

# HEMPNALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 19 May 2020 at 7:00pm  
virtually via Zoom

## Present

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

## Members of the public present

There were none.

## Apologies

Apologies were received County Councillor Alison Thomas.

## Declarations of Interest

Mr Hook and Mr Workman declared an interest in the Swan Meadow item.

## 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	
SAM2 coordinator	M Turner	Mr Workman	Mrs Allen
Bank Signatories	R Delf		
	D Hook		
	L Allen		
Data Protection Committee	D Hook		
	L Allen		
	A Driver		
Playing Field Liaison	P Workman		

The above appointments were unanimously agreed en-bloc.

## Minutes of the previous meeting

Mr Driver proposed, Mr Hook seconded, and it was unanimously agreed the minutes of the meeting on 18 March 2020 be approved.

## Public Participation

There was none.

## County Councillor Update

Mrs Thomas had submitted the following report.

*“Obviously lots of routine work is disrupted by covid19. Highways works are continuing where they have materials and safe working conditions.*

*Grass cutting is progressing, and Gary is trying to take advantage of the quieter roads to get some schemes completed. Please continue to report issues as usual.*

*I updated you on the rural bus monies last week so my apologies that there was not an opportunity to put forward a case for Hempnall.*

*Social care is the main priority in these current conditions keeping the NHS free to care for those with the virus. We managed to reduce the N&N from 100% full to 60% before the situation worsened enabling beds to be freed up. We are hoping that the methods adopted during the crisis can continue afterwards to reduce the ongoing health service pressures. Plans for School reopening's are obviously in development, but it is unlikely*

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*that High schools will open fully before Sept.*

*I am still working full time albeit from my kitchen table but happy to assist as and when required. Keep safe all”*

## **District Councillor Update**

Mr Edney had not submitted a report.

## **Planning Applications**

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

Due to meeting restriction imposed as a result of Covid-19, the following planning applications were decided previously by “email meeting” as Zoom meetings had not been approved at that time. This fact has been advertised on the parish council’s website and parishioners invited to submit comments to the Clerk.

2020/0551 - Mr & Mrs Richard Jeffery, Millbank, Mill Road, Hempnall - Two storey side extension and single storey rear extension including raised patio – approved.

2020/0642 - Mr W Sargent, Agricultural Building at Fairstead Farm Fairstead Lane - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwelling house (QA and QB) – Refused as outside development area.

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

2020/0240 - Mr & Mrs M Clinton, 9 Mill Road Hempnall - Demolition of existing conservatory and garage. Erection of single storey rear extension, new single garage and porch canopy over front entrance door.

2020/0551 - Mr & Mrs Richard Jeffery, Millbank, Mill Road, Hempnall - Two storey side extension and single storey rear extension including raised patio

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

2020/0642 - Mr W Sargent, Agricultural Building at Fairstead Farm Fairstead Lane - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwelling house (QA and QB)

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

There were none.

### **Applications outside the parish boundary since the last meeting:**

There were none.

### **Millfields entrance - part night lighting**

The two streetlights at the entrance of Millfields are the responsibility of Norfolk County Council. They were erected at the time Millfields was constructed. 10 years ago it was recommended by NCC that they be converted to part night lighting. The Parish Council approved this change and the conversion was listed as a task to be undertaken on the Amey “to do” list. Amey undertake work on NCC lights as part of a PFI deal. The lights have recently been converted to LED lamps instead of sodium. This is a better option in terms of maintenance, energy usage and reducing light pollution. Amey however failed to convert the lights to part night lighting. They have admitted their mistake and will do the conversion at no charge to NCC.

Mr Chris O’Connell, lighting engineer at NCC requested the parish council write to re-state their support for part night lighting i.e. whereby the lights switch off at midnight in winter and 1am in summer, coming on again at 5am in winter or 6.00am in summer (if still dark).

As 10 years have passed since the original proposal to convert to part night lighting, Mr

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O'Connell, has not only requested that the parish council, and the local County Councillor, re-state their support for part night lighting but also that Millfield residents be consulted on the proposal. NCC will undertake this consultation.

Mr Hook proposed, Mr Delf seconded, and it was unanimously agreed the Clerk should write to Mr O'Connell expressing support for part night lighting and asking him to consult residents.

IN

## **Millfields Exception Site**

Mr Hook had circulated the revised plans and we await progress.

## **Matters arising from previous Parish Council meetings – completed**

### **SNC Cluster Housing consultation**

The consultation form had been submitted.

### **Pavement Damage**

Mrs Brookes had reported the matter to NCC Highways.

### **VE Day Celebrations**

The Clerk had asked Mrs Barnes and Ingram if there are any expenses which require reimbursing and paid Mrs Ingram £12.00.

Mr Hook proposed, Mrs Allen seconded, and it was unanimously agreed the Clerk should write to Mrs Barnes and Mrs Ingram to thank them for their wonderful organisation of the event and express regret it had to be cancelled.

IN

### **Konect 84 Bus**

The Clerk had written to Geoff Anderson of the Bus Users UK group to ask for the group to have parish councillor representation.

The Clerk had written to County Councillor Thomas requesting she lobbies on our behalf for funding to improve bus services in Hempnall.

### **Football Club**

The Village hall committee had agreed to not charge the parish council rent for the changing rooms for the quarter and the Clerk had passed on the benefit to the Football club.

### **Grass Cutting**

The Clerk had request tenders for the contract for 1 year (so as to test the new contractors service) with a view to it being extended to a 5-year contract. The Clerk had accepted the most appropriate tender which is with CGM.

### **The Hempnall Trust**

The Clerk had informed the secretary that Mr Williams had been approved as to represent the parish council on the trustee board.

### **Parking at the Surgery**

The Clerk had asked the surgery to put up notice requesting users to park safely.

### **Newsletter**

The Covid-19 special newsletter had been published.

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

### **Nobbs Lane Spur**

Further forms are required to be completed. Mr Hook will co-ordinate. Names of users are being collated.

DH

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## **Road improvements post development of plan app 2019/0864**

We await the approval of the application and subsequent development. IN

## **Play area equipment**

We await Mr Webb's recommendations. IN

## **Play area capital / maintenance reserve.**

Awaiting suitable time to confirm amount. IN

## **Moles**

The Clerk had engaged Mr Whiting to undertake the work a couple of weeks before the start of the next football season. IN

Mr Turner proposed, Mr Driver seconded, and it was unanimously agreed the Clerk should ask Mr Whiting to attend to the moles in the children's play area for safety reasons. IN

## **Dog Bins / posters**

The Clerk to resurrect the posters with Mrs Jestico post COVID-19. The posters to be brought to the attention of residents via the newsletter. IN

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

### **Parish council vacancy**

The Clerk had received a letter from Mrs Joan Cann putting her name forward for co-option. The Clerk had requested a brief CV which he had circulated to councillors prior to the meeting.

Mr Delf proposed, Mr Driver seconded, and it was unanimously agreed Mrs Cann be co-opted. The Clerk to inform Mrs Cann she was successfully co-opted as a parish councillor and inform SNC. The Clerk to also arrange her training induction IN

### **Corvid19**

The Clerk had monitored government and NALC advice sent emails to councillors accordingly since the last meeting.

Changes to the accounts and other document approval deadlines is detailed under finance.

Approval to hold meetings via Zoom is in force until 7 May 2021.

It was agreed the June and July meetings will be held via Zoom by default subject to any revised government guidance. IN

### **Community support**

The Clerk supplied a spare key for the noticeboard to Mr Rose to facilitate information being posted as necessary.

The Clerk added to the parish council website information and a link to the relevant sites.

The Clerk had contacted Mrs Barnes prior to the meeting, and she stated things were running well and there were no issues for parish council attention.

### **Dangerous manhole adjacent to the allotments**

The Clerk had reported this to AWA and a repair had been made. However only an earth mound was placed around it which is not sufficient to warn of the location of the manhole and therefore to protect a person from falling in should it be dislodged again.

It was noted that the cover was not on a public right of way, but it was alongside public allotments.

Mr Hook proposed, Mr Workman seconded, and it was unanimously agreed the Clerk

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should write to AWA to enquire about the weight rating of the cover and to ask them to put a protective barrier around it to allow a tractor driver to see it (and therefore avoid dislodging it) and also to protect the public.

IN

## **Picket gate – Broaden Lane**

The Parish Partnership Scheme had awarded the parish council a grant for £676.50 (50% of the cost) for the Broaden Lane gateway.

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed the Clerk instruct NCC Highways to erect the gateway on the left as you enter the village at the 30mph limit.

IN

## **Grass Cutting Swan Meadow**

Mr Hook reported the Church & Town Estates Property Charity awarded its cutting contract to Mr Whiting. The paths he will cut are not shown on the PROW map.

Mr Rose is to contact NCC PROW team to determine when the public footpaths will be cut. It was agreed to re-agenda for 16 June to consider potential parish council funded cuts.

HR

## **Re-wilding project**

The Clerk had written to landowners in the village to make them aware of the project and the fact that the parish council could supply the trees and to asked them to identify areas which they would like to put forward for planting.

Mrs Allen reported that they did not have any suitable areas at the moment.

The Clerk had not heard from any of the other landowners. The Clerk to monitor.

IN

## **The Greens bus shelter repairs**

Mr Workman reported that contractors have said they are reluctant to remove the asbestos but could spray it to seal it in. Mr Workman to also liaise with local builder David Lincoln who had indicated to the Clerk that he would welcome the opportunity to assess the project.

PW

## **Bus shelter seat repair**

Mr Delf had obtained the wood, cut and varnished it and will fit it shortly. Mr Hook thanked Mr Delf for his work.

RD

## **Play Area Repairs & ROSPA report**

Outstanding action points noted were:

- The static goal is leaning
- The fibre glass slide was starting to chip off and needed replacing.
- The youth shelter needs painting.

RD

No action had been possible due to Covid-19 restrictions.

## **Playing Field container**

Mr Delf had obtained a quote for the repair and painting of both the container and the youth shelter. Mr Driver proposed, Mrs Allen seconded, and it was unanimously agreed to accept the quote. Mr Delf to inform the contractor, JTDecorators.

RD

## **Village Sign**

The Clerk had contacted Mr John Ellis to determine if he would be prepared to renovate it as he did it last time. He had volunteered to supply some plastic backing material but given his retirement had declined to repair the sign.

IN

Mr Hook proposed, Mr Workman seconded, and it was unanimously agreed Mr Ashford would be asked to supply a quote for the work with special attention being given to the paint colours applied so they were suitable to reflect the Wesleyan theme.

RD

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## **Footpath maintenance / Green Lane**

Mr Hook to liaise with the landowner re the possibility of a green lane route for part of the footpath that links Lower Lane with Alburgh Road.

DH

Mr Driver reported a damaged footbridge off Alburgh Rd / footpath 12, which he had reported to NCC Highways. The Clerk reminded councillors of the legal advice obtained relating to bridge repairs and agreed to research the parish council's notification requirements to NCC if the parish council were to repair the bridge.

IN

As it had taken 3 years for NCC to repair the last footbridge reported to them, Mrs Allen proposed, Mr Hook seconded and it was unanimously agreed to obtain a quote from Mr J Dye to repair the bridge and progress the repair if the quote is under the Clerk's authority limit.

AD/IN

It was also noted that the southern end of Footpath 17 was blocked by barbed wire. It was agreed the Clerk should report this to NCC

IN

## **SAM2 Report including potential swap**

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

Westcotec started work this week post Covid-19 closure and had promised to supply the new SAM unit as soon as possible. Mr Turner to monitor.

MT

The SAM2 will next be erected at the Mill Centre facing east.

MT

## **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

Coronavirus (Covid-19) Town/Parish Council briefing 2020-03-19

Coronavirus (Covid-19) support group link – to Mr Rose only

COVID 19 Members Briefing 18.3.20

Mobile Libraries suspended

Emergency road closure notice

Norfolk Police - Cancelled Police Surgeries and Public Meeting

Acceptance of Parish Partnership Scheme

Covid 19 Community Response Fund – to Mr Rose only

Important Information from South Norfolk Council -Covid website link

NALC Coronavirus — information for parish & town councils 2020-03-20

Numerous other emails to Mr Rose to assist with Hempnall Covid 19 Mutual Aid Group

South Norfolk Bulletin number 68

Publicity of Planning Applications

Temporary Road Closure in the Parishes of Woodton and Topcroft

Parish and Town Council brief

Recycling Centres reopening (not Morningthorpe)

Norwich Western Link update - government backing secured

No further matters were raised from the above.

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

Relevant notices/agenda

No further matters were raised from the above.

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## **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 Link to Hempnall Covid 19 Mutual Aid Group  
Added Important Information from South Norfolk Council -Covid 19 website link  
Added Link to central government coronavirus updates site  
Added Link to NHS Coronavirus site  
Added link to NCC Coronavirus site  
Added link to Konect Bus  
Added ref to planning applications being decided by email and invited parishioner comment to Diary page and planning page.  
Added link to NCC Consumer Scam Alerts  
Added Coronavirus simple advice guide booklet  
Added instructions to public re virtual meeting participation  
Updated contact details for a business

No further matters were raised from the above.

## **Correspondence from Parishioners**

### **Permissive path**

Mrs Lesley Oldfield had emailed to say *“how wonderful it would be to extend the walk [from Swan Meadows] across The Krons through to Boudicca Way on Chestnut Loke. That section of the river valley is particularly beautiful as the river cuts through some lovely undulating parkland that no-one would ever know existed.*

*I realise this is not a simple suggestion as the land is not owned by the Trust but is privately owned. In my experience, walkers are these days very respectful, after all many footpaths cross fields with livestock as well as heavily cropped arable fields. I have no doubt the lockdown has taught us all how beautiful the countryside is around Hempnall as we walk the various footpaths around the village. But if there were the possibility of a permissive path from The Krons to Chestnut Loke I believe that would be of huge benefit to the local community. I realise the water meadows get very wet in the winter months and I understand there is pheasant shooting in the valley so a season restricted path, which I'm sure operates compatibly in many such similar scenarios, could perhaps potentially circumvent any conflict of interests. I wonder if the Parish Council could give some thought to this”*

It was noted the proposed path is partly in Hempnall and partly in the parishes of Fritton/Morningthorpe. It was also felt adopting the footpath would be a better cause of action than seeking a permissive path.

Mr Workman proposed, Mr Turner seconded, and it was unanimously agreed Mr Rose and the Clerk should seek to liaise with Mrs Oldfield to commence an application to adopt the path.

HR/IN

### **Fly tipping**

Mrs Lesley Oldfield had also emailed to report fly tipping on land adjacent to the proposed path above. Mr Delf volunteered to liaise with the previous occupant to determine who owned / occupied the land with a view to consider further at the June meeting.

RD

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## Financial Statements

### **Movements since last meeting**

The Clerk presented the financial statement attached to these minutes showing the movements from 19 March to 19 May 2020. The statement was not materially out of line with the annual budget. Mr Delf proposed, Mr Turner seconded, and it was unanimously agreed the statement be accepted.

### **Audit dates**

Following NALC's engagement with government around local council audit timeframes they have extended the statutory audit deadlines for 2019/20 as follows:

- The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020
- To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020

This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.

Authorities must publish the dates of their public inspection period this year, and the government recommends that they provide public notice on their websites (where available) when the public inspection period would usually commence, explaining why they are departing from normal practise for 2020.

The submission deadline for the receipt of the approved Certificate of Exemption is Friday 31 July 2020.

### **Quarterly Budget Report**

The Clerk presented the quarterly budget report showing the movements for the quarter ended 31 March 2020 Mr Hook 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 2020 had been started by Mrs J Franks. Accounts will be circulated following the audit.

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 2020.

### **Motorbike on footpaths**

It was reported that two trial bikers had been illegally riding on the footpaths and bridleways as well as through crops on private land. The culprits are thought to be brothers living in the village. The matter had recently been exposed on Facebook and since then there had not been any further incidents. The situation to be monitored by Mrs Allen and the Clerk.

Mr Hook proposed, Mr Driver seconded, and it was unanimously agreed that the Clerk should report to the police if it happens again.

IN



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## **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 Mr Workman proposed, Mr Hook seconded, and it was unanimously agreed that no amendments were necessary to:

- Training Policy
- Code of Conduct
- Complaints Procedure
- Information & Data Protection Policy
- Document Retention and Disposal Policy
- Removable Media Policy
- Email contact pricy
- Standing Orders

## **Risk Assessment Review**

The Clerk had sent copies of the risk review to councillors to consider prior to the meeting. No changes except updated for Covid-19. Mr Workman proposed, Mr Hook 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.

ALL

## **Action Plan**

The Clerk had sent copies of the draft action plan to councillors for consideration prior to the meeting. Following discussion, extra items were added as follows:

- An application to be made for the pathway from The Krons to Chestnut Loke to be adopted as footpath.
- Continue to liaise with other public bodies to promote public transport for Hempnall.

Mr Hook proposed, Mr Delf seconded, and it was unanimously agreed the draft, subject to the above amendments be finalised. The Clerk to publish on the website and provide councillors with a copy.

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

## **Items for next newsletter**

The Clerk to draft and published when appropriate.

- Green Lane working group
- Community Action group thanks
- VE Day not happening
- Motorbikes
- Trim hedges over pavement (if interfering with progress)
- Joan Cann appointment as councillor

IN

## **Items for next main meeting**

- Clerk's salary review
- Statement of assurance and financial regulations review
- Approval of Annual Accounts to 31/03/20
- Annual Governance and Accountability Return
- Submission of documents

IN

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**Date of next meeting**

The next Parish Council planning meeting will take place on 16 June 2020 virtually or at the Mill Centre at 19:00 and the next main meeting on 21 July 2020 virtually or at the Mill Centre at 19:00.

IN

There being no further business, the meeting was closed at 21:18

Signed \_\_\_\_\_ Date 16 June 2020

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## FINANCIAL STATEMENT

Presented to meeting on 19 May 2020

### Current Account

<b>(Payments)/Receipts since last meeting:</b>		<b>£</b>
16/03/2020	Hempnall Tennis Club rent	175.00
18/03/2020	I Nelson - stamps	(6.38)
18/03/2020	I Nelson - printer cartridge	(8.99)
18/03/2020	I Nelson - TeleFlorist re R Parker	(26.49)
19/03/2020	D Ingram - Purpleguide subs	(12.00)
20/03/2020	tr bpa to c/a	1,000.00
27/03/2020	NALC Subs 2020/21	(244.25)
31/03/2020	Ian Nelson Salary	(816.80)
31/03/2020	Ian Nelson Salary use of home as office	(52.00)
31/03/2020	Ian Nelson Salary broadband contribution	(12.00)
08/04/2020	Norse Eastern Ltd - Newsletter print	(48.00)
08/04/2020	CGM Apl	(56.68)
08/04/2020	Eon	(12.51)
08/04/2020	Zurich Municipal	(657.85)
06/04/2020	NSIB Interest	4.88
15/04/2020	HMRC PAYE	(204.20)
24/04/2020	D Whiting - Moles	(125.00)
30/04/2020	SNC - precept	8,925.00
05/05/2020	NSIB Interest	4.73
12/05/2020	Eon - Streetlight Power	(12.10)
12/05/2020	Tr c/a to BPA	(8,000.00)
14/05/2020	Zoom fees	(28.78)
14/05/2020	Stamps	(5.20)
14/05/2020	Total defence internet security	(56.91)
05/03/2020	NSIB Interest	4.57
		<u>(271.96)</u>
<b>Closing Balance</b>		<u><u>960.07</u></u>

### Business Premium Account

<b>(Payments)/Receipts since last meeting:</b>		<b>£</b>
20/03/2020	tr bpa to c/a	(1,000.00)
12/05/2020	Tr c/a to BPA	8,000.00
02/03/2020	Barclays deposit interest	27.39
		<u>7,027.39</u>
<b>Closing Balance</b>		<u><u>64,245.06</u></u>