

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 15 September 2015 at 7:30pm at The Mill Centre

ACTION

Present

Chairman Mr David Hook, Vice Chairman Mr Richard Delf, Mrs Liz Allen, Mr Stephen Burley, Mr Kevin Cunningham, Mr Roger Parker, Mr Hamish Rose, Mr Mike Turner, Mr Peter Workman and the Clerk Mr Ian Nelson.

Members of the public present

Mr Joolz Clarke, Mrs Lesley Mitchenall, Mrs Carol Gormal, Mr Ian Cundy.

Apologies

Apologies were received from County Councillor Thomas and Mrs Lisa Mathieson.

Declarations of Interest

Mrs Allen declared an interest in the wind turbine matter.

Mr Hook and Mrs Allen declared an interest in the matter of the path between the tennis courts and the properties on Bungay Rd.

Minutes of the previous meeting

Mr Parker proposed, Mr Turner seconded and it was unanimously agreed that the minutes of the meeting on 11 August 2015 were approved.

Public Participation

This mainly related to the Road Traffic Calming and Community Speed Watch matters as recorded below.

Roundabout at the junction of the B1527 and the A140.

Mrs Gormal asked if the Long Stratton Action Plan included any provision for a roundabout at the junction of the B1527 and the A140. Mr Hook reported that it is in the plan but it has not yet been approved and is subject to an agreement on funding.

Mr Clarke thought that pre-emptive action should be taken to make it as difficult as possible for traffic to use Hempnall as a "rat run" especially following the development Long Stratton.

Priority Chicanes on B1527

Road engineering such as priority chicanes was thought to be a suitable method for reducing vehicle speeds. A prime location for a chicane would be near the village hall where the road is narrow already and there are numerous accidents with vehicles losing wing mirrors each week.

Concern was also expressed by Mr Clarke and Mrs Gormal that lorries mount the pavements.

Mrs Allen proposed, Mr Delf seconded and it was unanimously agreed that the clerk should write to the head of NCC Highways to ask them to consider areas in the village where priority chicanes or similar engineering measures would be appropriate. In particular the clerk should suggest suitable locations would be near the village hall where the road is narrow and near Mr Clarke's house in order to reduce the accident rate and prevent lorries mounting the pavement.

IN

County/District Councillor update

Mrs Alison Thomas reported to the clerk that:

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County matters:

“Council voted to agree the 10m required to enable the NDR project to continue with the other contributions from the LEP and Government Children's services Ofsted result expected any day.

Re-imagining Norfolk is requesting all the committees draw up proposals for a 25% reduction in services although the required amount is about 16%. Consequently the input of Parishes and residents to the consultation is essential to ensure unwanted proposals are rejected.

Morningthorpe recycling centre part time hours is back on the agenda for next week's EDT meeting. Even though my group managed to get this revisited rather than agreed at the budget meeting the proposals that have come back are the same. My group will oppose this at Committee but I am not sure of what the outcome will be.

The Syrian Refugee crisis has been discussed urgently this week and it is likely that a relatively small number of families may come to Norfolk. The City Council is likely to house the most.”

District matters:

“I am of course still fully supportive of the playing field plans and am ready to apply for funding once the planning permission is sorted”

Play Area Project

A site meeting had taken place on 21 July and the position of the MUGA agreed.

Mrs Mathieson had submitted the following report:

“1) site meeting with the company Play Dale took place in July and the relocation of the MUGA was advised as agreed by the on-site Parish Council meeting.

2) pre-application advice from SNC has been sought and the online planning application has been completed.

3) once a planning officer has been assigned to the application, we will gain a better understanding of the length of time it will take to grant permission. At this point it will do no harm if a letter of endorsement from Alison Thomas is forwarded to the planning officer with confirmation that the permission is required to gain funding from the Tas Valley Chairman's fund.

4) next step is to submit (which has already been completed) the application for £2,000 to Saffron Housing Community Fund. And again Alison Thomas offered to write an endorsement for this application and presented the proposed plans to the meeting.”

Playing Field Maintenance

Mr Delf reported that there were no new issues.

Path between the tennis courts and the properties on Bungay Rd

Mrs Allen had liaised with a contractor on this. The hard track was not suitable for this area but tarmac or concrete would be suitable. It was noted that a water main runs under the path. Mr Burley proposed, Mr Parker seconded and it was unanimously agreed that quotes should be obtained to tarmac/concrete the path.

RD/IN

Work following the ROSPA report

There were no urgent issues.

Mr Delf reported that Mr Ellis had informed him that he had repaired the main unit.

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Mr Delf reported that there were 30 bolts missing on the Youth Shelter and volunteered to replace them and only charge for the materials. Mr Hook proposed, Mrs Allen seconded and it was unanimously agreed that Mr Delf carry out the repairs. Mr Hook thanked Mr Delf.

RD

Planning Applications

Wind Turbines - Application 2013/0105 - revised

General Update

No Matters to report. It was agreed not to re-agenda as a standing item.

New applications since the last meeting:

Mr A Rodger, Clipbush Farm Field Lane Hempnall Norfolk NR15 2PA - Change of Use of agricultural building to storage building – Recommended approval subject to its use being restricted to the current biomass wood pellet business.

IN

Applications approved since the last meeting:

Mr & Mrs C Delf, Hythebeck Mill Road Hempnall Norfolk NR15 2LP - Erection of conservatory and garage with carport to dwelling.

Mr & Mrs Paul Scott, Cydonia, Field Lane, Hempnall, Norfolk, NR15 2PB - Proposed vehicle and pedestrian access. Existing access to be closed and infilled with hedging.

Applications outside the parish boundary

There were none to consider.

Matters arising from previous parish council meetings – completed

R Youngman Retirement

The clerk had written to me Mr Youngman regarding his retirement.

Mr Workman had contacted with Football Club re the grass cutting liaison with Norse and they had agreed to undertake this.

Chain harrow

A new Harrow had been purchased and a donation received from the Football Club of 50% of the cost.

Parish Council Action Plan 2015/16

The clerk has published it.

Internal Audit

The clerk had thanked Mrs Franks and made payment.

Approval of Annual Accounts to 31/03/15

The Clerk, as Responsible Financial Officer, and Mr Hook as Chairman, had signed the accounts.

Submission of documents

The Clerk had submitted the statement of accounts, the statement of assurance and the internal auditor's report to the external auditors.

Newsletter

The clerk had written and issued the newsletter.

August meeting

The clerk had changed the meeting date in August to 11th and changed all relevant notifications.

Maintenance of the playing field

The clerk had issued invoices.

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Risk Assessment Review

The clerk had finalised and published the document.

Pitch maintenance and match postponements

The clerk had responded to Mr Shurmer.

Newsletter printing

The clerk had spoken to Mrs Davy and she was delighted that the newsletter could be printed externally. The last issue was therefore printed in colour.

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

Community Speed Watch

Mr Burley reported that there were 7 volunteers and that another form needed to be completed before the Hempnall Community Speed Watch group can be formed. Mr Burley also reported that 2 persistent speeders had reported and visited by the police.

SB

Mr Turner reported that there had been another box fitted in the village by Norfolk Safety Partnership to measure speed on Mill Rd. This was investigatory work prior to any further action.

Road Traffic Calming

We await the data from SAM before taking this forward. It was noted however that the signs on Bungay Rd generally seemed to be working at slowing cars down from the Woodton direction.

MT

The Hempnall Trust – HPC Representative Trustees

The vacancy has been and is still being advertised, councillors were encouraged to seek parishioner volunteers.

ALL

Development Area / Flood risk area

The clerk had asked SNC for an explanation and received the following response:

“The reasoning behind the removal of that wording and the reincorporation of land in flood zones 2 and 3 into development boundaries followed discussion in the examination hearings and subsequent letter from the Inspector (available on our website at <http://www.south-norfolk.gov.uk/planning/6681.asp>). In his letter he advised that his view was that excluding land from development boundaries was not justified and that this land should be included unless there were other convincing reasons why it should not be included. This applied to the whole document and has resulted in modifications to the development boundaries of many settlements across the district.

In the case of Hempnall, the land in question was in the core of the village which clearly would have been included within the development boundary had it not been for the approach of excluding land within flood zones 2 and 3 and therefore the modification to include the core of the village within the development boundary was proposed.

It should be noted that this does not mean that the issue of flood risk has been discarded and that proposals in land within flood zones 2 and 3 will still need to address this issue

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in line with national and local policy and which may in some cases mean development is not acceptable.”

Maintenance of footpaths

The map of footpaths that NCC maintains was reviewed to re-prioritise the footpaths that are maintained.

Mr Delf proposed, Mr Burley seconded and it was unanimously agreed that the clerk should write to Highways to request that the parish council thinks that it is important that all footpaths are maintained but if they need to prioritise FP9 should take priority over FP7.

IN

Tug-o-war Funds

An ex-member of the Tug-o-war club had obtained a copy of the letter dated 1 January 1985 setting out the nature of the trust. Mr Delf will now obtain a signed letter from the ex-member agreeing to allow the parish council to use the funds for general maintenance of the playing field or put it towards the development thereof.

RD

Mr Delf to supply a copy of the letter dated 1 January 1985 to the clerk.

RD

Hugmore Pond

The clerk had contacted the insurance company to determine what steps, if any, needed to be taken to ensure that the parish council is covered for public liability and reported that the council simply needed to undertake its own risk assessment and act thereon.

The clerk had not found the deeds but had noted that the land was registered in the name of South Norfolk Council at the land registry. He had tried to make contact with SNC legal team to clarify the position and would continue to chase them.

IN

Free Trees

The clerk will write to local landowners to identify any pieces of land suitable for planting.

IN

The clerk will also put an article in the Autumn Newsletter.

IN

Correspondence

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

Various police crime summaries
Relevant notices/agenda and minutes
Morningthorpe recycling centre traffic ques
The Future of Local Planning
Invitation to Chairmen's Briefing – D Hook only
Streetlight Maintenance Contract
Fieldwork update: CPRE's 'Our Green Belt' campaign
Modification to development boundaries re. flood risk
Long Stratton Area Action Plan
Footpath Maintenance - Hempnall
SAM 2 stats for July/August
Free trees for schools and communities

No further matters were raised form the above.

Items placed directly onto the parish notice boards were:

Notice/Agenda for parish council meeting 21 July 2015
Notice/Agenda for parish council meeting 15 September 2015

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Various papers for the next meeting
Poster – Free Lip-reading Classes

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 21 July 2015
Added Notice/Agenda for parish council meeting 11 August 2015
Added Notice/Agenda for parish council meeting 15 September 2015
Added Parish Council approved minutes of 14 July 2015
Added Parish Council approved minutes of 21 July 2015
Added Parish Council draft minutes of 21 July 2015
Added Parish Council draft minutes of 11 August 2015
Added various planning application details
Added Action Plan

No further matters were raised from the above.

Correspondence from Parishioners

Mr Brian Giddy had written to complain about the mud and general mess left on the roads by farm vehicles. The clerk had invited Mr Giddy to the meeting to raise his issue and he indicated that he would attend but he was not present. It was agreed that the clerk should send an appropriate response.

IN

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 15 July to 15 September 2015. The statement was in line with the annual budget. Mr Delf proposed, Mr Turner seconded and it was unanimously agreed that the statement be approved.

External Audit of accounts to 31/03/15

The outcome of the audit is awaited.

IN

Streetlight Maintenance Contract

The current contract expires this year and the provider has offered a new 3 year contract at only £4pa more. Mr Hook proposed, Mrs Allen seconded and it was unanimously agreed that the clerk should accept the new contract.

IN

Clerk's Salary Review

It was unanimously agreed that the clerk's salary be increased by 2.8% to take effect from 1st July 2015 his annual salary review date. The clerk thanked councillors for the increase.

Dates for next year's meetings

Mr Burley proposed, Mr Workman seconded and it was unanimously agreed that the following dates be set for next year's meetings, generally being the 3rd Tuesday of the month. The clerk to make the relevant Mill Centre bookings and update the website.

IN

19/01/2016	7.30pm	Parish Council Meeting - Full
16/02/2016P	7.30pm	Parish Council Meeting - Planning
15/03/2016	7.00pm	Parish Meeting
15/03/2016	8.00pm	Parish Council Meeting - Full
19/04/2016 P	7.30pm	Parish Council Meeting - Planning

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17/05/2016	7.30pm	Parish Council Meeting - Full - Annual Meeting
21/06/2016 P	7.30pm	Parish Council Meeting - Planning
19/07/2016	7.30pm	Parish Council Meeting - Full
23/08/2016 P	7.30pm	Parish Council Meeting - Planning
20/09/2016	7.30pm	Parish Council Meeting - Full
18/10/2016P	7.30pm	Parish Council Meeting - Planning
15/11/2016	7.30pm	Parish Council Meeting - Full
20/12/2016P	7.30pm	Parish Council Meeting - Planning

Local Council Award Scheme

In order to keep an unbroken accreditation record the clerk had registered for re-accreditation with NALC.

In order to comply with re-accreditation requirements Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that the council confirms that it publishes online:

- 1 Its standing orders and financial regulations
- 2 Its Code of Conduct and a link to councillors' registers of interests
- 3 Its publication scheme
- 4 Its last annual return
- 5 Transparent information about council payments
- 6 A calendar of all meetings including the annual meeting of electors
- 7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
- 8 Current agendas
- 9 The budget and precept information for the current or next financial year
- 10 Its complaints procedure
- 11 Council contact details and councillor information in line with the Transparency Code
- 12 Its action plan for the current year
- 13 Evidence of consulting the community
- 14 Publicity advertising council activities
- 15 Evidence of participating in town and country planning

In order to comply with re-accreditation requirements Mrs Allen proposed, Mr Delf seconded and it was unanimously agreed that the council confirms that it has:

- 16 A risk management scheme
- 17 A register of assets
- 18 Contracts for all members of staff
- 19 Disciplinary and grievance procedures
- 20 A policy for training new staff and councillors
- 21 A record of all training undertaken by staff and councillors in the last year
- 22 A clerk who has achieved 12 CPD points in the last year

The clerk will submit the relevant forms and data to the accreditation panel prior to the deadline of 1st November.

IN

Items for Newsletter

- Dogs (under control); scoop the poop, on leads (under control – the law does not require that they are kept on leads) on footpaths keeping to designated footpaths

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- Speed watch formation to be repeated
- Trustee still needed for The Hempnall Trust

IN

Items for next meeting

- D Cracknell
- Village Hall AGM

IN

Date of next meeting

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

The next Parish Council main meeting will take place on 17 November 2015 at 7:30pm.

There being no further business, the meeting was closed at 9:35pm.

Signed _____ Date 21 October 2015

FINANCIAL STATEMENT

Presented to meeting on 15 September 2015

Current Account

(Payments)/Receipts since last meeting :		£
15/07/2015	I Nelson - calls and stamps	(7.05)
15/07/2015	UK2 - domain name and hosting	(82.06)
15/07/2015	CartridgeSave - Ink	(26.55)
15/07/2015	Luo Xianghua - replacement battery	(28.30)
21/07/2015	Hempnall Village Hall hire	(309.00)
21/07/2015	Hempnall Village Hall hire	(309.00)
20/07/2015	Tr BPA to c/a	400.00
	Donation re paly area from Hempnall Primary	
23/07/2015	School	775.40
23/07/2015	Playsafety Ltd - ROSPA report	(92.40)
23/07/2015	Delf Garage - Harrow	(275.00)
11/08/2015	Eon - streetlight electricity	(14.16)

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11/08/2015	M Turner - SAM padlocks	(9.67)
15/07/2015	HMRC	(180.00)
	Norse Eastern Ltd - Newsletter	
31/08/2015	printing	(48.00)
12/09/2015	Eon - streetlight electricity	(14.16)
12/09/2015	CGM Landscape - Grass Gutting July	(56.68)
12/09/2015	CGM Landscape - Grass Gutting August	(56.68)
15/09/2015	The Mill Centre - hall hire	(108.75)
25/08/2015	Hempnall Tennis Club - PU rent	150.00
07/09/2015	NSIB Interest	5.31
07/09/2015	Hempnall Football Club	115.00
05/08/2015	NSIB Interest	5.32
		<u>(166.43)</u>
Closing Balance		<u>952.36</u>

Business Premium Account

(Payments)/Receipts since last meeting :		£
20/07/2015	Tr BPA to c/a	(400.00)
07/09/2015	Interest	5.14
		<u>(394.86)</u>
Closing Balance		<u>40,546.47</u>