

# Hales & Heckingham Parish Council

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**Councillors: You are summoned to Hales & Heckingham Parish Council meeting at 7.30pm on Wed. 11<sup>th</sup> September 2019 in Hales Village Hall**

**Members of the Public** are welcome to attend and there will be an opportunity for public participation under 'Public Forum' when the Parish Council welcomes your views/questions on the issues on the agenda or issues for consideration of inclusion at future meetings. The meeting may be filmed, recorded or photographed by the public. However, anyone who wishes to do so is asked to inform the Chairperson and ensure it is done in a non-disruptive manner.

## AGENDA

- |   | <b>Time</b> |
|---|-------------|
| 1. <b>Welcome</b> and confirmation of any request to record the meeting                         | <b>7.30</b> |
| 2. <b>Apologies for Absence</b> from Council members  |             |
| 3. <b>Declarations of Interest</b> for items on the agenda                                      |             |
| 4. <b>Approval of the Minutes of the Meeting held on 17<sup>th</sup> July 2019</b>              |             |
| 5. <b>Action Log from Meeting on 17<sup>th</sup> July 2019</b> – Update (See pages 4-5)         | <b>7.35</b> |
| 6. <b>Adjourn the Meeting for Public Forum</b>  | <b>7.50</b> |
| 7. <b>Reconvene the Meeting</b>   |             |
| <b>Working Group UPDATES:</b>   | <b>8.00</b> |
| 8. <b>Environment &amp; Amenities Working Group</b>   |             |
| 1. <b>Verges close to Roundabout &amp; A146 tree planting</b> – Update                          |             |
| 2. <b>Playing Field Annual Inspection Report</b> – Update and discussion on next steps          |             |
| 3. <b>Norfolk Highway Rangers</b> – Update & Discussion on Community Pay Back Team option       |             |
| 4. <b>Parish Map</b> – Update   |             |
| 5. <b>Playground Goal Posts</b> – Discussion on replacements                                    |             |
| 9. <b>Road Safety &amp; Traffic Management Working Group</b>                                    | <b>8.15</b> |
| 1. <b>One-way systems for BP Garage &amp; signage</b> - Update                                  |             |
| 2. <b>Speed Activated Monitoring Systems (SAMS)</b> – Update                                    |             |
| 3. <b>Norfolk Highways “Parish Partnerships” scheme for local highway improvements</b> – Update |             |

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## 10. Village Hall Working Group – (No update)

## 11. Planning Working Group (South Norfolk Planning applications)

8.30

1. **2019/1252** – Faber Roofing houses – Application approved with conditions on 5<sup>th</sup> Aug.
2. **2019/1496** – The Old Brickyard, School Lane – Discharge of condition 3 of planning permission 2017/2612 (3) - Approved on 5<sup>th</sup> Aug.
3. **2019/1519** – Discharge of Condition 11, Landscaping scheme of permission 2018/2060 – Approved on 29<sup>th</sup> Aug.
4. **2019/1567** – Hales Village Hall – Application received for proposed improvements
5. **2019/1220** – North of Green Lane, Barn to dwelling – Application approved on 1<sup>st</sup> Aug.
6. **2019/1224** - Land East of Briar Lane Heckingham (Development of gallops & manege) Application approved at District Development Management Committee Meeting on 21<sup>st</sup> Aug. – Discussion on HHPC response
7. **War Memorial Junction between Green Lane & Old Yarmouth Road**: Junction rights not clear and an increase in users is anticipated given application 2019/1252 - Discussion on how to make clearer

## 12. Police & Safety

8.45

1. **Straw Bale Fires** (7<sup>th</sup> Aug.) – For noting
2. **Code of Conduct - Behaviour to Councillors and Parish Council staff** – Discussion

## 13. HHPC Newsletter / Bulletin – Update on draft

8.50

## 14. Parish Council external communications – Confirmation on process

9.00

## 15. Correspondence

9.10

1. Reports of two residents acting aggressively towards each other – Confirmation of advice from Police
2. Hales Common Transfer of registration of CL39-3881 – for noting
3. Letter of thanks from resident in relation to improvements on verges around Hales roundabout – for noting
4. Norfolk Highways: Scheme on A47 between Thickthorn & Postwick; mid-September – for noting

## 16. Finance

9.15

1. **Internal Audit Report / Adepta** – No update at present; progressing
2. **AGAR - Excise of Public Rights notification** – Update
3. **Computer for Parish Clerk** - Discussion

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## 4. Accounts for authorisation and payment:

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
Mr A. Mason	£51.69	£51.69		Composting Scheme – Expenses re: Annual Event
Mr A. Mason	£16.00	£16.00		Removal of Goal Posts – Contribution to cost
Mr D. Foreman	£100	£100		Cutting of Playing Field Grass on 22/7 and 13/8
<b>TOTAL PAYMENTS</b>	£167.69	£167.69		

## 17. Items for consideration of inclusion on next agenda

9.25

1. Churchyard Maintenance – Discuss and confirm regularity of clearance
2. Composting Working Group – Update
3. Confirmation of PAYE system for payment of Parish Clerk
4. 2020/2021 Draft Budget

## 18. Date of next meeting – Wednesday 23<sup>rd</sup> October

## Close of Meeting

9.30

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Updated ACTION LOG. [Items previously 'closed' have been removed.]

ID	Action – from November / December Minutes	OWNER	STATUS
19/56.3 <b>19/66.6</b>	<b>Parish Map</b> – New options for locally produced map being explored and SB to suggest contents.	SB	Carried forward
20/14	<b>Churchyard expenditure:</b> Report back on review. <b>13/2:</b> AM to meet with contractor.	AM	Carried forward

ID 2019	ACTION	OWNER	STATUS
7.2	<b>Speed of vehicles</b> on Beccles Road / Green Lane & Poor Lighting. 27/3: Suggestions included planting Buddleias as barrier. <b>12/6:</b> Agreed to reassess once Badgers scheme is complete. <b>17/07</b> – As per 12/6.	SB	Carried forward
19/26.5.iii <b>19/67.1</b>	<b>One-way system for BP Garage.</b> GB, AW and a resident to find original documents circulated by NCC where it is thought a one-way system was recommended, and to lobby Norfolk Highways for this.	GB / AW Clerk	On-going
19/27.3 19/53 <b>19/72</b>	<b>Hales &amp; Heckingham Newsletter/Bulletin.</b> <b>17/7:</b> Draft circulated for comments and for images from AW.	ALL SB / AW	On-going
19/31.2	<b>Standing Orders and Financial Regulations:</b> Clerk to review against NALC's best practice samples and if necessary revise. (Timing: October.)	Clerk	On-going
19/48.3 & <b>19/66.3</b>	<b>Verges close to Roundabout &amp; A146 tree planting - 17/7:</b> Agreed to review situation in September following planned work by CGM from 5 <sup>th</sup> to 9th August	Clerk / PG	On-going
19/48.7 & <b>19/66.5</b>	<b>Norfolk Highway Rangers:</b> GB to contact the Community Pay Back Team. Clerk to chase Highway Rangers. PG to check if Green Lane/A145 join is still flooding	GB / PG Clerk	On-going
19/48.8	<b>Hales Green Common Steering Group:</b> PG noted that one local resident has offered to top the thistles as needed, and volunteers could also be enlisted. Helen Sibley has agreed to consider. <b>Agreed</b> that once Norfolk Wildlife Trust produces the Commons Management Plan, PG to ask SN District Council about their plans for the common.	PG	On-going
19/49.2 <b>19/67.2</b>	<b>Speed-watch Data</b> - Data from the top end of the village to be collated and sent to inform the plans for the proposed development. (To South Norfolk Planning, with cc. to Norfolk County Council Highways.)	GB	Carried forward
19/50 <b>19/68</b>	<b>Village Hall &amp; proceeds from sale:</b> <b>17/7:</b> To contact the Charities Commission and/or the managing trustees to discuss how to best use the proceeds for the benefit of the community.	Clerk / SB	On-going
19/54.4	<b>Youth Community Employment Scheme:</b> Community Action Norfolk advising on possible options.	Clerk	On-going
19/69.1	<b>Planning Application 2019/1252</b> – Faber Roofing: PG to deliver copy of plans to Resident who requested them by mid-day on 18/7. Clerk to confirm Councils approval with conditions to Planning Team by 18/7. <b>[Both already completed.]</b>	PG / Clerk	New
19/66.1	<b>Litter around Bus Shelters</b> – To monitor litter (especially around Norwich-bound shelter) and to apply for £200 grant for litter picking equipment from South Norfolk Litter Picking Hub.	PG / SB	New

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19/66.4	<b>Annual Playground Inspection</b> - See <b>Appendix 2</b> of Minutes of Meeting on 17 <sup>th</sup> July for full list of Action Points. [Will be re-circulated at meeting with updates.]	PG/ Clerk	New
19/66.4	<b>Goal Post</b> – Given safety risk, it was decided to get quotes for its removal. [Once new funds identified the Council would then reconsider replacements.]	Clerk	New
19/67.2	<b>SAMS – Speed Activated Monitoring System</b> – Clerk to write to Haddiscoe Parish Council to ask if would share/rent their SAMS to HHPC.	Clerk	New
19/67.3	<b>Increasing footpath on east-side of Green Lane to bus stop – via Parish Partnerships Scheme bid</b> – Agreed bid to be submitted (by Dec. 2019)	PG	New
19/71.2	<b>Community Police Officer</b> – AW to invite PC Armstrong to attend a future meeting.	AW	New
19/73.3	<b>South Norfolk District Council Review of Polling Stations</b> – Clerk to confirm position that Village Hall should remain as the local polling station.	Clerk	New
19/73.4	<b>Broad's Authority Contact Database</b> - Agreed to remain on it; Clerk's email address to be used.	Clerk	New
19/74.3	<b>Accounts for authorisation and payment</b> (all approved): Clerk / AM / SB to approve and pay.	Clerk / AM / SB	New
19/75.2	<b>Contact Magazine &amp; regular editorial</b> – Agreed to discuss at next meeting and that the Chair & Deputy Chair could write editorials.	SB / AW	New