

# HEMPNALL PARISH COUNCIL

## Minutes of the Parish Council meeting held on Tuesday 19 July 2016 at 7:30pm at The Mill Centre

### Present

Chairman Mr David Hook, Vice Chairman Mr Richard Delf, Mrs Liz Allen, Mr Stephen Burley, Mr Roger Parker, Mr Hamish Rose and the Clerk Mr Ian Nelson.

### Members of the public present

Mrs Carol Cormac and Mr Andrew Driver.

### Apologies

Apologies were received from Mr Kevin Cunningham, Mr Mike Turner, Mr Peter Workman, Mrs Alison Buck and Mrs S Howard.

### Declarations of Interest

There were none declared.

### Minutes of the previous meeting

Mrs Allen proposed, Mr Rose seconded and it was unanimously agreed the minutes of the meeting on 21 June 2016 be approved.

### Public Participation

Comments made are recorded under the relevant sections below.

### County/District Councillor update

There was none. Mr Hook asked for devolution to be put on the agenda for the September meeting.

IN

### Play Area Project

Mr Parker had met with Rachel Flaxman of SNC planning who indicated that a revised application was necessary if the MUGA was to be repositioned, but did not foresee any problems and if the revised application is submitted within 1 year it should be free. Mr Delf proposed, Mr Burley seconded and it was unanimously agreed that the Clerk submit a revised application with the assistance of Mr Parker.

IN/RP

Mr Workman had invited Mrs Howard to the meeting, however she was unable to attend due to prior commitments, but she would welcome assistance with the fund raising. It was agreed that the Clerk should write an article for the next newsletter pointing out that "the children of Hempnall need YOU" to help with the final push for funding. The amount raised to date and the amount required to be highlighted.

IN

Mrs Allen pointed out that funding is available for concrete table tennis facilities and she will bring details to the next meeting.

LA

Mr Workman to inform Mrs Howard of the action we are taking.

PW

### Road traffic accidents / speeding in Hempnall

The Clerk had contacted NCC Highways to thank them for the meeting and ask when the lab test will be available. The Clerk had also informed NCC the parish council had voted to apply for improvements under the Parish Partnership Scheme. Highways had responded as follows: "Following our meeting of 1st June, our Laboratory Engineers inspected Bungay Road and Mill Road, Hempnall and have recommended a retexturing treatment for the whole length of the 2012 resurfacing scheme to further improve skid resistance. Although the exact type of treatment is still being agreed, it involves high-pressure water or particle jetting that increases the macro-texture of the asphalt, which then improves grip. The scheme has been put into a programme and should be delivered this summer."

Mrs Cormac would like to keep the pressure on Highways as she had seen villages in Cambridgeshire with chicanes. Mrs Cormac said she would contact Highways.

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The Clerk will research the Parish Partnership Scheme approach and liaise with Mr Hook. It was agreed that an extra meeting should be called if required.

IN/DH

The Clerk had reported the 20mph sign by Mrs Allen's which rattles in the wind to the Highway Rangers.

The Clerk had also made enquiries of NCC Highways regarding extending the 30mph limit at Broaden Lane. Highways had responded as follows: *"The DfT guidance for the setting of 30mph speed limits states that they should start at the beginning of the built up area. I appreciate people would prefer drivers to slow down earlier but the danger of moving them out of the developed area is that they lose their impact as drivers don't see the reason for slowing in the rural environment. I feel certain that, if this was formally assessed, it would be deemed that the terminal signs are in the right place. I should add that we no longer have funding for Traffic Management issues (such as weight restrictions, parking restrictions and speed limits) so, barring a development, it is unlikely we could get funding for the Traffic Regulation Order process to extend the limit."*

It was also noted that the police had been carrying out speed checks recently.

## **Football Pitch Alterations / Youth Pitch**

The Clerk had sent a copy of the plans submitted to SNC by the fund raising group to Messrs Workman/Turner/Parker/Delf who had met on Friday 24 June to measure out the agreed location of the MUGA and consider the 2<sup>nd</sup> football pitch location. The second pitch does not fit as per the plans agreed by SNC, so a revised application will need to be made. The 2<sup>nd</sup> football pitch currently overlaps the area needed for the MUGA, however the football club are aware of this and will move it in due course.

## **Planning Applications**

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

2016/1629 - Dr Paula Wolfe , 1 Pevensey House, The Street, Hempnall - Perspex to be removed and replaced with clay pantiles and roof lights, wooden batons to cover existing features and existing outlet to be blocked and guttering extended to rear of garden. – Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that the application be approved.

IN

2016/1631 - Dr Paula Wolfe , 1 Pevensey House, The Street, Hempnall - Perspex to be removed and replaced with clay pantiles and roof lights, wooden batons to cover existing features and existing outlet to be blocked and guttering extended to rear of garden – Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that the application be approved.

IN

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

2016/1113 - Mr & Mrs Tracy & Simon Oakley, 1 Alburgh Road, Hempnall, NR15 2NP - Removal of Condition 3 of planning application 1986/2462 (Erection of Bungalow) - To remove the agricultural occupancy tie.

It was unanimously agreed that the clerk write to SNC strongly disapproving of the ease at which this change of use was given and send them a copy of the photograph of the sign erected by Mr Oakley.

IN

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

2016/1240 - Mr Alan F.G Brown, Frog Hollow Barondole Lane Hempnall - Proposed 50 metre pond.

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## Matters arising from previous Parish Council meetings – completed

### **Appointment of Chair and other Officers**

The Clerk had updated the website.

### **Repairs to bridge hand rail**

This has yet to be repaired.

HR

### **Land near the old Queen's Head PH**

Mr Delf provided the contact details of the owner, Mr P Kilbourn and the Clerk had visited and written to him pointing out the Tree Preservation Order.

### **Playing field and Football Pitch Maintenance - Moles**

Mr Whiting had arranged for the remaining moles to be gassed, however there were still some in situ to be dealt with.

### **Smoking in children's play area**

The Clerk had ordered and Mr Delf had erected the no smoking signs.

### **SAM2 info to Fritton PC**

Messrs Delf & Turner had supplied the information to Fritton PC.

### **Footpath barbed wire**

Mrs Allen had arranged for pipe lagging and tape to be placed around the barbed wire near the footpath.

### **Request for dog bin**

The Clerk had informed Mrs Franks.

### **Pavements Maintenance**

The Clerk had informed Miss Emery.

### **Use of playing Field for a wedding reception being held in Village Hall**

The Clerk had responded to Rosie Salmon.

### **Internal Audit**

The Clerk had thanked Mrs Franks and made payment.

### **Approval of Annual Accounts to 31/03/16**

The Clerk and Mr Hook had signed the accounts and they have been published on the website.

### **Submission of documents**

The Clerk had submitted the statement of accounts, the statement of assurance and the internal auditor's report to the external auditors.

### **Old Churchyard Push Test**

Mr Workman and Mr Parker had performed a push test on the gravestones in the old churchyard and all were found to be in order.

### **Newsletter Donation to Church**

The donation of £100 had been paid and a thank you letter received.

### **Newsletter**

The Clerk had drafted, however it will not be delivered until after 15 August. Some articles will be replaced with those agreed at this meeting.

### **Standing Orders Review**

The Clerk had published the approved Standing Orders on the website.

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## **Morningthorpe Recycling Centre**

The Clerk had written to Mr Scott to report the matter is being monitored and that the matter had been drawn to the attention of County Councillor Thomas.

## **Financial Regulations Review**

The Clerk had published the approved regulations on the website.

## **Action Plan**

The Clerk had published the approved Action Plan on the website and provided councillors with a copy.

## **Newsletter Rota**

The Clerk had informed Mrs Davy.

## **Matters arising from previous Parish Council meetings – awaiting others**

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

We await NCC investigations. Further forms are required to be completed. Mr Hook will co-ordinate.

DH

### **Playing Field Container**

Mr Delf will arrange for the container floor be concreted in due course.

RD

### **Hugmore Pond**

The Clerk had instructed SNC to proceed with the sale and awaited an update.

IN

### **ROSPA report on Play area**

We await ROSPA's report.

IN

## **Matters arising from previous Parish Council meetings – for discussion**

### **Playing Field Trees**

The location decision was carried forward.

DH

### **See-saw**

Due to the large cost, Mr Delf and Mr Parker suggested and it was agreed this be put on hold until after the play area had been fully planned.

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

Further quotes were being obtained for an alternative solution.

RD

### **Community Speed Watch**

Mr Burley reported the team had reported a further 8 people on their last session.

### **SAM2 Report**

Mr Turner had circulated the data from Alburgh Rd, which showed that there was not much of a problem in this area at that time although one motorist had been travelling at 70mph in the 40mph limit.

### **Local Council Award Scheme**

The Clerk reported that many of the items had been attended to and we now await the latest auditors report.

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## **Correspondence**

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

Various police crime summaries

Various planning applications

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Relevant notices/agenda and minutes  
SNC re Registration of Interest Forms  
Consultation on the draft South Norfolk Council Statement of Community Involvement (SCI)  
Notice of poll  
Long Stratton Area Action Plan  
NALC Training Calendar  
Highways Course Slides  
South Norfolk Area Meeting - 9 June 2016  
Invitation to Devolution Briefing  
Newton Flotman PC re: Impact of Long Stratton Bypass  
Parish Partnership Scheme 2017/18  
Greater Norwich Local Plan - Sustainability Appraisal (SA) Scoping  
Total Transport Survey  
Norfolk's police and crime commissioner two-month public consultation  
Electoral Review of South Norfolk  
The Revd Michael Kingston thank you letter  
Norfolk County Council-Verge cutting back on the agenda  
Can you help us find Private Pumping Stations in your Parish?  
Development Management Committee - 20 July 2016  
CPRE Norfolk AGM  
Hempnall crossroads B1527/A140

No further matters were raised form the above.

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

Notice/Agenda for Parish Council meeting 21 June 2016  
Notice/Agenda for Parish Council meeting 19 July 2016  
Notice of poll  
Electoral Review of South Norfolk  
River Tas 2016/17 Channel Maintenance  
Can you help us find Private Pumping Stations in your Parish?

No further matters were raised form the above.

***Website***

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

Added Parish Council approved minutes of 17 May 2016  
Added Parish Council draft minutes of 21 June 2016  
Added Notice/Agenda for Parish Council meeting 21 June 2016  
Added Notice/Agenda for Parish Council meeting 19 July 2016  
Added various planning application details  
Added various papers to be tabled at meetings  
Updated HPC Office holder details  
Added Action Plan 2016/17  
Removed Action Plan 2015/16  
Added accounts for the year ended 31-03-16  
Added Annual Return for the year ended 31-03-16  
Added Supporting Financial Schedules to comply with transparency code  
Added details of parish land to comply with transparency code  
Added revised Standing Orders  
Added revised Financial Regulations

No further matters were raised from the above.

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## Correspondence from Parishioners

### More Accidents

Mrs Mitchenhall and Mr Clark had copied in the Clerk to their reports to NCC Highways of more accidents at the Bridge area of Mill Rd. See action taken above under "Road traffic accidents / speeding in Hempnall" heading.

### Overgrown Hedge

A parishioner had reported that the hedge belonging to Mr Munson was so overgrown as to make it difficult for her to pass with her mobility vehicle. The Clerk had written to the owner who had arranged for the hedge to be cut.

### Village Hall Bottle Bank

Mr Cracknell had asked if it was possible for a bottle bank to be placed in the village hall area as he was collecting at least two carrier bags full of bottles each week from the play area bins and he wished to recycle them.

Mr Parker indicated that the village hall committee had considered this in detail previously and concluded that as 3 or 4 car park spaces would be lost and there would be a danger to vehicles and children of glass on the floor, it was not appropriate to have a bottle bank in this area.

It was unanimously agreed that a "Please no glass bottles" sign be ordered and placed on each of the bins. The Clerk to action and inform Mr Cracknell.

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### Shingle on footpath

Mr Cracknell had reported that he had been sweeping up shingle from the footpath on Mill Rd that escaped from the driveways of houses. He asked if the parish council could write to the householders concerned. It was noted that this appeared no longer to be an issue, so no further action was taken.

### Reduced Bus Service

Mr Andrew Driver had expressed concern about the reduced bus service to the village (service 84). He explained that one bus will terminate in the centre of the village and not go to the Greens. Another will be cut altogether in both directions. Mr Driver had spoken to the County Council and was told that greater weight would be given to Mr Driver's request if the parish council wrote to them and the operator. They had indicated that they may be amenable to extend the 15:35 service from Norwich to the Three Horseshoes. Mr Driver to send a copy of his letter to NCC to the Clerk.

Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that the Clerk write to NCC and the bus company with a copy in County Councillor Thomas to express concern over the dwindling service, ask them to keep the 15:35 service to the Three Horse Shoes and ideally reinstate the cancelled service.

IN

## Financial Statements

### Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 18 May to 19 July 2016. The statement was in line with the annual budget. Mrs Allen proposed, Mr Parker seconded and it was unanimously agreed that the statement be approved.

The Clerk presented the quarterly financial statement showing the movements against budget from 1 April 2016 to 30 June 2016. Mrs Allen proposed, Mr Parker seconded and it was unanimously agreed that the statement be approved.

The Clerk presented the statement regular payments to the meeting Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that the statement be approved.

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## **Use of Playing Field for business**

Mr Rose proposed, Mr Burley seconded and it was unanimously agreed that Mrs Buck be charged £120pa to 31/03/17 and the Clerk to draft an article for the newsletter to promote this venture. The Clerk to issue the agreement to Mrs Buck.

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## **Clerk's Salary Review**

Mrs Allen proposed, Mr Delf seconded and it was unanimously agreed the Clerk's salary be increased by 2.5% to take effect from 1<sup>st</sup> July 2016, his annual salary review date.

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## **Wildlife survey of the churchyard**

Mrs Gill Turner had informed Mr Hook that the PCC were looking at this with a view to making recommendations on the upkeep of the old churchyard. We await the outcome.

IN

## **Leaving the European Union**

There are a number of EU Directives and Regulations related to legislation with which Parish and Town Councils are required to comply. The Clerk is monitoring the situation via NALC and LPAS and will keep councillors informed of any changes as they arise.

## **Footpath Maintenance**

Mr Driver informed the meeting of the problems on various footpaths and the Clerk passed Mr Driver's letter to Mr Rose, as footpath officer, who will take up the matters with Highways.

HR

A large number of complaints had been received from parishioners regarding overgrown footpaths.

The Clerk had raised the issue of footpaths in general at the Clerk's meeting and was told by the Highways representative that there was no money to undertake any work other than the annual cut of priority footpaths.

Mrs Allen pointed out that under the terms of their grants, farmers are not allowed to cut hedges that are not roadside hedges until after 31 August.

Mr Burley proposed, Mr Rose seconded and it was unanimously agreed that:

- The Clerk to make clear in the newsletter that the responsibility for footpath maintenance is that of NCC Highways and give contact details. IN
- Mr Rose to ask NCC to cut priority footpaths now and copy in County Councillor Thomas. HR
- The Clerk to establish if footpath cutting is covered under the Parish Partnership Scheme. IN
- Clive Bird at Saxlingham is to be contacted for quotes to cut footpaths. HR
- The Clerk to check insurance requirements. IN

## **River Tas 2016/17 Channel Maintenance**

The Clerk reported that the cutting and clearing will take place between July and September.

## **Hempnall B1527/A140 crossroads**

It was noted that Summer edition of SNC's magazine, The Link, John Fuller, stated, "highways experts are now working-up more detailed designs including a roundabout at Hempnall crossroads." This does not mean there will be a roundabout built.

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## Items for Newsletter

- Play Area Project fund raising
- Footpath cutting
- Promote use of playing field – Mrs Buck’s venture

The Clerk to draft and issue.

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## Items for next meeting

- External Audit of accounts to 31/03/16 result
- Dates for next year’s meetings

IN

## Date of next meeting

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 23 August 2016. Messrs Parker and Hook send their apologies.

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The next Parish Council main meeting will take place on 20 September 2016 at 7:30 pm.

There being no further business, the meeting was closed at 9.24pm.

Signed \_\_\_\_\_ Date 20 September 2016



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## FINANCIAL STATEMENT

Presented to meeting on 19 July 2016

### Current Account

(Payments)/Receipts since last meeting :	£
17/05/2016 M&JF ltd - Internal audit	(78.00)
21/05/2016 Hempnall Group of Parishes - Donation re newsletter distribution	(100.00)
29/05/2016 CGM - grass cutting	(56.68)
01/06/2016 tr bpa to c/a	1,500.00
01/06/2016 Norse Eastern Ltd - Grass Cutting	(736.40)
02/06/2016 Hempnall Village Hall - PUA hire	(668.00)
11/06/2016 Eon - Streetlights electricity	(7.01)
27/07/2016 Information Commissioners Office	(35.00)
21/06/2016 CGM - grass cutting	(56.68)
21/06/2016 Ian Nelson - stamps	(5.30)
21/06/2016 Safety Signs 4 Less Ltd	(17.34)
21/06/2016 Staples - Envelopes	(4.79)
21/06/2016 BattDepot UK - replacement battery	(21.98)
20/06/2016 tr bpa to c/a	1,000.00
30/06/2016 Ian Nelson Salary	(804.20)
16/07/2016 HMRC – PAYE	(185.00)
06/06/2016 NSIB Interest	5.31
11/07/2016 Eon - Streetlights electricity	(6.79)
19/07/2016 M King Computer Repairs	(76.00)
	<u>(353.86)</u>
<b>Closing Balance</b>	<u>67.83</u>

### Business Premium Account

(Payments)/Receipts since last meeting :	£
01/06/2016 tr bpa to c/a	(1,500.00)
20/06/2016 tr bpa to c/a	(1,000.00)
06/06/2016 BPA Interest	7.20
	<u>(2,492.80)</u>
<b>Closing Balance</b>	<u>66,066.17</u>