

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 4 May 2021 at 7:00pm
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

There were no public present.

Apologies

No apologies were received.

Declarations of Interest

Mrs Allen declared an interest in the new development south of Bungay Rd.
Mr Delf declared a pecuniary interest in the Morningthorpe planning application (2021/0920) and
Mr Workman also declared an interest in the same application.

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 | | |
| Vice-Chairman | R Delf | | |
| Village Hall Rep | L Allen | | |
| Footpaths | H Rose | | |
| Tree Warden | D Hook | En-bloc Mr Workman | En-bloc Mr Turner |
| SAM2 coordinator | M Turner | | |
| Bank Signatories | R Delf D Hook L Allen | | |
| Data Protection Committee | D Hook L Allen A Driver | | |
| Playing Field Liaison | P Workman | | |

Minutes of the previous meeting

Mrs Allen proposed, Mrs Cann seconded, and it was unanimously agreed the minutes of the meeting on 20 April 2021 be approved.

Public Participation

There was none.

County Councillor Update

No report was received.

District Councillor Update

No report was received.

Planning Applications

New applications since the last meeting:

Amended 2021/0518 - Mr Rob Neil, Scots Bungalow Field Lane Hempnall NR15 2PB -
Demolition of existing bungalow and erection of three bungalows.

HEMPNALL PARISH COUNCIL

Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed the application be refused as the site is outside the development boundary, too small for a development of 3 dwellings and the statement in the application that there is direct access to Field Lane is not correct.

IN

Applications approved since the last meeting:

2021/0367 - Mr Adam Austin, 21 Alburgh Road Hempnall - Erection of rear garage.

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.

2021/0367 - Mr Adam Austin, 21 Alburgh Road Hempnall - Erection of rear garage.

2021/0752 - Mrs Claire Delf, Galen, The Street, Hempnall, Norfolk, NR15 2AD, - Erection of a three-bay cart shed.

Applications refused since the last meeting:

There were none.

Applications outside the parish boundary since the last meeting:

This matter was dealt with after all other business.

2021/0920 - MKG Ltd, Land South Of, Hempnall Road, Morningthorpe - Erection of commercial building to be used as a motor garage with associated MOT and servicing, general repairs, recovery service, tyres, accident repairs and the sale of new and used cars and associated parking.

Mr Delf explained that if the applicant was successful, he was intending to buy the site and move his commercial vehicle (Class 7) business to the site. He said there was no current intention to move his remaining garage business from its existing site off The Street Hempnall. He further explained that he hoped to later buy the area outlined in blue on the plan although the planning application only related to the red area. There would not be an additional exit/entrance road.

Mr Delf left the meeting.

After much discussion Mrs Allen proposed, Mr Turner seconded the application be approved and Mr Hook counter proposed, and Mrs Cann seconded the application be refused. Both proposals attracted 3 votes for with one abstention and the chair decided not to exercise his casting vote.

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the Clerk inform SNC that the council could not reach a majority decision to approve or refuse the application but point out the following matters:

In favour of approval:

- Light commercial traffic would be reduced in the centre of the village with no significant increase on the B1527.
- There was potential for extra employment in the long run.

In favour of refusal:

- It is an undeveloped site in open countryside outside village development areas and not within an area designated in the current Local Plan for such an enterprise.
- The site is on the edge of a landscape character area (Tas Rural River Valley) rated as high value by SNC.
- Continued industrial ribbon development of the B1527 approach road to Hempnall could potentially lead to Hempnall being elevated upwards in the Settlement Hierarchy in the Local Plan which is contrary to the Parish Council's policy to remain as a Service Village

HEMPNALL PARISH COUNCIL

- The application states there are no significant trees in the area that would be impacted by the development. However the line of Horse Chestnut trees alongside the B1527 between the proposed site and Gowing Way (in the area outlined in blue on the plan) are of high landscape value and immediately adjacent to the site.

Mr Driver noted a discrepancy between the details submitted with the application which states (section 3.3) that Delf's garage will move its entire business from the centre of Hempnall to this site and the verbal submission by Mr Delf that only the light commercial (class 7 vehicles) operation would move.

In addition, if the application is approved the parish council's ELZ policy is to be highlighted and request made that any external lighting be movement sensor not dusk to dawn.

IN

Millfields Exception Site

We await progress from SNC after which we will liaise with Richard Browse of Saffron Housing, who last chased SNC on 13 April. The Clerk to monitor.

IN

The Deals TPOs

All 6 TPO's were now in force. It was noted SNC had granted the applicant until 26 May to submit revised plans.

IN

New development south of Bungay Rd

Mr Driver explained that the developer had originally included 7 affordable and social houses in their plans. This had been reduced to 5 soon after approval of the application and reduced again to 3 on economic grounds later. He pointed out that the prices the houses were being advertised for sale for (5 are currently being marketed) are significantly in excess of those used in the developer's viability statement giving rise to the above reductions. In addition, it was noted the cost of material price increases and a large contingency and a higher borrowing rate had already been taken into account in the viability study. Mr Driver estimated using the current sale prices the developer stood to gain an extra £800k profit.

Mr Hook proposed, Mr Turner seconded, and it was unanimously agreed the Mr Driver and Clerk should write to SNC to point out the revised figures and ask if it was possible to ask the developer to provide a revised viability statement, and if so to do so with a view to reinstating the number of social / affordable homes available.

AD/IN

Mr Driver was thanked for his work on this matter and overall detailed review of planning applications.

Matters arising from previous Parish Council meetings – completed

Extra planning meeting

The Clerk had arranged another parish council planning meeting for 7pm 30 March.

“Simple Search”

The Clerk had add the “Simple Search” link to his standard notification email.

Parish Partnership 2020/21

The Clerk had received confirmation of our success and instructed work to commence on the footbridges on 18/03/21 and the bus shelter on 24/03/21 all of which work had been completed.

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

The Clerk had responded to SNC to suggest that ideally a footbridge should be considered to serve all three paths.

HEMPNALL PARISH COUNCIL

Dog bin location Field Lane

Mr Delf had agreed the exact location with Mr Peter Rogers and erected the bin.

The Clerk had arranged for bin emptying via SNC.

IN

Speeding Fritton Crossroads / Broaden Lane

The Clerk had informed the police there had been an increase in 85th percentile at both the Fritton crossroads and Broaden Lane.

Bungay Road Closure

The Clerk wrote to NCC and copied in Mr Thomas on 21 April with the suggestions to improve matters.

Footbridge 17 – Turkey Row

Mr Dye had completed the repair.

Footbridge 12 - Alburgh Road

Mr Dye had completed the repair.

Footpath 18 Bridge

NCC had repaired the bridge.

Parishioner Play area Group

More parishioners had expressed an interest in joining Mr Webb to take forward the play area development / restoration. The Clerk had arranged for the team to attend the parish council meeting on 20 April.

County Broadband

The Clerk had informed the company of councillor's decision.

B1527 Pinch point

Mr Hook reported a positive response from NCC re our request to progress the work to make safe the pinch point on the B1527 opposite the new development. We await the developer to respond with a date to have a site meeting. The Clerk to chase. Messrs Hook, Rose and Driver to attend if possible.

IN
DH/HR/
AD

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.

IN

Play area development

The relevant information had been provided to the team and we await their feedback. The team had asked if the concrete garage could be moved, and Mr Workman volunteered to inspect it and consider its contents. It was noted the motorised roller housed therein was the property of the parish council. The Clerk to inform the team of these action points.

RD

PW

IN

The following work requirements are outstanding from the last ROSPA report:

- 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.

RD

HEMPNALL PARISH COUNCIL

| | |
|--|--------|
| <p>It was noted that the Covid restriction were likely to be lifted as of 21 June, therefore Mr Delf proposed, Mrs Allen seconded, and it was unanimously agreed the Clerk should inform Mr Balaam that subject to government guidelines not changing, daily cleaning of the equipment would cease on 20 June.</p> | IN |
| <p>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. The Clerk chased on 02/03/21.</p> | IN |
| <p>Footbridge 11 – In middle of fields off Bungay Rd Mr Dye to complete after this year’s harvest.</p> | IN |
| <p>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.</p> | IN |
| <p>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.</p> | IN |
| <p>Alburgh Rd repairs Alburgh Rd / B1527 junction and Villa farm entrance, reported to NCC on 15/02/21. It was noted some minor repairs had been carried out in other locations on Alburgh Rd so the Clerk to chase NCC for an update.</p> | IN |
| <p>Verge Cutting The Clerk has arranged a meeting at 10am on 22 June between Messrs Rose and Hook and Mike Wilby SNC and Andy Micklethwaite NCC road safety officer.</p> | HR/DH |
| <p>Vandalism on play area 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.</p> | IN |
| <p>Painting of garage on play area The Clerk had engaged Mr Cracknell on 21 April to paint the garage doors which he had completed free of charge.</p> | |
| <p>Football Club Nets We await the Football Club to feedback from the Football Association.’</p> | PW/IN |
| <p>Coronation Crescent The Clerk had written to SNC on 21 April to ask if it was a permitted development. SNC had passed the matter to the planning enforcement team.</p> | IN |
| <p>Flooding The Clerk had invited the Environment Agency/Norfolk County Council for a site meeting to show them the issues and discuss possible solutions.</p> | IN |
| <p>Proposed 20mph Hempnall; Various Roads – TRO The Clerk had responded to NCC to accept the revised proposal. They responded on 17/03 that it should be implemented by 17/03/22. The Clerk to monitor.</p> | IN |
| <p>Hugmore Pond Trees The Clerk had arranged on the 31/03/21 for Mr Dye to remove the 2 trees from the pond. We await Mr Dye to action.</p> | IN |
| <p>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.</p> | ALL/IN |

HEMPNALL PARISH COUNCIL

Permissive path

The Clerk had informed Mrs Oldfield of the action being taken. The Clerk had also written to Fritton & Morningthorpe parish council again to seek their support in establishing a permissive footpath.

IN

Matters arising from previous Parish Council meetings – for discussion.

Pre-application consultation proposed telecoms installation

TIL_3036910_TEF_090991 grass verge of Spring Lane.

The Clerk had responded with the council's views. The developer simply sent us a couple of fact sheets and did not address any of our specific points. Mr Driver pointed out their fact sheets stated there may be interference in properties in the locale of the mast. Mr Driver proposed and Mr Turner seconded, and it was unanimously agreed that the Clerk should write to the developer again pointing out the issue with interference, ask for them to respond to our other comments and look at the suggested site away from properties.

IN

2021 meetings

The Clerk clarified that the June meeting would now take place at 8pm in the Village Hall due to the High Court ruling that Zoom meetings were not allowed after 6 May. The Clerk would cancel the council's subscription to Zoom and liaise with the Village Hall committee to ensure tables and chairs for the meeting would be sanitised prior to our use. The Clerk to ensure Covid guidelines followed for the meeting.

IN

IN

IN

Footpath cutting schedule / signs

Mr Rose had considered which paths may need an extra cut and determine how many and where extra posts are needed. He had also considered extra information signs, such as "Footpath Only", "Bridleway".

He considered 9 finger posts signs required and pointed out that it was NCC Highways responsibility to provide these if they were adjacent to the highway. There were also many yellow disc signs (of which we have a supply) which could be erected along the paths to assist walkers and protect landowners' property. These were the responsibility of the parish council.

Mrs Allen suggested Mr Rose contact Rob Allen for help to erect signs on their land.

HR

Mr Hook proposed, Mr Rose seconded, and it was unanimously agreed the Clerk should write to NCC Highways to ask them to provide the relevant finger post signs and Mr Rose volunteered to erect the yellow signs.

IN

HR

Repair of footpath 8 bridge (opposite Cunningham's)

The first bridge off the B1527 was in need of repair. Mr Dye had provided a quote for replacing the two planks with three totalling £431.

Mr Delf proposed, Mr Driver seconded, and it was unanimously agreed that he and Mr Rose would look at the work required and potentially undertake it.

RD/HR

Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed the Clerk should write to NCC to ask them to write to landowners to remind them of their obligation to keep footpaths clear.

IN

SAM2 Report

Mr Turner had circulated reports between meetings. It was agreed the Clerk should inform the police of the latest results of high speed on Alburgh Rd.

IN

HEMPNALL PARISH COUNCIL

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
Long Stratton Public Meeting – police
Webinar on Flooding : A Chance to Meet & Question Key Players
Green ways to Green spaces - An Introduction to the Norfolk Access Improvement Plan & the NLAf
1 million trees for Norfolk update
Member and Parish Council updates on planning enforcement cases
Members report - Planning enforcement
River Tas Maintenance Factsheet 2021- 2022
Confirmation of TPO SN0549 - The Deals, Mill Road, Hempnall
Emergency road closure in the Parish of Hempnall - AW repairs to burst water main

Circulated since the issue of the correspondence list to councillors:

No further matters were raised form the above.

Items placed directly onto the Parish notice boards were:

Relevant notices/agenda
Spring Newsletter

No further matters were raised form 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

No further matters were raised from the above.

Correspondence from Parishioners

There was none.

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 12 March to 30 April 2021. 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.

£85k limit

The Clerk pointed out that funds held with Barclays now exceeded the £85k FSCS Compensation Scheme limit. Mrs Allen proposed, Mr Workman seconded, and it was unanimously agreed the Clerk should transfer £5k to the NSIB account.

IN

Quarterly Budget Report

The Clerk presented the quarterly budget report showing the movements for the quarter ended 31 March 2021 Mr Hook proposed, Mrs Allen seconded, and it was unanimously agreed that the statement be approved.

Statement of assurance and financial regulations review

The statement of assurance was reviewed together with the financial regulations. Mr Hook proposed, Mr Delf seconded, and it was unanimously agreed that no amendments were

HEMPNALL PARISH COUNCIL

required to either document and the chairman and responsible financial officer were authorised to sign the statement of assurance.

DH/IN

Internal Audit

The Clerk reported that the internal audit for the year ended 31st March 2021 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 31/03/21

The Clerk had distributed the accounts for the year to 31/03/21 to all Councillors with explanatory commentary. Mr Delf proposed, Mr Driver 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

As gross income is in excess of £25,000 the council is no longer exempt from a limited assurance review and must submit the relevant documents and an Annual Governance and Accountability Return to the external auditor.

Mr Hook proposed, Mrs Allen seconded, and it was unanimously agreed that the Annual Governance and Accountability Return as drafted by the Clerk be approved and 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 2021. The Clerk to comply.

IN

Submission of documents

Mr Driver proposed, Mr Delf 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.

Community Infrastructure Levy Return

The Clerk had submitted the CIL return for the period ended 31 March 2021.

Insurance

The insurance renewal premium for a year is £669, however if a 3-year contract is entered into the premium reduces to £643.25 and a three year plus 2-year option reduces to £617.51.

Best alternate quote obtained was for £652 on a 3 year plan.

Mr Driver proposed, Mrs Cann seconded, and it was unanimously agreed the Clerk should renew the insurance with Zurich on a 5-year contract if there was no downside re commitment compared to the 3-year plan.

IN

HEMPNALL PARISH COUNCIL

Review of Policies and Procedures

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

- Training Policy
- Code of Conduct
- Complaints Procedure
- Information & Data Protection Policy
- Document Retention and Disposal Policy
- Removable Media Policy

Standing Orders Review

The Clerk had sent copies of the standing orders to councillors to consider prior to the meeting. Having undertaken the annual review Mr Delf proposed, Mr Workman seconded, and it was unanimously agreed that no amendments were necessary.

Risk Assessment Review

The Clerk had sent copies of the risk review to councillors to consider prior to the meeting and also added that warning signs should be placed on the electrical cabinets in the play area. Mr Turner volunteered to do this. MT

Mrs Allen proposed, Mr Turner seconded, and it was unanimously agreed that the risk review be adopted with the addition of reference to the warning signs mentioned above. 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.

GDPR Information Audit

The Clerk had circulated an updated Information Audit Schedule to the Data Protection Committee and other councillors prior to the meeting.

Mr Workman proposed, Mr Rose seconded, and it was unanimously agreed the Information Audit Schedule be accepted as complete. IN

Action Plan

The Clerk had sent copies of the draft action plan to councillors for consideration prior to the meeting. Following discussion, no extra items were added.

Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed the draft be finalised. The Clerk to publish on the website and provide councillors with a copy. IN

Uncontrollable Dogs

Mr Turner was expecting a parishioner to write to the Clerk on this matter and in the absence of such communication the matter was carried forward. Mrs Allen stated that some owners were still not putting dogs on leads on the playing field, and it was agreed to mention this in the newsletter. IN

Items for next newsletter

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

- Polite parking
- Playing field and other public places – dogs on leads
- Flood protection lobbying
- Road improvements
- Play area development
- Speedwatch – now Covid finished start up again

IN

HEMPNALL PARISH COUNCIL

Items for next main meeting

- Clerk's salary review IN

Date of next meeting

The next Parish Council planning meeting will take place on 8 June virtually at 8.00pm and the next main meeting on 20 July at the Village Hall at 7:00pm.

IN

There being no further business, the meeting was closed at 21:50

Signed _____ Date 8 June 2021

FINANCIAL STATEMENT

Transactions to 30/04/2021

Current Account

(Payments)/Receipts since last meeting:

| | £ |
|---|-----------------|
| 15/03/2021 HMRC | (211.02) |
| 15/03/2021 tr bpa to c/a | 1,000.00 |
| 22/03/2021 tr bpa to c/a | 1,000.00 |
| 27/03/2021 D Hook Expenses - Ink & Paper | (31.49) |
| 29/03/2021 Subs NPFA | (25.00) |
| 31/03/2021 Ian Nelson Salary | (840.49) |
| 31/03/2021 Ian Nelson Salary | (78.00) |
| 31/03/2021 Ian Nelson Salary | (12.00) |
| 31/03/2021 write off 2020 chq | 48.00 |
| 01/04/2021 CGM - March | (58.38) |
| 03/04/2021 Tr BPA to C/a | 1,000.00 |
| 03/04/2021 Printshed - Printer | (305.99) |
| 06/04/2021 NSIB interest | 0.04 |
| 06/04/2021 T Balaam - Play area cleaning | (200.00) |
| 07/04/2021 J Banner - Bus shelter roof replaced | (400.00) |
| 08/04/2021 CGM grass cutting | (56.68) |
| 12/04/2021 Eon - Streetlight power | (12.51) |
| 15/04/2021 HMRC | (209.80) |
| 15/04/2021 HMRC | (209.80) |
| 30/04/2021 SNC | 6,835.90 |
| 30/04/2021 T Balaam - Play area cleaning | (207.14) |
| 30/04/2021 SNC Precept | 8,925.00 |
| 30/04/2021 Tr c/a to BPA | (14,000.00) |
| | <u>1,950.64</u> |

Closing Balance

2,091.84

Business Premium Account

(Payments)/Receipts since last meeting:

| | £ |
|--------------------------|------------------|
| 15/03/2021 tr bpa to c/a | (1,000.00) |
| 22/03/2021 tr bpa to c/a | (1,000.00) |
| 03/04/2021 Tr BPA to C/a | (1,000.00) |
| 30/04/2021 Tr c/a to BPA | 14,000.00 |
| | <u>11,000.00</u> |

Closing Balance

84,273.20