

# HEMPNALL PARISH COUNCIL

## Minutes of the Parish Council meeting held on Tuesday 16 May 2017 at 7:30pm at The Mill Centre

### Present

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

### Members of the public present

Mr Robert Webb (planning only)

### Apologies

Apologies were received from Mr Roger Parker, County and District Councillor Alison Thomas.

### Declarations of Interest

Mrs Allen & Mr Hook declared an interest in the item re the path north of the tennis courts

### Appointment of Chair and other Officers

The following appointments were made unanimously:

<u>Office</u>	<u>Office Holder</u>	<u>Proposed</u>	<u>Seconded</u>
Chairman	D Hook		
Vice-Chairman	R Delf		
Village Hall Rep	L Allen		
Playing Field Liaison	R Parker		
Footpaths	H Rose		
Tree Wardens	D Hook	En-bloc	En-bloc
	M Turner	Mr Workman	Mr Cunningham
Highways Liaison Rep	S Burley		
SAM2 coordinator	M Turner		
Bank Signatories	R Delf		
	D Hook		
	K Cunningham		

### Minutes of the previous meeting

Mr Delf proposed, Mr Burley seconded and it was unanimously agreed the minutes of the meeting on 18 April 2017 be approved.

### Public Participation

Comments made are recorded under the relevant sections below.

### County/District Councillor update

Mrs Alison Thomas had sent the following report to the Clerk who read it to the meeting:

*"Suffice to say I am delighted to have been re-elected to serve Hempnall as your County Councillor for another 4 years. I am also pleased to say I continue as Deputy Leader which whilst it is a challenging role I enjoy it very much.*

*Not much more to report from a County perspective as the Council is yet to get going.*

*With regard to District the recent Parish Boundary review which is currently out to consultation is the main issue to be considered. Do you wish to remain as you are? Do you wish to join up with neighbours? Whatever your wishes please express them."*

Mr Workman proposed, Mr Turner seconded and it was unanimously agreed that the Clerk should write to state that we wish to retain the existing boundary.

IN

# HEMPNALL PARISH COUNCIL

---

## Planning Applications

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

2017/0870 - Mr and Mrs S Webb, Nelson House, The Street Hempnall - external alterations to dwelling – Mr Turner proposed, Mr Burley seconded and it was unanimously agreed that the application be approved. IN

2017/0967 - Mr Kilbourn, Land South off Mill Road Hempnall - Erection of one 3-bedroom dwelling including new vehicular access and integral garage. Removal of two trees. – Mr Hook proposed, Mr Rose second that the application be refused because the trees were protected by Tree Preservation Orders which had originally been requested by the Parish Council and because of the contribution they make to the landscape of the conservation area – a point supported in submissions made by SNC officers – including their tree expert. IN

This was preceded by a counter proposal to approve the application proposed by Mr Burley, seconded by Mr Delf, defeated by the chair using his casting vote 5 votes against, 4 for.

2017/1075 - Mr and Mrs Evans, Krons Manor Fairstead Lane Hempnall - Shelter for a hot tub – Mr Delf proposed, Mr Workman seconded and it was unanimously agreed that the application be approved. IN

2017/1048 - Mr Peter Moore, Land North off Fairstead Lane Hempnall - Dwelling and garage – Mr Turner proposed, Mrs Allen seconded and it was agreed 7 votes for and 1 against that the application be approved. IN

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

2017/0559 - Mrs S Hallsworth, 2 Roberts Close, Hempnall - Single storey rear and side extensions to semi-detached bungalow.

2017/0580 - Mr & Mrs Ward, Land West off Springwood Lodge Barondale Lane Hempnall - Certificate of lawful use for change to leisure purposes and art studio shed, workshop shed and art storage shed.

2017/0257 - Mr & Mrs Stephen Toll, Lower, Broaden Lane Hempnall - Single storey side and front extensions with new enclosure for new staircase to first floor. Conversion of existing outbuilding into ancillary living accommodation.

2017/0778 - Mr Lewis Bird, 9 Coronation Crescent Hempnall - First floor rear extension.

2017/0681 - Mr & Mrs P Askew, 39 Alburgh Road Hempnall - Porch canopy extension and extension of front parking area.

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

None.

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

None.

## Matters arising from previous Parish Council meetings – completed

### **Designation Application - Hempnall War Memorial**

The Clerk had written to approve the treatment as a listed memorial.

### **Parking in the Street**

The Clerk had written to Mrs H Battye.

### **Footpath Signs**

The Clerk had reported the footpath sign matters raised at the parish meeting to NCC.

# HEMPNALL PARISH COUNCIL

---

## **Ivy on trees**

The Clerk had arranged for the master stem of the ivy on trees around the playing field to be inspected by Ian Smith and where appropriate the main stem of any ivy on them to be cut.

## **Motorcycles on Long Lane**

The Clerk had reported the matter to the police.

## **Path north of the tennis courts**

Mrs Allen had liaised with the contractor and the Clerk paid the deposit. The path had been made and the balance of the contract paid.

## **Football Club Floodlights**

The Clerk had written to the Football Club to seek and had received confirmation the power had been turned off by Eon, the switch house was in good repair and the football club continued to cover the lights via their public liability insurance.

## **Slide sign / shed padlock**

Mr Delf had actioned

## **Car parked in village sign area**

The Clerk had spoken to the butcher.

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

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

Further forms are required to be completed. Mr Hook will co-ordinate.

DH

### **Playing Field Container**

Mr Delf will seek some quotes for the container floor be concreted.

RD

### **Wildlife survey of the churchyard**

We await the PCC.

DH

### **Hempnall Conservation Area Character appraisal**

We await the draft conservation area appraisal from SNC.

IN

### **Local Council Award Scheme**

The Clerk reported this was progressing.

IN

### **ROSPA report on Play Area**

We await the inspection in June.

IN

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

### **Parish Partnership Scheme – Application for SAM2**

The Clerk had completed and sent the Memorandum of Understanding and ordered the SAM2 which is to be delivered to Mr Turner.

MT

### **Play Area Project**

Mr Delf had made arrangements with Mr Hawes to start the work.

The Clerk had paid the deposit before 31 March 2017.

Further fundraising is to be mentioned by the Clerk in the next newsletter.

IN

# HEMPNALL PARISH COUNCIL

---

## **Playing Field Oak Tree**

A site meeting to look for the location of the oak tree had taken place on 22 March. Mr Hook reported the village hall committee had considered a site on their property, however they felt this was not appropriate. The tree will instead be placed in the tug-o-war area. It will be planted in November.

DH

## **Footpath Maintenance**

The Clerk had followed up with Mr Rose who is liaising with Mr Bird later this to discover how the footpath work is priced, e.g. per metre? Mr Rose will report the costs to the Clerk. Mr Rose proposed, Mr Delf seconded and it was unanimously agreed that Swan Meadow and Church Meadow should be cut subject to the cost being below the standing order tender limit.

HR

IN/HR

The Clerk to ask NCC to cut the priority routes now.

IN

## **Vicarage garden door**

The Clerk had investigated who owns the door with Norwich Diocesan and awaits their response (chased once).

IN

## **Container / seat area - tidy up / protection of tree**

The Clerk had strimmed around "Mr Youngman's seat".

Mr Workman proposed, Mr Delf seconded and it was unanimously agreed that the Clerk should write to the Football Club to request they do not place the goals in front of the seat provided by the parish council and move the goals between cuts so the grass can be cut on an alternate basis. The Clerk to also ask they clear away the white line cans and other items left lying out in the field.

IN

## **Community Speed Watch**

Mr Burley reported activity would soon recommence.

SB

## **SAM2 Report**

Mr Turner had emailed the latest results to councillors before the meeting and was concerned about the speed of traffic on Mill Rd with the last results having the 85<sup>th</sup> percentile at 36mph.

Mr Burley volunteered to contact the police as part of the community speed watch report and highlight the issue.

SB

The SAM2 unit will be placed on Mill Rd again.

MT

## **Parish Council + Community Update from South Norfolk Police**

Mr Burley reported he will be attending the next meeting at which he will ask for village crime statistics not to be combined with those of Long Stratton.

SB

## **Mill Rd Sewers**

Mr Burley reported they had been jetted and CCTV'd. The issue was fat build up which had now been removed.

# HEMPNALL PARISH COUNCIL

---

## Correspondence

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

Various police crime summaries  
Various planning applications  
Relevant notices/agenda and minutes  
Various emails from parishioners  
Protocol following the death of a senior member of the Royal family  
Parish Council and Community Update from South Norfolk Police - 24th May 2017  
NALC Spring Conference - 24 May 2017  
Norfolk PCC - rural crime under the spotlight  
NPFA Membership Newsletter  
CPRE Norfolk Campaign Alliance meeting – Broadland, South Norfolk and Norwich  
Upcoming Training Course - being a councillor  
New Flagship Course - Understanding Planning Parts 1 and 2  
Community Governance review update and General Data Protection Regulations Course-  
Norfolk Update  
Morningthorpe Recycling Centre

No further matters were raised from the above.

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

Relevant notices/agenda and minutes  
Poster re county council elections  
Give and Take event - 30 May  
SNC Summer Event poster

No further matters were raised from the above.

## ***Website***

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

Added relevant notices/agenda and minutes  
Added various planning application details  
Added various papers to be tabled at meetings  
Updated Action Plan  
Updated Risk Assessment

No further matters were raised from the above.

## **Correspondence from Parishioners**

### **Effluent in stream**

Mr Garth Jeffries had spoken to Mr Hook regarding this, however the matter had since been resolved.

### **Playing field spray**

The Clerk was instructed to ask Mr Cawston to carry out the annual spraying. IN

### **Overhanging hedge**

It was reported that Mr John & Mrs Joy Allen's property's hedge was overhanging the pavement and causing an obstruction. The Clerk to visit them and request it be cut. IN

### **Essential maintenance works at Morningthorpe Recycling Centre**

NCC had written to state:

Morningthorpe Recycling Centre will be undergoing essential maintenance work including the installation of new surface water drainage system and repairs to sections of the concrete hardstanding.

# HEMPNALL PARISH COUNCIL

---

For the duration of the work **the site will be closed** to the public from **Tuesday 13th June to Friday 4th August**.

The nearest alternative sites are:

- Ketteringham, Station Lane NR9 3AZ (10.9 miles, 20 minutes)
- Mile Cross, Swanton Road, Norwich, NR2 4LH (11.2 miles, 30 minutes)
- Bergh Apton, Wellbeck Road, NR15 1AU (9.6 miles, 20 minutes) - open Friday – Monday Only
- Wymondham, Strayground Lane, NR18 9NA (10 miles, 25 minutes) - open Friday – Monday Only

This is part of a programme of works to improve surface water drainage on Norfolk's Recycling Centres and Morningthorpe will be the final site to be upgraded as part of this programme. The scheme was granted planning consent in January 2017 and an Environmental Permit during 2016.

Whilst the drainage work is ongoing, work will also be carried out to the hardstanding. Damage has been caused by general wear and tear over time, particularly in areas where the bins are placed and picked up and along joints in the concrete. The repairs are necessary to ensure the damage doesn't become a hazard for the staff and public using the sites.

On-site signage and advanced warning will be provided, giving information of the nearest alternative available sites for the period of the works. We will closely monitor for any fly tipping during this period.

The work will cost around £90,000 and is being managed by Norfolk County Council's Waste Services.

The Clerk had circulated to councillors and informed the church magazine for publication.

## **Financial Statements**

### **Movements since last meeting**

The Clerk presented the financial statement attached to these minutes showing the movements from 22 March to 16 May 2017. The statement was not materially out of line with the annual budget. Mr Delf proposed, Mrs Allen seconded and it was unanimously agreed that the statement be approved.

### **Statement of assurance and financial regulations review**

The statement of assurance was reviewed together with the financial regulations. Mrs Allen proposed, Mr Workman seconded and it was unanimously agreed that no amendments were required to either document and the chairman and responsible financial officer were authorised to sign the statement of assurance.

DH/IN

### **Internal Audit**

The Clerk reported that the internal audit for the year ended 31st March 2017 had been completed by Mrs J Franks who presented a clean report. The Clerk to thank Mrs Franks and arrange payment.

IN

### **Approval of Annual Accounts to 31/03/17**

The Clerk had distributed the accounts for the year to 31/03/17 to all Councillors with explanatory commentary. Mrs Allen 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.

DH/IN

# HEMPNALL PARISH COUNCIL

---

## **Submission of documents**

Mrs Allen proposed, Mr Delf 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.

IN

## **Notice of expenses**

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

## **Community Infrastructure Levy Return**

The Clerk had submitted the CIL return for the period ended 31 March 2017, showing the fund had been fully utilised on the MUGA project.

## **Insurance renewal**

The Clerk had renewed the insurance as the 3-year contract was still in place. The Clerk will increase the cover once the MUGA is in place.

IN

## **Auto-enrolment**

The Clerk reported he had set up a NEST pension registration and written to himself to inform himself that he did not earn enough to qualify for contributions to be made by the council.

## **Items for next newsletter**

- MUGA – Fundraising help from young mums and dads would be appreciated
- Oak tree planting

IN

The Clerk was asked to reissue the newsletter rota to councillors.

IN

## **Items for next meeting**

- Clerk's salary review
- Phone box

IN

## **Date of next meeting**

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 20 June 2017, however if needed some other routine items to be dealt with.

IN

The next Parish Council main meeting will take place on 18 July 2017 at 7:30pm.

IN

There being no further business, the meeting was closed at 9.35pm.

Signed \_\_\_\_\_ Date 20 June 2017

# HEMPNALL PARISH COUNCIL

## FINANCIAL STATEMENT

Presented to meeting on 16 May 2017

### Current Account

(Payments)/Receipts since last meeting:	£
24/03/2017 tr bpa to c/a	9,300.00
22/03/2017 Floorbox Ltd - deposit on tennis path	(1,920.00)
24/03/2017 Polestar Enterprises Ltd - deposit MUGA	(7,480.00)
20/03/2017 tr bpa to c/a	1,000.00
30/03/2017 Ian Nelson Salary	(758.53)
30/03/2017 Ian Nelson admin exp	(64.00)
06/04/2017 CGM - grass cutting	(56.58)
11/04/2017 Eon - Streetlight Electricity	(8.15)
11/04/2017 NALC	(239.80)
18/04/2017 Tr BPA to C/a	1,000.00
18/04/2017 Floorbox Ltd - deposit on tennis path	(966.60)
24/04/2017 SNC Precept	8,500.00
24/04/2017 SNC Council Tax Support Grant	533.00
25/04/2017 Tr C/a to BPA	(9,000.00)
25/04/2017 TMAbark - bark	(285.60)
11/05/2017 CGM - grass cutting	(56.68)
24/04/2017 HMRC	978.75
03/05/2017 Bartlett Signs - for play area - keep off	(22.80)
18/04/2017 Hempnall Football Club	337.50
24/04/2017 Hempnall Football Club	337.50
12/05/2017 Eon - Streetlight Electricity	(8.62)
16/05/2017 T Medlar - Slide repair	(430.00)
16/05/2017 Zurich Municipal - Insurance	(445.36)
16/05/2017 Norse - Grass cutting	(754.81)
	<u>(510.78)</u>
<b>Closing Balance</b>	<u>98.84</u>

### Business Premium Account

(Payments)/Receipts since last meeting:	£
24/03/2017 tr bpa to c/a	(9,300.00)
20/03/2017 tr bpa to c/a	(1,000.00)
18/04/2017 Tr BPA to C/a	(1,000.00)
25/04/2017 Tr C/a to BPA	9,000.00
	<u>(2,300.00)</u>
<b>Closing Balance</b>	<u>66,033.13</u>