

# HEMPNALL PARISH COUNCIL

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## Minutes of the Parish Council meeting held on Tuesday 28th August 2012 at 7.30pm in The Mill Centre

ACTION

### Present

Chairman Geoffrey Moulton, Richard Delf, Mike Turner and the Clerk Ian Nelson.

### Members of the public present

County Councillor Alison Thomas (to end of her report), Mr Robert Wigg and Ms Cheryl Griffiths (to end of Enforcement Report) and Mr Ian Cundy.

### Apologies

Apologies were received from District Councillor Windridge, Liz Allen, Debbie Ashford, Kevin Cunningham, David Hook, David Pointer and Peter Workman.

### Declarations of Interest

Mr Moulton declared an interest in the Wind Turbine matters.

Messrs Turner and Delf declared an interest in the Dispensation matter.

### Minutes of the previous meeting

The minutes of the meeting on 14th August 2012 were approved and signed.

### Public Participation

None at this stage.

### County/District Councillor updates

**District Councillor Windridge had submitted the following report:**

#### **“1. Tas Valley Neighbourhood Board**

I am glad to hear that the Neighbourhood Manager at SNC has accepted your invitation to come and address HPC about the workings of the Tas Valley Neighbourhood Board.

I should be most grateful if an invitation could be extended to members of Woodton Parish Council to join you for this agenda item only.

#### **2. South Norfolk Council Grants' Panel decisions**

I attach details of the latest Grants awarded to various organisations within the District. Hempnall deserves a slice of this financial (local taxpayer funded) action!

#### **3. Council Tax Benefit Survey**

South Norfolk Council (SNC) is undertaking a consultation on the far reaching changes being made by the Government on the way in which Council Tax Housing Benefit is being proposed.

Council Tax Benefit is currently fully funded by the Government. However, from 1 March 2013 they will be withdrawing this funding. In its place the Government has asked each local council to set up a local Council Tax support scheme.

Councils (not Parish councils) will receive 90% of the current funding to run the new scheme. Localisation of Council Tax support is part of a wider set of the Government's welfare reforms aimed at a) improving the incentives to work; b) ensuring resources are used more effectively; c) reducing worklessness and d) ending a culture of benefit dependency.

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## 5. Leisure Centre survey

**ACTION**

Similarly, SNC is conducting an online survey aimed at helping to improve the District's Leisure Centres, including Long Stratton.

## 6. £100,000 Capital projects support

SNC has announced that it has £100,000 this year to support capital projects in the District. This is an increase of the capital grants project of £70,000 from last year.

SNC wants to support significant projects which will improve community facilities. All bids must be worth a minimum of £10,000 each but can be more and the money must be spent within a year of the grant being made.

The closing date for bid applications from community groups, local registered charities, parish or town councils and social enterprises is 31st October 2012.

Final decisions will be made by SNC's Grants Panel on 28th November 2012.

*(It was noted that this had been publicised in the Outlook magazine.)*

## 7. Methodist Chapel

I would like to propose that HPC calls a meeting of all the organisations within the Parish to determine whether there are any viable suggestions for an alternative use for the Chapel.

## 8. TCI and Bat Report

The irregular demand from TCI for a copy of the Bat Report at this stage should be resisted unless the company can refer to the legislative and/or legal requirement obliging HPC to publish the report in full.

## 9. Contact with SNC

If the meeting throws up any points needing action by SNC officers please let me know so that I can make my own follow up call if required."

### **County Councillor Thomas reported:**

#### **1. Council Tax Benefit**

The new treatment of Council Tax Benefit by Central and District Councils could have a knock on effect on other authorities such as the Police Authority and County Councils.

#### **2. School Entrance**

She had forwarded the plans for the school entrance to the clerk, who had in turn sent them to councillors. Mrs Thomas pointed out that the zigzag lines planned to be placed opposite the entrance are advisory non-parking markings and thus residents could park there out of school hours. She confirmed that no further trees would be removed and further planning permission is not required. The work should be completed before term starts. Mrs Thomas will check to ensure neighbours have been informed of the outcome, especially re the road markings.

Mr Turner proposed, Mr Delf seconded and it was unanimously agreed that the clerk invite Woodton PC to the October Hempnall PC meeting to hear the presentation from the Tas Valley Neighbourhood Board representative.

IN

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## **Planning Applications**

**ACTION**

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

There had not been any.

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

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

### **Enforcement Report re 7A Alburgh Road, Hempnall - Unauthorised boundary fence**

Andy Baines, SNC Enforcement Officer has requested any comments re the above for insertion into his enforcement report to be submitted to the Development Management Committee on the 12<sup>th</sup> September 2012. The clerk read Mr Baines email to the meeting.

Mr Moulton gave Mrs Griffiths opportunity to explain the situation and she gave further background detail.

Mr Delf proposed, Mr Turner seconded and it was unanimously agreed that the clerk should write to SNC to indicate that as the fence was 1m high (and thus planning permission was not needed), the parish council had no objections to the fence being left as is given the history of events and the action taken to date by the land owners to rectify the situation. The clerk should also remind SNC of the parish councillors strong feelings re retrospective planning applications.

IN

### **GNDP Consultation**

Mr Moulton proposed, Mr Turner seconded and it was unanimously agreed that the clerk and Mr Hook should write to reiterate the comments previously made by councillors.

DH/IN

### **GNDP Community Infrastructure Levy Consultation**

Mr Moulton proposed, Mr Turner seconded and it was unanimously agreed that the clerk and Mr Hook should write to reiterate the comments previously made by councillors.

DH/IN

## **Matters arising from previous parish council meetings – completed**

### **Declaration of Interest Forms**

The clerk had submitted these to SNC Monitoring officer.

### **Change of use of Queens Head**

Mr Moulton attended the meeting at SNC on 18<sup>th</sup> July to put the parish council's views. Despite this SNC granted change of use to residential purposes.

### **Lighting Policy Review**

The clerk had amended the standard.

### **White Cottage Hedge cutting**

The clerk had responded to M & Mrs Taylor.

### **Playing Field Rubbish Bin Emptying**

The clerk had informed SNC again and the bin was now being emptied.

### **Alburgh Rd Bottle Bank Move**

The clerk had arranged with SNC for the mini recycling centre to be moved 2-3m away from bus stop.

### **Tas Valley Neighbourhood Board**

The clerk had invited a representative to this meeting and Mr Chris Watts will attend the meeting on 9 October 2012.

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<b><u>Matters arising from previous parish council meetings – awaiting others</u></b>	<b>ACTION</b>
<b>General Power of Competence</b> The clerk awaited NALC to arrange a course to train him.	IN
<b>Re-turf swing area- chased Rd 17/08</b> Mr Delf to arrange for the turf to be purchased and laid.	RD
<b>Notice Boards</b> Mr Delf to arrange for Mr Cracknell to repair the notice board.	RD
<b>No smoking Sign in Bus Shelter</b> Mr Ashford had indicated that the sign would be erected in the next 2 weeks.	DA
<b>Repair of Play Unit</b> Tony Medlar had replaced a bolt and Mr Delf and Mrs Allen had inspected the unit. Further work is required, so a quote for the work is to be obtained by Mr Delf, who will liaise with the clerk.	RD/IN
<b><u>Matters arising from previous parish council meetings – for discussion</u></b>	
<b>Water laying on new road surface</b> The Clerk had written to Highways on 19 July and chased on 17 August – we still await a response.	IN
<b>Youth Shelter on playing field</b> Mr Moulton had liaised with Mr Lincoln to find manufacturer's contact details which he passed to the clerk. Mr Lincoln suggested that he may like to assist with the repairs.  Mr Moulton proposed, Mr Turner seconded and it was unanimously agreed that the clerk should write to the supplier and ask their advice on how best to repair.	IN
<b>Adoption of BT phone box at the Three Horseshoes</b> The clerk had contacted BT explaining that the parish council would like to adopt the box provided BT repairing the box prior to purchase. BT refused to do this stating that it could only be taken over on a sold as seen basis.  Mr Moulton proposed, Mr Delf seconded and it was unanimously agreed that the box would be inspected and report back to the next meeting.	GM/RD/ MT
<b>Jubilee Oak Tree</b> This item was carried forward in the absence of Mr Hook.	DH
<b>Footpaths - General up keep</b> The clerk had written to NCC to express concerns and ask that they reconsider the existing policy decision and copied in County Councillor Thomas to the letter. No response had been received from NCC.	IN
<b>Back Lane</b> The clerk had written to Highways but not received a response.	IN
<b>Diagonal footpaths across field adjacent graveyard</b> Despite the clerk chasing NCC he was not aware if 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.	LA

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## **Norfolk Public Rights of Way (“PROW”) service**

**ACTION**

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

IN

Mr Moulton suggested that all the matters relating to highways/footpaths for which no response had been received be put in a single email and copy in County Councillor Thomas.

IN

## **Speeding traffic on Mill Rd**

The clerk to contact the Community Speed Watch team and Highways to see if they could help.

IN

## **Road surfaces and drainage channels**

The clerk had contacted Highways regarding this on 19 July and chased on 17 August – we still await a response.

IN

## **Ray Youngman 60 Years Service**

The clerk had written to Mr Youngman and read Mr Youngman’s response. It was agreed that Mr Youngman would be consulted re the position of the seat. Mr Delf to take to the PUA.

RD

## **Correspondence**

### ***Information Pack***

The items placed in the information pack envelope circulated to all Councillors on 28th August are:

Tasburgh Parish Council annual report  
Tasburgh Quarterly News  
CPRE Norfolk Voice June 2012  
Norfolk RCC Signpost  
Clerks & Council’s Direct issue 82  
CPRE Countryside Voice summer 2012  
Norfolk Link issue 188  
CPRE Protect Our Footpaths  
No further matters were raised from the above.

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

Call for Nominations for the new South Norfolk Queen's Diamond Jubilee Community Awards.  
Details of BT Community Connections Award Scheme for Community Groups  
NALC re Public Rights of Way (PROW)  
Pride In Norfolk  
Various Long Stratton crime summaries  
South Norfolk Local Plan Sites Preferred Options consultation. Parishes and Member briefing 29th Aug 6pm  
Inspired Facilities Funding re-opened for applications  
Church Bells  
Press release from CPRE Norfolk: 'Help protect your local footpaths - free workshops from CPRE Norfolk'  
Call for Nominations for the new South Norfolk Queen's Diamond Jubilee Community Awards.  
Council Tax Benefit/Support consultation  
Parish Crime Statistics for July 2012

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Long Stratton crime summary

Community Infrastructure Levy for Broadland, Norwich & South Norfolk Consultation

**ACTION**

Notice of Submission of the Draft Charging Schedules for independent examination

Festival of Social Enterprise

The Local List for Validation of County Council Planning Applications (Consultation

Draft, August 2012): Invitation to make Representations

Community Ranger report – Hempnall

No further matters were raised from the above.

## ***Items placed directly onto the parish notice boards were:***

Notice/Agenda for 14<sup>th</sup> August 2012 meeting.

Hugger poster

Notice of Audit completion

Notice/Agenda for 28<sup>th</sup> August 2012 meeting.

No further matters were raised from the above.

## ***Website***

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

Made Parish Council minutes of 12th June 2012 final.

Added Parish Council draft minutes of 10th July 2012

Made Parish Council minutes of 10th July 2012 final.

Added Notice/Agenda for 14<sup>th</sup> August 2012 meeting.

Added Parish Council draft minutes of 14th August 2012

Added Notice/Agenda for 28<sup>th</sup> August 2012 meeting.

Added various planning application details

Added Annual Return 2012

Added New code of Conduct

Added links to Register of Interests on SNC site

No further matters were raised from the above.

## **Correspondence from Parishioners**

### **Unsociable behaviour**

A parishioner had reported various matters of vandalism to the football dugouts on the playing field and exchanges with youths in that area. The matters had been reported to the police.

### **Footpaths**

Further correspondence had been received complaining about the overgrown state of the footpaths. This matter is covered in more detail under matters arising.

## **Financial Statements**

### **Movements since last meeting**

The clerk presented the financial statement attached to these minutes showing the movements from 11<sup>th</sup> July to 28<sup>th</sup> August 2012. The statement was in line with the annual budget. Mr Turner proposed, Mr Moulton seconded and it was unanimously agreed that the statement be approved.

### **External Audit of accounts to 31/03/12**

The clerk reported that a clean audit report had been received and the appropriate notices had been displayed on the parish council notice board.

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## **Government consultation re Payments by Parish Councils**

**ACTION**

The clerk explained that proposals were being put to remove the requirement for all parish council payments to be made by cheque, signed by two approved signatories. Many councils are already using on-line payments. Such payments could be challenged as unlawful or could cause a qualified external audit. However, this has proved relatively unlikely in practice given that there is widespread acknowledgement that the current legislative framework is inappropriate. It was pointed out that “two signatory” control could still be exercised under internet payment methods.

Mr Delf proposed, Mr Turner seconded and it was unanimously agreed that the clerk should respond to indicate that the proposed change in the law would be welcomed, in order to provide internet banking as an option.

IN

## **Playing field Users Association Report**

Mr Delf reported that he had not been able to attend the last meeting due to holiday.

## **Play Area Report**

Mr Delf reported that he had inspected it with Mrs Allen this week and work was required on the main play unit – see above under matters arising. The clerk to chase up the ROSPA report.

IN

## **Relocation of Queen's Head Recycling Unit**

SNC had written to state that they were “*not happy to have a glass bank on private residential property*” and requested the parish council to inform them of any suitable location in the village.

Mr Moulton proposed, Mr Delf seconded and it was unanimously agreed that the clerk should write to trustees of the Village Hall and the Mill Centre to offer them the opportunity to have it on their property and receive the £200pa rent.

IN

## **Alternate use for Methodist Church**

An email had been received from Irelands Chartered Surveyors acting on behalf of the Norwich Methodist Circuit of which the Hempnall Church forms part.

With very few members of the congregation remaining and the structure of the Church now requiring significant investment Irelands had been asked to look into alternative uses for the building in order to secure its future. The remaining members of the congregation are meeting elsewhere in the village for their services.

Irelands stated that “*Clearly the future use of the property needs to be appropriate for the area and I doubt that an industrial or commercial use would be suitable in this location especially when you consider the structure of the building itself. I believe that it would make a super conversion to a residential dwelling but this may not be what the Parish Council would prefer.*”

Mr Moulton proposed, Mr Delf seconded and it was unanimously agreed that the clerk should put an article in the parish magazine inviting public/interested parties to attend the October parish council meeting to discuss and put their views forward. The clerk will send a holding response to Irelands.

IN  
IN

## **Items for Autumn Newsletter**

It was agreed that articles on the following topics should be placed in the next newsletter;

- Methodist church item – see above.
- Jubilee Oak Tree
- Mr Youngman’s Service

IN

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Mr Moulton passed the chair to Mr Delf.

**ACTION**

## **Wind Turbines**

### **Application for Dispensation - Hempnall Parish Council**

The clerk had sought and obtained dispensation from the Monitoring Officer of the Code of Conduct for councillors to vote on any forthcoming wind turbine planning applications or related matters. They had advised that the clerk is the proper monitoring officer for HPC and councillors should apply to him. The clerk had received applications for dispensation from the following councillors: Messrs Cunningham, Turner, Delf & Workman, worded as follows:

*"I write to seek a dispensation to allow Hempnall Parish Council to be able to function in relation to the consideration of any planning applications or related issues in connection with proposed wind turbine development in the parish of Hempnall or the locale. ("the matter") The parish council has already been notified by TCI Renewables that they intend to submit such an application.*

*It is recognised that such a development would have a detrimental effect on the value of residential property and thus all councillors would have a pecuniary interest, which under the new code of conduct would prevent any business being transacted by the parish council.*

*There are 9 councillors, one of whom is already excluded as they have a pecuniary interest (they have connections with the land that is to be subject to the proposed planning application), two councillors are predetermine as they are members of SHOWT, the pressure group against the proposed development, so that only leaves 6 councillors to carry out the business of the council and I am one of those 6.*

*I seek dispensation with the other 5 councillors on the grounds that :*

- 1. Without the dispensation, the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business would impede the transaction of the business;*
- 2. It is in the interests of the persons living in the authority's area;*

*I seek that the dispensation allows me to :*

- 1. Participate, or participate further, in any discussion of the matter at a meeting;  
and*
- 2. Participate in any vote, or further vote, taken on the matter at a meeting*

*I seek that the dispensation be awarded for up to 4 years from the date it is granted."*

Mr Turner proposed, Mr Moulton seconded and it was agreed that the dispensations be granted in line with terms applied for. The clerk to diarise the expiry.

**IN**

## **Bat Survey**

The clerk had sought guidance regarding the law relating to TCI's request for a copy of the bat survey and reported the result to the meeting.

As Responsible Officer the clerk will respond to TCI stating that HPC has undertaken its preliminary review as requested and would now like TCI to identify exactly which section of the act they were referring to in their letter of 24 July to enable further research to be undertaken. In addition the clerk will explore the possibility of a reciprocal arrangement such that HPC receives a copy of TCI's bat survey now and ask what additional surveys are being undertaken at the moment. A request will also be made to TCI to facilitate access to land in and around Little Wood in order that HPC can undertake its own bat

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survey in this location.

IN  
ACTION

Mr Delf handed the chair back to Mr Moulton.

## Date of next meeting

Mr Moulton proposed and Mr Turner seconded and it was agreed that the October meeting be treated as a main meeting and the November meeting as a planning meeting. The clerk to make the relevant arrangements.

IN

There being no further business, the meeting was closed at 8.40 pm.

Signed \_\_\_\_\_ Date 9<sup>th</sup> October 2012

## FINANCIAL STATEMENT

### Presented to meeting on 28th August 2012

#### Current Account

(Payments)/Receipts since last meeting :	£
11/07/2012 Ian Smith - Grass cutting	(250.70)
29/07/2012 tr from BPA	850.00
05/07/2012 NSB Interest	5.94
02/07/2012 I Nelson salary	(874.50)
11/08/2012 Eon Streetlight Electricity	(10.51)
06/08/2012 NSB Interest	6.14
14/08/2012 Mazars - External Audit	(162.00)
14/08/2012 tr from BPA	300.00
28/08/2012 Ian Smith - Grass cutting	(250.70)
	<hr/>
	(386.33)
	<hr/>
<b>Closing Balance</b>	<b>146.23</b>

#### Business Premium Account

(Payments)/Receipts since last meeting :	£
02/07/2012 tr CA to BPA	(850.00)
14/08/2012 tr from BPA	(300.00)
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	(1,150.00)
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<b>Closing Balance</b>	<b>24,033.90</b>

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