

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17 November 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 Roger Parker, Mr Hamish Rose, Mr Mike Turner and the Clerk Mr Ian Nelson.

Members of the public present

Mr David Key, Mr Ian Cundy.

County Councillor Alison Thomas, Mrs Carol Gormal and Ms Lesley Mitchenhall (to end of public participation)

Apologies

Apologies were received from Mr Peter Workman, Mrs Sharon Howard.

Declarations of Interest

There were none except all have an interest in the planning application for the Multi-Use Games Area.

Minutes of the previous meeting

Mr Parker proposed, Mrs Allen seconded and it was unanimously agreed that the minutes of the meeting on 15 September 2015 were approved.

Public Participation

Priority Chicanes

The Clerk had written to the head of NCC Highways, Tracey Jessop but as yet not received a response. The Clerk to chase.

IN

Long Stratton By-pass

Ms Mitchenhall asked about the effect of the Long Stratton bypass and housing development on traffic through the village. Mr Hook responded that Norfolk County Council was the Highways Authority and that there was no firm commitment from them that a roundabout at the Hempnall Crossroads would be financed by NCC. It is feared that the development would increase "rat run" traffic through the village. Mrs Thomas indicated that there should be more detail in the Long Stratton Area Action Plan in due course.

Mr Hook proposed, Mr Burley seconded and it was unanimously agreed that the Clerk should write to Tracy Jessop at NCC Highways to ask if a review had been made of the effect that the Long Stratton bypass and housing development will have on traffic along the B1527 through Hempnall and also at the A140 / B1527 cross roads. Had any traffic modelling been undertaken?

IN

Community Speed Watch

Mr Burley reported that "last Friday he met the Community Speed Watch Coordinator in Hempnall to look at the locations where speed watch carried out the necessary risk assessments. This went very well and the following locations have been agreed.

The speed gun has a range of 600 metres so you can latch onto vehicles well before they get to you in order to get registration numbers

1. Alburgh Road (40mph) - Standing in the entrance of Hardys Loke, monitoring traffic in both directions

2. Bungay Road (30mph) - Standing at the entrance to the village hall, monitoring traffic in both directions

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3. Broaden Lane (30mph) - Standing o/s "Charnwood" near the entrance to Old Market Way, monitoring traffic coming into the village from Saxlingham direction mainly, but can monitor traffic leaving the village

4. Mill Road (30mph) - standing in entrance to Mill Centre, monitoring traffic in both locations

Each time the speed watch team are out, there must be a minimum of 3 people present, we have 7 people signed up to date, including himself, so any additional volunteers we can get would be beneficial.

Next steps are:

We need to arrange training, this will take about half a day, they prefer to do this Monday to Friday either am or pm, Saturdays can be arranged but will take longer to get the training. After the training we will be issued with the camera, signs etc.”

SB

Mr Hook and Ms Mitchenhall thanked Mr Burley for his co-ordination of the Community Speed Watch project.

County/District Councillor update

Mrs Alison Thomas reported as follows:

County matters:

The budget consultation is in progress and urged the Parish Council to comment. The Northern Distributor Road funding has now been agreed and building will start before Christmas. The Postwick hub will be completed shortly.

The Morningthorpe Recycling Centre will be reducing its opening times to 3 days per week.

Mrs Thomas answered questions regarding the 5 year land supply requirement for new housing from Mr Hook. She confirmed that this really only affected the Norwich Policy Area in the locale, so Hempnall would not be directly affected.

District matters:

The local plan has now been adopted.

Mrs Thomas has been working closely with the Hempnall Trust to try and gain a sustainable future for the Mill Centre following withdrawal of the 4 days per week day centre facility contract.

Play Area Project

Mrs Sharon Howard, had submitted the following report:

“I am meeting with Penny Turner, crime reduction officer regarding the planning application on Friday the 20th November. I am presenting to the board at the Saffron Housing Trust on the evening of November 24th, along with two members of Hempnall Primary School Council and Alison Thomas, in order to secure £2,000 towards the fund and am awaiting a response from Norfolk Community Fund regarding a further £2,500 and £3,000, both rely on planning permission being granted.”

The Clerk stated that an email had been received from the SNC reminding us that public right of way FP10 crosses the playing field and that the proposed development must not encroach upon it.

The Clerk to respond to Mrs Howard re the public right of way.

IN

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Playing Field Maintenance

Mr Delf reported that the see saw had been broken and is beyond repair. Mr Delf has arranged for receipt of brochures to investigate a replacement.

RD

Mr Shurmer had written regarding overhanging trees, the container and moles on the playing field.

Mrs Allen proposed, Mr Burley seconded and it was unanimously agreed that the contractor be asked if it is appropriate and safe to gas the moles on the playing field as mole traps are stolen shortly after they are set. If so the Clerk to order that they are gassed.

IN

It was agreed that the problem trees only needed to be trimmed and this matter will be considered further if it is still a problem if the football pitch is moved.

Mr Shurmer is to be asked to be more specific about the issues with the container.

IN

The Clerk to reply to Mr Shurmer

IN

Football Pitch Alterations

The Clerk had previously circulated an email from the football club requesting permission to rotate the football pitch 90 degrees and bring it closer to the village hall.

Mr Parker proposed, Mrs Allen seconded and it was unanimously agreed that the Clerk request that the football club put a peg (perhaps a corner flag) at each corner of the proposed new location so that Councillors could consider this further – date to be agreed. The Clerk to also remind the football club that the proposed new location may cross the public right of way FP10 and that the pitch should not encroach on the new play area.

IN/ALL

Planning Applications

New applications since the last meeting:

The Clerk to Hempnall Parish Council, Hempnall Village Hall Playing Field Bungay Road Hempnall Norfolk - The erection of a Multi-Use Games Area (MUGA) – No recommendation necessary as it is the Parish Council’s application.

Mr & Mrs Shreeve, The Cottage Turkey Row Lundy Green Hempnall Norfolk NR15 2NU - Retrospective planning application to retain works to form and extend annex, including hard standing and change of use of agricultural land to residential garden. – Mr Parker proposed, Mr Hook seconded and it was agreed 3 votes for, 2 against with 3 abstentions (chairman’s casting vote used) that the application be refused due to the external appearance of the development. It was also agreed that SNC should be notified that HPC would look favourably on an application where the external appearance of the outside of the living accommodation did not look like a garage and that the Parish Council is in general not in favour of retrospective applications.

IN

Mr Gregory Munson, Green Boughs , Mill Road, Hempnall, Norfolk, NR15 2LP - Certificate for proposed lawful use for Rear extension, Front porch, Chimney relocation, Window alterations, Driveway alterations – Mr Delf proposed, Mr Rose seconded and it was unanimously agreed that the application be refused as the vertical timber cladding, steel chimney, round “watch tower” and cat-slide roof are not in keeping with buildings in this conservation area. SNC recently refused similar cat-slide roof design on the site of the old Queens Head PH.

IN

Mr Gregory Munson, Green Boughs , Mill Road, Hempnall, Norfolk, NR15 2LP - Roof extension incorporating rooms in the roof. – Recommended refusal see above.

IN

Applications approved since the last meeting:

Mr A Rodger, Clipbush Farm Field Lane Hempnall Norfolk NR15 2PA - Change of Use

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of agricultural building to storage building.

Applications outside the Parish boundary

There were none to consider.

Matters arising from previous Parish Council meetings – completed

Youth Shelter repair

Mr Delf reported that the bolts on the Youth Shelter had been replaced.

Tug-o-war Funds

Mr Delf had obtained a signed letter from the ex-members agreeing to allow the Parish Council to use the funds for general maintenance of the playing field or put it towards the development thereof.

Mr Delf had supplied a copy of the letter dated 1 January 1985 to the Clerk.

Complaint re mud etc on roads

The Clerk sent a response to Mr Brian Giddy.

Streetlight Maintenance Contract

The Clerk had accepted the new contract.

Dates for next year's meetings

The Clerk had made the relevant Mill Centre bookings and updated the website.

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

Local Council Award Scheme

The Clerk had submitted the relevant forms and data to the accreditation panel. We await the outcome.

IN

Matters arising from previous Parish Council meetings – for discussion

The Hempnall Trust – HPC Representative Trustees

The Trust had informed the Clerk that they had 2 applications for the position of Trustee and would recommend that the Parish Council representative is Mr Martin Balls.

Mrs Allen proposed, Mr Delf seconded and it was unanimously agreed that Mr Balls be so appointed. The Clerk to write to him and the Hempnall Trust.

IN

Hugmore Pond

The Clerk had received a response from NP Law, SNC's legal team who directed the Clerk back to SNC, despite having been told by SNC that NP Law dealt with the matter. The Clerk had established that the asset is now dealt with by the Community Assets Team, which reported that the absolute title for the pond is shown at the Land Registry as South Norfolk Council. It appears that this land came to South Norfolk Council following previous allocation to the Surveyors of the Highways in the Hempnall Inclosure award of 1818. As successor authority to the Surveyors, South Norfolk Council now hold the land on trust for the benefit of the inhabitants of the Parish.

Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that the Clerk

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clarify with the Community Assets Team where the risk of ownership lies and if it is possible to sell the pond for Hempnall to benefit from the proceeds.

IN

Free Trees

The Clerk had written to local landowners to ask them to identify any pieces of land suitable for planting and the Clerk had also put an article in the Autumn Newsletter. No responses had been received.

Maintenance of footpaths

The Clerk had written 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.

Mr Hook reported that the footpath network is becoming run down, not just with cutting but also the condition of the bridges and signs etc.

Mrs Allen proposed, Mr Rose seconded and it was unanimously agreed that Councillors would note problems before the next Parish Council meeting with a view to reporting these to Highways.

ALL

The Clerk to report the problem with the concrete bridge handrail on the footpath between The Street and Mill Rd.

IN

The Clerk to report to Highways the large pothole that is in Busseys Loke.

IN

Path between the tennis courts and the properties on Bungay Rd

Quotes are still being obtained to tarmac/concrete the path.

RD/IN

Correspondence

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

Various police crime summaries
Relevant notices/agenda and minutes
Note re Makers of The Apprentice & Grand Designs are Casting for New TV Projects
Parish Partnership Update - potholes
Parish Chair's meeting – outcomes
Invitation to Local Planning 2015 | Examine the NPPF challenges and opportunities with DCLG
Community Infrastructure Levy (CIL) Payment to Hempnall Parish
Tree Grants in South Norfolk - a new process
Norfolk Silica Sand Review of the Minerals Site Specific Allocations Plan - Preferred Options
Invitation to attend discussion event on Norfolk's Rural Economy
Adoption of South Norfolk Local Plan Documents 26.10.15 (7-10)
2026 deadline for registering historic public rights of way
Norfolk County Council: Re-imagining Norfolk – Strategic and financial planning 2016/19
RoSPA Playsafety Playground Inspection Training Courses - new dates for 2016

No further matters were raised from the above.

Items placed directly onto the Parish notice boards were:

Notice/Agenda for Parish Council meeting 17 November 2015
Various papers for the next meeting
Audit completion statutory notice
Extracts from Annual Return
Warm & Well Poster

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No further matters were raised from the above.

Website

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

Added Parish Council approved minutes of 11 August 2015
Added Parish Council draft minutes of 15 September 2015
Added Notice/Agenda for Parish Council meeting 17 November 2015
Added various planning application details

No further matters were raised from the above.

Correspondence from Parishioners

Internet Speed

Mr Turner requested that the Parish Council ask for Hempnall Greens to be connected to fibre optic broadband. He had some data re speeds from residents. Mr Burley to supply the Clerk with the relevant contact details and the Clerk to write to NCC accordingly.

SB/IN

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 16 September to 17 November 2015. The statement was in line with the annual budget. Mr Delf proposed, Mr Parker seconded and it was unanimously agreed that the statement be approved.

External Audit of accounts to 31/03/15

The auditors have signed a clean report following moving £80 from one type of income to another type of income. The Clerk had displayed the relevant statutory notice.

Review of Financial Limits

It was noted that the limit of £750 before tenders must be sought had not changed for circa 15 years.

Mr Delf proposed, Mr Turner seconded and it was unanimously agreed that the limit be increased to £1,500 plus VAT. The Clerk to change the financial regulations accordingly.

IN

Grass Cutting Contract

Mr Hook proposed, Mr Burley seconded and it was unanimously agreed that the grass cutting contract be renewed with Norse for another year.

IN

D Cracknell

Mr Parker proposed, Mr Turner seconded and it was unanimously agreed that a gratuity of £640 be paid for his sterling work around the village over the last year in maintaining the bus shelter, litter clearance and bin emptying. The Clerk to write a thank you letter and make payment.

IN

Community Infrastructure Levy (CIL)

An amount of £272.25 CIL has been received. Parish Councils can use the money to support the development of its area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else which is concerned with addressing the demands that new development places on an area. However, where the CIL receipts have not been applied in accordance with the above or where it has not been used within 5 years of receipt, South Norfolk Council may recover the CIL receipts from the local Council. (Reg 59E). It is also a requirement for the Parish Council to prepare and submit a report for any financial year in which it receives CIL and for copies of the report to be published and sent to South Norfolk District Council no later than 31st December

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following the reporting year (Reg 62A). The Clerk to diarise this.

It was agreed to consider the use of these funds at the precept meeting in January. IN

Parking at Village Sign

Mr Hook stated that there had been several Parishioners complaining of cars parking off road in the village sign area. The problem did however seem to have ceased in the last couple of weeks, so it was agreed to monitor the situation and use the newsletter to ask people not to park in that area. IN

The Village Hall AGM

This will take place on Wednesday 26th November at 8pm. The Clerk had informed the committee that Mrs Allen was the Parish Council's representative. The AGM is open to any Councillor to attend. ALL

Churchyard Maintenance

David Key, a Church Warden, reported that an evergreen tree along the front path of the churchyard had grown considerably over the years and was in need of a prune - the tree has grown to a height where it is now not possible to see the tower clock. Mr Key added that a considerable amount of money had been spent renovating the clock, and it would be nice if it could be seen from the road and pavement.

Mrs Allen proposed, Mr Delf seconded and it was unanimously agreed that in principle the tree be pruned appropriately. Mr Hook informed the meeting that work to a tree in a conservation area required SNC approval. Mr Key will apply for permission and once received, the Parish Council will pay for the work. Mr Key will also obtain a quote for the work to be undertaken. IN

Mr Key commented that the grass cutting had been much better this year.

Mr Turner proposed, Mrs Allen seconded and it was unanimously agreed that there should be another gas extermination of the moles in the church yard. IN

Mr Delf proposed, Mr Turner seconded and it was unanimously agreed that there should be an additional grass cut. 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
- Speed watch formation progress and call for volunteers
- Parking at Village Sign

The Clerk to draft and issue. IN

Items for next meeting

- Playing Field / Village hall rental setting
- Precept

IN

Date of next meeting

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 15 December 2015.

The next Parish Council main meeting will take place on 19 January 2016 at 7:30pm.

There being no further business, the meeting was closed at 10:15pm.

Signed _____ Date 15 December 2015

FINANCIAL STATEMENT

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Presented to meeting on 17 November 2015

Current Account

(Payments)/Receipts since last meeting :		£
15/09/2015	J Ellis - repairs to main play unit	(60.00)
25/10/2015	SNC - planning application fee	(97.50)
25/10/2015	CPRE subs	(36.00)
19/09/2015	Mazars - Auditors	(390.00)
30/09/2015	Clerk's salary	(804.20)
19/10/2015	HMRC	(185.00)
16/11/2015	Hempnall Village Hall hire	(309.00)
19/09/2015	Tr BPA to c/a	300.00
30/09/2015	Precept	14,000.00
20/09/2015	Norse - playing field grass cutting	(701.33)
08/10/2015	CGM Landscape - Grass Gutting Sept	(56.68)
29/09/2015	SNC Adopter payment	200.00
30/09/2015	Hempnall Village Hall hire	(10.10)
30/09/2015	Tr c/a to BPA	(12,500.00)
11/10/2015	Eon - streetlight electricity	(13.71)
04/11/2015	CGM Landscape - Grass Gutting Oct	(56.68)
24/10/2015	The Hempnall Group - magazine one line contact	(50.00)
26/10/2015	Community Infrastructure Levy (CIL)	272.25
	K&M Lighting Services Ltd - streetlight	
02/11/2015	maintenance	(116.15)
02/11/2015	Delf's Garage - parts re repairs to play unit	(36.76)
11/11/2015	Eon - streetlight electricity	(14.16)
05/11/2015	NSIB Interest	5.31
05/10/2015	NSIB Interest	5.14
		<u>(654.57)</u>
Closing Balance		<u>297.79</u>

Business Premium Account

(Payments)/Receipts since last meeting :		£
19/09/2015	Tr BPA to c/a	(300.00)
30/09/2015	Tr c/a to BPA	12,500.00
		<u>12,200.00</u>
Closing Balance		<u>52,746.47</u>