

Hales & Heckingham Parish Council

Minutes of Meeting of 2nd May 2018

Present:

HHPC Councillors John Herring (JH) (Clerk), Alan Mason (AM), Phil Grimes (PG),
Andy Woodman (AW), Sheila Beckett (SB)

In Attendance

Sam Matthews, Ivan Green, Val Green, Bronwyn Jenkins, Jake Fiennes
Margaret Stone (MS) - NCC Councillor for Clavering Ward (part).

1 Welcome

JH as chair opened the meeting at 19.30.

2 Election of Officers

JH relinquished the chair for the election of officers.

JH proposed SB as Parish Council Chair, seconded by AW, all in favour.

SB took the chair

JH proposed AW as Parish Council Vice Chair, seconded by PG, all in favour,

3 Apologies

None

4 Declarations of Interest

AM declared an interest in some of the proposed payments that were reimbursements to him.

5 Approval of Minutes

5.1 Meeting of 28th February

The minutes of the meeting of 28th February were reviewed and approved without change.

Proposed by AM seconded by PG, all in favour.

SB duly signed the minutes as an accurate record.

5.1 Meeting of 18th March

The minutes of the meeting of 18th March were reviewed and approved without change.

Proposed by PG seconded by AM, all in favour.

SB duly signed the minutes as an accurate record

6 Matters Arising

The table of actions outstanding at the last meeting were reviewed and updated.

All actions have been closed other than 2 actions carried forward.

See Action table at the end of this document

6 County & District Councillors Reports

6.1 County Councillor Report

MS had circulated her report to councillors prior to the meeting and the Clerk summarised the key points for the meeting. There were no comments or actions.

Noted that MS has been appointed Chair of NCC for 2018/19.

6.2 District Councillor Report

There was no report from Kay Billing, SNC Councillor.

7 Planning

7.1 Planning Proposal HAL01

SB read out the notes of the meeting with the Raveningham Estate which was attended by Sir Nicholas Bacon, Jake Fiennes, AM & SB.

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7.2 Planning Proposal GNLP0308

The were no comments on this application

8 Public Participation

The chair opened the floor for public participation.

8.1 Dog Fouling

Mr Green expressed concerns regarding dog fouling in the village and was advised that the SNC website has a facility to report dog fouling. HHPC have no powers regarding this issue.

8.2 Speeding

Mr Green gave feedback on speeding in Hales and of speeding by the round construction site. It was noted that a speed detection van has operated occasionally in the village but not recently Mr Fiennes enquired on the potential for rumble strips and more signage regains speed cameras SB suggested arranging a meeting with the police to discuss speeding in the village and potential speed restriction options - e.g. rumble strips.

8.3 New Footpaths to Bus Stops

Mrs Green enquired as to whether the new paths being build to the new bus stops will have railings and was advised that these are not included in the plans but that the overall development has been designed to the highest standards.

8.4 Hales Green Stile

Mr Green pointed out the issue with the damaged footpath and broken stile at Hales Green. PG will write to NCC regarding this.

8.5 Bus Shelter Funding

MS joined the meeting (one of 3 she was attending that evening) and suggested that there was a potential of using the County Council's Parish Partnership Scheme to support the bus shelters that the parish council are arranging and stated that she would actively support any application. It was pointed out that the parish council were committed to providing shelters before the coming winter and that the NCC funding option (which normally agrees funding in March) may be too late. MS also mentioned potential funding through SNC but that any application needed to be submitted by 11th May.

MS also offered to advise the council on the costings for the bus shelters at Stockton. Councillors congratulated MS on her appointment as chair of Norfolk County Council for 2018/19.

8.7 Planning Application HA01

Mr Fiennes fed back that he thought the notes on the councillors meeting with the Raveningham Estate was an accurate reflection of the meeting.

Mr Fiennes also confirmed that Sir Nicholas has no intention of extending further - as suggested in the separate GNLP0308 Planning Proposal GNLP0308 which had not been initiated by the Estate. Mr Fiennes stressed the the estate takes a long term view of its portfolio and had confidence in it's chosen developer, Mr Cripps.

It was agreed that as the application is only at the outline stage there is no further action required for the council,

8.8 Bus Shelters

PG has extensively researched options for bus shelters and has come to a preferred option, including solar powered LED lighting and seats

9 Reconvene The Meeting

The chair closed the public participation and reopened the council meeting

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10 Working Party Reports

10.1 Composting

AM reported that the scheme is up & running for 2018 despite the vandalised container, shredder theft and damage to the tyres of the trailer.

There has been a good turnout of volunteers both for the collection/processing and for the earlier maintenance work.

10.2 Bus Stop & Roundabout

Work is progressing well although there have been delays through bad weather which has resulted in the planned road closures moving back,

The bus shelter application has been submitted

AM is to enquire into funding options with NCC and SNC as advised by MS.

PG has been researching bus shelter options and has narrowed this down to a preferred option with LED lighting & seating.

10.3 Road Safety

Nothing to report at this meeting.

10.4 Community Events

There are no events scheduled at present.

11 Playground Project

The start date for Wicksteed has been confirmed as 14th May.

Councillors have arranged to clean and repair the existing equipment on 12th or 13th May as the previous attempt on 26th April was thwarted by weather and generator issues.

New signage is required at an estimated cost of £200.

Access improvements are also required - likely to cost c.£1,000.

AM proposed, seconded by PG with all in favour to progress the work.

It was agreed that some form of opening event should be organised - the details for which were delegated to the Playground Working Party.

AM requested the council to approval to settle the Wicksteed invoices once received and on approval of the work carried out. Proposed by JH, seconded by AW, all in favour

AM suggested that Dale Forman be engaged to maintain the playing fields and also carry out the required regular safety checks. This was deferred to the Playground Working Party.

The date for the Playground opening has been set for the 18th August - tasks to prepare for the opening will be delegated to the Working Party members.

12 Accounts

12.1 Accounts for Payment

The proposed payments, as per the agenda were reviewed and approved.

Proposed by AW, seconded by PG, all in favour.

Councillors also agreed to settle the external auditors invoice

Proposed by AW, seconded by PG, all in favour.

12.2 Account Balances

AM advised that the balances in the council bank accounts were:

Deposit Account £26,072.61

Current Account £14,262.16

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Total £40,334.77

The figures above include the first half of this year's precept plus government grants and distribution awards.

The second half of this year's precept of c.£4,000 will be received in September.

The plans for spending on bus shelters will need to reflect these key cash flow items as well as the delay in settling the Wicksteed invoice for the playing fields and the recovery of the associated VAT.

13 Annual Governance & Accountability Return

AM explained that HHPC is exempt for 2017/18 as the overall turnover has been less than £25,000 - this will not be the case for 2018/19.

AM, as Responsible Financial Officer (RFO) for HHPC, presented the documentation required for the return all of which is to be signed both by the RFO and chair

These were reviewed and formal acceptance was proposed by PG, seconded by AW with all in favour.

The required documentation will be posted at the bus shelter and on the website in early June.

14 HMRC

Having accepted that this issue was an error by HMRC, as reported at the last meeting, the council has had no further contact from HMRC regarding a potential fine and matters can now be considered closed.

15 Hales Village Defibrillator

This has been installed on the wall at the Masala Garden - with thanks to the Masala Garden and Martin Epps who performed the installation at no charge.

Training has been arranged for 12th May.

16 DIY Waste Charges

The charges have been implemented since 4th April 2018 and there appears to be an associated increase in fly tipping.

Agreed to keep on agenda with the postal to raise a FOI request regarding incidences of fly tipping.

17 Discount Scheme for Dog Bins

The scheme was discussed but councillors agreed to maintain the current process.

18 Norfolk Access & Improvement Plan

This had been circulated to councillors prior to the meeting.

It was noted the the plan is open for all to read and contribute and PG agreed to add a link on the HHPC Website to the plan.

19 Data Protection

JH reported that a councillor cannot officially be the DPO but pointed out that currently he is both clerk and councillor) so no action at this point.

Agreed to add to future agendas.

20 Hales Green

JH provided an update on recent email exchanges - there are no current actions.

Agreed to retain on future agendas.

21 Policing

Concerns remain over the available police presence in the area and the response to and resolution of crimes recorded. The recent police posters were met with ridicule.

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Concerns were also raised that several local crimes are not reflected in the crime reporting and statistics

22 Village Hall

No actions required at the moment. Item to remain on the agenda.

23 Charity Lettings

Both The Pit and the Charity Marsh have been relet as agreed at the previous HHPC meeting.

24 Annual Charity Payments

A reimbursement of £75 has been made to Mr Acaster as previously agreed.

One payment of £75 was approved to reimburse AM for covering a fresh cheque to a beneficiary after establishing that the original had been made out incorrectly and a further payment was approved to a new beneficiary.

Payments proposed by PG and seconded by AW.

25 Appeal for St Margarets & St Gregory Churches

£250 has been donated towards the appeal for roofing repairs from the Composting Scheme funds.

The appeal has other events planned and JH will forward details to be added to the HHPC web site as & when advised.

26 Correspondence

The list of correspondence received has been circulated to councillors prior to the meeting.

There were no comments or actions.

27 Clerk's Report

JH reminded councillors that a recent planing application (reference) was reviewed by all via email with no objections noted.

28 Councillors' Reports

AM reported that he has taken up the offer from Sir Nicholas Bacon to visit the Poundbury development whilst on holiday in the west country and will report back to the council.

29 AOB

PG has contacted Loddon Parish Council (LPC) regarding Hales Green.

Councillors agreed to attend a joint informal meeting with LPC representatives which PG will arrange.

30 Date of Next Meetings

The next two HHPC meetings will be held on

- Wednesday 11th July and
 - Wednesday 29th August
- at 19.30 in the Hales Village Hall.

The meeting was closed at 21.05

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Updated Log of Matters Arising

ID	Action	Owner	Status
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	PG	Carried forward
11/07	Low Police Clear-Up Rate in H&H - AW to ask for feedback from Norfolk Police Further details requested regarding the initial responses from Norfolk Police	AW	Carried forward
13/01	Prepare applications for bus shelters These have been prepared and submitted	PG	Closed
13/02	Contact Wicksteed to inform them of the decision to proceed with the revised quote. Completed	JH	Closed
13/03	Contact unsuccessful vendors to inform them of the decision Completed	JH	Closed
13/04	AM to act as point of contact for Wicksteed from March Completed	AM	Closed
13/05	Make payments as approved Payments made as agreed	AM	Closed
13/06	Meeting to be arranged (if required) to discuss the Future plans for housing in Hales See 14/03	AM	Closed
13/07	Publish copy of DP Certificate on website Have been published	PG	Closed
13/08	Contact Loddon PC regarding potential joint approach to SNDC regarding parking spaces at Hales Green. Meeting held with LPC members	PG	Closed
13/09	Payment to the village hall for rent to be made Payment made as agreed	AM	Closed
13/10	Publish HHPC article on Contact Magazine Published	AM	Closed
13/11	Confirm dates for next 3 meetings with village hall Meeting dates confirmed	AM	Closed

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ID	Action	Owner	Status
14/01	To write a response to the proposed HAL01 on behalf of HHPC Response agreed and sent	JH AM	Closed
14/02	To write a response to the proposed GNLP0308 on behalf of HHPC Response agreed and sent	JH AM	Closed
14/03	To arrange a meeting with the Raveningham Estate to discuss the proposals Meeting with Raveningham Estate took place	AM JH	Closed
14/04	Arrange a joint meeting with Loddon PC regarding Hales Green Meeting held with LPC members	PG	Closed
15/01	Arrange a meeting with Norfolk Police regarding speeding in Hales	SB	
15/02	Write to NCC regarding the damaged footpath and broken stile at Hales Green.	PG	
15/03	Enquire into funding options for the bus shelters with NCC and SNC	AM	
15/04	DIY Waste Charges to be added to future agendas	JH	
15/05	Add link from HHPC website to the Norfolk Access & Improvement Plan	PG	
15/06	Data Protection to be added to future agendas	JH	
15/07	Hales Green to be added to future agendas	JH	
15/08	To make arrangements for the opening of the Playground on 18th August - AM to co-ordinate.	AM Working Group	
15/09	Publish Annual Governance & Accountability Return documentation at bus stop and on website.	AM	
15/10	Hales Village Hall to be added to future agendas	JH	

End of Document

AW 7th May 2018, updated 7th June