

Hemblington Parish Council

Minutes of the Hemblington Parish Council Meeting held at Heathlands Community Centre on Monday 11th May 2015 at 8:00pm.

PRESENT

Present – Andrew Burtenshaw (Chair) Anthony Howe, George Pickersgill, Bryan Slater, Sarah Osbaldeston (Clerk)

1. Welcome and Introduction to the meeting by Andrew Burtenshaw.
2. **TO CONSIDER APOLOGIES FOR ABSENCE AND AGREE ANY NECESSARY ACTIONS**
Apologies we received and accepted for Paul Fox.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Andrew Burtenshaw declared a pecuniary interest in item 7.2 as owner of Hemblington Hall.
4. **OPEN FORUM - FOR PARISHIONERS TO RAISE QUESTIONS ON AND/OR MAKE STATEMENTS ABOUT MATTERS ON THE AGENDA**
 - 4.1. Two parishioners were present, no comments made.
5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 18TH MARCH 2015**
 - 5.1. The council resolved to approve the minutes and they were duly signed by the chair as a true record.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. Clerk to chase what is happening to the empty property at 3, Hemblington Hall Road.
 - 6.2. Clerk to chase finger post repair at Bullacebush Lane and Ranworth Road.
 - 6.3. Council to review website and if 'Cuttons Corner' should appear in the website title. Clerk to add to July agenda.
7. **TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL** Clerk to feedback comments
 - 7.1. Application: 20150523 / Mrs Sam Massingham
Change of Use and Alterations to Garage to Create Holiday let
Location: 157 Hemblington Hall Road, Hemblington, Norwich, NR13 4PT
The Council has reservations in view of the apparent anomalies (questions 17 & 18) in the planning application and concern about 'planning creep' with the risk this dwelling is, in the future, converted into a separate dwelling.
The Council also commented that the roof terrace appears out of character with the setting.

Andrew Burtenshaw left the meeting
 - 7.2. Application: 20150636 / Mr & Mrs Burtenshaw
Conversion from two dwellings to a single dwelling (listed building)
Location: Hemblington Hall, Hemblington Hall Road, Hemblington, Norwich, NR13 4EF
No objections

Andrew Burtenshaw returned to the meeting
8. **TO AGREE AN INSURANCE PROVIDER AND PREMIUM FOR THE COUNCIL FOR 2015/16**
 - 8.1. The clerk obtained quotations from Aon, Zurich (current provider) and Came and Company for insurance for 2015/16. Came and Company (underwritten by AVIVA) were the best value for money at £159.00 for the year. Andrew Burtenshaw proposed (seconded by Bryan Slater) the Council accept this quotation and move their insurance to Came and Company. The Council unanimously agreed this proposal. Clerk to action and display certificate on the website.

9. TO APPROVE INVOICES FOR PAYMENT

9.1. The Council unanimously resolved to approve the payment of all invoices presented for payment in Appendix 1. Clerk to action.

10. TO APPROVE THE HEMBLINGTON PARISH COUNCIL ANNUAL FINANCE REPORT 2014/15

10.1. George Pickersgill proposed (seconded by Andrew Burtenshaw) the Council approve the 2014/15 Annual Finance Report. The Council unanimously resolved to approve this proposal.

11. TO FORMALLY APPROVE THE AUDIT COMMISSION ANNUAL RETURN FOR YEAR ENDING 31ST MARCH 2015

11.1. Andrew Burtenshaw proposed (seconded by Byan Slater) the Council approve the Audit Commission Annual Report for year ending 31st March 2015. The Council unanimously resolved to approve this proposal.

12. TO APPROVE THE FOLLOWING REVISED DOCUMENTS TO SUPPORT THE COUNCIL GOVERNANCE

12.1. Annual Review of the Effectiveness of Internal Audit

12.2. Annual Review of the Effectiveness of Internal Control

12.3. Duties of the Responsible Financial Officer

12.4. Updated Pension Policy

12.5. Following review Andrew Burtenshaw proposed (seconded by Anthony Howe) the Council approve the documents detailed in 12.1-12.4. The Council unanimously resolved to approve this proposal.

13. TO NOTE CORRESPONDENCE REGARDING THE NEW BUS STOP ON RANWORTH ROAD AND CONSIDER ANY NECESSARY ACTIONS

13.1. A parishioner has raised concern regarding the bus stop location outside Tumbleweed. Following discussion the council unanimously resolved to request an additional meeting with Helen Martin (NCC Infrastructure Manager) to consider any alternative sites. It was agreed that George Pickersgill and Bryan Slater would attend together with any concerned residents and a Blofield Parish Council representative. Clerk to arrange meeting.

14. TO RECEIVE AN UPDATE ON THE CUTTONS CORNER BENCH CORNER MAINTENANCE

14.1. Neighbours and The Goodenough Family have kindly agreed to carry out gardening maintenance to the Cuttons Corner bench site as required.

15. PARISH CLERK'S CORRESPONDENCE

15.1. The police report shows one theft for April 2015.

15.2. The Development Management DPD – consultation on modifications will be available for viewing until the 15th April – The Council did not wish to comment.

15.3. The BADCOG newsletter has been circulated to the Council.

15.4. Following the CPRE light pollution questionnaire a light pollution conference will take place on the 10th June 2015 at the University of East Anglia.

16. ANY OTHER BUSINESS

16.1. A Hemblington Footpaths walk has been scheduled for Saturday 11th July at 2pm. Everyone is welcome. The walk will commence from Pedham Green and take approximately 1 hour.

17. TO CONFIRM THE DATE OF THE NEXT PARISH COUNCIL MEETING

17.1. Monday 27th July 2015 at Heathlands Community Centre at 7:30pm.

There being no further business the meeting closed at approximately 9:30pm.

Signed.....

Dated.....