

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 21 November 2023 at 7:00pm in the Mill Centre

Present

Chairman Mr David Hook, Mr Phil Bates, Mrs Joan Cann, Mr Richard Delf, Mr Robert Elliott, Mr Peter Workman and the Clerk Mr Ian Nelson.

Members of the public present

County Councillor Alison Thomas, Mr Kevin Rust.

Apologies

Apologies were received from District Councillor Martyn Hooton, Mr Mike Turner.

Declaration of interests

Mr Hook declared an interest in the traffic calming on B1527 West and the tennis club rent setting matters. Mr Bates declared an interest in the support for The Hempnall Trust matter.

Minutes of the previous meeting

Mr Elliott proposed, Mr Bates seconded, and it was unanimously agreed the minutes of the meeting on 17 October 2023 be approved.

Public Participation

See Flooding matters.

County Councillor Update

County Councillor Alison Thomas provided the following report:

Items o/s with NCC

Mrs Thomas was concerned with the number of items on the agenda under “awaiting others” still in the hands of NCC, however NCC were having trouble locating the issues. The Clerk referred to direct emails to NCC Highways and a summary email reminder together with some matters with ENQ numbers. The Clerk to send the details again to NCC Highways and copy in Mrs Thomas.

IN

Mill Rd chevron upgrade – Mrs Thomas was happy to use some of her member budget to fund this, however Mr Hook explained that councillors had previously concluded that they would rather have the funds spent on a crash barrier. Mr Hook now thought that a crash barrier for one property was not the best solution and the money would be better spent on an option that could benefit all the residents in that part of the village. Mrs Thomas will liaise with Gary Overland of NCC Highways with a view to a site meeting. The Clerk to monitor.

IN

Long Stratton bypass – this is still progressing to a final business case with a view to commencing work formally in April 2024 and preliminary work in January/February 2024.

Artificial Intelligence – NCC had used AI to produce a list of people at risk of falls at home (750 people) and all the individuals concerned had been contacted to see if they wished to take part in a scheme to lessen their risk of suffering a fall. This should save on post fall care provision costs.

District Councillor Update

District Councillor Mr Martyn Hooton had written to state:

“I have been copied into a lengthy exchange of emails between the Planning Dept and the architect working for Wheels for Less.

In short, their planning application has been refused and the issues surrounding Nutrient Neutrality for the site has also been put to them. The last email from the architect concerned stated that they wished to have a week to think about their next step(s). That was dated 2/11/23 and since then I have not heard anything further.”

It was agreed the Clerk should chase the SNC enforcement officer for action on already reported matters, namely: The mobile homes being lived in / lighting not in accordance with

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planning application. The Clerk to also report that a new business had been started on the site, P&B Burgers causing extra traffic movements. Mr Hooton to be copied in.

IN

Planning Applications

New applications since the last meeting:

There were none.

Applications approved since the last meeting:

2023/3074 - Mrs R Shreeve, 10 Roland Drive Hempnall - Garage and conservatory conversion, erection of carport and single storey extension to dwelling including associated internal alterations.

2023/3065 – Mr Beeney 16 Willow Drive, Hempnall – Works on TPO tree - Oak tree -To crown raise all lower branches back to trunk and up to just 16ft from ground. (no reduction on complete side, just removing 5-6 lowest branches). To confirm all branches within 16ft from ground to be pruned back to trunk/stems/natural unions on his side only.

2023/3039 - Mr A. D. Stephens, 3 Bridge Terrace, The Street Hempnall - Rear first floor 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.

Matters arising from previous Parish Council meetings – completed

Footpath cutting *FP32 / 33 and FP6*

The paths had been cut shortly after the last meeting.

Play equipment inspection/maintenance

Mr Delf has the brackets and will replace the missing ones on the MUGA.

RD

Footpath bridge widening

The Clerk had accepted the quote from Mark Havens, and he will add the extra rails to the bridge. The Clerk to monitor.

IN

Dog bin - The Greens

The Clerk had ordered the bin and post which had been delivered to Mr Delf. Mr Delf will erect it. The Clerk will add the new site to the SNC emptying schedule.

RD/IN

Bicycles on bridge footpath

The Clerk had erected a legal “cyclists dismount” sign at the Street and the Mill Rd ends of the path and written to Mrs Florance.

Parish Council email addresses

Councillors who wished to have a parish council email address had contacted the Clerk/Mr Bates and they had been set up with one. The Clerk had amended the website accordingly and informed other councillors.

Old Churchyard maintenance

Mr Whiting had completed the work.

Flooding with CPRE Norfolk

The Clerk had confirmed our interest in supporting the above event.

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Footpath 9 - tree roots

Mr Havens had built up the path around the roots.

Log stuck under Miss Emery Bridge

The Clerk reported that the property charity had arranged for this to be removed.

Consultation on the Greater Norwich Local Plan Proposed Main Modifications

Mr Hook will respond in line with our policies and previous submissions in relation to the GNLP.

DH

Extra grass cutting on playing field

The Clerk had written to Mr Shurmer of Hempnall Football club offering to administer extra grass cutting of the playing field. £30+vat. Mr Shurmer was to take the matter to the committee.

Matters arising from previous Parish Council meetings – awaiting others

Nobbs Lane Spur

Further forms are required to be completed. Mr Hook will co-ordinate in Autumn 2023. Names of users are being collated. It was noted that the path is already shown on the Sustrans cycle map.

DH

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

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

On 06/07/23 Andy Baines said *"A further joint visit will be carried for Springwood and Lundy Green. I was hoping to do those with my line manager before she left but unfortunately that didn't happen. I will prioritise these and update list accordingly."*

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

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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The Late Queen Elizabeth II commemoration

The Clerk had responded to the Lord Chamberlain's office and awaits a response. IN

Mr Hook would provide wording for a suitable plaque to be erected in due course, and entry be made in the newsletter. DH

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

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

Footpath 16 (The Greens/Strawberry farm

The Clerk had made NCC PROW and SNC aware of the entrance to footpath 16 had been made inaccessible on foot by contractors working it is assumed on the strawberry farm reservoir. He had asked for the footpath to be reinstated. Await NCC PROW/SNC. It was noted that it was still dangerous for pedestrians to use the path IN

Millfields Exception Site

Awaiting SNC / Saffron Housing for news re potential development. Mr Workman noted that there had been surveys undertaken on the sight recently. Mr Hook explained that this was now a preferred site for 15 bungalows in the draft GNLP. – The Clerk to monitor. IN

Bollard to protect pavement near Willow Drive

The Clerk had written to NCC Highways and awaited a response. IN

Roadside nature reserves / rewilding verges

Mr Driver had passed on an email from the NCC Ecologist, Sonia Seaton in which she states she will be visiting these locations as part of her verge visits between May and July this year. Mr Driver assumes she is referring to a verge in Silver Green on the road between Wodehouse Farm and Corner Cottage and one in Bussey's Loke. The Clerk to monitor. IN

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

Willow Drive 20mph signs

The Clerk had written to NCC Highways to ask them to rectify the 20mph signs on the Willow Drive/B1527 junction. The Clerk to monitor. IN

Villa farm industries

On 06/07/23 Andy Baines, the SNC enforcement officer, said "*With regard to Villa Farm I have not heard back from my last communication. Whilst the garage use is something we wouldn't necessarily object to given the use of the rest of the site and its location I am pursuing an application to regularise the use. Should one not be received we will have to consider whether it is expedient to take any further action.*" The Clerk to Monitor. IN

Traffic calming on B1527 West

Mr Hook handed the chair to Mr Delf.

See County Councillor report above.

Mr Elliott proposed, Mrs Cann seconded, and it was unanimously agreed that the Clerk contact Gary Overland again and ask for a site visit at around 8am asap. IN

Mr Hook retook the chair.

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Wheels 4 Less lighting issue

The Clerk had sent emails to SNC planning enforcement re the light pole, mobile homes and number of cars on site as instructed. We await SNC action. The Clerk to monitor. IN

Policy for use of chemicals

Mr Bates reported he is running a trial at home to determine the best options. He asked for the item to be deferred until April 2024. PB

Long Stratton Bypass

The Clerk had written to SNC to ask how much of the bypass is funded by the developer and how much by the taxpayer. We await a response. IN

Slow Ways national walking network

Mr Bates had researched this and found it to be an excellent idea. We await his proposal. PB

Road markings at war memorial junction

The Clerk had asked NCC to review when they come for site visit on the B1527. The Clerk to monitor. IN

Matters arising from previous Parish Council meetings – for discussion.

Play area redevelopment

Mrs Bachelor and Mrs Baines had been presented with a certificate of appreciation for their work re the play area development and had accepted their names being associated with two of the proposed copses. The Clerk had also presented them with the vouchers.

Dead branches on playing field trees

The Clerk had obtained a quote from Mr Whiting to remove dead wood from the large Ash tree in the children's play area. It was agreed since the approval of planning application 2023/3065, there was no need for work to remove deadwood from tree No 9.

The Clerk to check that Mr Havens had carried out all the work recommended in the January arborist's report. IN

Proposed Woodland on Playingfield

The Clerk had arranged a meeting to agree the final positions for planting with councillors, Sarah Bachelor and Katie Barnes, unfortunately Mr Shurmer was unable to attend. Sites had been agreed. Following feedback re the position of the hedge, further consideration will be given at the time of planting.

Mr Havens concerns regarding tree cover were considered.

The Clerk had obtained a quote to plant 50 trees and the hedge shield together with stakes, guards and matting and a 1m wood post fence with wire around each of the 3 copses and the planting of the 3m Oak and protective surround. Mr Delf proposed, Mr Bates seconded, and it was unanimously agreed that the Clerk contact Mr Whiting to accept his quote and asking him to cut back encroaching hedge row either side of the footpath entrances on the east side of the playingfield instead of removing deadwood from the oak tree No 9. The Clerk to also ensure Mr Whiting collects the trees on 25/11 and plants them asap. IN
IN

Bid for Parish Partnership 2024/25

The Clerk had prepared an application for the 2024/25 parish partnership which has a submission deadline of 8 December 2023 for the following projects:

- Footpath cutting / maintenance.

A quote had been obtained to cut footpaths 6,8,9,12 to a width of 1.2mtrs, each cut costing £450.00. Mr Bates proposed, Mr Elliott seconded, and it was unanimously agreed that the Clerk inform Mr Whiting that his quote is accepted and to await instruction for cutting next year. IN

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Mr Delf volunteered to talk to Mr R Allen re cutting the hedge adjacent to the footpath that borders the meadow alongside the church field off Busseys Loke. RD to inform IN of the result.

RD

It was noted that the provision of an accessible bench at the play area was outside the scope of the Parish Partnership, but funds may be available via District Councillor Hooton. The Clerk to investigate.

IN

Hempnall Natural Flood Management scoping report

The Clerk had now heard from Helen George, the National Flood Manager for East Anglia regarding the result of her liaison with landowners. They said *“Mr Allen has very kindly agreed to have installed within his landholding. We are now looking at getting final design information ready and all the permissions and consents in place to allow construction to start next year.*

I am very hopeful that this could be seen as a start at Hempnall and that more willing landowners in the area will become interested and perhaps want to get involved and do similar. We know with these sorts of measures it’s very much a case of every little helps, and that their cumulative impact can be very effective in managing flood risk.” The Clerk to monitor.

IN

The Clerk to send a copy of the proposals to Mr Rust.

IN

Mr Rust asked if it would be possible to increase the height of the wall on the south side of the waterway near the village sign to match the height of the wall on the opposite bank. In the recent storm the river nearly overflowed & looking at the lay of the land any water would roll back from the bridge towards his property and other houses. Raising the wall to the same height as the opposite bank could stop 5 or 6 properties being flooded.

The overall aim is to hold up water coming into the village, ensure it flows freely through the village and ensure it is able to dissipate on the existing water meadows on the down stream side of the village.

Mr Elliott proposed, Mr Bates seconded, and it was unanimously agreed that the Clerk investigate if the riverbank could be raised and ask Helen George if the pond on Back Lane should be dredged.

IN

Flood risk maps

The Clerk had written to the Environment Agency (“EA”) pointing out the inaccuracies and inconsistencies of the maps and information provided and asked them to correct the information in relation to Mr & Mrs Dixon’s property and to liaise with the parish council to ensure local knowledge and evidence of previous floods and subsequent preventative works is taken into account.

The EA responded as follows:

“Flooding from surface water is difficult to predict, and it depends on local rainfall and the ability of the land to allow water to drain away. With this in mind, when you search for a location in the service, the service searches within a 20m radius around the very centre of a property to make sure it presents any important risk for buildings within the boundary of your property.

Lead Local Flood Authorities are responsible for Surface Water. This means any decisions, assessments or data collection regarding surface water data must be made by the Lead Local Flood Authority. However, to assist the Lead Local Flood Authority with these duties, the Environment Agency agreed they would continue to update the Surface Water Flood Map on their behalf. Unfortunately, we cannot make decisions to amend the maps on behalf of the LLFA.

Should you wish to challenge this map please contact Norfolk County Council on foi@norfolk.gov.uk”

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Mr Bates proposed, Mr Hook seconded, and it was unanimously agreed that the Clerk respond to point out that they had not addressed the inconsistency in the data presented on the EA map and the Clerk to write to NCC as suggested.

IN

Mr Bates had made enquiries about historical conversion of a ditch to a drain opposite Field Lane and he had circulated this to councillors prior to the meeting.

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
Norfolk council training and support
Police Priority Setting Meeting
Norwich Western Link project update
Notice of Consultation on the Greater Norwich Local Plan Proposed Main Modifications
Help for our elderly and vulnerable
Invitation to Tremendous Trees

No further matters were raised form the above.

Items placed directly onto the Parish notice boards were:

Relevant notices/agenda
Newsletter

No further matters were raised form the above.

Website &/or Facebook

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 registers of interest

No further matters were raised from the above.

Correspondence from Parishioners

Clearing farm ditches

Residents of Old Market Way whose properties back onto the farm fields have noticed that the farmer has not cleared the ditch that runs alongside their properties this year. The ditch has flooded in the past and residents are concerned about the repercussions if the ditches are blocked. They have asked if the parish council can help on this matter.

Mr Elliott proposed, Mr Hook seconded, and it was unanimously agreed that the Clerk will provide details of the communication to Mr Elliott who will visit the resident(s) to explain our flood prevention policy and investigate their concerns.

IN
RE

Football pitch cutting

Mr Shurmer had written on behalf of the football club expressing dissatisfaction with the quality of the grass cutting of the playingfield. Mr Hook proposed, Mr Bates seconded, and it was unanimously agreed that the Clerk to contact the contractor to discuss the issues and keep Mr Shurmer updated.

IN

The Village Hall AGM

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This will take place on Thursday 27 November. Mrs Cann, being the parish council's representative should be re-elected by the Village Hall committee. The AGM is open to any councillor to attend. The Clerk to inform the Village Hall secretary.

IN

Weed in Stream

A resident had expressed concern about weed in the stream near the phone box. It was agreed the Clerk should inform the resident that we were currently liaising with the Environment agency about this area.

IN

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 15 September to 15 November 2023. The statement was not materially out of line with the annual budget. Mr Elliott proposed, Mrs Cann 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 30 September 2023. Mr Delf proposed, Mr Elliott seconded, and it was unanimously agreed that the statement be approved.

Tennis Club rental setting

Mr Delf took the chair.

Mr Bates proposed, Mrs Cann seconded, and it was unanimously agreed (DH abstained) that the Tennis Club rent be set at £200 for the year ended 31 March 2025. The Clerk to issue the invoice in due course.

IN

Mr Hook took the chair.

Statement Regular Payments

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

Litter Picking etc.

Mr Delf proposed, Mr Bates seconded, and it was unanimously agreed that a gratuity of £860 be paid to Mr Cracknell for his sterling work around the village over the last year in maintaining the bus shelter, litter clearance and bin emptying. The Clerk to write a thank you letter and make payment.

IN

Budget/Precept 2024/25

The Clerk presented the budget for 2024/25 as previously circulated to Councillors. Mr Bates proposed, Mrs Cann seconded, and it was agreed to adopt the budget subject to updating it for the increase in tennis club rent, litter payment and putting funds aside for traffic calming.

IN

Mr Hook proposed, Mr Elliott seconded, and it was agreed unanimously that the precept be set at the same level as 2023/4, £18,300.

IN

The Clerk to inform SNC of the required precept.

Speedwatch/SAM2

Mr Elliott reported he will approach the police motorbike team for an update of their activity and encourage them to attend the village at peak speeding times.

RE

Support for The Hempnall Trust

Mr Bates as chair of the Hempnall Trust noted that as the HPC had publicly stated their support for The Mill (owned by The Hempnall Trust). He reported that despite many changes made and a lot of effort from many volunteers, there was still an operating deficit

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of circa £12.5k pa. He pointed out that Pulham Parish Council supported for the Penoyer Centre in their village and asked if councillors would consider supporting The Hempnall Trust.

Mr Hook proposed, Mr Workman seconded, and it was unanimously agreed (Mr Bates abstained) that the Clerk take advice from NALC as to whether we had the power to do so and also investigate whether CIL money could be used for this purpose.

IN

Items for next main meeting

- None were identified.

Items for next newsletter

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

- Flood prevention update
- Traffic management matters we have asked NCC to consider
- Footpath cutting
- Parking on pavements – soon to be illegal – Mr Bates to supply the Clerk with details.

PB
IN

Date of next meeting

The next Parish Council planning meeting will take place on 19 December 2023 at 7.00pm in the Mill Centre and the next main meeting on 16 January 2024 at the Mill Centre at 7:00pm.

IN

There being no further business, the meeting was closed at 10:28

Signed _____ Date 19/12/2023

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FINANCIAL STATEMENT

Transactions to 15/11/2023

Current Account

| (Payments)/Receipts since last meeting: | | £ |
|--|--|-----------------|
| 00/01/1900 | Funds from sale of rocks | 105.00 |
| 00/01/1900 | Costs of play area opening | (334.89) |
| 24/09/2023 | Tr BPA to C/a | 1,000.00 |
| 30/09/2023 | Ian Nelson Salary | (434.46) |
| 30/09/2023 | Ian Nelson use of home as office | (30.00) |
| 30/09/2023 | Ian Nelson broadband | (4.00) |
| 25/09/2023 | IJN - Stamps | (3.00) |
| 25/09/2023 | Ink Cartridges | (42.29) |
| 25/09/2023 | Microsoft Office licence | (59.99) |
| 25/09/2023 | No Cycling signs | (32.45) |
| 27/09/2023 | Precept | 9,150.00 |
| 02/10/2023 | Tr C/a BPA | (9,000.00) |
| 18/10/2023 | NPower - streetlight power | (29.03) |
| 05/10/2023 | NSIB Interest | 29.51 |
| 30/09/2023 | VFM - payroll and accounting | (38.20) |
| 20/09/2023 | Tr BPA to C/a | 1,000.00 |
| 15/09/2023 | S Batchellor - balance returned | 20.11 |
| 16/10/2023 | Tr BPA to C/a | 2,000.00 |
| 16/10/2023 | Amitola Ltd - Bridge | (2,160.00) |
| 18/10/2023 | SNC - CIL | 19,141.07 |
| 31/10/2023 | Ian Nelson Salary | (434.46) |
| 31/10/2023 | Ian Nelson use of home as office | (30.00) |
| 31/10/2023 | Ian Nelson broadband | (4.00) |
| 31/10/2023 | Top Garden Services - grass cutting | (982.80) |
| 31/10/2023 | David Hook - ink | (14.80) |
| 31/10/2023 | Delfs - Muga parts cost | (21.59) |
| 28/10/2023 | Tr C/a BPA | (17,000.00) |
| 27/10/2023 | CPRE Subs | (60.00) |
| 31/10/2023 | D Whiting - old church yard trees | (440.00) |
| 31/10/2023 | Glasdon- dog bin | (218.26) |
| 01/11/2023 | K & M Lighting Services - streetlight maint pa | (141.55) |
| 18/11/2023 | NPower - streetlight power | (32.67) |
| 06/11/2023 | NSIB Interest | 30.49 |
| 31/10/2023 | VFM - payroll and accounting | (38.20) |
| | | <u>889.54</u> |
| | Closing Balance | <u>1,731.29</u> |

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Business Premium Account

| (Payments)/Receipts since last meeting: | | £ |
|--|---------------|------------------|
| 24/09/2023 | Tr BPA to C/a | (1,000.00) |
| 02/10/2023 | Tr C/a BPA | 9,000.00 |
| 20/09/2023 | Tr BPA to C/a | (1,000.00) |
| 16/10/2023 | Tr BPA to C/a | (2,000.00) |
| 28/10/2023 | Tr C/a BPA | 17,000.00 |
| | | <u>22,000.00</u> |
| Closing Balance | | <u>92,022.00</u> |