

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 10th July 2012 at 7.30pm in The Mill Centre

ACTION

Present

Chairman Geoffrey Moulton, Vice Chairman David Hook, Liz Allen, Debbie Ashford, David Pointer, Mike Turner both Richard Delf & Peter Workman from public participation onwards and the Clerk Ian Nelson.

Members of the public present

Mr Paul Ellis, Mr Ian Cundy, Mr Roger Parker, County Councillor Alison Thomas.

Apologies

Apologies were received from District Councillor Windridge & Kevin Cunningham.

Declarations of Interest – New code of Conduct

Following the Localism Act 2011 the relevant elements relating to the code of conduct came into force on 1st July 2012. There are now criminal penalties for failure to comply with the registration and declaration rules. A deliberate failure to register and disclose interests is punishable by a fine of up to £5,000.

Mr Moulton noted that in the case of “other interests” it is now possible to both take part in discussion and to vote.

Declarations of Interest

Mrs Allen declared a pecuniary interest; Mr Moulton and Mrs Ashford declared an interest in the Wind Turbine matters.

Mr Pointer declared a pecuniary interest in his planning application.

Mr Pointer (Football Club), Mr Hook & Mrs Allen (tennis Club) declared an interest in the playing field items.

Mrs Ashford declared a pecuniary interest in the bus shelter sign item.

Mrs Allen declared an interest in the footpath matters.

Minutes of the previous meeting

The minutes of the meeting on 12th June 2012 were approved and signed, subject to correcting Mr Parker’s name for which the clerk apologised.

Mrs Allen expressed concern that the last minutes had only been issued a few days before the meeting. The Clerk explained that he always had two councillors approve the draft minutes before issue and that he had issued them as soon as approval had been given. It was agreed that minutes should be approved for issue as soon as possible following each meeting.

Public Participation

Water laying on new road surface

Mr Cundy stated that there was more laying water on Bungay and Mill Roads since they had been resurfaced. He expressed concern that in winter such water would freeze and cause a hazard, especially on Bungay Rd where the road narrows and vehicles often have to break unexpectedly.

Queen’s Head PH

Mr Ellis understood that in previous meetings comments had been made that he may have been bluffing or lied about his knowledge of the Localism Act. Mr Hook stated as the secondary legislation has not yet been published it is not possible for anyone to have full knowledge of what would be contained in that legislation.

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Minutes on website

ACTION

Mr Parker mentioned that the minutes of the last meeting had not been published on the parish council website, which on checking, the clerk found he had updated the website locally but had not successfully uploaded the file to the internet and apologised.

County/District Councillor updates

County Councillor Thomas reported:

Yellow Lines on The Street

She had taken part in Hempnall School's Park & Stride. At this time a workman had parked on the double yellow lines opposite the school and was asked to move but had responded negatively. The Safer Neighbourhood Team were contacted and did speak to him in the afternoon resulting in him moving his vehicle. Highways were also considering extending the length of the lines.

School Entrance

The school entrance expansion is on-going and there is now a plan which, it is hoped, will result in work commencing during the summer holiday period.

School Federations

NCC have a Small Schools (with less than 200 pupils) Working Group which supports the viability of small schools, especially in rural areas. It had recommended that small schools should federate i.e. have one governing body for more than one school. At present Hempnall School is in partnership with Shelton School. Mrs Allen asked if there was a maximum number of pupils and Mrs Thomas said that the current limit for a federation was no more than 240 pupils.

Refurbishment of County Hall

There had been press coverage about the refurbishment cost of County Hall. Mrs Thomas assured councillors that a feasibility study had taken place to compare moving premises to refurbishing the existing site. The study had concluded that costs were much lower to refurbish.

B1527 Road surface

Regarding the road surface issue raised in public participation, Mrs Thomas advised the council to contact Bob Edwards in the Highways dept.

IN

Footpaths - General up keep

Mr Hook stated that all but long distance trails are no longer cut as a matter of course by NCC and that there had been a large number of complaints from parishioners about the over-ground nature of local footpaths. NCC Highways are responsible but have been operating under a new policy to leave maintenance to landowners and parish councils that chose to pay for this work. It was agreed that this policy was not working, not only in Hempnall but across the county. Councillors asked County Councillor Thomas to make this clear to NCC cabinet. Mrs Allen thought that the paths were not used so much due to the rain thus the growth of vegetation is greater.

Mrs Thomas stated that NCC Rangers now deal with this on behalf of NCC Highways. She went on to say that she supported the views expressed by parish councillors re the deterioration of footpaths and that she and other rural County Councillors are bringing this matter to the attention of cabinet. Mr Hook said that the work on footpaths undertaken historically by NCC was a credit to them and a great achievement, thus to let that standard slip would be a waste of a valuable public amenity. Mr Moulton also highlighted the effect on tourism. Mr Hook stated that the Big Conversation indicated a high level public concern on this matter.

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Mr Hook proposed, Mrs Ashford seconded and it was unanimously agreed that the clerk should write to NCC and copy in County Councillor Thomas to express concerns and ask that they reconsider the existing policy. **ACTION**
IN

Mrs Thomas left the meeting for another appointment.

Tas Valley Neighbourhood Board

District Councillor Windridge had contacted the clerk to draw the attention of councillors to his email re the Tas Valley Neighbourhood Board. He would like to recommend that a SNC officer attends the next parish council meeting to speak about the work of the Board. It was agreed that the clerk should invite a representative to the next meeting. IN

Planning Applications

New applications since the last meeting:

Mr D Penn, Lyncroft, Bungay Rd, Hempnall, Norwich, NR15 2NG - New agricultural building to cover existing cattle yard – Recommended approval. IN

Mr David Tooms, 14 Old Market Way, Hempnall, Norfolk, NR15 2LZ - Install solar panels onto a rear dormer roof – Recommended approval. IN

Mr Pointer left the meeting.

Mr & Mrs D Pointer, Tye Cottage, Bungay Road, Hempnall, Norwich, NR15 2NG - Construction of garden walls – Recommended approval. IN

Mr Pointer returned to the meeting.

Change of use of Queens Head

The clerk had forwarded the Rt Hon Greg Clarke MP's letter to SNC.

The planning application will be heard at the next Development Management Committee which is on 18 July 2012 at 13:00. This will be held in the Council Chamber at South Norfolk House. Mr Moulton volunteered to attend to put the parish council's views. GM

Apple International Inc site

The clerk had requested that SNC treat HPC as a consultee for any planning applications. Andy Baines, SNC Enforcement Officer had responded that SNC "*cannot treat Hempnall parish council as a consultee on all applications submitted in relation to Apple International Inc. However, this does not prevent the parish council from making representations on any application submitted. Hempnall Parish Council would, however, be consulted on any major planning application received for this site.*" It was agreed to keep a watching brief.

Lighting Policy Review

The clerk had sent councillors the proposed new policy prior to the meeting. Mr Hook said that given the National Planning Framework is now law he felt it appropriate to update the policy in line with it after some discussion the policy was slightly amended to read:

"Hempnall Parish Council has adopted Norfolk County Council's Environmental Lighting Zones' Policy, which classifies Hempnall as a Rural Dark Landscape. Furthermore the Parish Council conducts its business within the requirements of NPPF statement 125 (2012) and SNC policy IMP 25. NPPF Clause 125 states that: "planning policies and decisions should limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation." Therefore exterior lighting (associated with this development) is to be kept to a minimum. In order to limit light pollution, outdoor lights are to be full cut off flat glass and switched on only when needed (no dusk to dawn sodium lamps for example). "

Mrs Ashford proposed, Mr Pointer seconded and it was unanimously agreed that the above policy wording be adopted. The clerk to amend the standard.

IN

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Matters arising from previous parish council meetings – completed

ACTION

Mr & Mrs Cundy's letters

The clerk had responded to their enquiries.

Queens Diamond Jubilee Fund

The clerk had sent a donation to the fund. Mrs Allen reported that the funds raised by the Jubilee committee will fund new books for Hempnall School library and pay for raised gardens so that the children can grow vegetables.

Hempnall Playing Field and Village Hall car park

The clerk had sent a copy of the report to the Village Hall Committee.

Traffic on Hempnall Street

The clerk had responded to Mrs Battye. Mrs Allen reported that traffic was getting worse.

Internal Audit

The clerk had thanked and paid Mrs Franks.

Submission of Annual Accounts to 31/03/12

The Clerk had submitted the accounts etc. to the external auditor.

Matters arising from previous parish council meetings – awaiting others

MUGA

This matter will be considered as part of the "Use of the Playing Field" item below.

Re-turf swing area

Mr Delf volunteered to collect the turf and obtain quotes for laying it.

Mrs Allen proposed, Mr Turner seconded and it was unanimously agreed that Mr Delf's should carry out the above and liaise with the clerk for authority to proceed once quotes had been obtained.

RD/IN

Footpaths

Diagonal footpaths across field adjacent graveyard

Despite the clerk chasing, Mrs Allen had not heard from PROW officers at NCC with a view to placing stiles to keep in the cattle on the land but allow access for walkers. The clerk to chase PROW again.

IN

Norfolk Public Rights of Way ("PROW") service

The clerk had requested the list of works undertaken by NCC historically in relation to footpaths in the area and chased up for these but they were still awaited.

IN

General Power of Competence

The clerk awaited NALC to arrange a course to train him.

IN

Matters arising from previous parish council meetings – for discussion

Notice Boards

Mr Workman said that the non-parish council board simply needed a rub down, a new wooden top and painting. Mr Delf agreed to ask Mr Cracknell if he would like to undertake the work.

Mr Workman proposed, Mrs Ashford seconded and it was unanimously agreed that the above should take place.

RD

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Youth Shelter on playing field

ACTION

Mr Workman reported that when he inspected the Youth Shelter there were several pieces of plastic chipped off and rust had started to appear, thus it did need urgent attention to prevent further deterioration.

Mr Moulton agreed to liaise with Mr Lincoln to find manufacturer's contact details.

GM

Mountain Bikes & Footpaths

The clerk had written to the PROW office to request a style and received a response that indicated that NCC aims to maintain a "barrier free" network of footpaths and felt that as the style was not needed to keep in livestock, it was not needed. Furthermore they had pointed out that the style at the Bussey's Loke end had been removed and they did not intend to replace it.

Adoption of BT phone box at the Three Horseshoes

Councillors had given further consideration to the contract. Mrs Ashford proposed, Mr Delf seconded and it was agreed with 2 abstentions that the clerk should sign the contract and make arrangements for the repair of the box prior to purchase and add the electricity supply to the parish council's MPLAN list.

IN

No smoking Sign in Bus Shelter

Mr Ashford had provided a quote to provide and fix the sign on the bus shelter wall for £55. It had been designed to be as vandal proof as possible.

Mrs Ashford left the meeting

Mr Delf proposed, Mr Workman seconded and it was unanimously agreed that the above quote be accepted and that Mrs Ashford should instruct Mr Ashford to commence work as soon as possible.

DA

Mrs Ashford return the meeting

White Cottage Hedge cutting

The clerk explained Mr & Mrs Taylor's response to his letter of 29th April and it was agreed to monitor the situation.

The clerk will respond to Mr & Mrs Taylor.

IN

Jubilee Oak Tree

The Jubilee Committee had requested councillors consider allowing an oak tree to be planted on parish owned land. It was agreed that a site on the playing field would be most appropriate and that this would be investigated.

DH

Correspondence

Information Pack

The items placed in the information pack envelope circulated to all Councillors on 10th July are:

Tasburgh Parish Council annual report
Tasburgh Quarterly News
CPRE Norfolk Voice June 2012
Norfolk RCC Signpost
Clerks & Council's Direct issue 82

No further matters were raised from the above.

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

Play Inspection Training - 26th June 2012
Financial support for American Connections events
County Council Community Ranger Works
SNC re Apple International Inc. Erection of entrance walls
Diamond jubilee Cathedral service
Invitation to the Launch of the new South Norfolk Community Awards
Norfolk Matters
Invitation to the Launch of the new South Norfolk Community Awards on 12th June.
Members' Code of Conduct
Parish Crime Statistics for May 2012
NALC re Members Code of Conduct Link Extra
NALC re Better Broadband
Long Stratton crime summary
Local Policing Plan for Norfolk / Custody Visiting / Policing Survey
Urgent Road Closure in the Parish of Hempnall
Tas Valley Neighbourhood Board - 5 July 6.30pm, South Norfolk House, Swan Lane, Long Stratton
Norfolk Policing Survey
Parish Crime Statistics for June 2012.
NALC Cemetery Training Session
NALC re Family Information Service

No further matters were raised form the above.

Items placed directly onto the parish notice boards were:

Notice/Agenda for 12th June 2012 meeting.
Notice/Agenda for 10th July 2012 meeting.
Family Information Service poster
Mill Café poster

No further matters were raised form the above.

Website

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

Made Parish Council minutes of 10th April 2012 final.
Added Parish Council draft minutes of 8th May 2012.
Made Parish Council minutes of 8th May 2012 final.
Added Parish Council draft minutes of 12th June 2012
Added Notice/Agenda for 12th June 2012 meeting.
Added Notice/Agenda for 10th July 2012 meeting.
Added various planning application details
Added Statutory accounts 2012
Added Annual Return 2011

No further matters were raised from the above.

Correspondence from Parishioners

Re Ivy and fencing between the churchyard and the Longhouse

The clerk read the letter from Mrs Sutton and his response.

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Back Lane

Mrs Ashford had received correspondence from 3 parishioners concerned about Back Lane being overgrown. It was agreed to make Highways aware of this as part of the clerks contact under "Footpaths - General up keep" item above.

ACTION

IN

Financial Statements

Movements since last meeting

The clerk presented the financial statement attached to these minutes showing the movements from 9th May to 10th July 2012. The statement was in line with the annual budget. Mr Workman proposed, Mrs Ashford seconded and it was unanimously agreed that the statement be approved.

Clerk's Salary Review

It was unanimously agreed that the clerk's salary be increased by 3% to take effect from 1st July 2012 his annual salary review date. In addition, as the HMRC rates for reimbursing additional household expenses had increased to £4 per week tax free and the fact that the clerk had not had an increase in the allowance for 13 years, it was unanimously agreed to link reimbursement to the HMRC limit. The clerk was thanked for his services over the last year.

IN

Playing field Users Association Report

Mr Delf reported that there has not been a meeting.

Play Area Report

Mr Cracknell had reported that part of the fort was damaged. It was agreed that Mrs Allen would arrange for Tony Medlar to assess the situation, obtain a quote for the work, and liaise with the clerk to approve before the work commenced.

LA/IN

It was noticed that the rubbish bin on the play area was not being emptied by SNC despite the clerk informing SNC of this problem some weeks ago. The clerk to inform SNC again.

IN

Speeding traffic on Mill Rd

Mr Hook reported that since the B1527 had been resurfaced, vehicles were travelling faster due to the improved road surface. This had already resulted in more than one road traffic incident. He had personally observed an increase in the speed of lorries and an increased number of near accidents near the bridge on Mill Rd.

Mrs Allen proposed, Mrs Ashford seconded and it was unanimously agreed that the clerk would contact the Community Speed Watch Team and Highways to see if they could help and report back to the next meeting and the clerk should write to NCC on the matter.

GM
IN

Road surfaces and drainage channels

Mr Cundy's comment under "Public Participation" was considered and he also stated that water was laying on the road surface of the B1527 near the drainage channels as the level of the road surface was raised at the point of entry into the drainage channels.

Mrs Allen proposed, Mr Turner seconded and it was unanimously agreed that photographs should be taken of the laying water and supplied to the clerk who would contact Highways regarding this.

ALL
IN

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Alburgh Rd Bottle Bank Move

ACTION

Mr Turner suggested that the bottle bank be moved further away from the bus stop so as to prevent encroachment of recycling bottles left next to the bottle bank on to the bus waiting area.

Mr Turner proposed, Mr Pointer seconded and it was unanimously agreed that the clerk arrange with SNC to move the mini recycling centre 2-3m away from bus stop

IN

Ray Youngman 60 Years Service

Mrs Ashford reported that it had come to her attention that Mr Youngman had completed 60 years' of voluntary service to the Playing Field.

Mr Pointer proposed, Mr Workman seconded and it was unanimously agreed that the clerk should write to Mr Youngman to express councillor's gratitude and let him know that they intended to mark the occasion by purchasing a seat with a plaque. The seat positioned near the Jubilee Oak Tree on the Playing Field, both commemorating 60 years of service.

IN

Use of the Playing Field

It was generally agreed that the Playing Field was under-utilised and that there was opportunity to provide further facilities. During discussion several ideas were put forward including: 5-a-side football goals, a second basketball hoop and a fenced in hard surface play area.

Mr Hook proposed, Mrs Ashford seconded and it was unanimously agreed in principle to make further developments and Mr Delf agreed to take the matter to the Playing Field Users Association for consideration.

RD

New items for next main meeting agenda

- Summer newsletter

IN

Mr Moulton passed the chair to Mr Hook and Mrs Allen left the meeting.

Wind Turbines

Mr Hook explained the changes as a result of the new code of conduct and confirmed that those with a non-pecuniary interest could take part in discussions and vote, however he pointed out that the predetermination rules still applied in respect of voting on planning applications.

Mr Hook went on to say that the parish council had been very careful to remain independent of wind turbine developers such as TCI and of pressure groups such as SHOWT. He therefore felt that although members of SHOWT on the council could exercise their legal right to vote on non-planning application issues connected with potential wind turbine development, it may conflict with the parish council's overall wish to remain independent of both SHOWT and the developers, especially in relation to the bat survey commissioned by the parish council. Both Mr Moulton and Mrs Ashford volunteered not to vote on such issues.

Mr Hook explained that a letter had been received from ECOSA, who are assisting TCI in the preparation of their environmental statement, requesting copy of the detailed results of the parish council's bat survey. Mr Hook read out a similar letter from TCI. He restated the parish council's objective in commissioning a bat survey was to have an objective assessment independent from any prepared by the developer or a campaign group.

Mr Delf proposed, Mr Workman seconded and it was unanimously agreed with 2 abstentions, that as the survey was not yet complete and the parish council wished to retain its findings to be able to independently judge the content of other party's surveys, it would

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not be appropriate to release the partially complete data at this stage. The clerk to inform both TCI & ECOSA.

IN
ACTION

Mr Workman proposed, Mr Turner seconded and it was unanimously agreed with 2 abstentions, that the clerk seek dispensation from the Monitoring Officer of the code of conduct as the clerk had been advised that all councillors could be considered to have a pecuniary interest in the wind turbine issues as their house prices would deteriorate should turbines be erected in or near the village.

IN

There being no further business, the meeting was closed at 10:00 pm.

Signed _____ Date 14th August 2012

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FINANCIAL STATEMENT

Presented to meeting on 10th July 2012

Current Account

(Payments)/Receipts since last meeting :		£
08/05/2012	A J Medlar - Seat repairs	(25.00)
08/05/2012	M&JF Ltd - Internal audit	(96.00)
31/05/2012	MHB Services Ltd	(14.23)
11/05/2012	Ian Smith - Grass cutting	(250.70)
10/05/2012	Jubilee donation	(250.00)
08/05/2012	NSB Interest	5.94
16/05/2012	Eon Streetlight Electricity	(10.17)
12/05/2012	Broker Network Ltd - Insurance	(569.94)
06/06/2012	tr from BPA	1,000.00
12/06/2012	Norse Commercial Services Ltd - Grass cutting	(665.45)
10/06/2012	Eon Streetlight Electricity	(10.51)
12/06/2012	I Nelson post and phone	(10.50)
12/06/2012	Mobility Smart - Litter Picker for Ray Youngman	(19.76)
12/06/2012	Xianghua Luo - Replacement computer battery	(30.60)
12/06/2012	UK2 - Webspaces subs	(43.06)
12/06/2012	Staples - Envelopes	(4.48)
12/06/2012	The Hempnall Group of Parishes - HPC newsletter	(40.00)
06/06/2012	NSB Interest	6.14
21/06/2012	DPA	(35.00)
10/07/2012	Eon Streetlight Electricity	(10.17)
10/07/2012	Ian Smith - Grass cutting	(250.70)
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		(1,324.19)
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	Closing Balance	532.56

Business Premium Account

(Payments)/Receipts since last meeting :		£
06/06/2012	tr to c/a	(1,000.00)
06/06/2012	Interest	2.40
		<hr/>
		(997.60)
		<hr/>
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	Closing Balance	25,183.90