

The minutes of the Parish Council meeting of Hales and Heckingham Parish Council held on Wednesday, 9th September, 2015 at 7.30pm in Hales Village Hall.

Present Cllr Mrs B Herring
Cllr J Herring (Chairman)
Cllr A Mason

3 members of the public

In Attendance Mrs Jane Hale, Clerk to the Council

The Chairman asked those present if anyone intended to record the meeting – there was no indication that anyone would record the meeting.

48. Welcome by the Chairman of the Council.

Cllr Herring welcomed the member of the public to the meeting and hoped that he would find the meeting interesting.

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

There were no apologies from Council members.

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

There were no declarations of interest.

51. To approve the minutes of the meeting of the Parish Council held on Wednesday, 15th July, 2015.

Having been circulated, the minutes of the meeting of the Council, held on Wednesday, 15th July, 2015 were signed by the Chairman and will be placed on the Council website.

52. To Co-Opt a Councillor (if appropriate) to fill the Council's vacant position and to receive their Declaration of Acceptance of Office. To give the new Councillor a Code of Conduct for completion and return to the Clerk within 28 days.

At the present time there were no applicants for the position.

53. To receive and comment if appropriate on planning applications and correspondence as received

No applications had been received. The revised application for the Cricket Club was anticipated and, when it arrives it was agreed a meeting would be called.

54. To confirm and agree the purchase of projection equipment and agree virements in the budget to cover the expense.

Following discussion it was agreed that £250 would be vired from general reserves to cover the cost of the projection equipment and the Council's anti virus renewal..

55. To receive reports from the Council's Working Parties:

Community Events Working Party

The Group are holding a coffee morning on the 30th October.

Road Safety Working Party

A member of the parish has indicated that they may be interested in joining the working party. Cllr B Herring is in dialogue with this person.

Hales Playing Field

The annual inspection has been undertaken and will be discussed later in the meeting.

Bus Service

The NCC Safety Committee have approved drawings and it will cost an estimated £50,000 to undertake the work to put bus stops on the A146. NCC have now produced drawings for a roundabout at the Yarmouth Road/A146 junction. These will be discussed at a village meeting to be held in the village hall on Saturday, 12th September from 10.30am - 12.30pm, this is to share information and answer any queries. A flyer has been circulated around the villages. (Ranters Row has not received the flyer - Cllr Mason apologies and assured the residents they would receive the information in future). Comments raised on 12th September will be forwarded to NCC officers prior to the presentation at the next parish council meeting on 25/11.

Composting Scheme

The end of grant report has been accepted by the Lottery. 5.5 tonnes of compost material has been collected. To date 3.7 tonnes has been claimed giving a credit of £197 to the scheme. The scheme now has 30 members and 21 were collected from at the last collection.

56. To discuss the response from the Village Hall Management Committee if available.

A letter has been received from the Village Hall Management Committee who are taking legal advice as to what is their best way forward as they can no longer manage the hall.

57. To review the Council's Standing Orders and Financial Regulations, with particular note relating to awarding contracts with a life greater than 1 year and their cumulative value.

Both the Standing Orders and Financial Regulations had been circulated and the following amendments were discussed:

Standing Orders

3 | Amend to take account of new recording legislation to read

'Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted by answering, in the positive, the question to be put at the start of each meeting 'To enquire whether anyone present wishes to record the meeting'.

15 xiv Amend to read

'record every planning application notified to the council and the council's response to the local planning authority on the Council's and Planning Authority's websites.'

Financial Regulations

It was agreed the numbering of the regulations would be amended with each section numbered with sub paragraphs.

The addition of 5.4 under Banking Arrangements and Cheques

5.4 The use of Internet Banking via Unity Trust Bank shall be undertaken with the RFO entering payments and authorisation of payments by either the Chairman or Vice Chairman of the Council. Payments budgeted for may be made between meetings with authorisation retrospectively at the next Council meeting.

9.8 Replace 'at least bi-annually' with 'annually'

11 1 b) insert 'p.a.' immediately after £2,500 in the first line

All the above amendments were proposed by Cllr Mason and seconded by Cllr Mrs Herring. The amendments will stand adjourned until the next meeting.

58. To review the Action List and update as appropriate.

- 41 In state of disrepair. Clerk to ring Cripps and advise
- 52 Clerk to try and call EA
- 53 Complete - delete
- 64 Clerk unable to do this – Clerk to pursue asap.
- 85 No applications yet. Defer requirement until Spring 2016 Agreed to be advertised in Contact in Spring – March edition
- 103 To be considered as part of the roach scheme?? Review January 2016.
- 3/15 Delete
- 9/15 One village has installed a defibrillator into the ex phone cox - awaiting response from BT, could be 90 days
- 12/15 Complete
- 13/15 BH to own and seek assistance from fellow councillors
- 14/15 becomes 18/15 - complete
- 15/15 becomes 19/15 - emails from AWM to be sent to JFH – complete
- 16/15 becomes 20/15 - complete
- 17/15 becomes 21/15
- 18/15 becomes 22/15 - complete - BH to be reimbursed
- 19/15 becomes 23/15 - letter sent
- 24/15 Heckingham Park AWM Water route- close as route going across fields
- 25/15 Bin Stickers - 400 required - Clerk to pursue with SNDC

59. To review the annual inspection report relating to the playing field.

Cllr Herring to draw up a list of works to be undertaken. Cllr Mason proposed all works are undertaken – all agreed. Cllr Mrs Herring asked that thanks be sent to Mr Bracey for his report. c £1500 in budget for playing field

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

It was proposed by Cllr Mason the meeting be adjourned, all agreed.

It was brought to the Council's attention that a car is parked very close to the bollards on the footway in Green Lane, where the Old Beccles Road meets Green Lane. Due to this no one can get through on the footway which has now been cleared. Pedestrians with trollies or prams now have to go around - Clerk to report this to SNT as it is an obstruction.

Also grass and drain problem at the bottom of Val's road flood risk. Clerk to advise SNDC

A scam letter is going around the village - Val Green has one, most people destroy them but a copy needs to be passed to the Police for investigation.

It was proposed by Cllr Mrs Herring that the meeting be reconvened, all agreed.

61. To receive and comment on correspondence received as listed

Annual return from Mazars

Oil Club – further information, Council have already discounted this service in favour of RCC (now Community Action Norfolk) scheme

SLCC – the Clerk and AGM notification

Request from Norfolk Adult Education to publicise the Lipreading classes starting in Loddon on 28.9.2015 has been placed in bus shelter

Response to Council's letter from Hales & Heckingham Village Hall Committee

SNC Supplier Information Review

Notification from HMRC of new PAYE coding for Clerk to the Council

SNC Chairman's Briefing – invitation to chairman, accepted for Cllr Mrs Bev Herring

The Licensing Act 2003 and Gambling Act 2005 requires each licensing authority throughout England and Wales to review their Statement of Policies every three and five years respectively.

South Norfolk's current policies are due to expire and therefore we are required to carry out reviews of the policies which includes consultation. In addition the Gambling Act 2005 has introduced Local Area Profiles which is included in the Statement of Gambling Policy at appendix C.

The Acts provide who must be consulted during the review process, however we have decided to widen the consultation and include Parish Councils.

The consultation period begins on the 1 September 2015 closing on the 12 October 2015.

Copies of the revised policies can be found on our website at: -

<http://www.south-norfolk.gov.uk/environment/1801.asp> and

<http://www.south-norfolk.gov.uk/democracy/778.asp>

It was agreed the councillors would look at the documentation and submit their responses to the Clerk for collation and responding to SNC.

It appears not all emails are getting to the janehale@talktalk.net address, Vision ICT to be contacted.

**62. To approve expenditure on accounts received
Retrospective payments**

Mr Dale S Foreman – 4 x playing field + 1 x compost site £210.00

Current

GS Computers – anti virus licence	£ 21.00
David Bracey Play Safety Inspections	£ 90.00
J Hale – 6 months salary (less £50.75 owed)	£756.50
Norfolk Pension Fund	£276.36
AW & SP Mason – composting site reimbursement	£118.18
AW & SP Mason – printing costs, roundabout newsletter	£ 10.00

Anticipated

Dale S Foreman – ½ yearly churchyard cuts	£212.50
Mazars Audit Fee – approximately	£144.00

The Accounts presented were proposed for payment by Cllr Mrs B Herring, seconded by Cllr Mason with all in favour.

63. To receive a report from the Clerk

There was no additional information to present during the meeting.

64. To receive a report from the Police

The emailed statistics had been circulated when received, there was no other report from the Police.

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

No reports had been received.

66. To receive reports from Councillors

Cllr Mrs Herring reported that on 8th August she had reported a pothole on Briar Lane, by the 9th August this had been filled. The way of reporting such potholes was not customer friendly.

At the compost site youngsters had been seen on the top of the container - thanks to a member of the scheme for reporting this.

67. To confirm the date for the next Parish Council meeting as Wednesday, 25th November, 2015 in Hales Village Hall

It was confirmed that the date for the next Council meeting would be Wednesday, 25th September, 2015 in Hales Village Hall at a time to be confirmed. Cllr Mason will liaise with Highways re the starting time for the meeting.

- 68. To close the meeting to the press and public due to the confidential nature of the business to be discussed.**

It was proposed by Cllr Mason and seconded by Cllr Mrs Herring and all agreed that the meeting be closed to the press and public due to the confidential nature of the business to be discussed.

- 69. To discuss and agree a way forward relating to staffing matters.**

The Clerk agreed to consider her position with the Council.

The meeting closed at 9.17pm

Signed.....

Date.....25th November 2015

