

HALES AND HECKINGHAM PARISH COUNCIL
MINUTES OF THE
COUNCIL MEETING OF 4TH OCTOBER 2017
commencing 7.30pm.

Present:-

Councillor P Grimes (PG)
Councillor A Mason (in the Chair) (AM)
Councillor A Woodman (AW)

Other attendees

Eight members of the public

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

Ref	Detail	Action
10/01	Welcome	
	AM opened the Meeting, introduced each Councillor and welcomed all present	
10/02	Apologies for absence	
	Apologies were received from Councillor J Herring. (JH) Councillor B Herring has tendered her resignation to the Chairman. The Meeting accepted the resignation with reluctance (proposed AW, seconded PG, carried unanimously) and all thanked Councillor Herring for her contribution to the Council. District Councillor Kay Mason-Billig County Councillor Margaret Stone	
10/03	Declarations of interest	
	Declarations of Interest for Items on the Agenda were received from Councillor Mason, item 12, a financial interest.	
10/04	Approval of Minutes from the meeting held on Wednesday 19th July 2017	AM

	The revised draft Minutes of the Meeting dated 19th July 2017 were unanimously approved. Proposed by AW, seconded by PG. They will be signed at the next meeting	
10/05	Matters arising from previous minutes	
	04/10 Contact Loddon and Cringleford PC's about the use of ID Cards, remains o/s	AM
	04/10 Provide details for website - AW advised that this is now prepared and will forward shortly.	AW
	04/14 Ash tree pollarding remains os pending contact from Dale Foreman	PG
	04/18 Transparency Code AM advised that details of council owned assets (location, value) remains os	AM
	04/19 FOI request relating to ownership of Hales Green has been forwarded to SNDC, awaiting response	JH
	05/11 Review of standing orders and financial regulations remains in progress.	JH
	05/12 Contact local people for historic photos of the Villages, this remains o/s	AM
	05/12 Information regarding churchyards on website. There are good examples elsewhere of parts of sites being left untended for wild life. AW advised PG that he would be looking for links with Norfolk wildlife trust to go onto the website. PG is liaising with Dale Foreman regarding wildlife areas.	PG/AW
	05/12 Maintain a photographic record of work associated with the roundabout, this is ongoing.	PG
	05/12 Make changes to website, continue as work in progress	JH
	05/13/4 Contact other councils regarding playground installation, action all and ongoing	ALL

	07/07/01 Obtain advice regarding children on composting container. AM confirmed that advice has been received and as result signs are in place, anti vandal paint is on the upper areas with the associated signage in place. COMPLETED	REMOVE
	07/08/k Does the Council join NPFA o/s	AM
	07/08/l Pursue other avenues of information regrading suppliers of playground equipment, o/s	JH
	07/08/m Contact SNDC officer regarding funding streams o/s	JH
	07/11 Masala Garden to be approached re defibrillator housing, completed COMPLETED	REMOVE
	07/12/a Feedback on `Data Protection policy o/s	AW
	07/112/b Register for Data Protection ongoing	JH
	07/13 Check on possibility of upgrading VAS sign. We are advised that we will need a new sign and discussions with NCC as they maintain the sign, matter ongoing	JH
	07/15 Reminder of Crime categories o/s	AW
	07/16 Respond to Ranger request COMPLETED	REMOVE
10/06	District / County Councillor reports	
	A report was received from County Councillor Stone, copy attached, AM read the contents to those present. No comments.	
10/06 (a)	Public Forum	

	The meeting was adjourned to allow for public comments.	
10/06/01	Council was advised that there are rumours that the access to Beccles Road will not now be closed. Council confirmed that they were not aware of any plans and that it would be contra to Highways policy to allow any more accesses to A146 than absolutely necessary. The PC will check this with Highways.	AM
10/06/02	Resident from Beccles Road are concerned that cars will be parked outside their homes once the roadworks have been completed. Council agreed to contact Highways to see if there could be a residents parking area along Beccles Road.	AM
10/06/03	Concern was expressed regarding speeding on Norton Road. It was noted that the road in question is subject to the national Speed limit	
10/06/04	Council was advised that there is a bus service running along Norton Road enabling residents to use bus passes before 09.30hrs to get into Beccles, via Thurlton. No further information was available	
	The Meeting was reconvened.	
10/07	Acceptance of External Audit	

	<p>Actions required.</p> <p>Councillor Mason reported that the External Audit from 2016/17 had been concluded. Mazars, (ext auditors) had commented on the accounts as follows:-</p> <p>Publish a statement (bus stop and website) that the audit has been concluded and that the statement of accounts has been published, of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and the address at which and the hours during which those rights may be exercised. This has already been done so no further action.</p> <p>Mazars also made comment on our procedures. Sue to the interruption in continuity with a temporary clerk and then the RFO duties coming in house, changes to the 2015/16 audit went unnoticed. In cash terms all is well with everything balancing as it should. Due care will be taken to ensure that the 2017/18 audit will be completed correctly. Council's attention has been drawn to the fact that the roles of Chair and Clerk should be held by different persons. Councillor J Herring is considering how to proceed with this and an item will appear on the next Agenda to discuss further.</p> <p>The net effect of this is that the Council does not have a 'clean' audit report. However our financial recording and procedures are more than adequate. Due care will be taken to prevent a repetition of this next year.</p> <p>Council accepted the External Audit, Proposed AW, seconded PG all in favour.</p>	
10/08	Playing Field enclosure / security	
	<p>Councillor Mason advised the Meeting that there have been instances of dog(s) being allowed to roam on the PF. Additionally there is an instance of an insecure boundary The Council has also received a complaint from a member of the public about the dogs and builders debris being left on the field adjacent to the insecure boundary mentioned above.</p> <p>Councillor J Herring has enquired of LCPAS about our rights on the situation and has copied councillors with the reply.</p> <p>Council agreed that the matter should be pursued. PG agreed to review the paperwork and proceed.</p>	PG
10/09	To consider a donation to the two historic churches in the Parishes.	

	<p>Councillor Mason advised that in response to the note from Churches Conservation Trust, delivered to all residents in Hales and Heckingham, he attended the Meeting at St Margaret's Hales on 20th September. There were 12 members of the public of whom 4 were from Hales or Heckingham. Others were from interested groups or local villages. The speaker the meeting of the many options for fundraising. He also advised:-</p> <p>The CCT, a registered charity, looks after 350 churches, each costs £50 a day to run.</p> <p>St Gregory's and St Margaret's are of very high architectural interest evidenced by the number visitors that sign the visitors books in a year, 3070 in Hales and 4014, at Heckingham.</p> <p>Both churches require roof repairs and these are costed at £15000 at Hales and £10000 at Heckingham.</p> <p>The CCT has had a donation of £2k and is submitting grant applications to try and raise the required funds so that both churches can be repaired at the same time. However, there is likely to be a shortfall. In other circumstances it would be reasonable to go to businesses in a community asking for help as they should benefit from the 'tourism spend' that will result from all of these visitors. Hales and Heckingham do not have this luxury.</p> <p>Council discussed the merit of making a donation. All agreed that the absence of residents at the CCT meeting was just as likely to be due to concerns that they would be expected to donate there and then or be pressured into fund raising, rather than disinterest on the buildings.</p> <p>Councillors agreed unanimously that the PC should make a donation. After discussion AM suggested that the sum of £250 would appear to be a sensible amount to donate (approx £0.33 a resident) and this was seconded by AW and carried unanimously.</p> <p>AM then suggested that this may be a use for some of the Composting Site restricted funds and he would circulate members and proceed on the basis of a majority response. In the event that the Composting funds were not considered appropriate council agreed that unrestricted funds would be used for the donation. Proposed Am seconded AW all agreed.</p>	AM
10/10	Playing Field project - communication	AM
	<p>Since the last Meeting there have been ongoing discussions regarding the best way to approach residents with regard to the plans for the Playing Field. Council was concerned that whilst we have a timeline for action this could prove challenging in view of the limited human resource available and after discussion it was agreed that we should commence the dialogue with residents as a matter of urgency.</p> <p>Proposed PG seconded AW carried unanimously. AM agreed to draft the communication and circulate all councillors for views before going to print.</p>	
10/11	Reports from Council Working Parties:-	

10/11/01	Composting.	
	AM reported that the amount collected this year so far amounts to 7.2 tonnes. He will submit the recycling credits claim at the end of the season. Donations of £145.00 have been received through the summer as finished product soil improver has been despatched to interested parties. Councillor Mason advised that the water butts donated by Mrs W Birrell had not been installed on site in view of the tendency for intruders to turn the taps on and drain down the contents. He has asked Mrs Birrell if he can use them and it has been agreed that this is acceptable. Instead of making a small payment for the butts, Councillor Mason has withdrawn the claim he was going to make for mileage involved in delivering soil improver.	
10/11/02	Bus stop/roundabout.	
	AM advised that he had heard from Highways “With regards to the new roundabout at Hales we are looking to issue the contract documents and design to the tenderers tomorrow. We then hope to have a contractor appointed by the end of October. As such construction is still scheduled to start w/c 2nd January 2018 - we anticipate a 3-4 month timetable for completion but will give you a better indication once a contractor is appointed. With regards to the roundabout at George Lane unfortunately we do not have any concrete information to pass on - I believe there are still some outstanding issues the developer needs to resolve.”	
10/11/03	Road Safety Village Gates	
	AM advised that he had received an email from Highways saying that they would incorporate the ‘Gates’ into the roundabout and bus stop scheme. Further they would reimburse the Council for funds expended (£1305.85 sent by cheque in April 2017). All present were delighted with this news and look forward to completion of this project.	
10/11/04	Playing Field.	
10/11/04/1	Council was pleased to be presented with a proposed timeline for the Project, there are some concerns that Council can work to what appears to be tight line but noted that there is good contingency available and agreed to go forward using the proposed timeline. Further the Revised draft Requirements Specification was reviewed and approved subject to clarification on one small point.	All
10/11/04/2	Discussions were reopened concerning the amount that Council would expect to allocate to the scheme. Subject to the reaction of residents to the communication referred to in 10/10 above Council unanimously agreed that it would limit funding to the S106 funds, it’s CIL funds and perhaps a modest payment from its own resources. This to be reviewed in the light of the response to the planned communication in 10/10 above. Proposed AW seconded PG	
10/11/05	Community Events.	

	Councillor Mason advised that there will be a MacMillan Coffee Morning on Saturday October 7th in the Village Hall. He will advise our insurers about this. (Chris at Came and Co advised (06/10/17)	AM
10/12	Accounts for Payment.	
	The schedule of payments on the Agenda (see below) was approved for payment. Additionally a payment was approved to Dale Foreman in the sum of £552.50 for grounds maintenance. AM advised the meeting that the VAT refund in the sum of £261.53 had been received as had the second tranche of the Precept in the sum of £4052.50. Bank balances as of last night stood at £9012.50, current account and £26050.16, deposit account.	AM
Name	Description	Amount
D Bracey	Playing Field Inspection	£96.00
A Mason	Composting Expenses	£74.27
A Mason	Travel Expenses	£28.80
A Mason	Postage	£1.96
A Mason	Tyres for composting scheme (trailer)	£96.00
Mazars	External Audit	£150.00
LCPAS	Annual Subscription	£100.00
D Foreman	Grounds Maintenance, Playing Field, Churchyards, Compost Scheme	£552.50
TOTAL		£1099.53
10/13	Planning Applications	
	2017/1816 Mr Maxwell Jackson, Felden Rise House, the Council has responded under delegated authority and raised no objections. Decision outstanding.	
10/14	Police Report	
	No report was submitted	
10/15	Defibrillator - next steps	
	AW advised the Meeting that the Masala Garden is willing to allow installation of a defibrillator on its outside wall. AM advised that he had spoken with a local electrician who would be willing to help with the electric installation. JH has heard from District Councillor Billig that she may be able to assist with funding a purchase. Council was pleased with this and agreed that the Council should form a working party to progress this project. That AM should make contact with the Ambulance Service and get a formal quote for an installation, reporting back to the Working Party and as long as the cost was within £2500 before any grants, the working party be authorised to progress with purchase and installation.	JH/ AM/ AW
10/16	Playing Field Report August 2017	

	Playing Field Annual Inspection. The annual inspection was conducted on 25th August 2017 and has identified number of low priority matters. The report has been circulated among councillors. It was agreed that work would be undertaken to remove the swing supports but that no further work would be undertaken whilst the work on the PlayingField Project continues. Safety visits to continue monthly now until April 2018. AM will provide a rota for visiting councillors.	AM
10/17	Correspondence	
	AM went through the list of communications provided by JH, copy attached. No further action was required.	
10/18	Any other business.	
10.18.01	PG commented on the Hales Green communication mentioned in 10/17. He will pursue this with SNDC.	PG
10/19	Date of next meeting November 29th 2017 commencing 7.30pm. There being no further discussions the Meeting closed at 20.37hrs	

Signed..... Chair / Vice Chair. 29th November 2017