

# HEMPNALL PARISH COUNCIL

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## Minutes of the Parish Council meeting held on Tuesday 8th May 2012 at 7.30pm in The Mill Centre

ACTION

### Present

Chairman Geoffrey Moulton, Vice Chairman David Hook, Liz Allen, Debbie Ashford, Richard Delf, David Pointer, Mike Turner, Peter Workman and the Clerk Ian Nelson.

### Members of the public present

Mr Roger Brookes, Mr Paul Ellis

### Apologies

Apologies were received from County Councillor Alison Thomas, District Councillor Windridge, Mrs Sylvia Cundy, Mr Ian Cundy.

### Declarations of Interest

Mrs Allen declared a prejudicial interest; Mr Moulton and Mrs Ashford declared an interest in the Wind Turbine matters. Mrs Allen declared an interest in the Busseys Loke item and a prejudicial interest in the South Norfolk Place-Making Guide Consultation item

### 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	G Moulton	P Workman	D Ashford
Vice-Chairman	D Hook	L Allen	D Pointer
Village Hall Rep	L Allen	D Pointer	D Ashford
Playing Field Users Reps	R Delf P Workman	D Ashford	M Turner
Footpaths	G Moulton	G Moulton	L Allen
Tree Wardens	D Hook M Turner	G Moulton	P Workman
Highways Liaison Rep	D Ashford	L Allen	P Workman
Bank Signatories	R Delf G Moulton K Cunningham	P Workman	L Allen

The clerk to update the website etc accordingly.

IN

### Minutes of the previous meeting

The minutes of the meeting on 10th April 2012 were approved and signed after adjusting page 1122 substituting "Mr Ogilvie" to "Mr Parker" and page 1123 "0.00%" to "0.007%"

### Public Participation

Mr Ellis stated that the paragraph in the minutes of the 10/04/12 which stated "*It was reported that Mr Ellis had informed people after he purchased it that he was required to run it as a pub for 6 months in order to prove whether or not it was a viable trading concern. This had not taken place.*" although it may reflect what was said at the meeting, is in fact untrue. He stated that he would not have said such a thing as he had known pre purchase that it was not a requirement to trade the pub, thus he suggested that whoever had made the comment was either misguided or disingenuous. Mr Ellis was satisfied that this simply be recorded in these minutes.

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## County/District Councillor updates

**ACTION**

County Councillor Thomas had submitted the following report:

*“Council tax set at zero increase. As a consequence a government grant equivalent to 2.5% of council tax. This being invested in three main schemes namely:*

- added funding for highway maintenance particularly resurfacing 3.5m*
- investment to deliver an additional 400 apprenticeships for young people in Norfolk of 3.5m*
- Capital investment to increase residential provision for Looked After Children enabling them to return to Norfolk from out of county placements. This is not only in the child's best interests but produces financial savings. Also supported provision for young people who are older and leaving care but need a transition from Foster Care to independence.*

*The discussions regarding the entrance at the School are still on going. The scheme that was suggested was not possible due to the huge costs. A more modest approach is being applied and I will update you further when that is presented to us.*

*Jubilee Celebration plans are gaining pace. We have appointed 26 young people to act as Jubilee journalists linking with Radio Norfolk and the EDP. They may therefore like to engage with your community and report the celebrations happening in Hempnall. There are still small grants available for jubilee events if there are interested groups.*

*Broadband bid is moving on following the Back Better Broadband campaign. We are now looking to providers to express and interest in the contracts. The number of interested households has increased the likely competition for the contract and consequently should make it more financially competitive increasing the value for money to the Norfolk taxpayer.”*

## Planning Applications

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

None.

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

Mr W Le Good, Town House Farm, Lundy Green, Hempnall - To replace existing windows with aluminium & 1 door and erection of horizontal bars to frames. – Recommended approval.

IN

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

Mr & Mrs A Buck, Colreen, Mill Road, Hempnall, Norwich, NR15 2LP - Proposed Extension

Mr Andre Santander, Evergreen, Mill Road, Hempnall, Norfolk, NR15 2LP - Proposed Single storey rear extension.

Mr & Mrs J Howkins The Grange, Hardy's Loke, Hempnall, Norwich, NR15 2NR Retrospective application for single storey extension, dormer windows and internal alterations.

### **Change of use of Queens Head**

The clerk reported that he and Mr Hook had written to SNC with the council's comments re the marketing of the pub and copied in Mr Ellis for info.

The Moulton read a letter from Mrs Franks in support of Mr Ellis' plans for the property.

The clerk read the response from the Minister responsible, Rt Hon Greg Clark MP, regarding the registration of Community Assets.

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Mr Ellis had today emailed councillors with a letter commenting on matters reflected in previous minutes and explaining his case to the council. **ACTION**

Mr Ellis highlighted in particular that the brewery were selling via an agent and were willing to sell to him at a good price of £149,130 as the brewery were raising capital at the time to purchase its own bonds on the market at 70% of redemption value. Thus every £1 capital they raised from sale of assets cancelled out £1.43 of brewery debt. Or to put it another way The £149k paid cancelled out brewery debt of £213k. Mr Ellis indicated that the brewery was desperate for cash to take advantage of this situation so would have sold to the highest bidder, thus proving that he was the highest bidder able to act by the bond maturity deadline.

Mr Ellis went on to explain that SNC had used professional valuers to approve his current sales price of £165k . He felt it was unreasonable for anybody to expect him to sell the development value for nothing, hence the overage clause in the sales contract, which again had been agreed by SNC.

Mr Hook said that if Mr Ellis had bought it as a pub then it should be sold as a pub on the same terms as Mr Ellis had the opportunity to buy it.

Mr Hook reiterated the council's position, as agreed at the previous meeting, that until the regulations in the Localism Act relating to the listing of community assets and the community right to buy were published it would not be clear to councillors what options HPC might have in respect of maintaining the Queens Head as the only pub in the main settlement area of the village. He pointed out that local opinion was firmly behind the council's attempts to retain the pub and that many village people had approached him asking that HPC fight to keep the Queens Head. In response to comments that the Queens Head was no longer a viable business Mr Hook postulated that many of the community assets that are likely to be listed for protection under the Localism Act are likely to be failed businesses and if the act is to be successful in its purpose, i.e. in saving such assets, then it will probably have to ensure that a system is set in place to enable such assets to be sold at preferential rates in order to attract bidders. At the "right price" he thought members of the community might well be interested in buying the Queens Head and the fact that such interest had not yet materialised was due to the restrictions placed on the sale by the current owner. Mr Hook concluded that the parish council should wait until the Localism Act regulations had been finalised before contemplating any change of use.

It was noted that the property would need money spent on it to bring it up to a standard suitable to reopen and that it was very likely that it would need to have additional expenditure to enable it to offer meals to customers, but this was no different to when the pub was purchased by Mr Ellis as a pub.

Mr Turner said that he would have liked Mr Ellis to run as a pub as a free house to see if it was commercially viable. He felt that as previous tenants made a profit the brewery simply took more and thus there was no incentive to do well, whereas a free house would not have this problem.

Mr Workman agreed that if run as free house it would be likely to be more profitable however he wondered what affect would it have on the Three Horse Shoes.

IN

Mrs Allen thought that it would be unlikely to reopen but would like to see it happen, however felt that it had been proven to be uneconomic without food.

Mr Moulton interjected that the matter had been discussed at length many times at previous meetings so unless a resolution was passed to change the current agreed view would remain the same.

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Mr Hook proposed, Mr Turner seconded and it was agreed (with 2 abstentions) that until the position under Localism Act regulations is clear the council's stance should remain as previously agreed. **ACTION**

Mr Hook proposed, Mr Moulton seconded and it was agreed (with 2 abstentions) to forward the Rt Hon Greg Clarke MP's letter to SNC.

## **Apple International Inc site**

SNC had now responded and stated that they had received a response from Apple International who had informed them that the helicopter flight was a one off for personal use and apologise for any noise nuisance. SNC also stated that there are no restrictions preventing access to the site via helicopter.

Mr Hook noted that there had been more "one off" occurrences!

SNC are yet to respond in respect of the matter relating to a wall that had been erected near the entrance for which it is understood planning permission had not been obtained. The clerk to continue to chase. **IN**

## **South Norfolk Place-Making Guide : Consultation Draft**

Mrs Allen left the meeting.

Mr Hook stated that this concerned all new development under the Joint Core Strategy so it could affect Hempnall and that it was essentially a good design guide. Mr Hook proposed, Mrs Ashford seconded and it was unanimously agreed that the clerk resubmit comments made by the council in response to the original consultation on the Joint Core Strategy. **IN/DH**

Mrs Allen returned to the meeting.

## **Mineral and Waste Consultation**

Mr Hook had reviewed the documentation and reported that there was nothing that directly affected the Hempnall area. Mr Hook proposed, Mr Workman seconded and it was unanimously agreed that the clerk resubmit comments made by the council in response to the original consultation. **IN/DH**

## **Matters arising from previous parish council meetings – completed**

### **Out of date planning application forms**

The clerk had written to SNC pointing out the prevalent use of out of date old planning application forms resulting in full information was not being provided. SNC had responded as follows:

*"We confirm that the application forms used for both cases are the correct ones. There are currently two types of application forms available, those that are on our website and those available for download via the Planning Portal. There are some differences between the two forms but they are both acceptable when registering applications. If an application is submitted using one of the very old forms from before 2008, we will not validate the application until the new form has been completed."*

### **Footpaths**

#### ***Grange Farm, Hempnall Green, to Lower Lane Bridleway***

The Clerk had requested an additional finger post.

#### ***Lower Lane to Alburgh Rd***

The clerk had spoken with and sent a letter to Mr Penn.

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## ***Diagonal footpaths across field adjacent graveyard***

Mrs Allen had not heard from PROW officers at NCC with a view to placing stiles to keep in the cattle on the land but allow access for walkers. She reported that there were already operational gates in place. The clerk to chase PROW.

**ACTION**

IN

## **Rowland Drive Road conditions**

The clerk had written to NCC Highways to ask for repair.

## **Footpath Report Copy**

The clerk had emailed Mrs Brookes and Mrs Allen a copy of the footpath report.

## **Mr John Ellis**

The clerk had written to Mr Ellis and included the book token.

## **Memorial seat for Mr Tweeddale maintenance**

Mr Medlar had repaired the seat.

## **"Olympic" Themed Fun Day**

The clerk had received and circulated notification that this event would not be taking place.

Mrs Ashford reported that there was a Pub Olympics arranged at the Three Horse Shoes on 3<sup>rd</sup> June.

## **Dog fouling**

The clerk had highlighted the problem in the parish council newsletter.

## **Spring Newsletter**

The clerk had drafted and issued.

## **Mr & Mrs Cundy's letters**

The clerk had responded to their enquiries.

## **Effect of Precept on Council Tax bill**

The clerk had responded to the letter re the above.

## **Alburgh Rd Hedges**

The clerk had spoken with and written to Mr Tyrrell.

## **Busseys Loke**

The clerk had informed Mr Harper that the matter was in hand and contacted the farmer.

## **Bungay Rd Pavement/hedge**

The clerk had spoken with and written to the owners of White Cottage and requested that the hedge be cut back.

## **Bat Survey**

The bat survey summary had been published.

## **Matters arising from previous parish council meetings – awaiting others**

### **Queens Diamond Jubilee – Fund Priming**

The clerk had released the £250 interest free loan to the Village Hall Committee on behalf of the Jubilee Committee. Mrs Allen reported that they required help from men re set up and take down. Mr Workamn proposed, Mrs Ashford seconded and it was unanimously agreed to treat the Jubilee committee as a sub-committee of the parish council and the clerk is to confirm the insurance position re public liability.

IN

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	<b>ACTION</b>
<b>MUGA</b> Mr Pointer wished the matter to be carried forward.	DP
<b>Re-turf swing area</b> Awaiting suitable weather in order to start workon/reassess this project.	RD
<b>Notice Boards</b> The clerk reported that Hempnall WI stated that they did not own the non-parish council notice board. The clerk to contact Mrs Dye to see if she can help.	IN
Mr Workman volunteered to consider what needed to be done to restore or replace the notice board and report to the next meeting.	PW
<b>Youth Shelter on playing field</b> Mr Moulton had asked Mr Lincoln to arrange the necessary maintenance but reported that he felt it unlikely to result in action. Mr Workman volunteered to consider what needed to be done to repair and report to the next meeting.	PW
<b>Norfolk Public Rights of Way (“PROW”) service</b> The clerk had requested the list of works undertaken by NCC historically in relation to footpaths in the area and chased up for these but they were still awaited.	IN
<b>Mountain Bikes &amp; Footpaths</b> The clerk had written to the PROW office to request a style. – response awaited.	IN
<b><u>Matters arising from previous parish council meetings – for discussion</u></b>	
<b>Hempnall Playing Field and Village Hall car park</b> The independent expert’s opinion was that the car park it has no structural cracks and has several years life. Reluctant as he was to turn work down he considered that resurfacing would be costly and unnecessary. He suggested that the council might consider some form of surface dressing (tar and chip) as a protection. Having spoken to the surface dressing manager he said that whilst it’s not perfect, due to the turning movements of the tyres, but for a little bit of rucking the process would seal any surface cracking and prolong the life of the car park. If the councillors should like to take this further he would arrange for a site visit for a detailed report and costings.	
The clerk to send a copy of the report to the Village Hall Committee.	IN
<b>Post Office Changes</b> Mr Moulton had spoken with the manager McColls in Hempnall re rumours of post office closure and a limited replacement counter service being available. The manager was emphatic that Hempnall’s post office would remain intact.	
The clerk had informed Mr Rand of Topcroft parish council of the above.	
<b>Adoption of BT phone box at the Three Horseshoes</b> The clerk had received the contract from BT and circulated it to councillors before the meeting. The Clerk highlighted several areas in the BT contract for councillors to consider in more depth. It was unanimously agreed to consider this in more detail at the next meeting.	IN
<b>No smoking Sign in Bus Shelter</b> Mr Ashford is to provide a quote to paint the sign on the bus shelter wall.	DA

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## **Queen Elizabeth 2<sup>nd</sup> Playing field status**

**ACTION**

The clerk had researched the possibility of having the playing field adopted as having Queen Elizabeth 2<sup>nd</sup> field status which allows access to funding and legal protection for the field in perpetuity. Details can be found at [www.qe2fields.com](http://www.qe2fields.com) The clerk read out advantages and disadvantages of such registration as gained from the website. Mr Workman proposed, Mrs Ashford seconded and it was unanimously agreed not to proceed as it was felt the facility was already adequately protected and funds were available from other sources.

## **Dogs on football pitch on playing field**

A letter had not been sent to any parishioners as specific incidents had not been reported.

## **Correspondence**

### ***Information Pack***

The items placed in the information pack envelope circulated to all Councillors on 8th May are:

The Playing Field winter 2011/12  
NRCC Signpost magazine March 2012  
Countryside Voice magazine Spring 2012  
The Playing Field Spring 2012  
Norfolk Link issue 187  
Clerks and councils direct May 2012  
Field Work – Spring 2012

No further matters were raised from the above.

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

Shaping Norfolk's Recycling Centres - Your Views Count  
Increasing efficiency and transparency on a local authority level  
Say Yes - Better Broadband for Norfolk - Information Sheet No. 4  
Alison Thomas re Hempnall School Crossing - Help Urgently Needed  
Lisa Mathieson re Hempnall School Crossing - Help Urgently Needed  
South Norfolk Neighbourhoods Vote Now flier  
Invitation to Roadshows for the South Norfolk Community Empowerment Pilot.  
Parish Council Briefing Session - South Norfolk Place Making Guide  
Communities and Local Government Minister confirmed for NALC's People in Action Conferences  
South Norfolk Community Empowerment Scheme  
EELGA re 2012/13 Training, HR and OD Support Service  
My South Norfolk  
Introduction of new policing team at Long Stratton  
Parish Crime Statistics for March 2012  
Village SOS comes to Norfolk  
NALC re LAIS 1327.1 National Planning Policy Framework  
NALC re LAIS 1327.2 Traveller Sites  
Feeding the Future Conference  
Better Broadband  
South Norfolk Place-Making Guide : Consultation Draft  
Ride for Life 2012  
Archive Film in the Community  
Parish Crime Statistics for April 2012

No further matters were raised from the above.

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ACTION

*Items placed directly onto the parish notice boards were:*

Notice/Agenda for 10<sup>th</sup> April 2012 meeting.  
Notice/Agenda for 8<sup>th</sup> May 2012 meeting.  
Spring HPC Newsletter  
UEA – Can you Help?  
SNC Community Empowerment Pilot  
Notice of appointment of date for the exercise of electors rights re accounts to 31/03/12  
No further matters were raised from the above.

**Website**

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

Made Parish Council minutes of 31<sup>st</sup> January 2012 final.  
Added Parish Council draft minutes of 6<sup>th</sup> March 2012.  
Added Notice/Agenda for 8<sup>th</sup> May 2012 meeting.  
Added various planning application details  
Added Spring 2012 Newsletter  
Added Bat Survey Summary  
Added Annual Report 2012

No further matters were raised from the above.

**Correspondence from Parishioners**

**Traffic on Hempnall Street**

Mr Moulton read Mrs Battye's email and his response. It was noted that previous investigations into flashing signs had been made and that the SAM results showed that speeds were not generally excessive. It was felt that at the time Mrs Battye wrote the email traffic volume was high due to the road surfacing work and such volumes had now returned to an acceptable level. The clerk to respond to Mrs Battye accordingly.

IN

**General Power of Competence**

The clerk explained that new legislation allowed qualifying parish councils to have a new General Power of Competence which in effect allowed the parish council to do anything that an individual could do. Hempnall parish council qualifies for this provided that the clerk attends extra training on the use of the power and the clerk agreed to undertake such training.

Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that the clerk should undertake the training and report back to the next meeting in more detail.

IN

**Financial Statements**

**Movements since last meeting**

The clerk presented the financial statement attached to these minutes showing the movements from 7<sup>th</sup> March to 8<sup>th</sup> May 2012. The statement was in line with the annual budget. Mr Delf proposed, Mrs Ashford seconded and it was unanimously agreed that the statement be approved.

**Internal Audit**

The Clerk reported that the internal audit for the year ended 31<sup>st</sup> March 2012 had been completed by Mrs J Franks who presented a clean report. The clerk to thank Mrs Franks and arrange payment.

IN



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## **Approval of Annual Accounts to 31/03/12**

The Clerk had distributed the accounts for the year to 31/03/12 to all Councillors with explanatory commentary. Mr Pointer proposed, Mr Delf seconded and it was agreed unanimously that the accounts be approved and the statement of assurance be signed. Authorisation was given for them to be signed by the Clerk as Responsible Financial Officer and Mr Moulton as Chairman.

**ACTION**

GM/IN

## **Submission of documents**

Mr Workman proposed, Mr Turner seconded and it was agreed unanimously that the Clerk be authorised to submit the statement of accounts; the statement of assurance and the internal auditor's report to the external auditors.

IN

## **Notice of expenses**

The Clerk had already displayed this annual statement on the notice board.

## **Playing field Users Association Report**

Mr Delf reported that a meeting had been held but no matters had been notified for parish council attention.

## **Play Area Report**

Mr Delf said there was nothing to report since Mr Ellis resigned. Mr Delf is to approach an individual to take over this role.

RD

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

## **Risk Assessment Review**

The annual risk assessment review did not result in any amendments, however the Jubilee committee were tasked with the risk assessment for the events and to ensure compliance with insurance requirements.

LA

## **New items for next main meeting agenda**

- ROSPA report - RD
- Speeding on Mill Rd – SAM - GM
- Clerk's salary review - GM
- Road surfaces and drainage channels – LA
- Alburgh Rd bottle bank move from bus stop – MT

IN

Mr Moulton passed the chair to Mr Hook and Mrs Allen left the meeting.

## **Wind Turbines**

Mr Greg Barker MP had made comments re wind turbines and the planning system. Mr Hook proposed, Mr Delf seconded and it was unanimously agreed that the clerk should seek clarification of his comments.

IN

There being no further business, the meeting was closed at 9.48pm.

Signed \_\_\_\_\_ Date 17<sup>th</sup> July 2012

# HEMPNALL PARISH COUNCIL

## FINANCIAL STATEMENT

Presented to meeting on 8th May 2012

### Current Account

<b>(Payments)/Receipts since last meeting :</b>		<b>£</b>
05/03/2012	NSIB Interest	5.75
06/03/2012	C Vine - bat survey	(5,458.80)
07/03/2012	tr BPA to c/a	4,999.99
08/03/2012	tr BPA to c/a	1,000.00
08/03/2012	tr BPA to c/a	1,000.00
14/03/2012	Eon – street lighting electricity	(10.31)
30/03/2012	Ian Nelson - salary	(874.50)
	MHB Services Ltd - Streetlight	
31/03/2012	maintenance	(14.23)
02/04/2012	tr from BPA	850.00
05/04/2012	NSB Interest	6.14
10/04/2012	NPFA subs	(25.00)
10/04/2012	SNDC - dog bin emptying	(243.12)
10/04/2012	NALC subs	(210.41)
10/04/2012	Ray Youngman Mole traps	(7.47)
10/04/2012	Norfolk RCC	(25.00)
10/04/2012	I Nelson re Ellis gift & expenses	(58.04)
13/04/2012	Eon Streetlight Electricity	(10.31)
18/04/2012	SNC Recycling adaptor receipt re 2011/12	400.00
30/04/2012	Precept	11,750.00
01/05/2012	MHB Services Ltd	(14.23)
03/05/2012	tr CA to BPA	(4,000.00)
03/05/2012	tr CA to BPA	(4,000.00)
03/05/2012	tr CA to BPA	(4,000.00)
		<u>1,060.46</u>
<b>Closing Balance</b>		<b><u>1,856.75</u></b>

### Business Premium Account

<b>(Payments)/Receipts since last meeting :</b>		<b>£</b>
07/03/2012	tr BPA to c/a	(4,999.99)
08/03/2012	tr BPA to c/a	(1,000.00)
08/03/2012	tr BPA to c/a	(1,000.00)
02/04/2012	tr to c/a	(850.00)
05/03/2012	Interest Business saver	2.78
03/05/2012	tr CA to BPA	4,000.00
03/05/2012	tr CA to BPA	4,000.00
03/05/2012	tr CA to BPA	4,000.00
		<u>4,152.79</u>
<b>Closing Balance</b>		<b><u>26,181.50</u></b>