

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17th March 2015 at 8:00pm in The Mill Centre

ACTION

Present

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

Members of the public present

Mrs Pauline Brookes, Miss Marjorie Emery, Mr Ian Cundy, Mr David Key, Mrs Mandy Moss, Mr Barrie Masterson, County Councillor Mrs Alison Thomas to end of here report.

Apologies

Apologies were received from District Councillor Windridge, Mr David Pointer and Mr Hamish Rose.

Declarations of Interest

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

Mr Moulton declared an interest in the wind turbine matter.

Mrs Ashford declared an interest in the play area repairs.

Minutes of the previous meeting

The minutes of the meeting on 20th January 2015 were approved and signed following correction of 2 typos.

Public Participation

There were no additional matters raised.

Matters arising from the Parish Meeting

The Krons Verges / parking at the school / cars parked on pavements / potholes

Mrs Allen proposed, Mr Workman seconded and it was unanimously agreed that Bob Edwards of NCC Highways be invited to attend a site meeting in The Krons between 7:30 and 08:30 on a week day to observe the traffic flow and the damaged caused.

He would then be invited to visit The Street to do likewise re

- parking issues around the school area
- parking on the pavements, particularly between the village sign and the church around mid-morning
- parking on the pavements on the corner near the old barbers.
- potholes by the bridge on The street and just past Delf's Garage

The clerk to write to Mr Edwards accordingly.

IN

Footpath repairs

The footpath officer's report had highlighted some issues that required attention from NCC Highways. In particular it was felt that the loose handrail on the bridge on the Swan Meadow path should be attended to as a matter of urgency.

Mr Moulton proposed, Mrs Ashford seconded and it was unanimously agreed that Mr Rose should follow these matters up with NCC Highways.

IN

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HGVs on Lundy Green

Mr Hook proposed, Mr Delf seconded and it was unanimously agreed that the clerk should write to Mr R Buck and ask that he requests that the HGV contractors only use Field Lane to access the chicken farm- this being the designated route in accordance with the recent planning application.

IN

In addition the matter will be monitored and if some HGVs continue to access the site via Lundy Green then the clerk should write to NCC Highways to request the erection of signs, restricting access to vehicles under 7.5 tonnes, at the end of Lundy Green at the Horseshoes PH and at the Fritton end of Steppings Lane.

IN

Path between the tennis courts and the properties on Bungay Rd

Mr Hook and Mrs Allen declared an interest in this matter.

It was noted that this path was very uneven and had been won down in the middle. It had been agreed at the parish meeting that it needed levelling but with caution as there was a water pipe running along its length. Crushed concrete was suggested as a surface dressing. The matter to be considered at the May meeting.

IN

County/District Councillor update

County Councillor Mrs Alison Thomas reported that:

NCC's budget had now been agreed. As part of this :

- efficiency savings of £0.5m have to be made in adult social care.
- the rural transport subsidy had been saved.
- part time closure of recycling centres, such as Morningthorpe, is being reviewed.

County Councillor Thomas thanked the parish councillors for its contributions to countywide issues as well as parish matters and stated that without people like them things would not get done and she looked forward to the opportunity of working with Hempnall parish council in future. County Councillor Thomas said she would be standing as the Conservative candidate for the Hempnall ward in the District elections. Mr Moulton thank County Councillor Thomas for all the support she had given to the parish council so far, especially regarding planning issues.

County Councillor Thomas left the meeting to attend another parish's meeting.

Mrs Allen reported that in recognition of Mrs Yvonne Davy's voluntary contribution to the community of Hempnall, Mrs Davy had attended County Hall as a part of the "Super 70s" recognition initiative and also she had also been recognised at District Council level.

District Councillor Windridge had called to give his apologies and report that due to his work commitments in London he had decided not to stand for re-election as District Councillor. He wished to thank Hempnall parish councillors for being a pleasure to serve and to work with.

Play Area Project

The clerk had received the £1,000 from AWA.

Repair to playing field equipment

Mr Delf reported the following in respect repair work:

- Much of the work has already been completed.
- The ladder has been replaced.
- The springy units were being painted.
- Work will start again at playing field tomorrow to finish all the work.

RD

Mr Delf proposed, Mrs Ashford seconded and it was unanimously agreed that the seat in the bus shelter be repaired and paint be bought to enable Mr Cracknell to repaint the shelter.

RD

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Planning Applications

Wind Turbines - Application 2013/0105 - revised

Mrs Allen left the meeting.

Mr Hook took the chair

General Update

Please see the minutes of the preceding parish meeting on 17th March 2015 for further details.

Mr Hook commented that given the uncertainty surrounding the prospect of new planning applications the funds already set aside should be held for that purpose. It was also generally considered wise to carry the funds forward at this stage to enable any decision re there use to be made by the new council after the elections in May.

Mr Hook also reported that the parish council's solicitor is taking action to recover the costs in respect of the Judicial Review from TCI.

Mr Workman asked if the costs of recovering the costs would be covered in the claim. It was thought this was the case.

Mrs Allen returned to the meeting.

Mr Moulton returned to the chair.

New applications since the last meeting:

Ms Margaret Streak, 4 Bainard Rise, Hempnall, Norfolk, NR15 2NB, - Proposed single storey rear extension, extending 4m from the rear wall of the original dwelling house, with a maximum height of 3m and an eaves height of 4m. – Recommended approval.

IN

Applications approved since the last meeting:

Mr Richard Buck, Grange Farm Lundy Green Hempnall Norfolk NR15 2NX - Discharge of Condition 5 External lighting Example along with Condition 8B confirmation of highway Passing Places completed to Highways satisfaction of permission 2013/1619/F

Applications outside the parish boundary

There were none to consider.

Matters arising from previous parish council meetings – completed

HPC Newsletter

The clerk had drafted and issued.

Defibrillator

The clerk had informed Dr Griffiths. The defibrillator had been delivered and will shortly be erected on the wall of the Village Hall facing the road.

The Hempnall Trust – New Trustee

The clerk had written to Mrs Sarah Smith and informed The Hempnall Trust.

Footpath maintenance

The clerk had written to NCC to asked them to continue to maintain the paths in line with their statutory duty. Mr Rose had also written to NCC setting out specific problems. NCC had responded as follows:

"I appreciate that Public Right of Way footpaths are a really emotive issue and we have received a large number of enquiries since responsibility for them was passed to Highways in 2012. Funding was concentrated on the Trails (such as Boudicca's Way) and

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only limited funding was made available for the remaining (majority) of the network. This has meant that we are unable to maintain the paths in the condition many would wish to see. I have attached a briefing note from the Chairman of the Environment, Development and Transport Committee that outlines how we now approach this subject.

Some specific funding was made available last year for cutting of priority routes after the County Councillors recognised the strength of feeling. Unfortunately, our sub-contractor had difficulty in delivering the service so I am hopeful Norfolk County Council will be delivering the cutting this year.

We already have FP7, 8, 9, 12, 18, 20, 22, 28, 29, & 32 on the priority cutting schedule (so Hempnall has a large share) and we will try to deliver this around the end of June (depending on how the growing season is going). If you have concerns about other footpaths or you feel that some listed are not necessary and the work could be targeted elsewhere, please let me know and I will try to expedite the amendment. Unfortunately, we cannot simply cut 'all footpaths' as we do not have the funds."

Mrs Brookes highlighted the County Council's legal responsibility for footpath maintenance and Mr Hook encouraged parishioners to report maintenance issues to NCC. Mrs Brookes suggested using NCC's website to report online and suggested parishioners took clippers with them on their walks. The Clerk to write an article on this matter and the above suggestions for the next parish council newsletter.

IN

The website address is:

<https://online.norfolk.gov.uk/highways/submit.aspx?t=HIGHWAYS>

Speed monitor system - Alburgh Rd

Mr Turner had been trained how to download the data.

Budget/Precept 2015/16

The Clerk had informed SNC of the required precept.

CPRE Light Pollution Questionnaire

Mr Hook had responded on behalf of the parish council.

Parish Meeting

The clerk had sent out notices etc.

Matters arising from previous parish council meetings – awaiting others

Nobb's Lane Hedges

Mr Hook would continue to monitor.

DH

Nobb's Lane Spur

We await NCC investigations. It had been discovered that part of it is an ancient track. Further forms are required to be completed. Mr Hook will co-ordinate.

DH

Matters arising from previous parish council meetings – for discussion

Playing Field Users Association

The clerk had attended the last meeting of the PUA on 10 February 2015. The minutes of this meeting had been circulated to councillors prior to this meeting. All of the action points had been dealt with except for those listed below as outstanding:

Final Accounts

Mrs Allen has prepared the final set of accounts for the period from 01/04/14 to date of wind up, 10/02/15, and supplied these together with the accounting records to the clerk.

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Bank Accounts

Mr Norman and Mrs Allen had arranged for the transfer of funds from the PUA bank accounts to the parish council's current account and the PUA accounts had been closed.

Restrictions on funds use

The clerk acknowledged that the parish council would hold in trust the following amounts once funds have been transferred: Tug-o-war £1,000; Cricket Club £400.

In addition it was recognised that the legacy left by Mr Hugh Tweeddale was only to be used for capital projects. The initial donation had been £2,500 of which £156.17 had been spent on the dugouts and £700 on a container leaving £1,643.83. The PUA had agreed that the parish council should be asked to consider using the £1,643.83 towards the play area project. Mr Workman proposed, Mrs Ashford seconded and it was unanimously agreed that the sum of £1,643.83 be allocated towards the fund for new play equipment. The clerk to inform Mrs Mathieson.

IN

It had been agreed by the PUA that the parish council should be asked to consider contacting the remaining ex tug-o-war members to ask permission to use the £1,000 towards the play area project. Mr Delf had made contact with the ex-member of the tug-o-war club, Mr Peter Steward. Mr Delf proposed, Mr Workman seconded and it was unanimously agreed that the clerk write a letter for Mr Delf to use that asked Mr Steward and the remaining ex members of the Tug-o-war club to sign and return the letter if they agreed to using the funds for new equipment on playing field.

RD/IN

Minutes, financial records and other paperwork

These documents will be retained by Mr Norman.

Notifications

Mr Norman has formally notify the football club, tennis club and village hall committee of the change in administrative arrangements.

Mr Norman has also contact Mr D Ashcroft to clarify that the village hall rent should be charged to the parish council and not directly to the football club.

The clerk will in future invoice the football club via Mr T Shurmer on a quarterly basis (01/01) and the tennis club annually (01/01). It was noted that the Village Hall charge there rent annually in November. The rent charged to the football club to include an element to cover the cost of any work undertaken on the pitch, such as spraying.

IN

The clerk had put an item in the newsletter to notify parishioners.

2nd Football Pitch

The clerk read a letter to the meeting from Hempnall FC regarding the possibility of needing a 2nd pitch.

Mr Workman said that it would fit in perpendicular to existing pitch without encroaching on play area space.

Mr Workman proposed, Mr Delf seconded and it was unanimously agreed that Mr Workman would meet with Mrs Mathieson and representatives from the football club, village hall committee and the tennis club on site to agree a suitable position for the 2nd pitch.

PW

Local Council Award Scheme

The clerk had completed and sent in the application form before the deadline of 31 January 2015 to apply for the Foundation Award and also updated the letter heading, website etc. for the change in status.

The clerk reported that he had also ensured that the council complied with the 2 of the 3

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areas that needed updating to qualify for Foundation Level, namely:

- A record of all training undertaken by staff and councillors in the last year
- A clerk who has achieved 12 CPD points in the last year

Councillors were encouraged to inform the clerk on an on-going basis of any training / reading that they had undertaken so that this could be recorded on the training register. ALL

The final matter to attend to is to publish on the website the parish council's action plan for the current year. The clerk will circulate a proforma prior to the next main meeting. IN/ALL

Parish Councillors elections

The clerk has received and will display the notices relating to the District and Parish Council elections. IN

The clerk reminded the meeting that nominations must be delivered to SNC by prospective councillors no later than the deadline of 4pm on 9 April 2015. ALL

Correspondence

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

Various police crime summaries
Relevant notices/agenda and minutes
Norfolk weekly update extra
Police to scale down public enquiry office service
Better Broadband for Norfolk Project - New Communications Cabinet Fairstead Lane, Hempnall
May 2015 Elections
Federation of Governors – Shelton & Hardwick
HPC Newsletter Spring 2015
CPRE Alliance - next steps. Your Help Needed
Submission of the Long Stratton Area Action Plan

No further matters were raised from the above.

Items placed directly onto the parish notice boards were:

Notice/Agenda for parish council meeting 17th February 2015
Notice/Agenda for parish council meeting 17th March 2015
Notice/Agenda for parish meeting 17th March 2015
HPC Newsletter Spring 2015
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 17th March 2015
Added Notice/Agenda for parish meeting 17th March 2015.
Added Parish Council approved minutes of 9th December 2014.
Added various planning application details
Added HPC Newsletter Spring 2015
Added SNC 2015 meeting diary
Added Awards Logo
Added SNC 2015 planning meeting diary
No further matters were raised from the above.

Correspondence from Parishioners

Krons BT fibre optic cabinet

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The concerns of Mr and Mrs Macpherson were made known to the meeting.

Mr Delf proposed, Mr Allen seconded and it was unanimously agreed that the clerk should write to BT supporting the concerns raised by Mr and Mrs Macpherson IN

Concern was also expressed that although the old green cabinet had been removed from the village sign area and the new ne put in near the hedge line in accordance with the plan, a second cabinet had also been erected right in the middle of the free space and this was not on the original plan of works.

Mrs Allen proposed, Mr Moulton seconded and it was unanimously agreed that the clerk should write to BT expressing these concerns and ask that the second cabinet be moved to a less obtrusive location next to the hedge. IN

Playing Field responsibilities

The clerk read an email to the meeting from Mr Shurmer regarding the duties of Mr Youngman.

It was agreed that the clerk should respond to Mr Shurmer to state that Mr Youngman had no formal contract with the parish council and was acting as a valued volunteer, kindly overseeing grounds maintenance and grass cutting generally including the irradiation of moles. Matters concerning the football club match fixtures were not under the control of the parish council. IN

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 21st January to 17th March 2015. The statement was in line with the annual budget. Mrs Allen proposed, Mr Delf seconded and it was unanimously agreed that the statement be approved.

Chip Van

It was noted that now the old Queen's Head PH had been sold, there would soon not be a site available for the chip van on a Friday night and it was desirable to retain this service for the village.

Mr Cunningham said that he would liaise with the chip van owner about potential alternate sites. KC

The Hempnall Trust – HPC Representative Trustees

Both Mr Peter Workman and Mrs Jane Johnson's 4 year service as the parish council's nominees as trustees on The Hempnall Trust expire this year. Only Mr Peter Workman has expressed a wish to continue to serve.

Mrs Judy Askew had been put forward as somebody willing to take the place of Mrs Johnson.

Mrs Allen proposed, Mr Turner seconded and it was unanimously agreed that Mr Workman and Mrs Askew be elected as the parish council's nominee as trustees. The clerk to notify The Hempnall Trust and send a letter of thanks to both representatives and the exiting Mrs Johnson. IN

Road sinking on Saxlingham Road

Mrs Allen reported that over the winter 3 vehicles had gone through the hedge as a result

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of the road that was sinking where the gas main crossed the road. Since placing the item on the agenda it had been noted that this area had marked up by Highways for repair so it was agreed to monitor to ensure the repairs went ahead.

IN

Mrs Allen, supported by Mr Cundy also pointed out that the edge of road was being damaged by the machine that was clearing the drainage ditch gullies. It was agreed that the clerk should report this to NCC Highways.

IN

Items for Newsletter

- Report footpath maintenance required
- Parking on footpaths
- Result of parish council election

The clerk to draft and publish immediately after the parish council election results.

IN

Items for next meeting

- Appointment of Chair and other Officers
- Internal Audit
- Annual Accounts to 31/03/13
- Notice of expenses
- Insurance renewal
- Standing Orders Review
- Risk Assessment Review

IN

Date of next meeting

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 21st April 2015.

The next Parish Council main meeting will take place on 19th May 2015 at 7:30pm.

There being no further business, the meeting was closed at 09:30pm.

Signed _____ Date 19th May 2015

FINANCIAL STATEMENT

HEMPNALL PARISH COUNCIL

Presented to meeting on 17 March 2015

Current Account

(Payments)/Receipts since last meeting :		£
31/01/2015	CGM Landscape - Grass Gutting Jan	(56.68)
01/02/2015	Eon – Streetlights	(10.51)
05/02/2015	NSIB Interest	5.31
06/02/2015	tr BPA to C/a	1,500.00
06/02/2015	Philip Reeve Carpentry Services - play area	(650.00)
06/02/2015	Delfs - repairs to play area	(228.65)
12/02/2015	Eon – Streetlights	(9.49)
15/02/2015	NPFA – subs	(25.00)
23/02/2015	AWA grant	1,000.00
28/02/2015	CGM Landscape - Grass Gutting Feb	(56.68)
03/03/2015	LCPAS - course fee	(20.00)
05/03/2015	NSIB Interest	4.80
15/03/2015	tr BPA to C/a	9,800.00
17/03/2015	repay the village hall loan	(9,775.50)
		<hr/>
		1,477.60

Closing Balance 1,674.72

Business Premium Account

(Payments)/Receipts since last meeting :		£
06/02/2015	tr BPA to C/a	(1,500.00)
15/03/2015	tr BPA to C/a	(9,800.00)
02/03/2015	BPA Interest	4.37
13/03/2015	From PUA	3606.60
		<hr/>
		(7,689.03)

Closing Balance 29,513.16