

# Hemblington Parish Council

Chairman – Tony Howe      Clerk to the Council – Steven Ford  
Hemblington Parish Council, 101 Thunder Lane, Thorpe St Andrew, Norwich,  
Norfolk, NR7 0JG    Tel: 07838 832058    e-mail: clerk@hemblington-pc.gov.uk

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## Notice of Annual Meeting of the Parish Council

You are invited to the Annual Parish Council Meeting to be held at Heathlands Community Centre, Blofield Heath on Monday 18th May 2026 at 7:45pm for the purpose of transacting the following business to be followed thereafter by the Parish Council meeting.

## Agenda - Annual Parish Council Meeting

1. Attendance book and apologies for absence.
2. Election of Chair ([Chair to sign a declaration of acceptance of office straight away](#))
3. Election of Vice-Chair
4. Declarations of Interest – members requested to complete their declarations of interest electronically and then forward to the Clerk.

## Agenda Parish Council Meeting

5. Welcome and Introduction to the meeting.
6. To consider apologies for absence and agree any necessary actions.
7. To receive Declarations of Interest on items on the Agenda.
8. Public Open Forum including reports from District and County Councillors.
9. To approve the Minutes of the meeting held on 30th March 2026.
10. To report on matters arising from the Minutes not on the Agenda: *for information only*.
11. Open Forum - for parishioners to raise questions on and/or make statements about matters on the agenda.
12. To confirm the appointment of the new Parish Clerk.
13. Update on Information Boards (verbal update).
- PLANNING**
14. To consider council feedback on planning applications received from Broadland District Council: None received.
15. To approve the following revised documents to support the council governance:
  - 15.1. Annual Review of the Effectiveness of Internal Audit
  - 15.2. Annual Review of the Effectiveness of Internal Control
  - 15.3. Duties of the Responsible Financial Officer
  - 15.4. Standing Orders
  - 15.5. Risk Assessment
  - 15.6. To consider the Annual Governance and Accountability Return and meeting date provisionally set for Monday 30 June to agree and complete the return following completion of the required internal audit.

- 15.7. To consider and agree to that the qualifying criteria has been met to enable the declaration of the Certificate of Exemption – AGAR 2024/25 Form 2.

## **FINANCE**

16. To approve invoices for payment and to note bank reconciliation.
17. Parish Clerk's correspondence  
None.
18. To consider further the grant application for Brundall Scout hut following an update on progress.
19. Future agenda items. *(Not for discussion)*.
20. To confirm the date of the next full Parish Council Meeting – 27<sup>th</sup> July 2025.

*Steven Ford*

Parish Clerk 14<sup>th</sup> May 2026