

# HEMPNALL PARISH COUNCIL

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## **Minutes of the Parish Council meeting held on Tuesday 26th July 2011 at 8.15pm in The Mill Centre**

ACTION

### **Present**

Chairman Geoffrey Moulton, Vice Chairman David Hook, Liz Allen, Debbie Ashford, Mike Turner, Peter Workman and the Clerk Ian Nelson.

### **Members of the public present**

None present.

### **Apologies**

Apologies were received from Richard Delf.

### **Minutes of the previous meeting**

The minutes of the meeting on 5<sup>th</sup> July 2011 were approved and signed.

### **Planning Applications**

#### **New application since the last meeting:**

Mr A Coppin, White Lodge, Mill Road, Hempnall - Proposed Erection of building to accommodate agricultural machinery and to construct new vehicular access – Recommended refusal as it is an unacceptable change of use of land from a green field site and is outside the development boundary.

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#### **Applications approved since the last meeting:**

Hempnall Primary School, Proposed regrading of existing school playing field.

#### **Lighting at Roadtechs, Barondale Road**

Mr Hook reported that he would review the site when the evenings are darker.

DH

#### **King's Lynn Power & Recycling Plant**

After much discussion Mr Turner proposed, Mrs Ashford seconded and it was agreed unanimously that comment should be made on the following points:

In favour:

- It is a good site re landscape impact and attracting waste from other counties.
- We recognise the need for waste disposal/reclamation.

Against

- We are not qualified to determine if there are health issues.
- We are informed and concerned that many other statutory bodies which should have been, have not been consulted.
- We are concerned that local views are not being given adequate weight.
- The consultation process seems flawed.
- The principle of the same body making the application as determining the application is not acceptable.
- On such a major issue we are concerned that the cabinet and not the full council made the decision.
- We are concerned about the seemingly un-commercial penalty clause if planning is refused.

IN

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## **Training Policy and statement of Intent**

**ACTION**

Members considered the training policy and statement of intent presented by the clerk prior to the meeting. The final text being:

### **TRAINING POLICY**

The Parish Council is committed to training its staff and members. It recognises that well trained and informed officers promote good practise in its organisation and increase and encourage the activities for community work and enjoyment within its membership. As a voluntary organisation the Council values the time given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that its members understand and enjoy the role they undertake in their community.

- The Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews and formal and informal discussions.
- The Parish Council will encourage its officers and all of its members to attend training meetings and pay expenses arising from such training.
- The training offered to its officers will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks.
- The Parish Council will ensure that all of its new members receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2006.
- The Parish Council will evaluate and measure the impact and effectiveness of all training.
- The Parish Council will maintain a library of current publications on books offering advice concerning all aspects of local government.
- The Parish Council is committed to offering support to its local area Parish Councils.
- The Parish Council is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils.
- Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training. Officers are encouraged to maintain membership of the Society of Local Council Clerks, which provides on going training for its officer members.
- The Parish Council has a commitment to membership of the Norfolk Association of Local Councils recognising that it is a lead provider in training for councillors and officers.
- The Parish Council will ensure that training for both officers and members is adequately covered as an item in the annual budget as are membership fees for relevant professional bodies.

### **STATEMENT OF TRAINING INTENT**

Hempnall Parish Council is committed to training its staff and members as outlined in our attached policy. Training needs have been identified through the appraisal system and training brochures which are received by the Council. Training can cover all areas of work that the Council undertakes and are involved in.

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The Council aims to keep all Councillors and employees up to date and aware of any changes of legislation. **ACTION**

The clerk will be actively encouraged to undertake career development and training which will be funded by the Council when agreed by the Councillors.

Training will be undertaken:

- If there is an accident or occurrence which highlights this need
- Mistakes or errors show a lack of knowledge
- New equipment is received which requires specialist handling / use
- New working methods are introduced
- A complaint is received by the Council the recurrence of which can be mitigated by training
- Staff or Councillors request training

Training forms a recurrent budget line in our annual budget

The success of training and development is evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers are retained and used for in-house training and information sharing.

Mrs Ashford proposed, Mrs Allen seconded and it was unanimously agreed that the above training policy and statement of intent be adopted.

## **Appointment of Democracy Champion**

The clerk outlined the role and its importance for a Quality Council.

The Champion would be a councillor responsible for such things as :

- Developing/distributing materials publicising the role of your council or councillors in the local community.
- Developing/distributing materials publicising elections. For example, posters leaflets, press releases.
- Involving your youth council or local young people in the decision making Process.
- Actively seeking the views of young people when undertaking local projects or Initiatives.
- Undertaking activities aimed at encouraging people to register to vote.
- Developing/distributing materials encouraging residents to attend council Meetings.
- Distributing information on democracy or citizenship to local schools.

Mr Workman proposed, Mrs Ashford seconded and it was unanimously agreed that Mrs Allen be appointed Democracy Champion for the council. The clerk to update the website accordingly.

IN

## **Clerk's Contract of Employment**

Members considered the contract of employment based on the NALC recommended format presented by the clerk prior to the meeting.

Mr Workman proposed, Mrs Allen seconded and it was unanimously agreed that the contract be adopted.

## **Quality Status**

The clerk presented the application file to the meeting. Mrs Ashford proposed, Mr Workman seconded and it was unanimously agreed that the chairman should review it and sign as appropriate. The clerk to submit.

GM/IN

# HEMPNALL PARISH COUNCIL

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**Additional Items for next main meeting agenda**

**ACTION**

Outdoor gym grant.

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There being no further business, the meeting was closed at 10.05pm.

Signed \_\_\_\_\_ Date 13<sup>th</sup> September 2011