

# Hales & Heckingham Parish Council

## Minutes of Meeting of 10th July 2018

### Present:

HHPC Councillors Sheila Beckett (SB) (Chair), Alan Mason (AM), Phil Grimes (PG),  
Andy Woodman (AW), Sam Matthews (SM), John Herring (JH)  
Apologies None  
In Attendance Kay Billig (KB) (SNC Councillor) & 2 members of the public

### 1 Welcome

The chairman opened the meeting at 19.30.

### 2 Apologies

Apologies had been received from Margaret Stone (MS) - NCC Councillor for Clavering Ward.

### 3 Application for Parish Councillor

Sam Matthews provided the new councillor paperwork which was countersigned by JH as Clark. SM was duly co-opted onto HHPC.

### 4 Declarations of Interest

AM declared an interest in some of the payments to be made.

### 5 Approval of Minutes

The minutes of 2nd May 2018 were reviewed and accepted without change.  
Proposed by AM, seconded by SM, all in favour.  
SB signed the minutes as an accurate record.

### 6 Matters Arising

The open actions from the last meeting were reviewed and closed or carried forward as per the updated Action Log at the bottom of this document.

### 7 Councillors Reports

#### 7.1 South Norfolk Council

KB gave an overview of the activity underway to assess options to collaborate with Broadland DC and save costs without impacting on public services, noting that the process is still at an early stage.

KB also confirmed that, following recent boundary changes, Hales & Heckingham will in the future be part of an enlarged Loddon & Chedgrave Ward which will have 2 councillors.

#### 7.2 Norfolk County Council

Margaret Stone was unable to attend.

### 8 Adjourn for Public Participation

The chair opened the floor for public participation of which there was none.

### 9 Reconvene the Meeting

The chair closed the public participation and reconvened the meeting.

### 10 Working Party Reports

#### 10.1 Composting Scheme

A reported that the scheme is running well and we are half a tonne up on collected garden waste from last year. We now have supplies of soil improver to move on by getting donations and an advert will go into Contact shortly as well as the Loddon Post Office. We are getting good volunteer responses and it is to be hoped that this will continue.

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### 10.2 Bus Stop / Roundabout.

The Roundabout has completed and initial problems seem to have calmed down.

The official opening was held on 21st July with coverage in local newspapers and Radio Norfolk.

The bus shelters are on order and due for fitting end July / early August.

An option to utilise KB's SNC ward budget towards the bus shelters will be followed up by email after the meeting.

The issue with vehicles using Green Lane as illegal access to the A146 appears to have been resolved.

The issue with regard to the raised banks and visibility on the roundabout was raised with NCC at the Opening Ceremony and a follow-up meeting is to be arranged with NCC Highways as early as possible.

Agreed to review the position with regard to the parking bay(s) on the roundabout at the next meeting,

The potential for installing rubbish bins in or alongside the new bus shelters was discussed.

### 10.3 Road Safety

Georgina Buckle is organising a volunteer speed watch scheme with a very good response thus far. Agreed to discuss in more detail at the next meeting.

The council had been approached by a local resident with a blind members of the family. The meeting agreed to write to the resident concerned and suggest they contact the RNIB / Blind Association for specialised advice.

### 10.4 Playing Field

Installation has been completed successfully and an independent safety inspection has also taken place,

A contract for maintenance is now in place with Dale Foreman as agreed, the new sign has been erected and access improvement work completed.

There is a need to re-site the waste bins and also look at changing the netting on the wooden structure at the rear of the playing field.

Grateful thanks are due to: Colin Grant, Walter Frost and son Paul, local helpers from the composting group, Mick Eves, Mony Singh and Max Jackman and Cllr Phil Grimes.

Thanks are also due to Martin Cameron, local resident, for his excellent work at no charge on the new playing field sign.

Agreed to send gilts to the key contributors - AM to arrange.

Agreed to issue a press release to NCC & SNC regarding the Playing Field.

### 10.5 Community Events.

The group will disband shortly. There will be a meeting where they will discuss where their spare funds should go.

## 11 Playing Field Opening Day

Please refer to the agreed minutes of the Playing Field Working Group meeting of 5th July.

The composting scheme members have agreed to sponsor the food at £500. Food is being provided by the Masala Garden and will be free of charge to attendees.

The Masala Garden will also run a drinks stall (alcohol and non-alcohol) for which attendees will need to pay.

Then raffle arrangements are progressing well, there will be recorded music and some sporting demonstrations.

The invitations will be hand delivered by councillors to all properties ninth parishes and JH as Clerk will collate responses.

## **Hales & Heckingham Parish Council**

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#### **12 Finance Report & Accounts for Payment**

AM, as RFO, presented a report on the council's finances in the light of the activities over recent months - including payments and VAT recoveries due.

Before the transactions due to be approved at this meeting the balances stand at:

- Current account £3,374.06
- Deposit account £9,084.68

This follows the receipt of the S106 funds from SNDC in the sum of £21,854.93 and subsequently the payment of the Wicksteed final invoice of £48,176.59 after receiving a Credit Note of £992.77 for services not supplied by the sub contractor but invoiced to us.

The schedule of payments in the Agenda in the sum of £1,705.60 will be deducted from the balances quoted leaving the current account standing at £1668.46.

There is a VAT refund of £8,984.09 due having been submitted on 3rd July which will boost our resources and enable us to pay for the bus shelters that are on order in the sum of £13,223.64. On receipt of the invoices from BSL we can then apply for the agreed grant of £6,000 from Margaret Stone / NCC.

Therefore, once the bus shelters are paid for the funds should stand at £3,529.95 before the second VAT refund of approx £2,200.00 which will be submitted at the end of the month after the bus shelter invoice is received.

AM will confirm the position at the next meeting in August.

AM also clarified the extent of the Restricted Funds in the Council's accounts as:

- Playing Field £0.00
- Village Sign £707.00  
(this has been recently renovated which may incur a cost)
- S106 at SNDC £0.00
- CIL £0.00
- Community Composting £2,483.65

The total of Restricted Funds therefore stands at £3,190.65

Therefore our Free (non-restricted) funds after the current costs and activities above amount to £2,539.30 (approx) before the second part of the Precept, due in September in the sum of £3821.00.

AW proposed, seconded by SB to make the payments listed on the Agenda - all in favour.

#### **13 Data Protection**

JH reported that HHPC does not need to appoint a DPO. The council has registered and has published its DP Policy.

JH has identified a detailed DP Pack which it was agreed to purchase at £30 and the PG would review the pack and report back to councillors.

#### **14 Hales Green**

PG provided a verbal report. There were no issues or actions.

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### 15 Police Report

AW presented the quarterly Crime Report for Hales & Heckingham which was discussed.

It was recognised by the council that Norfolk Police have no effective capability to prevent or deter crime in rural areas.

AW agreed to follow up on the low clear-up and/or conviction rate on crimes in the parishes.

### 16 Village Hall

AM gave a verbal update on activities currently underway. There were no actions.

### 17 Norton Subcourse Planning Application (C/7/2018/7005)

The application was discussed with some significant concerns raised regarding the documentation as well as the proposal.

The meeting agreed to seek further information after the meeting and then to agree a response from HHPC between councillors via email.

### 18 Correspondence

JH had circulated the list of correspondence received. Other than those items discussed as per the agenda there were no comments or actions.

### 19 Correspondence

#### 19.1 Parish Partnership Scheme

JH raised the subject of the NCC Parish Partnership Scheme for which bids need to be submitted by December 2018. It was agreed to discuss at the next meeting.

#### 19.2 Risk

JH gave a verbal update on recent planning decisions.

#### 19.3 Planning Decisions

Agreed that JH would review and update the following for approval at the next meeting:

- Asset Register
- Risk Register
- Risk Assessment

### 20 Councillors Reports

AM gave a verbal update on discussions regarding the access from Heckingham Park to the common area / dog walking meadow.

### 21 AOB

There were no AOB items,

### 22 Date of Next Meeting

The next HHPC Meeting will be held on Wednesday 29th August 2018 at 19.30 in the Hales Village Hall.

**The meeting was closed at 21.20**

**Hales & Heckingham Parish Council**  
**Minutes of Meeting of 10th July 2018**

**Updated Log of Matters Arising**

# Hales & Heckingham Parish Council

## Minutes of Meeting of 10th July 2018

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 with target date of end 2018
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
11/07	Low Police Clear-Up Rate in H&H - AW to ask for feedback from Norfolk Police	AW	Carried forward
15/01	Arrange a meeting with Norfolk Police regarding speeding in Hales SB has written but no response received - c/f.	SB	Carried forward
15/02	Write to NCC regarding damaged footpath & damaged stile at Hales Green. New gate has been installed, other obstacles have been removed	PG	Closed
15/03	Enquire into finding options with NCC & SNC for bus shelters Funding from NCC (MS) received, options with SNC being discussed with KB.	AM	Closed
15/04	Add DIY Waste Charges to future agendas Completed	JH	Closed
15/05	Add link from HHPC website to Norfolk Access & Improvement Plan Closed as advertised	PG	Closed
15/06	Add Data Protection to future agendas Completed	JH	Closed
15/07	Add Hales Green to future agendas Completed	JH	Closed
15/08	Arrangements for opening of Playing Field on 18th August See PFWG minutes plus item from this meeting	AM & Working Group	Closed
15/09	Publish Annual Governance & Accountability Return documentation at Hales bus stop and on HHPC website Completed	AM	Closed
15/10	Add Hales Village Hall to future agendas Completed	JH	Closed
16/01	Write to NCC with thanks for response to Hales Green footpath & stile	PG	
16/02	Follow up the option to use KB's SNC ward budget towards the cost of the bus shelters	AM	

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ID	Action	Owner	Status
16/03	Arrange a meeting with NCC Highways regarding the raised banks and visibility on the roundabout	JH	
16/04	Add a review of the roundabout parking bay to next meeting agenda	JH	
16/05	Respond to local resident regarding concerns of blind people and speeding	AM	
16/06	Send gifts to key helpers on the playground work	AM	
16/07	Press release to NCC & SNC regarding the playground	JH	
16/08	All to confirm to AM once PF invitations have been delivered	All	
16/09	Clerk to collate PF invitation responses	JH	
16/10	Payments to be made as agreed	AM JH	
16/11	Acquire copy of the DP pack as agreed	JH	
16/12	Review the DP pack and report back to councillors	PG	
16/13	Contact Norton PC for their views with regard to the Planning Application C/7/2018/7005	JH	
16/14	Contact SNC wire regard to the corruption in the documentation as issued for Planning Application C/7/2018/7005	JH	
16/15	Agree the HHPC response to Planning Application C/7/2018/7005 via email	All	
16/16	Add Parish Partnership Scheme to the agenda for the next meeting	JH	
16/17	Update and circulate HHPC Risk documentation for approval at the next meeting	JH	

End of Document  
AW 18th July 2018