

HALES AND HECKINGHAM PARISH COUNCIL

Minutes of the Parish Council meeting held in Hales Village Hall on
Wednesday 30th November, 2016 at 7.30 pm

Present Cllr B. Herring (BH)
Cllr J. Herring (JH) - Chair
Cllr A. Mason (AM) - Vice Chair

Other attendees One member of the public
County Cllr M. Stone attended for discussions pre meeting
There were no other attendees.

The meeting agenda included a request that any attendees who wished to record the meeting should make this known to the Council; there was no such notification.

Ref	Detail	Action
234	Welcome to the meeting Cllr J. Herring welcomed all attendees to the meeting.	
235	Apologies for absence There were no apologies from parish councillors.	
236	Declarations of interest Cllr A. Mason declared an interest regarding item 249 (payments) as he is due some reimbursements of expenses incurred.	
237	Public forum The meeting was adjourned for the public forum to take place. The member of the public said that she had been approached by Mr John Green with regards taking over as Neighbourhood Watch Co-Ordinator for the area and will consider it when she knows more about what is involved. The member of the public also expressed some concern about the future of the parish council. This was discussed briefly and it was explained that, although two of the three current members may be moving, they are able to continue to be members of the PC until the next elections (in May 2019) when they would have to stand down if they then live more than 3 miles away. Between now and then options will be considered with regards to potentially merging with other PCs and we continue to look for new members to join this PC. There being no further items to raise, the meeting was reconvened.	
238	Approval of the minutes from the meeting held on 28th September, 2016 Proposed by Cllr B Herring, seconded by Cllr. Mason. Approved.	
239	Matters arising from previous minutes Min 173 - risk assessment training for playground and equipment - the council members have concern about the condition of one or two items. Cllr Mason has checked if they can be repaired economically, they cannot. Thus they will need to be replaced or closed down. It was suggested that action be taken in the Spring. Min 197 - bus service, missing flag - completed.	All

	<p>Min 217 - road safety - Cllr J Herring has written to Mr. R. Edwards of NCC requesting a quotation for the "village gates" but has not had a response yet. Will keep chasing.</p> <p>Min 219 - effect membership of LCPAS - completed.</p> <p>Min 220 - set up Village Hall Working Party and contact LCPAS - action complete.</p> <p>Min 221 - charity marsh, change rules - this action was put on hold following discussion (see item 248 below).</p> <p>Min 222 - public rights of way investigation - this has been declined.</p> <p>Min 228 - replace seat - a new seat has been purchased and will be installed soon.</p> <p>Min 231 - newsletter - remains outstanding at this present time. Cllr J Herring will progress so that it is ready for issue in January. Cllr Mason will arrange delivery.</p>	<p>JH</p> <p>AM</p> <p>JH / AM</p>
240	<p>Planning applications</p> <p><u>2016/2698: Peckover, Church Lane, Hales</u> - to reconstruct garage and store - Councillors had received details between meetings and had looked at the application. Councillors are in support of the proposals and have issued comments to that effect to SNC.</p> <p><u>2016/2731: Land at Old Beccles Road</u> - to construct 3 dwellings in place of the 291 sq mtr commercial unit which had been approved in October 2013 as per planning application 2011/0026/F. Councillors are in support of the amended proposals and comments to that effect will be submitted to SNC.</p>	
241	<p>Greater Norwich local plan</p> <p>The Council has received a copy of this local plan.</p>	
242	<p>CIL and S106 obligations</p> <p>Cllr B Herring has noted there is an obligation on the Parish Council with regards to reporting on CIL monies received. Cllr Mason confirmed that there are funds held in the Council's bank account, received during 2016, for CIL payments. This was discussed and it was agreed that Cllr B Herring will put something together to go to SNC, once it has been passed to and agreed by fellow councillors.</p> <p>Further Cllr B Herring asked whether there should be contact now with SNC with regards the emerging proposals to wish to spend both S106 and CIL monies on the playing field equipment and try to establish agreement to these proposals, in principle. Following discussion it was agreed that any such action should wait until there is demonstrable, local support for any proposals for the playing field project.</p>	BH
243	<p>Electoral review - draft recommendations</p> <p>The proposals have been received and there are no comments to be put forward.</p>	
244	<p>Neighbourhood watch co-ordinator</p> <p>Cllr Mason reported that the current Neighbourhood watch co-ordinator for the area would soon be moving. There is to be a meeting between the current co-ordinator and a potential replacement early in 2017 which will, hopefully, mean that there is no vacancy. However, as the PC had assisted with setting up the scheme in the first place, Cllr Mason</p>	

	suggested it should be active in helping to find a replacement co-ordinator and proposed that this action be taken if it becomes necessary. The proposal was not seconded and therefore not voted upon. Cllr Mason expressed disappointment with the outcome.	
245	<p>Transparency, funding for small councils</p> <p>Cllr J Herring reported that an email had been received from SNC which highlighted the items that should be made public (via the PC's website) for transparency purposes. For PCs with a turnover of under £25,000 there can be a grant awarded to help with the costs of producing and publicising the information. Cllr J Herring has asked LCPAS for advice as to what this PC should be doing in respect of transparency and is awaiting a response. It was agreed that, once we know what has to be done, we will comply with the requirements and, if necessary, apply for a grant to assist. Cllrs J Herring and Mason will progress this matter.</p> <p>Cllr Mason highlighted that the PC may not need to pay the external audit fee next year if turnover is £10,000.</p>	JH / AM
246	<p>Reports from working parties</p> <p><u>Community events</u> - Cllr Mason reported that the insurers are aware of both the "Curry Night" on 1st December and the Carol Service on 11th December, 2016. There are no further events planned at this stage.</p> <p><u>Road safety</u> - Cllr B. Herring reported that the PC is sending a letter in support of the A146 roundabout proposals and asking other interested parties to do the same. County Cllr M. Stone had kindly attended prior to this evening's meeting to discuss the proposed wording of the PCs letter.</p> <p><u>Playing field</u> - Cllr B. Herring reported that there had been no developments since the last meeting. She proposed that it would now be helpful to hold one or two sessions at the Village Hall to highlight what it may be possible to install at the Playing Field and to gather support for the project. It was provisionally agreed to set up presentations on 4th (AM) and 8th (early evening) February, 2017 which could be advertised via the newsletter currently in production. The condition of the existing equipment will also be highlighted.</p> <p><u>Bus service</u> - Cllr Mason reported that we have had 2 reports of issues via the new scheme and staff at Fabers have been very helpful. Both reports were sent to First and they have responded. Reporting system in place but not too many formal complaints being made. There are still anecdotal reports being received but, unless they are formalised with relevant details, First will be unable to act or comment on them.</p> <p><u>Composting scheme</u> - Cllr Mason reported that the scheme has collected 11.92 tonnes of waste and the second claim for recycling credits has been sent to and accepted by Norfolk County Council. There is some maintenance work to be undertaken and the remaining 6 bins to be constructed during the winter but collections have now stopped for the season. The scheme has had a good second year.</p>	BH
247	<p>Village hall</p> <p>Cllr Mason has been advised that the trustee of the village hall has had a very productive meeting with her solicitor who has been in contact with the land registry and charity commission. They are happy with progress. There has been no response yet from the LCPAS solicitor, Cllr Mason has chased and will continue to do so.</p>	AM

248	<p>Heckingham charity marsh</p> <p>Cllr Mason reported that he has spoken with the current tenants about possibly re-renting next year as it is unlikely that there will have been sufficient progress to effect a sale of the land. This appears to be acceptable, if not the favoured option. Cllr Mason suggested that the possibility of a sale be put on hold and revisited at a later stage, once it is known that the Playground Project is viable else there is a possibility of receiving funds that there are no plans to spend. This was agreed.</p> <p>Cllr Mason reminded that there is an annual payment made to residents of Heckingham of £25.00 where one or more of the householders is over 65. There will be 7 recipients this year. Cllr Mason proposed that this payment be made for 2016, the proposal was seconded by Cllr J Herring and approved.</p>	
249	<p>Treasurer's report and accounts for payments</p> <p>Cllr Mason listed the items requiring payment as follows:- To South Norfolk Council for dog bin emptying - £156.10 To Mazars for accounts resubmission - £30.00 To Glasdon for new seat - £424.08</p> <p>To Alan Mason for reimbursement of expenses incurred as follows:-</p> <ul style="list-style-type: none"> • Composting - shredder parts - £20.06 • Remembrance day - gift to bugler - £10.00 <p>Total of payments due £640.24.</p> <p>The above payments were proposed by Cllr J Herring, seconded by Cllr B Herring and approved.</p> <p>Cllr Mason further presented his treasurer's report, highlighting the balances in the various accounts.</p> <p>Cllr Mason highlighted that there will be an external audit requirement next year but there will be no fee if the turnover of the Council is less than £10,000.</p>	
250	<p>Correspondence received</p> <p>Cllr J Herring provided a list of correspondence received between meetings; he highlighted some of the items as follows:</p> <p>Citizens Advice - from branches in Diss, Thetford and district including an annual review and request for donations. In accordance with previous discussions and agreements the PC does not make donations for non local items and so this was declined.</p> <p>SNC - information with regards the setting of parish precepts - SNC expect to issue forms on 16th December and the deadline for sending the completed forms in is 20th January, 2017.</p> <p>LCPAS - referendum issue on precepts - reminding the PC that if we wished to raise the precept by over a certain percentage (historically 2%) there has to be a referendum. To be discussed at the budget setting meeting.</p>	All
251	<p>Ongoing actions</p>	

	Bin stickers - Cllr B Herring reported that she had received a quotation of £350.00 plus VAT from Roberts for printing 200 of each of the agreed stickers. She had also been in touch with SNC Environmental Services to check whether they are happy for the stickers to be displayed on their bins (they are owned by the council, not the householder) and they have no objections. She had also contacted NCC Highways to ensure that the proposals do not contravene any traffic signage regulations. NCC are also happy with the suggestion. Cllr B Herring proposed that the order be placed with Roberts as it was supporting a local company, this was seconded by Cllr J Herring and approved.	BH
252	Report from the police No specific update.	
253	Report from county and district councillors Cllr M Stone had earlier reported that Devolution is no longer proceeding in Norfolk. Childrens' services continues to be under pressure (due mainly to issues with looked after children rather than schools) and the pace of change has not been fast enough for external assessors. Consequently the Executive Director resigned and has been immediately replaced, on a temporary basis, by an officer experienced in "turning around" such services. Cllr Stone highlighted that all Councils are having difficulty in recruiting social workers (there is a major issue with staff recruitment and retention across both care and health) and a poor inspection makes it more of a challenge. NCC is also dealing with a large budget deficit in Adult Social Care, much of it due to the large numbers of people who require day care support and transport. Cllr Stone is also actively supporting the roundabout scheme proposals on our behalf. There was no update from the district councillor.	
254	Reports from parish councillors Cllr J Herring asked for suggestions on what topics should be in the newsletter. It was agreed that it would cover the following items and would be in the usual tri-fold format: <ul style="list-style-type: none"> • Playing field • Composting • Bus service complaints scheme • Bin stickers • Reference to the website (transparency) • Call for councillors 	
255	Any other business There was none raised.	
256	Next meeting There will be a budget meeting on 21st December, 2016 at 7.30 pm in the Village Hall. The next full meeting was confirmed as Wednesday 8th February, 2017 at 7.30 pm in the Village Hall. This meeting will be preceded by a presentation on proposals for the playing field beginning at 6 pm. There being no other business to discuss the meeting was closed at 20.45.	

Signed :

(Chair / Vice Chair)

Date :