

HEMPNALL PARISH COUNCIL

**Minutes of the Parish Council meeting held on Tuesday 16 March 2021 at 7:45pm
virtually via Zoom**

Present

Chairman Mr David Hook, Vice Chair Mr Richard Delf, Mrs Liz Allen, Mrs Joan Cann, Mr Andy Driver, Mr Hamish Rose, Mr Mike Turner, Mr Peter Workman and the Clerk Mr Ian Nelson.

Members of the public present

Mr Barrie Masterson.

Apologies

Apologies were received from District Councillor Mr M Edney and County Councillor Mrs Alison Thomas.

Declarations of Interest

Mrs Allen declared an interest in the football club net, GNLP and Millfields matters.

Minutes of the previous meeting

Mrs Allen proposed, Mr Driver seconded, and it was unanimously agreed the minutes of the meeting on 16 February 2021 be approved.

Public Participation

There was none.

County Councillor Update

The report was given in the preceding parish meeting.

District Councillor Update

The report was given in the preceding parish meeting.

Matters from Parish Meeting

Figure posts

Mr Rose volunteered to carry out an audit to determine how many and where extra posts are needed. The audit also to consider extra information signs, such as "Footpath Only", "Bridleway". See also Footpath Cutting Schedule below.

HR

Parish Partnership 2020/21

Mrs Thomas had been informed Hempnall parish council had been successful in its bid for funding for the bus shelter roof and repairs to footpath bridges. However the Clerk will await official confirmation.

IN

Cats Eyes

Mrs Allen raised the matter of the "noisy" cats' eyes and the Clerk explained the background to the meeting. Mrs Thomas offered to raise the matter with NCC Highways officers if the Clerk forwarded previous emails to her.

IN/AT

The Hempnall Trust (Mill Centre)

Concern was expressed about the excess of expenditure over income reported in the parish meeting, however full accounts were not available to inspect, so no conclusion could be drawn.

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Planning Applications

New applications since the last meeting:

2021/0354 - Mr and Mrs Bates, 31 Coronation Crescent Hempnall - Proposed single storey rear extension and internal alterations – Mr Driver proposed, Mr Hook seconded, and it was unanimously agreed that the application be approved.

IN

2021/0349 - Mr Joss Rodger, Lundy Green Farm, Lundy Green, Hempnall - Erection of 10,000L water storage water tank, rainwater harvester and piping. To lay 600m² of concrete to existing non permeable farmyard – Prior approval not required.

2021/0515 - Mr Sam Drummond, Poultry Farm, Road Green, Hempnall - Demolition of 8 No. existing poultry sheds and erection of 6 No. replacement poultry sheds, together with control rooms, feed bins, concrete apron, dirty water tanks and drainage attenuation pond.

As this application had only arrived today and was complex, more time is needed to consider it. In order to do so, the Clerk to arrange another parish council planning meeting for 7pm 30 March.

IN

Sometimes the link on the parish council website to applications does not seem to work, despite on other occasions it works for the same application. The Clerk volunteered to add the “Simple Search” link to his standard notification email.

IN

Applications approved since the last meeting:

2021/0060 - Doctor Rosie Smith, Veterinary Surgery, Broaden Lane, Hempnall - Change of use of integrated garage to veterinary consultation room. Erection of open porch, including external alterations – Mr Driver proposed, Mrs Allen seconded, and it was unanimously agreed that the application be approved.

2021/0141 - Ms Sheriden Ellis, Subdivision of Garden of Old Mill Cottage Field Lane Hempnall - Variation of condition 2 of planning permission 2020/0018 - Change the design and layout of the proposal.

Applications refused since the last meeting:

There were none.

Applications outside the parish boundary since the last meeting:

2021/0463 Mr Richard Harper Willow Lodge, Hempnall Road, Morningthorpe, Norfolk, NR15 2LL, Erection of replacement dwelling incorporating elements of existing dwelling and formation of new access – Mr Hook proposed, Mr Workman seconded and it was unanimously agreed that the application be approved but reference be made specifically to the ELZ policy.

IN

Greater Norwich Local Plan Regulation 19 Publication

Mr Hook had drafted a comprehensive response and the Clerk had sent it to NCC.

Proposed 20mph Hempnall; Various Roads – TRO

The Clerk had circulated the map displaying the proposals prior to the meeting. Mr Driver had noted that the 20mph zone was shown as starting at Busseys Loke rather than where it was originally planned for i.e. the northern side of the school drive. The Clerk had fed this discrepancy back to NCC prior to the meeting and they agreed their map was incorrect and stated that they had amended it to show the position of the 20 mph limits as originally agreed.

IN

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed the Clerk should respond to NCC by the deadline of 19 March to accept the revised proposal.

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Long Stratton Bypass - Public Rights of Way Consultation - Footpath No26

There was a proposed alteration to footpaths as a result of the route of the proposed bypass. Three footpaths are being rerouted to a roundabout at the southern end of the bypass to make use of splitter islands so only one carriageway needs to be crossed by pedestrians at a time. Mr Driver proposed, Mr Delf seconded, and it was unanimously agreed the Clerk should respond to suggest that ideally a footbridge should be considered to serve all three paths.

IN

Millfields Exception Site

We await progress. The Clerk has chased Mr Watts again (and his colleague Faith Davies) on 2 March. Faith responded as follows:” Sam is no longer working for Saffron, but I have picked up this email from his inbox. I have copied in Richard [Browse], who will be taking up the project management for this scheme going forward. We are still waiting on a decision from the landowner’s agent on our offer: have spoken to them today, and I have asked them to respond promptly so that we can provide an update to you in time for your meeting on the 16th March.”

Unfortunately, no update has been received before the meeting so the Clerk will chase and offer to meet Richard.

IN

Matters arising from previous Parish Council meetings – completed

The Deals

Mr Hook and the Clerk had written to SNC to point out the 5-year land supply matter.

Vehicle activated sign / Slow markings on B1527

The Clerk had advised the developers of councillors’ preference for a main’s powered sign.

Website accessibility requirements

Broadland Digital had now made our website compliant and he had received training on the new site protocols and how to alter / maintain the new site.

The Clerk had also transferred the site to be hosted by Broadland Digital.

Roadside verge cutting

Mr Rose had composed a letter and the Clerk had sent it to Martin Wilby, Catherine Due / Ed Stocker and NCC road safety advisor, Andy Micklethwaite.

Green Lane

The Clerk had written to Mr Danny Scott informing him of the decision.

Vandalism – Eggs

The Clerk to pass on the information to the victim.

The stile off Mill Road across the water meadows and bridge

Mr Rose had lowered the stile.

Country Stewardship Scheme

Messrs Hook & Rose drafted a letter making constructive comment on the mid-tier scheme and suggested alteration to the current / next scheme. The Clerk sent to the Rural Payments Agency (Country Stewardship Team) and a copy to Mr Peter Rogers.

Clip Bush Footbridge

Mr Delf reported to the Clerk that Mr Peter Rogers agreed to reinstate the bridge over footpath 6 which was washed away.

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Town Estate and Property Charity Land

Mr Workman had informed the trustees that the map accompanying the D2046 was in need of amendment. Although the Property Charity does not own the Mill it had included the Land of the Mill in its application, The Clerk warned this may not be effective to protect the Mill's land and may invalidate the D2046 of the property charity, so advised the trustees may wish to check these points.

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 developer and NCC. See 20mph proposal above.

IN

Play area equipment

We await Mr Webb's recommendations, Mr Delf is liaising with a view to progress post lockdown.

RD

Play area capital / maintenance reserve.

Awaiting suitable time to confirm amount.

IN

Picket gate – Broaden Lane

We await NCC Highways to erect the gateway on the left as you enter the village at the 30mph limit. Order placed 05/12/2020.

IN

Footpath 18 Bridge

We await NCC to repair the bridge. Informed 08/09/2020. The Clerk chased Frances Salway, the Countryside Access Officer (PROW) for South Norfolk again on 2 March and 16 March. A response on 16 March was as follows: *"I am unable to give you a timescale for the repair to the bridge on Hempnall FP18 at the moment. This may have to wait until after harvest this year to be able to access the site with a vehicle."*

IN

Permissive path

Mrs Oldfield reported on 22 February that she had contacted NCC who had responded as follows:

"There are limitations to how public rights of way can be added to the definitive map. Firstly, an application can be made to modify the definitive map by adding a route that already exists on the ground through section 53 of the Wildlife and Countryside Act. Evidence is needed to support such applications, and this can be in the form of historic evidence (which I do not believe would apply in this case) or user evidence. User evidence would need to be collected from individuals (ideally 12 or more) who have used the route collectively over a period of 20 years without force, secrecy or permission.

A second method of adding a public right of way to the definitive map is for NCC to enter into an agreement with the landowner for them to dedicate a way as public highway. This can be done through section 25 of the Highways Act. NCC would not pursue any proposal with landowners, but if the owners are positive then we are happy for the parish council to put them in contact with us so we could discuss the matter further.

NCC no longer has a policy of involving itself in permissive paths and it is now purely the landowner's discretion as to whether they would open up their land for public use. Again, if a path is desired by the local community it may be best if the parish council were to take steps to speak to the landowner/s about opening a route up for use on a permissive basis. Permissive paths are not added to the definitive map as the landowner can withdraw their permission at any time."

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It was agreed the Clerk should write to Fritton & Morningthorpe parish council again to seek their support in establishing a permissive footpath. The Clerk to also inform Mrs Oldfield of the action being taken. IN
IN

2021 meetings

It was noted the Mill Centre intended to open from 21 June. The Clerk pointed out as the law stood the parish council would not be able to meet via Zoom after 5th May although NALC were lobbying government to extend the permission to do so. It was agreed the Clerk should provisionally book the largest room possible either at the village hall or Mill Centre for the May meeting in case it was not possible to meet via Zoom. IN

Footpath cutting schedule

The Clerk had chased Frances Salway, the Countryside Access Officer (PROW) for South Norfolk again on 2 & 16 March. A response was received today as follows: *“An approximate guide for the commencement of the cutting contract is mid-May to early June, but we judge how quickly vegetation is growing through early May before we decide. The section of paths included in the cutting contract for Hempnall are FPs 5, 7, 8, 9, 12, 16, 18, 20, 22, 28, 29, 31 & 35, and BR30. I can confirm that paths 5, 16, 31 & 30 are scheduled for one cut per annum and the remainder of the paths I advised you of earlier are scheduled for two cuts per annum. As discussed, the timing of the cuts is very much dependant on the weather and subsequent vegetation growth. I will endeavour to advise you of timescales when provided by the contractor.”*

Mr Rose will consider which paths may need an extra cut as part of his overall audit (see matters arising from Parish Meeting above) HR

Parish Partnership 2020/21

We await a response in March 2021. IN

Roberts Close / The Street footpath safety

The Clerk had written to highways on 5 January 2021 outlining the safety issues and possible solutions and awaits a response. IN

Parish Partnership 2021/22 - Bungay Rd pinch point

The Clerk had liaised with NCC on 3 January 2021 to obtain sufficient details to allow councillors to agree a proposal to be put forward to the Parish Partnership Scheme. Response is awaited. The Clerk chased 2 March 2021. IN

The Deals TPOs

We await SNC. It was noted SNC had granted the applicant until 26 April to submit revised plans. DH/IN

B1527 HGV priority route

Mrs Thomas asked Gary Overland when the B1527 was designated a priority HGV route. The status is unlikely to change without a county wide review. The Clerk had chased on 14 January and 3 February and Mrs Thomas responded on 4 February to say that she awaited a response from Highways, however they were very busy post end December flood issues. IN

Play Area Repairs & ROSPA report

The following work requirements are outstanding:

- The fibre glass slide was starting to chip off and needed replacing.
- A bolt at the bottom of the slide needs replacing.
- The rocking horse may need replacing
- The bark supplier has promised to be in touch as soon as supplies of bark are available.

Carried forward due to lockdown and to be considered in the light of any potential development of the facilities. RD

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Dog bin location Field Lane

The landowner, Mr Peter Rogers had agreed to place the dog bin on his land. The Clerk had informed Mrs Ireson and Mr Paul Scott of progress and received a thankyou email from them. The Clerk had purchased the bin which was delivered today and had liaised with Mr Delf regarding erection. The Clerk will arrange for bin emptying via SNC as soon as it is erected.

RD
~~RD~~
IN

Alburgh Rd repairs

Mr Turner had reported the poor state of the road at the Alburgh Rd / B1527 junction and Villa farm entrance. The Clerk had informed NCC Highways and we await NCC to repair.

IN

Matters arising from previous Parish Council meetings – for discussion

Fly tipping/stream contamination

Feedback from Lois Peters, Environment Officer, Norwich Waste Team (East Anglia Area) of the Environment Agency has now been received as follows:

“I have visited the site with the owner in September and made it clear that the only material that could be burned on site was green waste originating from the site. I do have the owner’s details if there are any significant issues of waste burning on site.

I did also raise the issue of the waste that was on site, much of it was inert (rubble, scrap metal etc.) which was well weathered. I have made it clear the site must be secured, no waste must be brought onto site and advised that any green waste burned should be dry, burnt in small amounts and account taken of wind-direction.

I am not aware of any recent issues with the site and would be grateful if you would let me know if you have heard of any issues regarding inappropriate use of the site since my visit. “

The Clerk had reported the above to the parishioner who raised the matter and circulated it to councillors.

Football Club ball control net

Mr Workman fed back his discussions with Mr Shurmer. He stated the Football Club can’t afford removeable nylon nets mounted on purpose built 3 x 6m posts which would cost c£1,530. They could afford nets at c£250 to hang on scaffolding posts if the posts are supplied by the developer. Information was not available to the meeting as to the exact specifications to be considered. Mr Workman was thanked for what he had done and will ask Mr Shurmer to provide the exact specifications / plans and pictures relating to each option so that it can be decided upon at the parish council meeting on 30 March.

PW

Repair of footpath 8 (opposite Cunningham’s) bridge

Messrs Rose, Delf and Workman had assessed the site and fixed the bridge. They recommended that longer planks be used when replacement was required and that the other bridge in the area be replaced. The Clerk had informed Mr Dye and asked for a quote for the new work.

IN

Speedwatch

Councillors to urgently consider a suitable person to take over as coordinator. The Clerk had advertised in the newsletter but not received a response as yet.

ALL/IN

SAM2 Report

Mr Turner had circulated reports between meetings. There had been an increase in 85th percentile at both the Fritton crossroads and Broaden Lane. The Clerk to report to the police.

IN

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Flooding

The Clerk had informed Michael Edney of the properties flooded in the village. Mr Hook, Mrs Allen and the Clerk had encouraged the owners to report the issues via the official website so that the Environment Agency/Norfolk County Council can investigate solutions and informed them of potential financial resources available to help them.

The Clerk had invited the Environment Agency/Norfolk County Council for a site meeting to show them the issues and discuss possible solutions.

IN

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

Greater Norwich Local Plan Regulation 19 Publication

Temporary closure of Church Road in the Parish of Woodton - UKPN connection (my ref STRO4522)

Emergency closure of Norwich Road in the Parish of Shotesham - Anglian Water burst water

Proposed 20mph Hempnall; Various Roads – TRO

Norwich Western Link project update

Police Public Meeting

Planning Enforcement Training, 17 March 2021

Emergency road closure in the Parish of Woodton - AW burst water main repairs

Long Stratton Bypass - Public Rights of Way Consultation - Footpath No26

Emergency road closure in the Parish of Topcroft - burst water main

Temporary closure of Bungay Road in the Parish of Hempnall - s278 works (my ref STRO4722)

Circulated since the issue of the correspondence list to councillors:

D21 07 - Site Street Farm, Fritton, NR15 2QU, Beeches Farm, Church Farm, Lundy Green Farm, Clip Bush Farm, Grove Farm, Firs Farm - Parish Fritton, Hempnall, Morningthorpe

No further matters were raised from the above.

Items placed directly onto the Parish notice boards were:

Relevant notices/agenda

No further matters were raised from the above.

Website

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

The whole website has been transferred to the new host and updated to comply with current accessibility and security legislation.

Added relevant notices/agenda and minutes

Added various planning application details

Added various papers to be tabled at meetings

No further matters were raised from the above.

Country Broadband

The Clerk had received and circulated a letter from the above today. The company installs fibre cable from Openreach's "green boxes" to individual homes facilitating broadband speeds of up to 1,000mbs. They wished to make a presentation to the council. The Clerk will find out more detail.

IN

Mr Driver volunteered to research alternative suppliers to compare them too and make contact with a parish who had already had such work undertaken.

AD

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Correspondence from Parishioners

Amenities areas in Hempnall

Mrs Tracy Simpson emailed to ask about development of the play area and enquired about council land being used for wildlife areas. The Clerk had responded and circulated the emails to councillors prior to the meeting.

She had replied grateful for the helpful reply and looked forward to developments. She also volunteered help with any ecological improvements if the opportunity arose.

Play area

Mr Alasdair Birrell wrote to ask “*if the parish council inspect the condition of the play area periodically? Are safety inspections of the equipment carried out? The vandalism is unfortunate but sadly it made little difference to the overall aesthetics and condition of the play area, which is a state of disrepair. Are there any plans to update, or make safe, the equipment at the play area?*”

The Clerk had responded to say “*The play area is inspected periodically by councillors and by ROPSA annually. Since Covid, it is also cleaned / inspected daily by a contractor. Councillors started a review of the existing and potential equipment some time ago with the aid of a parishioner interest party and we await the outcome of this which is expected shortly. Funds are also being earmarked from existing resources and Community Infrastructure Levy to help update and improve the area as a whole. If you would like to be more involved in this process, please let me know.*”

It was agreed as Covid was coming to an end Mr Delf could obtain quotes for the replacement of the fibre glass slide until, the springy horse and associated rubber matting. Other repairs would be carried out post Covid.

RD

Tennis club fence

It was noted that the tennis club would be replacing the fencing around the courts this year.

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 15 January to 11 March 2021. The statement was not materially out of line with the annual budget. Mrs Allen proposed, Mr Delf seconded, and it was unanimously agreed the statement be accepted.

Community Infrastructure Levy

The Clerk had made enquiries with Anita Barny the CIL officer at SNC to determine how much the parish might receive as a result of the Bungay Road development. The parish council will receive 15% of the payments made by the developer which should result in the following:

April 2021	c£6,835
April 2022	c£21,870
October 2022	c£900
Total	c£29,605

The Clerk pointed out that these funds must be used to fund projects that “support the development” of the parish council’s area. This might include funding affordable housing, play space, open space, the provision of allotments and other community buildings, and other facilities. A parish council must spend the levy within five years of receipt, or it may have to repay it to the charging authority.

Considerations will be given to how best to spend this for the community.

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Deposit accounts

The Clerk had researched deposit accounts as the NS Bonds were now only paying 0.01% interest. There were very few alternatives. NALC had responded and made one suggestion, however that account involved too much risk. The parish council Barclays savings account was also paying 0.01%. It was agreed not to invest in accounts other than simple bank deposits. The Clerk also warned that we were approaching the £85k bank guarantee limit with Barclays so may need to open an account with another bank unless funds were spent. The Clerk to monitor

IN

Damage caused by horses using footpath 12 (Lower Lane)

Mrs Allen had reported horses where regularly using the footpath between the end of the bridal way and the B1527 making the path very muddy.

It was clarified that the footpath ran from B1527 to the junction of the path leading right to Field Lane. From that point to Lundy Green was bridleway.

Mr Rose volunteered to research suitable signs and the Clerk will contact NCC Highways for advice re erection and supply thereof. The intention being to ensure users of the path were fully aware of which sections should not be used by horses.

HR/IN

Vandalism on play area

White paint had been spread over much of the play equipment on 25 February and coloured paint on the MUGA surface and a tree on 28 February. The Clerk had taken photos and retrieved evidence for DNA from the scene and reported both incidents to the police. The police had caught the culprits and after discussion with the Chairman, the Clerk had agreed with the police to apply restorative justice. The culprits will be accompanied by the police to meet the Clerk and Mrs Allen and Mr Delf on Saturday to try and clean the paint off. The Clerk to inform councillors of final arrangements as soon as known.

LA/RD
IN

The Clerk to also research the insurance position and cost to remove the paint. The police have told the culprits there may be costs to pay.

IN

Items for next newsletter

The Clerk had contacted the Hempnall group secretary again re the distribution list but to no avail. He had also placed an article in the church newsletter encouraging people to sign up for the parish council newsletter. This had resulted in 10 extra people subscribing giving a total distribution list of 57 including councillors. The Clerk has asked the advert in the parish newsletter to be run again this month. The newsletter is also placed on the parish council notice board.

Concern was expressed that non-computer users were denied access and it is hoped that normal hard copy distributions will recommence post Covid.

The Clerk to draft and published when appropriate articles on the following:

- Polite parking

IN

Items for next main meeting

- Appointment of Chair and other Officers
- Internal Audit
- Annual Accounts to 31/03/21
- Notice of expenses
- Insurance renewal
- Review of Policies and Procedures
- Standing Orders Review
- Risk Assessment Review
- Declaration of Interests Review
- Action Plan
- Information Audit

IN

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Date of next meeting

The next Parish Council planning meeting will take place on 30 March and another on 20 April virtually at 7.00pm and the next main meeting on 18 May virtually or at the Mill Centre/Village Hall at 7:00pm.

IN

There being no further business, the meeting was closed at 22:37

Signed _____ Date 30 March 2021

FINANCIAL STATEMENT

Transactions to 11/03/2021

Current Account

(Payments)/Receipts since last meeting:

	£
27/01/2021 Post Office - Stamps	(1.95)
27/01/2021 Zoom - Nov to Jan	(43.17)
27/01/2021 The Range - Envelopes	(1.99)
TradePoint - Red & White rope off	
27/01/2021 tape	(9.00)
27/01/2021 Tesco - antibacterial for play area	(4.80)
27/01/2021 Wybone Ltd - dog bin	(244.30)
27/01/2021 McAfee anti-virus	(22.49)
30/01/2021 T Balaam - Covid cleaning play area	(200.00)
30/01/2021 tr bpa to c/a	1,000.00
11/02/2021 Eon	(12.51)
05/02/2021 NSIB Interest	0.04
27/01/2021 Hempnall Tennis Club	175.00
27/02/2021 T Balaam - Covid cleaning play area	(164.29)
02/03/2021 Hempnall Group of Churches - advert	(60.00)
01/02/2021 CGM Invoice 235645 - Jan	(56.68)
01/03/2021 CGM Invoice 235645 - Feb	(56.68)
05/03/2021 Eon	(11.29)
06/03/2021 D Whiting - moles	(205.00)
06/03/2021 I Nelson exp – Tesco cleaner for Covid	(4.50)
06/03/2021 I Nelson exp - Zoom Feb/Mar	(28.78)
06/03/2021 I Nelson exp - Stamps	(0.65)
06/03/2021 J Dye - bridge repair Alburgh Rd	(443.94)
05/03/2021 NSIB Interest	0.04
	<u>(396.94)</u>

Closing Balance

141.20

(Payments)/Receipts since last meeting:

	£
30/01/2021 tr bpa to c/a	(1,000.00)
08/03/2021 Barclay's interest	1.85
	<u>(998.15)</u>

Closing Balance

73,273.20