	
7	Sage	D/D	Payroll 16.5.25-15.6.25	£12.00	T Fitzspatrick		Chris Cushing	
8	O2	D/D	Mobile May	£19.88	T Fitzspatrick		Chris Cushing	
9	Employment Costs	Online	Salaries & PAYE	£2,003.99	T Fitzspatrick		Chris Cushing	
10	Hempton Memorial Hall	Online	Hall Hire March to June	£28.00	T Fitzspatrick		Chris Cushing	
11	RSL	Online	New website & emails	£516.00	T Fitzspatrick		Chris Cushing	
12	Viking	Online	Novembers stationary	£9.29	T Fitzspatrick		Chris Cushing	
13	NALC	Online	Subscription for 2025	£120.00	T Fitzspatrick		Chris Cushing	
14	Lawnwise & Leisure	Online	Play area and football pitch cuts.	£400.01	T Fitzspatrick		Chris Cushing	
15	RSL	Online	Laptop and software	£616.80	T Fitzspatrick		Chris Cushing	

Agreed at Full Council: 22.5.25 **Chair Sign:** **RFO Sign:**