

# HEMPNALL PARISH COUNCIL

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## **Minutes of the Parish Council meeting held on Tuesday 11th November 2014 at 7:30pm in The Mill Centre**

### **ACTION**

#### **Present**

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

#### **Members of the public present**

Mr Ian Cundy.

For the first half of the meeting: County Councillor Alison Thomas, Lisa Mathieson and Mrs Melanie Hook.

#### **Apologies**

Apologies were received from District Councillor Windridge, Mr Kevin Cunningham and Mr David Pointer.

#### **Declarations of Interest**

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

Mrs Ashford declared an interest in the play area matter.

Mr Moulton declared an interest in the wind turbine matter.

#### **Minutes of the previous meeting**

The minutes of the meeting on 14<sup>th</sup> October 2014 were approved and signed.

#### **Public Participation**

Covered under play area project below.

#### **County/District Councillor update**

Mrs Thomas reported that last week was National Adoption Week and that NCC is still looking for adopters for older children and sibling groups.

The County Council budget consultation continues and further cuts are to be made including in adult care.

#### **Planning Applications**

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

There were none.

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

Mr R Allen, Manor Farm , The Street, Hempnall, Norwich, NR15 - Demolition of existing courtyard wall and re-building of wall with insertion of gates.

Jack in the Box Nursery, Morningthorpe ref 2014/1495.

Mr John Goddard , Lower Farm , Lundy Green, Hempnall, Norwich, NR15 2NU - Proposed new agricultural building

Mrs Michelle Castleton , The Firs , Silver Green, Hempnall, Norwich, NR15 2NW - Remove section of wall between kitchen and dining room

##### **Applications outside the parish boundary**

There were none.

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## Wind Turbines - Application 2013/0105 – revised

Mrs Allen left the meeting.

Mr Hook took the chair

### **General Update**

Mr Hook reported that the Secretary of State had refused the appeal and that TCI had six weeks from 28 October to apply for judicial review. Mr Hook gave a summary of the findings of the Secretary of State. From a brief review of the Secretary of State's report, the parish council's barrister did not think that there are grounds for TCI to apply for review but time will tell.

Mr Hook proposed, Mrs Ashford seconded and it was unanimously agreed that County Councillor Thomas be asked to bring to the attention of SNC that they were aware of the provision under section 70A of the Town and Country Planning Act 1990 which states that SNC do not have to accept another application on this site for at least two years providing the relevant material considerations have not changed. The clerk to also write to SNC, Richard Bacon MP, Councillors Windridge & Thomas to ensure they are aware of the above and to ask for their assistance in ensuring that the 2 year moratorium applies should a further application be proposed for this site in order that the village has a rest-bite from repeated applications. County Councillor Thomas committed her support to this at the meeting.

IN

The clerk is to send a letter of thanks to Richard Bacon MP for his support.

IN

Mr Moulton reported that once six weeks has passed, SHOWT intended to transfer its remaining funds (circa £2,000) to the parish council.

GM

Mrs Allen returned to the meeting.

Mr Moulton returned to the chair.

### **Application 2013/1630 - Spring Wood Hempnall**

The clerk had written to SNC re the enforcement order again, copying in the District and County Councillor and MP. SNC responded as follows:

*"I fully appreciate your Council's wish for the resolution of the present situation and the planning application. The planning application has not yet been determined, as to enable the Council to robustly defend any decision it makes, additional information is required. Equally the planning application does not just relate to Mr Hollis remaining on the site but also the provision of four traveller sites.*

*For the Council to pursue enforcement action against the unauthorised occupation of a site authorisation will need to be given by the Development Management Committee, this is not done at an officer level, following the refusal of an application.*

*In view of the above I will endeavour to determine the application as soon as additional information has been provided.*

*If the application is refused, then enforcement action will be sought from the DM Committee members at the following meeting.*

*The applicant will then be able to appeal both the enforcement notice and the refusal of planning permission.*

*An appeal against an Enforcement Notice has to be submitted within 28 days of the effective date of the notice. In respect of a planning appeal they have 6 months from the date of the refusal."*

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It was unanimously agreed to accept County Councillor Thomas' offer to follow this matter up with SNC.

IN

## **Nameplate for Hardys Loke**

Hardys Loke is an un-adopted private road which serves 4 houses. SNC would like the parish council's advice if providing a nameplate for Hardys Loke is necessary, bearing in mind that SNC has a restrictive budget.

Mr Moulton proposed, Mrs Ashford seconded and it was unanimously agreed that the clerk ask SNC to supply a sign.

IN

## **Long Stratton Area Action Plan**

Mr Hook reported that our detailed response had now been fitted in to the consultation format by SNC.

Mr Hook proposed, Mr Delf seconded and it was unanimously agreed that Mr Hook should review the SNC's version of our response and request that any necessary corrections were made.

DH

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

### **Village Hall Car Park**

The clerk had signed the agreement and returned it to the village hall committee.

The clerk had paid the supplier.

### **Churchyard Grass Cutting Quality**

The clerk had reported back to the contractor.

### **CPRE footpath survey**

The clerk had responded.

### **Parking at Mill Rd / Field Lane Junction area**

The clerk had visited the parishioners concerned on three occasions but nobody answered the door, despite all the cars being present. It had been observed that over the last 6 weeks although the cars were no longer being parked on the pavement so often, the issue still persisted. Mrs Allen proposed, Mr Turner seconded and it was unanimously agreed that the clerk write to the individuals concerned to ask them to cease parking on the pavement in order to avoid involving the police.

IN

### **Leaves on pavement**

The clerk had received confirmation that the Highway Rangers would deal with this.

### **Consultations on Planning Applications**

The clerk had responded to SNC.

### **Queens Head development**

The clerk had responded to Mrs Westley.

### **Gypsies and Travellers Local Plan (GTLP) Issues and Options Consultation**

Mr Hook and the clerk had responded to SNC.

### **Website – request for business advert**

The clerk had drafted the article for the newsletter.

### **The Village Hall AGM**

The clerk had written to the Village Hall Committee to inform them that Mrs Allen had kindly agreed to be the parish council's representative again.

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

### **Nobb's Lane Hedges**

Mr Hook would continue to monitor.

DH

### **Nobb's Lane Spur**

We await NCC investigations. The application process is on-going.

DH

### **Recycling Centre from outside the Three Horse Shoes PH**

A response is awaited from NCC.

IN

### **The Street parking issues**

Awaiting NCC Highways to respond.

IN

## Matters arising from previous parish council meetings – for discussion

### **Play Area Project**

Mrs Mathieson gave an update of progress. She has the agreement of the Head to survey the children at Hempnall school to determine what they would like. A survey has also been designed to send around the village to see what parishioners would like. Norfolk Rural Community Council will be contacted to help in due course. She had also started a Hempnall Park Facebook page.

Mrs Mathieson was thanked for all she had done so far.

### **Footpath maintenance**

Councillors agreed to monitor the Hempnall footpath network and to report footpaths which they required maintenance attention. The clerk is to invite Mr Rose, the parish council's footpath officer, to the January meeting and supply a map of the footpaths to councillors for that meeting.

ALL

IN

IN

### **Swan Meadow Footpath**

Mr Moulton presented a report prepared by David Lincoln for an all-weather surface path through the Swan Meadow area together with widening of the footbridge. It was noted that this is a project that would need to go to tender due to the financial commitment and that grant funding should be sought if the project were to proceed. Although the project was desirable, it was agreed not to proceed at this time. Mr Hook suggested that a less expensive solution be sought to enable more people to use this route – including the elderly the less able and people with push chairs.

### **The Street – parking Issues**

The Clerk had written to Highways re the yellow lines and a response is awaited.

IN

Mr Hillary Batty had written to the clerk to state that she had endless problems with the lorries for McColls parking across her drive as "the easy option". She has taken this up with their head office and they are for the most part respecting this. She goes on to say that the traffic congestion in The Street is getting worse all the time and asked if there any reasons why Hempnall Street cannot be for access only and 20 mph and cited Trowse by way of example. She goes on to say that she is aware of farm traffic with large thunderous vehicles, and she worries about her foundations, it was a horse and cart era when her house was built! She asked if the parish council could do any more to alleviate the above issues.

It was unanimously agreed that it would not be appropriate to restrict access, however the speed issue would be considered further as part of Richard Bacon MP's initiative re Community Right to Reduce Speed (see below). The clerk to inform Mrs Batty accordingly.

IN

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## Parish Council Notice Board

Mrs Allen had liaised with Mr Medlar and reported that the new panel had been fitted to the board and the door realigned to provide a tighter fit.

## General notice board

This matter is carried forward.

LA

## District Councillor's £1,000 pot

The clerk had applied for the grant to assist with the equipment on the playing field. District Councillor Windridge had reported back that he had: *"decided to award my Councillor's Ward budget to an imaginative environmental project put forward by the Friends of Shelton School with strong support provided by Shelton & Hardwick Parish Council and the Head Teacher of Hempnall School who has management responsibilities for Shelton School. However, I think the provision of new playground equipment for Hempnall is a most worthy cause and I would be very happy to give my strongest support to any application from HPC for SNC funding from the relative Neighbourhood Grant pots."*

The clerk to inform Mrs Mathieson

IN

## The Hempnall Trust – New Trustee

The clerk had drafted the article for the newsletter and sent a thank you letter to Mr Holtom.

Councillors to consider potential candidates for the next meeting and the clerk to advertise the position in the next HPC Newsletter.

ALL  
IN

## Repair to playing field equipment

Mr Delf reported the following in respect repair work:

- The dangerous fort steps had been removed, new materials purchased and that new steps were in the process of being constructed.
- Two tyre swing seats had replaced with proper seats as these were both cheaper and safety certified. He is in the process of arranging for replacement of the remaining tyres.
- On closer inspection the small slide was sound and thus had not been removed. However the frame at top is being repaired.
- The spring play equipment just needs repainting.
- He was in the process of replacing the chains and shackles on the swings.

Various quotes had been obtained from Mark Ashford for the painting required throughout the play area:

£170- climbing frame  
£170 – swings  
£300 – old slide  
£100 – springs  
£150 – see saw  
£150 – swings toddler  
£500 - fort  
£200 - steam cleaned  
£500 - shelter

Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that the above individual quotes be accepted and Mr Delf will continue to co-ordinate repair work.

RD

Mrs Mathieson suggested that the basketball net be replaced.

It was also noted that the lower branches of some trees needed to be pruned where they

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interfered with people's use and enjoyment of the play area. The Tree Warden is to be consulted before work commences.

Mrs Thomas thanked the parish council for its action.

Mr Moulton added his thanks to Mr Delf and Mrs Mathieson.

## **Gypsies and Travellers Local Plan (GTLP) Issues and Options Consultation**

Mr Hook and the clerk had responded to SNC.

### **Correspondence**

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

Various police crime summaries  
Relevant notices/agenda and minutes  
Upgrade to the existing telecommunications equipment on the site of Fairstead Farm, Fairstead Lane, Hempnall, Norfolk, NR15 2RD (Ref: 114526)  
Parish Partnerships scheme 2015/16  
BT Openreach BDUK Hempnall Exchange  
Community Awards  
Outcome of Turbine consideration by Eric Pickles  
Email from Richard Bacon MP - Community Right to Reduce Speed

No further matters were raised from the above.

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

Notice/Agenda for parish council meeting 14th October 2014  
Notice/Agenda for parish council meeting 11th November 2014  
HPC Newsletter  
Stoptober Poster  
Advertising the Bulk Buy Scheme  
Flu Jab Poster  
Poster – Do you know who you are talking to?  
Poster – Invoice fraud

No further matters were raised from the above.

### **The items placed in the information pack envelope circulated to all Councillors on 11th November were:**

The Signpost – CPRE  
Tasburgh Quarterly & Church Review  
Norfolk Link issue 195  
HPC Newsletter

### ***Website***

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

Added Notice/Agenda for parish council meeting 11<sup>th</sup> November 2014.  
Added Parish Council approved minutes of 8<sup>th</sup> July 2014.  
Added Parish Council draft minutes of 9<sup>th</sup> September 2014.  
Added various planning application details  
Added meeting dates for 2015  
Added HPC Newsletter  
Added result of Turbine review by SofS  
No further matters were raised from the above.

### **Correspondence from Parishioners**

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There was none.

## **Richard Bacon MP - Community Right to Reduce Speed**

The clerk had circulated prior to the meeting a letter from Richard Bacon MP on this subject, where Mr Bacon was proposing an initiative to allow parishioners the right to request a reduction of up to 10mph on speed limits in their parish.

Mr Workman proposed, Mrs Ashford seconded and it was unanimously agreed that the clerk should write to show the parish council's support Mr Bacon's initiative.

IN

## **SAM2 data collection workshop**

Two workshops in November, Tuesday 25th and Thursday 27th both at 14.00hr will be run to demonstrate how to access and use the data collected by the SAM2 units. The course is to be run at 34 Bertie Ward Way, Rash's Green Industrial Estate, Dereham, Norfolk, NR19 1TE.

The clerk reported that Mr Cunningham had said that he was not able to attend, however he would liaise with the Woodton coordinator if help was needed to operate the software already in the council's possession.

## **Notices of Deposits under Section 31(6) of the Highways Act 1980 and Section 15A of the Commons Act 2006**

### ***Public Rights of Way***

Deposits under Section 31(6) of the Highways Act 1980 relate to the establishment of public rights of way.

A deposit relating to public rights of way does not affect any existing public rights of way that are recorded on the definitive map and statement; the public can continue to use existing public rights of way as normal. The deposit is a statement from the landowner that they do not intend to dedicate any *additional* public rights of way over their land.

### ***Town and Village Greens***

Deposits under Section 15A of the Commons Act 2006 relate to the establishment of town or village greens.

A deposit relating to town and village greens is a statement from the landowner that they do not intend to dedicate the land covered by the deposit as a town or village green. Depositing a Section 15A notice also means that any application to register land covered by the deposit as a town or village green must be made within a year of the deposit date or the opportunity is lost until another 20 year period of use is established.

Mrs L Dix & Mrs K Irvine have lodged such notices and the clerk had circulated a link to these just prior to the meeting. No further action was required.

## **Financial Statements**

### **Movements since last meeting**

The Clerk presented the financial statement attached to these minutes showing the movements from 10<sup>th</sup> September to 11<sup>th</sup> November 2014. The statement was in line with the annual budget. Mr Workman proposed, Mr Delf seconded and it was unanimously agreed that the statement be approved.

### **Play Area & Playing Field**

Mr Delf reported that the PUA wished to be wound up and the clerk reported that he had received a letter to that effect from the PUA chairman.

Mrs Ashford proposed, Mr Moulton seconded and it was unanimously agreed that the parish council sub-committee known as the Playing Field Users Association should be

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wound up and its work be undertaken by the full parish council. The clerk to liaise with Mrs Allen and Messrs Delf and Workman regarding the administrative details.

LA/RD/  
PW/IN

## **D Cracknell**

Mr Workman proposed, Mr Turner seconded and it was unanimously agreed that a gratuity of £620 be paid 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.

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## **Parish Council meeting Quorum**

The clerk indicated that the quorum legally had to be 3 and could not be lower or higher in the case of this council. It was agreed that all parish councillors should be encouraged to attend as many meetings as possible to ensure business could be conducted appropriately.

## **Local Council Award Scheme**

A new Local Council Award Scheme is to replace the Quality Council Scheme. This new scheme has recently been reviewed by and has the support of the Improvement and Development Board; NALC's NEC and was presented at SLCC's NEC in October.

The Local Council Award Scheme will be launched in January 2015.

A short piloting process will take place over October and November. The feedback from this process will be worked into the proposed scheme with the final version of the scheme to be set and distributed in December.

It is envisaged that all current Quality Councils will be able to access and be accredited by the new scheme as fast and easily as possible. It is hoped that the new scheme will build up a momentum quickly after its launch.

Proposed options:

### ***Foundation***

All quality councils will have the option to receive foundation status without going through the accreditation process and at no cost. This status will expire at the end of December 2015. This allows the council to keep continuous accreditation in the scheme, whilst preparing the criteria for the new scheme, if they wish to do so. The council will need to request this, if we receive no contact or communication from a council then it will lose its quality status. We will of course do all we can to contact all current quality councils so that they do not miss out unintentionally.

### ***Quality***

All quality councils can apply for this at half the normal fee. They will also be able to apply for this before the formal launch of the scheme in 2015, to ensure that they are able to be one of the first councils to receive this status.

### ***Quality Gold***

All quality councils can apply for this at 75% the normal fee. They will also be able to apply for this before the formal launch of the scheme in 2015, to ensure that they are able to be one of the first councils to receive this prestigious status.

We await further details.

IN

## **Items for Newsletter**

- Trustee vacancy for the Hempnall Trust
- Website business page
- PUA - disbanded
- Play area being done

The clerk to draft and issue.

IN

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**Items for next meeting**

- Precept – January meeting

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**Date of next meeting**

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 9<sup>th</sup> December 2014

The next Parish Council main meeting will take place on 20<sup>th</sup> January 2015 at 7.30pm.

There being no further business, the meeting was closed at 9:50pm.

Signed \_\_\_\_\_ Date 9<sup>th</sup> December 2014

# HEMPNALL PARISH COUNCIL

## FINANCIAL STATEMENT

Presented to meeting on 11 November 2014

### Current Account

(Payments)/Receipts since last meeting :	£
17/09/2014 CGM Landscape - Grass cutting Jul	(56.68)
12/08/2014 Eon - Streetlights	(10.51)
17/09/2014 CGM Landscape - Grass cutting Aug	(56.68)
12/09/2014 Eon - Streetlights	(10.51)
05/09/2014 NSIB Interest	5.31
18/09/2014 loan from Village Hall	9,775.50
18/09/2014 Village Hall 50% share of cost	9,775.50
18/09/2014 A Waterfield & Sons Ltd	(19,551.00)
25/10/2014 CPRE subscription	(36.00)
02/09/2014 Adopter payment - Recycling receipt	200.00
20/09/2014 East Anglian Pest Control - moles	(100.00)
20/09/2014 HMRC - tax paid - refunded as paid gross	351.20
22/09/2014 A J Medlar - replace noticeboard "glass"	(89.00)
24/09/2014 Norse Eastern Ltd - Grass cutting	(690.97)
25/09/2014 SNC Precept	14,000.00
27/09/2014 tr C/a to BPA	(14,000.00)
17/10/2014 CGM Landscape - Grass Gutting Sept	(56.68)
05/10/2014 Hempnall Village Hall	(6.90)
11/10/2014 Eon - Streetlights	(10.17)
22/09/2014 tr BPA to C/a	950.00
06/10/2014 NSIB Interest	5.14
30/09/2014 I Nelson salary	(604.00)
14/10/2014 Staples - envelopes	(4.99)
14/10/2014 Inkcredible - printer ink	(24.29)
14/10/2014 Stamps/telephone	(1.93)
15/10/2014 Clerk bonus	(300.00)
15/10/2014 HMRC	(200.00)
31/10/2014 The Hempnall Group of Parishes - Newsletter	(35.00)
The Hempnall Group of Parishes - line in	
11/11/2014 newsletter	(50.00)
11/11/2014 CGM Landscape - Grass Gutting Oct	(56.68)
11/11/2014 Eon - Streetlights	(10.51)
11/11/2014 K & M Lighting Services Ltd	(110.60)
	<u>(1,010.45)</u>
<b>Closing Balance</b>	<b><u>1,207.57</u></b>

### Business Premium Account

(Payments)/Receipts since last meeting :	£
08/09/2014 BPA Interest	2.52
27/09/2014 Tr c/a to BPA	14,000.00
22/09/2014 tr BPA to C/a	(950.00)
	<u>13,052.52</u>
<b>Closing Balance</b>	<b><u>30,638.49</u></b>