

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 17 January 2023 at 7:00pm in the Mill Centre

Present

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

Members of the public present

District Councillor Michael Edney, Mr Robert Elliott (Both until end of Speedwatch matter).

Apologies

Apologies were received from County Councillor Alison Thomas and Mrs Liz Allen.

Declarations of Interest

Mr Hook declared an interest in the play area development and the tennis club rent matter.

Minutes of the previous meeting

Mr Driver proposed, Mr Delf seconded, and it was unanimously agreed the minutes of the meeting on 17 December 2022 be approved.

Public Participation

Public comment was made during the Speedwatch matter.

County Councillor Update

County Councillor Alison Thomas had provided the following report to the Clerk:

“County Deal being discussed at Council tomorrow with a view to progressing but still some disquiet about its merit so may change.

Long Stratton bypass application is resubmitted so a consultation on the revised elements of the scheme will be forthcoming soon. All previous submissions still count.

Ofsted have rated Children’s Services as good which is great progress from requires improvement. A very pleasing outcome after a long improvement journey.”

District Councillor Update

Mr Edney reported 4 district councils intend to challenge County Deal as the financial and operational rewards did not seem to be present. There are political issues as well. There will be consultation opening in the next few days.

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the Clerk respond to the consultation to reject the proposed extra layer of bureaucracy involved with the County Deal which seems to provide no practical benefit / cost saving.

IN

Speedwatch and road safety

Mr Turner reported that the major issue at present was in the 20mph area with the average speed being nearly 29mph.

Mr Elliott, the Speedwatch co-ordinator had presented a spreadsheet of initiatives including:

- Countdown markers – NCC responded that these are only allowed on major roads.
- Narrowing the entrance roads to the village – The parish council has asked for this and was successful in obtaining partial gates at the entrance to the village and had also asked for chicanes and road narrowing all of which had to date been refused by NCC.
- Declassification of B1527 – This has been pushed by the parish council and a review is planned, partly funded from county councillor funds.
- The parish council will continue to chase up on other matters on the list.

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It was recognised that the more proof of speeding given to the police the more likely action will be taken. Mr Elliott will continue to liaise with the police.

Mr Elliott will also liaise with Hempnall School with a view to erecting some road safety posters designed by the children.

Mr Elliott was thanked for his excellent efforts and was invited to attend future meetings.

Mr Delf suggested that the parish council write to members of the Speedwatch team to thank each one for their efforts.

IN

Planning Applications

New applications since the last meeting:

Amended - 2022/1745 - Mr & Mrs Tim & Gill Vowles, Croeso, Fairstead Lane Hempnall - Remove existing roof and raise roof to create a dormer bungalow. Remove existing rear 'lean-to' extension and replace with a single-rear storey extension. External wall insulation with render finish. Open-sided porch over front door. Solar Photovoltaic panels to South facing roof elevation. – Mr Driver proposed, Mr Delf seconded, and it was agreed 5 votes for and 2 abstentions that the application be approved.

IN

2022/2426 - Mr Robert Neil, Former Site off Scots Bungalow Field Lane Hempnall - Variation of condition 2 of 2021/0518 - Changes to porch construction and addition of cladding to garage gable end and one side of building to plot 3 – Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the application be rejected for the same reasons as provided for rejection of the original application.

IN

2023/0001 - Mr Brian Edmunds, Torbay House, Broaden Lane Hempnall - Addition of dormer window, replacement of fascia with painted wood and existing left-hand window glazing to be changed to frosted glass – Mr Rose proposed, Mr Turner seconded, and it was unanimously agreed that the application be approved.

IN

Applications approved since the last meeting:

2022/2267 - Berries Direct Farming Ltd, Spring Farm Spring Lane Hempnall - Details of condition 4B and 4C of 2022/0590 - Archaeological scheme of Investigation.

Applications withdrawn since the last meeting:

There were none.

Applications refused since the last meeting:

There were none.

Applications outside the parish boundary since the last meeting

There were none.

Old Mill Cottage Field Lane “garage”

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the Clerk should ask SNC if planning permission had been given for a residence above the double garage.

IN

South Norfolk Village Clusters Housing Allocations Plan Reg 19

Mr Hook reported that the only site allocated in Hempnall is the Millfield site owned by SNC. The proposal is for up to 15, one- or two-bedroom bungalows. The proposal states there should be a wider road entrance to Millfields and for a pedestrian crossing on the B1527. The proposals are subject to consultation and challenge.

Mr Hook proposed, Mr Workman seconded, and it was agreed 6 votes for and 1 against that the Clerk and Mr Hook should respond to the consultation with the following comments:

DH/IN

1) That Hempnall Parish Council considers that there is no need for additional sites to be allocated for housing in the village as part of the South Norfolk Village Clusters Plan as Parish Council policy states that the current recent development at Willow Drive together

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with infill (windfall) developments and the hoped for provision of social housing on the site now called VC HEM1 is considered the right amount of new housing for the village. In total these developments will increase the number of houses in the village by around 10% - a manageable amount which will enable the successful assimilation of the new households in to the community but not an over large number which would threaten the character and environment of Hempnall. The Parish Council therefore applauds the Plan Makers for not including any of the other sites put forward by landowners/developers during the preparation of the SNVC plan in the plan documents that are being circulated in this Regulation 19 consultation and stresses that it strongly opposes the inclusion of any further sites in Hempnall other than VC HEM1.

2) That the Parish Council would like clarification as to the nature of the housing proposed for VC HEM1. It is encouraged by reference to a discussion with the site promoter in which it is noted that the proposed scale of development would be: *"similar to the existing older persons housing at Millfields."* However it is not clear what has happened to the proposed project, which has been negotiated by the parish council and Saffron Housing for affordable housing on this site. Is this scheme to be incorporated in to the plan or is it just to be a development of older persons' bungalows (as was the intention when Millfields was built - this site was at that time earmarked for Millfields phase two) or is it to be a development of private dwellings for sale on the open market? The Parish Council supports the provision of 15 one or two bed bungalows on this site and agrees that they will fit more harmoniously with the existing development and not detract from the important contribution that the Mill Tower makes to the landscape in this part of Hempnall than would a development consisting of 2 storey dwellings. The Parish Council together with Saffron Housing has established a need for affordable housing for rent for younger and older residents and would like this site to be used for this purpose. It would also be supportive of the site's development as a Millfields phase 2 scheme as social housing for older people.

National Planning Policy Framework Consultation

Mr Hook gave background details on the consultation.

Mr Hook proposed, Mr Workman seconded, and it was unanimously agreed that the Clerk and Mr Hook respond to the consultation including the follow points:

DH/IN

- 1) That the wording proposed for the new footnotes dealing with onshore wind developments retain the same commitment to a requirement for schemes to require community backing before they can proceed as is currently provided in footnote 54.
- 2) That proposals to shelve the requirement for a 20% buffer in local plans housing targets be supported
- 3) That a requirement for the phasing of housing development is incorporated in the NPPF in order to ensure that existing allocated sites in current local plans have to be built out before any new sites proposed for inclusion in emerging and new plans can be developed.
- 4) That proposals for Investment Zones where planning controls are relaxed or non existent should be scrapped. It is not clear what has happened to the concept of Investment Zones - where does the current government intend to do about them?

Matters arising from previous Parish Council meetings – completed

Jubilee Trees for Norfolk

Mrs Allen / Rob Allen had liaised directly with the lady organising the provision of trees.

Mr Geoffrey Moulton

The Clerk had written a letter of condolence to the family.

Proposed New TPO

A proposed new TPO SN0586 - Oak View, Silver Green, Hempnall, NR15 2NL, the Clerk had written to support the TPO.

Churchyard Tree Pruning – Holme Oak

Mark Havens has pruned the Holme Oak.

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Complaint re firework noise

The Clerk had forwarded the email from a resident of Willow Drive to the Friends of Hempnall School, the organisers of the event and asked them to consider, which they had done, and a response had been sent to the parishioner.

CIL Officer

The Clerk had contacted the officer who offered to visit councils to explain CIL and determined there was no extra information of benefit to the village.

D Cracknell

The Clerk had written a thank you letter and made payment and received a letter for thanks from Mr Cracknell.

Contract Tender limits

The Clerk had updated standing orders / financial regulations to reflect the tender limit to £2,500 plus VAT and the Clerk's limit to £500 plus VAT.

Gravestone wobble test

The Clerk added the wobble test to the HPC diary.

Road safety matters highlighted by a parishioner

The Clerk had written to the parishioner stating that councillors shared his concern and were make every effort to encourage NCC to take action.

Ordering footpath finger posts

The Clerk asked NCC PROW if it were possible to have a stock of finger posts to erect. They responded as follows:

"NCC did provide a small number of fingerposts to Parish Councils on request previously, but unfortunately we are not able to do this anymore. Prior to my commencement with NCC I believe that there was an incident relating to utility property being damaged as the area was not surveyed with a CAT Scanner. Additionally, we do not have the resources to deliver the posts.

If you would like to report the locations which currently require signing on our online system at this address; <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem> we will add them to our ongoing programme for replacement."

Mr Rose will report all missing post via the website above.

HR

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

Alburgh Rd repairs

The poor road condition of the road surface at Alburgh Rd / B1527 junction and Villa Farm entrance, had received temporary repairs recently but the repairs have already disintegrated. NCC said on 11/08/22 that the road is on the schedule for resurfacing, prior to which any additional minor or new defects will be repaired. The Clerk to monitor.

IN

Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed that the Clerk contact Highways and cc Alison Thomas to point out the poor repair work yet again and request that the resurfacing in this area be prioritised.

IN

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Bollard on B1527

The Clerk had chased NCC re the erection of a bollard on the pavement and Gary Overland of NCC Highways had responded as follows: *"While I can see evidence that vehicles are cutting across the footway/tactiles, we would not be able to install a bollard, as the underground utilities (BT) would prevent its installation."*

Footpath 24 kissing gate

The Clerk had provided details of the obstruction to County Councillor Thomas who is taking the matter up with PROW. Frances Selway the Countryside Access Officer reported as follows: *"I have checked the Definitive Map and Statement and there is no recorded structure at this location, so it does not fall into the dedicated structure category, therefore the only authorisation for this structure would be under s147 of the Highways Act 1980, and the criteria for this section is to prevent the ingress/egress of agricultural livestock which is not currently the case here. I will write to the landowner to enquire if it is their intention to keep livestock in the adjoining field, and if not, they will be instructed to remove the gates."* The Clerk to monitor.

IN

Roberts Close / The Street footpath safety

The dropped pedestrian crossing point has been installed. The only work remaining is to install a short section of H bar markings, this work has been passed to an NCC contractor, Tarmac, and will be delivered when they have other lining work in the general area. The Clerk to monitor.

IN

B1527 Declassification

This can't be considered until after the result of the safety audit being carried out funded by County Councillor Thomas. The Clerk to monitor.

IN

Land East of Field Lane

We await SNC planning officer's decision re planning application 2020/2396. The Clerk to monitor. The application will be called in by District Councillor Edney should officers decide to recommend approval. The Clerk to monitor.

IN

Caravan encampment at Spring Wood

The SNC planning enforcement officer had visited the site and is awaiting more information from the owners. The Clerk to monitor.

IN

NCC re parish council undertaking highways work directly

The Clerk had asked NCC if it was possible for the parish council to contract directly for highways work to be undertaken rather than via NCC in order to save costs. A response is awaited. The Clerk to monitor.

IN

Parish Partnership 2023/24

The Clerk had submitted the bid, the outcome of which will not be known until March 2024. The Clerk to monitor. The Clerk had set funds aside in the budget.

IN

Willow Drive

The Clerk had written to SNC on 23/11/22 re the lack of southern boundary trees and hedges and those to be planted on the green area at the Bungay Rd end of Willow Lane. After not receiving a response the Clerk chased on 11/01/23 and was told it has been passed to Andy Baines in enforcement.

IN

Footpath 12 ditch filled

The Clerk had received NCC's agreement to fill in the ditch which crosses footpath 12. A pipe will be put in to take the water and the ditch filled. This should be funded in full by NCC. This is awaiting NCC to action. The Clerk to chase.

IN

Bridge leading from footpath 12 to footpath 18

The bridge leading from footpath 12 to footpath 18 (Lower Lane to Hardy's Loke) needs widening with a couple of extra planks. NCC PROW were happy to support this project. This is awaiting NCC to action. The Clerk to monitor.

IN

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Hempnall Natural Flood Management scoping report

We await the outcome of liaison of the National Flood Manager for East Anglia with landowners. The Clerk to monitor.

IN

The Late Queen Elizabeth II commemoration

Councillors considered how best to mark the reign of Queen Elizabeth II. Awaiting response from article in newsletter.

IN

Matters arising from previous Parish Council meetings – for discussion.

Roadside nature reserves

Mr Driver has received a response from NCC Ecologist, Sonia Seaton who met Mr Driver on 18/11/22. Mr Driver reported that NCC are no longer responsible for roadside nature reserves due to lack of funding, however there are rewinding verges which the parish council could be responsible to manage (i.e., cut once pa and rake away the waste) Mrs Seaton has inspected the parish council's proposed sites and will consider further. Silver Green and Bussey's Loke sites received positive initial feedback. Mr Driver to monitor.

AD

Play area redevelopment

The rope swing and zip wire have been erected and the groundworks completed.

The Clerk had received the payment for the roller.

The Clerk had contacted Simon Aylmer to undertake a professional tree survey of all the mature trees on the playing field with a view to asking Mark Havens to undertake any work required after the Clerk had obtained permission from SNC as the trees are protected by TPOs. Mr Hook met with Mr Aylmer on 16/01/2023, who will produce a plan of action.

IN

Mr Delf reported that there was to be a meeting with NGF on 18/01/23 to ensure the ground works are satisfactory.

Mr Hook reported the damage to the tennis club post and the action taken by the club so far. Messrs Delf/Workman and Hook will visit the site tomorrow to consider this further.

RD/PW/
DH

Training in play area inspections is required as part of the grant condition. Mr Delf to consider attending and will liaise with the clerk re booking.

RE/IN

Appointment of parish council nominee to The Hempnall Trust

The Clerk reported that Mrs Hannah Groome had been appointed a trustee of the Hempnall trust and had agreed to be a parish council nominee. As councillors did not know her, it was agreed to invite her to the next parish council meeting.

IN

Appointment of parish council nominee to The Town Estate Educational Foundation

The Clerk reported that Mr David Hook and Mrs Pauline Brookes offered themselves for reappointment as parish council nominees to the Town Estate Educational Foundation. Mr Driver proposed, Mr Delf seconded, and it was unanimously agreed they be reappointed. The Clerk to inform the secretary of the trust.

IN

Defibrillator

The Clerk had obtained and circulated a suitable quote for a unit which would fit in the telephone box and which could be used to help both adults and children.

Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed that the Clerk should order the unit and seek details/quotes for installation into the telephone box possibly using solar power or direct connection to the mains electrical supply.

IN
IN

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Dog mess on football pitch

The Clerk circulated various designs of signs. Mr Delf proposed, Mrs Cann seconded, and it was unanimously agreed that the Clerk order signs based on design "D" with the addition of the words "Thank you" and "Hempnall Parish Council" There should be one 1m x1m sign to replace the existing one and in addition a smaller version on a post at each of the footpath entrances to the playing field.

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
Various SNC Planning Monthly Enforcement Reports
Revised parliamentary boundaries 2023
Police Budget consultation now live - Have Your Say
South Norfolk Village Clusters Housing Allocations Plan Reg 19 pre-submission - briefing event for parish councils
Boost for highway biodiversity and cutting use of weedkillers set for discussion by councillors

No further matters were raised form the above.

Items placed directly onto the Parish notice boards were:

Relevant notices/agenda
Help Hub Poster

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

Mr A March had written to ask the parish council to arrange for a crossing to be put near the junction of Millfields.

Mr Hook proposed, Mr Workman seconded, and it was unanimously agreed that the Clerk should respond to state the parish council were already supporting proposals outlined in the South Norfolk Village Clusters Housing Allocations Plan Reg 19 to make such a pedestrian crossing at that location.

IN

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 11 November 2022 to 12 January 2023. The statement was not materially out of line with the annual budget. Mr Delf proposed, Mr Driver seconded, 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 31 December 2022. Mr Delf proposed, Mr Driver seconded, and it was unanimously agreed that the statement be approved.

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Statement Regular Payments

The Clerk presented the statement of regular payments to the meeting Mr Delf proposed, Mr Driver seconded, and it was unanimously agreed that the statement be approved.

Mr Hook left the meeting.

Tennis Club rental setting

Mr Driver proposed, Mr Turner seconded, and it was agreed 5 votes for and 1 abstention that the Tennis Club rent be set at £175 for the year ended 31 March 2024. The Clerk to issue the invoice.

IN

Mr Hook returned to the meeting.

Budget/Precept 2023/24

The Clerk presented the budget for 2023/24 as previously circulated to Councillors, and a couple of small amendments to assumptions were made. The Clerk to circulate the approved budget.

IN

Mr Delf proposed, Mr Turner seconded, and it was agreed unanimously to approve the budget and that the precept be set at £18,300, the same as 2022/3. This will result in a lower charge per property due to the increase in the council tax base.

IN

The Clerk to inform SNC of the required precept prior to the deadline of 18 January.

The Clerk was thanked for his work on the budget.

Items for next main meeting

- Parish Meeting - This will take place at 7pm on 21 March 2023. The Clerk to send out notices and request reports.
- Street name signs - AD

IN

Items for next newsletter

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

- Play area update.
- Speedwatch

IN

Date of next meeting

The next Parish Council planning meeting will take place on 21 February 2023 at 7.00pm in the Mill Centre and the next main meeting on 21 March 2023 at the Mill Centre at 7:45pm following the Parish Meeting at 7:00pm

IN

There being no further business, the meeting was closed at 10:02

Signed _____ Date 21/02/2023

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FINANCIAL STATEMENT

Transactions to 12/01/2023

Current Account

(Payments)/Receipts since last meeting:	£
17/11/2022 CGM Grass cutting	(114.00)
17/11/2022 I Nelson stamps	(1.36)
17/11/2022 Poppy wreath	(20.99)
17/11/2022 D Cracknell - Litter clearance	(820.00)
13/01/2023 Big Lottery - grant #1	9,860.40
24/11/2022 Tr BPA to C/a	32,000.00
24/11/2022 NGF Play Ltd - 30%	(30,690.16)
30/11/2022 Ian Nelson Salary	(394.96)
30/11/2022 Ian Nelson use of home as office	(30.00)
30/11/2022 Ian Nelson broadband	(4.00)
01/12/2022 VFM - payroll and accounting	(30.80)
03/12/2022 D Hook - printer ink	(27.65)
06/12/2022 NSIB interest	14.80
14/12/2022 nPower - Electricity	(13.81)
15/12/2022 CGM Grass cutting	(114.00)
17/12/2022 nPower - Electricity	(15.17)
20/12/2022 Tr BPA to C/a	1,000.00
21/12/2022 SNC - adaptor payment	200.00
30/12/2022 Parfitt - sale of Roller	413.00
31/12/2022 Ian Nelson Salary	(394.96)
31/12/2022 Ian Nelson use of home as office	(30.00)
31/12/2022 Ian Nelson broadband	(4.00)
03/01/2023 VFM - payroll and accounting	(30.80)
18/01/2023 NSIB interest	18.44
	<u>10,769.98</u>
Closing Balance	<u>12,760.64</u>

Business Premium Account

(Payments)/Receipts since last meeting:	£
24/11/2022 Tr BPA to C/a	(32,000.00)
05/12/2022 BPA Interest	65.07
20/12/2022 Tr BPA to C/a	(1,000.00)
	<u>(32,934.93)</u>
Closing Balance	<u>104,889.22</u>