

# Hales & Heckingham Parish Council

## Minutes of Meeting of 28th February 2018

### Present:

HHPC Councillors Mr A Mason (AM) (Chair), Mr P Grimes (PG), Mr A Woodman (AW),  
Apologies Mr J Herring, Ms S Beckett (SB)

In Attendance there were no members of the public in attendance

### 1 Welcome

The chairman opened the meeting at 19.30.

### 2 Apologies

Apologies had been received from John Herring (JH), Sheila Beckett & Margaret Stone (MS) - NCC Councillor for Clavering Ward due to the bad weather.

### 3 Declarations of Interest

OG declared a potential conflict of interest with regard to the planning application (see item13),

### 4 Approval of Minutes

The minutes of the meeting of 3rd ` January 2018 were approved.  
Proposed PG seconded AW - all in favour, AM duly signed the minutes.

### 5 Matters Arising

The MA were reviewed:  
See table at the bottom of this document.

### 6 Local Councillor Reports

#### 6.1 District Councillor Report

There was no report or questions for KB.

#### 6.2 County Councillor Report

AM summarised the report received by email from MS.  
There were no comments or actions.

### 7 Public Forum

There were no members of the public in attendance.

### 8 Working Party Reports

#### 8.1 Composting Scheme

AM reported that work is currently on hold for the winter.

#### 8.2 Roundabout

Work has begun and is progressing well - photo updates have been posted on the HHPC website/

#### 8.3 Road Safety / Bus Stop

The bus stop and village gates work has now been absorbed into the Roundabout scheme.  
PG is to make an application for providing bus shelters.

#### 8.4 Playing Field

Refer to item 10 for next steps with the Playing Field Equipment Project

#### 8.5 Community Events

There is nothing currently planned.

# **Hales & Heckingham Parish Council**

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### **10 Playing Field Project**

At the Playing Field Working Party meeting of 22nd February 2018 it was agreed to proposed that HHPC accept the proposal from Wicksteed with some modifications.

JH had subsequently contacted Wicksteed and received a revised quote reflecting those modifications.

AW proposed, seconded by PG to accept the recommendation of the Working Party - all in favour.

JH will contact Wicksteed to inform them of the decision and also inform the other vendors.

AM will act as the point of contact from this point onwards.

Installation is expected to be in late May or early June 2018.

### **11 Accounts for Payment**

AM presented the accounts for payment as per the agenda which were approved for payment.

Proposed AW, seconded PG. Payment will now be made..

### **12 HMRC Irregularly Update**

It has now been established that the proposed debt to HMRC does not exist - this as an HMRC error.

Negotiations regard the associated £100 find from HMRC are ongoing.

AM will keep councillors informed of progress.

### **13 Planning Applications**

The application made for The Beeches was discussed. The council agreed to make no comments,

### **14 Future Planning in the Hales**

Noted that a consultation meeting is being held in Loddon on 6th March where questions can be asked, AM will represent HHPC and report back,

The deadline for comments has been extended to 22nd March 2018.

If councillors feel that a response is required from HHPC then an additional meeting will be arranged to discuss and agree that response.

### **15 Defibrillator**

The village defibrillator has been delivered to the electrical who is arranging for the installation in early March.

### **16 DPA Registration**

This has been completed and is valid for 12 months, Copy of the certificate to be posted on the HHPC website, JH is the council DP Officer.

### **17 Hales Green**

#### **17.1 Accountability**

SNDC are looking to transfer some elements of accountability for Hales Green to HHPC

PG proposed to discuss this in more detail at a future meeting , seconded AM - all in favour.

#### **17.2 Car Parking**

SNDC have created 4 new parking spaces at Hales Green but these are all too small to be of use, PG is to contact Loddon PC regarding a potential joint approach to SNDC.

### **18 Highways / Potholes**

It was noted that NCC have replied to the contacts regarding the junctions of the A146 with Sandy Lane and Wash Road, but no remedial action has as yet been forthcoming.

Noted that the pothole on Yarmouth Road near the junction of School lane has been repaired.

# **Hales & Heckingham Parish Council**

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### **19 Police Report**

AW had circulated the quarterly Police Report prior to the meeting - there were no comments or actions.

### **20 Charity Marsh Payments**

Following a note to potential recipients of the annual payment a further recipients has been identified.

The council has agreed to a maximum payment of areas (subject to eligibility) of 3 annual payments,

### **21 Village Hall**

HHPC owes the village hall rent for parish council meetings. AM proposed, seconded by AW that the council make a payment of up to £250 (under email advice to councillors) on confirmation of the amount owed.

### **22 Correspondence**

A list of all correspondence received has been circulated to councillors prior to the meeting. There were no comments.

### **23 Clerk's Report**

There was no clerk's report

### **24 Councillors Reports**

#### **24.1 The Pit and the Charity Marsh**

AM reported that an agreement was proposed for The Pit and the Charity Marsh to be let for 2018 to the same tenants as 2017 for the same rent (£100 & £215)

AM proposed seconded by AW - all in favour.

#### **24.2 Contact Magazine**

AM has incorporated the feedback from councillors on the draft and will submit the final version for publication.

#### **24.2 Future Meetings**

Subject to village hall availability the next 3 HHPC meetings will be on:

- 2nd May
- 11th July
- 29th August

### **25 AOB**

There was no AOB

### **21 Date of Next Meeting**

The Annual Parish Meeting will be held on Wednesday 2nd May at 19.00 in the Hales Village Hall and will be immediately followed by the next HHPC meeting

**The meeting was closed at 20.30**

# Hales & Heckingham Parish Council

## Minutes of Meeting of 28th February 2018

### Log of Matters Arising

ID	Action	Owner	Status
04/14	Ash tree pollarding; Dale Foreman has carried out the work, photos have been shared	PG	Closed
04/18	Transparency code: - details of council owned assets (location, value): AM has provided a list of all payments made by the council above £100 to PG which will be published on the PC website Transparency code document is still in progress	AM PG	Carried forward
04/19	Ownership of Hales Green: SNC have been unable to provide any information to the HHPC FOI: Action ~ to challenge the FOI response passed to AM	AM	Carried forward
05/11a	Review of Standing Orders and financial regulations: JG has completed the review and no changes are required	JH	Closed
05/12	Churchyard wildlife information for PC website: AW has reviewed the NWT web site and specific no mention is made of Hales or Heckingham	AW	Closed
07/12a	DPA Policy: AW has forwarded the updated DPA policy for website publication	AW	Closed
07/12b	DPA Registration; has been completed	JH	Closed
11/01	Playing field - Post Installation Inspection: no longer required as HHPC will engage and independent inspection	JH	Closed
11/05	Confirm that an external audit of the HHPC accounts for 2017/18 is not required - confirmed by AM	AM	Closed
11/07	Low Police Clear-Up Rate in H&H - AW to ask for feedback from Norfolk Police	AW	Carried forward
12/01	Publish the NCC roundabout press release on the HHPC website.- competed	PG	Closed
12/02	Investigate the process for providing bus shelters with KB and MS - PG has taken advice and an application will be made by HHPC once the bus stops are being created	PG	Closed
12/03	Circulate copies of all vendor submissions with councillors - completed	AM	Closed
12/04	Councillors are to pass any comments or questions or requests for clarification for suppliers to JH by close of the 15th January - completed	All	Closed
12/05	Copy of scoring sheet to be sent to SB - completed	AM	Closed

## Hales & Heckingham Parish Council

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ID	Action	Owner	Status
12/06	Review need for a meeting of the Playing Field Working party prior to the February council meeting.- meeting held, action complete	AM JH	Closed
12/07	Councillors to complete evaluation and scoring prior to the next council meeting - completed	All	Closed
12/08	Circulate financial comparison sheet - completed	AM	Closed
12/09	Place the order for the defibrillator - order place and item received ready for installation	AM	Closed
12/10	Liaise with electrical for defibrillator installation - Martin Epps is ready to install	PG	Closed
12/11	Report the broken road surface at the A146 junction with Wash Lane to NCC - has been reported	SB	Closed
13/01	Prepare applications for bus shelters	PG	
13/02	Contact Wicksteed to inform them of the decision to proceed with the revised quote.	JH	
13/03	Contact unsuccessful vendors to inform them of the decision t	JH	
13/04	AM to act as point of contact for Wicksteed from March	AM	
13/05	Make payments as approved	AM	
13/06	Meeting to be arranged (if required) to discuss the Future plans for housing in Hales	AM	
13/07	Publish copy of DP Certificate on website	PG	
13/08	Contact Loddon PD regarding potential joint approach to SNDC regarding parking spaces at Hales Green.	PG	
13/09	Payment to the village hall for rent to be made	AM	
13/10	Pubkish HHPC article on Contact Magazine	AM	
13/11	Confirm dates for next 3 meetings with village hall	AM	

End of Document  
AW 5th March 2018