

## HALES AND HECKINGHAM PARISH COUNCIL

Minutes of the Parish Council meeting held in Hales Village Hall on  
Wednesday 8th February, 2017 at 7.30 pm

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

**Other attendees** 2 members of the public  
There were no other attendees.

The meeting agenda included a request that any attendees who wished to record the meeting should make this known to the Council; there was no such notification.

Ref	Detail	Action
269	<b>Welcome to the meeting</b> Cllr J. Herring welcomed all attendees to the meeting.	
270	<b>Apologies for absence</b> There were no apologies from parish councillors.	
271	<b>Declarations of interest</b> There were no declarations of interest to be made.	
272	<b>Approval of the minutes from the meeting held on Wednesday 21st December, 2016</b> Proposed by Cllr B Herring, seconded by Cllr. Mason. Approved.	
273	<b>Public forum</b> The meeting was adjourned for the public forum to take place.  A member of the public advised that he has received some information with regards to signage at The Common. It appears that SNC are likely to adopt wording about keeping dogs close and under control rather than on a lead, which is good news.  He also asked about Superfast Broadband and was advised that it is already in the village and can be applied for now. Although it is recognised that not all properties are covered, the fact that Superfast Broadband is available for many local homes is very welcome.  Two members of the public also expressed interest in becoming a Parish Councillor.  There were no items to be raised so the meeting was reconvened.	
274	<b>To co-op councillors to fill the council's vacant positions</b>  Philip Grimes was co-opted to fill one of the Council's vacant positions. This was proposed by Cllr Mason & seconded by Cllr B Herring. Approved.  The acceptance of office was signed and the declaration of interests was passed to Cllr Grimes for completion within 28 days. It will be returned to	PG

	<p>Cllr J Herring.</p> <p>Cllr J Herring will email the guide to being a councillor to Cllr Grimes for information.</p> <p>Andy Woodman was co-opted to fill one of the Council's vacant positions. This was proposed by Cllr B Herring &amp; seconded by Cllr Mason. Approved.</p> <p>The acceptance of office was signed and the declaration of interests was passed to Cllr Woodman for completion within 28 days. It will be returned to Cllr J Herring.</p> <p>Cllr J Herring has already emailed the guide to being a councillor to Cllr Woodman for information.</p>	<p>JH</p> <p>AW</p>
275	<p><b>Matters arising from previous minutes</b></p> <p>Min 245 - transparency requirement - Cllr Mason reported that the requirements are not difficult to comply with and we will do so. He will pass the information to Cllr J Herring for adding to the website.</p> <p>Min 246 - playing field presentations - Cllr B Herring reported that the two presentations on 4th and 8th February had been held. This action is complete and an update on the presentations will be included within item 277 (Working Party Reports) later in the agenda.</p> <p>Min 251 -order bin stickers - Cllr B Herring reported this item is closed and distribution of the stickers will be covered within item 277.</p> <p>Min 266 - proposed roundabout letter to Cemex and Gages - Cllr B Herring has not yet sent letters to the two organisations. Action remains outstanding.</p> <p>Min 266 - proposed roundabout letter from PC to LEP on website - Cllr J Herring reported that this action is complete.</p>	<p>AM</p> <p>BH</p>
276	<p><b>Planning applications</b></p> <p><u>2017/0146 - CJ Ball Motorcycles, change of use</u>  In principle the Parish Council is in favour of this proposal, on the basis that it will likely tidy up the area and create local jobs. However, a number of concerns were discussed. Below is a list of the topics of concern which have been included on the form which SNC send out for such comments.</p> <ul style="list-style-type: none"> <li>• Normal working hours to be stipulated;</li> <li>• Restrictions on parking for staff;</li> <li>• Restrictions on parking for clients;</li> <li>• Preserve the right of way.</li> </ul> <p>Additional detail has been sent to SNC under separate cover and this is expected to be available on SNC's website.</p> <p><u>2017/0220 - Moreton Cottage, erection of two new dwellings</u>  Earlier concerns raised by the parish council have been addressed within the revised application. Cllr Grimes commented that we would expect NCC Highways to pick up on any issues with regards to visibility and road splay. Comments in support to be forwarded to SNC.</p>	<p>JH</p> <p>JH</p>

	<p><u>2017/0221 - Moreton Cottage, two storey rear extension</u>  No issues were raised. Comments in support to be forwarded to SNC.</p>	JH
277	<p><b>Working party reports</b></p> <p><u>Community Events</u> - Cllr Mason reported that the group is trying to organise a litter pick for April for which Avocet House may provide some assistance. There will need to be some external support to help with this and a note has been put into the Contact Magazine about this. Cllr B Herring will help out if late in April as will Cllr Woodman.</p> <p><u>Road Safety</u> - Cllr B Herring provided an update with regards to the current status of the roundabout / bus stop scheme. Funding was not allocated to the scheme from the November allocation but there is hope that further budget rounds will see the scheme progress. We have been advised that NCC are proposing to apply for planning permission now (for the strip of land adjacent to the A146 which is required for road widening) in anticipation of funding being awarded. Cllr B Herring had written to Richard Bacon MP about the scheme and has received a response to the effect that he is very much in support of the scheme.</p> <p>Cllr B Herring reported that bin stickers will be issued during the next month or so. She is proposing to visit properties as this will give an opportunity to discuss traffic issues and, in particular, whether there might be enough volunteers to set up a community speed watch scheme.</p> <p>There was no update about the "gate" installation; details of the grant aware are awaited. Cllr Mason had been asked a question about the "gates" from a local resident as a direct result of the recent newsletter.</p> <p><u>Hales Playing Field</u> - Cllr B Herring reported that the two presentation sessions had been held. Five people turned up for the first and none to the second. Some good ideas had come out of discussion at the first session. She proposed that the only way forward now would be to put a scheme together and then ask local people if that is what they want as there doesn't seem to be interest in helping to design the layout. This resulted in some discussion such as not putting effort or monies into something which is later not used; but there is funding available. It might be possible to engage people in the future (knocking on doors; ask Masala Garden if we can display ideas for layout on their premises; ask the same at the local garage etc.) It might be a case of getting a layout agreed, which can be prioritised (we need to design pathways, fence off play areas, put in benches etc.) and put details through everyone's door asking for comments. We need to demonstrate local support within any grant application. It was confirmed that there would be a formal specification required and we would need to undertake a tendering process (as stipulated within the PC's financial regulations). It would make sense to take an incremental approach to any works, hopefully enabling us to show at each stage that use of the space has increased.</p> <p>Cllr J Herring advised that the Playing Field was given to the PC and is then managed by the PC as a charity. We have responsibility to manage it, maintain it, check it / inspect it etc. The current equipment is old, tired and some of it has passed its best. At the last inspection we were advised some equipment is not fit for purpose and needs to be repaired or</p>	



	<p>table. He explained that 22% of PC seats were contested in 2011 but in 2015 this figure had dropped to 16%. He presented a map showing which councils were able to fill all vacancies and those that could not. SNC seem keen to rationalise the number of PCs but there is also a need to ensure they are sustainable, have common interests, represent the community etc. There are various options, for example we could suggest we merge with other councils. If we were to join with another it has to have an adjacent boundary but many (e.g. Stockton, Ravensingham etc.) do not have active PCs. All PCs will be discussing this matter and it is possible that we could look to have some more detailed discussions with neighbouring PCs. This led to some discussion about potential options. It is felt unlikely that SNC could impose a merger on Hales &amp; Heckingham as we have a large(ish) number of councillors, we have budget and we have ongoing projects. However, all agreed that it would be sensible to discuss further at the next meeting and to be open to any discussions with neighbouring councils. There is a need for balance between representing the local community when they need a service but also gaining engagement for ongoing work. Cllr B Herring advised that merged councils needed to have the same precept set which may cause difficulties. It is believed there are other ways of joining a neighbouring PC whilst maintaining different precept. It was agreed that this would form an agenda item for the next meeting. In the meantime, urgent matters needed to be addressed (e.g. if we were approached by another council) then an extraordinary meeting may need to be convened.</p>	
282	<p><b>Treasurer's report</b></p> <p>Cllr Mason reported that the PC's main accounts are with Unity Trust bank. The current balances are £3266.91 in the current account and £26040.42 in the deposit account, some of which is a result of a CIL payment. Monies were allocated to ongoing commitments or to projects within the recent budget setting exercise.</p> <p>There were no payments to approve at this meeting so funds will carry forward. Cllr Mason reported that he is expecting the annual insurance bill soon.</p> <p>The PC has indented for the same precept as before. Cllr Mason confirmed there are no liabilities or debts to report.</p> <p>The PC has a small account with Barclays for the Heckingham Charity Account. The balance is c. £1800 and this is used for specific purposes as set out in the trustee documentation (annual payments to households in Heckingham with a resident over the age of 65 and drainage board liabilities).</p>	
283	<p><b>Section 106 / CIL monies</b></p> <p>Cllr B Herring reported that SNC have issued an update with regards S106 monies they are holding on behalf of Hales &amp; Heckingham.</p> <p>There is currently £21,750.23 held to be allocated for 'the provision of Community Facilities in the Parish of Hales (including forms of recreation and leisure time occupation).' This amount consists of the original contribution of £21,479.59 plus the interest accrued up to the end of December 2016</p>	

	<p>The original amount of £10,000 must be spent by 2<sup>nd</sup> March 2019 and the remaining original contribution of £11,479.59 must be spent by 27<sup>th</sup> March 2019 otherwise the amounts with any accrued interest will be returned to the developer.</p> <p>Cllr B Herring reminded that these monies are as a result of the development to the rear of The Garden House (as was). Cllr Mason confirmed that the information had been added to the financial spreadsheet.</p>	
284	<p><b>Dog bin changes</b></p> <p>Cllr B Herring reported that SNC had emailed in January (after the budget had been set and the precept amount requested, at SNC deadlines) to advise that charges for dog bin emptying would be rising to £100 per annum and that any bins not previously included would now incur a charge. Cllr Mason confirmed that the matter had been flagged at a meeting held at SNC before Christmas. It is hoped that, by including details of the costs within the minutes, local people might be encouraged to make use of the service for their dogs' waste.</p>	
285	<p><b>Correspondence received</b></p> <p>Cllr J Herring produced a list of correspondence received between meetings with some highlighted items to be discussed. He invited Councillors present to raise questions or comments on any of the non highlighted items.</p> <p>Geldeston PC have written about the poor state of their village hall and quests to improve it. A recent grant application had been refused and they were requesting messages of support for their project. Cllr J Herring proposed that a supporting email be sent, this was seconded by Cllr Mason and approved. This then led to some discussion about any funds which may be received from the sale of Hales &amp; Heckingham Village Hall and the restrictions placed upon use of such funds within the trustee / charity arrangement set up. It was confirmed that funds from the sale could only be used for the provision of village hall facilities which are run on a charitable basis.</p> <p>SNC had advised that Hales &amp; Heckingham does not have an active, volunteer Tree Warden; this post is highly desirable as the district council has now withdrawn funding for such roles within its own establishment. A local volunteer is to be sought.</p> <p>Request for donation from Norfolk Accident Rescue Service (NARS) a press article was submitted with the request. It is a volunteer organisation. As this is a service that may help local parishioners in the future Cllr B Herring proposed a donation of £25 be given, Cllr Grimes seconded and this was approved. Cllr Mason will make the relevant payment.</p> <p>Request for donation from Norfolk and Norwich Association for the Blind (NNAB) an independent charity with no external funding. Not supported.</p> <p>Norfolk Records office have sent a poster about their 2017 conference in February. Cllr B Herring proposed that the poster be displayed in the bus</p>	<p>JH</p> <p>All</p> <p>AM</p> <p>PG</p>

	<p>shelter. Cllr Mason seconded and it was approved.</p> <p>The Highways Rangers had provided an update of their recent activities in the villages. This is a group of volunteers who ask us twice a year what we might like them to do (e.g. leaves cleared from drains etc). Cllr Woodman proposed that the PC thanks them for the recent work. This was seconded by Cllr B Herring and approved. Cllr J Herring will send a thank you.</p> <p>LCPAS (our local council public advisory service - support, legal advice etc.) this update from them is about the proposals currently going through parliament about housing. If any councillors are interested in the detail please ask Cllr J Herring.</p>	<p>JH</p> <p>All</p>
286	<p><b>Report from county and district councillors and the police</b></p> <p>Cllr M Stone had provided a written update which was summarised by Cllr B Herring. This update is appended to the minutes for information.</p> <p>There was no update from the district councillor.</p> <p>There was no specific update from the police, although information is available via their website.</p>	
266	<p><b>Reports from parish councillors</b></p> <p>Cllr B Herring reported that the War Memorials Trust, with whom the PC had some communication in 2015/16, had written to advise that they had "been shortlisted for the Directory of Social Change's Great Giving Funders Award which will be voted for by the public. To win this award in 2017, which marks the 20<sup>th</sup> anniversary of the charity, would be a wonderful recognition of the important work the charity has done over the years including helping to distribute more than £3 million in grants to 1,384 war memorial projects." While this PC has not requested a grant, the Trust were helpful and prompt with information when it was requested. Thus a vote of support has been given (it was required by 23rd January 2017).</p>	
267	<p><b>Any other business</b></p> <p>There was none raised.</p>	
268	<p><b>Next meeting</b></p> <p>The next full meeting was confirmed as Wednesday 26th April, 2017 at 7.30 pm in the Village Hall. This meeting will be preceded by the Annual Meeting which will begin at 7 pm.</p> <p>There being no other business to discuss the meeting was closed at 21.40.</p>	

Signed : .....

(Chair / Vice Chair)

Date : 26th April 2017