

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 13th May 2014 at 7:30pm in The Mill Centre

ACTION

Present

Chairman Mr Geoffrey Moulton, Mr David Hook, Mrs Liz Allen, Mrs Debbie Ashford, Mr Kevin Cunningham, Mr David Pointer, Mr Mike Turner, Mr Peter Workman and the Clerk Mr Ian Nelson.

Members of the public present

Mrs Yvonne Davy, Mr David Beckett.

Apologies

Apologies were received from County Councillor Alison Thomas, District Councillor Windridge, Mr Richard Delf, Mrs Sylvia Driver.

Declarations of Interest

Mr Moulton declared an interest in the wind turbine matter.

Mrs Allen declared an interest in the wind turbine and Swan Meadow matters.

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

The clerk to update the website etc. accordingly.

IN

Minutes of the previous meeting

The minutes of the meeting on 8th April 2014 were approved and signed.

Public Participation

Mr Becket commented on his planning application.

Mrs Davy commented on the village hall's request to carry out repairs to the car park.

County/District Councillor updates

Mr Windridge had informed the clerk that he had written to PINS echoing the comments of the parish council re the main objections to the wind turbine application as stated at the inquiry. He had received a response that the letter had been passed on to the Secretary of State.

Planning Applications

New applications since the last meeting:

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Mr D Beckett, Old Mill Cottage, Field Lane, Hempnall - Proposed subdivision of garden and erection of new dwelling – Mr Moulton proposed, Mr Workman seconded and it was agreed 5 votes for, 1 against and 1 abstention that the application be approved if the proposed development is located within the development boundary.

IN

Applications approved since the last meeting:

Mr Brian Edwards, Land At Spring Farm North Of Spring Lane Hempnall Norfolk - Retention of existing caravans and to allow up to 20no conventional static caravans to be sited on land. Erection of portacabin to provide social area for seasonal staff. Caravans will be used to house seasonal staff on farm from end of January to end of November annually

Mr Richard Moore, 39A Nutwood Alburgh Road Hempnall Norfolk NR15 2NS - Single storey extension to the front of the property.

Mr Phillip Wilding, Subdivision Of Grounds Of Connaught House The Street Hempnall Norfolk - To convert old barn and adjoining building into a dwelling and demolish conservatory.

Mr Phillip Wilding, Subdivision Of Grounds Of Connaught House The Street Hempnall Norfolk - Listed Building - To convert old barn and adjoining building into a dwelling and demolish conservatory.

Wind Turbines - Application 2013/0105 - revised

Mr Hook took the chair.

Mrs Allen left the meeting.

General Update

The planning inquiry took place in April and the Secretary of State will issue his decision on or before 17 September 2014.

It was noted that Mr Hardy, the TCI barrister, included in his closing comments a statement that the main objection of residents related to concerns over turbine noise. This is not factually correct. The parish council has already written to the Secretary of State to correct this misrepresentation.

Mr D Hook proposed, Mrs Ashford seconded and it was unanimously agreed that the Secretary of State be reminded of the exceptional level of local opposition to the turbines and that Mr Hook prepare a spreadsheet summarising the nature of the objections as recorded in the letters from the public. This will provide an objective critical analysis of the public's objections to be sent to the Secretary of State. In addition it was agreed that parishioners and local elected members should be encouraged to write to the Secretary of State pointing out the 1200 letters of objection to the TCI proposals.

IN

IN/DH

Mr Moulton re took the chair.

Mr Moulton thanked Mr Hook for the brilliant quality of evidence he had given at the Inquiry.

Mr Moulton proposed, Mr Workman seconded and it was agreed 6 votes for, 1 against that in recognition of the outstanding time and effort that Mr Hook had devoted to the Wind Turbine case, he accept a gift of gratitude from the parish councillors to a value of £250. Mr Hook said that this was unnecessary and that he could not accept payment for work done on behalf of the parish council. However if the donation could be paid to help save lives in poverty stricken Nepal he would be pleased to see the £250 sent to a reputable and suitable charity.

IN

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Mrs Davy asked if the council had the power to do this, the clerk responded that s137 LGA 1972 allowed this and as this council had the General Power of Competence it was allowed to do anything that an individual could do.

Mrs Allen returned to the meeting.

Matters arising from previous parish council meetings – completed

Flashing Speed Signs

The clerk had informed the other parishes that Mr Cunningham was the coordinator.

Footpath obstruction

The clerk had established from SNC that the creation of the mound did not require planning permission.

Moles - Old Church Yard

Mr Moulton had instructed the contractor and they had commenced work.

Bin near village sign

Mr Delf had repaired the bin.

Hempnall Oil Buying Group

The Clerk had liaised with Mr Driver and dealt with the one off membership fee and hall hire for the AGM.

Election of Parish Council reps to Hempnall Town Estate Educational Foundation

The clerk had informed the secretary of the Foundation of the appointments and thanked Mr Hook and Mrs Brookes for their continued work on the charity.

Action points when not attending meeting

The clerk had updated the standing orders to include the following as standing order 1c:

“If a member is unable to attend the meeting but is due to report on a matter from a previous meeting, they should provide the clerk with their report prior to the meeting to enable it to be presented at the meeting.”

Parish Council Newsletter

The clerk had drafted and issued the Spring newsletter.

Leaves on pavement

The clerk had noted for later in the year.

Matters arising from previous parish council meetings – awaiting others

Mr Cunningham left the meeting.

Matters arising from previous parish council meetings – for discussion

ROSPA report / Re-turf swing area / Repair of the play unit / Youth shelter

Mr Moulton proposed, Mrs Allen seconded and it was unanimously agreed to wait for the June 2014 ROSPA report and quickly take action on any points arising.

RD

Swan Meadow Footpath

Mr Moulton had suggested that a good quality footpath useable by all from the Street to Mill Road would be a great asset to the village.

Mrs Allen proposed, Mr Hook seconded and it was unanimously agreed that the clerk write to G H Allen Farms Ltd to suggest that the company directors, the Hempnall

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Property charity trustees and the parish council get together to discuss the proposed footpath suggested by Mr Moulton and the link to the Property Charity's meadows. The 31st May at 11am was suggested for the site meeting - with a view to meeting at the Street end of the footpath. The clerk to send the invitations.

IN

Parish Council Notice Board

It was agreed that the notice board did need replacing and the clerk was instructed to circulate options to councillor prior to the next meeting. Saxlingham Nethergate Parish Council is to be contacted for details of their board and the possibility of a double glazed unit to be investigated.

IN

Re-site Recycling Centre from outside the Three Horse Shoes PH

The area had been inspected and Messrs Moulton and Turner proposed, Mr Moulton seconded and it was unanimously agreed that the clerk seek the views of SNC re long term use of the bottle bank now that from October glass will be allowed in the green bins. The clerk to also write to NCC Highways to request that they tidy up the area by extending the kerb to prevent vehicles from damaging the area and investigate the removal of the phone box.

IN

IN

Mr Workman left the meeting.

Churchyard Grass Cutting Quality

The clerk had sent Mr Key a copy of the contract.

The clerk had written to and telephoned the contractor detailing the comments and reminding them of the terms of the contract and the contractor had responded positively.

Mr Moulton proposed, Mr Pointer seconded and it was unanimously agreed that leave 3 months and review with a view to cancelling the contract if performance remained unsatisfactory.

IN

Nobbs Lane

The Tree Warden, Mr Hook, had reported the situation of trees felled and hedges removed in the green lane by Mr Roy Dunning.

Mr Hook would continue to monitor and to liaise with Robin Taylor at SNC.

DH

Nobbs Lane Spur

Mr Hook reported that the forms would be submitted to NCC by the relevant deadline.

DH

The Krons Verges

It was noted that the verges on The Krons were being severely eroded by traffic. It was not felt that anything could be done at this stage.

Correspondence

Correspondence from Parishioners

The items placed in the information pack envelope circulated to all Councillors on 13th May.

Norfolk Link issue 194

CPRE Norfolk Voice

Clerks & Councils Direct - April

CPRE Information Pack

Our countryside is in danger

CPRE Field Work Spring 2014

Countryside Voice

Clerks & Councils Direct - May

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No further matters were raised from the above.

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

Various police crime summaries
Relevant notices/agenda and minutes
Updated Standing Orders
HPC Newsletter – Spring
BBC One - Hempnall Parish
Examine latest policy for enhancing innovation in local government services
Local Audit and Accountability Act
Book now for Making Localism Work Conferences
South Norfolk Clean Sweep 2014
Chief Constable letter to residents
Notification of submission of three South Norfolk Local Plan documents
South Norfolk Local Plan - Submission and Examination
Sevenoaks Town Council : Please support more funds for parish councils proposal

No further matters were raised from the above.

Items placed directly onto the parish notice boards were:

Notice/Agenda for parish council meeting 8th April 2014.
Notice/Agenda for parish council meeting 15th May 2014
HPC Newsletter – Spring
European Parliamentary Election 22 May 2014, Notice of Election, Eastern Electoral Region

No further matters were raised from the above.

Website

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

Added Notice/Agenda for parish council meeting 8th April 2014.
Added Notice/Agenda for parish council meeting 15th May 2014
Added Parish Council approved minutes of 11th February 2014.
Added Parish Meeting approved minutes of 26th September 2013.
Added Parish Meeting draft minutes of 11th March 2014.
Added Parish Council draft minutes of 11th March 2014.
Added Parish Council draft minutes of 8th April 2014.
Added Parish Council approved minutes of 8th April 2014.
Added various planning application details
Added Wind Turbines Planning Inquiry- Your attendance is important
HPC Newsletter – Spring

No further matters were raised from the above.

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Village Hall Car Park

The clerk read the email received from Mrs Davy.

Mrs Davy said that the Village Hall Committee was seeking to remove the sleeping policeman on the car park (not the roadway) and to repair blocked surface water drains. They also wanted the car park spaces remarked and the roadway resurfaced and flatbed sleeping policeman installed. The total cost was estimated to be £16,000 plus VAT, of which the parish council would be responsible for half.

Mrs Davy was asked to explore the possibility of obtaining grants towards this cost. YD

The clerk to advise on the recoverability of the VAT. IN

It was agreed to hold a site meeting with village hall committee representatives on 31 May at 9am. Mrs Davy agreed to put this to the village Hall Committee. ALL/YD

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 12th March 2014 to 15th May 2014. The statement was in line with the annual budget. Mrs Ashford proposed, Mr Pointer seconded and it was unanimously agreed that the statement be approved.

The clerk was asked to send a copy of the 2014 cashbook to councillors. IN

Internal Audit

The Clerk reported that the internal audit for the year ended 31st March 2014 had been completed by Mrs J Franks who presented a clean report. The clerk to thank Mrs Franks and arrange payment. IN

Approval of Annual Accounts to 31/03/14

The Clerk had distributed the accounts for the year to 31/03/14 to all Councillors with explanatory commentary. Mrs Ashford proposed, Mrs Allen seconded and it was agreed unanimously that the accounts be approved and the statement of assurance be signed. Authorisation was given for them to be signed by the Clerk as Responsible Financial Officer and Mr Moulton as Chairman. GM/IN

Mrs Allen queried the level of the VAT refund and the clerk agreed to send councillors an explanation of how this had been calculated (see cash book for exact breakdown) and an explanation of how the refund tied up with the year end accounts. IN

Submission of documents

Mr Pointer proposed, Mr Turner seconded and it was agreed unanimously that the Clerk be authorised to submit the statement of accounts; the statement of assurance and the internal auditor's report to the external auditors. IN

Notice of expenses

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

Electronic Payments to HMRC (England and Wales)

The parish council is required to make payments of PAYE/NIC and VAT to HMRC electronically. HMRC's view is that, irrespective of the inconvenience, anyone (including local councils) can take a signed cheque (or signed letter of instruction) to their bank in order to have the bank make an electronic CHAPS or BACS payment on their behalf, even if this triggers a bank charge. To date to avoid this unnecessary administrative task and comply with the law that prevented parish councils from paying other than by cheque, the clerk has paid the PAYE/NIC from his personal account and then been reimbursed by the parish council by cheque.

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Mr Moulton proposed, Mr Hook seconded and it was unanimously agreed that in order to avoid the above inconvenience and use of the clerk's personal account, a direct debit be set up with HMRC so that the taxes could be taken automatically based on the Real Time Information filings made by the clerk.

IN

Repeal of s150 Local Government Act 1972

After a 14 year campaign the requirement for Parish and Town Councils to have two signatories for payments has been repealed. NALC comment that there are many councils who will welcome these changes and it will make their financial arrangements far more professional. The change is not compulsory and the parish council's bankers, Barclays, could not offer an alternative free system with suitable security. Mrs Ashford proposed, Mrs Allen seconded and it was unanimously agreed to remain with the current cheque based system with dual signatories.

Insurance Renewal

The clerk disclosed the quotes and terms obtained and the availability of 3 year contracts to secure more favourable premium rates.

Mr Pointer proposed, Mrs Ashford seconded and it was unanimously agreed that the clerk should arrange a 3 year contract with Zurich Insurance plc. provided he was satisfied with any capping mechanism relating to year 2 and 3 premiums.

IN

Play Area & Playing Field

There was no report.

Standing Orders Review

The clerk had sent copies of the standing orders to councillors to consider prior to the meeting. Having undertaken the annual review Mr Moulton proposed, Mr Pointer seconded and it was unanimously agreed that no amendments were necessary.

Risk Assessment Review

Mr Moulton proposed, Mrs Ashford seconded and it was unanimously agreed that no amendments were necessary.

Declaration of Interests Review

The clerk reminded councillors that it was their responsibility to update their declarations of interest in real time by either emailing the Compliance and Risk Manager at SNC and the clerk with minor changes or submitting a new form for significant changes.

Grass cutting at Knudsen Close play area

Mr Workman had informed the meeting that several parishioners had complained that their children were covered in grass after playing in this area after SNC had cut the grass. This is because although the grass is cut it is not collected.

Mrs Ashford proposed, Mr Turner seconded and it was unanimously agreed that the clerk write to SNC to ask if the grass could be collected when cut.

IN

Defibrillator

The clerk read the email received from Mrs Jackson re the potential to provide a defibrillator in the village. The clerk had circulated the information / web link prior to the meeting.

After much discussion, Mr Moulton proposed, Mr Turner seconded and it was unanimously agreed that whilst it was recognised that there are merits to the provision of a defibrillator, having considered the practicalities, it was considered that it was not appropriate to proceed. The clerk to inform Mrs Jackson.

IN

Items for Newsletter

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It was agreed that another newsletter was not yet needed.

Items for next meeting

No additional items were raised.

Date of next meeting

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 10th June 2014

The next Parish Council main meeting will take place on 8th July 2014 at 7.30pm.

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

Signed _____ Date 15th April 2014

DRAFT

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FINANCIAL STATEMENT

Presented to meeting on 13 May 2014

Current Account

(Payments)/Receipts since last meeting :		£
12/03/2014	Hussey & Knights - Turbine paper work copying	(817.55)
05/03/2014	NSIB Interest	4.80
15/03/2014	SNC - Dog Bins emptying	(294.24)
17/03/2014	tr BPA to C/a	7,000.00
18/03/2014	2b Landscape Consultancy Ltd	(6,807.38)
18/03/2014	Hempnall Village Hall	(6.90)
18/03/2014	UK2 Renewal of hosting	(10.78)
18/03/2014	Ryman – envelopes	(3.49)
18/03/2014	Currys - Printer/Ink	(95.99)
18/03/2014	Stamps	(11.00)
20/03/2014	Donation from SHOWT	3,250.00
20/03/2014	Grover Lewis Associates	(3,900.00)
21/03/2014	David Hook - turbine expenses	(542.19)
31/03/2014	CGM (Norwich) Ltd - Grass cutting	(56.68)
31/03/2014	tr BPA to C/a	950.00
31/03/2014	I Nelson salary and expenses	(942.65)
08/04/2014	The Mill Centre	(102.50)
08/04/2014	NALC - annual subs	(210.39)
08/04/2014	2B Landscape Consultancy Ltd	(9,129.70)
08/04/2014	East Anglian Pest Control – moles	(100.00)
08/04/2014	D Hook Expenses – turbines	(84.30)
08/04/2014	Tesco - jiffy bag and doc box - turbines	(6.00)
08/04/2014	Hussey & Knights - copying - turbines	(300.00)
12/04/2014	Eon	(10.51)
07/04/2014	NSIB Interest	5.31
15/04/2014	Tr BPA - C/a	4,000.00
15/04/2014	Grover Lewis associates - Turbines	(3,900.00)
15/04/2014	D Hook Expenses - turbines	(17.20)
19/04/2014	SHOWT Donation	3,250.00
19/04/2014	Tr BPA - C/a	6,000.00
30/04/2014	Precept	16,199.00
10/05/2014	Tr BPA - C/a	3,000.00
13/05/2014	Richard Buxton solicitor/counsel	(19,888.87)
13/05/2014	Chris Vine - Bats	(2,466.00)
13/05/2014	CGM Landscapes - Grass Cutting	(56.68)
13/05/2014	Hempnall Group of parishes - newsletter	(85.00)
01/05/2014	HMRC VAT Refund	4,071.28
13/05/2014	M&JF Ltd	(66.00)
13/05/2014	Zurich Insurance	(369.96)
13/05/2014	NRCC - Lifetime sub to Oil Buying Group	(60.00)
		<u>(2,611.57)</u>
Closing Balance		<u>1215.61</u>

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Business Premium Account

(Payments)/Receipts since last meeting :		£
03/03/2014	interest	5.20
17/03/2014	tr BPA to C/a	(7,000.00)
31/03/2014	tr BPA to C/a	(950.00)
15/04/2014	Tr BPA - C/a	(4,000.00)
19/04/2014	Tr BPA - C/a	(6,000.00)
10/05/2014	Tr BPA - C/a	(3,000.00)
		<u>(20,944.80)</u>
Closing Balance		<u>20,132.36</u>