

HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 16 July 2019 at 7:00pm at
The Mill Centre

Present

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

Members of the public present

County Councillor Alison Thomas, District Councillor Michael Edney.

Apologies

Apologies were received from Ian Nelson for late arrival due to a personal matter.

Minutes Silence

A minute silence was held out of respect for councillor Paul Edden deceased. We had only come to know him more for a short while, but he had already brought fresh life, energy and ideas to the council and we were looking forward to working with him. He will be sadly missed.

Declarations of Interest

Mrs Allen declared a pecuniary interest in the following matter:

- application 2019/0864

It was unanimously agreed that Mrs Allen could stay in the meeting for the above matter with a view to arriving at a mutually agreeable outcome to the traffic management matters.

Mr Delf and Mr Workman declared an interest in planning application 2019/1398

Mr Workman declared an interest in the planning application 2019/1388

Minutes of the previous meeting

Mr Driver proposed, Mr Workman seconded, and it was unanimously agreed the minutes of the meeting on 11 July 2019 be approved.

Public Participation

There was none.

County Councillor Update

Mrs Thomas reported:

In response to a query from the parent of a child at Hempnall School, she had raised a question regarding the capacity of Hempnall School following the closure of Shelton School.

The County Council Cabinet had agreed its preferred route as option C for the NDR Western Link road. There will still be public consultation etc before any plans are finalised.

District Councillor Update

Mr Michael Edney reported:

Most of work he had been involved with since being elected as district councillor had been out of county.

Planning Applications

New applications since the last meeting:

2019/1388 - Mr John Kelly, Hempnall Mill Centre Mill Road Hempnall - Replace current single door with double sliding doors. – Mrs Allen proposed, Mr Turner seconded, and it was unanimously agreed that the application be approved.

IN

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2019/1398 - Mr Christopher Delf, Hythebeck Mill Road Hempnall - Erection of 2 bay cart lodge to front of dwelling – Mr Turner proposed, Mr Driver seconded, and it was unanimously agreed that the application be approved.

IN

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

The Clerk and Mr Hook had circulated various emails from NCC Highways prior to the meeting.

It was noted that Speedwatch may not be able to take place in a 20mph zone. It was also noted that a 20mph speed limit is different from a 20mph zone, so further investigation needs to be made to establish the rules.

DH/AD

Mr Driver proposed, Mr Turner seconded, and it was unanimously agreed (Mrs Allen was unable to vote) that the developer be invited to a site meeting to enable a joined-up approach to the road safety issues. Mrs Allen to arrange the developer's attendance.

LA

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed (Mrs Allen was unable to vote) that a meeting take place on Friday 12:00 noon outside the Mill Centre between the parish council, the developer, Gary Overland of NCC Highways, Julian Fonseka from NCC Network Safety Team and hopefully, Graham Worsfold, of NCC Developer Services Team. Messrs Hook and Driver to represent the parish council.

DH/AD

Mr Hook expressed gratitude on behalf of the parish council to Mrs Thomas and Mr Edney for their help in these matters to date.

Light pollution policy update

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the parish councils lighting policy should be updated to reflect the new NPPF statement 180(c) (2019) and SNC policy DM 3.13. The Clerk and Mr Hook to update accordingly.

DH/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:

There were none.

Matters arising from previous Parish Council meetings – completed

New Councillor appointments

The Clerk had updated the parish council website for the new appointments.

“Slow Down” Posters

Mr Hook had distributed posters supplied by Saxlingham PC to interested parties.

Parish Partnership 2019-20 SAM2

The Clerk had established the cost of the SAM2 units as follows:

- Traditional - £2,800 + 250 data collection + 350 blue tooth
- Smiley/sad face £2,900 +250 data collection + 350 blue tooth

It was agreed that Bluetooth was not required.

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The Clerk had written to Gary Overland at NCC Highways and established it would be possible to use the Parish Partnership grant to buy the smiley/sad face unit rather than the traditional unit.

Gary had also confirmed that the smiley/sad face unit had not been approved for use by NCC, however he suggested writing in to seek approval. It was agreed the Clerk should action.

IN

Removal of IBCs

The Clerk had written to the football club asking for the IBCs and other items near the container to be moved.

Mr Workman reported the Football Club had indicated they were generally tidying up their area.

Quote re hedges near football goals

The clerk had written to Mr David Jackson to accept his quote.

Internal Audit

The Clerk had thanked Mrs Franks and arranged payment.

Approval of Annual Accounts to 31/03/19

The Clerk, as Responsible Financial Officer and Mr Hook as Chairman had signed the accounts which had been published on the parish council website.

Annual Governance and Accountability Return

The return had been signed by the chairman and responsible financial officer and submitted to the auditors and published on the parish council website.

Start time of meetings

The Clerk had made the necessary adjustments to diaries, notices, website and hall bookings.

Action Plan

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

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

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

Hedges near football goals

We await Mr David Jackson to cut the hedges in November 2019.

IN

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.

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. They had responded it would not be possible without purchasing land and there was not the budget for this.

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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) but had not received a direct response. This matter will be considered as part of the overall road safety scheme following the NCC meeting on Friday.

DH/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. Mrs Thomas had also taken this forward at NCC. This matter will be considered as part of the overall road safety scheme following the NCC meeting on Friday.

DH/IN

Parish Partnership 2020/21

This matter will be considered as part of the overall road safety scheme following the NCC meeting on Friday.

DH/IN

Speed Watch

Mr Edden had liaised with the coordinator of Speed Watch. This matter will be considered as part of the overall road safety scheme following the NCC meeting on Friday.

IN

Pay area equipment

We await Mr Webb's recommendations.

IN

The Greens bus shelter

Mr Workman had requested a quote to have the asbestos professionally removed and awaited the outcome. Mr Delf will supply the name of some other contractors.

PW/RD

The Clerk had not received a response from NCC regarding moving the bus stop and will chase.

IN

Bus shelter seat repair

Mr Delf is progressing the repair, the contractor is looking at this tomorrow.

RD

CPRE conference

Mr Driver will attend and report back.

AD

Play Area Repairs & ROSPA report

The Clerk had circulated the latest ROSPA report. Mr Delf reported there were no high-risk items.

Other points noted were that:

- The static goal was leaning and needed to be straighten and secured
- The fibre glass slide was starting to chip off and needed replacing.
- The youth shelter was in need of painting.

Mr Delf proposed, Mrs Allen seconded, and it was unanimously agreed to attend to all medium risk items except the rubber flooring which will be considered after hearing from Mr Webb. Mr Delf to obtain quotes.

RD

Mrs Allen proposed, Mr Workman seconded, and it was unanimously agreed that the spring unit can be repaired.

RD

Mr Hook proposed, Mr Delf seconded, and it was unanimously agreed that the Clerk sends a copy of the relevant section of the ROSPA report to the MUGA supplier and ask for the repairs to be undertaken (including replacement of bolts at the tennis court end) before the retention is paid. The Clerk should also enquire whether the surface would be damaged by bicycle and skateboard use.

IN

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Playing Field container

Mr Delf to obtain a quote to repair the container floor.

RD

SAM2 Report

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

Footpath Maintenance - cutting

Mr Rose reported the cutting had taken place.

Mr Rose to continue to chase for the missing bridge at GR243934 to be replaced. In the meantime, Messrs Rose, Delf and Driver are to cost up replacing the bridge and restoring the green lane footpath between Peter Rogers' fields. It was suggested Mr Rose liaises with Dan Scott (at Hempnall Bakery) as he has requested involvement in this task.

HR/RD/
AD

Position of bench on playing field and posts around oak tree

Mr Workman reported the bench has been moved.

Mrs Allen proposed, Mr Workman seconded, and it was unanimously agreed that a quote should be obtained to repair the container roof with rubber rather than fibre glass.

PW

Councillors to look at the oak tree (planted by the parish council on the playing field close to the former location of Mr Youngman's seat) prior to the next meeting to decide whether they think it appropriate to protect it with fencing.

ALL

HPC Website

The Clerk had progressed this but needed further time to make it operational.

IN

Parish Council representation

The Clerk should make enquiries of SNC using the research already undertaken by Mr Driver as to 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.

SNC had responded as follows:

Members voted unanimously to recommend to council that:

1. the parish boundary for Hempnall be retained as it currently exists;
2. the number of Councillors for Hempnall reduce from 9 to 8; and
3. the parish council name for Hempnall remains unchanged.

The reason for the decision:

The Committee's decision was based upon the evidence before it. Members reached the conclusion that the existing boundary reflects the identities and interests of the community and will continue to provide effective and convenient community governance.

The reduction in the number of councillors was based on the electorate and the guidance on the number of councillors.

Broaden Lane 30mph

The Clerk had researched previous correspondence with NCC on this matter. The minutes of 27/03/18 and of 21/06/16 record_NCC state it is not possible to move the limit beyond the built-up area. This matter will be considered as part of the overall road safety scheme following the NCC meeting on Friday.

"No Fouling" signs

Mr Edden had laminated "No Fouling" signs for the path linking the Swan Meadow footpath to the new bridge for erection at the Mill Rd and the Street end of the public footpath. Mr Rose had erected them.

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Konect 84 Bus

The Clerk had written to Konect to enquire how they arrived at the 1.68 passengers per day using the service to Harleston and, in particular, to explain over what time period this statistic was calculated and over which stages of the journey it applied to and awaits a response.

The Clerk to respond to a parishioner's letter complaining about the Harleston connection being lost.

IN

Mr Driver to monitor the bus routes taken as the bus drivers seem to be confused as to the correct route.

AD

Parish partnership 2019/20

Mr Turner proposed, Mr Delf seconded, and it was unanimously agreed that subject to approval from NCC for use of the smiley/sad face + speed unit, it should be ordered by the Clerk and the sale of the 1/3 share be made with Woodton PC.

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
Information About Works - A140 Long Stratton: Hempnall Crossroads Junction Improvement
Speed Watch Team Figures for April
Public Meeting - Monday 17th June 2019
Broken unit on play area – Richard Delf only
Rural Housing Conference – Dereham
Parish Partnership Grant success notice
Bus service 84 - passenger consultation outcome
Highway Rangers
Norfolk Local Councils Conference 12th July 2019
Notice of Review of Polling Districts, Polling Places and Polling Stations -South Norfolk District Area.
ROSPA Report
NCC response to Petition
Norwich Western Link preferred route recommendation

No further matters were raised form the above.

Items placed directly onto the Parish notice boards were:

Relevant notices/agenda
South Norfolk Open Day poster

No further matters were raised form 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 Diary for new start time
Updated landing page for new meeting start time
Updated councillor's photographs
Added accounts year ended 31/03/19
Added annual return year ended 31/03/19
Added financial supporting information year ended 31/03/19

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Added CIL return year ended 31/03/19

No further matters were raised from the above.

Correspondence from Parishioners

Unnecessary verge cutting

Mr Rose had contacted NCC Highways re aspects of road side verge cutting which seemed inconsistent with NCC policy.

Mr Rose proposed, Mr Driver seconded, and it was unanimously agreed that Messrs Rose and Driver would map out the areas they felt should be cut and those that should remain uncut and provide the information to the Clerk to pass on to NCC Highways with a request to comply with that cutting plan.

HR/AD
IN

Financial Statements

Movements since last meeting

The Clerk presented the financial statement attached to these minutes showing the movements from 15 May to 16 July 2019. The statement was not materially out of line with the annual budget. Mr Workman proposed, Mr Delf, 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 30 June 2019 Mr Delf proposed, Mr Hook seconded, and it was unanimously agreed that the statement be approved.

Clerk's Salary Review

It was unanimously agreed that the Clerk's salary be increased by 3.1% to £4,084, to take effect from 1st July 2019 his annual salary review date.

IN

WWI silhouettes

As the poignancy of the 100 year anniversary had passed, it was felt there was no need to take this matter further.

Scope Clothes Bank

It was considered there were sufficient clothes banks in the area already, thus no further action required.

Co-option of a councillor

The clerk to advertise the vacancy in line with statute. If ten electors do not ask for a by-election, the council will be able to co-opt a new member. Mr Hook to liaise with Mr Parker to determine if he would be interested in being co-opted.

IN
DH

Items for next newsletter

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

- Speedwatch call for volunteers.
- Road Improvements

IN

Items for next main meeting

- Dates for next year's meetings

IN

Date of next meeting

The next Parish Council planning meeting will take place on 20 August 2019 at the Mill Centre at 19:00 and the next main meeting on 17 September 2019 at the Mill Centre at 19:00.

IN

Mr Hook suggested an additional parish council meeting may be required to consider matters arising from the meeting with NCC on Friday, in which case it is likely to be on the 30/07/19 or 06/08/19.

DH/IN

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There being no further business, the meeting was closed at 9:34pm.

Signed _____ Date 20 August 2019

FINANCIAL STATEMENT

Presented to meeting on 16 July 2019

Current Account

(Payments)/Receipts since last meeting:		£
15/05/2019	M&JF Limited	(90.00)
15/05/2019	Westecote - Calibration test of SAM2	(90.00)
27/05/2019	D Jackson - bus shelter seat repair	(55.00)
04/06/2019	Norse Grounds Maintenance	(902.90)
05/06/2019	CGM - Grass cutting	(56.68)
07/06/2019	NSB Interest	4.88
07/06/2019	BPA to c/a	750.00
11/06/2019	T Dye - footpath improvement	(600.00)
12/06/2019	Eon - Streetlight Electricity	(12.51)
	M Turner Travel expenses re MUGA	
21/06/2019	calibration	(48.60)
	CPRE Norfolk - Rural Housing Conference -	
26/06/2019	AD	(25.00)
27/06/2019	Football Club rent 01/06 to 30/09	350.00
29/06/2019	CGM - Grass cutting	(56.68)
11/07/2019	ROSPA Play Safety - Annual inspection	(111.60)
16/07/2019	Eon - Streetlight Electricity	(12.10)
16/07/2019	I Nelson - stamps	(12.51)
16/07/2019	I Nelson - Rymans - Envelopes	(12.98)
27/07/2019	I Nelson - UK2 - Website hosting	(158.51)
07/07/2019	NSB Interest	4.73
30/06/2019	DPA annual sub	(35.00)
30/06/2019	tr bpa to c/a	1,000.00
30/06/2019	Ian Nelson Salary	(856.30)
16/07/2019	Ian Nelson Salary PAYE	(198.00)
		<u>(1,224.76)</u>
Closing Balance		<u>205.65</u>

Business Premium Account

(Payments)/Receipts since last meeting:		£
07/06/2019	BPA to c/a	(750.00)
03/06/2019	BPA Interest	29.91
30/06/2019	tr bpa to c/a	(1,000.00)
		<u>(1,720.09)</u>
Closing Balance		<u>62,653.84</u>