

# HEMPNALL PARISH COUNCIL

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## Minutes of the Parish Council meeting held on Tuesday 14 July 2015 at 7:30pm at Hempnall Village Hall

ACTION

### Present

Chairman Mr David Hook, Vice Chairman Mr Richard Delf, Mrs Liz Allen, Mr Steve Burley, Mr Hamish Rose, Mr Roger Parker, Mr Mike Turner, Mr Peter Workman and the Clerk Mr Ian Nelson.

### Members of the public present

County & District Councillor Mrs Alison, Mr Joolz Clarke, Mrs Lesley Mitchenall, Mrs Kathleen Medlar and Mrs Carol Gormal, Mrs Lisa Mathieson, Mr John Dixon, Mrs Joan Dixon, Mr Ian Cundy.

### Apologies

No apologies had been given.

### Declarations of Interest

Mrs Allen declared an interest in the wind turbine matter.

Mr Hook and Mrs Allen declared an interest in the matter of the path between the tennis courts and the properties on Bungay Rd and the siting of the new play area.

Mr R Delf & Mr Workman re planning application from Mr C Delf.

### Minutes of the previous meeting

Mr Delf proposed, Mr Turner seconded and it was unanimously agreed that the minutes of the meeting on 19 May were approved.

### Public Participation

This related to the Road Traffic Calming and the Play Area matters and comments are recorded under those headings.

### County/District Councillor update

Mrs Alison Thomas reported that:

#### *County matters:*

A new Director of Public Health has been appointed and an announcement will be made shortly.

She was pleased with the proactive response from Bob Edwards of NCC Highways in respect of the erection of the 20mph advisory speed limit and chevron signs on the B1527.

She had been liaising with Mrs Mathieson in order to secure some of the TAS Valley fund and 25% of this fund (circa £7,500) had been earmarked for use with the Hempnall MUGA.

#### *District matters:*

The Long Stratton Area Action plan is currently being heard and Mrs Thomas had highlighted the importance of the A140/B1527 cross roads issue.

Traffic monitoring is in progress in relation to the Long Stratton Area Action plan.

She expected there to be long delays in Long Stratton in the evening for the next few weeks as from next week the footway in front of garage will be being replaced.

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## **Play Area Project / 2<sup>nd</sup> football pitch**

Mrs Mathieson reported that the position of the Multi-Use Games Area (MUGA) had been progressed via liaison with stakeholders. Planning permission would be required for this.

Mr Workman proposed, Mr Delf seconded and it was unanimously agreed that a site meeting take place on 21 July at 6.30pm to consider the position and other matters regarding the MUGA. This will be a parish council meeting and the clerk is to publish the relevant notices. Mrs Mathieson will inform the relevant stakeholders so that they can attend.

IN

Mr Delf proposed, Mr Workman seconded and it was unanimously agreed that the planning permission application cost be paid for by the parish council, should it approve the plans which Mrs Mathieson will arrange to be drawn up.

IN

Mr Workman & Mr Delf reported that the football club's intention was that the 2nd pitch was only a temporary measure and as a result they had informed the football club that this was acceptable on condition that its position did not get in the way of the play area project. They had also suggested that the pitch be turned the other way in order to fit 2 pitches in at the top end of the field. This is being considered. It was noted that the football club were also considering removing the permanent dugouts replacing them with mobile ones to facilitate better use of the field area.

It was noted that the Village Hall Committee would be holding a presentation on how to use the defibrillator in late Sept / early Oct and it was agreed to support a presentation of the new play area plans at the same event. Mrs Mathieson and her team were thanked for all the hard work put into the project to date.

## **R Youngman Retirement**

The clerk read the email received from Mr Youngman announcing his retirement on the grounds of ill health after 63 years as groundsman on the playing field. The clerk was asked to write a letter to Mr Youngman expressing the council's gratitude and to recover any keys and relevant information to enable a smooth handover of duties.

IN

It was agreed that the Football club were best placed to assist with liaising with Norse in respect of the grass cutting and Mr Workman will liaise with Football club in this regard.

RW

## **Chain harrow**

The clerk had responded to Mr Youngman.

It was noted that the Football club were prepared to make a donation of 50% of the cost.

IN

Mr Delf proposed, Mrs Allen seconded and it was agreed with 2 abstentions that a new Harrow be purchased at a cost of £300.84 plus VAT.

RD

## **Maintenance of the playing field**

The charge to the playing field users, taking into account the cost of hedging, spaying, fertiliser and general maintenance in addition to the village hall use, is to be decided.

Due to lack of time at this meeting to consider this matter in sufficient detail the matter was carried forward.

It was agreed that the clerk should issue interim invoices to the tennis and football clubs at the same level as last year's rent, making it clear that the final charge is yet to be set.

IN

It was noted that Mr John Ellis has offered to cut the hedges.

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## **Road Traffic Calming**

### ***Bungay Rd***

A number of Councillors and local residents had a site meeting with Bob Edwards of NCC Highways and Alison Thomas on 20th May. Mr Burley had circulated the following report of the meeting to councillors:

“Various options were discussed, but Bob pointed out that due to the fact there had been no casualties and no police reports sent to highways, the highways road safety team would not get involved, and therefore it would be very difficult to get significant funding for any major works like realigning kerb lines, reducing roads width etc. The general feeling is that the accidents are caused by driver behaviour rather than the road surface. This may not be the case given that all of the recent incidents were so close together. It is important that all incidents here and anywhere else in the village get reported to the Parish Council, maybe a reminder in the newsletter.

Bob did commit to some actions to be carried out, namely:

- Put chevrons up in footpath near Mrs Lesley Mitchenall’s House to indicate bend as you approach
- Paint SLOW on road surface near Mrs Liz Allen's entrance
- Put up sign showing bends approaching near Mrs Allen's entrance with a sub plate showing an advisory 20 mph speed limit; apparently the police will not enforce 20mph speed limits.

Bob did say that there will be some funding available later in the year from the parish partnership scheme where the parish council can apply for monies towards fixed flashing speed cameras ( £7k each) or maybe our own SAM2, and we should start to prepare our case now to get in early once we are notified. Mrs Thomas also mentioned another fund for the area that South Norfolk. It was thought that when SAM2 is replaced, it should be put near Mrs Liz Allen's entrance in order to help both help reduce vehicle speed coming into the bends and also give the parish council further data if people are approaching bends too fast that would help our case for further works to be carried out if incidents continue.

Another discussion was to move the Hempnall village signs nearer to the built up area and either have new signs or add a secondary sign, with something like "please drive carefully through our village" or "please reduce your speed through our village", some villages work with the local school to design the sign. It was also discussed that some planting or feature around the village sign is more of a reminder you are entering a built up area. A traffic watch scheme is also a consideration, but getting volunteers to do it may be an issue.

Bob is not able to help further re the Krons and parking at school.”

Progress is as noted under the County Councillor report above.

### ***Accidents***

It was noted that there have now been 2 accidents at the Mill Rd bridge end and 3 at the Bungay Road bends.

### ***Other actions to consider***

Mrs Lesley Mitchenall presented a short paper entitled “Hempnall Deserves Better” to the councillors. There was a great deal of public comment on the matter and it was generally thought that the following potential ways of improving the safety of the B1527 should be considered

- Setting up a Community Speed Watch team – Mrs Thomas stated that this would

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demonstrate that the community is taking action to help itself, as far as is possible, and this is a useful step in order to attract help from NCC Highways.

- Requesting more Police speed checks
- Liaising with Bob Edwards in order to design a safety scheme, possibly including physical barriers, and to check if this could be funded in partnership with the village
- Regular use of SAM for speed monitoring
- Adjusting the height of warning signs
- Installing 30mph flashing signs
- Funding of safety measures via Parish Partnership schemes - although it was noted that the Parish Partnership Scheme would not cover projects such as the introduction of chicanes
- Redesigning the highway – e.g. use of chicanes – self enforcing measures were probably the most effective means of reducing speeding in the village
- Erecting gate like structures at the main entrances in to the built up area of Hempnall (similar to Woodton)
- The use of home made signs
- Purchasing a SAM for exclusive use in Hempnall
- Introducing a 20mph limit

## ***Police enforcement***

Mrs Thomas reported that the police have indicated that they will not enforce a 20mph speed limit.

It was unanimously agreed that in time the clerk should write to the Police Community Liaison Officer asking for extra speed checks giving evidence of the data from the SAM2 and data from the Community Speed Watch group.

IN

## ***Community Speed Watch***

Mr Burley proposed, Mr Parker seconded and it was unanimously agreed that a Community Speed Watch project be supported and Mr Burley will coordinate activities between the parish council and the Community Speed Watch group, which initially would consist of the following volunteers:

SB

Mr Joolz Clarke, Mrs Lesley Mitchenall, Mrs Kathleen Medlar, Mrs Carol Gormal, Mr John Dixon, and Mrs Joan Dixon.

The clerk to publicise the formation of the group in the newsletter.

IN

## **Planning Applications**

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

#### ***General Update***

No Matters to report.

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

Mr & Mrs C Delf, Hythebeck Mill Road Hempnall Norfolk NR15 2LP - Erection of conservatory and garage with carport to dwelling – Recommended approval.

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

Ms T Andrews, 1 Bainard Rise, Hempnall, Norfolk, NR15 2NB - Proposed Single Storey Side and Rear Extensions.

Mr & Mrs R Delf, The Poplars, Mill Rd, Hempnall - Proposed erection of conservatory to the rear of the dwelling and application of render to the west elevation.

Mr & Mrs A Delf, Sunny Glen Field Lane Hempnall Norfolk NR15 2QZ - Proposed Single storey extension to rear of dwelling, porch canopy extension to side and internal alterations.

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PA, JV & RP Buck, Grange Farm, Lundy Green, Hempnall - Proposed 100kWp Solar PV array.

## **Applications outside the parish boundary**

There were none to consider.

## **Development Area / Flood risk area**

For information Mr Hook reported that all of the properties in the Environment Agency flood zone in the middle of the village, which SNC had planned to remove from the Development Area, were to remain inside the Development Area. The clerk was asked to chase SNC for an explanation of this course of action and enquire as to whether this was District wide change to a proposed policy or if it just applied to Hempnall.

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

### **HGVs on Lundy Green**

The clerk sought clarification as to whether to write to the owners of the strawberry greenhouse business and was instructed to do so.

### **South Norfolk Local Plan: Proposed Main Modifications and Sustainability Appraisal (4)**

Mr Hook and the clerk had reviewed the documentation to see if any of the modifications affected Hempnall.

### **Declaration of Interests Review**

Councillors had sent their forms to the Monitoring Officer at SNC.

### **Road sinking on Saxlingham Road**

NCC Highways has completed the repairs.

## **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. It had been discovered that part of it is an ancient track. Further forms are required to be completed. Mr Hook will co-ordinate.

DH

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

### **The Hempnall Trust – HPC Representative Trustees**

The vacancy has been and is still being advertised, councillors were encouraged to seek parishioner volunteers.

ALL

### **Path between the tennis courts and the properties on Bungay Rd**

Mrs Allen is to obtain a quote for work to be undertaken.

LA

### **Parish Council Action Plan 2015/16**

The clerk had circulated a draft copy for review prior to the meeting. One of the specific project descriptions was altered before Mr Delf proposed, Mr Turner seconded and it was unanimously agreed that the revised action plan be adopted and the clerk to publish.

IN

### **Tug-o-war Funds**

Mr Delf reported that an ex-member of the Tug-o-war club had objected to allowing the parish council to use the funds for new equipment on playing field, however did not mind it being used for playing field maintenance. Mr Delf was authorised to contact the ex-member again and obtain written confirmation of this.

RD

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## **SAM2**

The clerk had submitted the insurance claim, received £2,950, being the net of VAT cost less excess. The clerk had also placed the order for the replacement and this had been received.

Mr Turner had held initial discussions with Messrs Cunningham and Delf re how to fix the unit more securely. RD/KCMT to look at Mr Workman proposed, Mr Delf seconded and it was unanimously agreed that Messrs Cunningham and Delf and Turner finalise a method of securing the SAM2 unit and the clerk was authorised to pay for the work up to the standing limit of his authority.

KC/RD/  
MT  
  
IN

## **Risk Assessment Review**

The clerk had previously circulated a suggested formal review document structure prior to the meeting.

Due to lack of time at this meeting to consider this matter in sufficient detail the matter was carried forward.

IN

## **Moles**

Consideration was given to the effectiveness of the mole control in the old churchyard and Mrs Allen proposed, Mr Parker seconded and it was unanimously agreed that use of the existing contractor and scheme of attack be continued.

## **Correspondence**

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

Various police crime summaries  
Relevant notices/agenda and minutes  
Note following meeting with NCC Highways re Bungay Rd corners  
Confidence in Risk Assessments, Business Continuity Planning and Defect Identification, Local Council Advisory Service Seminar 2015  
Long Stratton Area Action Plan Examination  
Parish Partnership Scheme

No further matters were raised from the above.

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

Notice/Agenda for parish council meeting 16 June 2015  
Notice/Agenda for parish council meeting 14 July 2015  
Various papers for the next meeting

No further matters were raised from the above.

### **The items placed in the information pack envelope circulated to all Councillors on 14 July were:**

Clerks & Councils Direct x 3

## ***Website***

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

Added Notice/Agenda for parish council meeting 16 June 2015  
Added Notice/Agenda for parish council meeting 14 July 2015  
Added Parish Council approved minutes of 21 April 2015.  
Added various planning application details

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Updated officer information

No further matters were raised from the above.

## **Correspondence from Parishioners**

### **Fly-tipping**

Mrs Julie Parker notified the clerk of a fly-tipping matter, which the Clerk reported to SNC.

### **Litter bin**

Mr Derek Cracknell had reported that the bin in the children's play area had not been emptied. The clerk reported this to SNC and the matter had been resolved.

### **Swan Meadow footpath**

Ms G Warne wrote: *"As a regular footpath user I am dismayed to see that the main, indeed only, footpath linking one side of our village to the other, i.e. Swan Meadow, has not been cut. The vegetation has encroached from the sides making it difficult to walk and impossible to take a pushchair along. When the vegetation is wet you get completely soaked. Many villagers, including the elderly and mothers with children and not just dog walkers use this footpath; some to get to the doctors or to avoid dicing with the traffic along the Krons. This is not a countryside rambling footpath where you might expect such conditions, but a well-used village footpath. The closure of Swan Meadow means this footpath is increasingly used so it is sad to see it neglected and I would request that the Parish Council endeavour to resolve this problem."*

It was noted that the cutting of this footpath was the responsibility of NCC, however Mr Rose pointed out that it was not on their cutting schedule. Mr Rose now has the map of footpaths that NCC maintain and it was agreed to review this at the next main meeting with a view to re-prioritising the footpaths that are maintained.

IN

Mrs Allen said that her business was about to purchase a new hedge cutter and that when received Mr Robert Allen had indicated that he would use it to cut the Swan Meadow footpath.

LA

Mr Delf proposed, Mr Turner seconded and it was unanimously agreed that to add weight to Mr Rose's previous email to NCC, Mr Rose write a letter of complaint to NCC with the support of the full parish council pointing out that the Swam Meadow footpath was not on the cutting schedule and that the parish council considered it to be a priority footpath especially as it allowed access to the doctors and day care centre.

HR

Mr Rose proposed, Mr Parker seconded and it was unanimously agreed that if the path had not been maintained by the next main meeting, David Jackson would be asked for a quote to cut it as a one off measure with a view to NCC maintaining it next year.

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Other matters from parishioners have been covered elsewhere on the agenda.

## **Financial Statements**

### **Movements since last meeting**

The Clerk presented the financial statement attached to these minutes showing the movements from 20 May to 14 July 2015. The statement was in line with the annual budget except for the SAM2 insurance excess cost. Mr Workman proposed, Mr Delf seconded and it was unanimously agreed that the statement be approved.

### **Internal Audit**

The Clerk reported that the internal audit for the year ended 31st March 2015 had been completed by Mrs J Franks who presented a clean report. The clerk to thank Mrs Franks

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and arrange payment.

IN

## **Approval of Annual Accounts to 31/03/15**

The Clerk had distributed the accounts for the year to 31/03/15 to all Councillors with explanatory commentary. Mr Workman proposed, Mr Burley 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 Hook as Chairman.

IN

## **Submission of documents**

Mr Burley 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.

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## **Notice of expenses**

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

## **Items for Newsletter**

- Speed Watch Group formation

IN

## **Items for next meeting**

It was agreed to move the next meeting if a room was available to the 11<sup>th</sup> August.

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## **Date of next meeting**

The next Parish Council site meeting will take place on 21 July 2015 at 6:30pm.

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 11 August 2015.

The next Parish Council main meeting will take place on 15 September 2015 at 7:30pm.

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

Signed \_\_\_\_\_ Date 21 July 2015

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## FINANCIAL STATEMENT

Presented to meeting on 14 July 2015

### Current Account

<b>(Payments)/Receipts since last meeting :</b>		<b>£</b>
12/06/2005	Eon - streetlight electricity	(14.16)
07/04/2015	Norse Eastern Ltd - Grass Cutting	(701.34)
07/04/2015	East Anglian Pest Control - Moles	(100.00)
28/05/2015	Football Club rent to 31/05/15	309.00
28/05/2015	NALC subs	(219.35)
01/06/2015	CGM Landscape - Grass Gutting May	(56.68)
05/06/2015	NSIB Interest	5.31
22/06/2015	Zurich Insurance plc - SAM2 Claim	2,950.00
22/06/2015	M&JF Limited - Internal audit	(72.00)
22/06/2015	Tr BPA to c/a	970.00
25/06/2015	Tr BPA to c/a	1,500.00
25/06/2015	WestCoTec Ltd - SAM2	(3,660.00)
30/06/2015	Clerk's salary	(604.00)
02/07/2015	CGM Landscape - Grass Gutting June	(56.68)
06/07/2015	NSIB Interest	5.14
11/07/2015	Eon - streetlight electricity	(13.71)
27/07/2015	Data Protection Act Subs	(35.00)
		<hr/>
		206.53
		<hr/>
<b>Closing Balance</b>		<b>1,118.79</b>
		<hr/>

### Business Premium Account

<b>(Payments)/Receipts since last meeting :</b>		<b>£</b>
08/06/2015	Interest	4.77
22/06/2015	Tr BPA to c/a	(970.00)
25/06/2015	Tr BPA to c/a	(1,500.00)
		<hr/>
		(2,465.23)
		<hr/>
<b>Closing Balance</b>		<b>40,941.33</b>
		<hr/>