

# HALES AND HECKINGHAM PARISH COUNCIL

Minutes of the Parish Council meeting held in Hales Village Hall on  
Wednesday 20<sup>th</sup> July 2016 at 7.30 pm

**Present** Cllr B. Herring (BH)  
Cllr J. Herring (JH) - Chair  
Cllr A. Mason (AM) - Vice Chair

**Other attendees** Two members of the public  
There were no additional attendees

The Chairman asked those present if anyone intended to record the meeting – there was no indication that anyone would record the meeting.

<b>Ref</b>	<b>Detail</b>	<b>Action</b>
189	<b>Welcome to the meeting</b> Cllr J. Herring welcomed all attendees to the meeting.	
190	<b>Apologies for absence</b> There were no apologies from parish councillors. County Councillor M. Stone had sent her apologies with an update note for dissemination.	
191	<b>Declarations of interest</b> Cllr A. Mason declared an interest regarding item 12 (payments) as he is due a reimbursement of expenses for the composting scheme.	
192	<b>Public forum</b> The meeting was adjourned for the public forum to take place.  Thanks were expressed to Cllr J. Herring for his input with regards to Hales Common. A reply has been received from SNC and they are aware of interest in the use of chemicals on the common. The matter is being kept on the radar of SNC on behalf of the residents.  There being no further items to raise, the meeting was reconvened.	
193	<b>Approval of the minutes from the meeting held on 25th May 2016</b> It was highlighted that Cllrs J. Herring and A. Mason had not signed "acceptance of office" forms. This omission to be dealt with under the next agenda item. Otherwise the minutes were agreed as correct and their acceptance was proposed by Cllr A. Mason and seconded by Cllr B. Herring. Approved and duly signed by the Chair.	
194	<b>Matters arising from the last meeting</b> Min 172 - investigate joining with other parishes. Cllr J. Herring reported that he has received details of the Local Government Boundary review of SNC wards and potentially Parish Councils too. He has responded to SNC with a question about what can this parish council actually do about this matter but has not received a response yet. Cllr J. Herring has also had a conversation with a Councillor from Loddon PC. Although the reason for the conversation was on another matter, he did ask about the potential for widening the scope of Loddon PC. It seems, informally, that this is not a matter under discussion, although if it were to be raised Loddon PC would likely look to Chedgrave. Cllr J. Herring to continue to pursue this item.	JH

Ref	Detail	Action
	<p>Min 173 - risk assessment training for play ground and equipment - Cllr J. Herring reported that this is now completed. Informal review of playground being done at each grass cut. AM has received correspondence from Came and Co (the parish Council's insurers) advising the need to keep regular risk assessments recorded. Therefore, he proposes that the parish Council needs to regularise this matter. A brief discussion took place as to the viability of the current 3 Councillors being able to adequately cover this task, given availability issues. It was agreed that Cllr A. Mason will look into how we could get some assistance for completing the assessments. There is a repair which needs doing immediately; Cllr A. Mason will source wood for the repair and has arranged for C. Grant to undertake the work.</p>	<p>AM AM</p>
	<p>Min 174 - is Hales and Heckingham one parish or two? - Cllr B. Herring reported that the question has been raised with SNC; a response is outstanding although it has been chased. Cllr B. Herring to continue to pursue this matter.</p>	<p>BH</p>
	<p>Min 183 - playing field costings for equipment - in progress; covered under item 197below.</p>	
	<p>Min 163 - Cllrs J. Herring and A. Mason each signed declaration of acceptance of office forms as Chair and Vice Chair, respectively. The forms were duly witnessed.</p>	
195	<p><b>Co-option of additional parish councillor(s)</b> There were no applications to become a parish councillor for Hales and Heckingham.</p>	
196	<p><b>Planning applications</b> <u>2016/1082: Land west of The Beeches, Green Lane.</u> A further change has been submitted which amend visibility splay and the position of the bungalow. This detail was received between meetings and responded to under the scheme of delegation. In consultation with parish council members observations of no objection were submitted.</p>	
197	<p><b>Reports from working parties</b> <u>Community events</u> - Cllr A. Mason reported that an afternoon tea party had been held on 12th June at the Masala Garden to celebrate the 90th Birthday of Queen Elizabeth II; a grant was received from SNC towards this event which was spent on food &amp; prizes. It was a very successful event with £245.00 raised for charity which had been passed on to the East Anglian Air Ambulance. No other events are currently planned.</p> <p><u>Road safety</u> - Cllr J. Herring had received an email about the Parish Partnership Scheme where the potential for funding "village gates" was mentioned. He has subsequently double checked with the Partnership Scheme that this may be possible and they recommended applying for a grant as they might support it; they suggested raising with the local highways team. Cllr J. Herring has sent an email to Bob Edwards at NCC and is awaiting a response. Cllr. J. Herring to continue to pursue this matter. Cllr A. Mason has noted there are 28 speed watch schemes in operation across Norfolk; this was briefly discussed and, while it is not practical for the current number of parish councillors to undertake such a</p>	<p>JH</p>

Ref	Detail	Action
	<p>scheme for Hales and Heckingham, it would be welcomed if local people would come forward to set up and run such a scheme. There was no further update relating to the proposed round about on the A146.</p>	
	<p><u>Playing field</u> - Cllr B. Herring reported that she has now received a very comprehensive quotation from a second supplier. This second quotation includes costs for replacement of the gates into the playing field to provide suitable access for prams and buggies, as it has been previously highlighted that the current arrangements do not allow for this. Both proposals now received and, if taken in their entirety, would be quite expensive but we now have a good amount of detail to begin discussions with local people about what equipment would be suitable. It is noted that a third quotation would be required before anything can be taken forward; but we are now in a position to move forward to the stage of getting an agreed layout which will enable three quotations for the same layout to be requested. Cllr B. Herring will continue to pursue this matter, with the next step being a get together with local people who have an interest in the use of the playing field. Cllr A. Mason mentioned a scheme in another area where noise issues had resulted in high costs to move equipment after installation. Cllr B. Herring suggested that this is something that needs to be covered within local consultation; as well as by sensitive planning of the space. It is noted that consultation should also include Saffron Housing.</p>	BH
	<p><u>Bus service</u> - it is noted that there is a new timetable, effective from 29/05/2016 which is already linked from the parish council web site. Ranters Row now has its formal stop in place. Cllr B. Herring had noticed that the "flag" is now missing from the Hales stop. Cllr A. Mason will raise this with First Group.</p>	AM
	<p><u>Composting scheme</u> - this continues to progress very well. Collections this year are already up to over 6 tonnes (last year was 8 tonnes in total). There is to be a second annual BBQ at the siteto which all members have been invited and to thank volunteers for their continued support.</p>	
198	<p><b>The future of the village hall</b> Cllr A. Mason had tried to contact the chair of the village hall trustees for the latest update but had been unsuccessful. He is aware that there had been no expressions of interest in the village hall received from any other bodies or persons as a result of the recent consultation exercise.</p>	
199	<p><b>Heckingham charity marsh</b> Cllr A. Mason has written on behalf of the parish council (as the trustee of the charity marsh) to current recipients of the small sum of money from the charity (annual payment of £25 to those over 65; for 6 households). The communication proposed a number of ways forward, including ceasing the annual payment in favour of moving any monies into another, charitable, cause to benefit the local area. Four replies have been received and so far all are totally supportive of the proposals. The next step is for Cllr A. Mason to discuss the way forward with the Charity Commission; he believes that there would need to be a formal change to the objectives of the charity and realignment of the monies towards a new cause in the village (potentially the playing field). There is interest in the land so the parish councillors are optimistic that, if a sale of the land is allowed, there is potential for a very successful outcome with a much wider local benefit.</p>	AM

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200	<p><b>Approval of payments</b> The following invoices had been received:-</p> <p>Roberts &amp; Co : £48.00 : for welcome leaflets. Alan Mason : £62.17 : for reimbursement of expenses incurred for composting scheme (fuel, tree guards, parts for trailer). Anne Panella : £600.35 : for clerk's fees. Dale Foreman : £200.00 : for grass cutting.</p> <p>This amounts to a total for payment of £910.51. Cllr. B Herring proposed that the payments were approved; this was seconded by Cllr J. Herring. Approved.</p> <p>It was agreed that there would be a spreadsheet to enable the parish council, should it be asked, to demonstrate that the composting scheme is run as a self funding operation.</p>	<p>AM &amp; JH</p> <p>AM</p>
201	<p><b>Correspondence received</b> All items of correspondence received between meetings had been recorded within the published agenda. The following items were highlighted within discussion:-</p> <p>Email received from Playcrete.com advertising concrete table tennis tables - Cllr B. Herring to raise within the Playing Field Working Party. Letter from the Local Government Boundary Commission about the review of boundaries for SNC - Cllr B. Herring to review whether any response should be on behalf of the parish council or of individual councillors and to action accordingly (in discussion with colleague councillors).</p>	<p>BH</p> <p>BH</p>
202	<p><b>Action list</b> Councillors discussed the few items remaining on the ongoing action list as follows:-</p> <p>AL item 8/15 - Consider installation of 'gateway' to village near Heckingham Park - this matter is covered within the Road Safety working party.</p> <p>AL item 21/15 - VAT refund - is now complete with all monies received.</p> <p>AL item 25/15 - bin stickers - a quotation has been requested and is awaited; has been chased. Cllr B. Herring to continue to pursue under the Road Safety working party.</p> <p>AL item 41/15 - seat repair - remains outstanding</p> <p>AL item 44/15 - NALC service level agreement - the parish council has an outstanding invoice for NALC (Norfolk Association of Local Councils) subscription. It had previously been agreed that, before this should be paid, details of the services provided should be obtained. It is not known whether a suitable response from NALC had been received by the outgoing clerk. Cllr B. Herring to correspond with NALC.</p> <p>Councillors discussed the ongoing nature of the action list. It was agreed that items are generally correctly and promptly pursued via the various</p>	<p>BH</p> <p>JH</p> <p>BH</p>

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	<p>working parties and are recorded on the meeting minutes. Thus the action list itself is no longer required. It was proposed by Cllr A. Mason and seconded by Cllr B. Herring that the action list be dispensed with. This was approved; with the agreement that two ongoing items be added to the minutes for information and monitoring purposes. These are:-</p> <p>AL item 41 - Riparian Rights - this is the matter about responsibility for clearing the watercourse along the boundary of the land that was part of the Garden House PH but has since been sold on by Cripps Developments as a number (4) of individual properties. The Environment Agency have been clearing the watercourse since the development and sales took place.</p> <p>AL item 64 - Fabers Health &amp; Safety - a concern was raised by local residents about the storage of gas bottles and wood. The previous clerk (J. Hale) had raised this matter with the Health &amp; Safety Executive as recommended by NCC and also with SNC. There is no further action to take but councillors wish for the matter to be held open for future monitoring.</p>	
203	<p><b>Update from Norfolk Police</b></p> <p>All Councillors receive email and telephone updates on a regular basis from Norfolk Police Connect. It seems this has replaced the old style emails that used to be sent out. Although it is noted that the figures given now only cover "rural crime" and are not in line with the types of incidents previously reported. It was agreed that Councillors would highlight, through future meetings, any items of particular interest which are brought to attention within the Police Connect updates.</p>	
204	<p><b>Reports from county and district councillors</b></p> <p>Norfolk County Cllr M. Stone had sent a detailed report covering plans for devolution for Norfolk &amp; Suffolk and information about social services initiatives. This report was passed out to attendees for information.</p> <p>There was no update from South Norfolk District Cllr K. Billig.</p>	
205	<p><b>Reports from parish councillors</b></p> <p>Cllr A. Mason had attended a recent Hales Green Meeting. This meeting is chaired by a resident of Hales Green and is a strong forum dealing with interests around the green. Local farmers, SNC and Loddon &amp; Chedgrave Cllr C. Gould were in attendance. The meeting covered concerns about the use of chemicals and transport on the green. A representative of Hales and Heckingham PC will continue to attend the meetings.</p> <p>Cllr J. Herring had received a personal email from the previous clerk (J. Hale) requesting a generic reference to assist with potential job applications. Cllr J. Herring had responded that he is not comfortable with the use of generic references but would be pleased to give a reference, on request, to any potential employer. Cllr J. Herring also advised that the clerk of Loddon PC had recently left and was being replaced by our previous, temporary clerk (A. Panella).</p>	
206	<p><b>Any other business</b></p> <p>Nothing was raised.</p>	

Ref	Detail	Action
207	<p data-bbox="277 226 576 262"><b>Date of next meeting</b></p> <p data-bbox="277 264 1283 329">Is confirmed as Wednesday 28th September in Hales and Heckingham Village Hall at 7.30 pm</p>	

There being no further business the meeting closed at 20.22.

Signed : .....

(Chair / Vice Chair)

Date : .....