

**HETHERSETT PARISH COUNCIL**  
**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING**  
**Held on Monday 10<sup>th</sup> January 2022 at 7.30pm**

Present: Mr S Slack (Chairman), Mr L Dale, Mrs A Quinlan, Mr M Stark & Mrs B Williamson

In attendance: Mrs G Vyse (Administrative Assistant)

Members of the public: 1

**1. Apologies**

These were received and accepted from Mr J Nightingale. Mr C Morriss was absent from the meeting.

**2. Declarations of interest**

As the Parish Council appointed Trustees of the Memorial Playing Field, Mr Stack and Mr Stark declared a general interest in any matter that may relate to the Memorial Playing Field. A dispensation was granted by the Parish Council on the 17<sup>th</sup> June 2019 using their power under S33 of the Localism Act 2011 to enable Mr Slack and Mr Stark to discuss and participate in any vote on matters relating to the Memorial Playing Field.

**3. Adjournment of the meeting**

A member of the public spoke at length about the bus shelter on the B1172 which they live almost adjacent to and have done for almost 50 years. Since living there it is the third time to his knowledge that the bus shelter has been hit, the first time being almost 35 years ago approximately. He wished to appeal to have the brick bus shelter reinstated, he has a vested interest as he and his wife are regular users of the bus service, since the current bus shelter has been out of use, he is having to use his car. He expressed how demoralising it is standing on the side of a busy road, out in the open exposed to all weather. The member of the public stated that he had previously campaigned for the bus shelter on the other side of the road, which was successful, however, the green style bus shelters offer limited shelter from the wind and rain and would therefore like to see a brick shelter reinstated. He also went on to further express his concerns about the issues with the junction at New Road, owing to it being the third time the shelter has been knocked down and the fact that he and his wife have witnessed many other traffic accidents involving the junction from the windows of their home. He felt a case for traffic management should be made as the traffic situation is not going to get lighter.

Members of the committee made the following comments:

- That whatever form it takes, the bus shelter must provide better protection from the weather.
- That consideration would be given to brick, the Cantilever style like that on the opposite side of the road (B1172) and a more substantial full sided Cantilever.
- That previous attempts had been made to get traffic management at the junction installed to no avail.

The resident left the meeting at this point.

**4. Minutes of the meeting held on the 13<sup>th</sup> December 2021**

The minutes, previously circulated, of the meeting held on the 13<sup>th</sup> December 2021 were unanimously approved and duly signed by the Committee Chairman, on the proposal of Mrs Quinlan, seconded by Mrs Williamson.

## **5. Progress report**

### **i. Parish Partnership Scheme 2020/2021 (SAM 2 Unit)**

The Administrative Assistant reported that the SAM 2 Unit was ready for delivery and demonstration, and that the item would be added to the Parish Council agenda for the meeting due to be held on 17<sup>th</sup> January 2022 to agree on volunteers to undergo the necessary training to move the unit when required.

### **ii. Delivery of litter bins**

The Administrative Assistant reported that Glasdon UK anticipated delivery to be at the end of the current month, and the office would request an update from the company closer to the time for a firm delivery date.

### **iii. Bench – B1172 cycle/pathway close to Ketts Oak**

The Administrative Assistant advised that Norfolk County Council have not changed their guidance on the requirement of a concrete pad on which to mount the bench and that the Parish Clerk will obtain quotations for the works.

### **iv. Parish Council owned email accounts by Councillors and staff**

The Administrative Assistant reported that the Parish Clerk has prepared a report that will be added to the agenda for discussion at the next Finance and General Purposes Committee meeting due to be held on 14<sup>th</sup> February 2022.

## **6. Accounts and bank reconciliation to 31<sup>st</sup> December 2021**

The Chairman presented the accounts and bank reconciliation, previously circulated. There were no questions raised. On the proposal of Mr Slack, seconded by Mrs Quinlan, it was unanimously agreed to recommend to Council that the accounts and bank reconciliation to the 31<sup>st</sup> December 2021 be adopted.

## **7. Insurance claim – brick bus shelter, B1172**

There was a lengthy discussion of the report, previously circulated with the following comments being made:

- As mentioned in the report, concern was raised that the full cost is not yet determined as there could be additional expenditure on site clearance and preparation for the replacement shelter. It was felt that the contractor would need to make a site visit to determine potential other costs.
- It was agreed that the site required clearance as soon as possible due to health and safety concerns.
- Concern was raised as to whether the current structure contains any hazardous materials/asbestos which would need to be removed and disposed of additionally.
- Concern was raised about the condition and size of the existing concrete pad in terms of its suitability to form the base for the new shelter.
- The current bus shelter should be demolished and cleared as soon as possible as it is unsafe.
- The new shelter must offer a greater degree of protection from the weather than the existing Cantilever shelters within the village.
- Can the Parish Clerk gather more information as to the presence of hazardous waste/asbestos and the costs involved with its removal and whether the current concrete pad will be suitable for use with the new Cantilever shelter.

The following was agreed:

- On the proposal of Mrs Quinlan, seconded by Mrs Williamson it was unanimously agreed to accept the quotation from Company A – Anglian Demolition at a cost of £1,395 plus VAT.
- On the Proposal of Mrs Williamson, seconded by Mrs Quinlan it was unanimously agreed that the new bus shelter would be the Cantilever Chiltern 2 bay peaked roof enclosed shelter with 1 entrance/exit at an estimated cost of £5,806.00.
- On the proposal of Mrs Quinlan, seconded by Mr Dale it was also unanimously agreed, and confirmed by the Chairman and Vice Chairman, that the Parish Clerk be allowed an

additional amount of up to £1,000.00 in case hazardous waste/asbestos needed to be removed from the site and disposed of.

**8. Donation/grant request**

**i. Norfolk Citizens Advice Bureau**

Following a short discussion, on the proposal of Mrs Williamson, seconded by Mrs Quinlan, it was unanimously agreed to make a further donation of £150 from the budget for the current financial year.

**9. Appointment of Internal Auditor for the 2021/2022 financial year**

Following a short discussion of the report, previously circulated, it was unanimously agreed on the proposal of Mr Slack, seconded by Mrs Quinlan to appoint Company B to be the internal auditor for the financial year ending 31<sup>st</sup> March 2022 at a cost of £330.00

**10. Adjournment of the meeting**

In the absence of any members of the public the meeting continued without adjournment.

**11. Date of next meeting**

Monday 14<sup>th</sup> February 2022 at 7.30pm in the Village Hall, Back Lane

There being no further business, the meeting closed at 8.17pm

Minutes approved ..... Date .....