

# Hales & Heckingham Parish Council

**Councillors: You are duly summoned to a meeting of**

**Hales & Heckingham Parish Council (HHPC)  
at 7.30pm on Tuesday 6<sup>th</sup> September 2022**

**The meeting will be held at Hales Assembly Hall,  
Briar Lane, Hales**

Please note, the meeting will take place following Covid safety guidelines. We hope to make the meeting accessible via Zoom as well. **If you would like to join the meeting via Zoom, please contact the Clerk by 12.00 noon on 5<sup>th</sup> September** at the latest. The Clerk's contact details are on page 3.

Signed by Eleanor Bannister, Clerk to HHPC



Date: 1<sup>st</sup> September 2022

**Members of the Public are very welcome to attend.** There will be an opportunity for public participation under 'Public Forum' when the Parish Council welcomes your views and questions on the issues on the agenda or issues for consideration of inclusion at future meetings. The meeting may be filmed, recorded or photographed by the public. Anyone who wishes to do so is asked to inform the Chairman at the start of the meeting and to ensure it is done in a non-disruptive manner.

## AGENDA

- 1. Welcome by the Chairman (GB)**
- 2. Apologies & Approval of Absences** from Council members
- 3. Declarations of Interest** for items on the agenda
- 4. Ratification of the Minutes of the Meeting held on 28<sup>th</sup> June**
- 5. Action Log from Meeting on 28<sup>th</sup> June** – Update and discussion (See page 4)
- 6. County & District Councillor Updates**
- 7. Adjourn the Meeting for the Public Forum**
- 8. Reconvene the Meeting**

### WORKING GROUP Updates

[There are no updates from the Village Hall and .... working groups.]

- 9. Planning** – For consideration and/or to note:
  - 1. 2022/1185** – Proposal: Erection of outbuilding to provide temporary changing accommodation. Location: Hales Bowls Club, Green Road, Hales Green. Applicant: Mr Paul Paice. Responses were required by 5/8. The 'Design & Access Statement' notes "*Hales Bowls Club shares the site with Hales & Loddon Cricket Club. At present both clubs and Loddon Football Club are exploring the possibility of building a multi sports pavilion on the site for the use of all three*

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*clubs.....”* See link for planning portal and details: [2022/1185 | Erection of outbuilding to provide temporary changing accommodation | Hales Bowls Club Green Road Hales Green Hales Norfolk NR14 6TB \(south-norfolk.gov.uk\)](#) – Council to note 2022/1185 given no objections to outbuilding, including from NCC Highways and Historic Environment.

2. **To consider feedback on any planning applications** received subsequent the publication of this agenda.

## 10. Environment & Amenities Working Group – Updates including:

1. Bowls & Cricket Club – Update / discussion (AW)
2. Playground (Clerk)
3. Tree Warden – Update & discussion (<https://treecouncil.org.uk/tree-wardens/> )
4. Defibrillator – Update & confirmation regarding responsibility for quarterly checks (GB)
5. EVCP – Update on South Norfolk & Broadland project (Clerk)
6. Community Composting Scheme – Update (AW)

## 11. Hales Green Working Group (LF) – Updates including:

1. Car parking bays on Hales Green
2. Thistle Cutting on Hales Green
3. Working Group Membership – For discussion

## 12. Traffic & Transport Working Group (GB)

1. Speed watch - Update
2. 20mph on School Lane – Update
3. Beccles Road Overgrown Hedge - Update
4. Parish Partnership Scheme funding – Discussion on options for submission

## 13. Correspondence

1. **Churchyard Cutting – 1m area around churches** - Council to note.
2. **Mobile Library Consultation (NCC)** Mobile Library Consultation; part of proposals to save £13 million as part of a £60 million target for next year. One of those savings proposals is to reduce the budget for the mobile library service by £200,000 - this is nearly half of the existing budget of £422,000. The consultation started on 22nd July and ends on 14th September and will involve looking at cutting routes. A list of the current routes can be found at [www.norfolk.gov.uk/mobilelibraries](http://www.norfolk.gov.uk/mobilelibraries). Council posted on Facebook to encourage responses via online form: [www.norfolk.gov.uk/libraries](http://www.norfolk.gov.uk/libraries) or by email to NCC at [haveyoursay@norfolk.gov.uk](mailto:haveyoursay@norfolk.gov.uk). [Email of 25/7 from Cllr. Barry Stone.]
3. **Cockerels/Chickens in Green Lane (wild)** - HHPC has been informed that the cockerel/chicken issue has been addressed by a relative of a resident who humanely trapped and relocated them.
4. **School Lane** – Issue of bamboo along School Lane encroaching on to highway was reported to HHPC. All Highways related issues need to be reported to: [www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem](http://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem)
5. **Ownership of Tree in Ditch at Millside** – Issue raised by a resident, and resident has been advised of best course of action.
6. **Scrubland next to Cricket Pitch** – Concern raised by a resident regarding possible plans to create another pitch in scrub land next to the cricket pitch which provides wildlife habitat and a nesting area for skylarks. [Email of 17/08/22] Council to note.

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7. **Other correspondence** received subsequent to the posting of this agenda.

## 14. Finance & Admin

1. **Finance Update** (EB)
2. **Co-option Procedure Policy** – For discussion and approval
3. **Facebook & Website** – Update
4. **Accounts for Authorisation and Payment or Ratification** - and to consider any invoices received subsequent to the publication of this agenda:

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
				<b>FOR RATIFICATION:</b>
Headspace Accountancy	£120.00	£100.00	£20.00	For Internal Audit 2021/22 and ad hoc assistance. Paid 29/7 as agreed in annual budget.
Community Action Norfolk	£50.00	£50.00	£0.00	Annual Membership. ( <u>To note only</u> as approved on 28/6 and paid on 29/7.)
G. Buckle	£96.89	£96.89	£0.00	Items required for Platinum Jubilee celebrations on 3/6/22 as approved. Paid on 29/7.
WELMedical	£119.94	£99.95	£19.99	Defibrillator Safe2 Floor / electrical replacement. (Paid on 29/7 as required safety item.)
Norfolk ALC	£72.00	£60.00	£12.00	Training Course for Councillor CB-N - May/June '22). (Paid on 31/8.)
				<b>FOR APPROVAL:</b>
Carol the Mole Catcher	£54.00	£45.00	£9.00	For removal of wasp's nest in playground in August. Invoice TBC.
<b>Total</b>	<b>£512.83</b>	<b>£451.84</b>	<b>£60.99</b>	

## 15. Items for Consideration of Inclusion on Next Agenda

1. 'Emergency Plan' for Loddon & Chedgrave
2. Village Hall Working Group – Update & next steps
3. Heckingham Charity Marsh – Review
4. Unity Trust Bank Authorisation Process – Review
5. Draft Budget for 2023/24

## 16. To Receive Updates from Individual Councillors

## 17. Close of Meeting

**Date of next meeting: 7.30pm on Tuesday 18<sup>th</sup> October 2022**

**For further information, please contact the Clerk:**

Eleanor Bannister, Clerk to HHPC

E: [clerk@halesandheckingham-pc.gov.uk](mailto:clerk@halesandheckingham-pc.gov.uk) / M: 07703 124 544

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## Updated ACTION LOG - [Items completed or closed in previous Minutes do not appear.]

ID	ACTION	OWNER	STATUS
19/90	<b>Parish Council external communications</b> – 24/03: Statements covered in relevant sections of Standing Orders, the social media & Electronic Communications Policy and Member induction pack; Clerk to ensure posted.	Clerk	On-going
22/012.2 22/012.4	<b>Reduction of Speed Limit on School Lane – 22/3:</b> Cllr. GB to research signage, organise speed watch, and request an additional post for SAM2 sign. (Evidence then to be presented to Highways.)	GB	On-going
21/085 22/011	<b>Hales Green Common – Voluntary Steward Scheme</b> – Working Group to define requirements. <b>22/3:</b> Cllr. J. Hale (Loddon PC) joined working group.	LF	On-going
22/010.1 <b>22/027.1</b>	<b>Wildflowering – 22/3:</b> Cllr. LF preparing plants. (For planting in autumn with assistance.)	LF	Autumn
21/026.3	<b>Renewable Energy – Community Benefit Fund</b> – Potential to access funding for charging point. <b>Action:</b> Clerk, Cllrs. SB & AP to discuss and consider costs and funding options.	Clerk / SB / AP	On-going
21/040	<b>Old Village Hall</b> – Cllr. SB to contact J. Sturman re: Charities Commission and confirming new trustees. [CAN for advice.]	SB	On-going
22/011.1	<b>Hales Green Letter to Residents – 22/3:</b> Drafted letter, once approved or not by SNC, to be sent to residents, grazier, adjacent landowner.	Clerk	On-hold
21/102.1 22/012.5	<b>NCC Parish Partnership Scheme funding – 8/2:</b> Council to use Annual Parish Meeting to request suggestions from residents prior to 2022 application.	Clerk / ALL	Autumn 2022
21/059	<b>Neighbourhood Plan</b> – For further discussion and idea generation at Annual Parish Meeting.	ALL	May 2022
21/050.4	<b>Being a Good Councillor Training</b> as mandatory - Clerk to ensure reflected in key policies/documents.	Clerk	On-going
21/067.2	<b>Footpath from Hales to Loddon</b> – Photos sent to NCC Highways. [Clerk chasing.]	Clerk	Chasing response
21/089.4	<b>Project Management Tool</b> – Cllr. PG initiated trial on website; All agreed to continue with Action Log.	PG / All	<b>Closed</b>
21/100.2	<b>Grit Bins</b> – Cllr. GB / Clerk to continue to chase Highways for response.	Clerk / GB	On-going
22/012.3	<b>Bus Shelter Cleaning – 22/3:</b> Cllr GB confirmed they would be actioning this shortly.	GB / AP / SB	On-going ?
22/014.2	<b>Allotments</b> – All to note when Council considering new developments.	Council	2022/23
<b>22/023</b>	<b>Residents &amp; ChetChat</b> – Resident / Cllr. GB, once approved by residents, to confirm names to ChetChat.	GB	New
<b>22/028.1</b>	<b>Parking Bays on Hales Common</b> Cllr. LF & Clerk to progress with SNC	LF / Clerk	On-going
<b>22/033.2</b>	<b>The Pit Title Deeds</b> – Clerk/Council to discuss with title deeds holder.	Clerk	New
<b>22/033.3</b>	<b>Charity Marsh</b> – Cllr. SB/Clerk to ensure registered with the Land Registry.	SB/Clerk	New
<b>22/036</b>	<b>HR Committee</b> – To send revised employment contract to the Clerk and following accountant's confirmation, confirm back-dated pay and pension due.	SB / GB	<b>Completed</b>
<b>22/042</b>	<b>Speeding Log from Norfolk Police</b> – Cllr. GB to circulate.	GB	New
<b>22/042</b>	<b>Creation of Community Volunteer Scheme</b> – To be progressed for quarterly tasks such as litter-picking and cleaning bus shelters.	ALL	New

### Re-occurring Items:

	<b>Chet Contact Magazine - Content for Oct. issue due Thursday 8<sup>th</sup> September.</b>	SB / Clerk	Monthly
	<b>Accounts for authorisation</b> – Clerk to email all Councillors confirming payments required for end September. Assuming approved, Cllr. GB to authorise payments.	Clerk / GB	Monthly
	<b>Chairmanship</b> – Confirm the chairman for the next two meetings.	ALL	Per Meeting