

	<p>Min 04/10 - Note to Police re mobile camera - BH - Cllr B Herring had issued a draft letter to Councillors which can now be sent out. AW will forward relevant name.</p> <p>Min 04/10 - Identity cards - JH - Cllr J Herring has enquired of LCPAS who have said some councils do have them but suggested that they are generalised rather than include a name and Cllr J Herring had provided a prototype designed on this basis. It was agreed that councillors would wish for their identity details to be included, else the cards would not provide the required information to householders. Cllr Mason offered to contact Loddon & Cringleford to see what they do, if anything. Cllr B Herring proposed that we progress with a design which includes the Councillor name and photo, this was seconded by Cllr Woodman and approved. Cllr J Herring to progress with design on this basis using website photos. Cllr A Woodman to provide his details for the website (description & photo)..</p> <p>Min 04/10 - Web site statistics - JH - Cllr J Herring reported that this has been done. The statistics show a surprisingly large number of "hits". We are expecting monthly updates. There was no additional charge for this service..</p> <p>Min 04/10 - Send out details of playing field scheme - BH - completed.</p> <p>Min 04/10 - Send out blank check list for playing field inspections - BH - completed.</p> <p>Min 04/14 - Pollarding of ash trees - AM/PG –Cllr Grimes has arranged with Dale for this to take place and is waiting for activity. Cllr Grimes confirmed that health & safety aspects have been discussed and Dale is happy as it is not very high. Cllr Grimes is for Dale to contact when ready to do and suggested action remains open until work done.</p> <p>Min 04/16 - Complete Community Governance Survey - JH - completed.</p> <p>Min 04/17 - Example of Community Resilience Plan - PG –Cllr Grimes has been in touch with Jenny Bloomfield about this. There is no right or wrong way to undertake this and supplied templates don't have to be used. Cllr Grimes has some example templates which he will send out to fellow councillors to enable further discussion. Councillors are generally concerned about how vulnerability would be determined and Data Protection issues</p> <p>Min 04/18 - Follow Transparency Code - AM/JH –this is in progress.</p> <p>Min 04/19 - Discover SNC proposals for Hales Green - PG–Cllr Grimes has been in touch with SNC (Emma Ellingham) to express concerns raised at the last meeting and to try to establish confidence in the success of any proposed changes. Cllr Grimes has asked for sight of relevant documents. There is potential for the SNC officer to attend a future PC meeting. It was highlighted that the Green is also partly within the Loddon PC area and so there would be a need to attend both meetings. Cllr Mason suggested that we should have prior sight of any proposals before anyone attends a meeting to discuss such proposals. At present nothing has changed and SNC still hold responsibility for the Green, as far as we are aware. On this matter Cllr Grimes suggested it would be very handy to know for sure who owns Hales Green - everyone claims they do not know and it is unregistered at the Land Registry. It is understood that, If ownership cannot be established, it reverts to the Crown who can sell it off. SNC responsible for administering it under by-laws of 1892 but do not know who owns it. Cllr B Herring proposed sending a FOI request to SNC on this matter. This was seconded by Cllr Grimes and approved. In the meantime the overall issue of management of the green will continue to be monitored.</p>	<p>AW/BH</p> <p>AM</p> <p>JH AW</p> <p>PG</p> <p>PG</p> <p>BH</p>
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	Norfolk Wildlife Survey was due to be on 16th May but Cllr Grimes had heard nothing, he will check what, if anything, happened. Cllr Grimes reported that new signs are now up and represent an improvement. The signs refer to allocated parking which SNC is going to put in place.	
05/06	Public forum The meeting was to be adjourned to allow comments from members of the public attending. As there were none present the item was not required.	
05/07	Internal audit report Cllr Mason advised that every year (to date) the PC has to go through an internal and an external audit. A company called Mazarshave held the contract for undertaking the external one. The PC has appointed a local company, AdeptaLtd to undertake the internal audit. Adeptahave received, checked and returned relevant paperwork with no comments. The next step is for the Responsible Finance Officer (RFO) and the Chair to complete the external audit form which is then sent to Mazars. Cllr Mason issued and summarised a reconciliation of the bank account - this is information required by Mazars and highlighted that it is the report for 16/17 not 15/16 as shown on the agenda. There has to be explanation of significant variances of 15% or more – aand summarised these for Councillors:- <ul style="list-style-type: none"> • precept received £842.00 less than previous year due to support grant changes; • Staff costs down; • CIL monies in; • More funds carried forward, provided details of ear marked funds. Cllr Mason explained more money there as not spent as expected on playing field scheme. The public have rights to view papers for 31 days which must include dates 3rd to 14th July so Cllr Mason will make them available from 3rd of July to 11th August and the notice will go into bus shelter. Cllr Mason proposed that the forms be signed to enable him, acting as RFO, to move forward. Seconded by Cllr J Herring and approved. The forms were duly signed. Cllr J Herring thanked Cllr Mason for his hard work to ensure the audit papers have been completed. Cllr Mason advised that the PC is likely to be exempt from an external audit in subsequent years as new rules have been put in place about amount of expenditure which H&H PC will likely be below.	
05/08	Heckingham charity payment to internal drainage board Cllr Mason explained that this payment falls outside item 05/09 (changed to 05/19a) as it is in relation to the Heckingham Charity. The annual bill of £31.22 due to the Waveney Lower Yare &Lothingland Internal Drainage Board (Norton Level) has been the same for many years and is now due for year ended 31.03.2018. The PC are trustees of the charity. Cllr J Herring proposed that the payment be made, Cllr Mason seconded. This was approved. Cllr Mason to make the payment.	AM
05/09	Accounts for payment It was proposed and agreed that this item be moved to later in the	

	agenda, after item 19. It will become item 05/19a.	
05/10	<p>Planning applications <u>2017/1085 - Single storey linking between main house and outbuilding, The Old Brickyard, School Lane</u></p> <p>It was agreed that there seemed nothing controversial on this. All in agreement that Cllr J Herring responds accordingly.</p> <p>All Councillors had seen the Cricket Club decision which was “approved with conditions”.</p>	
05/11	<p>Review of standing orders and financial regulations</p> <p>Cllr J Herring proposed the annual review of these two important, PC documents. Cllr Mason suggested that the documents are currently fit for purpose and remain effective. It was agreed that some general tidying up of the documents would be helpful, without making material changes. Cllr B Herring will undertake this action.</p> <p>With regards to budgetary control - unspent revenue items cannot be carried forward to the next financial year but are generally moved into earmarked reserves (i.e. Capital) – a good example being funds not spent as expected on the playing field project. Cllr Mason noticed that the internal auditor is required to comment in writing and/or in person but this has not happened this time. Cllr Mason to ask for email confirmation from Adepta.</p>	BH AM
05/12	<p>Web site review</p> <p>Cllr J Herring suggested that the web site needs to be updated to remove out of date items such as the Jubelympics etc. and to create more relevant information. It was agreed that:-</p> <ul style="list-style-type: none"> • The Village Hall page will be updated to include contact details for booking the hall; • The site will refer to the Council's commitment to follow the Transparency Regulations and that relevant information will be found on the site (i.e. no requirement for a specific transparency page); • Cllr Mason will contact local people to see if there are any historical photos available that could be added to the site; • Cllr Woodman will find out if there is useful information about churchyards and wild life surveys which could be added; • Cllr Grimes will take some photos of the current A146 road junctions with a view to beginning to create a new history page. <p>Cllr J Herring to make changes as agreed.</p>	AM AW PG JH
05/13	<p>Playing field project</p> <p>Some time ago two external suppliers had visited the playing field and one of these had produced a suggested new layout for the area. This had been circulated between meetings to aide discussion. Although costs had also been provided these had not been circulated. Cllr B Herring confirmed that the total cost of all play equipment suggested (excluding any adult related exercise equipment) was c£47,000 at the time of the plan being produced (March 2016). This included supply and fitting and also amending the gates at the access to the field to allow for buggies and push chairs.</p>	

	<p>Discussion took place about the potential ways forward for the playing field which resulted in the following ideas for the field:-</p> <ul style="list-style-type: none"> • Retention of a football goal for practising goal taking but not necessarily a marked out pitch (no known team in area); • Potential inclusion of a basketball post with associated “pad” to allow for practice; • Ensure areas for small children are suitably fenced; • No need to retain “mini house”; • Investigate potential for renovation of the bridge and slide area at reasonable cost – with quotations being obtained within and outside of the overall proposals (if costs found suitable this could be undertaken in advance of the main project and would demonstrate intent at tidying the area up and may lead to more use); • Replace swings and see-saw; • Install some sort of multi-purpose equipment (example photo had been made available); • Must improve entrance to enable more access; • Must include needs of health & safety requirements; • Must include provision for maintenance of the field and equipment from the revenue budget (not sustainable to attempt to continue on the best endeavours of parish councillors). <p>Discussion then took place about funding for the project. The PC has access to S106 monies (to the value of c.£21,000 which needs to be spent by March 2019), CIL monies (to the value of c.£3,000) and has earmarked £5,500 within the current budget and could find a further £10,000 from reserves for the project. This provides a potential total of £39,500. With regards match-funding potential, it was recognised that the potential for match-funding may be explored but was unlikely to become available as, to date, we have been unable to engage local residents to gain commitment to and support for the project. Example given of recent consultation with two events held (one Saturday morning with 5 attendees, one Wednesday early evening with 0 attendees), Discussed potential to split the project into phases and use above mentioned funds to pay for initial phases which would then lead to increased use of the playing field and support for the project as a whole. Within 2 years the PC could allocate further (albeit less) funding from budgets and would hope to gain match funding at that time for later phases. In the meantime, Cllr Mason has a contact based in Norfolk who deals with funding and will ask whether there is a possibility of finding any funding for initial or subsequent phases.</p> <p>Actions agreed from the discussions which were proposed by Cllr Mason, seconded by Cllr Woodman and approved by all are :-</p>	
5/13/1	Cllr B Herring to produce a draft specification to include above items to be discussed, amended and agreed at next meeting;	BH
5/13/2	Cllr B Herring to contact SNC to confirm rules for spending S106 and CIL funds and to ask if there is a local government tendering system in use within Norfolk that the PC could use (including whether there is standard wording for play equipment which could be supplied, to avoid risk of using supplier specific terms);;	BH

5/13/3	Cllr B Herring to contact the previous suppliers to see if they have examples of specifications they have responded to in the past;	BH
5/13/4	All councillors to contact other councils they are aware of having gone through a similar exercise to see if we could see their specifications;	All
5/13/5	Cllr Mason to make contact about potential for match funding;	AM
5/13/6	Cllr Mason to attend Norfolk Playing Fields event on Saturday 17 th June – invitation recently received says there will be suppliers available to talk with.	AM
5/13/7	Allocate a total budget of £40,000 (made up of S106, CIL, allocated revenue and ear marked reserves) for the Playing Field Project – subject to rules in place with regards S106 & CIL).	AM
5/13/8	All Councillors form part of the Playing Field Working Party and discussions will continue (electronically) between working party members to ensure actions progress between meetings and that relevant, final decisions can be made in July. There was also brief discussion of the tendering process that the PC would need to follow to ensure transparency and compliance with financial regulations. We have to produce a specification which enables us to “go out to tender” and invite suppliers to respond accordingly. Once responses to the tender have been received they need to be evaluated and the only way this can happen is if everything is on a like for like basis. Whilst we cannot explicitly tell suppliers how much we have to spend on a scheme (i.e. here is our budget, what can we get for it?) the budget available is actually a matter of public record through these minutes and thus suppliers would be able to find out this information, should they wish to.	All
05/14	Working party reports <u>Composting Scheme</u> - Cllr Mason reported that there is concern about level of support for collection dates and he is looking at whether fixed days in a month would be better. He reported that there are a good number of requests for soil improver. <u>Bus stop / roundabout</u> –Cllr Grimes had obtained and circulated information about the planning scheme for the junction which has a good mix of species and is well thought through. It was confirmed that PC budget has been allocated to bus shelters. <u>Road safety</u> –Nothing further to add. <u>Playing field</u> - Cllr B Herring reported that an inspection in early May had revealed some issues with the bridge (missing slats) and an old fire pit which had been dug (spade still there at the time). Photos had been taken but no action to report to the police as it appears to have been like this for some time. A further inspection found an apparently abandoned vehicle near the gate. Cllr J Herring had spoken with the Police and SNC about the car (due to its proximity to where children play). It has now been removed. This has highlighted that SNC believe Saffron are responsible for that road as is un-adopted. A rota for inspections has been issued. <u>Community Events</u> - Nothing to report	
05/15	Community resilience This matter had been covered above under item 05/05.	
05/16	Neighbourhood watch Cllr J Herring reported that the PC had received a request to fund new	

	<p>signs for the Neighbourhood Watch Scheme to the value of £5.00 each. Total value expected to be up to £50.00. The signs are required as the scheme name has changed. It was explained that Alan Hale is now the local co-ordinator. While the PC had been instrumental in helping to get the local scheme established it is not responsible for its management or administration. On the basis that this would be a one-off request for funding to support the transition (it would generally be expected that funding would be sourced from sponsorship and private enterprise) it was felt that the request could be accommodated. The request was proposed by Cllr Woodman, seconded by Cllr J Herring and approved. Cllr Mason will make the payment, up to a value of £50.00</p>	AM
05/17	<p>Report from county and district councillors Cllr M Stone had issued an email update which included reference to the fact that she is now Vice Chairman of NCC.</p>	
05/18	<p>Police report Cllr Woodman had no material updates to report at this meeting and said that he will do a quarterly report for next meeting.</p> <p>Norfolk Police will be providing street surgeries as follows:-</p> <ul style="list-style-type: none"> • 4th June - at the Fair on the Yare • 24th June - Loddon Co-op (12-2 pm) 	
05/19	<p>Correspondence received 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> <ul style="list-style-type: none"> • The BP garage had asked for road scheme details –Cllr J Herring had sent them the web link to the information and passed their contact details to the NCC officers. • Family Mediation had sent a funding request –the PC does not usually support such requests they unless directly and positively assist local people. No evidence to this effect was supplied. Request refused. • Anglian Water private pumping station campaign - do we know of any in the parish as Anglian Water are offering to adopt them. Nothing known. It was agreed to put the information onto the website in case there are some on farms etc. • SNC had sent details of the agenda for the next Town & Parish Consultation Meeting to be held on 15th June. No one available to attend.. 	
05/19A	<p>Accounts for payment The following items are due for payment totalling £623.32:-</p> <p>To Came & Co for parish council insurance premium £369.32 (Cllr A Mason reminded that the Community Events Group are also covered by this insurance.) To Adepta Ltd for carrying out the internal audit £84.00 To Dale Foreman for grass cutting of (3 for playing field, 1 for composting scheme) £170.00</p>	

	Payment of the invoices was proposed by Cllr Woodman, seconded by Cllr Grimes and approved. Cllr Mason will effect the payments.	AM
05/20	Village hall No further updates.	
05/21	Any other business	
05/21/1	Cllr Grimes had received an email from Abel Community Care at Trowse—apparently they can assist with social care issues. Many older people have questions, provide advice & assistance to various groups and now opening up to Parish Councils and ask if H&H PC are interested in the service. It is believed that Age UK supplies such a service. It was agreed that Cllr Grimes would respond to thank the company and the offer had been noted.	PG
05/21/2	The 30 mph sign on Green Lane has been knocked down. Cllr Grimes will report this via the NCC on line form.	PG
05/21/3	Cllr Grimes had assisted someone from NCC who had received a report of welfare concerns of 20 sheep being kept in the village. At the time he had no knowledge of such a flock – if anyone else has information about this please contact NCC direct.	
05/21/4	Cllr Mason raised the ongoing matter of rubbish at the Mobility Centre premises. Cllr Mason will draft a letter about this and will establish who currently owns the property. .	AM
05/21/4	Cllr B Herring asked for another councillor to look after the projector, at least temporarily. Cllr Woodman volunteered to do this.	BH/AW
05/21/5	Agree future meeting dates:- <ul style="list-style-type: none"> • October 4th at 7.30 pm • November 29th at 7.30 pm • Potential emergency meeting required in December for budget setting (once we know precept dates and details). Cllr Mason will check availability of the Village Hall so that the dates can be advertised.	AM
05/22	Next meeting The next meeting was confirmed as Wednesday 19th July, 2017 at 7.30 pm in the Village Hall. There being no other business to discuss the meeting was closed at 22:04	

Signed :

(Chair / Vice Chair)

Date : 19th July 2017

