

# HEMPNALL PARISH COUNCIL

---

## Minutes of the Parish Council meeting held on Tuesday 20th January 2015 at 7:30pm in The Mill Centre

### ACTION

#### Present

Chairman Mr Geoffrey Moulton, Vice Chairman Mr David Hook, Mrs Liz Allen, Mr Kevin Cunningham (to end of parish council election), Mr Richard Delf, Mr David Pointer, Mr Mike Turner, Mr Peter Workman and the Clerk Mr Ian Nelson.

#### Members of the public present

Mr Hamish Rose, Mr Ian Cundy, Mrs Sylvia Cundy (to end of planning), Mrs Lisa Mathieson (to end of play area item) , County Councillor Alison Thomas (to midway through play area item)

#### Apologies

Apologies were received from District Councillor Windridge and Mrs Debbie Ashford.

#### Declarations of Interest

Mrs Allen declared an interest in the wind turbine and the footpath matters.  
Mr Moulton declared an interest in the wind turbine matter.

#### Minutes of the previous meeting

The minutes of the meeting on 9<sup>th</sup> December 2014 were approved and signed.

#### Public Participation

There were no additional matters raised.

#### County/District Councillor update

County Councillor Alison Thomas reported that:

#### **Part-time Recycling Centre Change**

In April 2015 six recycling centres are due to change to part-time hours to make a cost saving to Norfolk County Council. It is proposed that these sites operate on Thursday to Sunday inclusive, rather than Friday to Monday. Morningthorpe is one of these sites.

#### **Other NCC budget issues**

The previous proposal to reduce 16yr to 18yr old travel subsidies for those in education has been removed.

Other proposals re adult social services to reduce funds for care of the elderly, such as at the Mill Centre, are still under consideration.

#### **Play Area Project**

Mrs Mathieson gave an update of progress including the results of the Play area questionnaire, which the clerk had circulated prior to the meeting. The clerk had also paid for the printing costs.

The schools at Shelton and Hempnall are designing what they would like to see at the play area as part of their school council projects.

Mrs Mathieson will also be liaising with the football club to agree the areas available for development.

Mrs Mathieson would like to know how much funding the parish council would like to contribute to the project. See later under precept heading. County Councillor Alison Thomas said that in her experience, grant funders will often be looking for parish fundraising, which need not necessarily be from the parish council, but could be from the community as a whole. Mr Hook recommended National Lottery Awards for All grants for new projects. Mrs Mathieson suggested that the total project cost could be £100,000.

# HEMPNALL PARISH COUNCIL

---

The clerk had circulated an email from AWA in which they indicated that following the burst water main in Caistor St Edmund they wished to donate £1,000 to a local project and would be in touch soon in this regard. The clerk to monitor and pass on the details to Mrs Mathieson.

IN

## **Repair to playing field equipment**

Mr Delf reported the following in respect repair work:

The ladder has been removed and the new one made.  
The top rail of the slide has been repaired.  
The springy units have been removed and are being painted.  
Work continues.

RD

## **Planning Applications**

### **Wind Turbines - Application 2013/0105 - revised**

Mrs Allen left the meeting.

Mr Hook took the chair

### ***General Update***

Mr Hook reported that Zack Simons had been engaged as the parish councillor's barrister for the judicial review.

The clerk had written to SNC to encourage them to be represented at the judicial review and likewise for support from Richard Bacon MP, County Councillor Thomas and the various District Councillors representing Hempnall and the surrounding villages. Unfortunately SNC had declined to be represented.

Mr Hook explained that hiring a barrister required the use of a solicitor and that the solicitor had advised that the parish council should pursue the late delivery of papers. The solicitor's costs were limited to £250 or less for each of the two letters required.

Our barrister had reported that *"the date for the Judicial Review had been set for 17 March 2015. The hearing will be held at the Royal Courts of Justice in London. We won't know which judge it is until a day or two beforehand. Members of the public can attend, and are perfectly welcome to come. That said, it would not be particularly useful here to arrange a crowd to fill the gallery - the court really won't be swayed here by a strong show of support.*

*The judge may announce their decision on the day, but is more likely to reserve judgment to be handed down at a later time, normally within a few weeks. That judgment will be open to appeal by the losing side to the Court of Appeal if they can persuade either the judge or the Court of Appeal to grant permission to appeal."*

The parish council's solicitor had reported that regarding the late service of papers by TCI, she had filed and served our objection and TCI has now had to make an application to the Court to be allowed to serve the proceedings out of time. The Court will determine TCI's application - probably on the papers i.e. without a hearing. She will keep us advised.

Mr Hook cautioned the meeting that the views of the inspector are only contained in the conclusion of the inspector's report and should not be confused with other sections of the report where he is merely reproducing the cases put forward by the parties at the inquiry.

The clerk informed the meeting of the possible costs of the solicitor and the barrister to represent the parish council as set out in the letter of engagement from the solicitor.

# HEMPNALL PARISH COUNCIL

---

Mr Hook outlined that the potential costs going forward, depending on the outcome of the judicial review and TCI's actions, were the cost re:

- the solicitor and barrister re the judicial review
- any appeal either to defend or take to the Court of Appeal
- another planning inquiry
- a new planning application

Mr Moulton proposed, Mr Delf seconded and it was unanimously agreed that the clerk write to the solicitor in response to her letter of engagement setting out the costs that have been approved by the parish council.

IN

GM

Mr Moulton indicated that SHOWT would enthusiastically raise funds.

Mrs Allen returned to the meeting.

Mr Moulton returned to the chair.

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

Mr Richard Buck, Grange Farm Lundy Green Hempnall Norfolk NR15 2NX - Discharge of Condition 5, External lighting Example along with Condition 8B, confirmation of highway Passing Places completed to Highways satisfaction of permission 2013/1619/F – Mr Hook had inspected the paperwork and it was in order. Mr Cunningham suggested that the development be monitored to ensure that the conditions are implemented.

IN

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

Mr David Buck, Firs Field Farm Bungay Road Hempnall Norfolk NR15 2NG - Installation of a 150kW Roof Mounted Photovoltaic Array.

Mr & Mrs K Stockwell , 11 Bainard Rise, Hempnall, Norfolk, NR15 2NB, - Conversion of loft space and formation of front facing dormer.

Mr & Mrs P Askew , Wizzels, 39 Alburgh Road, Hempnall, Norfolk, NR15 2NS, - Single storey extension to side of dwelling, porch canopy extension and pergola to front and internal alterations.

Mr R Allen, Manor Farm The Street Hempnall Norwich NR15 2AD - Construction of Earth Bund on land East of Hempnall Primary School (Retrospective Application) It was agreed that if the condition to remove the leylandi was not a condition that the clerk write to SNC again.

IN

Mr Paul Ellis, House at Former Queens Head, Mill Road, Hempnall, Norfolk, NR15 2LP - Works to Sycamore and Ash tree. T1&T2 Reduce branches on western side back to fence line. Removal of approximately 2-3m. Remaining canopy to reduce by up to 2m. Thin by 10-15%. Remove ivy. T2 only - remove lowest branch which is overhanging garage of the Queens Head.

## **Applications outside the parish boundary**

There were none.

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

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

The clerk had written to the individuals concerned.

### **The Street – parking and traffic issues**

The clerk had written to Mrs Battye.

# HEMPNALL PARISH COUNCIL

---

## **District Councillor's £1,000 pot**

The clerk had informed Mrs Mathieson.

## **HPC Newsletter**

The clerk had drafted and issued.

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

The clerk had written to show the parish council's support for Mr Bacon's initiative.

## **D Cracknell**

The clerk had written a thank you letter and made payment and received a thank you letter by return..

## **Nameplate for Hardys Loke**

The clerk had asked SNC to supply a sign.

## **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.

DH

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

### **The Street parking issues**

The clerk read out the response from NCC Highways which stated:

*"We regularly receive complaints similar to this and, so often, it relates to inconsiderate parking near schools. Unfortunately, Double Yellow Lines are not a panacea and Parking Enforcement Officers are reluctant to take action against drivers who are merely stopped on them to allow passengers to board or alight. The police, too, tend to take a relaxed view about the whole issue of parking near schools because they simply do not have the resource to enforce it. Highways are reluctant to prevent parking near schools because it does not alter parents using cars to collect their children so it merely moves the problem further along the road. It would also be inflammatory to provide a restriction in front of one or two driveways while ignoring all the others.*

*Since 2010, huge cuts have been made in central funding to the County Council so we now have a very small budget for traffic related measures and this is typically targeted at locations where there are high accident records or significant congestion on the main network. It might help if I explain the process:*

*In the first instance, we consider if the request meets our criteria. If so, it is added to our future Traffic Management Programme (TMP) for investigation when funding becomes available which is, usually, around two or three years in the future. When a scheme receives funding, resource is allocated to carry out an investigation, advertise in the local press then assess any objections. If none are received, the officer carries out the next stage which is to prepare a Traffic Regulation Order. Once this is sealed, any lining or signing works can then be carried out. The whole investigation, TRO and works costs thousands of pounds. In view of this, we do not undertake traffic schemes lightly and it is essential that the proposal meets the criteria from the initial assessment.*

*Whilst I fully understand the reason for your parishioner's concerns, it is not something we would try to resolve by the use of a Traffic Regulation Order. I have no way of resolving inconsiderate parking and I believe that the resident working with the school to try and influence parents is the only reasonable way of trying to improve the situation.*

# HEMPNALL PARISH COUNCIL

---

*I appreciate this is not the answer your Parish Council were hoping for but I hope it helps to explain our position on the difficult issue of parking near schools.”*

## **Football pitch goal areas**

A site meeting was held on the 13 December at which Mrs Allen attended and the location of the goal agreed. The football club to move the goal. It was agreed that this may need to be moved again as part of the overall play area development area.

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

The clerk read out the response from NCC Highways and no further action was taken.

## **Defibrillator**

The clerk had invited Dr Griffiths to the meeting in February. It was reported that the East of England Co-op had been liaising with the Village Hall committee and that a defibrillator was now available. The clerk to inform Dr Griffiths.

IN

## **The Hempnall Trust – New Trustee**

The clerk had advertised the position in the HPC Newsletter.

Mrs Sarah Smith had been put forward as a suitable candidate.

Mr Moulton proposed, Mr Turner seconded and it was unanimously agreed that Mrs Sarah Smith be the parish council's nomination for trustee of The Hempnall Trust. The clerk to inform the trustees and write to Mrs Smith accordingly.

IN

## **Footpath maintenance**

Councillors had considered the main footpaths which they felt were key to parishioners. The clerk had invited Mr Rose, the parish council's footpath officer, to the meeting and supplied a map of the footpaths.

Mr Hook reported that NCC had indicated that they would be prepared to consider funding a path clearing machine for the parish council to use. Councillors expressed concern about the accompanying potential liabilities re health and safety, insurance, maintenance of equipment, training, cost of manpower etc.

Mr Pointer suggested use of a subcontractor however it was felt that this would result in the parish council taking on all the work and cost of a duty that was the County Council's statutory duty to fulfil. Mr Hook thanked Mrs Allen for cutting the footpath between Bungay Rd and Bussey's Loke and also presented Mr Rose with a list of specific footpath maintenance issues requiring attention.

Mr Rose suggested that if everybody took cutting equipment with them on their walks and landowners helped on their land, many of the paths would be kept clear. Mr Pointer stated that landowners keeping the paths clear would create a lot of goodwill.

Mr Delf proposed, Mr Hook seconded and it was unanimously agreed that NCC be asked to continue to maintain the paths in line with their statutory duty.

IN

## **General notice board**

Mrs Allen suggested this be borne in mind for the future.

# HEMPNALL PARISH COUNCIL

---

## Playing Field Users Association

The clerk had liaised with Mrs Allen and Messrs Delf and Workman regarding the administrative details and suggested the following:

1. Acknowledgement at the final meeting that the PC has agreed to wind up the sub-committee.
2. Preparation of the final accounts for the period from 01/04/14 to date of wind up.
3. Transfer of funds from bank accounts/bonds of PUA to HPC.
4. Closure of PUA bank accounts.
5. Minutes, financial records and other paperwork given to me to store up my loft until statutory time for destruction.
6. PUA to notify football club, tennis club and village hall committee and any other users/supplies of the change in administrative arrangements.
7. The clerk acknowledged that HPC will hold in trust the following amounts once funds have been transferred: Tug-o-war £1,000; Cricket Club £400; plus whatever capital figure is left re H Tweedale.
8. The clerk has put an item in the newsletter.
9. A schedule of tasks is prepared to enable a smooth handover to the parish council.

The PUA is to hold its final meeting to consider and action the above.

LA/RD

## Local Council Award Scheme

Further details of the new Local Council Award Scheme is to replace the Quality Council Scheme have now been published and the clerk had circulated details to councillors prior to the meeting showing the criteria that we already met and those which we would need to ensure compliance with at various levels of the award.

Our Quality Council Status under the old scheme will expire on 31 January 2015.

Councils can apply for an award at one of three levels.

- The **Foundation Award** demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.
- The **Quality Award** demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The **Quality Gold Award** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

We can apply for an automatic transition to the Foundation level of the new Local Council Award Scheme - at no cost and without taking part in any accreditation process. It was noted that the free Foundation level accreditation will last until January 2016.

Foundation level under the new scheme will is free + maybe a £50 registration fee  
Quality level costs £40 + maybe a £50 registration fee  
Accreditation lasts for 4 years.

Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that the clerk should complete and send in the application form before the deadline of 31 January 2015 to apply for the Foundation Award.

IN

The clerk will also need to update the letter heading, website etc for the change in status.

IN

# HEMPNALL PARISH COUNCIL

---

## **Speed monitor system - Alburgh Rd**

The clerk had circulated the information to councillors showing the agreed positions of the SAM. Mr Cunningham had erected the unit in Alburgh Rd.

Mr Turner is liaising with Woodton to learn how to download the data.

MT

## **Correspondence**

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

Various police crime summaries  
Relevant notices/agenda and minutes  
New CPRE report on brownfield land: From wasted space to living spaces  
Federation of Governors – Hempnall, Shelton and Hardwick  
Gritting information for volunteers  
Notification of Judicial Hearing 15 January 2015  
Increase or freeze? Have your say in PCC Council Tax survey  
Minutes:- Town and Parish Clerks' Consultation 4 December 2014  
Parish and Town Council Elections 2015  
Big South Norfolk Litter Pick 2015

No further matters were raised from the above.

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

Notice/Agenda for parish council meeting 20th January 2015  
Notice/Agenda for parish council meeting 9th December 2014  
HPC Newsletter  
Posters re domestic abuse  
Have a holiday from booze poster  
Stay warm and well poster  
New Anglia Growth Hub poster  
NHS Health Check poster  
Big South Norfolk Litter Pick 2015

No further matters were raised from the above.

### **The items placed in the information pack envelope circulated to all Councillors on 20th January were:**

#### ***Website***

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

Added Notice/Agenda for parish council meeting 9<sup>th</sup> December 2014.  
Added Parish Council approved minutes of 10<sup>th</sup> October 2014.  
Added Parish Council draft minutes of 9<sup>th</sup> December 2014.  
Added various planning application details  
Added HPC Newsletter  
Added Advert for books relating to 50th Anniversary of The Hempnall Group of Parishes  
Added standing orders and financial regulations  
Added budget and precept information for the current or next financial year  
Added complaints procedure

No further matters were raised from the above.

# HEMPNALL PARISH COUNCIL

---

## Correspondence from Parishioners

### **50<sup>th</sup> Anniversary of The Hempnall Group of Parishes**

The clerk reported that the 50<sup>th</sup> Anniversary of The Hempnall Group of Parishes had been celebrated last year and to mark the occasion two notable books have been produced. 1. Golden Harvest which contains a series of fascinating essays by clergy who have served in the group and 2. Hotchptch is a light-hearted collection of memories, poems and illustrations by people living in the villages.

The Hempnall group had requested that the above be advertised on the parish council website and the clerk reported that he had done so. Copies are available from the Group office at Hempnall Rectory.

## Financial Statements

### **Movements since last meeting**

The Clerk presented the financial statement attached to these minutes showing the movements from 12<sup>th</sup> November 2014 to 20<sup>th</sup> January 2015. The statement was in line with the annual budget. Mr Hook proposed, Mr Turner seconded and it was unanimously agreed that the statement be approved.

### **Glass Bottle Bank**

The clerk reported that at the Clerk's meeting he attended in December it was announced by SNC that they intended to keep existing bottle banks as long as there was demand. Thus the one situated at the Three Horse Shoes will be retained and the parish council will benefit from the adaptor payment.

### **Parish Councillors elections**

The clerk reported that the Parish Council elections are to be held on May 7th 2015 together with the Parliamentary and District elections. The parish council will not need to pay for the election process.

Nominations must be delivered to SNC by prospective councillors no later than the deadline of 4pm on 9 April 2015.

ALL

### **Budget/Precept 2015/16**

The Clerk presented the budget for 2015/16 as previously circulated to Councillors.

The clerk reported that SNC had informed him that the grant attributable to Hempnall in order to compensate for Council Tax Support would be £1,883. The tax base is 444 properties.

Mr Delf proposed, Mr Pointer seconded and it was agreed unanimously that the precept in addition to the Council Tax Support be set at £9,000 subject to any changes agreed below following discussion of the wind turbine matters.

Mr Hook took the chair and Mrs Allen left the meeting.

After discussion of the wind turbine matter and taking into account the desired improvements to the play area, Mr Delf proposed, Mr Pointer seconded and it was agreed unanimously that the precept in addition to the Council Tax Support be set at £28,000.

The Clerk to inform SNC of the required precept prior to the deadline of 23rd January.  
Mr Moulton returned to the chair. Mrs Allen was present for the following matters.

IN

### **CPRE Light Pollution Questionnaire**

Mr Hook proposed, Mr Moulton seconded and it was unanimously agreed that Mr Hook should respond on behalf of the parish council.

DH

# HEMPNALL PARISH COUNCIL

---

## Parish Meeting

This will take place at 7pm on 17<sup>th</sup> March 2015. The clerk to send out notices etc IN

## Items for Newsletter

- Part-time Recycling Centre Change
- Parish council elections

The clerk to draft and publish IN

## Items for next meeting

- Parish Meeting
- Chip Van

IN

## Date of next meeting

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 17<sup>th</sup> February 2015.

The next Parish Council main meeting will take place on 17<sup>th</sup> March 2015 at about 7:45pm immediately preceded by the Parish meeting at 7pm..

There being no further business, the meeting was closed at 10:05pm.

Signed \_\_\_\_\_ Date 17<sup>th</sup> February 2015

# HEMPNALL PARISH COUNCIL

## FINANCIAL STATEMENT

Presented to meeting on 20 January 2015

### Current Account

(Payments)/Receipts since last meeting :	£
05/11/2014 NSIB Interest	5.31
11/11/2014 tr BPA to C/a	1,000.00
11/11/2014 D Cracknell	(620.00)
11/11/2014 Delf's - repairs to play area	(297.56)
18/11/2014 SNC - rent of land	125.00
20/11/2014 HMRC vat refund	9,587.38
24/11/2014 tr C/a t0 BPA	(9,000.00)
05/12/2014 NSIB Interest	5.14
09/12/2014 CGM Landscape - Grass Gutting Nov	(56.68)
09/12/2014 Eon - Streetlights	(10.17)
09/12/2014 M Ashford - play area repairs	(490.00)
10/12/2014 tr BPA to C/a	500.00
10/12/2014 HMRC	(360.00)
10/12/2014 Total Defence Security software licence	(32.14)
10/12/2014 The Safety Supply Co - Litter picker	(12.52)
10/12/2014 Stamps & calls	(4.33)
15/12/2014 East Anglian Pest Control - moles	(100.00)
31/12/2014 CGM Landscape - Grass Gutting Dec	(56.68)
31/12/2014 tr BPA to C/a	970.00
31/12/2014 Clerk's salary	(604.00)
05/01/2015 NSIB Interest	5.31
12/01/2015 Eon - Streetlights	(10.51)
15/01/2015 HMRC	(360.00)
15/01/2015 Hempnall Group of parishes - newsletter	(35.00)
15/01/2015 Hempnall Group of parishes - survey	(55.00)
20/01/2015 The Mill Centre	(110.00)
	<u>(16.45)</u>
<b>Closing Balance</b>	<b><u>191.12</u></b>

### Business Premium Account

(Payments)/Receipts since last meeting :	£
10/11/2014 tr BPA to C/a	(1,000.00)
24/11/2014 tr C/a t0 BPA	9,000.00
10/12/2014 tr BPA to C/a	(500.00)
08/12/2014 BPA Interest	3.70
31/12/2014 tr BPA to C/a	(970.00)
	<u>6,533.70</u>
<b>Closing Balance</b>	<b><u>38,172.19</u></b>