

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 20 May 2025 at 7:00pm in The Mill

Present

Chairman Mr David Hook, Mr Phil Bates, Mrs Joan Cann, Mr Richard Delf, Mr Mike Turner, and the Clerk Mr Ian Nelson.

Members of the public present

There were none.

Apologies

Apologies were received from County Councillor Alison Thomas, District Councillor Martyn Hooton, Mr Robert Elliott, Mr Peter Workman

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	En-bloc Mr Delf	En-bloc Mr Bates
Vice-Chairman	R Delf		
Village Hall Rep	J Cann		
Footpaths	P Bates		
Tree Warden	D Hook		
SAM2 coordinator	M Turner		
Bank Signatories	R Delf		
	D Hook		
	P Bates		
Data Protection Committee	D Hook		
	P Bates		
	P Workman		
Playing Field Liaison	P Workman		

Declaration of interests

Mr Hook declared a non-financial interest in the East Pye Solar Project as he is a trustee of CPRE Norfolk.

Minutes of the previous meeting

Mr Turner proposed, Mr Bates seconded, and it was unanimously agreed the minutes of the meeting on 15 April 2025 be approved.

Public Participation

There were none.

County Councillor Update

Mrs Thomas had not submitted a reported.

District Councillor Update

Mr Hooton had told the Clerk there was nothing to report.

Planning Applications

New applications since the last meeting:

2025/1255 - Joanne Sutherland, Wood Farm, Fairstead Lane, Hempnall - Non-material amendment to 2023/2677 – Mr Delf proposed, Mr seconded, and it was unanimously agreed to make no comment

2025/1197 - Carl Whitman, Cottleston, Mill Rd, Hempnall - Demolish subsiding outbuilding – Mr Delf proposed, Mr Turner seconded, and it was unanimously agreed to make no comment

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2024/3752 Amended - Variation of conditions 2 (approved plans and documents), 3 (drainage strategy) & 7 (requirement for offsite highway works) of 2021/0515 Location: Poultry Farm Road Green Hempnall. – Mr Delf proposed, Mrs Cann seconded, and it was unanimously agreed that the application response should be that the council is still of the opinion that the road is inadequate for the lorry traffic. The road should be re-engineered to cope with the heavy lorries including passing places and levelling out the existing bumps.

IN

2025/1365 - Mr & Mrs Tidder, Bry-mor, The Street, Hempnall - Cert of lawfulness for change of existing use playroom (c3) for massage therapy treatment (class e) – Mr Hook proposed, Mr Turner, and it was unanimously agreed that the application be approved subject to the provision of off road parking for customers and staff as on road parking would be very dangerous.

IN

Applications approved since the last meeting:

2024/2027 - Mrs Rachel Shreeve - Land to The Rear of 25 Coronation Crescent and 2-10 Roland Drive Hempnall - Change of Use.

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.

East Pye letters to householders

The Clerk had written a strong letter to Dalcour Maclaren on 17/04 (cc MP, County and District councillors and Kay Mason-Billig NCC Chair) on behalf of residents to state that their letter was causing great concern and scaring people particularly with regard the sentence containing a veiled threat of land acquisition/house demolition. They were also asked why they needed this information and what would it be used for. They were chased for a response on 08/05 and not having received a response to either email the Clerk called them on 19/05 and resent the emails. A response is still awaited. The Clerk also asked them what if any consequences there would be if residents did not respond to the letter.

Mr Delf proposed, Mrs Cann seconded, and it was agreed unanimously that Mr Hook and the Clerk provide a press release on this matter.

DH/IN

East Pye Solar BEPS Meeting

Mr Bates reported that the village walk was well attended (circa 100). BEPS is being very active in many ways and holding meetings in other parishes as well. The national walk against solar farms will take place on 8 June in Great Moulton.

BEPS will be calling another information meeting of affected parish councils to be held at the end of June.

East Pye Solar Project

Mr Hook proposed, Mr Bates seconded, and it was agreed unanimously that Mr Hook write to SNC regarding the draft Supplementary Planning Document (SPD) pointing out the potential dangers of producing a document of this type.

DH

Mr Hook will be attending a meeting this week to learn how best to respond to a statutory consultation.

DH

Mr Hook proposed, Mr Bates seconded, and it was agreed unanimously that the Clerk acknowledges receipt of a copy of Mr Shurmer's letter to MPs.

IN

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Planning enforcement update

The Clerk had asked SNC enforcement for further details concerning the rates issue re the garage at Villa Farm and waits a response.

IN

The Clerk had written again to SNC enforcement officer about the apparent extension of the curtilage on the southern boundary of Willow Drive, which was not shown in the approved plans. The Clerk had specifically requested detail of when and how the extension was approved and who was consulted. In addition, the Clerk had commented on the nature of the southern boundary hedge with reference to the original planning application as the outcome seemed to fall short of promises made by the developer. We await a response.

IN

Matters arising from previous Parish Council meetings – completed

Proposals for a new town in South Norfolk of 10,000 houses.

Mr Hook and the Clerk had written to Ben Goldsborough MP and Daniel Elmer in the strongest possible terms to oppose yet more urbanisation of valuable countryside and asked the district and county councillors not to support the proposed new town proposal. Mr Goldsborough had responded, and the Clerk had circulated the email trail to councillors prior to the meeting.

The Clerk had also written to the leader of SNC, Mr Elmer, in support of the views expressed in the CPRE letter against such a development.

HPC newsletter

The Clerk had drafted and published.

Footpath 7/8 plank

The Clerk had thanked Mr Allen for his prompt action.

Defibrillator replacement

The Clerk had received payment from the village hall committee.

Planning Reform Working Paper: Streamlining Infrastructure Planning

Mr Hook had responded to the consultation objecting to the dilution of the power of local opinion.

Planning Enforcement

The Clerk had responded factually to Saxlingham PC to inform them of Hempnall's experience of the lack of effective enforcement and the inordinate length of time it often takes for action to be taken.

Parking by contractors on The Street (north end)

A response had been made to the residents to inform them of action taken.

Flooding

The Clerk had drafted the article for the next newsletter to thank landowners, the Environment Agency and The Rivers Trust for the work undertaken to date on flood prevention measures.

Overhanging Hedges

The Clerk had checked and spoken to the landowner.

Local Government Review in Norfolk

The Clerk / Mr Hook had responded to make reasoned comments to NCC, SNC and others to retain the status quo. A response had been received from the Ministry of Housing, Communities & Local Government. Mr Hook proposed, Mr Delf seconded, and it was agreed unanimously that Mr Hook and the Clerk respond to the points made by the Ministry.

DH/IN

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Churchyard Grass cutting

The Clerk had retained the services of the existing contractor and informed all tendering contractors of the decision.

Speeding Tractors / Lorries

The Clerk had written to local farmers to ask them to ask their employees / contractors to slow down through the village and repeated the article in the newsletter requesting parishioners to report commercial vehicles driving inappropriately to the businesses concerned and to the Clerk.

Play area repairs

Mr Delf will replace 3 brackets on the MUGA.

RD

Battery storage applications in Great Moulton and Wacton

The Clerk had written to SNC to ask that the applications be required to have an Environmental Impact Assessment.

Land use framework consultation

The Clerk had responded to the government stating that the parish council endorses the CPRE response.

Dog fouling

The Clerk had drafted the article for the newsletter.

Tree felling prevention

The Clerk had reported the felling of several mature trees taking place off Mill Rd to Norfolk Wildlife Trust, the Police Wildlife Liaison Officer and the forestry commission enforcement officer. Neither of the former two were able to assist. The Forestry Commission had visited the site and said at the time of visit there was insufficient felling to require a licence.

Mr Hook proposed, Mr Bates seconded, and it was agreed unanimously that the Clerk write to the Forestry Commission again to inform them that felling is continuing and there is probably more than 5m³ and thus would need a licence. In addition, the Clerk to write to the landowner to let them know the tenant is cutting down trees and ask them to request him to stop as it was causing great concern to the parish council and residents.

IN

IN

Insurance cover review

The Clerk had renewed the policy with the proposed cover levels.

Swing noise

Mr Delf and the Clerk had oiled the swings.

Turkey Row Rent

The rent had now been received.

Streetlight timers

The Clerk ensured all the timers were now working correctly.

Gravestone Cross repair

The contractor had repaired.

Matters arising from previous Parish Council meetings – for discussion.

Flood Management – contact with Mornigthorpe & Fritton PC

Mr Bates will continue to pursue this via a Morningthorpe & Fritton parish councillor.

PB

Flood risk maps / Raising the riverbank

Mr Bates had chased the Environment Agency and received the following response:

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“The flood map for risk from surface water was updated at the end of this February and can be accessed through the check your long term flood risk portal at <https://www.gov.uk/check-long-term-flood-risk>. This does show a marked reduction in risk of flooding in surface water for the area. We only hold the risk of flooding from surface water mapping on behalf of the lead local flood authorities (county councils and unitary authorities). Should you still be unsatisfied with the representation of surface water risk in your area, you will need to contact them (in this case Norfolk County Council) to challenge the mapping. As part of any challenge, you would need to supply surface water modelling that demonstrates the change in extent.

Any changes in the surface water mapping would not change the requirement for a Flood Risk Activity Permit for the proposed works, as they would still be taking place on the riverbank / within 8m of the main river. The permitting service has changed slightly in the past year, moving to a national team for consistency across the country. Should you wish to submit an application (with all documentation as outlined in the FAQ previously supplied), please send it to flood.permitting@environment-agency.gov.uk from where the application will be assessed.”

Slow Ways national walking network

Mr Bates wished to carry this matter forward.

PB

Community Emergency Planning WhatsApp Proposal

The Clerk reported that there had been no response to the article in the newsletter asking for a volunteer, so it was agreed to not proceed further.

Speeding in the village

The Clerk had made enquires as to whether it was possible to install an ANPR speed camera in the village and also asked about the frequency of 30 and 20 mph repeaters in the village and awaits a response.

IN

Correspondence

Items given directly to Councillors or representatives since the last main meeting were:

Various police crime summaries
Various planning applications
Various “solar” emails
Relevant notices/agenda and minutes
Various SNC Planning Monthly Enforcement Reports
Correspondence from parishioners
East Pye Solar Phase One Consultation Summary Report
National Grid – Norwich to Tilbury, targeted statutory consultation
NSIP East Pye Solar Phase One Consultation Summary Report - pre-application stage
Norfolk Minerals and Waste Local Plan (NM&WLP) – Publication of Inspector’s Report
CPRE Norfolk's Response to Daniel Elmer's EDP Letter
NCC re East Pye Solar Signs
SNC Enforcement update 03/04/25
The General Aviation Awareness Council (GAAC) EPS response
Topcroft - Upcoming Temporary Road Closure of C368 Topcroft Street to facilitate Norfolk County Council headwall repair works (my ref: STRO12429)
VE Day Hempnall Church bell ringing
TASBURGH - Upcoming Road closure off U76022 Fairstead Lane to facilitate Norfolk County Council, drainage works (my ref STRO12742)
Morningthorpe and Fritton - Upcoming Temporary Road Closure of C201 The Krons to facilitate carriageway repairs by Norfolk County Council (My Ref: STRO12748)
Local Government Reorganisation - Parish and Town Council engagement events
Local Government Reorganisation in Norfolk - your views! – from SNC Leader
CPRE Norfolk's anti-mega solar Alliance - Webinar 22nd May 2025
Broadland & South Norfolk Design Code - 3rd stage public & stakeholder engagement.
Emergency temporary closure of C188 Stoke Road in the Parish of Poringland owing to Anglian Water - burst water main (REF STRO12849)

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Norwich to Tilbury - May 2025 Project Update
No further matters were raised from the above.

Items placed directly onto the Parish notice boards were:

Relevant notices/agenda
Long Stratton VE Day Celebrations poster

No further matters were raised from the above.

Website &/or Facebook

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

Added relevant notices/agenda and minutes.
Added various papers to be tabled at meetings.

No further matters were raised from the above.

Correspondence from Parishioners

There was none to discuss.

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 13 March to 15 May 2025. The statement was not materially out of line with the annual budget. Mrs Cann proposed, Mr Bates seconded, and it was unanimously agreed the statement be accepted.

Annual Budget Report

The Clerk presented the annual budget report showing the movements for the quarter ended 31 March 2025. Mr Bates proposed, Mr Delf, seconded and it was unanimously agreed that the statement be approved.

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 2025. At that date money in the CIL fund was £20,844.

Mr Turner proposed, Mr Hook seconded, and it was agreed unanimously that the Clerk write to NCC Highways pointing out the danger to pedestrians and local traffic alike since the expansion of the strawberry farm and ask if the 40mph limit can be extended along Alburgh Road and/or a footpath be provided.

IN

Speedwatch Report

There was no report in the absence of Mr Elliott.

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 Delf proposed, Mr Turner seconded, and it was unanimously agreed that no amendments were necessary to the following policy documents:

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

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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 Turner 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. Mr Delf proposed, Mr Turner seconded, and it was unanimously agreed that no amendments were necessary.

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.

Action Plan

The Clerk had sent copies of the draft action plan to councillors for consideration prior to the meeting.

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

IN

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 Bates proposed, Mrs Cann seconded, and it was unanimously agreed the Information Audit Schedule be accepted as complete.

Grass cutting – war graves path

Mr Hook reported that the contractor had still not cut the war grave path in the old churchyard. The Clerk had received assurances from the contractor that they would do it on their next visit. It was agreed that if the contractor fails to do it again, we would consider reducing the amount paid to him and ask another contractor to cut the path.

IN

Footpath via strawberry farm

Mr Turner reported that parishioners have commented that it is not clear where the footpath goes through the strawberry farm and more signs are needed. The Clerk to contract NCC PROW to see if they can rectify this. Mr Bates to contact Mr Rose for the supply of roundel markers.

IN/PB

Nobbs Lane Spur

The Clerk to ask NCC for an update as to progress.

IN

Items for next newsletter

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

- Encouraging people to report commercial vehicles driving inappropriately to the businesses concerned and to the Clerk.
- Dog fouling / keeping dog under control.
- Thanking landowners re flood prevention measures.

IN

Items for next main meeting

- Clerk's salary review
- Speeding in the village

IN

Date of next meeting

The next Parish Council meetings will take place as follows:

17 June 2025 at 7.00pm in The Mill – planning meeting

15 July 2025 at 7:00pm in The Mill - main meeting

IN

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There being no further business, the meeting was closed at 9:05.

Signed _____ Date 17/06/2025

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FINANCIAL STATEMENT

Transactions to 15/05/2025

Current Account

(Payments)/Receipts since last meeting:		£
26/02/2025	Tr BPA to c/a	4,000.00
13/03/2025	NALC subs	(321.72)
18/03/2025	Hempnall Vill Hall - re Defib	555.00
20/03/2025	UK2 Website domain	(17.63)
20/03/2025	stamps	(8.50)
22/03/2025	Tr BPA to c/a	1,000.00
23/03/2025	NPower - streetlight power	(35.84)
28/03/2025	Hemp Tennis Club rent	210.00
31/03/2025	Ian Nelson Salary	(471.39)
31/03/2025	Ian Nelson use of home as office	(30.00)
31/03/2025	Ian Nelson broadband	(4.00)
01/04/2025	Chq not cashed	100.00
01/04/2025	VFM - payroll and accounting	(42.56)
07/04/2025	NSIB Interest	27.69
09/04/2025	SNC land rent	900.00
10/04/2025	The Hempnall Trust Donation - fridge	(500.00)
15/04/2025	SNC - CIL	25,810.86
24/04/2025	Tr C/a BPA	(25,000.00)
24/04/2025	Cash banked	5.40
24/04/2025	Clerks tax refunded	11.72
25/04/2025	HMRC tax	(14.80)
26/04/2025	Tr C/a BPA	(9,000.00)
30/04/2025	Ian Nelson Salary	(471.39)
30/04/2025	Ian Nelson use of home as office	(30.00)
30/04/2025	Ian Nelson broadband	(4.00)
01/05/2025	VFM - payroll and accounting	(42.56)
06/05/2025	NSIB Interest	26.80
16/05/2025	HMRC VAT Refund	2,838.32
		<u>(508.60)</u>
Closing Balance		<u><u>606.00</u></u>

Business Premium Account

(Payments)/Receipts since last meeting:		£
26/02/2025	Tr BPA to c/a	(4,000.00)
22/03/2025	Tr BPA to c/a	(1,000.00)
24/04/2025	Tr C/a BPA	25,000.00
26/04/2025	Tr C/a BPA	9,000.00
		<u>29,000.00</u>
Closing Balance		<u><u>158,162.80</u></u>

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Matters arising awaiting others

Matters arising from previous Parish Council meetings – awaiting others

Policy for use of chemicals

Mr Bates reported he is running a trial at home to determine the best options.

PB

Flood Barriers

The Clerk had circulated initial details of a scheme to supply mobile flood barriers, provided by District Councillor Thomas. The Clerk to monitor.

IN

Outside Toilets at recreation ground

Mr Bates had made initial enquiries with the Village Hall Committee who had no objection if the toilets were not attached to the hall. They were prepared to consider use of the hall's utilities to connect the toilet block. The cost of maintaining the toilets was thought to be significant and would need to be quantified before progressing. Given the time required to attend to the EPS issues, it was agreed to postpone further consideration of outside toilets until after the conclusion of the solar planning application.

PB

Playing Field hedging and trees

The Clerk ask Mr Havens to give the hedges surrounding the playingfield a light trim like last year. After 1 March Mr Havers had contacted the Clerk to explain that he had been unable to cut the hedges as ground conditions had not been firm enough to allow the machinery on the field without cause too much damage. Now the bird nesting season had started the work would not be carried out until after September. The Clerk to monitor.

IN

Graveyard maintenance / wall

The Clerk had engaged the contractor and instructed that any left-over stones/bricks were retained for future repairs. The Clerk to monitor.

IN

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Matters arising from previous Parish Council meetings – awaiting NCC

Bollard to protect pavement near Willow Drive

Mr Overland will ask his team to survey this area again with a view to erecting a bollard if at all possible. The Clerk to Monitor.

IN

Traffic calming on B1527 West

It was agreed to arrange for the hedge to be cut so as not to obscure the sharp deviation signs and Mr Overland to investigate replacing the existing signs with modern brighter full chevron (double the size) signs. The Clerk to monitor

IN

Road Calming/signage for The Krons & Fairstead Lane

The Clerk had asked NCC Highways for signage re the ford across the Krons and no pavement signs along the Krons and Fairsted lane. The Clerk to monitor.

IN

Traffic calming at east end of B1527

The SAM2 results show the 85th percentile is 32mph, well above the 20mph limit. Our requests for chicanes were again turned down as it was not in line with NCC policy. The possibility of a permanent flashing 20mph sign is to be explored. The Clerk to monitor.

IN

Traffic calming at Broaden Lane

Again, any kind of artificial road narrowing was ruled out by Mr Overland. The extension of the 30mph limit had also previously been ruled out. However, it was agreed that he would ask his team to look at placing a new 30mph reminder in sightline of incoming traffic not far past the bus stop and he would look favourable on the placing of the SAM2 unit on that post in order to catch traffic sooner.

Mr Elliott said that he thought that “Slow” or “30” painted in road and remove the white lines. Mrs Thomas thought she may be able to use some of her highway’s budget to fund small measures like that. The Clerk had asked Mr Overland to consider painting “30” on the road and requested NCC to remove the central white lines on the road after just entering the village from Saxlingham.

IN

Footpath 12 finger post

The Clerk had asked NCC to erect a figure post at the junction of footpath 12 where it tuns into a bridleway with one figure pointing to the footpath and another the bridleway. The Clerk to monitor.

IN

Nobbs Lane Spur

Mr Hook had submitted the application to NCC, and we have received confirmation of compliance. We await their review. The Clerk to monitor.

IN

Broaden Lane 30mph sign

The Clerk to follow up with NCC re the new 30mph sign near the bus stop so this can also be used to mount the SAM2.

IN

White Lines – Fairsted Lane / The Krons

The Clerk had asked NCC to repaint the lines. The Clerk to monitor.

IN

Surface on junction of Alburgh Rd/B1527

The junction should be resurfaced and is currently programmed for the 28/08/2025 for one night where the recommended traffic management is that B1527 Bungay Road will be closed. The likely diversion route is via the A140, the A47 and the B1332. The Clerk to Monitor.

IN

Bus shelter on west side of Broaden Lane

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The Clerk had researched cost of a shelter which would be around £3,000 plus base plus fitting plus NCC costs. The Clerk had written to NCC Highways to ask about the procedure and costs. The Clerk to Monitor.

IN

Matters arising from previous Parish Council meetings – awaiting SNC

Villa farm industries

On 30/11/23 Andy Baines, the SNC enforcement officer, said *“By way of update on Villa Farm the only unauthorised use is Harvey Lane Garage. I have written to them to encourage the submission of an application but if this is not received, we will then have to consider whether it is expedient to take any further action. Should an application not be received I will update you further what action the council will take.”* The Clerk to Monitor. See enforcement report 20/05/24.

IN

Wheels 4 Less planning issues

Mr Hook had reviewed the various planning consents in detail and listed all the suspected non-compliance issues in a 7-page letter to SNC enforcement officer. The letter was acknowledged, and they intend to carry out a site visit - We await a further response.

IN

Millfields Exception Site

We await the outcome of the survey. The Clerk to monitor.

IN

Willow Drive incomplete planning issues

The Clerk had written to SNC as not all the points raised by the parish council in previous correspondence (18/07/2024) had been addressed in SNC's update of 31/01/2025. The Clerk had reiterated the points of concern and requested an update as to action taken. The Clerk to monitor.

IN