

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17 May 2016 at 7:30pm at The Mill Centre

ACTION

Present

Chairman Mr David Hook, Vice Chairman Mr Richard Delf, Mrs Liz Allen, Mr Roger Parker, Mr Mike Turner, Mr Peter Workman and the Clerk Mr Ian Nelson.

Members of the public present

Mr Trevor Shurmer, Ms Lesley Mitchenhall and Mrs Carol Cormac.

Apologies

Apologies were received from Mr Stephen Burley, Mr Hamish Rose and County Councillor Allison Thomas.

Declarations of Interest

There were none declared.

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	D Hook	En-bloc Mrs Allen	En-bloc Mr Parker
Vice-Chairman	R Delf		
Village Hall Rep	L Allen		
Playing Field Liaison	R Parker		
Footpaths	H Rose		
Tree Wardens	D Hook		
	M Turner		
Highways Liaison Rep	S Burley		
SAM2 coordinator	M Turner		
Bank Signatories	R Delf		
	D Hook		
	K Cunningham		

The Clerk to update the website etc. accordingly.

IN

Minutes of the previous meeting

Mr Delf proposed, Mr Turner seconded and it was unanimously agreed the minutes of the meeting on 15 March 2016 be approved.

Public Participation

Comments made are recorded under the relevant sections below.

County/District Councillor update

Mrs Alison Thomas had sent the following report to the Clerk:

County matters:

There has been a change of administration at County Hall with Conservative group now in control.

Mrs Thomas had been elected Deputy Leader but she reassured the parish council that this should not affect her ability to help-out with parish issues as needed. The Clerk reported that he had already congratulated Mrs Thomas on her appointment as Deputy Leader of NCC.

Devolution continues to progress but it is an ever-changing issue, so watch this space!

HEMPNALL PARISH COUNCIL

District matters:

Morningthorpe Recycling Centre is back to full time opening a month early.

Morningthorpe Farm bitumen production has applied for planning permission again and Mrs Thomas will call this into committee, although she stated that due to the predominant wind direction it affects Hardwick more than Hempnall.

Play Area Project

The Clerk reported that the application to the Community Action Fund, supported by District Councillor Thomas has been successful and £7,500 received.

Mrs Howard had informed the Clerk that she was delighted to have awarded a £2,500 grant from the Shelroy Foundation. After quite a few setbacks recently including nil response from local businesses, and three more grants being turned down, she stated this had come as very pleasant news.

This brings the total funds raised to around £24,000. She was aware that the Saffron grant is approaching the end of its 6 month availability and therefore felt a discussion regarding how things can be moved forward needed to take place as soon as is possible. The Clerk had invited her to this meeting. Both the Clerk and Mrs Thomas had put forward suggestions to Mrs Howard regarding the deadline but had not received a report on the outcome. The Clerk to follow up and get more details from Mrs Howard.

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The Clerk pointed out that the following funds were held by the parish council on bare trust:

Trust Funds - Cricket Club	£400.00
Trust Funds - Hempnall Youth Club	£625.09

Mrs Franks had suggested that these be used for the play area project. She would be happy to put the idea to the ex-committee members of the Youth Club.

Mrs Allen proposed, Mr Parker seconded and it was agreed unanimously that the Clerk should contact Mr Bob Norman re the Cricket Club and Mrs Franks re the Youth Club and ask them if they would consult the previous respective committee members to see if the funds could be used for the play area project.

IN

Road traffic accidents / speeding in Hempnall

It had been noted that NCC/the police had been monitoring traffic speeds and counts on Bungay Rd on the approach to the S-bends from the Woodton direction, the Clerk still awaits the results.

IN

Mrs Mitchenhall reported anecdotal evidence that there had been cars spinning in the road on the bends of the B1527 but no damage had been caused.

Mr Burley had contacted Norfolk Laboratories to obtain a quote for surface testing. He had reported to the Clerk prior to the meeting that the test would take approx 30 minutes and they would need some form of traffic management due to the location, which would be an additional cost. Mr Workman proposed, Mr Delf seconded and it was unanimously agreed that Mr Burley arranges for an exact quote for the test to be undertaken and provided it was less than £500 plus VAT it should go ahead with a view to obtaining the results by the June meeting.

SB

Mr Burley had also checked the specification for reinstatement of openings in the highway, which utility companies have to comply with, and on bends like these, they would have to use asphalt with a PSV of 65, so the 55 PSV reported by NCC as being used does seem low.

The Clerk had requested a meeting with Bob Edwards to discuss in more detail the options open to the parish council under the Parish Partnership Scheme re road safety measures generally in Hempnall. Mr Parker, Mrs Allen, Mr Burley and Mr Turner expressed an

HEMPNALL PARISH COUNCIL

interest in attending and Mr Hook invited a public representative. The Clerk to circulate dates offered by NCC when known.

IN

Mrs Mitchenhall may contact East Harling PC to see how they went about obtaining a NCC review of their B road HGV route.

Planning Applications

New applications since the last meeting:

2016/0762 - Mr Colin Hawes, Hempnall House, Lundy Green, Hempnall, Norfolk, NR15 2NU - Proposed conversion of Cider House and adjoining office to ancillary accommodation, stud-work walls to create two bedrooms, reduce angle of existing steps between the office and cider house, new access staircase to cellar, new hearth and knock through to back of existing fireplace enabling a dual aspect woodturning stove to be fitted, install kitchen units around southern and western walls. The exterior of the building would not be altered in any way – Mr Delf proposed, Mr Turner seconded and it was unanimously agreed that the application be approved

IN

2016/0953 - Mrs Hilary Battye , Forge Cottage, The Street, Hempnall - Enlarge opening and replace French windows with bifold doors in outbuilding – Mr Parker proposed, Mr Workman seconded and it was unanimously agreed that the application be approved

IN

2016/1113 - Mr & Mrs Tracy & Simon Oakley, 1 Alburgh Road, Hempnall, NR15 2NP - Removal of Condition 3 of planning application 1986/2462 (Erection of Bungalow) - To remove the agricultural occupancy tie – Mr Workman proposed, Mr Hook seconded and it was unanimously agreed that the application be recommended for refusal as Mr Oakley knew of the restriction when he purchased the property and should not benefit financially by removing a purposeful restriction. Affordable housing for the agricultural sector is needed in this rural location.

IN

Applications approved since the last meeting:

2016/0447 - Mr Gregory Munson , Green Boughs , Mill Road, Hempnall, Norfolk, NR15 2LP - Proposed Side and roof extensions.

2016/0546 - Mr & Mrs Rumsby , Smithy Cottage, The Street, Hempnall, Norfolk, NR15 2AD - Proposed Two storey side extension and demolition of existing.

2016/0292 - Mr Ben & Mr Luke Todd, Moulton's Stores 43 Alburgh Road Hempnall Norfolk NR15 2NS - Proposed Single storey extension to side of property.

2016/0337 & 0340 - Mrs Barbara Jeffery, Lime Tree Cottage The Street Hempnall Norfolk NR15 2AD - Proposed 1st floor rear extension over the existing rear single storey.

2016/0759 - Mr Christopher Evans, Krons Manor Fairstead Lane Hempnall Norfolk NR15 2NF - Proposed Erection of a Sky dish.

Applications refused since the last meeting:

2015/2941 - Mr Gregory Munson, Green Boughs, Mill Road, Hempnall, Norfolk, NR15 2LP - Roof extension and garage replacement – amendment.

Applications outside the parish boundary

Mr Hook had reviewed the Groove Farm retrospective application and reported that that it was approved by SNC with 20 conditions, including the replacement of the trees and hedges.

Matters arising from previous Parish Council meetings – completed

Pavement in Coronation Crescent

The Clerk had made the report to NCC who had responded as follows:

HEMPNALL PARISH COUNCIL

“Thanks for your e-mail. We are aware of the weed damage and I started treating it last year. This is extremely frustrating for us but, since they were banned in 2010, we have not been able to use residual granular weed-killers (this was a Europe-wide ban). If there is a weed that has roots below the excavation level or a seed in the ground, it can germinate and lift the new footway after construction.

We are then restricted to using glyphosate systemic weed killer but this only works when there is green growth (it doesn't work on seeds or stumps).

I was hoping the growth had died then I'll get a patch put in the asphalt but it looks like we need to treat it for another couple of months before doing this.”

Newton Flotman Parish Council letter re improvements to A140 Junctions

The Clerk had responded to Newton Flotman PC.

Matters arising from previous Parish Council meetings – awaiting others

Nobb's Lane Hedges

Mr Hook reported that Robin Taylor SNC Landscapes Officer and Sid Cooper from the Forestry Commission had carried out a site visit to view the hedge cutting and felling by Mr Townsend and had stated that they had no objection to the work provided that all hedge roots were left intact and trees were not felled.

Nobb's Lane Spur

We await NCC investigations. Further forms are required to be completed. Mr Hook will co-ordinate.

DH

Repairs to bridge hand rail

Mr Rose had chased NCC Highways to repair this.

HR

Playing Field Container

Mr Delf will arrange for the container floor be concreted in due course.

RD

Land near the old Queen's Head PH

The Clerk will point out the Tree Preservation Orders relating to the land near the old Queen's Head PH to the new owners. Mr Delf to find out the contact details of the owner to allow the Clerk to make contact.

RD/IN

Matters arising from previous Parish Council meetings – for discussion

Playing field and Football Pitch Maintenance - Moles

Mr D Whiting had gassed the moles. Mr Shurmer thanked the council for this and reported there had since been a couple of fresh molehills near the play area. Mr Delf proposed, Mr Workman seconded and it was unanimously agreed that the Clerk would contact Mr Whiting to arrange for the remaining moles to be eradicated.

IN

Football Pitch Alterations / Youth Pitch / Charges

Mr Shurmer had made contact to advise *“that it is quite likely, subject to finalisation of plans, that we will require two pitches next season, which is, I hope, as positive for the village as it is for the football club. One of our local senior personnel will hopefully be forming a Under 19's Sunday team, and with our Veterans already proving to be a success, there will be two Sunday teams along with our two Saturday teams. Clearly, it is not possible for 4 teams to play on a single pitch.*

David furnished me with plan of the playing field, and it is proving to be extremely difficult to squeeze two pitches onto the current field, though I am desperate to keep the club as one, and may be able to form a second smaller pitch still within FA pitch requirements. Clearly, it is in the interest of the village to have a successful football club.” The main pitch will no longer be turned round. The pitches will be marked out by the football club at end of month.

HEMPNALL PARISH COUNCIL

Mr Shurmer also reported that the football club was trying to work with Tasburgh youth team to allow them to use the facilities with a view to attracting young players for Hempnall. Mr Shurmer stated that their plans would not intrude on the play area.

Mr Hook mentioned the business use aspect of the fitness club and Mr Shurmer thought that this would not be a problem and would not conflict with FC activities if the fitness club operated during the week.

Mr Delf proposed, Mr Workman seconded and it was unanimously agreed to approve the football pitch layout in principle so long as it did not conflict with the new play area. Councillors would visit the site on 18 May to make sure. ALL

With regard to any extra use of the village hall facilities, Mr Shurmer was advised to deal directly with the village hall committee.

Playing Field Tree

The location decision was carried forward. DH

See-saw

Mr Delf is still making enquiries. RD

Smoking in children's play area

The Clerk had investigated the cost and design of a no smoking sign. Mr Workman proposed, Mrs Allen seconded and it was unanimously agreed the Clerk should purchase some. IN

Path between the tennis courts and the properties on Bungay Rd

Further quotes were being obtained for an alternative solution. LA

Community Speed Watch

Mr Burley had supplied a report to the Clerk stating the speed watch team stay as dedicated as ever and is managing a least one session per week. From February to end of April, it carried out 11 sessions and had reported 44 vehicles for excessive speed.

Mrs Mitchenhall stated that there was a problem with vehicles speeding as they leave the village at Broaden Lane. Speeds at the village hall were generally within the limit and only a few vehicles exceeded the limit near the Mill Centre.

Mr Burley was asked to enquire if the police had actually written to the offenders reported by the speed watch team SB

Mr Shurmer stated that people speed down The Street travelling towards Norwich.

SAM2 Report

Mr Turner reported that at the Krons speeds recorded were generally within or around the limit however there was one speeder recorded at about 49mph. Mr Turner was surprised at the high volume of traffic that used Krons.

The SAM2 is currently located at Broaden Lane.

Mr Delf reported that Fritton PC wished to purchase a SAM2 and had requested information about the supplier. Mr Turner volunteered to pass this on to Mr Delf to pass on to Fritton PC. MT/RD

Hugmore Pond

The Clerk read SNC's response re valuation. Some councillors thought that in addition to the pond a triangular portion of land on the opposite side of the road was also owned by the parish. The Clerk to investigate and determine if that is the case and if so whether the value provided by SNC takes this into account. IN

HEMPNALL PARISH COUNCIL

Local Council Award Scheme

The Clerk had received a response from the accreditation panel highlighting some administrative matters to be dealt with. The Clerk to action.

IN

Maintenance of footpaths

In the absence of Mr Rose, discussion re the possibility of extra cuts carried forward.

HR

Mr Shurmer mentioned that there were 3 strands of barbed wire across the footway on the path between The Street and Mill Rd. Mrs Allen reported that the land had been rented to contractors. The cattle had escaped on more than one occasion, so barbed wire had been erected by the contractors. Although the barbed wire did not cross the footpath, the matter should be looked at for health and safety reasons. Mrs Allen will investigate and possibly put pipe lagging around it together with yellow tape.

LA

Correspondence

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

Various police crime summaries
Various planning applications
Relevant notices/agenda and minutes
Housing and Economic Land Availability Assessment (HELAA) Methodology
Collection Day Changes
Morningthorpe Recycling Centre
Consultation - Draft Community Assets Strategy
Queen's 90th birthday
Training - planning policy and development management
Important CPRE Norfolk Report 'Vision for Norfolk'
Parish Paths Seminar
CPRE Planning Resource
A Thomas appointment as Deputy Leader of NCC
New Course on Highways
Notice of EU Referendum
Temporary Road Closure in the Parish of Tasburgh
NALC - South Norfolk Area Meeting
Next Reuse & Recycling event

No further matters were raised form the above.

Items placed directly onto the Parish notice boards were:

Notice that Parish Council meeting 19 April 2016 will not be held
Notice/Agenda for Parish Council meeting 17 May 2016
Statutory Notices re Audit
Notice of EU Referendum
Notice re change of bin days
Next Reuse & Recycling event

No further matters were raised form the above.

Website

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

Added Parish Council approved minutes of 23 February 2016
Added Parish Council draft minutes of 19 April 2016
Added Notice/Agenda for Parish Council meeting 19 April 2016
Added Notice/Agenda for Parish Council meeting 17 May 2016

HEMPNALL PARISH COUNCIL

Added various planning application details
Added various papers to be tabled at meetings
Added Community Infrastructure Levy Annual Notice
Added Statutory Notices re Audit

No further matters were raised from the above.

Correspondence from Parishioners

Request for dog bin

Mrs Janette Franks had requested a dog bin be placed in Busseys Loke. On balance, it was felt that the bins already on and just off The Street ought to be sufficient. The Clerk to inform Mrs Franks.

IN

Pavements Maintenance

Miss Emery requested that the council consider the state of the pavements. The Clerk to inform Miss Emery that matters had already been brought to the attention of NCC Highways.

IN

Use of playing Field for a wedding reception being held in Village Hall

The Clerk read a letter from Rosie Salmon. It was agreed that permission be given for use on the condition that the user cleared all litter etc away. The Clerk to respond accordingly.

IN

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 16 March to 17 May 2016. The statement was in line with the annual budget. Mr Delf proposed, Mr Workman seconded and it was unanimously agreed that the statement be approved.

Internal Audit

The Clerk reported that the internal audit for the year ended 31st March 2016 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 31/03/16

The Clerk had distributed the accounts for the year to 31/03/16 to all Councillors with explanatory commentary. Mr Delf proposed, Mr Workman 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 Hook as Chairman.

DH/IN

Submission of documents

Mr Parker 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.

Use of Playing Field for business rental terms

The Clerk had informed Mrs Buck of the initial terms of hire. The Clerk had drafted terms of hire and circulated them to councillors prior to the meeting. He warned again that he was not a solicitor and therefore could not give an opinion as to whether they were legally adequate. Mr Parker proposed, Mrs Allen seconded and it was unanimously agreed to adopt the terms as drafted following 2 alterations. The Clerk to finalise.

IN

The Clerk to issue the terms to Mrs Buck and research a fair rent.

IN

HEMPNALL PARISH COUNCIL

Standing Orders Review

The Clerk had sent copies of the standing orders to councillors to consider prior to the meeting however, the review was carried forward as the Clerk reported he had since discovered that NALC had issued more up to date standing orders which he suggested should be incorporated. The Clerk to prepare and circulate prior to the next meeting.

IN

Risk Assessment Review

The Clerk had sent copies of the risk review to councillors to consider prior to the meeting. Mr Hook proposed, Mr Workman seconded and it was unanimously agreed that no amendments were necessary.

Mr Workman and Mrs Allen will carry out a push test on the gravestones in the old churchyard as soon as possible.

PW/LA

The Clerk reported that ROSPA will be carrying out their inspection of the play area in June and he will circulate their report when received.

IN

Action Plan

The Clerk had sent copies of the draft action plan to councillors for consideration prior to the meeting. Following discussion, extra items were added.

Mrs Allen proposed, Mr Turner seconded and it was unanimously agreed the draft, subject to the above amendments be finalised. The Clerk to publish on the website and provide councillors with a copy.

IN

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.

Collection Day Changes

From week commencing the 6 June 2016, the days we collect waste and recycling is collected will be changing. SNC will send out various notices between now and then to inform householders.

Newsletter Rota

Individuals are needed to assist the parish newsletter collators to insert the parish council newsletter. The following rota was agreed.

Spring 2016	R Parker
Summer 2016	M Turner
Autumn 2016	H Rose
Winter 2016	L Allen
Spring 2017	S Burley
Summer 2017	K Cunningham
Autumn 2017	R Delf
Winter 2017	D Hook
Spring 2018	P Workman

ALL

The Clerk to inform Mrs Davy and the appropriate councillor at the relevant time.

IN

Newsletter Donation to Church

Now that the newsletters are being printed professionally instead of being photocopied by the church team, Mrs Davy has asked councillors to consider a contribution to the church for delivery of the newsletter.

Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that a donation of £100 pa be made. The Clerk to action.

IN

HEMPNALL PARISH COUNCIL

Items for Newsletter

- Hedge cutting / birds – diary note for next year’s Spring Edition
- New opening times of Morningthorpe Recycling Centre
- Volunteers for speed watch
- Litter / Bus shelter

The Clerk to draft and issue.

IN

Items for next meeting

- Clerk’s salary review
- Wildlife survey of the churchyard

Mrs Allen gave her apologies for the July meeting.

IN

Date of next meeting

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 21 June 2016.

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

There being no further business, the meeting was closed at 10:40pm.

Signed _____ Date 21 June 2016

HEMPNALL PARISH COUNCIL

FINANCIAL STATEMENT

Presented to meeting on 17 May 2017

Current Account

(Payments)/Receipts since last meeting :	£
08/04/2016 CGM - grass cutting	(56.68)
01/04/2016 NALC subs	(227.71)
02/04/2016 SNC - Dog bins annual charge	(303.07)
11/04/2016 Eon - Streetlights electricity	(7.01)
11/04/2016 NPFA - Subs	(25.00)
11/04/2016 Norse Eastern Ltd - Print Newsletter	(48.00)
14/04/2016 Hempnall Football Club fees	337.50
05/04/2016 NSIB Interest	5.31
15/05/2016 CGM - grass cutting	(56.68)
28/04/2016 HMRC VAT refund for yr to 31/03/16	1,184.72
28/04/2016 Daniel Whiting - Moles	(200.00)
28/04/2016 SNC Precept	8,500.00
28/04/2016 SNC Council - grant for play equipt.	7,500.00
28/04/2016 SNC Council Tax Support Grant	1,422.00
28/04/2016 tr c/a to bpa	(19,000.00)
11/05/2016 Eon - Streetlights electricity	(6.79)
The Mill Centre - room hire to	
17/05/2016 31/03/17	(123.75)
17/05/2016 LCPAS - Course for S Burley - Highways	(25.00)
17/05/2016 Zurich Insurance plc	(436.89)
17/05/2016 SNC - refund overpaid rent	(275.00)
17/05/2016 SNC - rent	425.00
05/05/2016 NSIB Interest	5.14
15/04/2016 HMRC tax	(185.00)
31/03/2016 Clerk's salary	(804.20)
31/03/2016 Clerk's salary	(180.00)
	<u>(2,581.11)</u>
Closing Balance	<u>421.69</u>

Business Premium Account

(Payments)/Receipts since last meeting :	£
28/04/2016 tr c/a to bpa	19,000.00
	<u>19,000.00</u>
Closing Balance	<u>68,558.97</u>