

The minutes of the Annual General meeting of Hales and Heckingham Parish Council held on Wednesday, 13th May, 2015 at 7.30pm in Hales Village Hall.

Present Cllr Mrs B Herring
Cllr. J. Herring
Cllr. A. Mason

2 members of the public

In Attendance Mrs Jane Hale, Clerk to the Council

Apologies Cllr Mrs Somerville

1. To elect a Chairman for the ensuing year.

Councillor Herring was nominated as Chairman for the ensuing year, there being no other nominations Cllr Herring was elected as Chairman.

2. The Chairman to sign his declaration of acceptance of office.

The Chairman thanked the members for their support and signed his declaration of acceptance of office.

3. Welcome by the Chairman of the Council.

Cllr Herring welcomed the two members of the public to the meeting and hoped that they would find the meeting interesting.

4. To receive acknowledgement that all members had signed their Declarations of Acceptance of Office.

The Clerk confirmed that all elected members had signed their Declarations of Acceptance of Office.

5. To agree circulation of Councillors Declarations of Interests for completion and return to the Clerk by 27th May, 2015.

It was confirmed members would complete their Declarations of Interests and return them to the Clerk by 27th May, 2015 for forwarding to the Monitoring Officer for publication. It was agreed that all Declarations of Interests would be completed at the end of the meeting.

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

The Clerk had not received any apologies from Council members but Cllr Mrs Somerville

7. To elect a Vice Chairman for the ensuing year.

Cllr Mason was nominated, there being no other nominations, Cllr Mason was elected as Vice Chairman of the Council.

8. The Vice Chairman to sign their declaration of acceptance of office.

Having been proposed and seconded and there being no other nomination, Cllr Mason signed his Declaration of Acceptance of office.

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

Cllr Mason declared that his wife had an interest in a property at the Heckingham Hall development. There were no other declarations of interest.

10. To approve the minutes of the meeting of the Parish Council held on Wednesday, 25th March, 2015.

Having been circulated with the minutes of the meeting of the Council, held on Wednesday, 25th March, 2015 were signed by the Chairman. As usual, the minutes would be circulated as soon as possible and within 14 days and all members were requested to give a response as a receipt of the draft minutes being circulated to the Clerk.

11. To receive for noting and confirming the minutes of the Annual Parish Meeting held on 25th March, 2015.

The draft minutes of the Annual Parish Meeting held on 25th March, 2015 had been circulated to all members and the contents were confirmed for ratification at the next Annual Parish Meeting. It was agreed that the draft minutes would be published on the Council website.

12. To discuss membership of the parish council

The Chairman was disappointed parishioners did not apply to be come councillors but it was better that those present wanted to be on the Council rather than feeling coerced and not willing to take an active role. Cllr Mrs Herring agreed that the Council needs members who are willing to do 'stuff'. It was agreed that at the present time no 'call to arms' would be placed in Contact, the Council would settle and see what happened in the close future.

It was agreed the 3 members of the Council couldn't 'do everything' but that the 'Parish Steward' position be expedited – Cllr Mason offered to put together a brief job description and circulate it, this was agreed.

New residents will hopefully commence occupation of Heckingham Park during the summer months. It was agreed the 'Welcome Brochure' should be resurrected.

13. To review the discussions relating to Hales Village Hall and agree a way forward

The current Trustees want to give up management of the village hall and hand the whole lot back to the Council as Custodian Trustees. To do all the work necessary to bring the hall up to a moderate standard would cost in the region of £25,000. Grants will be required and the Council does not have the resources to undertake this at the present time. If the management committee gave up the hall would have to close and the village would have to decide what they wanted to happen to the hall.

It was agreed a letter would go to Helena Hellendoorn advising that the Council have discussed the Management Committee's request for the Council to take on the running of the village hall and the Council has to decline as a) as a general rule Parish Council's don't run village halls, a management does and b) as there are only 3 Councillors, the Council does not have the capacity to undertake this role.

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

The Clerk advised that there were two applications to review at the meeting but that the following application was commented on with delegated power:

Heckingham: Hales community Composting, Briar Lane, Hales
Proposal: Variation of condition 2 of permission ref C/7/2013/7024 to regularise the site layout, and 0.06 hectare extension of the site (eastwards)

Application required a response between meetings and the Clerk responded, under delegated authority following consultation with Council members, that there were no objections to the application.

For consideration at the meeting:

2015/0792 & 3 Hales Hospital, Yarmouth Road, Heckingham
Proposal: Proposed revisions to approved scheme for conversion of Hales Hospital – amalgamation of units H14 & H15 to one residential unit; creation of 1 new residential unit; and extension to unit H20

It would appear this application only shows 66 parking spaces, this should be 88. If the meter room and refuge rooms were created and are now going to be taken in by the amendments, why don't they now require these? No further observations.

2015/0886 & 5 Hales Hospital, Yarmouth Road, Heckingham
Proposal: Revisions to consented scheme for residential conversion of Hales Hospital comprising revisions to location of some parking spaces, revised internal access road, pole mounted satellite dish, demolition of store building and erection of gym building, and tennis court.
Application: Listed Building Consent

There now appear to be 88 car parking spaces, clarification is required that there will be 88 parking spaces. No further observations.

BA/2015/0033/HOUSEH Heron House, Heckingham Holes, Heckingham
Proposal: Erection of modest timber clad bird hide/study, with timber glazed windows and doors.

No objections.

Cllr Mrs Herring asked that the agenda item in future read 'To discuss applications including but not limited to ...' so that late applications could be discussed. The Clerk advised that this was against all she had learnt at the University of Gloucester regarding transparency.

The Clerk advised she would need to take advice and respond to the Council as to the legitimacy of this wording.

15. To consider and comment as relevant and necessary on

South Norfolk Local Plan: Proposed Main Modifications and Sustainability Appraisal Consultation for:

The Site Specific Allocations and Policies Document

There are 3 references to Hales, the Badger site, map 38 showing the allocation of the 'dip' field for housing and the Hales Hospital development. There is no reference to Heckingham. It was agreed that no comments would be sent as the Council's response.

The Development Management Policies Document

There is no reference to either Hales or Heckingham.

The Wymondham Area Action Plan

Totally irrelevant to the villages.

It was suggested that the SNC Planning Policy Team be invited to give a presentation on what they are planning for Hales & Heckingham.

16. To discuss membership of the Council's Working Parties, progress to date and agree a way forward:

The Council agreed that with only 3 Councillors formal groups would not be appropriate at this time. All members will be involved.

Village Hall & Community Events Working Party

This will now be called the Community Events Working Party and will liaise with the Parish Council and report back as necessary.

Road Safety Working Party ~~including Speed Watch~~

Council were advised that an unofficial survey had noted that 60-80% of the vehicles travelled down the Yarmouth road were exceeding the speed limited. On the 12th May it was a Highways Maintenance vehicle, buses, Gage tankers. Usage of the Yarmouth Road will increase once Heckingham Park residents arrive.

Ask Cllr Mrs Somerville to broker a meeting with the Road Safety Team to discuss the way forward. High viz jackets standing on the site of the road automatically slow the traffic down. Would a 'gateway' into the village assist in highlighting entering a 30mph area? Could a scarecrow in a high viz jacket with an arm out have any effect?

Hales Playing Field

Inspections will move to fortnightly and maintenance will continue.

Bus Service (inc Bronwen Jenkins)

There has been a meeting with Tim Vincent and Bob Edwards and drawings have been produced with lay-bys, access for Mr Gilbert, a pedestrian refuge, 50mph zone and double white lines. This will now be discussed and hopefully agreed by the safety team then the battle for funding commences.

It was noted that there is no turn left sign for Hales on the A146 – nothing until you actually turn into Yarmouth Road – NCC to be advised and signage requested. There have been no talks with First Group yet.

Composting Scheme

The composting site was officially opened – a very successful event with 20 people present including Sir Nicholas Bacon who has been very supportive. So far 1.8 tonnes have been collected, next collection next week. The scheme has been on budget to date.

17. To Review the Council's Action List and agree a course of action

- 39 Clerk will ring every day to follow up and will keep AWM advised.
- 41 Rural Payments Agency paperwork and maps received and passed to JH who will follow up.
- 51 No further information forthcoming – agreed to close.
- 53 Rural Payments Agency confirmed Charity Marsh – no further action.
- 54 Clerk confirmed nature of funding provided by NCC – X2 not funded but money for evenings and weekends – action completed
- 64 Clerk to contact SNC.
 - 75 Register of Play Inspectors International list of inspectors – Richard Bracey in Lowestoft will charge £75 + VAT and report within 48 hours – to be instructed for July 2015. – action completed.
- 78 Delete
- 85 AWM to put together draft job description – on July Agenda.
- 87 Composting Site – completed
- 99 Nothing further can be undertaken regarding the rubbish – completed.
- 101 Playing Field Working Party – Clerk to organise fortnightly inspection rota and circulate.
- 102 Completed
- 104 Cost ascertained at £36 + signage – completed
- 105 In June edition of Contact.
- 106 Close.

18 To consider the request by Norfolk ALC for nominations to their Executive Committee

Following a brief discussion, it was agreed that no nominations would be put forward at this time.

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

It was proposed by Cllr Herring that the meeting be adjourned, agreed.

Fabers are working on Sundays, is this in their planning permission? It was commented that the bus shelter notice board is not being looked at – other ways of ensuring the parishioners are advised to be considered.

It was proposed by Cllr Mason that the meeting be reconvened, agreed.

20 To consider the principle of attendance by Councillor(s) at the Norfolk ALC/SLCC Summer Conference on 7th July, 2015 costing £45.00 ph to be held at Carrow Road.

It was agreed in principle that once the Agenda for the day is published, if any member of the Council wishes to attend they may do so.

21 To receive and comment on correspondence received as listed

BT Adopt a Kiosk – the kiosk opposite the Masala Garden is available to adopt, subject to Local Authority Agreement. It was agreed the Clerk would take this further.
Email from Rosemary Hewlett regarding her Grandmother who lived at the mill, she queries whether she would have gone to Loddon or Hales. Born in 1881 so started about 1886. Married in Hales church in 1902 – advised she would have attended Heckingham County First School, the records for the school for 1925-1999 are in the Norfolk Records Office.
Came & Co – Council Matters
Broadland Environmental Services Limited – notification of annual Grass Cutting Works.
Information from HugoFox on Community Websites – offering a free community website – information passed to Cllr Herring.
Norfolk RCC (Now community Action Norfolk) Signpost Magazine
Unity Trust Bank – two lots of information about changes to their services – only just arrived so still trying to go through how any changes may affect the Council.
Insurance information from AON – another insurance provider.
General updates from HMRC
Posters and leaflets from BACT – the community transport scheme run from Bungay – information to be placed on the website and the Council’s notice board.
Information from the Rural Payments Agency regarding the Basic Payment Scheme passed to Cllr J Herring to follow up.
Came & Co Spring – insurance renewal information - £331.67 – agreed this be paid.
Email information regarding Better Broadband for Norfolk received indicating that Hales is now on the list of villages to receive this subject to final survey.

22 To approve the annual accounts for 2014/2015 and agree submission to the internal auditor and then for submission to the external auditor

The accounts for 2014/2015 were presented to Council together with the Governance Statement. The Council proposed acceptance of the accounts and confirmed the Governance statement. Both documents were signed by the Chairman.

23 To approve expenditure on accounts received and note receipts.

Following circulation of the accounts, the following were proposed by Cllrs Mrs Herring, seconded by Cllr Mason and approved:

Retrospective

Waveney Lower Yare & Lothingland IDB – Charity Marsh £ 32.48

Due

Broker Network Ltd – Council’s insurance £ 339.29
Norfolk ALC Annual Subscription – agreed in 2014/15, paid 2015/16 £ 132.45
Vision ICT - .gov fee – agreed in 2014/15, paid 2015/16 £ 174.00
Composting Scheme payments from budget £ 278.99

Receipts

First ½ of 2015/16 precept £3,846.43
Annual Council Tax Support Grant 701.00*

*Please note this is a ‘one off payment’ for 2015/2016, there will not be a payment with the 2nd half of the precept in September.

The bank mandates were discussed and it was confirmed that the Chairman, Vice Chairman and the Clerk would remain signatories.

24 To receive a report from the Police if available

The crime statistics had been circulated together with notification of the new Inspector for the Neighbourhood Team.

25 To receive a report from the County Councillor.

A report from Cllr Mrs Somerville had been circulated to members.

26 To receive reports from Councillors

Barclays Bank has contacted the Community Group and Cllr Mason advised that Barclays are looking to close this small account – it was noted that this funding would be given to the Village Hall Committee.

27 To confirm the date for the next Parish Council meeting as Wednesday, 8th July, 2015 at 7.30pm in Hales Village Hall and to note the provisional dates for the forthcoming Council year:

- 8th July 2015
- 9th September, 2015
- 11th November, 2015 - budget meeting for the full Council
- 13th January, 2016
- 9th March, 2016 – both the Annual Parish Meeting and full Council meeting

All Council meetings will commence at 7.30pm unless otherwise notified.

The meeting closed at 10.07pm

Signed.....

15th July, 2015

Date.....