

HEMPNALL PARISH COUNCIL

**Minutes of the Parish Council meeting held on Tuesday 16 June 2020 at 7:00pm
virtually via Zoom**

Present

Chairman Mr David Hook, Vice Chair Mr Richard Delf, Mrs Liz Allen, Mrs Joan Cann (from The Greens bus shelter repairs item), Mr Andy Driver, Mr Mike Turner, Mr Peter Workman and the Clerk Mr Ian Nelson.

Members of the public present

There were none.

Apologies

Apologies were received County Councillor Alison Thomas and District Councillor Michael Edney and Hamish Rose.

Welcome to new councillor

Councillors welcomed Mrs Cann to her first meeting and looked forward to working with her.

Declarations of Interest

Mrs Allen declared an interest in planning application 2019/0864.

Minutes of the previous meeting

Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed the minutes of the meeting on 19 May 2020 be approved.

Public Participation

There was none.

Planning Applications

New applications since the last meeting:

There were none.

Applications approved since the last meeting:

2019/0864 - Mr Julian Wells, Land South off Bungay Road Hempnall - Proposed erection of 23 dwellings with associated landscaping, drainage and highways works.

It was noted that traffic calming measures had been incorporated in the plans.

Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed Mr Driver would prepare a letter to be sent to our county and district councillors regarding the failure to insist on the highest environmental design standards in the planning permission thereby disregarding comments made by the parish council in its response to the application.

AD

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Applications withdrawn since the last meeting: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.

Matters arising from previous Parish Council meetings – for discussion

Grass Cutting

Mr Rose had contacted PROW to determine when the footpaths would be cut by NCC and had been informed they had changed contractor and were still agreeing a schedule. Mr Rose to follow up. It was agreed to re-agenda for 21 July to consider potential parish

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council funded cuts. HR
It was noted that the village hall overflow car park grass was very long and cutting was the responsibility of the village hall committee. A Fence panel had also fallen down. Mr Hook proposed, Mr Turner seconded, and it was unanimously agreed the village hall reps would raise the issues with the committee. LA/PW

It was also agreed to write to NCC Highways regarding the lack of a footpath sign at the Silver Green end of footpath number 15. IN

Fly tipping/stream contamination

Mrs Lesley Oldfield had previously reported apparent fly tipping on land adjacent to the river south of Fairsted Lane and was concerned about it contaminating the river. Mr Delf had liaised with the previous occupant to determine who owned / occupied the land and although discovering the owner was called Arthur who lived in Norwich, he had not been able to establish exact contact details.

Mr Workman volunteered to visit the site and take photographs of the apparent tipping and assess the situation, if appropriate he would liaise with the Clerk with a view to putting a notice on the gates to the property asking the owner/occupier to contact the Clerk. PW
IN

The Greens bus shelter repairs

Mr Workman had obtained 2 quotes for the asbestos removal. Mr Workman proposed, Mrs Allen seconded, and it was unanimously agreed to accept the quote from AC Environmental Services. Mr Delf to let them know and the Clerk to confirm the order. RD/IN

The Clerk to liaise with the builder, Mr D Lincoln, to replace roof. IN

Village Sign

Mr Delf proposed, Mr Turner seconded, and it was unanimously Mr Ashford's quote for the work be accepted. The Clerk to place the order. IN

Correspondence

Doctors' surgery

Mr Driver said there was uncertainty as to when the surgery would reopen. Mr Driver proposed, Mr Hook seconded, and it was unanimously agreed the Clerk should write to the surgery to ask when it would reopen. IN

Finance

Internal Audit

The Clerk reported that the internal audit for the year ended 31st March 2020 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 31/03/20

The Clerk had distributed the accounts for the year to 31/03/20 to all Councillors with explanatory commentary. Mr Delf proposed, Mrs Allen 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

Annual Governance and Accountability Return

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted notifying the external auditor.

By signing the Certificate of Exemption, we are confirming that:

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- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 (“the Act”), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

Mr Driver proposed, Mrs Allen seconded, and it was unanimously agreed that we could confirm that the above statements apply and that the parish council neither received gross income, nor incurred gross expenditure, exceeding £25,000 so the Certificate of Exemption can be signed, and a copy submitted to the external auditor. The Certificate to be signed by the chairman and responsible financial officer.

DH/IN

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website before 1 July 2020. The Clerk to comply.

IN

Submission of documents

Mr Workman proposed, Mrs Cann 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

Motorbikes on footpaths

The matter had been reported to police (Crime No 36/35638/20) and one of the riders had been spoken to by Mr Allen. It was noted that owners of the land either side of bridleways could use motorised vehicles on a bridleway however, no other motorised vehicles were allowed. Bridleways can be used by walkers, cyclists and horse riders.

All councillors to continue to monitor.

All

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the Clerk should report any recurrence to the police safer neighbourhood team.

IN

Cats Eyes on B1527

Mrs Allen reported that residents on the bends had complained about the noise made by traffic travelling over newly fitted cats’ eyes. This type of cat’s eye has a metal edge which stands proud of the road surface. The butcher’s wife had tripped over whilst crossing the road having caught her foot on a cat’s eye. It was also noted they could be a danger in the wet to motorcyclists. Mr Hook proposed, Mr Delf seconded, and it was unanimously agreed the Clerk should write to NCC Highways to thank them for the road safety measures taken to date and report that they were working well. Also draw their attention to the cats’ eye issues above and ask if there are particular reasons for new kind of cats’ eye and enquire if it was possible to have them replaced with the original type.

IN

Tree branch in play area / Littering

Messrs Workman and Delf were thanked for clearing away the fallen branch. It was thought it had been brought down by vandalism.

It was noted there was a littering and broken glass issue around the youth shelter and at Swan Meadow seat. Some culprits who had been witnessed smashing a bottle had been

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approached and responded with abuse. It was agreed the Clerk should report the individuals to the police if names / car registrations could be obtained. All councillors to monitor and report any such matters to the Clerk.

IN/ALL

Website accessibility requirements

The Clerk reported there were new requirements which he would review and present a recommendation to the next meeting.

IN

Items for next newsletter

The Clerk to draft and published when appropriate.

- Green Lane working group
- Community Action group thanks
- VE Day not happening
- Motorbikes
- Trim hedges over pavement (if interfering with progress)
- Joan Cann's appointment as councillor

IN

Items for next main meeting

- Clerk's salary review

IN

Date of next meeting

The next Parish Council meeting will take place on 21 July 2020 virtually or at the Mill Centre or village hall at 19:00.

IN

The Clerk to ask the village hall booking clerk to let him know when the hall reopens.

IN

There being no further business, the meeting was closed at 20:35

Signed _____ Date 21 July 2020