

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 8th July 2014 at 7:30pm in The Mill Centre

ACTION

Present

Chairman Mr Geoffrey Moulton, Mrs Liz Allen, Mr Peter Workman and the Clerk Mr Ian Nelson.

Members of the public present

Mr Ian Cundy, Mrs Sylvia Cundy, Mr Roger Parker, Mrs Yvonne Davy, County Councillor Alison Thomas.

Apologies

Apologies were received from District Councillor Windridge, Vice Chairman Mr David Hook, Mr Kevin Cunningham, Mr Richard Delf, Mr Mike Turner, Mrs Debbie Ashford

Declarations of Interest

Mr Moulton declared an interest in the wind turbine matter.

Mrs Allen declared an interest in the wind turbine and Swan Meadow matters.

Minutes of the previous meeting

The minutes of the meeting on 10th June 2014 were approved and signed.

Public Participation

Mrs Davy and Mr Parker will make comments on the village hall matter.

County/District Councillor update

The proposed joint meeting re the impact of the Long Stratton development will be scheduled for early September to avoid the holiday season.

The new verge & hedge cutting contract has had teething problems and was late starting. Mrs Thomas recommended that the clerk informs highways of any locations of concern.

The County Council now operates a committee system instead of a cabinet system.

It was noted that the Rangers should be asked to clean road signs and cut obstructing vegetation.

IN

Planning Applications

New applications since the last meeting:

Ms Denise Hulse, Walsingham Cottage, Lundy Green, Hempnall - Alterations to existing detached cottage – Recommended approval

Mr & Mrs Reeder, Lime Tree Farm, Fairstead Lane, Hempnall - Replacement of conservatory roof with Guardian system roof – Recommended approval.

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Applications approved since the last meeting:

Mr Phillip Wilding, Subdivision Of Grounds Of Connaught House The Street Hempnall Norfolk - To convert old barn and adjoining building into a dwelling and demolish conservatory.

Mr Alan Walls, 6 Old Market Way Hempnall Norfolk NR15 2LZ - Proposed single storey rear extension, extending 5m from the rear wall of the original dwelling house, with a maximum height of 3.5m and an eaves height of 2.5m

Applications outside the parish boundary

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The clerk had asked that SNC consult the parish council on all planning applications close to the village boundaries and they had responded as follows:

“The Council would only consult an adjacent parish if the site straddled the parish boundaries or the site was adjacent to the parish boundary. Only in exceptional circumstances e.g. for a wind turbine application, would we automatically consult an adjacent parish. Notwithstanding this, there is no reason why a nearby parish cannot comment on a planning application, which is brought to their attention.”

The clerk is to establish if by using the SNC website, notifications could be obtained of any planning applications in neighbouring villages.

IN

Development Area Boundary

Mr Hook had reported by email that he had consulted the SNC policy team who had informed him that the boundary is now incorporated in the Joint Core Strategy which has been adopted. Consultations with parish councils took place - we did discuss this at some length - the changes we put forward at that time were not taken up while the changes SNC wanted: a) to take the "flood area" out of the development area and b) to include their preferred site specific allocation (i.e. the field between Roland Drive and the Playing field) were accepted. There will not be a possibility to discuss minor changes until the Joint Core Strategy comes up for review which may be some time away. Mr Hook stated that he will monitor the situation.

Wind Turbines - Application 2013/0105 - revised

General Update

Advice had been received from Zack and the clerk had responded to PINS re the noise condition in accordance with the advice given.

Mr Pickles has been written to, based on the analysis of the opposition letters of objection in order to understand the relative importance of the various reasons why people object and Mr Bacon copied in and his support requested.

Letter to PINS supplying our agreed light pollution condition.

Matters arising from previous parish council meetings – completed

Council cash book

The clerk had supplied a copy of the 2014 cashbook to councillors.

Internal Audit

The clerk had thanked and paid the auditor.

Approval of Annual Accounts to 31/03/14

The accounts had been signed and submitted these with other documentation to the external auditor.

VAT reconciliation to the statutory accounts

The clerk had explained how the level of the VAT refund agreed tied up with the yearend accounts.

HMRC DDR

The clerk had set up a direct debit with HMRC.

Insurance Renewal

The clerk had arranged a 3 year contract with Zurich Insurance plc.

Hempnall PROW

The clerk had written to Mr Allen.

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Grass cutting at Knudsen Close play area

The clerk wrote to SNC to ask if the grass could be collected when cut.

Defibrillator

The clerk to inform Mrs Jackson of councillor's decision.

Matters arising from previous parish council meetings – awaiting others

Donation to charity

Mr Hook to inform the clerk of his chosen charity so that payment can be made.

DH

Churchyard Grass Cutting Quality

This will be reviewed at the next meeting.

IN

Nobb's Lane

Mr Hook would continue to monitor.

DH

Nobb's Lane Spur

Mr Hook to submit the forms to NCC by the relevant deadline.

DH

ROSPA report / Re-turf swing area / Youth shelter

Mr Delf awaits the ROSPA report.

RD

Matters arising from previous parish council meetings – for discussion

Swan Meadow Footpath

The clerk had written to G H Allen Farms Ltd and promised to provide written details of the council's proposals re the path across Swan Meadows for its comments as soon as they have been formulated.

Mr Moulton had investigated this further and reported that a contractor would review the area and prepare a suggested plan and cost ready for the next meeting.

Parish Council Notice Board

The clerk had circulated options to councillors prior to the meeting. Saxlingham Nethergate parish council are to be contacted for details of their board and the possibility of a double glazed unit to be investigated.

Mrs Allan proposed, Mr Workman seconded and it was unanimously agreed that a glazing contractor be consulted to see if the door could be replaced.

IN

The clerk to agenda the "general notice board" for the next meeting.

Resite Recycling Centre from outside the Three Horse Shoes PH

The clerk had contacted SNC which inform him that they would review the use of the bottle banks after a period of time following the introduction of glass being allowed in the green wheelie bins.

The clerk also written to NCC Highways to request that they tidy up the area by extending the kerb to prevent vehicles from damaging the area and investigate the removal of the phone box.

A response is awaited.

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Village Hall Car Park

Prior to the meeting the clerk had circulated to councillors the proposed agreement between the parish council and the village hall committee as drafted by the village hall committee. A copy of the contract for the work was provided to the meeting by Mrs Davy.

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The total cost of the contract would be £16,293 plus VAT. Thus the councils share would be £8,146.50 and it would recover ½ of the total VAT.

Mr Workman proposed, Mr Moulton seconded and it was unanimously agreed that the chairman signs the above agreement between the council and the village hall committee based upon the contact selected by the village hall committee. The clerk to place the contract in liaison with Mr Roger Parker.

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The aim is to start the work 18/08/2014 and it is anticipated to last 5 days. The clerk to inform the PUA and the grass cutting contract.

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District Councillor's £1,000 pot

Each district councillor has a pot of £1,000 to allocate amongst all of their parishes. The clerk to seek guidelines from Mr Windridge as to how this may be applied for.

IN

Repair to playing field main unit

Mr Moulton proposed, Mr Workman seconded and it was unanimously agreed that Mr Moulton will liaise with Mr Delf about the repairs to ensure the equipment was safe. The clerk to find the price of replacement steps from the original supplier. A budget of £500 was set for repairs.

GM
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Correspondence

Correspondence from Parishioners

There were none.

The items placed in the information pack envelope circulated to all Councillors on 8th July.

CPRE Norfolk Voice
Clerks and Councils Direct July 2014
NRCC Signpost May 2014

No further matters were raised form the above.

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

Various police crime summaries
Relevant notices/agenda and minutes
Letter from Mr Robert Allen re Swan Meadow Footpath
Snub press release – NDR
NPFA AGM - Thursday 17 July at 6.00 pm
Can you help strengthen your community?

No further matters were raised form the above.

Items placed directly onto the parish notice boards were:

Notice/Agenda for parish council meeting 10th June 2014
Notice/Agenda for parish council meeting 8th July 2014
South Norfolk On Show poster

No further matters were raised form the above.

Website

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

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Added Notice/Agenda for parish council meeting 10th June 2014.
Added Notice/Agenda for parish council meeting 8th July 2014
Added Parish Council approved minutes of 8 April 2014.
Added Parish Council draft minutes of 13th May 2014.
Added various planning application details
Added Parish Council accounts year ended 31/03/14
Added Draft Annual Return year end 31/03/14

No further matters were raised from the above.

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 14th May 2014 to 08 July 2014. The statement was in line with the annual budget. Mr Workman proposed, Mrs Allan seconded and it was unanimously agreed that the statement be approved.

Clerk's Salary Review

It was unanimously agreed that the clerk's salary be increased to £3,600 to take effect from 1st July 2014 his annual salary review date. The clerk was thanked for his services over the last year. A further review would take place at the September meeting when more councillors were present.

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Play Area & Playing Field

There was no report.

Items for Newsletter

- Car park
- Play area

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Items for next meeting

- Leaves on pavement - monitor
- External Audit

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Date of next meeting

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 5th August 2014

The next Parish Council main meeting will take place on 9th September 2014 at 7.30pm.

There being no further business, the meeting was closed at 8.43pm.

Signed _____ Date 9th September 2014

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FINANCIAL STATEMENT

Presented to meeting on 8 July 2014

Current Account

(Payments)/Receipts since last meeting :		£
06/05/2014	NSIB Interest	5.14
14/05/2014	PO - Stamps	(4.00)
14/05/2014	Staples Paper	(16.49)
14/05/2014	Staples - Printer Ink	(39.99)
23/05/2014	Norse Eastern Ltd - Grass cutting	(690.97)
29/05/2014	Tr BPA - C/a	600.00
29/05/2014	Woodton PC re SAM2	(563.17)
15/05/2014	CGM Landscape - Grass Gutting	(56.68)
15/06/2014	CGM Landscape - Grass Gutting	(56.68)
02/06/2014	NRCC - subs	(20.00)
02/06/2014	East Anglian Pest Control - moles	(100.00)
11/06/2014	Eon - Streetlights	(10.51)
05/06/2014	NSIB Interest	5.31
21/05/2014	Hall booking	(6.90)
18/06/2014	SHOWT Donation	2,000.00
30/06/2014	Tr BPA to C/a	950.00
30/06/2014	I Nelson salary and expenses	(942.65)
08/07/2014	Eon - Streetlights	(10.17)
		<u>1,042.24</u>
		<u>2,232.85</u>

Business Premium Account

(Payments)/Receipts since last meeting :		£
29/05/2014	Tr BPA - C/a	(600.00)
02/06/2014	BPA Interest	3.61
30/06/2014	Tr BPA to C/a	(950.00)
		<u>(1,546.39)</u>
		<u>18,585.97</u>