

The minutes of the meeting of Hales and Heckingham Parish Council held on Wednesday, 25th March, 2015 at 7.30pm in Hales Village Hall.

Present Cllr. M. Epps
Cllr. Mrs. B. Herring
Cllr. J. Herring (Chairman)
Cllr. A Mason
Cllr. A. McDonald

Cllr. Mrs K Billig, District Councillor

6 members of the public

In Attendance Mrs Jane Hale, Clerk to the Council

It was confirmed that no one present intended to film or record any part of the meeting.

112. Welcome by the Chairman of the Council.

Cllr Herring welcomed the members of the public to the meeting.

113. To receive apologies for absence from Council members unable to attend.

Apologies were received and accepted from Cllr. Mrs. H. Hellendoorn who was on leave. Cllr Sommerville left after her report to the Annual Parish Meeting.

114. To approve the minutes of the meeting of the Parish Council held on Wednesday, 14th January, 2015.

Having been circulated, the minutes of the meeting of the Council meeting held on Wednesday, 14th January, 2015 they were approved by the Council and signed by the Chairman.

115. To approve the minutes of the meeting of the Parish Council held on Tuesday, 27th January, 2015.

Having been circulated, the minutes of the meeting of the Council meeting held on Wednesday, 27th January, 2015 they were approved by the Council and signed by the Chairman.

116. To receive declarations of interest in items on the agenda.

Cllr Mason declared a personal interest in the agenda item relating to the request for a grant from Norwich South Rotary Club.

117. To receive and comment if appropriate on planning applications and correspondence and received and note comments registered.

There were no applications for consideration at the meeting.

2015/0248 Land West of Hill Farm, Norton Road, Heckingham – change of use and conversion of redundant farm buildings – this was a revision of the application no 2014/0211/F to which the Council made comment but no objections.

Under delegated power and with consultation of members, no objections or comments were responded to SNC.

118. To adjourn the meeting to receive for information any issues raised by members of the public.

It was agreed that in future the public session of the meeting would follow both the Working Party reports and the Action List as these very often both answered and raised queries from members of the parish.

Mrs Hagan has indicated that she is happy to join the Road Safety volunteers of which there are virtually none at the present time. It is hoped this will gain momentum following the election. Mrs Hagan also commented she felt it would be better to engage with the residents of Avocet House and that a continual rapport is required to engage with them properly.

Bronwen Jenkins passed on the comment that 5 people have said how good the newsletters are and hopes that they will continue.

119. To reconvene the meeting and discuss any issues raised during the public session – for information only.

It was agreed the Council meeting would reconvene.

120. To receive reports from the Council's Working Parties and confirm any actions:

Village Hall and Community Working Party

It was agreed that this matter needed to be discussed when Cllr Hellendoorn was present as she was Chairman of the Trustees who currently manage the village hall.

The Playing Field Working Party

There is nothing to report at present, all the inspections have been undertaken and work carried out where necessary. It was agreed that regular maintenance of the field was essential with regular grass cutting. It was agreed the Working Party would get together in early summer to plan a way forward. Quotations from Dale Foreman had been received, he has kept his quotations the same as for 2014-15 i.e. £50 per cut and £425 to maintain both churchyards. These quotations were accepted for 2015-2016.

The Bus Service & Transport Working Party

The feasibility study is in the planning stage for bus stops with a pedestrian refuge in the middle of the road. Cllr Mason to contact Gilbert Edwards re trying to sort new bus stop. There is nothing further on the Road Safety side.

The Composting Scheme Working Party

The composting scheme is up and running. During March a trialed collection for 17 households was undertaken – there is now 0.6 tonne in the bins and the scheme is looking for new members.

The War Memorial Working Party

Cllr Mrs Herring produced an informative report containing information and suggestions relating to the various ways the project can move forward. It was noted that moving a memorial can be expensive and emotive for local residents. There is limited funding available, via the War Memorials Trust, to assist with moves "where the memorial is at risk or completely inaccessible"

Cllr Mrs Herring will continue to pursue the availability of funding from the War Memorials Trust by submitting a 'pre submission application'. There are several ways forward and the War Memorial Trust make several suggestions including changing the timing of the service, closing the road (only Green Lane). It was agreed that the Clerk would find out the cost and process for a road closure.

121. To review the Action List and update as appropriate

- 39 Clerk to try and call BESL
- 41 Clerk to write to the Environment Agency regarding riparian rights.
- 51 Nothing further. Clerk to try contacting Avocet House, their details are on the website.
- 53 Clerk to try and establish ownership of charity marsh via Land Registry.
- 54 Clerk to try and call NCC to ascertain information.
- 64 Clerk to call SNC and email response councillors
- 73 Clerk to ascertain which other companies do play area inspections
- 78 Nothing further
- 85 Parish Steward – have on next agenda
- 87 Pass Cllr Mason Dale Foreman's contact details.
- 99 Cllr Mason to speak to Motobility.

122. To confirm the rental agreement with Mr A Wright for the rent of the Charity Marsh for 1.4.2015-31.3.2016 and note payment received.

The Clerk has written to Mr Wright to ascertain whether or not he would like to rent the Charity marsh for the forthcoming year. Mr Wright indicated that he would and paid the £80 rent for the marsh. He has received a receipt for his payment.

It was agreed the Clerk would put a piece in Contact to try and confirm the population of Heckingham over 65 so that the residents receiving Charity donations can be updated.

123. To confirm the Council's wish for 'The Pit' to be re-licensed at an agreed rent of £300 to the current licensee.

The Clerk had written to the current licensee to ascertain whether or not they would like to retain The Pit. Mrs Frost has confirmed by phone that they would be willing to continue to license The Pit for £300 for the ensuing year.

The Council agreed Mrs Frost could rent The Pit for a further year.

124. To receive a request from Eastern Rivers Community Gym in Loddon for a grant/donation.

A request for a donation has been received. The gym offers residents cheap and nearby access to good facilities for all residents. Cllr McDonald was concerned that this was in Loddon and not Hales or Heckingham. As the gym benefits local residents, Cllr Mason proposed a donation of £50, seconded by Cllr Epps, Cllr McDonald was against, remainder in favour.

- 125. To revisit and consider the request for a grant from Norwich South Rotary Club regarding support for installation of fire alarms for vulnerable and elderly people following receipt of additional information.**

Cllr Mason had more information relating to this request. This project is the personal charity for the current Chairman's 'Charity for the Year'. £11,000 had been raised in both Norfolk & Suffolk. The proposed alarms have a 10 year life and are fitted by the Fire Service. They cost £7 each to buy and fit and those they are fitted for are residents suggested by Social Services/doctors etc. In the past year 52 have been fitted in South Norfolk and 6 repaired or replaced. Cllr Mason was asked what sort of level of donation was Norwich South Rotary Club considering, he suggested £50, i.e. one for each Councillor. There was discussion about why not buy them and fit them ourselves/get the fire service to fit them? Following further discussion it was agreed Cllr Mason would try and find out how many people might be eligible in Hales & Heckingham and report back to the next meeting.

- 126. To receive a proposal to amend the Council's Standing Orders to include under '12. Draft minutes' an item h. Draft minutes of a meeting of full Council or a committee shall be published no later than one month after the meeting has taken place'. This legislation takes effect 1.4.2015 under the Transparency code for Parish Councils – turnover under £25,000. (Page 12 of Attached Standing Orders & Legal Topic Note from NALC)**

The Clerk advised that this was now a legal requirement. Cllr Mrs Herring proposed the amendment, seconded by Cllr Epps with all in favour.

- 127. To discuss and agree the appointment of an internal auditor for the 2014-2015 year end.**

The Clerk suggested Mr Arthur Morris but had been unable to contact him, the Council agreed with the suggestion and Cllr Mrs Herring proposed Mr Morris be approached and offered the appointment, seconded by Cllr Mason with all in agreement.

- 128. To discuss and review the Council's Annual Review of the Effectiveness of Internal Control.**

The Council considered the paper put forward by the Clerk, it did not replace the Risk Assessment of the Council which included financial risks but supported it. Following discussion Cllr Mason proposed with the slight amendment to the wording, 'or another approved inspector', seconded by Cllr Epps with all in favour.

- 129. To Confirm the Council's Employer's Pension Policy – Exercise of Discretionary Powers.**

The Council received the papers and Cllr Epps proposed, seconded by Cllr Mason that the Council's Employer's Pension Policy, Exercise of Discretionary Powers be adopted.

- 130. To receive and comment on correspondence received as listed**

Letter from SNC confirming s106 monies held
Norfolk Pension Fund confirming they ideally require payment by BACS

Confirmation from Mazars that the audit will be undertaken via their Durham office
 Letter from Loddon & Surlingham RBL thanking the Council for their donation
 Letter from NPS Group introducing their fire risk management services
 NCC Quarry application notification of inclusion on Agenda
 Norfolk ALC – Executive Committee – seeking Councillors in place after 7.5.15 to stand for election to the Executive Committee – for discussion at the next meeting.
 Email from Andrew Baker with update on Cricket Club application
 Email via website from Amanda Waring – Clerk has responded.
 Dale Foreman quotations for playing field cuts and churchyard maintenance
 Hill Farm planning application
 SLCC notification of 2015 Regional Roadshow in Thetford on 15.4.15 – Clerk hopes to attend and will have free place.
 HMRC notification of tax code for Clerk & electronic payment details
 BT 'Adopt a Kiosk' for as little as £1 – plus electricity moving charge. Further information to be obtained prior to discussing adoption further.
 Play Area information
 A request for a donation from Magpas – the national helimed charity – this is not East Anglian Air Ambulance. Council considered the request but agreed not to give a donation.
 CPRE Norfolk Light Pollution Survey results, light reducing guidance & light pollution conference information
 Email re Norwich South Rotary Club's Alarms for disadvantaged/vulnerable – further information to be given at meeting
 Year end documentation from Mazars – H & H PC is not one of the 5% sampling.
 Email/letter from BACT with information for new service to rural areas.

131. To approve expenditure on accounts received and sign off the bank statement (to follow) and to review the new bank account and authorisation systems in place

The following payments were approved by the Council and the Chairman signed the Unity Trust bank statements. The following payments were proposed by Cllr Mrs Herring, seconded by Cllr Mason with all in favour:

Composting Site Expenses – 4 payments totalling paid from the Lottery Grant awarded:

| | | |
|--|---------------|-----------|
| J Cargill Ltd | £206.35 | |
| AW & SP Mason – reimbursement | £202.15 | |
| AW & SP Mason – reimbursement | £ 50.07 | |
| AW & SP Mason – reimbursement | £156.54 | |
| | | £ 615.11 |
| Due | | |
| Norfolk ALC – Clerk's attendance at the Spring Seminar | £ 30.00 | |
| Dale Foreman - cutting playing field & erection of dog waste bin | £ 55.79 | |
| NCC – resubmission of planning application for composting site | £ 192.50 | |
| A W Mason, various composting equipment including shredder | £1,383.57 | |
| Norfolk Pension Fund | £ 282.24 | |
| HMRC | £ 433.00 | |
| J Hale – salary 1.10.14-31.3.2015 | £ 875.16 | |
| Vision ICT – annual website hosting May 2015-April 2016 | £ 174.00 | |
| Roberts & Son – colour posters etc re composting site | £ 21.00 | |
| Norfolk ALC annual subscription | £ 132.45 | |
| SNC – annual dog bin emptying charge for 2014/15 | £ 147.12 | |
| | | £4,341.94 |
| Total | | |
| Lower Yare & Waveney IDB payment anticipated April/early May | £ 35.00 (max) | |

132. To receive a report from the Clerk

The Clerk advised members of the salary award covering 2014-15 & 2015-16, a figure of 2.2% plus a one off payment of £100 pro rata. The Council confirmed agreement to the award under the Clerk's Contract of Employment.

133. To receive an update/statistics from the Police

The statistics received had been circulated and noted by the Council. There was no parish specific report from the Police.

134. To receive a report from the County and District Councillors

Cllr Billig had nothing further to add to her report to the Annual Parish Meeting.

135. To receive reports from Councillors including items for the Council's consideration at the next Council meeting raised during the Annual Parish Meeting.

No Councillors had anything further to report and there were no items raised at the Annual Parish Meeting for the Council to consider.

136. To confirm the date for the next Parish Council meeting as Wednesday, 13th May, 2015 at 7.30pm in Hales Village Hall which will be the first meeting of the new Council.

To confirm the date of the next Parish Council meeting as Wednesday, 13th May, 2015 at 7.30pm in Hales Village Hall.

Meeting closed at 9.42.

Signed.....
Chairman

13th May, 2015
Date.....