

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17th May 2011 at 7.30pm in The Mill Centre

ACTION

Present

Chairman Geoffrey Moulton, Vice Chairman David Hook, Liz Allen, Debbie Ashford (from County/District Councillor updates), Kevin Cunningham, David Pointer, Mike Turner, Peter Workman and the Clerk Ian Nelson.

Members of the public present

County Councillor Alison Thomas, Mrs Cindy Mayes, Mrs Roberta Bennett.

Apologies

Apologies were received from District Councillor Mr Windridge and Richard Delf.

Parish & District Council Elections

The elections had taken place on the 5th May and the results were as follows:

Parish Council : Candidate	Votes
ALLEN, Elizabeth - ELECTED	218
ASHFORD, Deborah - ELECTED	239
CUNNINGHAM, Kevin - ELECTED	328
DELF, Richard – ELECTED	336
HOOK, David – ELECTED	405
MOULTON, Geoffrey - ELECTED	328
POINTER, David - ELECTED	323
ROSE, Hamish	189
TURNER, Michael - ELECTED	208
WORKMAN, Peter - ELECTED	228

District Council : Candidate	Votes
CLARKE, Fiona	329
WINDRIDGE, Michael - ELECTED	719
Turnout: 52.00%	

It was agreed that the clerk should write a letter of thanks to Hamish Rose for serving as a parish councillor and particularly for his work as footpaths officer.

IN

Mr Turner was welcomed to the council. He will be attending Initial Training for Councillors on 16th and 23rd June at County Hall.

MT

Appointment of Chair and other Officers

The following appointments were made unanimously:

<u>Office</u>	<u>Office Holder</u>	<u>Proposed</u>	<u>Seconded</u>
Chairman	G Moulton	P Workman	M Turner
Vice-Chairman	D Hook	P Workman	G Moulton
Village Hall Rep	L Allen	G Moulton	

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Playing Field Users Reps	R Delf P Workman	M Turner	D Pointer L Allen	ACTION
Footpaths	H Rose	D Hook	D Pointer	
Tree Wardens	D Hook M Turner	G Moulton	L Allen	
Highways Liaison Rep	D Ashford	D Hook	M Turner	
Bank Signatories	R Delf G Moulton K Cunningham	P Workman	D Pointer	

The clerk to update the website etc accordingly.

IN

Declaration of Acceptance of Office and Declaration of Interests Forms

The clerk had sent each councillor an email from Tim Mobbs already but reminded councillors of their obligation to complete these forms and submit them to the Monitoring Officer at SNC by 30 June 2011. The monitoring officer had suggested that the clerk collates and copies the submissions.

DA/KC/
RD/DP/
IN

Declarations of Interest

The following declarations of interest were made re items on the agenda:

Mrs Allen declared a pecuniary interest in the wind turbine/bat survey items.

Mr Moulton declared an interest in the wind turbine/bat survey items.

Minutes of the previous meeting

The minutes of the meeting on 8th March 2011 were approved and signed.

Public Participation

Mrs Bennett brought the following to the attention of the councillors:

Play area at the village hall – Concern was expressed about dogs running into the play area both re fouling and safety when children were at play. She asked councillors to consider fencing off the area.

Footpath from Robert Close to The Street – Concern for the safety of users was expressed as there are no visual clues to drivers that the footpath is there and no solid barrier at the end so children can run straight out into the road. Councillors were asked to consider ways of making this area safer.

Both of the above are considered in more detail below.

County/District Councillor updates

District Councillor Windridge had informed the clerk that he was hopeful of being able to attend more parish council meetings by being released from his London commitments more often in future.

County Councillor Thomas congratulated members on being elected and looked forward to working with the parish council.

NCC was bidding for government funding to supply high speed internet access and would know if it had been successful in the first round on 27th May. It was noted that a parishioner at Shelton & Hardwick was preparing a survey to support demand for this.

NCC had successfully challenged Icelandic banks re the priority of creditors with a view to accelerate NCC up the list in order to stand a better chance of recovering £30m. It is likely however that the banks will appeal the decision.

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Youth provision is one of the non statutory services that NCC chose to cut, however NCC had been successful in obtaining £28m of Early Intervention Grant, £21m of which is being used to support Sure Start Centres in Norfolk. £900k had been set aside for youth provision and Youth Advisory Boards had been set up at District level to access applications for the money. Consultation to be issued soon, the nearest event being at Easton Collage on 16th June. **ACTION**

County Councillor Thomas is in correspondence with the school re the vision splay and difficult access. Highways will be inspecting the site shortly. Councillors pointed out that cars parking opposite should not be affected. Mr Moulton suggested Highways meet with the parish council and other interested parties and County Councillor Thomas agreed to suggest this. Mrs Allen declared an interest in this matter. Mrs Bennett volunteered to attend as a resident. Mr Hook wished for the rural character to be maintained whilst still improving the access. **AT**

Planning Applications

New application since the last meeting:

Mr D Buck, Firs Field Farm, Bungay Road, Hempnall - Proposed Erection of Farm Workers Dwelling & Garage – Recommended approval with 3 votes against and 4 votes for with 1 abstention. **IN**

Mr Hook proposed, Mr Turner seconded and it was unanimously agreed that the response should also mention the existing excessive light pollution from site and request that SNC consider enforcing a reduction in line with ELZ policy. **IN**

Mr Simon Spaul, Re The Brambles, Hardy's Loke, Hempnall - Amendment to planning permission 2010/1333/H - for inclusion of two velux windows in north west roof of existing property – Recommended approval. **IN**

There were no objections to the amendment to the application of Mr & Mrs Andrew Pointer, 6 Bainard Rise, Hempnall re proposed single storey rear extension to existing bungalow. **IN**

GNDP/JCS

The clerk had written to District Councillor Windridge to request that he vote against the adoption of the joint core strategy.

Lighting at Roadtechs, Barondale Road

The clerk had researched the conditions attaching to the various planning consents given to the site owners over the past few years and established that the following applied: *“No external lighting shall be erected on the extension hereby permitted without the grant of a further planning permission. Any application submitted shall include full details of its design, location, orientation and level of luminance (in Lux). Reason for the condition In the interests of the amenities of local residents and to minimise light pollution in accordance with policies IMP9 and IMP25 of the South Norfolk Local Plan 2003.”*

The clerk had also written to Roadtechs requesting that they review their lighting policy. A response had not been received.

Mr Hook proposed, Mrs Allen seconded and it was unanimously agreed that the plans be reviewed at the next council meeting. **IN**

Old Chicken shed site, B1527

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A councillor had been informed that Apple International owned the site and were intending to restore old helicopters on the site. It was noted that building work was being undertaken at present and the councillor had been informed that it was the owner's intention to apply for planning permission retrospectively.

ACTION

Mr Hook proposed, Mr Ashford seconded and it was unanimously agreed that the clerk should write to SNC planning dept to report the suspected unauthorised development.

IN

Matters arising from previous parish council meetings – completed

Road Repairs

The clerk and County Councillor Thomas had written to highways re the state of Rowland Drive, The Street, Bungay Road and the Krons in particular and also mentioned the surface water problem on Bungay Road between the ford and Willow House. It was noted that the roadways had been marked up ready for repair.

Minutes in the shop

The clerk had written to the manager and supplied further copies for display.

Spring newsletter

The clerk had drafted and issued.

Dog Bin

Messrs Moulton & Mr Delf to erect the bin as soon as possible. The clerk to notify SNC once erected to arrange emptying.

RD / GM
IN

New HMRC rules re PAYE/NIC and Clerk's pay

The clerk had registered the council as an employer and was operating the PAYE system.

Turkey Row Registration

SNC legal department have registered the plot of land at Turkey Row under title number NK406752.

Himalayan Balsam

The clerk had written to the Environment Agency and Mr Rose had liaised with the agency to come out for a second visit but it seemed that this would not be done until the next financial year. Mr Rose was making enquiries as to action that could be taken locally in the meantime.

Matters arising from previous parish council meetings – awaiting others

Back Lane Willow Trees & Fencing

Awaiting possible adoption of Back Lane.

IN

Claim for public rights over Back Lane

The report has been sent to the Head of Law for determination and will be discussed by the Definitive Map Team over the next few weeks. The clerk to monitor.

IN

Change of use of Queens Head

The clerk reported that there was still no change since November 2010 per the website. The clerk to monitor.

IN

Mr Hook proposed, Mrs Ashford seconded and it was unanimously agreed that the clerk should write to SNC for an update on this matter. The Localism Bill offers potential for communities to save their pubs. The clerk to enquire how, if the property is registered as a pub, it be used as a residential dwelling as at present as this seemed to be a change of

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use by default.

IN

Churchyard boundary

ACTION

The clerk had made enquiries of the vicar and awaited a response. He had also established that the Diocesan of Norwich were in the process of registering all church land, thus the issue will be solved in time. The clerk to monitor.

IN

Matters arising from previous parish council meetings – for discussion

Adoption of BT phone box at the Three Horseshoes

The clerk had not been able to establish the cost of electricity for the box. Mrs Bennett suggested that the cost was in the region of £25 to £35pa.

Appointment of Reps to The Hempnall Trust

The clerk reported that the advert in the newsletter had not resulted in any applicants coming forward.

Mr Workman proposed, Mr Pointer seconded and it was unanimously agreed that Jane Johnson be elected as a parish council representative if she was willing to stand. Mr Workman to inform the clerk once he had spoken to Mrs Johnson again. If she agrees, the clerk to write the trust and Mrs Johnson.

PW
IN

Correspondence

Information Pack

The items placed in the information pack envelope circulated to all Councillors on 17th May are:

NRCC Signpost magazine March 2011
Fieldwork spring 2011
Clerks & Councils Direct issue 75
The Playing Field spring 2011

No further matters were raised from the above.

Items given directly to Councillors or representatives since the last main meeting were:

New fund open for applications - Safer Norfolk Foundation
Parish precepts and the effect on Council Tax payable
Police quarterly update
Spring Newsletter
Norfolk County Council Norfolk Matters Update
Parish Crime Statistics for March 2011
NALC re LAIS 1318 Statutory Duty Review
NALC re LAIS 1319 Budget 2011
Budget 2011 introduces significant changes to planning
Armed Forces Day
TV Switchover Help Scheme
Local Councillor Shadowing Award - British Youth Council
Declarations of interest and the Standards Regime
Parish Crime Statistics for April 2011
Norfolk Link Extra – New Councils 2011
Crime summary Long Stratton area
Digital TV Switchover Help Scheme needs volunteers
Parish Clerks & Parish Councillors – electoral register application

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PCSO Liz Ely leaving notification

NALC - LandSkills East: JUNE The Farm Safety Month- Free H & S training

No further matters were raised form the above.

Items placed directly onto the parish notice boards were:

ACTION

Notice/Agenda for 17th May 2011 meeting.

Various election notices

Spring Newsletter

Notice of Referendum - National

Notice of Election - District Council

Notice of Election - Parish Council

Nominations to Parish Council

Nominations to District Council

Notice of Poll – Parish Council

Notice of Poll – District Council

Notice of Poll & Situation of Polling Stations

Result of elections

Mobile Library Route

Mill Cafe' Poster

No further matters were raised form the above.

Communications from Parishioners since the last meeting:

Hempnall Playing Field and Village Hall car park

Hempnall Village Hall Committee would like the parish council to consider with some urgency, the state of the car park. There had been two incidents recently which had made the Village Hall Committee focus on the state of the car park which is deteriorating badly and as a result of this, they are seeking quotations for resurfacing. Although the car park is owned by the Village Hall there is a 50/50 maintenance agreement with the Parish Council because of the joint use with the playing field and the historical ties with the Parish Council.

Mrs Allen reported that there was a claim being taken against the village hall already and that the surface is about 20 years old.

The clerk pointed out that this was not specifically provided for in the 2011/12 budget so it may be difficult to find any substantial sums. He further suggested that a rolling reserve be created in future to fund cyclical maintenance projects. It was agreed to bear in mind the repair for next precept.

IN

It was suggested that grants be investigated by the village hall committee.

Mr Hook proposed, Mrs Allen seconded and it was unanimously agreed that representatives of the PC meet with the village hall committee on site once quotes were received. The Clerk to respond to the village hall committee accordingly.

IN

Mr Youngman

Mr Youngman's letter requesting mileage payments was read to the meeting.

Mr Moulton proposed, Mr Pointer seconded and it was unanimously agreed that the matter be passed to the PUA. The clerk to write a letter of thanks to recognise his efforts.

IN

Website

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The following changes had been made since the last main meeting:

Made Parish Council minutes of 11th January 2011 final.
Added Parish Council draft minutes of 8th March.
Added Parish Meeting draft minutes of 8th March
Added Chairman's annual report 2011.
Added Notice/Agenda for 17th May 2011.
Added Spring HPC Newsletter.
Various election information
Added Mike Turner Details
Removed Hamish Rose Details
Added Mill Cafe' Poster

ACTION

No further matters were raised from the above.

Financial Statements

Movements since last meeting

The clerk presented the financial statement attached to these minutes showing the movements from 9th March to 17th May 2011. The statement was in line with the annual budget. Mr Workman proposed, Mr Pointer seconded and it was unanimously agreed that the statement be approved.

Internal Audit

The Clerk reported that the internal audit for the year ended 31st March 2011 is to be completed by Mrs. J Franks, Once the audit is completed, the clerk to thank Mrs. Franks and arrange payment of £80 plus VAT for her services and also bring to the attention of councilors any matters raised by the auditor.

IN

Annual Accounts to 31/03/11

Annual accounts were not available as information was still awaited from the PUA. The clerk to circulate to councillors as usual once prepared.

IN

Notice of expenses

The Clerk had already displayed this annual statement on the notice board.

Insurance renewal

The clerk reported that under the long term contract (finishes June 2014) the premium will be £571.37 (2010: £579.86), a decrease of 1.4%.

Mr Workman proposed, Mrs Ashford seconded and it was unanimously agreed that the quote be accepted.

IN

Playing field Users Association Report

Mr Delf was absent, however Mr Pointer reported that the all weather surface was being discussed at the football club meeting on 18th May, so he would bring the matter up at the next PC meeting.

PW

Play Area Report

Mr Ellis had trimmed the trees and removed the tree roots.

Fencing in the children's play area to be looked at as part of the larger picture of development / use of the area but it was generally considered to be a good idea. A site meeting to be had at the same time as looking at the village hall car park.

ALL

A site meeting had been held on Sunday 13th March to review the swing mat and fixed

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goal posts issues. Mr Moulton reported that it was thought better to re-turf in the Autumn. RD

Standing Orders Review

The annual review of standing orders did not result in any amendments.

Risk Assessment Review

ACTION

The annual risk assessment review did not result in any amendments.

Mrs Ashford proposed, Mr Moulton seconded and it was unanimously agreed that the risks were satisfactorily covered.

Use of playing field

Mr Hook reported that footballs had been kicked onto the village hall by young people. Mr Hook had approached the boys and asked what they would like to see on the field. Amongst other things they had suggested another basket ball post, 5-a-side facilities and cycle ramps. It was agreed to consider the use of the playing field at the next meeting. IN

Items for next main meeting agenda

- Clerk's salary review
- Summer newsletter
- Safety of footpath from Roberts Close to The Street. IN

Mr Moulton handed the chair to Mr Hook.

Wind Turbines

Nothing to report other than the fact that Enertrag have closed their offices in Diss and made the staff redundant. It was further noted that the proposed Tibbenham wind farm was still under consideration.

Bat Survey

The clerk had spoken to the expert who had indicated that the written report would be prepared in the next few weeks. As there was no urgency for the report this was generally not thought to be a problem. IN

It was agreed that this and the wind turbine items would be dropped from the agenda unless there was anything to report. IN

Mr Hook handed the chair back to Mr Moulton.

There being no further business, the meeting was closed at 9.35pm.

Signed _____ Date 5^h July 2011

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FINANCIAL STATEMENT

Presented to meeting on 17th May 2011

Current Account

(Payments)/Receipts since last meeting :	£
07/03/2011 Interest NSB	5.56
09/03/2011 Transfer BPA to C/a	400.00
09/03/2011 J Ellis play area repairs	(300.00)
13/03/2011 Eon - streetlights	(11.60)
31/03/2011 MHB Services Ltd - Mar	(14.23)
31/03/2011 Transfer BPA to C/a	850.00
31/03/2011 Ian Nelson Salary	(847.50)
31/03/2011 interest	(0.36)
05/04/2011 NSB Interest	6.16
13/04/2011 Eon – street lighting electricity	(11.60)
18/04/2011 precept	8,500.00
01/05/2011 MHB Services Ltd - Streetlight maintenance	(14.23)
15/05/2011 tr c/a to BPA	(7,000.00)
17/05/2011 Hempnall Mill Centre hall hire	(100.00)
17/05/2011 Ian Smith Services - Grass cutting	(237.24)
17/05/2011 SNDC - dog bin emptying	(201.85)
17/05/2011 Eon – street lighting electricity	(10.31)
17/05/2011 NPTP - Training course for new councillor	(35.00)
17/05/2011 Broker Network Ltd - Insurance	(571.37)
17/05/2011 Post office stamps and phone	(6.70)
17/05/2011 UK2.net - website hosting fee	(21.55)
17/05/2011 Cartridge save -2 x laser toners	(68.19)
17/05/2011 CA antivirus renewal	(50.03)
	<hr/>
	259.96
	<hr/>
Closing Balance	554.28

Business Premium Account

(Payments)/Receipts since last meeting :	£
09/03/2011 Transfer BPA to C/a	(400.00)
08/03/2011 Interest BPA	1.90
31/03/2011 Transfer BPA to C/a	(850.00)
15/05/2011 tr c/a to BPA	7,000.00

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5,751.90

Closing Balance

20,271.82