

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 15 May 2018 at 7:30pm at The Mill Centre

Present

Chairman Mr David Hook, Vice Chairman Mrs Liz Allen, Mr Stephen Burley, Mr Roger Parker, Mr Mike Turner, Mr Peter Workman and the Clerk Mr Ian Nelson.

Members of the public present

County & District Councillor Alison Thomas, Mrs Sylvia Driver, Mr Keith Davey, Mrs Julia Davey, Mr Terrance Read, Mr Kevin Jupp, Mr Matt Rudling, Mrs Rachel Montague-Ebbs.

All the above left after the “New applications since the last meeting” item.

Apologies

Apologies were received from Mr Hamish Rose and Mr Richard Delf.

Declarations of Interest

Mrs Allen declared an interest in the following matters:

- Swan Meadow footpath
- Affordable Housing

Mr Hook declared an interest in the road safety matters.

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		
Footpaths	H Rose		
Tree Wardens	D Hook	En-bloc Mrs Allen	En-bloc Mr Parker
Highways Liaison Rep	S Burley		
SAM2 coordinator	M Turner		
Bank Signatories	R Delf D Hook K Cunningham		
Data Protection Committee	D Hook R Parker L Allen		
Playing Field Liaison	R Parker	Mr Hook	Mrs Allen

The Clerk to update the website etc accordingly.

IN

Minutes of the previous meeting

Mr Burley proposed, Mrs Allen seconded and it was unanimously agreed the minutes of the meeting on 17 April 2018 be approved.

Public Participation

All the public wished to speak on the Spring Lane planning matter and comments are recorded below.

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County/District Councillor update.

County matters

A140/B1527 roundabout

The Hempnall cross road is coming to the EDT committee this week to determine if a planning application should be made. Mrs Thomas has asked if the Long Stratton development is delayed would it have an impact on the roundabout, hopefully not as the contribution from the developer is relatively small compared to the overall cost. The aim is to start in Spring 2019.

Road safety issues

Mrs Thomas was thanked for using the remainder of her budget for improvements to road safety in the village. She will follow up progress with NCC Highways.

District matters

Planning Committee

Mrs Thomas is no longer on the planning committee due to her commitments with NCC, covering for the chairman of NCC who is unwell.

Planning Applications

New applications since the last meeting:

2018/0824 – Environmental Impact Assessment (EIA) Screening Opinion, Spring Farm Spring Lane Hempnall - Screening Opinion for proposed poly tunnels and associated works.

The proposal comprises the following:

- Erection of 23 Hectares of Polytunnels to the north and east of the existing site. Each polytunnel being 8.5 metres in width by 3.2 metres in height and between 100 metres and 120 metres in length;
- A network of hardcore tracks between each block of polytunnels;
- Siting of static caravans or bunk cabins to provide temporary accommodation during picking season;
- Car park providing up to 200 parking spaces via a hardcore base layer and gravel layer over;
- Landscaping comprising tree and hedgerow planting to southeast and north and west boundaries.

The Clerk referred to a letter from a parishioner objecting to the development.

Concerns from the public included:

- Lack of drainage in an already poor draining area.
- Lack of water pressure which already exists would be
- Noise generated by the people has increase in recent years (music etc)
- Droning noise created by the forklifts.
- Impact on flora and fauna
- Impact on public right of way across the site
- What would happen if the company went into insolvency re restitution of the land?
- Light pollution
- Visual landscape impact
- Traffic movement – no pavements and narrow road.

Mrs Rachel Montague-Ebbs from Berries Direct, the site operators, explained the following:

- Expansion over 3 years
- Strategic review of drainage is being undertaken.
- Water is currently supplied from a bore hole but they will need to recycle some.
- Flood risk assessment also being undertaken.
- The poly tunnels will not be lit or heated.

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- There will be no more glass house extension.
- The tunnels will be covered end of March to end of Oct each year.
- The pack house will be re-sited to the current caravan area.
- The current caravans will be kept.
- Portacabins with their own drainage system will be put up.
- Total people employed to be increased to 110 to 150 max.
- All salaried staff live in Hempnall or the local area. 80% return to their own countries over winter and about 50% of them return.
- If the planning goes ahead the Martham site will be closed.
- There will be a double of HGV movements per day (from 1 to 2).
- There will not be a farm shop.
- No mains water will be drawn.
- Capex is being put aside to buy newer quieter forklifts.
- A 10 year lease has been agreed with the land owner and only temporary planning permission will be applied for.

Mr Hook proposed, Mr Parker seconded and it was unanimously agreed that the Clerk write to SNC to state that Hempnall Parish Council considers an EIA is essential because the magnitude of the change that would result from the proposals would be of a large scale. Particular concerns of the parish council to be considered in the EIA are:

- Poor surface water drainage in this area.
- Impact caused by water extraction.
- Increase in noise pollution by workers and music and operational equipment.
- Impact on flora and fauna.
- Impact on public right of way across the site.
- What would happen if the company went into insolvency re restitution of the land?
- Increase in light pollution.
- Visual impact on the landscape from such a large scale development.
- Traffic movements along Alburgh Rd and through the village of Hempnall.
- Impact on existing field boundaries and fields within the site.
- Size of car park.

The Clerk to email to SNC tonight in order to meet the decision deadline.

IN

Applications approved since the last meeting:

There were none.

Applications refused since the last meeting:

There were none.

Applications withdrawn since the last meeting:

There were none.

Applications outside the parish boundary since the last meeting:

Long Stratton planning applications 2018/0111 & 2018/0112 - 2018/0111 Norfolk Land Ltd, Land East of The A140 Long Stratton – re outline planning permission for 1662 no. dwelling, employment area, primary school site, community facilities site, associated infrastructure and public open space. Together with application for full permission for a bypass including roundabouts and junctions.

SNC has invited the parish council to a briefing session intended for Parish Council's now that the applications have been formally submitted. The briefing will be taking place on the 21 June 2018 at 6pm at the Council Offices, Long Stratton, NR15 2XE.

The format of the briefing is likely to include a short presentation by South Norfolk Council setting out the facts of the applications, key issues for consideration and the process. The briefing will give all parties an opportunity to further understand the applications, key

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matters for consideration, process and how you can continue to engage and make comments throughout the planning process. The briefing is not intended to be able to fully answer all the questions at this stage but to state the facts of the proposals

Councillors were encouraged to attend.

ALL

Affordable Housing Survey

This will be sent out by Saffron in due course. The Clerk to monitor.

IN

Mr Hook proposed, Mr Parker seconded and it was unanimously agreed Saffron should be allowed to use their standard survey.

Mr Hook stated Mrs Thomas has indicated that if the survey demonstrates a need for affordable housing, she will support use of the SNC land adjacent to Millfields for this purpose.

SNC Planning Policy consultation – Open Space SPD

The Clerk had circulated an email with details of the consultation prior to the meeting. Mr Hook explained that the upkeep and running costs of open spaces provided as part of new housing allocations will fall on the parish council in future.

Mr Workman proposed, Mr Hook seconded and it was unanimously agreed that the Clerk should comment to SNC that it seemed like they were simply shifting costs and responsibilities from district to parish councils.

IN

Matters arising from previous Parish Council meetings – completed

The drain near Bay Cottages

The Clerk had reported the blockage to NCC.

Data Protection Committee

The Clerk had added member appointment to the annual diary.

Data Protection Committee

The Clerk had updated the website.

The Information Audit

The Clerk had added it to the diary.

Link to GDPR webinar

The Clerk had sent to councillors.

Spring Gym Club

Mrs Allen had communicated approval to the village hall committee.

Drains in Lower Lane / Back Lane blocked

The clerk had inspected and they were clear.

SHOWT Donation

The Clerk had sent a thank you letter.

Dog Bin Emptying

The Clerk had ordered the once a week option conditional upon the twice a week option being reinstated if needed.

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

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Wildlife survey of the churchyard

We await the PCC.

DH

Local Council Award Scheme

We await the 2018 audit.

IN

Bus stop opposite the Three Horse Shoes PH

NCC have agreed to improve this area. The Clerk to monitor.

IN

Speed limits painted on the road

NCC have agreed to paint 30mph signs on the road. The Clerk to monitor.

IN

Phone box

The Clerk had accepted the quote and asked the contractor to liaise with Mr Delf for the supply of materials. Mr Delf had arranged matters with the contractor and the box had been painted,

RD

MUGA – Sign

The Clerk had erected the sign.

IN

Playing Field Oak Tree

Mr Hook had provided the Clerk with wording agreed by Mrs Davy and the Clerk had arranged for a plaque to be attached to the tree guard

IN

Matters arising from previous Parish Council meetings – for discussion

Road safety matters

It was unanimously agreed that the Clerk should write to NCC Highways to welcome the work they have suggested so far and welcome the suggestion of the removal of white centre lines. The Clerk to also ask for confirmation that the gateway signs mentioned in their report include the picket fencing either side of the road as this is not shown on the picture of the sign. Also confirm there will be 3 such gateways/signs, one at each main entrance to the village. Enquiry should be made as to how Mrs Thomas's research into the use of chicanes is progressing and how Highway's road surface investigation was progressing.

IN

Vehicle activated signs – The Clerk to investigate further.

IN

The parish council is prepared to contribute and make use of the Parish Partnership Scheme, The Clerk had established the timetable for applications started in June 2018 when bid letters for 2019/20 are issued.

IN

Mrs Thomas had used £1,200 of her discretionary highways budget to pay towards lines, additional speed repeater signs, 'SLOW' signs on road surface and additional posts for SAM machine.

Mr Hook asked if it would be possible to erect some kind of protective barrier on the roadside of properties which regularly suffer invasion by cars losing control on some of the bends on the B1527. He also noted NCC had not suggested any additional mitigation measures to reduce accident rates involving vehicles travelling westwards out of Hempnall along the B1527. He also commented that at the site meeting it was discussed how the appearance of the B1527 seemed to be encouraging bad driver behaviour. His own view was that the B1527 looks a fast, wide, modern stretch of road encouraging speeding whereas in reality the fast stretches are always followed by sharp bends, considered to be a recipe for disaster. Kevin Allen, Project Engineer, Network Safety Team, said that he would give some thought to how the B1527 could be modified in order to encourage better driving standards.

It was noted there had been two police speed control visits since the last meeting.

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Appointment of Data Protection Officer (“DPO”)

The Government tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials have confirmed with National ALC that, whilst all other measures still apply, appointing a Data Protection Officer to support a council’s approach to data protection would then become discretionary and just regarded as good practice. The Clerk to monitor.

IN

The Clerk had liaised with NALC to see what arrangements there are to support if a DPO is not required. This is still being negotiated. The Clerk to monitor.

IN

In addition, if the bill is passed parish councils will also be able to process data for legitimate interests, a reason for processing currently not available to us. The Clerk to monitor.

IN

Once the legislation has been finalised, the Clerk to check the insurance position re not appointing a DPO.

IN

GDPR Documents

The Clerk had circulated the following documentation prior to the meeting.

- Information & Data Protection Policy
- Document Retention and Disposal Policy
- Removable Media Policy
- Email Contact Privacy Notice
- Hiring Contact Privacy Notice
- Subject Access Request Form
- Data Security Breach Reporting Form

Mr Hook proposed, Mr Workman seconded and it was unanimously agreed to adopt the documents en-bloc.

The Clerk to update the website to include copies of the documents as appropriate.

IN

Standing Orders amendments

The Clerk had circulated the revised standing orders prior to the meeting. These are based on the new model standing orders from National/ Norfolk ALC websites and incorporate or reference new legislation introduced since the last model standing orders were published in 2013.

Mr Parker proposed, Mr Burley seconded and it was unanimously agreed to adopt the revised standing orders.

The Clerk to update the website.

IN

Risk Review amendments

The Clerk had circulated the proposed amendments to the risk review prior to the meeting.

Mr Burley proposed, Mr Turner seconded and it was unanimously agreed to adopt the revised risk review.

Churchyard Moles

The Clerk had liaised with the PCC to effect a co-ordinated approach between for the old and in-use churchyard. The Clerk had obtained quotes for the work split equally between the PCC and the parish council. The PCC had accepted their quote.

Mr Workman proposed, Mr Turner seconded and it was unanimously agreed to accept the quote from Mr Whiting of £160 for two treatments. The Clerk to action.

IN

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Play Area Repairs

Carried forward in the absence of Mr Delf.

RD

Playing Field container costs and contribution

Carried forward in the absence of Mr Delf.

RD

Improvements to Swan Meadow footpath

Carried forward awaiting work to be undertaken by the Property Charity.

DH

The Greens bus shelter

It was agreed to carry forward this point until the contractor returned to the UK.

RP

Football Club Balls

Mr Hook will continue the search for the thorn bushes. The hedges will be trimmed shortly.

DH

SAM2 Report

Mr Turner had circulated the reports to councillors since the last main meeting. The SAM2 had been repaired under warranty.

Consideration was given to reducing the workload involved changing the location of the SAM2 units. This could be achieved by leaving bracket sets at strategic locations, the cost of an additional set is £50 plus VAT.

Mr Hook proposed, Mr Parker seconded and it was unanimously agreed that Mr Turner should order 3 sets.

MT

Community Speed Watch

Mr Burley attended the meeting in Dereham of Speedwatch co-ordinators.

3 speed watch sessions were taking place this week. Two more people have been trained however two others are leaving as they are moving away, so more volunteers welcome.

Footpath Maintenance

Carried forward in the absence of Mr Rose.

HR

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
NALC Newsletters
Norfolk County Council - roadshow invite
River Tas Maintenance FY18/19
Community Fund
Collaborative work between South Norfolk and Broadland District Council
South Norfolk Council Planning Policy consultation - Open Space SPD

No further matters were raised from the above.

Items placed directly onto the Parish notice boards were:

Relevant notices/agenda
Poster – Know our limits
Poster – Composting bins offer
Poster – Police re suspicious activity

No further matters were raised from the above.

Website

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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

No further matters were raised from the above.

Correspondence from Parishioners

Road markings

Mrs Franks had emailed to express her support for 30mph signs being painted on the road.

Delivery lorries outside McColls

The Clerk had circulated a letter from Mrs Battye.

Parking on Playing Field

Mrs Allen had reported the Norwich gym club hiring the village hall had requested to park on the grass of the playing field if it is dry as there will 2-300 people attending. The Village hall committee has requested permission of the parish council to do this.

Mr Workman proposed, Mr Burley seconded and it was agreed to allow the above if it was dry. Mrs Allen will relay the decision to the village hall committee.

LA

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 28/03/2018 to 15/05/2018. The statement was not materially out of line with the annual budget. Mr Workman proposed, Mrs Allen seconded and it was unanimously agreed the statement be accepted.

Statement of assurance and financial regulations review

The statement of assurance was reviewed together with the financial regulations. Mr Workman proposed, Mr Burley 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 2018 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 31/03/18

The Clerk had distributed the accounts for the year to 31/03/18 to all Councillors with explanatory commentary. Mr Turner proposed, Mr Workman 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

Annual Governance and Accountability Return

The Annual Governance and Accountability Return was reviewed. Mr Burley proposed, Mrs Allen 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 Annual Governance and Accountability Return.

DH/IN

Notice of expenses

The Clerk will display the annual statement on the notice board.

IN

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Review Training Policy

The Clerk had sent copies of the training policy to councillors to consider prior to the meeting. Having undertaken the annual review Mr Parker proposed, Mr Burley seconded and it was unanimously agreed that no amendments were necessary.

Review Code of Conduct

The Clerk had sent copies of the code of conduct to councillors to consider prior to the meeting. Having undertaken the annual review Mr Parker proposed, Mr Burley seconded and it was unanimously agreed that no amendments were necessary.

Review Complaints Procedure

The Clerk had sent copies of the Complaints procedure to councillors to consider prior to the meeting. It had been amended to make reference to the GDPR Data Security Breach Reporting Form. Having undertaken the annual review Mr Parker proposed, Mr Burley seconded and it was unanimously agreed that the amended procedure be adopted. – The Clerk to update the website.

IN

Declaration of Interests Review

The Clerk reminded councillors that it was their responsibility to update their declarations of interest in real time by either emailing the Compliance and Risk Manager at SNC and the Clerk with minor changes or submitting a new form for significant changes.

Action Plan

The Clerk had sent copies of the draft action plan to councillors for consideration prior to the meeting.

Mr Workman proposed, Mr Burley seconded and it was unanimously agreed the draft be finalised. The Clerk to publish on the website.

IN

Items for next newsletter

The Clerk to draft and issue covering the following matters in the next issue:

- Road safety issues – Mrs Thomas £1,200
- GDPR
- Saffron Survey – encourage to return it
- Parking on paths

IN

Items for next meeting

- Clerk's salary review
- Public notice board

IN

Date of next meeting

The next Parish Council planning meeting will take place on 19 June 2018 and the next main meeting on 17 July 2018 both at the Mill Centre at 19:30.

IN

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

Signed _____ Date 19 June 2018

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FINANCIAL STATEMENT

Presented to meeting on 15 May 2018

Current Account

(Payments)/Receipts since last meeting:		£
27/03/2018	NPFA Subs	(25.00)
28/03/2018	I Nelson stamps	(3.85)
28/03/2018	Rymans - Envelopes	(9.98)
28/03/2018	SHOWT Donation	2,637.55
	Norfolk Parish Training & Support - GNDR	
31/03/2018	course	(35.00)
31/03/2018	Ian Nelson admin exp	(64.00)
31/03/2018	Ian Nelson Salary	(773.67)
26/04/2017	HMRC VAT refund	3,627.92
26/04/2017	Tr C/a to BPA	(4,000.00)
03/04/2018	Tr C/a to BPA	(4,500.00)
05/04/2018	Mill Centre - Hall booking to 31/12/18	(103.75)
05/04/2018	NCAPTC subs	(240.35)
05/04/2018	NSIB Interest	4.25
12/04/2018	Eon - Streetlight Electricity	(8.91)
14/04/2018	Tr BPA to C/a	1,000.00
16/04/2018	HMRC paye	(193.40)
17/04/2018	Zurich Municipal - Insurance	(450.14)
17/04/2018	Mill Centre - Hall booking for Speedwatch	(6.50)
30/04/2018	SNC Precept	8,825.00
30/04/2018	Council Tax Support Grant	231.00
01/05/2018	Tr C/a to BPA	(9,000.00)
04/05/2018	CGM - grass cutting	(56.68)
12/05/2018	Eon - Streetlight Electricity	(9.48)
15/05/2018	NALC - Training	(90.00)
15/05/2018	M&JF Limited	(90.00)
15/05/2018	Tesco - Paper	(5.00)
15/05/2018	Total Defence antivirus subscription	(51.87)
15/05/2018	Stamps	(3.30)
		<u>(3,395.16)</u>
	Closing Balance	<u>5,294.66</u>

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Business Premium Account

(Payments)/Receipts since last meeting:		£
26/04/2017	Tr C/a to BPA	4,000.00
03/04/2018	Tr C/a to BPA	4,500.00
14/04/2018	Tr BPA to C/a	(1,000.00)
01/05/2018	Tr C/a to BPA	9,000.00
		<u>16,500.00</u>
Closing Balance		<u><u>43,211.77</u></u>

***2018/0684 - Mr & Mrs Neil And Sarah Batchelor, Failte , Silver Green, Hempnall - Removal of existing rear conservatory. Single storey extension to the rear and side of property.

***2017/2534 - Mr Richard Harper, Willow Lodge, Hempnall Road, Morningthorpe - Erection of replacement dwelling and formation of new access for business unit.

***2018/0162 - Mr Colin Hawes, Hempnall House Lundy Green Hempnall - Construction of a greenhouse on west end of stable block.

***2018/0111 and 2018/0112 - Norfolk Land Ltd, Land East of The A140 Long Stratton - re outline planning permission for 1662 no. dwelling, employment area, primary school site, community facilities site, associated infrastructure and public open space. Together with application for full permission for a bypass including roundabouts and junctions.

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The Council is re-consulting on a draft Guidelines for Recreation Provision in New Residential Developments Supplementary Planning Document (SPD). Please see the attached consultation letter for more information.

The draft SPD is of particular relevance to Parish/Town Councils because it outlines the Councils agreed policy on the adoption and maintenance of open spaces and play areas in new developments. From the date of adoption of the SPD the Council will no longer take on responsibility for such areas and this will fall to either Parish/Town Councils or a designated Management Company. The draft SPD contains guidelines for Parish and Town Councils thinking of taking on this responsibility and we would appreciate your views.

The draft SPD will be subject to public consultation for a four-week period **from Friday 4th May to 5pm on Tuesday 5th June**. Comments are invited on any aspect of the SPD but please make it clear as to which section/paragraph number(s) the comments relate. The Council's preferred method for receiving comments is via email to LP@s-norfolk.gov.uk. Comments can also be sent by post to: Interim Joint Spatial Planning Manager, South Norfolk Council, South Norfolk House, Cygnet Court, Long Stratton, Norfolk, NR15 2XE.

Full details of the draft SPD will be available on the Council's website at <https://www.south-norfolk.gov.uk/residents/have-your-say/consultations> from the start date of the consultation.

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

c/f

Playing Field container costs and contribution

Mr Delf reported the ground works had been completed and dryer weather was awaited before moving the containers. The Clerk to check he had received the written quote for this from Mr Parfitt.

RD

IN

The Clerk to written to the Football club thanking them for their contribution.

c/f

Improvements to Swan Meadow footpath

Concern was expressed about the surface of the well-used footpath over Swan Meadow. Mr Hook proposed, Mr Burley seconded and it was unanimously agreed to await the outcome of the Property Charity's research for a suitable method of improving the area linking the path from Swan Meadow to Krons Meadow, with a view to considering their method for the Swan Meadow path.

DH

c/f

The Greens bus shelter

It was agreed to carry forward this point until the contractor returned to the UK.

RP

c/f

Footpath Maintenance

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

HR

c/f

Submission of documents

HEMPNALL PARISH COUNCIL

Mr *** proposed, Mr *** 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

DRAFT