

Hales and Heckingham Parish Council

Minutes of a meeting of Hales and Heckingham Parish Council held on Saturday 26 September 2015 at 2pm in Hales and Heckingham Village Hall

Present: Cllrs John Herring (Chairman); Alan Mason (Vice Chairman); Bev Herring

There were no members of the public present at the meeting.

The chairman asked those present if anyone intended to record the meeting - no one indicated that they wished to record the meeting.

49. Welcome - The Chairman welcomed everyone to the meeting. As an introduction the Chairman explained that the Clerk had resigned. Cllr B Herring will take notes and the Clerk from Loddon PC will assist with their formal production,

50. Apologies - all Councillors in attendance therefore no apologies received.

51. Declarations of Interest – there were no declarations of interest declared by councillors in items on the agenda

52. Minutes of Previous Meeting – the minutes of the meeting of the Parish Council on Wednesday 9th September 2015 had been received in draft format but there were a number of items for clarification and change.

Under item 57 9.8 it should be bi-annually not biennially. Although, it has now been changed to annually anyway in the document.

Cllr B Herring proposed approval of minutes deferred to next meeting.

Cllr J Herring seconded - AGREED

The CEG (Community Events Group) are meeting for a coffee morning on Saturday 31st October and we need to check that the insurers are aware, or inform them – Chair to action.

53. Planning Applications –

a) 2015/2009 - Hales Cricket Club - There were 11 documents associated with the planning application on the SNC website, all were available for viewing at the meeting.

Cllr J Herring referred to the opening times being minimal so no longer appear to be offering a service to the village. Closure at 7.30 pm is probably incorrect as it is likely, in the summer, that cricket matches would complete after this time.

Cllr J Herring referred to the Community Infrastructure Levy (CIL) application notice. It was noted that this is in reference to whether or not the development might attract a charge rather than be awarded a grant from the CIL fund.

Cllr Mason referred to previously mentioned highways issues on Green Road and consideration of residents who live on The Green and their protection from traffic and noise issues.

Cllr Mason referred to the belief that most members of the Cricket Club are not residents of Hales and therefore club members would likely tend to always drive to the club.

Cllr B Herring expressed disappointment that the proposals are not referring to a facility for village use any more as this would have been a good way forward.

All Cllrs noted the comments from NCC highways and the request for plans to be re-submitted following raising of several points. Cllr B Herring recommended that any feedback to SNDC should highlight potential changes to the road layout being discussed by NCC with us and ensure that SNDC are aware of these. Cllr Mason seconded; all in favour.

The Councillors AGREED that, apart from the above comments, HHPC are supportive of the application. Cllr B Herring would respond to SNDC accordingly

54. Action List – Councillors considered the outstanding Action List.

Item 41 : Riparian Rights : will be an issue if there is a heavy downpour. Action is to approach EA.

Item 53 : Awaiting getting all communications and paperwork from previous Clerk.

Item 64 : Fabers - Mr Trevor Soanes of 3 Beccles Road has contacted SNDC Enforcement Officer (Andy Baines) who is reviewing the situation. No further action for Parish Council at this stage but item to remain open for monitoring.

Item 85 : We had previously agreed to put item in the Spring 2016 edition of Contact Magazine.

Item 103 : To be considered with road schemes; any action deferred until January 2016 when situation to be reviewed.

Item 3/15 : Closed.

Item 7/15 : Ongoing.

Item 8/15 : Ongoing.

Item 9/15 : Ongoing.

Item 12/15 : There will be no award in 2015 as the matter is too small and we are unable to link with any other farm scheme. Closed.

Item 13/15 : Cllr B Herring to own and seek assistance from other Councillors.

Item 18/15 : Closed.

Item 19/15 : Cllr Mason to write to Rev David Owen to close matter by explaining discussions.

Item 20/15 : Closed.

Item 21/15 : Ongoing.

Item 22/15 : Equipment purchased and in use at this meeting; it was also successfully used at the meeting on September 12th to introduce parishioners to the proposals for the roundabout and bus stops. Item to be closed.

Item 23/15 : Ongoing

Item 24/15 : Ongoing

Item 25/15 : Cllr B Herring to take on board.

Item 26/15 : Cars are still obstructing the footpath. Cllr J Herring to request advice from Loddon PC Clerk as to the responsibilities of H&HPC on this matter.

Item 27/15 : Cllr B Herring to review the documents provided within the licensing consultation and recommend a suitable response to Cllrs J Herring and Mason.

Item 28/15 : Ongoing and to be included on next agenda.

55. Payments of Outstanding Invoices - The outgoing Clerk would be to make all of the outstanding payments as agreed at the last meeting. These were recorded in the minutes of the last meeting and Councillors had been advised that agreed payments would be made this weekend by the outgoing Clerk.

It was proposed by Cllr B Herring and seconded by Cllr Mason that, in the event that the agreed payments were not made, Cllrs J. Herring and Cllr Mason would action these items as they are current signatories on the H&HPC Bank Account with Unity Trust Bank.

Councillors considered the following two pending payments:-

- a) Dale S. Foreman : Half yearly churchyards cuts : £212.50
- b) Cllr B. Herring: Reimbursement for purchase of display equipment : £225.37

Cllr Mason proposed and Cllr J. Herring seconded that these two payments be actioned - AGREED

56. Grounds Maintenance - Councillors were concerned about the lack of ability to provide clarity to the current provider of grounds maintenance. Mr. Foreman had requested, some time ago, that his contract be extended to run for 3 years to provide confirmation of ongoing requirements to enable him to set up a suitable work programme. The Standing Orders and Financial Regulations were reviewed and amended at the meeting on 9th September but would not be ratified until the next formal meeting on 25th November. Until this happens, confirmation about a formal award of contract could not be provided. However, Cllr J. Herring proposed and Cllr Mason seconded that a letter of intent to award a 3 year contract be sent to Mr. Foreman – AGREED Action: Cllr J Herring

57. Adjournment of the Meeting - to receive for information any issues raised by members of the public - Not applicable as no members of the public or press were in attendance.

58. Pursuant to the Public Bodies (Admission to Meetings) Act 1960 s2, due to the confidential nature of the business to be discussed in the following items, press and public were excluded

Proposed by: Cllr Mason, Seconded by: Cllr B Herring - AGREED

59. Personnel Issues – The official written resignation had been received and accepted from Clerk Jane Hale. Cllr J Herring proposed garden leave from when equipment and papers collected; Seconded by Cllr B Herring – AGREED

Advice had been sought from NALC on what action to take, if any. Minimal advice was received and no action had yet taken place with regards to posting advertisement for a replacement Clerk on the NALC website.

Christine Smith (Loddon PC Clerk) and Karen Read (Loddon Finance Officer) had agreed to help until a new clerk was appointed to fill the vacancy; this help was gratefully accepted by all councillors.

Advertisement for a replacement Clerk had been placed in the October edition of the Contact magazine (now delivered) with a closing date of 09/10/2015. Cllr Mason is happy for applicants to be interviewed by Cllrs B and J Herring in his absence rather than delay the process.

If no applications were received it was agreed that the Council would re-advertise via same channels but to amend say that they should be qualified or willing to become qualified within a set period of time for which some contribution from Parish funds may be available. If closing date means that applications are received but Cllrs B and J Herring are not available to interview then Cllr Mason to interview in conjunction with Loddon PC Clerk (assuming happy to do this).

Cllrs agreed to ask applicants to be invited to submit evidence of their previous work and how issues have been dealt with.

60. Bank Update - Cllr Mason reported on the following:

Unity Trust : Cllr J Herring to complete a form relating to key contact details.

Cllr Mason explained that the Council needed a resolution to change the council's signing instructions to the Unity Trust Bank following the resignation of the Clerk. Pending clarification of the future clerking role, it was proposed by Cllr B Herring, seconded by Cllr J Herring and RESOLVED that Cllrs J Herring and Mason become the joint signatories on the bank accounts numbered 20338176 and 20338189 in the name of Hales and Heckingham Parish Council.

Cllr Mason had also been in touch with Barclays Bank. Until recently, Councillors had been unaware that accounts had remained at Barclays Bank - the Heckingham Parish Charity Current Account and a Deposit Account. When Cllr Mason checked details there were multiple signatories many of whom are unknown to current Councillors. The relevant forms to set up new signatories in the names of Cllr Mason and Cllr J Herring were completed.

It was proposed by Cllr B Herring and it was RESOLVED that the signatories at Barclays Bank for the Heckingham Parish Charity Current and Deposit Accounts are amended as above.

61. Next Meeting - Wednesday 25th November 2015 following an expected presentation from Norfolk County Council on A146 road schemes which would commence at 7pm

62. Close - The Meeting was closed at 15.35 hours.

Signed.....

Date.....