

Hemblington Parish Council

Chairman – Caroline Ramsay 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

Minutes of the Annual Meeting of the Parish Council held on Monday 18th May 2026 at 7:45pm.

1. PRESENT

Present Anthony Howe (Chair), Caroline Ramsay, Rose Niescierowicz, Dr John Applegate, Tim Powley, Jutta Koch and Steven Ford (Clerk).

Apologies for absence: Bryan Slater.

2. Election of Chair

Caroline Ramsay was proposed by Anthony Howe (seconded by Tim Powley) as Chair for the following year. This was unanimously **RESOLVED** by all present. Caroline Ramsay signed the declaration of acceptance of office and took the position of chair.

3. Election of Vice-Chair

3.1 No nominations were put forward for the position.

4. Declarations of Interest

The clerk informed members that they were required to review and update their Declarations of Interest. This was required to be completed on line and the clerk would circulate the document and instructions.

The business of the annual parish council meeting having concluded the Parish Council Meeting then started.

5. Welcome and Introduction to the meeting

The chairman, Caroline Ramsay, welcomed members and thanked Anthony Howe for his ten years of service as Chairman.

6. Apologies for absence: Bryan Slater

7. Declarations of Interest: None.

8. Open forum

No members of the public were in attendance.

9. Minutes of the meeting held on 30th March 2026.

It was proposed by Anthony Howe (seconded by Dr Jutta Koch) to approve the minutes of 30th March 2026 and unanimously **RESOLVED** to approve the minutes as a true record.

10. To report on matters arising from the Minutes not on the Agenda: None.

11. Update on parish information boards

The information boards were ready to print although the QR code would need to be updated to link the gov.uk website address. An appraisal of final locations would be made and Caroline Ramsay would action any highways approval that might be required.

12. Appointment of new Parish Clerk.

12.1 It was unanimously **RESOLVED** to appoint Nicola Ledain as the new parish Clerk. It was **AGREED** to put forward a June start date to work alongside the present clerk prior to his retirement later in the year.

13. Planning: No new applications received.

14. To approve the following revised documents to support the council governance:

- 14.1 Annual Review of the Effectiveness of Internal Audit
- 14.2 Annual Review of the Effectiveness of Internal Control
- 14.3 Duties of the Responsible Financial Officer and Financial Regulations 2015
- 14.4 To confirm the Standing Orders first adopted in January 2024.
- 14.5 Risk assessment.
- 14.6 To consider the Annual Governance and Accountability Return and meeting date provisionally set for Monday 22 June to agree and complete the return following completion of the required internal audit.
- 14.7 To consider and agree that the qualifying criteria would be met to enable the Declaration of the Certificate of Exemption AGAR 2023/24 Part 2 following the completion of the internal audit and implementation of any measures arising from the audit.
It was **RESOLVED** unanimously to approve the documents listed 14.1 to 14.6 and to agree the qualifying criteria had been met for completion of 14.7 the Certificate of Exemption AGAR 2024/25.

15. To approve invoices for payment and to note the Bank Reconciliation.

It was **RESOLVED** to authorise payment of invoices totaling £1609.47p cheque numbers 100622 to 100629. The bank reconciliation to 01 May 2026 showing balances of £6650.32p in the Business Community Account and £10,369.79p in the Business Premium Account was noted.

16. Parish Clerk's correspondence

None.

17. Grant to 2nd Brundall Scout group

- 17.1 It was **RESOLVED** to confirm the donation of £1000.00 from Community Infrastructure Levy funds when the toilet building project was well under way.

18. Future agenda items.

- 18.1 The annual footpath walk would take place on 18 July starting from the Village Sign at 12 noon.

19. To confirm the date of the next full Parish Council Meeting – 27th July 2026.

Meeting closed at 8.28pm.

Signed.....

27th July 2026.