

# HEMPNALL PARISH COUNCIL

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## **Minutes of the Parish Council meeting held on Tuesday 17 July 2018 at 7:30pm at The Mill Centre**

### **Present**

Chairman Mr David Hook, Vice Chairman Mr Richard Delf, 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**

County & District Councillor Alison Thomas, Mr Sam Watts Development Officer of Saffron Housing, Mr Terence Read, Mr Robert Jupp, Mrs Vivien Jupp, Mrs Cheryl Vrinten, Mrs Sarah McPherson, Mr Richard Drake, Mrs Pauline Waddington, Mr Kevin Waddington, Mr Keith Davey, Mrs Julia Davey, Mrs Marlene King, Mr Mick King, Mrs Jan Alden, Mr David Alden, Mr Derek Cracknell, Mrs Michelle Read, Miss Natasha Read, Ms Jenny Sewell, Mrs Valerie Nevill, Ms Gill Moulton.

### **Apologies**

Apologies were received from Mrs Liz Allen.

### **Declarations of Interest**

There were none.

### **Minutes of the previous meeting**

Mr Parker proposed, Mr Delf seconded, and it was unanimously agreed the minutes of the meeting on 19 June 2018 be approved.

### **Public Participation**

Mr Derek Cracknell reported various matters he felt required attention.

- Requested the provision of a cigarette box outside the bus shelter.
- Village sign area was on occasion being used as a car park and should not be.
- A bin in the village hall car park is in need of repair.
- The seat in the bus shelter is in need of repair.

The public made other comments which are recorded under the relevant headings below, in particular: Affordable Housing, Greater Norwich Local Plan and the Strawberry Farm EIA.

### **County/District Councillor update.**

#### ***County matters***

The police commissioner has presented a business case to take over governance of the fire and rescue service which is being considered by NCC at present. It may result in the closure of 2 fire stations although this is not yet clear from the proposal.

DIY charges at the recycling centres were made as an alternative to reducing the opening hours. NCC are monitoring attendance / fly tipping.

#### ***District matters***

There was agreement to join the officer teams of Broadland and South Norfolk district councils. It is hoped this will happen organically as people leave. There will be a new CEO for both authorities (this will not be one of the existing CEOs)

### **Planning Applications**

#### **New applications since the last meeting:**

2018/1408 - Mr Stephen Toll, Lower Croft Broaden Lane Hempnall – Non-material amendment of permission 2017/0257 - to change the external wall covering on new build section only to 10mm Cedral Lap board in Black – Mr Turner proposed, Mr Cunningham seconded and it was unanimously agreed that the application be approved.

IN

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2018/1455 - Mr & Mrs A Tooke, Connaught Place, The Street Hempnall - Dormer window and velux rooflights to front and velux to rear to form loft conversion – Mr Parker proposed, Mr Burley seconded, and it was unanimously agreed that the application be approved.

IN

**Applications approved since the last meeting:**

There were none.

**Applications refused since the last meeting:**

There were none.

**Applications withdrawn since the last meeting:**

There were none.

**Applications outside the parish boundary since the last meeting:**

2018/1424 Jack In The Box Nursery, Hempnall Road, Morningthorpe, NR15 2LL Side extension to nursery to provide additional enclosed indoor play area.

Mr Hook proposed, Mr Turner seconded, and it was unanimously agreed that the Clerk should write to recommended application of Norfolk Environmental Lighting Policy.

IN

**Affordable Housing**

Mr Watts confirmed he had met with South Norfolk Council yesterday afternoon to agree on a suitable housing mix. The headline is that there is evidenced need for 15 new affordable homes in Hempnall.

He said 559 surveys had been sent out, of which 95 were returned = 17%, which is average for such surveys, so is a good core sample size

Of those returned 63 people supported affordable housing in principle = 66%  
15 people were found to be in need summarised as follows:

5 x 2 Bedroom House - Shared Ownership  
1 x 3 Bedroom House – Shared Ownership

6 x 1 Bedroom dwellings – Affordable Rent  
1 x 2 Bedroom Wheelchair Bungalow – Affordable Rent  
1 x 2 Bedroom Lifetime Homes Bungalow – Affordable Rent  
1 x 2 Bedroom dwellings – Affordable Rent

Mrs Thomas asked how many dwellings the SNC site adjacent to Millfields can accommodate and Mr Hook informed her 20-30. The Parish Council would like to see it treated as an exception site as most of the developments under the Joint Core Strategy are 3 to 4 bed houses. Mrs Thomas said she would be prepared to put this forward to SNC in tandem with Saffron Housing, especially now that a need for affordable housing has been established.

AT

Mr Hook proposed, Mr Burley seconded, and it was unanimously agreed that the Clerk should write to SNC to support Saffron and request the SNC site adjacent to Millfields be made an exception site. The Clerk to copy in Mrs Thomas.

IN

**2018/0824 – Environmental Impact Assessment (EIA) Screening Opinion, Spring Farm Spring Lane Hempnall - Screening Opinion for proposed poly tunnels and associated works.**

As previously reported the outcome from SNC was that an EIA was not required. This decision was taken at officer level by Mr Blanaid Skipper.

It was noted that all the following consultees had expressed serious concerns regarding environmental issues that it was felt justified a need for an EIA:

- Public Rights of Way Consultee

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- CPRE
- NCC Lead Local Flood Authority
- NCC Highways
- SNC Landscape Architect
- Hempnall Parish Council
- Various members of the public

It was noted that on 15 May NCC Ecologist had advised a full EIA was not required, however they state any planning application would need to be supported by an ecological assessment of the site that meets the requirements of the National Planning Policy Framework and Local Planning Policy.

Despite all the environmental concerns expressed by all consultees other than from the NCC Ecologist, Mr Blanaid Skipper had ruled a EIA was not required. The Parish Council and members of the public present found this difficult to believe.

Mrs Thomas was not aware of a procedure to reverse the decision of an officer, however she volunteered to find out more detail as to why he came to the decision he did. She will also request that if it comes before planning that the application be brought before the full planning committee and not decided at officer level.

IN/AT

Kevin Waddington stated that the decision was made on 22 May and it was understanding this predated the end of the consultation period and therefore was a further reason for reassessment of the need for an EIA.

Mr Parker proposed, Mr Turner seconded, and it was unanimously agreed that the Clerk should write to SNC again in a stronger way with fuller details of the reasons why an EIA should be required. The main reasons raised by the Parish Council and parishioners present were:

- Poor surface water drainage in this area. The existing properties on Silver Green and Alburgh road already suffer from surface water flooding, drainage ditches overflowing, a high-water table and no mains drainage. It was noted that the site is on an old river bed running south to north and the river had returned in 1999. NCC Flood Risk Officer strongly recommend that any EIA includes comments on several matters relating to flood risk and surface water drainage
- There have been applications in the area that have been turned down due to flooding in the Alburgh Rd and Silver Green area.
- Impact caused by water extraction.
- The original development was erected without planning permission being obtained.
- The proposed development is 5 times larger than the original development. See CPRE comments re scale and impact on the area.
- Increase in noise pollution by workers and music and operational equipment.
- Impact on flora and fauna.
- Impact on public right of way across the site. – See NCC Public Rights of Way Consultee comments.
- What would happen if the company went into insolvency re restitution of the land?
- Increase in light pollution and noise pollution for example, in summer to avoid workers being subjected to hot conditions in the greenhouses, a similar operator in Yorkshire starts employees working at 2 or 3 o'clock in the mornings.
- Visual impact on the landscape from such a large-scale development. – the SNC landscape officer expresses the following concerns:
  - visual impact, especially for highly-sensitive receptors using footpath through the site.
  - impact on existing field boundaries/trees within the site.
- Traffic movements along Alburgh Rd and through the village of Hempnall – NCC Highways list several areas of concern over the volume and routing of traffic.

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- The existing site has started to be accessed from the very narrow single-track roads of Silver Green (not Alburgh Road) resulting parts of trees being ripped off. Such traffic is likely to increase if the development goes ahead.
- Impact on existing field boundaries and fields within the site
- By the admission of the developers, it is unlikely to create local employment
- There is already a substantial amount of litter in the ditches along Spring Lane – the only people that walk there are workers from the strawberry farm, thus litter is likely to increase.
- Size of car park.

IN

Mr Hook encouraged the public to write in too at this stage re the need for a EIS

## **Long Stratton Development**

Long Stratton planning applications 2018/0111 & 2018/0112 - 2018/0111 Norfolk Land Ltd, Land East of The A140 Long Stratton – re outline planning permission for 1662 no. dwelling, employment area, primary school site, community facilities site, associated infrastructure and public open space. Together with application for full permission for a bypass including roundabouts and junctions.

Messrs Hook and Parker attended the SNC briefing session on behalf of the Parish Council and reported the same matters were discussed as had been at the previous meeting. The officers present stressed the need for parish councils to report concerns they might have in respect of this development, a request which they also made at the previous consultation meeting and to which Hempnall Parish Council had already responded. Mr Hook was concerned that in asking again to receive our concerns they appear to have overlooked our original submission and those of other parishes.

It was anticipated it would be the end of 2018 before a decision is made on the planning applications. Norfolk Homes were developing the west side but stated there was not a developer for the east side. The development would take 10 to 15 years to complete.

The B1527 Hempnall roundabout should go ahead as full funding is held.

Mr Hook proposed, Mr Turner seconded, and it was unanimously agreed that the Clerk and Mr Hook should once again write to SNC and the GNDP highlighting the expected increase in “rat run” traffic and request they carry out more traffic assessments ensuring Hempnall roads are thoroughly analysed. The Clerk to also send a copy of the Parish Council’s original response.

IN/DH

## **Greater Norwich Local Plan - additional sites**

Mr Hook explained the background to this. The additional sites added since last considered are:

- a) Alburgh Rd nearly opposite the Three Horseshoes
- b) Field lane on field at the end of the council houses on the western side

There were no house numbers specified for either location, but they are large sites.

In respect of a), parishioners were concerned about the effect on already poor drainage in the area and on the rural nature of the area.

Mr Hook asked for a show of hands from the public to determine if they were opposed to or in favour of any of the sites near Alburgh road being developed. All were opposed to this. He also asked for a show of hands to gauge public reaction in regard to all the other sites in Hempnall that had been submitted for housing allocation as part of the GNLP. The public response was a unanimous rejection of all of these sites.

Mr Parker proposed, Mr Burley seconded, and it was unanimously agreed re sites a) and b) that Mr Hook and the Clerk should write to NCC at the time of consolation in Oct/Nov to recommend that these two sites are not included in the GNLP.

IN/DH

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Mr Delf proposed, Mr Turner seconded, and it was unanimously agreed that Mr Hook and the Clerk should write to NCC at the time of consolation in Oct/Nov to restate the parish council's objections to all the other sites in Hempnall that had been put forward for housing allocation in the GNLP. The objection responses to all sites should include relevant references to parish council policies, other policies (e.g. SNC Development Management Policies) and reference to other actions that the parish council has taken as a member of the CPRE Alliance.

IN/DH

## **Hempnall Planning Policy No 2**

Mr Hook reported that Hempnall Greens does not have a development area but is classified as "Open Countryside" for planning purposes.

After some discussion it was agreed the policy did not need amending.

## **Matters arising from previous Parish Council meetings – completed**

### **Appointment of Chair and other Officers**

The Clerk had updated the website.

### **SNC Planning Policy consultation – Open Space SPD**

The Clerk had written to SNC.

### **GDPR Documents**

The Clerk had published the following documentation on the website:

- Information & Data Protection Policy
- Document Retention and Disposal Policy
- Removable Media Policy

And sent the following to the relevant people:

- Email Contact Privacy Notice
- Hiring Contact Privacy Notice

### **Standing Orders**

The Clerk had updated the website.

### **Bus stop opposite the Three Horse Shoes PH**

NCC have improved this area.

### **Parking on Playing Field**

Mrs Allen had relayed the decision to the village hall committee.

### **Statement of assurance and financial regulations review**

The chairman and responsible financial officer signed the statement of assurance.

### **Internal Audit**

The Clerk thanked Mrs Franks and arranged payment.

### **Approval of Annual Accounts to 31/03/18**

The chairman and responsible financial officer signed the annual accounts.

### **Annual Governance and Accountability Return**

The chairman and responsible financial officer had signed the Annual Governance and Accountability.

### **Notice of expenses**

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

### **Review Complaints Procedure**

The Clerk had updated the website.

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## **Action Plan**

The Clerk had published on the website.

## **Phone box**

Mr Delf had had arranged for the box to be painted and it was completed.

## **Matters arising from previous Parish Council meetings – awaiting others**

### **Nobb's Lane Spur**

Further forms are required to be completed. Mr Hook will co-ordinate.

DH

### **Wildlife survey of the churchyard**

We await the PCC.

DH

### **Local Council Award Scheme**

We await the 2018 audit.

IN

### **Speed limits painted on the road**

NCC have agreed to paint 30mph signs on the road. The Clerk to monitor.

IN

### **MUGA – Sign**

The Clerk still awaits the contractor.

IN

### **Playing Field Oak Tree Plaque**

The Clerk still awaits the contractor.

IN

### **Churchyard Moles**

Mr Whiting was in the process of treating the moles.

IN

### **SAM2 Brackets**

Mr Turner had ordered and awaited delivery of 3 sets.

MT

## **Matters arising from previous Parish Council meetings – for discussion**

### **Road safety matters**

The Clerk had written to NCC Highways

- confirmation that the gateway signs mentioned in their report include the picket fencing either side of the road – they had responded to say that picket fences would not be provided.
- confirmation there will be 3 such gateways/signs, one at each main entrance to the village – there will be.
- Chicanes – they will not put in as it is against their current policy.
- Highway's road surface investigation – we await the outcome.

IN

Vehicle activated signs – The Clerk had investigated costs and circulated papers to councillors prior to the meeting.

Mr Rose proposed, Mr Hook seconded, and it was unanimously agreed that the Clerk should investigate if it was legal to erect webcams along the B1527 for evidence of accidents and speeding vehicles. If so, costs to be investigated.

The general consensus of the meeting was that chicanes would be the most effective way of reducing speed though the village. The Clerk will also follow up with Mrs Thomas regarding chicanes.

IN

### **Parish Partnership 2019-20**

The Clerk had circulated papers to councillors prior to the meeting.

Mr Parker proposed, Mr Burley seconded, and it was unanimously agreed that the Clerk should apply for another SAM2 unit.

IN

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Mr Rose proposed, Mr Delf seconded, and it was unanimously agreed that the Clerk investigate the possibility of having 4” speed reduction platforms at strategic points on the B1527.

IN

## **Appointment of Data Protection Officer (“DPO”)**

There is not a requirement for Parish Councils to appoint a DPO, however the Clerk had confirmed with Norfolk NALC they would provide support for GDPR matters.

## **Play Area Repairs & ROSPA report**

Mr Delf reported there were no high risk matters and the highest medium risk matter related to the overhanging tree branches which had already been cut since the ROSPA inspection.

It was unanimously agreed that Mr Delf would obtain a quote for:

- protective surface around swings and slides
- Swing shackle repair/replacement
- filling gaps in the slide.

RD

## **Playing Field container**

Mr Delf reported the container had been moved.

The Clerk had written to the Football club thanking them for their contribution.

It was unanimously agreed that Mr Delf would obtain a quote to repair he container floor / concrete it.

RD

## **Improvements to Swan Meadow footpath**

The Clerk had written to Mr Allen who had responded to say that his company has no direct objection to the proposals but must insist that:

- NCC highways approve the works
- the path is to be kept open always
- failure to keep the path open will be deemed as the Parish Council’s liability and they will need acknowledgement of this before any works are to commence and assurance that the Parish Council will indemnify us against any claims made because of a failure.

Allen Farms Ltd continue to cut the hedge and trim the path annually as per their obligations and as they have been doing historically but accept that at certain times of the year the vegetation may grow quicker than liked and therefore have no issues with the Parish Council making additional cuts as is seen appropriate. The meeting was made aware that NCC as the Highways Authority is responsible for the maintenance of footpaths but the parish council considers that the two cuts each year for the Swan Meadows footpath are insufficient.

Mr Workman proposed, Mr Hook seconded, and it was unanimously agreed that the Clerk should write to thank Mr Allen and provide the assurances re the path / indemnity. Mr Hook to obtain a quote for the work from Jimmy Dye to prepare the path 1m wide and so that water will drain away more efficiently.

IN

DH

Mr Rose will contact NCC for permission to carry out the work, although it was thought this was not needed.

HR

## **The Greens bus shelter**

Mr Parker will liaise with Tony Medlar this week.

RP

## **Football Club Balls**

Mr Hook reported the contractor will cut the hedges in September (as allowed by the law).

DH

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## **SAM2 Report**

Mr Turner had circulated the reports to councillors since the last main meeting. Alburgh Road to be the next location.

MT

## **Community Speed Watch**

Mr Burley had circulated the May figures prior to the meeting:

Number of volunteers	10
Minutes worked	295
Vehicles captured	49
Letters sent	44

The police have been present in the village because of the information submitted. Mr Burley explained that if more than 11 vehicles are recorded speeding in any 1hr, the police will visit the site and undertake speed checks.

In response to questions raised, Mr Burley agreed to arrange additional speed checks in order to trigger more police visits and to make these additional checks possible he said he would look to appoint some lieutenants so that he does not have to be present at each session.

SB

## **Footpath Maintenance - cutting**

Mr Rose is to contact Jodie at NCC regarding next year's cutting dates.

HR

## **Notice boards**

Mr Cracknell had made good the public noticeboard and had been thanked by the Clerk.

The plastic front of the Parish Council noticeboard remains in need of replacement.

RD

## **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  
NALC Newsletters  
Interim polling districts and polling places review 2018  
Hempnall Housing Needs Survey email  
Police Public Meeting - 11/07/2018  
Broadland & South Norfolk CLP workshops - bookings for next sessions  
Norfolk Minerals and Waste Local Plan Review: Initial Consultation & Statement of Community Involvement consultation  
Greater Norwich Local Plan - additional sites  
Is this a better way of working for a safer Norfolk? We want your views.  
Recreation Open Space Supplementary Planning Document  
Long Stratton planning applications 2018/0111 & 2018/0112 - Parish Council briefing session 26 June 2018  
South Norfolk and Broadland Council collaboration

No further matters were raised from the above.

*Items placed directly onto the Parish notice boards were:*

Relevant notices/agenda  
Poster re South Norfolk on Show

No further matters were raised from the above.

## ***Website***

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



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Added relevant notices/agenda and minutes  
Added various planning application details  
Added various papers to be tabled at meetings  
Added Information & Data Protection Policy  
Added Document Retention and Disposal Policy  
Added Removable Media Policy  
Added Standing Orders  
Added the newsletter.

No further matters were raised from the above.

## **Correspondence from Parishioners**

None.

## **Financial Statements**

### **Movements since last meeting**

The Clerk presented the financial statement attached to these minutes showing the movements from 16/05/2018 to 17/07/2018. The statement was not materially out of line with the annual budget. Mr Workman proposed, Mr Turner, and it was unanimously agreed the statement be accepted.

### **Quarterly Budget Report**

The Clerk presented the quarterly budget report showing the movements for the quarter ended 30 June 2018. Mr Burley proposed, Mr Rose seconded, and it was unanimously agreed that the statement be approved.

### **Clerk's Salary Review / GDPR Pay**

It was unanimously agreed that the Clerk's salary be increased by 2.4% to take effect from 1<sup>st</sup> July 2018 his annual salary review date. IN

In addition, the Clerk should receive a one-off payment of £500 in recognition of the extra hours worked to make the Parish Council GDPR compliant. The Clerk thanked councillors and was very grateful. IN

### **Tennis club sign**

This was carried forward in the absence of Mrs Allen. LA

## **Items for next newsletter**

The Clerk to draft and issue covering the following matters in the next issue:

- Parking near the village sign
- Footpaths – NCC Highways responsibility
- Swan Meadows footpath
- Call for Speedwatch volunteers
- Mill Centre bar – the Parish Council welcomes the arrival of and encourages parishioners to use it. IN

## **Items for next meeting**

- External Audit of accounts to 31/03/16 result
- Dates for next year's meetings IN

## **Date of next meeting**

The next Parish Council planning meeting will take place on 21 August 2018 and the next main meeting on 18 September 2018 both at the Mill Centre at 19:30. IN

There being no further business, the meeting was closed at 10.05pm.

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Signed \_\_\_\_\_ Date 18 September 2018

## FINANCIAL STATEMENT

### Presented to meeting on 17 July 2018

#### Current Account

<b>(Payments)/Receipts since last meeting:</b>		<b>£</b>
05/05/2018	NSIB Interest	4.11
19/05/2018	Tr BPA to C/a	1,200.00
19/05/2018	Norse - Grass cutting	(818.96)
04/06/2018	CGM - grass cutting	(56.68)
05/06/2018	NSIB Interest	4.25
12/06/2018	Eon - Streetlight Electricity	(10.12)
19/06/2018	Westcotec Ltd - brackets for SAM2	(180.00)
19/06/2018	D Hook - expenses print cartridges	(15.67)
19/06/2018	D Hook - expenses stamps / telephone	(38.61)
21/06/2018	CGM - grass cutting	(56.68)
23/06/2018	Tr BPA to C/a	1,000.00
23/06/2018	C Florence - Paint Phone box	(390.00)
26/06/2018	Hempnall Village Hall - PUA hire	(668.00)
30/06/2018	tr bpa to c/a	1,000.00
30/06/2018	ROSPA report	(109.20)
17/07/2018	Information Commissioner	(40.00)
19/07/2018	Luke Parfitt - Transport container	(120.00)
05/07/2018	CGM - grass cutting	(56.68)
11/07/2018	Eon - Streetlight Electricity	(9.80)
30/06/2017	tr bpa to c/a	1,000.00
30/06/2017	Ian Nelson Salary	(841.49)
30/06/2017	Ian Nelson Salary PAYE	(193.42)

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Closing Balance

776.50

**Business Premium Account**

**(Payments)/Receipts since last meeting:**

£

19/05/2018 Tr BPA to C/a

(1,200.00)

04/06/2018 Interest BPA

25.33

23/06/2018 Tr BPA to C/a

(1,000.00)

30/06/2018 tr bpa to c/a

(1,000.00)

30/06/2017 tr bpa to c/a

(1,000.00)

(4,174.67)

Closing Balance

55,537.10

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