

# HEMPNALL PARISH COUNCIL

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## Minutes of the Parish Council meeting held on Tuesday 21 March 2023 at 7:57pm in the Mill Centre

### Present

Chairman Mr David Hook, Mr Richard Delf, Mr Andy Driver, Mr Hamish Rose, Mr Peter Workman and the Clerk Mr Ian Nelson.

### Members of the public present

Mrs Pauline Brookes and Mr Phil Bates.

### Apologies

Apologies were received from County Councillor Alison Thomas, District Councillor Michael Edney, Mrs Liz Allen, Mr Mike Turner and Mrs Joan Cann.

### Declarations of Interest

There were none.

### Minutes of the previous meeting

Mr Delf proposed, Mr Driver seconded, and it was unanimously agreed the minutes of the meeting on 21 February 2023 be approved subject to changing the date on page 1941 from 2025 to 2023.

### Public Participation

Mr Bates made comment during the Hempnall Trust / Mill Centre matter.

### County Councillor Update

County Councillor Alison Thomas had provided the following report:

*"I note there are a no of outstanding highway queries I will prompt Gary Overland.*

*The main update is that the Bypass planning permission was granted last Wednesday.*

*Can you also please pass on my thanks to the Parish Councillors for their years of service to the community and wish them good luck if they are standing again in May."*

### District Councillor Update

No report received.

### Matters arising from Parish Meeting

#### **The Hempnall Trust / Mill Centre**

Mr Bates reported that The Hempnall Trust will be holding an open public meeting re its future at 3pm on 1 April. The meeting will give details about the trust currently and seek views on its future. The Trust was not currently running at a surplus; thus the medium-term future was in jeopardy without action in the short term.

Mr Driver proposed, Mr Hook seconded, and it was unanimously agreed that the Clerk write a letter to the chairman of the Hempnall Trust stating that the parish council strongly supports the ethos and provision of the trust and hopes it will continue to provide social support and would like to see the Mill Centre continue to be a community facility for Hempnall parishioners. It recognises however, there may need to be changes made to ensure financial stability and also wished to thank all the volunteers who work so hard to help provide this valuable amenity.

IN

### Planning Applications

#### **New applications since the last meeting:**

2023/0552 - Rosemary Smith, Willowfield, Bungay Road, Hempnall - Repair & replace single story conservatory – Mr Driver proposed, Mr Hook seconded, and it was unanimously agreed that the application be approved.

IN

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## **Applications approved since the last meeting:**

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.

Mr Hook explained that this was approved by SNC on the proviso that the road is improved, which could cost in the region of £1m.

Mr Driver was concerned that this was a delegated decision which did not appear to consider many of the points raised by the parish council or other consultees such as the Environment Agency.

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.

2023/0125 - Mrs Rachel Hyde-Smith, Chapel View Mill Road Hempnall - Demolition of existing rear garage and connecting flat roof. Erection of single storey rear extension.

## **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.

## **Strawberry farm**

Mr Hook had reviewed the extra documentation re increased internal and external lighting and responded to SNC in great detail. Alex Grimmer at SNC had requested a full lighting impact survey. Mr Driver said this had now been filed, which Mr Hook will review.

DH

It was noted that entrance to footpath 16 had been made inaccessible on foot by contractors working, it is assumed, on the strawberry farm reservoir. Mr Driver proposed, Mr Hook seconded, and it was unanimously agreed that the Clerk should write to NCC PROW cc SNC to ask for the footpath to be reinstated.

IN

## **Long Stratton Developments/Bypass**

2018/0111 - Proposal: Land East of the A140: Hybrid Application on 131.7 hectares of land to the east of the A140 seeking outline planning permission for 1275 no. dwellings, 8 hectares of employment land for uses within Classes B1, B2 and B8, 2-hectare primary school site, community facilities site, associated infrastructure and public open space. Together with application for full permission for a bypass including roundabouts and junctions.

2018/0112 - Proposal: Land West of the A140: Hybrid Application on 40.8 hectares of land to the west of the A140 seeking outline planning permission for 387 no. dwellings and 1.5 hectares of Class B1 employment land, associated infrastructure and public open space. Together with application for full planning permission for a western relief road (including a roundabout access at the north to the A140 and a priority junction access to Swan Lane at the south) and with phase 1 housing consisting of 213 dwellings, associated infrastructure and public open space.

Location: Land East Of The A140 Long Stratton Norfolk

Applicant: Norfolk Land Ltd

Application Type: Outline Planning Permission

The parish council re-submitted its previous comments.

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## Matters arising from previous Parish Council meetings – completed

### **County Deal consultation**

Mr Hook had responded to the County Deal consultation to reject the proposed extra layer of bureaucracy which seems to provide no practical benefit / cost saving that could not already be facilitated via the existing County Council structure.

### **South Norfolk Village Clusters Housing Allocations Plan Reg 19 Consultation**

Mr Hook and the Clerk had responded to the consultation.

### **National Planning Policy Framework Consultation**

Mr Hook and the Clerk had responded to the consultation.

### **Millfields' crossing**

The Clerk had written to the parishioner.

### **Budget 2023/24**

The Clerk had circulated the approved 2023/24 budget.

### **Precept 2023/24**

The Clerk had informed SNC of the required precept.

### **Tennis Club rental**

The Clerk had issued the invoice.

### **Footpath finger post reporting**

Mr Rose had reported the missing posts via the website <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>

### **Appointment of parish council nominee to The Town Estate Educational Foundation**

The Clerk had informed the secretary of the nomination of Mr David Hook and Mrs Pauline Brookes.

### **Appointment of parish council nominee to The Hempnall Trust**

The Clerk had informed the secretary of the nomination of Ms Hannah Groom.

### **Alburgh Rd pothole repairs**

The Clerk had 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. The potholes had been repaired again shortly afterwards.

### **Defibrillator**

Mr Delf and the Clerk had fitted the defibrillator in the telephone box, had it connected to the mains, changes the “telephone” signs to “defibrillator” signs registered it on the national database, advertised it in the Newsletter and on Hempnall Mardle

### **New signs for playing field**

Mr Delf and the Clerk had fitted them in place.

### **Local Government Association Model Councillor Code of Conduct 2020**

The Clerk had uploaded the new model code of conduct to the website.

### **Climbing on roofs**

The Clerk had purchased and erected some warning signs to the parish council owned containers stating, “Danger Do Not Climb”.

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## 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 resurfacing**

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

### **Removal of footpath 24 kissing gate**

Frances Selway the Countryside Access Officer is liaising with the landowner. 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

### **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. Andy Baines in enforcement officer from SNC responded as follows:

*"I have written to the developer asking for the planting to be carried out this planting season (end of March). I have also asked how they will address the issue of the limited space for the planting between the fencing and the drainage ditch. Once I have heard back on the latter point, I will update you further."*

The Clerk to monitor.

IN

### **Thanking the Speedwatch Team**

The Clerk had written to each individual team member to thank them for their service. Awaiting Address information from the group.

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

### **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

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## **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

## **Old Mill Cottage Field Lane “garage”**

The Clerk had asked SNC if planning permission had been given for a residence above the double garage. This has been past to Andy Baines to investigate. The Clerk to monitor. IN

## **Roadside nature reserves / rewilding verges**

Mr Driver awaits the NCC Ecologist, Sonia Seaton Mr Driver to monitor. AD

## **Trees on playing field**

The Clerk had engaged Mr Havens having received confirmation in writing that the changes he had made to the recommended work still meant that all of the safety issues mentioned in the professional tree survey were adequately addressed. In addition, Mr Havens would remove the dead wood from trees identified as 1 & 2 in the report. The Clerk to monitor. IN

## **Street name signs repair**

The Clerk had requested the various repairs be undertaken by SNC. The Clerk to monitor. IN

## **Roberts Close / The Street footpath safety**

The dropped pedestrian crossing point had been completed but we await NCC to paint the H white lines. The Clerk to monitor. IN

## **Matters arising from previous Parish Council meetings – for discussion.**

### **Parish Partnership 2023/24 – footpath bridge widening**

The Clerk reported that the application had been successful. He had instructed Mark Havens to proceed with the work which will be carried out in April. The Clerk to Monitor. The Clerk had also advertised this in the Newsletter/Hempnall Mardle. IN

### **Footpath 12 ditch to be 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 order had now been placed with the contractor. The Clerk to monitor. IN

### **Parish Elections: Thursday 4 May 2023**

The Clerk reminded the meeting that completed nominations must be hand delivered (does not need to be the candidate) to the Returning Officer, Broadland District Council / South Norfolk District Council, Horizon Centre (annex), Broadland Business Park, Peachman Way, Norwich, NR7 0WF and can be submitted on any workday from Friday 17 March until 4pm on Tuesday 4 April, 2023 between the hours of 9 am to 4 pm. ALL

Mrs Allen had informed the Clerk that after 21 years of service she would not be standing for re-election. Mr Driver will also not be standing as he will shortly be moving out of the village. Thus, there are at least 2 vacancies. ALL

### **Play area re-development**

Mr Delf reported that it had been too wet to move the topsoil, however, graded soil had now been sourced, so the Allen’s soil would not be needed.

The Clerk had booked Messrs Delf & Workman on the training in play area inspections.

Mr Delf anticipated the play area to be completed by July/August, allowing for 3 months soil settlement. RD/PW

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## **Bookmarks/Mugs for school children**

Mr Delf proposed, Mr Driver seconded, and it was unanimously agreed that the Clerk should order 150 commemorative bookmarks (these being more resilient than mugs) including the wording "Donated by Hempnall Parish Council". These should cost c£150.

IN

## **Hedge pruning**

Mr Hook had visited the Dodd's premises and discussed the matter with them.

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the Clerk should write to Mr & Mrs Dodds to give permission for them to cut the wispy branches off the top 2 feet of the hedge but no further, thus preserving the overall hedge height which will maintain the natural boundary to the playingfield and preserve the wildlife habitat.

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  
Broadland & South Norfolk Engagement Officer meeting dates  
Revised Long Stratton Development plans  
Reg 19 Consultation Notice  
Greater Norwich Local Plan update  
Healthwatch News & Views  
GNLP examination Part 4 hearings  
Have your say on a County Deal for Norfolk  
South Norfolk Village Clusters Housing Allocations Plan Regulation 19 Publication – Extension to consultation period  
Norwich Western Link project update and introduction from Cllr Graham Plant  
Confirmation of TPO SN0586 - Oak View, Silver Green, Hempnall  
GNLP examination - change of hearing dates  
No further matters were raised from the above.  
GNLP examination - Part 4 March 22nd and March 23rd  
NCC Committee details - Planning Application 2018/0111  
NCC Committee details - Planning Application 2018/0112  
Greater Norwich Local Plan update – consultation extension  
Election update 2023-03-14  
New County Deal for Norfolk

### ***Items placed directly onto the Parish notice boards were:***

Relevant notices/agenda  
Help Hub Poster  
Reg 19 Consultation Notice

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  
Added newsletter Spring 2023  
Added updated Code of Conduct

No further matters were raised from the above.

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## Correspondence from Parishioners

### **Dog bins**

Valerie Nevill emailed to say *“There are several dog poo bins around Hempnall village but none in the Greens. Please could you arrange for a bin to be placed at the top of the footpath that runs from the playing field to Lundy Green and possibly another one near the Three Horseshoes pub.”*

Mr Driver proposed, Mr Delf seconded, and it was unanimously agreed that the Clerk should respond to Mrs Nevill thanking her for her email and informing her that although the parish council had not received any other such requests for bins or complaints about dog fouling in the Greens, it would monitor the situation and keep it under review.

IN

### **Bollard to protect pavement near Willow Drive**

Prior to the meeting the Clerk had circulated an email from Daniel Scott to NCC re lorries mounting the pavement near Willow Drive. NCC had recently rejected the parish council’s request to place a bollard to prevent this from happening.

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the Clerk should approach NCC again pointing out that at the site meeting last year they had given the impression that a bollard was a good idea as there were serious safety concerns from local residents. Furthermore, at a recent site meeting with the Chief Constable of Norfolk he had supported positive road engineering solutions such as this to enhance road/pavement safety. In addition, the B1527 is a designated lorry route which narrows at this point so that two lorries can’t pass, instead of which some choose to mount the pavement. Thus, the problem has to a large extent been created by NCC and should be solved by NCC. Given the parish council’s preferred option of a chicane had been rejected, the erection of the bollard seems the most practical solution, surely it can be sited in such a way to avoid underground services. It has been noticed that since the erection of a bollard 50m away it has not only protected property but also greatly assisted in slowing down traffic in this 20mph area, so it is thought the new bollard will have the same effect. The Clerk to also respond to Mr Scott.

IN

IN

### **Footpath 9 - tree roots and barbed wire**

Mr Phil Bates had written to ask if the parish council could help re some large tree roots just south of the footbridge as they were a trip a hazard. He also had been informed that the barbed wire recently put along the new fence posts should be on the field side of the posts & not on the footpath side.

Mr Workman proposed, Mr Rose seconded, and it was unanimously agreed that the Clerk write to Allen’s Farms Ltd regarding the barbed wire and ask that it be moved to the other side of the fence posts.

IN

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the Clerk ask Mr Havens to build up the path around the routes when he undertakes the forthcoming bridge work.

IN

### **Electric car charging point**

Mrs Ann Bright wrote stating that *“I see from the recent South Norfolk Conservatives in touch leaflet that every village has been given the opportunity to install an electric charging point and wondered if Hempnall Parish Council had accepted this invitation to install one at the village hall.”*

The Clerk had obtained details and contacted Yvonne Davy who will raise this at the next Village Hall Committee meeting. Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the Clerk respond to Mrs Bright informing her that the parish council supported the idea which was being considered by the Village Hall Committee.

IN

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## **Grass Cutting Tenders / Freedom of Information request**

Tenders sent, and responded to, however things have been held up due to a request for information under the Freedom of Information Act ("FOI") by one potential contractor. In order to protect the parish council, the clerk had taken legal counsel's advice at a cost of £350 via NALC after discussion with Messrs Hook and Delf. In short, if the parish council disclosed the information to the potential contractor other than by statute it would be in breach if its contract with CGM, however if it did not disclose the information to the potential contractor and it should have done, it would be in breach of statute. The Clerk had circulated legal counsel's advice prior to the meeting.

Council advised as follows:

1. In this case, the information requested was disclosable under the FOI.
2. The parish council should inform CGM of the FOI request and its intention to disclose the information requested.
3. CGM should be given an appropriate amount of time to make representations as to why disclosure should not be made, and the parish council should consider any such representations and inform both CGM and the potential contractor of their right to appeal to the ICO any decision it makes.
4. The parish council may wish to pause for a reasonable period, say, 14 days, for either party to say it will appeal to the ICO before disclosure is made.
5. This is clearly a case of unusual complexity, and the parish council would be entitled to tell the requestor that it will take longer than the normal 20 working days to complete the request. The complexity is reflected by the need to consider the impact of the parish council's contract with CGM, the need to obtain legal advice and the need to invite and consider representation before disclosure is made.

Mr DH proposed, Mr AD seconded, and it was unanimously agreed that the Clerk carry out the advice listed by council above and that notice be given to CGM in accordance with their contract but the Clerk to try and negotiate a shorter period of notice.

IN

## **Financial Statements**

### **Movements since last meeting**

The Clerk presented the financial statement attached to these minutes showing the movements from 13 January 2023 to 21 March 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.

### **Tidiness of container area on playing field**

In the absence of Mrs J Cann, this matter was carried forward.

JC

### **Cross field footpaths**

Mr Driver proposed, Mr Rose seconded, and it was unanimously agreed that the Clerk should send a letter to landowners requesting they ensure footpaths on their land, especially those crossing fields are kept clear.

IN

### **Footpath Cutting**

Mr Hook proposed, Mr Rose seconded, and it was unanimously agreed that it was not possible to schedule any cuts paid for by the parish council as NCC would not inform it when they were cutting the paths. It would therefore be left flexible as to when and if extra cuts were required.

IN

### **Facebook Account**

It was unanimously agreed that the Clerk should set up a Facebook account for the Parish Council to allow quick dissemination of information via the Hempnall Mardle.

IN



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## Items for next main meeting

- Appointment of Chair and other Officers
- Internal Audit
- Annual Accounts to 31/03/13
- 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

## Items for next newsletter

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

- Play area update. Planning to open July /Aug 2023
- The Hempnall Trust support.

IN

## Date of next meeting

The next Parish Council planning meeting will take place on 18 April 2023 at 7.00pm in the Mill Centre and the next main meeting on 16 May 2023 at the Mill Centre at 7:00pm.

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There being no further business, the meeting was closed at 21:51.

Signed \_\_\_\_\_ Date 18/04/2023

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## FINANCIAL STATEMENT

### Transactions to 21/03/2023

#### Current Account

<b>(Payments)/Receipts since last meeting:</b>		<b>£</b>
18/01/2023	Tr BPA to C/a	10,000.00
18/01/2023	Ford & Mulley Ltd - play Equip removal	(2,820.00)
18/01/2023	NGF balance of rope swing / Zip wire	(16,146.06)
24/01/2023	S106 funds for play area	17,000.00
27/01/2023	Tr C/a BPA	(18,000.00)
27/01/2023	Mill Centre Hall booking 2023	(180.00)
27/01/2023	Receipt from Delfs Garage in error	100,000.00
27/01/2023	return of above to daily limit	(50,000.00)
28/01/2023	return of above to daily limit	(50,000.00)
31/01/2023	Ian Nelson Salary	(394.96)
31/01/2023	Ian Nelson use of home as office	(30.00)
31/01/2023	Ian Nelson broadband	(4.00)
01/02/2023	VFM - payroll and accounting	(38.20)
01/02/2023	Simon Aylmer - tree report	(90.00)
06/02/2023	NSIB interest	20.52
07/02/2023	MTM Youth SE	50.00
08/02/2023	CGM Grass cutting	(284.04)
10/02/2023	Tr BPA to C/a	1,500.00
10/02/2023	London Hearts - Defib	(1,609.20)
15/02/2023	T Dye - wood for bridge repair	(287.20)
15/02/2023	I Nelson - stamps	(1.36)
15/02/2023	Defib Warehouse - Pad	(58.00)
15/02/2023	Colour Frog - signs	(137.16)
15/02/2023	Amazon - noticeboard pins	(3.39)
17/02/2023	nPower - Electricity	(11.69)
22/02/2023	Delfs Garage - grass seed	(122.40)
25/02/2023	Tr BPA to C/a	1,000.00
28/02/2023	Ian Nelson Salary	(394.96)
28/02/2023	Ian Nelson use of home as office	(30.00)
28/02/2023	Ian Nelson broadband	(4.00)
28/02/2023	Hempnall Tennis Club	175.00
01/03/2023	K&M Lighting Service Ltd - Maintenance	(141.55)
01/03/2023	Delf's Garage - fixings for Defib	(10.44)
01/03/2023	Community Action Norfolk - Course	(120.00)
	X2 Connect - Defib signs for phone	
01/03/2023	box	(89.28)
01/03/2023	VFM - payroll and accounting	(38.20)
04/03/2023	SNC Dog Bins	(446.40)
06/03/2023	D Hook expenses	(24.96)
06/03/2023	NSIB interest	21.25
07/03/2023	Breakthrough Communications Ltd	(420.00)
07/03/2023	Tr BPA to C/a	1,000.00
07/03/2023	Hempnall Group 12mths newsletter	(60.00)
16/03/2023	M Havens - Holme Oak Trim	(696.00)
17/03/2023	nPower - Electricity	(17.75)

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21/03/2023	Post office - stamps	(0.68)
21/03/2023	Value Products Ltd - Do not climb signs	(32.46)
21/03/2023	UK2 - Domain name renewal	(17.40)
21/03/2023	CCTV signs	(2.49)
		<u>(11,997.46)</u>

**Closing Balance** 469.18

## Business Premium Account

**(Payments)/Receipts since last meeting:**

£

18/01/2023	Tr BPA to C/a	(10,000.00)
27/01/2023	Tr C/a BPA	18,000.00
10/02/2023	Tr BPA to C/a	(1,500.00)
25/02/2023	Tr BPA to C/a	(1,000.00)
06/03/2023	Barclays Interest	133.20
07/03/2023	Tr BPA to C/a	(1,000.00)
		<u>4,633.20</u>

**Closing Balance** 109,522.42