

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 14 May 2019 at 7:30pm at
The Mill Centre

Present

Chairman Mr David Hook, Mrs Liz Allen, Mr Andrew Driver, Mr Paul Edden, Mr Hamish Rose, Mr Mike Turner, Mr Peter Workman and the Clerk Mr Ian Nelson.

The chairman welcomed the new councillors, Mr Driver and Mr Edden.

Members of the public present

County Councillor Alison Thomas, District Councillor Michael Edney, Mrs Vivien Jupp, Mrs Sylvia Driver, Mr Kevin Waddington, Mr Keith Davey, Mrs Pauline Waddington, Mrs Irene Lincoln, Mrs Edwina Peck, Mr Michael Peck.

Apologies

Apologies were received from Mr Richard Delf.

Declaration of acceptance of office

Councillors present confirmed they had completed and returned the forms to the Clerk.

Declarations of Interest

Mrs Allen declared an interest in the following matters:

- Affordable Housing/Millfields
- Land off Bungay Road Development
- Improvements to Swan Meadows Footpath

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	Mrs. Allen	Mr. Driver
Vice-Chairman	R Delf	Mrs. Allen	Mr. Workman
Village Hall Rep	L Allen	Mr. Hook	Mr. Turner
Footpaths	H Rose	Mr Driver	Mr. Workman
Tree Wardens	D Hook	Mr. Turner	Mr. Driver
Highways Liaison Rep	P Edden	Mr. Workman	Mrs. Allen
SAM2 coordinator	M Turner	Mr. Driver	Mr. Hook
Bank Signatories	R Delf	Mr. Driver	Mr. Turner
	D Hook		
	L Allen		
Data Protection Committee	D Hook	Mr. Workman	Mr. Turner
	L Allen		
	A Driver		
Playing Field Liaison	P Workman	Mr. Hook	Mr. Rose

The Clerk to update the website etc accordingly.

IN

Minutes of the previous meeting

Mr Workman proposed, Mr Turner seconded, and it was unanimously agreed the minutes of the meeting on 16 April 2019 be approved.

Public Participation

Matters relating to the planning application 2019/0781, Nobbs Lane Spur, Konect 84 Bus and Rights of way consultation Long Stratton are recorded under the relevant headings below.

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County Councillor Update

Mrs Thomas reported:

Work had started on the B140/B1527 roundabout and the Hapton junction will be closed off. From roughly September to November the Hempnall entrance to the A140 will be closed.

The petition re road safety had been discussed with Dave Stephens, the NCC member responsible, and Mrs Thomas had provided him with further background information.

Mrs Thomas was thanked for her work as district councillor representing Hempnall.

District Councillor Update

Our new district councillor is Michael Edney.

Planning Applications

New applications since the last meeting:

2019/0781 - Mr Ilja Pavlov, Spring Farm Spring Lane Hempnall - Retention of permission for siting of polytunnels for a limited period of 10 years.

After much input from the public, Mr Workman proposed, Mr Rose seconded, and it was unanimously agreed that the application be refused and the Clerk should respond to point out we consider insufficient information has been provided about the water supply and drainage situation on this site. This part of Hempnall Greens has problems with foul and surface drainage as well as water supply issues. Detailed testing and studies need to be undertaken by the applicant to ensure that the development does not exasperate these problems. Many residents attended the parish council meeting who have first-hand knowledge of these issues and are seriously concerned that they have not been properly addressed as the current development was erected without planning permission.

Further concerns were expressed about the existing level of traffic generated by activities on site which again have not been subject to scrutiny through the planning application system.

A parishioner has requested the Environment Agency to investigate polluted ponds and water courses in the area which until the development were thriving with wildlife. It was suggested the parishioner follows this up with the EA.

Our lighting policy is also to be mentioned in the parish council response.

IN

Mr Edney will convey the parish council's concerns to the relevant planning officer re. this application.

2019/0959 - Mr Quinton Brown, Land West off Alburgh Road Hempnall - Erection of dwelling and garage – Mr Workman proposed, Mr Driver seconded, and it was agreed with two abstention the application be refused as it is outside the development area.

IN

Mrs Allen left the meeting

2019/0864 - Mr Julian Wells, Land South off Bungay Road Hempnall - Proposed erection of 23 dwellings with associated landscaping, drainage and highways works.

Mr Workman proposed, Mr Turner seconded, and it was unanimously agreed to recommend refusal until the following matters have been addressed:

- 1) The need for traffic calming measures at the site entrance on the B 1527

The report produced by Rossi Long Consulting which states there are no accident problems on the B1527 in the vicinity of the site entrance is extremely misleading. The Parish Council database shows an abnormally high rate of accidents in this area including almost daily

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collisions at the exact point where the site entrance would be located. The proposed development will increase pedestrian and traffic movements significantly, hence there will be a greater risk of injury around the entrance to the site on the B1527. The parish council considers it essential that traffic calming, e.g. a mini roundabout or chicane is put in place to mitigate this danger and assist with the overall safety of the surrounding accident black spots.

2) The need to maximise the supply of affordable housing on this site

The developers claim that the removal of properties from the front of the development is one reason why the supply of affordable housing should be reduced from 29% (i.e. 6.7 units) to 5 dwellings. The Parish Council notes that the plans submitted for approval do not show that properties have been removed as compared with plans put forward at an earlier public consultation and would like the full 29% of affordable houses to be delivered.

It was also noted that although there has been some increase in the number of bungalows, and a corresponding decrease in the number of 2 storey dwellings, not all the properties proposed for the side bordering Roland Drive were bungalows.

3) The need for the dwellings to be constructed to the highest possible environmental standards

It appears that not all the dwellings will be built to the highest environmental standards which, particularly in the light of the recent government climate emergency declaration, is regrettable. The parish council considers all new housing should meet the highest standards e.g. in terms of insulation and the addition of solar panels.

IN

Mrs Allen returned to the meeting.

Applications approved since the last meeting:

2019/0351 - Mrs Barbara Jeffery, Lime Tree Cottage, The Street, Hempnall - First floor rear extension over existing rear single storey extension

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:

Rights of way consultation Long Stratton - LT/TCPA/GH

The clerk had circulated the information prior to the meeting.

Mrs Vivienne Jupp pointed out the Long Stratton bypass was cutting off circular bridle routes. (she pointed out evidence of 500 horses potentially being affected when the recent wind turbines' application was being considered). The bridle ways kept large numbers of horses off the roads for the safety of riders and road users alike. Mrs Jupp was encouraged to write to Mrs Thomas to highlight these issues and copy in the Clerk.

Affordable Housing/Millfields

Mr Watts of Saffron Housing Trust Ltd is still waiting for an update from Stuart Bizley who is managing the land negotiations for Big Sky. The Clerk to monitor. Mr Hook reported that District Council Michael Edney had indicated that he would support the parish council's desire for affordable housing on this site.

IN

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Matters arising from previous Parish Council meetings – completed

Parking on the pavements

The Clerk had put an article in the newsletter.

Grass cutting around war graves

The Clerk had asked the grass cutting contractor to cut the war graves in the conservation area of the churchyard.

Extra Grass Cutting on Playing Field

The Clerk had requested an extra cut in March out of the April to Sept contract. The Clerk had informed Mr Shurmer.

Mrs J Chellis

The Clerk had written to Mrs Chellis to explain the action taken re dog fouling.

Mr Hook reported the Property Charity was putting up “No Fouling” signs on the path linking the Swan Meadow footpath to the new bridge. Mr Edden volunteered to laminate similar signs for erection at the Mill Rd and the Street end of the public footpath.

PE

Letter to District Councillor Thomas

The Clerk had written to Mrs Thomas thanking her for her service as District Councillor.

District Council candidates’ attitude to local issues

The Clerk and Mr Hook had written to the candidates, the response from the successful candidate had been circulated.

Swan Meadow Litter bin

The Clerk had written to Mrs Franks.

Konect 84 Bus

The Clerk had written to Mr Waddington

Mr Zachary Nelson had written to highlight the proposed bus changes consultation re Konnect Bus 84 which are as follows:

Alburgh and Denton passengers to Harleston: Due to low use the service to Harleston would be replaced by a pre-bookable service operated by Bordahoppa, passengers pay £3.50 for a door to door journey to Harleston. The service will operate via Poringland and Arminghall on some journeys Students who attend Framingham Earl from Hempnall, Saxlingham and Shotesham would be able to use the bus. The service has been re-focused away from Harleston as the 38A service also serves there. The likely change date for the service would be the end of August 2019

Mr Driver pointed out the above would mean the Greens would have just 3 buses to Norwich and 1 back with the facility for 1 request stop.

Parishioners pointed out the large buses overhang the sides of the Greens’ roads causing the edges to collapse and creating a camber.

Mr Hook proposed, Mrs Allen seconded, and it was unanimously agreed the Clerk should:

1. Respond to the consultation expressing concern about the cuts especially to Hempnall Green. A request to be made to extend the route by 1.5 miles to ensure the Greens are serviced, without going down Silver Green.
2. Write to Topcroft, Saxlingham and Shotesham parish councils to encourage them to respond to the consultation and copy them in on our letter.
3. Encourage as many individuals to respond to the consultation as possible.

Mrs Thomas will find out the reason behind the lower subsidiary and report to the Clerk.

IN

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Retiring parish councillors

The Clerk had written to Messrs Mr Cunningham, Burley and Parker. thanking them for their service to the council.

MUGA Repairs

The missing bolts had been replaced and the remaining ones checked.

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

Mrs Vivienne Jupp reported a big ditch had been dug across the spur off Nobbs Lane to Busseys Loke.

Local Council Award Scheme

We await the 2019 audit.

IN

Tug-o-war poles

Mrs Allen had indicated to the Clerk the work would be undertaken over winter.

LA

NCC road safety improvements

We await NCC Highways. It was noted some work had been carried out.

IN

Matters arising from previous Parish Council meetings – for discussion

Pavement on Broaden Lane between Old Market Way and the war memorial

The Clerk had written to NCC to ask if it was possible to have a pavement.

We await a response.

IN

Picket Gates at Village Entrances

The Clerk had written to NCC to establish the cost and procedures for erecting picket gates at 3 locations (both ends of the B1527 and Broaden Lane). NCC had responded as follows:

We await a response.

IN

NCC Petition/Action Day re. Traffic Problems in the village

The Clerk and Mr Hook had written to our MP, the leader of NCC and copied in NCC Highways, Alison Thomas and district council candidates outlining the concerns of residents over traffic problems in the village and had included copies of the residents' petition. Receipt had been acknowledged and we await responses.

IN

Mrs Thomas is taking forward at NCC and we await the outcome.

SAM2 calibration

Mr Turner had arranged for the SAM2 unit to have a calibration check and it was found to be accurate. Mr Turner pointed out that the SAM2 unit shared with Woodton also shows the high speeds.

“Slow Down” Posters

Mr Hook has some posters supplied by Saxlingham PC and will distribute those that remain to interested parties.

DH

Speed Watch

Hopefully there will be an increase in frequency of active sessions. Mr Edden to liaise with the coordinator of Speed Watch. It was noted more volunteers are needed and agreed to advertise in the HPC newsletter again.

PE

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Pay area equipment

The Clerk had contacted Zurich insurance who had responded as follows:

“With respect to the playgrounds, we are happy to provide cover for play equipment and playgrounds. When it comes to adventure playgrounds, which are normally advertised as such, we do tend to need a more thorough inspection of the situation and the maintenance. If what you have is an adventure playground, we would have been in contact with you already to ensure that everything is fit for purpose. With play parks generally, we do require confirmation of the annual ROSPA checks, and that inspections/risk assessments occur but other than that, we happy to continue the insurance.

If/when the Council decides to add another piece of play equipment, you are more than welcome to enquire with us first, but generally speaking this is not a problem.”

The Clerk also placed an article in the newsletter to encourage parishioners to volunteer to help with the play area development.

The Greens bus shelter

Mr Workman will review the situation in Spring 2019 with a view to replacing the roof. He reported the roof contains asbestos sheet. Mr Workman proposed, Mr Edden seconded, and it was unanimously agreed Mr Workman should obtain quotes to have the asbestos professionally removed.

PW

Bus shelter seat repair

Mr Delf is progressing the repair.

RD

Greens’ Bus Routes

The Clerk had written to NCC to express support for the service and highlight the issues re timing of services. We await a response.

IN

Parish Partnership 2019-20

We await a response.

IN

Play Area Repairs & ROSPA report

Messrs Delf and Procter reported they will obtain a quote for:

- protective surface around swings and slides
- Swing shackle repair/replacement
- filling gaps in the slide.

This was carried forward in the absence of Mr Delf.

RD/RP

Playing Field container

Messrs Delf and Parker to obtain a quote to repair the container floor.

This was carried forward in the absence of Mr Delf.

RD/RP

Mrs Allen reported several instances of children playing on the roof of the container which they were able to access due to the football club leaving an IBC and other items near the container. The Clerk to request the Football Club move these items.

IN

Improvements to Swan Meadow footpath

Mr Rose reported the levelling of the footpath had been completed.

Football Club Ball Net

Mr Hook and Mr Workman had meet with Mr Shurmer on site to identify the troublesome bushes and arranged for a quote to cut the hedges around the gaol area to a height of 1.8m leaving appropriately. Mr Workman proposed, Mr Rose seconded, and it was unanimously agreed to accept Mr David Jacksons quote to carry out the work in November 2019. The Clerk to notify him.

IN

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SAM2 Report

Mr Turner had circulated the reports to councillors since the last main meeting. Mr Hook thanked Mr Turner for his efforts on this.

Footpath Maintenance - cutting

Mr Rose had contacted Jodie at NCC regarding this year's cutting dates and still awaited a response. Mr Rose to chase.

HR

Position of bench on playing field and posts around oak tree

Mr Workman had obtained a quote to move the bench to the new location and to construct protective posts around the memorial tree.

PW

HPC Website

The Clerk had sought help from NAPTC but had been told they could not help. The Clerk to seek assistance elsewhere.

IN

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
HPC Newsletter
Notice of Parish Council Nominations
Temporary closure of Road Green in the Parish of Hempnall - tree trimming around overhead electrical network (my ref STRO2454)
Response from Zurich Insurance
Change in responsibility for local policing
Emergency road closure in the Parish of Tasburgh - burst water main
Affordable Housing in Hempnall on land adjacent to Millfields update
A140 lane closures and speed restrictions
Temporary closure of Hempnall Road and Footpath 1 in the Parish of Long Stratton - works associated with construction of a new roundabout (my ref STRO2656 and STRO2657)
River Tas - River Maintenance and Flood Prevention - April 2019 to March 2020
Various training courses for new councillors
Rights of way consultation Long Stratton - LT/TCPA/GH
Information about works: A140 Long Stratton: Hempnall Crossroads Junction Improvement
South Norfolk on Show
Norwich Western Link update

No further matters were raised from the above.

Items placed directly onto the Parish notice boards were:

Relevant notices/agenda
Community Awards Special
Parish Council not contested results

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
Added the newsletter.
Updated Clerks details

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Added New councillors' details
Removed ex councillors' details
Added 2019 annual report

No further matters were raised from the above.

Correspondence from Parishioners

There was none.

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 20 March to 14 May 2019. The statement was not materially out of line with the annual budget. Mr Workman proposed, Mr Rose, and it was unanimously agreed the statement be accepted.

Quarterly Budget Report

The Clerk presented the quarterly budget report showing the movements for the quarter ended 31 March 2019 Mr Workman proposed, Mr Driver 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 2019 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 31/03/19

The Clerk had distributed the accounts for the year to 31/03/19 to all Councillors with explanatory commentary. Mr Workman proposed, Mr Edden 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

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

By signing the Certificate of Exemption, we are confirming that:

- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

Mr Workman proposed, Mrs Allen seconded, and it was unanimously agreed that we could confirm that the above statements apply and that the parish council neither received gross income, nor incurred gross expenditure, exceeding £25,000 so the Certificate of Exemption

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can be signed, and a copy submitted to the external auditor. The Certificate to be signed by the chairman and responsible financial officer. DH/IN

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website before 1 July 2019. The Clerk to comply. 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 2019.

Review of Policies and Procedures

The Clerk had sent copies of the various policies and procedures to councillors to consider prior to the meeting. Having undertaken the annual review Mrs Allen proposed, Mr Turner seconded, and it was unanimously agreed that no amendments were necessary.

- Training Policy
- Code of Conduct
- Complaints Procedure
- Information & Data Protection Policy
- Document Retention and Disposal Policy
- Removable Media Policy

Standing Orders Review

The Clerk had sent copies of the standing orders to councillors to consider prior to the meeting. Having undertaken the annual review Mrs Allen proposed, Mr Turner seconded, and it was unanimously agreed that no amendments were necessary.

Risk Assessment Review

The Clerk had sent copies of the risk review to councillors to consider prior to the meeting. Mrs Allen proposed, Mr Turner seconded, and it was unanimously agreed that no amendments were necessary.

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

This matter was carried forward to the next meeting IN

GDPR Information Audit

The Clerk had circulated an updated Information Audit Schedule to the Data Protection Committee and other councillors prior to the meeting.

Mr Hook proposed, Mr Workman seconded, and it was unanimously agreed the Information Audit Schedule be accepted as complete.

Parish Council representation

Mr Driver wondered why Hempnall had been reduced to 8 councillors as part of the ward boundary review as this meant we were disproportionately represented per head of population compared to other parishes.

Mr Hook proposed, Mr Workman seconded, and it was unanimously agreed the Clerk should make enquiries of SNC using the research already undertaken by Mr Driver. IN

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Broaden Lane 30mph

Mr Driver observed that many other villages have speed limit signs several metres before the building line and wished this could be applied to Broaden Lane. It was agreed the Clerk would research previous correspondence with NCC on this matter and re-agenda for the next main meeting.

IN

Start time of meetings

Mrs Allen proposed, Mr Turner seconded, and it was unanimously agreed that future meetings start at 7pm. The Clerk to make the necessary adjustments to diaries, notices, website and hall bookings.

IN

Items for next newsletter

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

- Speedwatch call for volunteers.
- Konec Bus consultation, encouraging parishioners to respond individually.

IN

Items for next main meeting

- Clerk's Salary review
- Agenda for approximately 8:30 Play Equipment

IN

Date of next meeting

The next Parish Council planning meeting will take place on 18 June 2019 at the Mill Centre at 19:00 and the next main meeting on 16 July 2019 at the Mill Centre at 19:00.

IN

There being no further business, the meeting was closed at 10:32pm.

Signed _____ Date 18 June 2019

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Presented to meeting on 14 May 2019

Current Account

(Payments)/Receipts since last meeting:		£
05/04/2018	NSB Interest	4.88
15/03/2019	Football Club rent 01/03 to 31/05	350.00
21/03/2019	CGM - grass cutting	(56.68)
27/03/2019	Subs NPFA	(25.00)
31/03/2019	tr bpa to c/a	1,000.00
31/03/2019	Ian Nelson Salary	(792.30)
31/03/2019	expenses	(64.00)
12/04/2019	Eon - Streetlight Electricity	(12.51)
16/04/2019	BPA to c/a	750.00
16/04/2019	Zurich Insurance plc	(647.02)
16/04/2019	NALC Subs	(244.93)
18/04/2019	HMRC tax on payroll	(198.00)
24/04/2019	SNC	8,825.00
27/04/2019	Tr c/a to BPA	(8,000.00)
05/05/2019	CGM - Grass cutting	(56.68)
07/05/2019	Eon - Streetlight Electricity	(12.10)
07/05/2019	NSB Interest	4.73
14/05/2019	Norse newsletter print	(48.00)
		<hr/>
		777.39
		<hr/>
Closing Balance		1,430.41
		<hr/>

Business Premium Account

(Payments)/Receipts since last meeting:		£
31/03/2019	tr bpa to c/a	(1,000.00)
16/04/2019	BPA to c/a	(750.00)
27/04/2019	Tr c/a to BPA	8,000.00
		<hr/>
		6,250.00
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Closing Balance		64,373.93
		<hr/>