HEMPTON
PUDDING NORTON & TESTERTON
PARISH COUNCIL

FULL COUNCIL MEETING HELD ON

THURSDAY 10th SEPTEMBER 2026 AT THE MEMORIAL HALL AT 4PM.

Present: Cllrs: C Travis (Chair), K Travis S Keeble, K Lindsay and Cllr Smith

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

MINUTES

1. Apologies for Absence

Cllr Stubbs – unwell

Cllr Fitzpatrick – no apologies.

The motion was proposed

Members **AGREED** to accept Councillors apologies.

2. Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

Cllr C Travis declared an interest in Item 7.4 and 7.8.

The motion was proposed

Members AGREED to grant Cllr C Travis a dispensation to speak and vote on this item

3. Minutes from Previous meetings.

3.1 To **APPROVE** the minutes of the Full Council meeting held on 22nd May 2026.

The motion was proposed

Members **AGREED** the minutes of the Full Council meeting held on 22nd May 2026.

3.2 To **ADOPT** the Minutes of the Employment Meeting held on the 25th June 2026

The motion was proposed

Members **ADOPTED** the minutes of the Employment meeting held on 25th June 2026.

4. **Public Participation**

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak.

To receive County and District Councillors reports and allow 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** to close the meeting.

County Councillor R Jamieson gave his report.

The motion was proposed

Members **AGREED** to open the meeting.

05 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

5.1 Minutes filed.

5.2 Payments made

5.3 Reviewed TORs' updated and placed on website.

5.4 All polices updated and placed on website.

5.5 Resident updated re advertising in the Council Newsletter.

5.6 NALC Subscription renewed without national subscription.

5.7 AGAR 2025-2025 sent to PKF Littlejohn.

5.8 Eastview light insurance claim ongoing.

5.9 Play area matting fixed.

5.10 Shed ongoing.

5.11 Council on unauthorised encampments notification list.

06 Finance

6.1 To consider and agree June to September's, payments.

The motion was proposed

Members **AGREED** June to September's, payments, except for N Power.

6.2 To consider and agree May to August's bank reconciliations.

The motion was proposed

Members **AGREED** December May to August's bank reconciliations.

6.3 To consider and agree the action plan for the Internal Auditor report for 2025-2026.

The motion was proposed

Members **AGREED** for the Clerk to action the report and update at Full Council in December.

6.4 To consider and agree the sponsor for Councils Newsletter.

The motion was proposed

Members **AGREED** to request sponsors for this year's newsletter and report back to Council.

6.5 To consider and agree Councils Insurance renewal.

The motion was proposed

Members **AGREED** Councils Insurance renewal.

07 Planning, building and environment

7.1 Update on the playground inspections and to consider and agree any actions.

The motion was proposed

Members **AGREED** to monitor the exposed concrete areas.

7.2 Update on Councils Annual Play Inspection Report and to consider and agree any actions.

The motion was proposed

Members **AGREED** to obtain nonslip vinyl for the trim trail.

7.3 Update on the village sign and to consider and agree any actions.

The motion was proposed

Members **AGREED** not to reconfigure the sign.

7.4 Update on Hempton's Conservation Area and to consider and agree any actions.

The motion was proposed

Members **AGREED** for Cllr Keeble to approach the Norfolk Historic Buildings Group to see if they will complete a document on Hempton.

7.5 <u>Update on Goggs Mill and to consider and agree any actions.</u>

The motion was proposed

Members **AGREED** to request NND keep them informed.

7.6 <u>Update on the proposed roundabout at Hempton and to consider and agree any actions.</u>

The motion was proposed

Members **AGREED** for the Clerk to send on any information to members and to request that Highways keep them included in all correspondence pertaining to the roundabout.

7.7 <u>Update on the Memorial Hall repairs and to consider and agree any actions.</u>

For Cllr K Travis to liaise with the clerk to get the outside of the doors painted.

7.8 <u>Update on the Memorial Hall agreement and to consider and agree any actions.</u>

Cllr C Travis informed members that this had now been signed by all parties.

7.9 <u>To consider and agree if to have a new bench.</u>

Cllr C Travis informed members this bench weas now going outside the Memorial Hall.

7.10 <u>To consider and agree if to apply for a Parish Partnership Bid.</u>

The motion was proposed

Members **AGREED** to look into an accessible path to be out in at the

7.11 <u>Update on Councils Fire Risk Assessment and to consider and agree any actions.</u>

The Clerk informed the meeting that Council needed to make the decisions on what parts of the Fire Risk assessment needed to be implemented and what didn't as they are the insurable, liable party.

The motion was proposed

Members **AGREED** for the Clerk to circulate the Fire Risk assessment for both the Memorial Hall and the Bowls club and for members to comment on the items that need implementing.

7.12 <u>To consider and agree EVC issues in the village.</u>

The motion was proposed

Members **AGREED** for Cllr Smith to obtain photos and send to Highways.

7.13 <u>To consider and agree Council's response to Sec 31 Deposits.</u>

The motion was proposed

Members **AGREED** for the Councillor to investigate the process and for Cllr K Travis to collate the information.

08 Policies documents and Training

8.1 To consider and agree Council's Dignity at Work Policy.

The motion was proposed

Members **AGREED** Council's Dignity at Work Policy.

8.2 To consider and agree the Chair and Vice Chair of Employment.

The motion was proposed

Members **AGREED** Cllr K Travis to be the Chair and Cllr Linsday to be Vice Chair.

8.3 To consider and agree the Lone Working Policy.

The motion was proposed

Members **AGREED** the Lone Working Policy and for the Clerk to put together the Risk Assessment.

8.4 To consider and agree Councils Compliments and Complaints Policy.

The motion was proposed

Members **AGREED** Councils Compliments and Complaints Policy.

09. 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.

9.1 Items for a future agenda

September's payments confirmed

Meeting dates for 2027

9.2 Update for Council which need no decisions.

9.3 Delegated Powers:

Payscales

10. Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to legal and contractual issues.

The motion was proposed

Members AGREED that the Press and Public be excluded due items pertaining to legal and contractual issues.

10.1 Update on the allotments and to consider and agree any action

The Clerk updated the meeting.

10.2 Update on the Bowls Club lease and to consider and agree any actions.

Cllr C Travis updated the meeting.

11 Date of Next Meeting

11.1 To confirm that the date of the next Meeting of the Council 3rd December 2026.

MEETING CLOSED: 6:30PM

CHAIR:______________________________ DATE: