

HEMPNALL PARISH COUNCIL

**Minutes of the Parish Council meeting held on Wednesday 18 March 2020 at 7:45pm
at The Nelson Room, Hempnall Village Hall**

Present

Chairman Mr David Hook, Mr Andy Driver, Mr Hamish Rose, Mr Mike Turner and the Clerk Mr Ian Nelson.

Members of the public present

Rev Michael Kingston, Mrs Pauline Brookes, Mrs Charlie Sutton, Mrs Katie Barnes (all left after Coronavirus – Corvid19 matter)

Apologies

Apologies were received from Mr John Kelly, Mr Peter Workman, County Councillor Alison Thomas, District Councillor Michael Edney. Mrs Jestico, Mrs Liz Allen, Mr Richard Delf.

Declarations of Interest

There were none.

Minutes of the previous meeting

Mr Driver proposed, Mr Rose seconded, and it was unanimously agreed the minutes of the meeting on 18 February 2020 be approved.

Public Participation

See Coronavirus – Corvid19 below.

Matters from Parish Meeting

Coronavirus – Corvid19

Community support

In light of Boris Johnson's statement this afternoon, chiefly advising limited social contact and self-isolation for the vulnerable and infected, and with regard to the NALC advice that local councils are ideally placed to assist, Mr Rose suggested that HPC coordinate with The Hempnall Trust, Mrs Sutton, Mrs Barnes and the Church to devise a strategy to assist those in need in the coming weeks/months.

Mr Rose had already liaised with Rev Michael Kingston and John Kelly, both of whom agreed that a coordinated approach is a good idea. This was supported in the meeting by Mrs Sutton, Mrs Barnes.

Whilst many residents will have friends, neighbours and relatives looking after each other, there will be others who do not, and it is these people who may need help.

Likely Actions that would need to be covered in the strategy include:

To identify people in need. This might be done via a flyer posted door to door containing contact details, or from personal knowledge provided by councillors, the Hempnall Trust etc.

To address needs - the most immediate of which would be shopping but could include dog walking or even organising safe social contact.

The recruitment of volunteers from low risk groups to carry out shopping and other activities, using safe processes.

It is not intended to offer medical care - this should be left to the professionals.

HEMPNALL PARISH COUNCIL

There would be many practicalities to sort out but if agreed by HPC a small meeting of the interested parties, The Trust, The Church and HPC, could be convened as soon as possible to resolve them and devise a strategy.

It was noted that Mrs Sutton and Mrs Barnes' group had already set up a Facebook group and carried out a leaflet drop.

The School had offered to provide meals for the elderly/vulnerable at £2.30 per meal during term time. The Hempnall Trust was already providing meals for about 20 people and this can continue if there is a method of delivering the meals.

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed the parish council would provide a fund of up to £1,000 which would not be available to individuals but could be used to facilitate voluntary work in the parish to mitigate the effects of the Coronavirus on vulnerable parishioners. This money could be spent on, for example, communications, such as printing a newsletter, on travel costs to support delivering meals / medicines / shopping etc and if necessary making a contribution towards a foodbank. Mr Rose volunteered to be the parish council representative on any coordinating group set up to deliver the strategy and he would liaise with the Clerk regarding any other type of expenditure which may be needed. Such expenditure should be in accordance with the guidelines outlined above and fall within the ethical and legal constraints under which the parish council operates.

HR/IN

IN/HR

The Clerk is also to supply a spare key for the noticeboard to Mr Rose to facilitate information being posted as necessary.

IN

The Clerk to add to the parish council website information and a link to the relevant site(s).

HR

The coordination group will meet on 19/03/20 at 7pm in the church.

Council meetings and statutory deadlines

The Clerk pointed out that the main effect on parish council business of the Coronavirus was the ability/wisdom of holding public meetings. He had circulated NALC currents advise (last updated 13/03/2020) prior to the meeting. In short, NALC state:

“There are a number of statutory meetings and deadlines that apply to local councils There has been no change to legislation or government guidance to amend these statutory duties. Where the law does not provide for a particular scenario (e.g. the holding of the annual council parish or town meeting outside of the statutory timeframe, if the government advises against meetings being held) we would be guided by the government as to what should happen. We will be engaging with government on this and a range of other issues and will keep you updated on any developments.

After the completion of accounts at the close of the financial year (31 March), they must be certified by the council's responsible financial officer (RFO), considered and approved by full council by no later than 29 June, and published by 30 September. If a planned full council meeting is not able to approve the accounts e.g. the meeting is not quorate due to councillor absence, then an extraordinary council meeting can be called at a later date as long as it is within this timeframe. If councils are concerned about potential delays they may wish to consider approving the AGAR as early as possible, for example, at an April meeting rather than waiting for the May/June meetings.”

Statutory deadlines in the next few months are:

Parish Council annual meeting – any day in May 2020

IN

Approval of annual accounts and AGAR 29 June 2020

IN

Mr Hook reported that SNC has indicated planning applications will still be processed as normal.

HEMPNALL PARISH COUNCIL

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed the Clerk monitor government and NALC advice and that he, liaising with the Chairman call meetings as appropriate in line with NALC/government guidance.

IN

Pavement Damage

Mr Pauline Brooks reported the pavement was damaged on Mill Road opposite Mr Hook's house. It was thought this had been caused by caterpillar tractors mounting the pavement. Mrs Brookes kindly agreed to report the matter to NCC Highways.

PB

Grass Cutting Swan Meadow

Mr Masterson said that the Church & Town Estates Property Charity is considering tenders for grass cutting of the footpaths on Krons Meadows which may include the possibility of cutting the Swan Meadow public footpath. He will let the Clerk know the outcome.

BM/IN

Re-wilding project

It was considered desirable to take part in a re-wilding project and it was noted that the government is proposing to plant 30 million trees. Mr Hook proposed, Mr Rose seconded, and it was unanimously agreed the Clerk should write to landowners in the village to ask if they would be prepared to offer a site for a re-wilding project and at the same time pointing out that the parish council could supply the trees.

IN

Dangerous manhole

Mr Hook reported that Mr Alan Reader's wife had fallen in to a manhole as the cover was off and was very lucky to escape serious injury. This is the second time such an event has occurred at this manhole. The Manhole is situated on the headland of the field that is adjacent to the village allotments and gives access to a drain from Millfields to the stream at the foot of the valley.

Mr Hook proposed, Mr Turner seconded, and it was unanimously agreed that the Clerk should report this matter to AWA (the owners of the manhole) copying in Helen Sibley at SNC and request that the manhole cover be properly secured as soon as possible so that farm machinery cannot dislodge it. The clerk will also notify the farmer (Allen's Farms Ltd) of the incident.

IN

It was noted that it is unclear if the manhole is on land owned by SNC (farmed by the Allen's) or on land owned by the Allen's. It is located approximately halfway along the allotment's southern boundary inside the adjacent field.

County Councillor Update

Mrs Thomas had not submitted a report.

District Councillor Update

Mr Edney had not submitted a report.

Planning Applications

New applications since the last meeting:

2020/0240 - Mr & Mrs M Clinton, 9 Mill Road Hempnall - Demolition of existing conservatory and garage. Erection of single storey extension – Mr Driver proposed, Mr Turner seconded and it was unanimously agreed that the application be approved.

IN

Applications approved since the last meeting:

2020/0088 - Mr Thomas Bradley, 20 Old Market Way Hempnall - Flat roof dormer to rear of dwelling and change of external materials to existing front elevation dormer.

HEMPNALL PARISH COUNCIL

2019/0282 - Mr P Ellis Old Mill Cottage Field Lane Hempnall Subdivision of Garden of Old Mill Cottage Field Lane Hempnall Erection of detached dwelling and garage – revised.

2020/0019 - Mr Paul Ellis , Old Mill Cottage , Field Lane, Hempnall - Non material amendment of 2019/1559 - change to location of ground floor access door on gable end on north elevation and additional roof light on west elevation.

2020/0018 - Ms Sheriden Ellis, Subdivision Of Garden Of Old Mill Cottage Field Lane Hempnall - Reserved matters application following outline permission 2019/0282 for the erection of a detached dwelling and garage to include access, appearance, scale, landscaping and layout.

2020/0033 – Mr Gareth Jeffery, Lime Tree Cottage The Street Hempnall - Replacement of 3 ground floor windows.

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:

There were none.

Millfields Exception Site

Revised Site Layout & Indicative Elevations had been prepared but we await clarification of the materials to be used. Mr Hook will circulate when the query has been resolved.

DH

SNC Village Cluster Services consultation

The Clerk had circulated the information request prior to the meeting which required submission by 3 April 2020. Mr Hook went through the form at the meeting and explained the guidance regarding its completion which he had received from Simon Marjoram of the GNLP team. Mr Marjoram had also stated the form was only guidance for them and that SNC will complete their own investigation into village facilities etc.

Mr Hook proposed, Mr Turner seconded, and it was unanimously agreed Messrs Hook, Driver and Rose meet to complete the form which should harmonise with previous submissions by HPC in regard to the GNLP. In addition, the return would be sent with a copy of the parish council's position statement on sites proposed for inclusion in the GNLP.

A covering letter will also point out:

- 1) That a desire to have some new additional housing does not mean an acceptance of the need for housing sites to be allocated in the GNLP.
- 2) That Hempnall already has the potential to accommodate around 50 new houses under the current plan (JCS) and other arrangements (i.e. the hoped for Affordable Housing scheme near Millfields plus windfalls) and this is considered a suitable level of development for Hempnall.
- 3) That the GNLP team should take into account this existing level of potential new development before allocating new sites in Hempnall because the existing level is considered the right amount for this village and should not be added too.

It was agreed that Messrs Hook, Driver and Rose will to meet at Mr Hook's on Monday 23 March at 11am.

DH/AD/
HR

HEMPNALL PARISH COUNCIL

Matters arising from previous Parish Council meetings – completed

Posts around oak tree on playingfield

These have been erected.

MUGA Retention

The Clerk had informed Mr Hawes of the following issues needing rectification prior to payment of the retention:

- Bracket missing at the tennis club end.
- Red paint flaked off on basketball net.

And they had been attended to and the retention paid.

Playing Field / Village hall rental invoices

The Clerk had issued the invoices.

Budget/Precept 2020/21

The Clerk had informed SNC of the required precept.

HPC Newsletter

The Clerk had drafted and published.

Roger Parker

The Clerk had written to and delivered flowers to Mr Parker's wife Julie. In addition, the donation of £50 had been made to East Anglian Air Ambulance/Prostate cancer research.

VE Day sub-committee formation

The Clerk had sent a copy of the standing orders to Mrs Barnes together with general guidance.

Greater Norwich Local Plan - Regulation 18 Consultation

Messrs Hook, driver and Rose had submitted the response to the consultation.

Footpath maintenance

The bridge had been repaired.

Matters arising from previous Parish Council meetings – awaiting others

Nobbs Lane Spur

Further forms are required to be completed. Mr Hook will co-ordinate. Names of users are being collated.

DH

Road improvements post development of plan app 2019/0864

We await the approval of the application and subsequent development.

IN

Play area equipment

We await Mr Webb's recommendations.

IN

Picket gate – Broaden Lane

The Clerk had applied to the Parish Partnership Scheme for financial support for the Broaden Lane gateway and awaited notification of the outcome.

IN

Play area capital / maintenance reserve.

Awaiting suitable time to confirm amount.

IN

HEMPNALL PARISH COUNCIL

Matters arising from previous Parish Council meetings – for discussion

VE Day Celebrations Sub-committee report

The Clerk had circulated the sub-committee minutes. Unfortunately, due to the Coronavirus government guidance the event has been cancelled. The Clerk had already thanked Mrs Katie Barnes and Mrs Diane Ingram for their tremendous work in organising the event.

Clerk to ask Mrs Barnes and Ingram if there are any expenses which require reimbursing. IN

Dog Bins / posters

The Clerk had spoken to Mrs Jestico to accept the offer of posters, which should be ready by 31 March. IN

The posters to be brought to the attention of residents via the newsletter. IN

Mr Jestico had also agreed to the erection of a dog bin just inside Busseys Loke, with the post in the school grounds. Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed that the effect of the posters would be monitored before considering the erection of another dog bin.

Parish council vacancy

The Clerk had advertised the vacancy and informed SNC. As no requests had been made for an election, the parish councillors could now co-opt a new member.

Councillors to consider suitable candidates for discussion at the next meeting. ALL

The Greens bus shelter repairs

Mr Workman to obtain a quote from a specialist company re the asbestos removal. PW

Bus shelter seat repair

Mr Delf to obtain the necessary wood for the repair and finalise the repair shortly. RD

Play Area Repairs & ROSPA report

Outstanding action points noted were:

- The static goal is leaning
- The fibre glass slide was starting to chip off and needed replacing.
- The youth shelter needs painting.

RD

Playing Field container

Mr Delf to obtain quotes for the repair. RD

Konect 84 Bus

The Clerk had advertised the bus route extension in the HPC Newsletter.

The Clerk had received a response re the statistics on which the cuts were based and passed this on to Mr Driver. Despite further request for information about the statistics, Konect had not provided full detail to make the statistics meaningful. It was felt that no further details would be forthcoming.

The Clerk had emailed Konect comments re the current timings and route.

The Clerk is still to write to Geoff Anderson of the Bus Users UK group to ask for the group to have parish councillor representation. IN

It was noted that central government had promised a cash boost for rural bus services. Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed the Clerk should write to County Councillor Thomas requesting she lobbies on our behalf for funding to improve bus services in Hempnall. IN

HEMPNALL PARISH COUNCIL

Highway Rangers

The Clerk had received the following response from NCC:

“Sorry for the delay in responding to your email, below are updates on the public right of way issues raised in your email of 5 January 2020.

- 1. The Public Footpath sign on Bungay Road just past Alburgh Road (Hempnall Footpath 11) was replaced after 4 years but was put in the wrong place. It needs moving about 30 metres further towards Woodton. The footpath is visible across the field and the sign should be in line with the footpath. NCC Response -This fingerpost appears to be in correct position.*
- 2. The Public Footpath sign on Alburgh Road (Hempnall Footpath 12) is broken (was broken soon after it had been replaced by the County). I’ve propped it up but it needs either refixing or replacing. The grass on the verge leading to the footpath (on County land I think) needs cutting back, as does the hedge (which I spent a couple of hours cutting back earlier this year). NCC Response -Order raised Number 203832.*
- 3. The verge leading to Hempnall Footpath 15 on Silver Green needs to be cut back. NCC Response - No defect found.*
- 4. The wooden footbridge on Footpath 12 where it turns north towards the village is missing. It needs replacing as the footpath is currently impassable. NCC Response - Order raised currently chasing completion date.” – Now completed.*

Moles

The Clerk had established the cost to have a full gas treatment would be up to £500 for two hits of 5 canisters, 3 to 5 days apart. This would be best done towards the end of May once the young had been born and found their territory.

Mr Turner proposed, Mr Hook seconded and it was unanimously agreed that the Clerk should engage Mr Whiting to undertake the work a couple of weeks before the start of the next football season.

IN

Footpath maintenance / Green Lane

Mr Hook to liaise with the landowner.

DH

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

Invitation: Parish Paths Seminar (south)

Emergency closure of Church Road in the Parish of Topcroft

Greater Norwich Local Plan (GNLP) - South Norfolk Town & Parish Councils Briefing

Norwich Western Link update

Extending the consultation period for our electoral review of Norfolk County Council

Climate Change Meetings in Hempnall church

Diss Police Station drop in sessions

Coronavirus (COVID-19) Briefing for Parish Councils

Norwich Western Link Local Access Consultation

Norwich Western Link Local Access Consultation postponement

No further matters were raised from the above.

HEMPNALL PARISH COUNCIL

Items placed directly onto the Parish notice boards were:

Relevant notices/agenda
GNLP Poster
Police Poster

No further matters were raised from the above.

Website

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

Added relevant notices/agenda and minutes
Added various planning application details
Added various papers to be tabled at meetings
Updated Village Hall booking clerk details

No further matters were raised from the above.

Correspondence from Parishioners

Football Club

Trevor Shurmer had written to ask if the parish council could relieve the Football Club of the quarter's rent charge (£357) as the club will have no income for the next few weeks, possibly months due to Coronavirus restrictions.

Mr Hook proposed, Mr Turner seconded, and it was unanimously agreed that the Clerk request that the Village hall do likewise so the benefit could be passed on the Football Club.

IN

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 8 January to 18 March 2020. The statement was not materially out of line with the annual budget. Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed the statement be accepted.

Norse Grass Cutting

The Clerk reported that Norse was closing its depots locally and thus were unable to continue with the grass cutting contract.

Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed the Clerk should request tenders for the contract for 1 year (so as to test the new contractor's service) with a view to it being extended to a 5 year contract. As the grass will need cutting and there is uncertainty as to whether the council will be able to meet to pass resolutions, the Clerk is to accept the lowest tender.

IN

Business rates for Parish Council

The Clerk had received SNC rate demands totally £2753.53 re the MUGA and subsequently successfully applied and obtained small business rates relief. The rateable value of the MUGA is £2,250. If the parish council's rateable value exceeds £12,000 it would no longer be eligible for small business rate relief, so this should be considered for any future development.

SAM2 Report including potential swap

Mr Turner had circulated the reports to councillors since the last main meeting.

The program options available for display on the new Sam 2 are limited. If vehicles travel between 25 – 30mph the smiley face is displayed. Above 30mph the sad face should be shown but we are not allowed to use this facility because it contravenes advice given by NCC Highways. Therefore the new SAM 2 is considered less effective than the older

HEMPNALL PARISH COUNCIL

SAM2. Mr Turner had agreed with Westcotec that they would swap the new unit for a model akin to our existing SAM2 unit.

Mr Driver proposed, Mr Rose seconded, and it was unanimously agreed Mr Turner should swap the most recently acquired SAM 2 for a model akin to our original SAM2 unit. This would be done free of charge.

MT

The Hempnall Trust

Mrs Christine Barnes' term of office as representative of the parish council on the Hempnall Trust expired at the end of February. At the Trust's February meeting she was voted back in again and therefore her term of office will now expire Feb 2024.

Mark Williams has shown an interest in becoming a Trustee as a 3rd representative of the parish council alongside Christine Barnes and Peter Workman. His term of office will expire in April 2024 assuming his appointment is acceptable to the parish council. Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that Mr Williams represent the parish council. The Clerk to inform the Trust secretary.

IN

Village Sign

Mr Hook reported that the village sign was in need of repair. The Clerk to contact Mr John Ellis to determine if he would be prepared to renovate it as he did it last time.

IN

Parking at the Surgery

Mr Driver proposed, Mr Hook seconded, and it was unanimously agreed the Clerk should ask the surgery to put up notice requesting users to park safely. It was also noted that parking on pavements would soon become illegal.

IN

Items for next newsletter

The Clerk to draft and publish.

- Green Lane working group
- Coronavirus community action group.

IN

Items for next main meeting

- No new items

IN

Date of next meeting

The next Parish Council planning meeting will take place on 21 April 2020 at the Mill Centre at 19:00 and the next main meeting on 19 May 2020 at the Mill Centre at 19:00.

IN

THIS MAY CHANGE AS A RESULT OF CORONAVIRUS RESTRICTIONS

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

Signed _____ Date 21 April 2020

HEMPNALL PARISH COUNCIL

FINANCIAL STATEMENT

Presented to meeting on 18 March 2020

Current Account

(Payments)/Receipts since last meeting:	£
08/01/2020 tr bpa to c/a	5,000.00
08/01/2020 CGM - Grass cutting	(56.68)
11/01/2020 Eon - Streetlight Electricity	(12.51)
12/01/2020 D Hook - Admin Expenses	(34.04)
21/01/2020 Hempnall Village Hall - rent (1/2 yr to 30/06/20)	(710.00)
25/01/2020 tr bpa to c/a	1,000.00
04/02/2020 CGM - Grass cutting	(56.68)
27/03/2020 NPFA	(25.00)
05/02/2020 Norse Eastern - Newsletter	(48.00)
11/02/2020 Eon - Streetlight Electricity	(12.51)
06/03/2020 CGM - Grass cutting	(56.68)
03/03/2020 D Jackson - tree guard	(115.00)
03/03/2020 Westcotec Ltd - Download	(300.00)
02/03/2020 Hempnall Football Club rent to 31/03/20	350.00
05/02/2020 NSB Interest	4.88
03/03/2020 tr bpa to c/a	1,000.00
11/03/2020 Eon - Streetlight Electricity	(11.70)
15/03/2020 CGM - Grass cutting	(56.68)
13/03/2020 Donation EAAA + Pancreatic Cancer	(50.00)
15/03/2020 M Turner - travel re SAM smiley	(24.30)
	<u>5785.10</u>
Closing Balance	<u>1,232.03</u>

Business Premium Account

(Payments)/Receipts since last meeting:	£
08/01/2020 tr bpa to c/a	(5,000.00)
25/01/2020 tr bpa to c/a	(1,000.00)
03/03/2020 tr bpa to c/a	(1,000.00)
	<u>(7,000.00)</u>
Closing Balance	<u>57,217.67</u>