

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 16 January 2018 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 Roger Parker, Mr Hamish Rose, Mr Mike Turner, Mr Peter Workman and the Clerk Mr Ian Nelson.

Members of the public present

Mr Andy Driver, Mrs Sylvia Driver, Mr Ian Cundy, Mr Robert Loudovn, Mrs Cheryl Vrinten, Mrs Dean Shreeve, Mrs Cheryl Shreeve, Mrs Julia Mealing, Mrs Jan Kelly, Mr John Kelly.

Apologies

Apologies were received from County and District Councillor Alison Thomas.

Declarations of Interest

Mrs Allen declared an interest in the following matters:

- Tennis Club fee setting
- Swan Meadow footpath

Mr Hook declared an interest in the Tennis Club fee setting.

Minutes of the previous meeting

The minutes of the meeting on 21 November 2017 were approved.

Public Participation

The Greens bus shelter

Many parishioners were concerned about the removal of the old shelter as it was currently used by 8 children as well as other residents. It was not only a shelter but a safety feature as it attracted children away from the dangerous junction. It was agreed that Mr Parker would investigate the cost of renovating / replacing the shelter.

RP

Bus stop opposite the bus shelter

Mrs Driver reported the bus stop was muddy and overgrown with vegetation. She was asked to write to the parish council so it could support her concerns when requesting action from NCC Highways.

IN

County Council Budget Cuts

Concern was expressed by many parishioners regarding proposed cuts by NCC to the follow:

- Bus service subsidies (No 84 Harleston to Norwich)
- Gritting – only one route per village – Hempnall currently has 3 routes gritted. It was felt the B1527 would be the most likely to remain gritted so representation should be made, in particular re Alburgh Rd
- The Mobile Library service to be reduced or cut.

The Clerk to write to NCC expressing concern and asking NCC to reconsider the above matters.

IN

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County/District Councillor update

Mrs Thomas had sent a written report to the Clerk as follows:

County matters

“Greater Norwich Plan now out for consultation but I am sure Cllr Hook will be briefing the Council. Website provides detail and opportunity to comment on www.greaternorwichgrowth.org.uk Roadshows are upcoming too and details on website.

County budget consultation has finished and committees are discussing proposals this week. Largest concerns via consultation focus on gritting routes and rural bus subsidy.

Government proposed a change to level of Council Tax authorities could propose without a referendum. , Councillors are also considering an further 1% increase in Council Tax. A double-edged sword as it raises almost £4m at a time of financial challenge but clearly puts the onus onto residents. Just for some context 1% of Council Tax costs a band D property an additional 28p per week.

Further NDR opening before Christmas with final part expected soon.

Children’s Services Ofsted report published on Friday and we are hopeful of positive news.”

District matters

“South Norfolk and Broadland have agreed to share senior planning staff following the departure of Tim Horspole and others. This is the first collaboration but there is currently a feasibility study being undertaken to look at further joint working with the two authorities.

The Parish boundary review is coming to Full Council in Feb for final agreement.”

Planning Applications

New applications since the last meeting:

There were none.

Applications approved since the last meeting:

2017/2518 - Mrs Emma Bukhan, 1 Bay Cottages Bungay Road Hempnall - Proposed 2 storey extension.

2017/2589 - Mr Gary Everett, 2 Knudsen Close Hempnall - first floor side extension over garage.

Applications refused since the last meeting:

None.

Applications withdrawn since the last meeting:

None.

Matters arising from previous Parish Council meetings – completed

Newsletter

The clerk had written and issued the newsletter including articles on:

- Request for more volunteers for the Speedwatch team
- Reporting all road traffic accidents to the police and the Clerk
- 4 additional sites for GNDP (no map yet) notified since the previous newsletter
- Roundabout A140/B1527

Litter Clearance

The Clerk had written a thank you letter and made payment and received a thank you from Mr Cracknell.

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Police speed checks

The Clerk had requested the police carry out extra speed checks.

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

Wildlife survey of the churchyard

We await the PCC.

DH

Local Council Award Scheme

We await the 2018 audit.

IN

MUGA

There are protruding metal wedges at the base of one side support had been removed and the line markings were being painted. When completed, the Clerk will pay the balance of the cost, withholding the retention.

IN

Land at Hempnall-Fritton crossroads

Mr Webb had heard from SNC/NCC and provided Mr Delf with s report today. This would be studied in more detail so that Mr Delf could report to the next meeting.

RD

Matters arising from previous Parish Council meetings – for discussion

Missing 30mph sign on Broaden Lane

The Clerk and Mr Turner had chased NCC re this matter several times but it had still not been attended to. The Clerk to write again and copy in Alison Thomas. SAM2 to put on the post when it is replaced.

IN

Playing Field container costs and contribution

The Clerk to write to Mr J Dye to accept his quote and ask him to liaise with Mr Delf for project management.

IN

Mr Delf to obtain written confirmation of the verbal quote from Mr Luke Parfitt and assuming this was forthcoming engage his services.

RD

The Clerk to write to the Football club to ask for their promised contribution towards costs.

IN

Mr Hook informed the meeting that planning permission had been sought for work on the 2 oak trees on the western boundary of the playing field which are covered by TPOs and he also report he met Mr Keeler on site and that the maintenance work will be carried out in August/September 2018 when conditions should be dry enough to avoid damage to the football pitch.

DH

Play Area Repairs

Mr Delf is investigating the cost of more bucket swing seats, rubber matting under the swings and new chains on the swings together with the repair of the bin. Mr Dye to be asked to quote.

RD

SAM2 Report

Mr Turner had circulated the reports to councillors since the last main meeting.

The new SAM2 unit had needed repair, however this had been carried out under warranty at no cost to the parish council.

Councillors thanked Mr Turner for his time and effort in looking after the SAM2 units.

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Community Speed Watch

Mr Burley reported there had been no sessions since the last meeting due to the lack of daylight at the time volunteers were available. More volunteers were needed during the day. It was noted a call for action was included in the newsletter.

Footpath Maintenance

Mr Rose will contact Jodie at NCC regarding next year's cutting dates.

HR

Phone box

Mr Delf had chased but still not received a quote from Mr Ashford for painting the box. It was agreed other contractors would be contacted.

RD

Playing Field Oak Tree

The tree will be placed in the tug-o-war area. It was agreed the cost of the tree, planting and guarding of £160 plus VAT should be accepted. Mr Hook to organise the planting with the contractor. It was agreed to name the tree "Roger's Oak"

IN
DH

NCC Grip test

The Clerk had written to NCC Highways to ask them to urgently perform a grip test etc and take urgent action following results to rectify the issues. Despite a chaser they had yet to respond.

IN

Flashing speed signs

Flashing signs were considered but it was agreed not to take this further.

Holm Oak tree cutting to reveal church clock

Mr Hook had checked the requirements for planning permission with SNC and agreed the work to be undertaken with their officer. He had also obtained a quote for the work from Mark Keeler. It was agreed to seek two more quotes before proceeding.

IN

Hempnall House sleepers

Mr Delf had responded to the parishioner.

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
NorfolkALC Newsletters
Norfolk County Council Budget Consultation
CPRE Norfolk update
Greater Norwich Local Plan Parish Councils briefing, 16th January
Big Litter Pick 2018
Free information sessions in South Norfolk

No further matters were raised from the above.

Items placed directly onto the Parish notice boards were:

Relevant notices/agenda and minutes

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

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Added various papers to be tabled at meetings
Added link to Job Centre Near Me

No further matters were raised from the above.

Correspondence from Parishioners

Improvements to Swan Meadow footpath

Mr Rose suggested a contractor be engaged to level the footpath and lay planings so that people with pushchairs etc can pass. It is a well-used path for access to the Doctors' surgery, the shop and for leisure.

It was agreed further research is to be undertaken with a view to writing to the landowners suggesting a 3 foot wide area of the path be levelled and the muddy areas to be filled with hoggin.

HR/KC

Dog fouling in pavements between Old Market Way and The Street bus stop

A parishioner had expressed concern about the amount of dog fouling in the above area. The Clerk had forwarded the email to councillors prior to the meeting. It was agreed the Clerk should respond explaining the action previously taken, the cost of dog bin provision and suggest action for the future.

IN

Gritting Old Market Way

A disabled parishioner had expressed concern about the lack of gritting on Old Market Way where it meets Broaden Lane. The Clerk had forwarded the email to councillors prior to the meeting. The Clerk had explained that some years ago the parish council did approach NCC on this matter who cited lack of resources and suggested residents should use the grit provided in the yellow grit box which NCC undertook to keep topped up.

The Clerk should write to NCC Highways and request the gritter swings into the entrance to Old Market Way on its way past. The Clerk to inform the parishioner of this action.

IN
IN

Untidy hedges

Parishioners had complained to Mr Turner about the state of the hedgerows in the Three Horse Shoes area (not those of the Three Horse Shoes).

The Clerk to write to the owners of the property.

IN

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 22 November 2017 to 16 January 2018. The statement was not materially out of line with the annual budget. The statement was approved.

Quarterly Budget Report

The Clerk presented the quarterly budget report showing the movements for the quarter ended 31 December 2017. The statement was approved.

Playing Field / Village hall rental setting

The village hall has set its rental charge to the parish council for the year ended 31 December 2018 at the same rate as last year.

It was agreed the parish council would not increase its charge to the Football Club nor the Tennis Club for the year ended 31 March 2019. The Clerk to issue the invoices.

IN

Statement Regular Payments

The Clerk read the statement of regular payments to the meeting and it was unanimously agreed the payments be approved, the chairman to sign the statement.

DH

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Budget/Precept 2018/19

The Clerk presented the budget for 2018/19 as previously circulated to Councillors.

The Clerk reported that SNC had informed him the grant attributable to Hempnall to compensate for Council Tax Support would be £231 which is £302 lower than last year. The tax base is £452 properties.

It was agreed unanimously that the precept in addition to the Council Tax Support be set at £17,650.

The Clerk to inform SNC of the required precept prior to the deadline.

IN

GDPR

The Clerk had attended training on the GDPR and had also circulated report on the action required before May 2018 to comply. In summary, the following actions are required:

1. Appointment of the Data Protection Officer (DPO)
2. Setting up a DP Investigation Committee - optional
3. Amendment of Standing Orders
4. Training of Councillors and the Clerk
5. Preparation of an Information Audit
6. Issue Privacy Notices
7. Update of Council's Risk Management Schedule
8. Adoption of GDPR Policy and publication on the website
9. Update Job Description of the Clerk
10. Maintaining privacy impact assessments

Ongoing commitments include:

11. Maintenance of and review of the Information Audit annually or when projects and services change
12. Training of new councillors/clerk
13. Annual review of GDPR Policy
14. Issue Privacy Notices
15. Change in the way in which minutes are written

The Information Commissioner's Office have written to say they will work with NALC on this, confirming also that their dedicated telephone advice line for smaller organisations is available for parishes to use – the number is 0303 123 113 and select option 4. There is a lot of useful information and resources on their website. National ALC have commissioned a toolkit including templates which will be available shortly.

The Clerk encouraged councillors to attend the GDPR awareness sessions

ALL

The Clerk to investigate the appointment of an external DPO.

IN

The Clerk will agenda items 1,2 above for the next meeting.

IN

Parish Meeting

This will take place at 7pm on 27 March 2018. The Clerk to send out notices and request reports etc.

IN

Norfolk Constabulary budget consultation

There is an opportunity to respond to a Police budget consultation via a news article on their website. In summary, the PCC is asking whether we support keeping policing council tax at last year's level or would possibly support a (large) increase. A link to the online survey is contained within the article: <http://www.norfolk-pcc.gov.uk/news/would-you-pay-more-council-tax-for-policing-in-norfolk/>.

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It was agreed not to support an increase in the budget but that present resources should be directed more effectively focused on front line activities and that councillors would respond individually.

IN

Items for next newsletter

To be discussed at next meeting.

IN

Items for next meeting

- Parish Meeting - March
- Greater Norwich Local Plan - February

IN

Date of next meeting

The following meeting (subject to receipt of applications) will be primarily planning at 7:30pm on 27 February 2018 in The Loft of the Village Hall, however if needed some other routine items to be dealt with.

IN

The next Parish Council main meeting will take place in the Mill Centre on 27 March 2018 at approx. 8:00pm following the parish meeting which will start at 7pm.

IN

There being no further business, the meeting was closed at 10:36pm.

Signed _____ Date 27 February 2018

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FINANCIAL STATEMENT

Presented to meeting on 16 January 2018

Current Account

(Payments)/Receipts since last meeting:		£
22/11/2017	SNC - dog bin emptying	(480.00)
22/11/2017	D Cracknell	(680.00)
26/11/2017	Tr BPA to C/a	1,000.00
05/12/2017	CGM - grass cutting	(56.68)
05/12/2017	NSBI	3.22
11/12/2017	Eon - Streetlight Electricity	(8.62)
16/12/2017	tr bpa to c/a	400.00
16/12/2017	D Whiting - Moles	(200.00)
31/12/2017	tr bpa to c/a	1,000.00
02/01/2018	Ian Nelson Salary	(833.85)
05/01/2018	CGM - grass cutting	(56.68)
05/01/2018	NSBI	4.25
12/01/2018	Eon - Streetlight Electricity	(8.91)
15/01/2018	Ian Nelson Salary PAYE	(193.42)
16/01/2018	Norse - Newsletter printing	(96.00)
		<u>(206.69)</u>
Closing Balance		<u>237.78</u>

Business Premium Account

(Payments)/Receipts since last meeting:		£
26/11/2017	Tr BPA to C/a	(1,000.00)
04/12/2017	BPA Interest	9.41
16/12/2017	tr bpa to c/a	(400.00)
31/12/2017	tr bpa to c/a	(1,000.00)
		<u>(2,390.59)</u>
Closing Balance		<u>51,507.54</u>