

HALES AND HECKINGHAM PARISH COUNCIL

Minutes of the Annual Parish Council meeting held in Hales Village Hall on
Wednesday 26th April, 2017 at 7.30 pm

Present	Cllr P. Grimes (PG) Cllr B. Herring (BH) Cllr J. Herring (JH) - Chair Cllr A. Mason (AM) - Vice Chair Cllr A. Woodman (AW)
Other attendees	5 members of the public Cllr K Mason-Billig Apologies from Cllr M Stone (attending another PC meeting) 2 officers from NCC Highways department

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
04/01	<p>Election of officers At the annual meeting of the Parish Council the Chair and Vice Chair are elected.</p> <p>Chair : Cllr J Herring was nominated by Cllr B Herring to continue as Chair of the PC. This was seconded by Cllr Grimes All were in favour and the appointment was approved. Vice Chair : Cllr Mason was nominated by Cllr B Herring to continue as Vice Chair of the PC. This was seconded by Cllr J Herring. All were in favour and the appointment was approved.</p>	
04/02	<p>Apologies for absence There were no apologies from parish councillors.</p>	
04/03	<p>Declarations of interest Cllrs J Herring and Mason declared an interest in item 11 on the agenda as they are due reimbursement of expenses incurred between meetings.</p>	
04/04	<p>Other appointments Cllr A Mason proposed that the Council appoint Jacquie Clarke of Adepta Ltd. to be the Internal Auditor for the forthcoming year. This was seconded by Cllr Woodman. All in favour and approved.</p>	
04/13	<p>District councillor report</p> <p>This item was brought forward at Cllr Mason-Billig's request to enable her to travel to another PC meeting.</p> <p>She reported that recycling waste is now at 44% and the only sustainable way to increase it from here is to look at food waste. Broadland DC is looking at a trial of this, possibly across Norfolk. Interestingly the collection will include nappies.</p> <p>There had been a few teething problems with the introduction of the new rota for the collection of household waste. However, it seems to have now bedded in successfully. Moving to a 4 day collection week and</p>	

	<p>avoiding Monday collections means fewer changes at bank holidays. SNC have been successful with some fly tipping prosecutions recently. The DC are now actively tackling large advertising trailers. These are a hazard to traffic and don't have planning permission. Cllr Mason-Billig urged any instances of such trailers to be reported to SNC and they will take action.</p> <p>The Staithe public toilets in Loddon have been upgraded and include showers. SNC has made a decision to keep public toilets open in market towns and are reviewing the Church Plain ones.</p> <p>Cllr Mason-Billig urged the PC to keep an eye on the time limit for spending S106 monies. She advised that she has some small funds to help to "pump prime" community projects and there is a larger fund at SNC for big projects.</p> <p>Cllr Mason-Billig then left the meeting.</p>	
04/05	<p>Public forum</p> <p>The meeting was adjourned to allow the forum to take place.</p> <p>A member of the public raised the matter of dog litter on the grass verges along the main road, explaining that not only is it a hazard but it makes responsible dog owners look bad. Following some discussion the PC agreed to put some put signs up in the relevant areas. Another member of the public then advised that this issue is also a problem on Hales Green despite having 2 waste bins there. Cllr Grimes said he was aware of an initiative used in Thurton with use of a bright orange chemical that, when sprayed on the waste, not only breaks it down but lets people know it is being monitored. Cllr Grimes will investigate this matter & speak with Environmental Services at SNC.</p> <p>Roundabout scheme.</p> <p>Duncan Cole (DC), Project Engineer at NCC displayed the plans and provided a summary of the scheme.</p> <p>Tim Vincent (TV) lead engineer on the scheme and explained the roles of the various councils and officers. The aim is to get the roundabout built as soon as possible.</p> <p>Funding was finally awarded at the end of February this year. The total awarded was £5m awarded of which £1,6m is allocated to this project alone which demonstrates its high priority. Letters were sent to 274 properties in Hales & surrounding area at the beginning of March. Apologies to anyone missed out of distribution. 8 responses were received, most supportive although some asked questions and for further detail. Hence the offer to attend this meeting.</p> <p>Some of comments requested a 40 mph speed limit similar to Thurton, this has been looked at with speed management officers and 50 mph fits better in this more rural location.</p> <p>Now information has been sent out to statutory consultees (police, fire, other emergency services, road haulage & freight companies etc.) with regards the speed limit reduction to 50 mph from just north of petrol station to around 600m south of Green Lane/Road junctions (beyond the</p>	<p>JH</p> <p>PG</p>

	<p>new bus stops being proposed). The response date is the end of May.</p> <p>After the statutory consultation there will be a public advertisement (press, laminated notices in the actual area). Members of the public can make their views known about that particular aspect of the scheme after which any comments received will be assessed, responded to, any amendments adopted etc.</p> <p>As the roundabout is being built on land outside of Highways ownership it requires planning consent (from NCC, not SNC). This requires lots of paperwork & documentation, surveys, assessments etc. which is just about finished. One of the surveys is an impact assessment on hedges & trees in the area (there is no protected wildlife and no tree preservation orders in the relevant area). There will also be a Reptile & Bat survey - there are mature oaks at end of Green Road and within the proposed field access improvement area and there is a need to demonstrate the scheme will not affect bats which may roost in them. There is a requirement to do everything possible to protect them. The officers will send the dates of the surveys to the PC so they can be advertised locally (just in case anyone is concerned about people being in the area at night!).</p> <p>Officers are aiming to submit the planning application during May. Expect 8 to 13 weeks before decision made. Very hopeful it will go through, lots of people in the village are supportive too. Will continue to provide updates.</p> <p>Comments received previously are being considered. Where possible suggestions will be implemented but not everything can be included.</p> <p>An issue was raised about the closure of the old service road / Green Lane to the A146 with the diversion along Green Lane, around the war memorial and up to the new roundabout. Some comments were received about loss of parking in the area. DC asked those present whether a slight change to the scheme (removing the old hedge, putting in a bank and then a new hedge along the top, which would give a wider service road - about 6ft/2 mtrs - and provide parking spaces) might solve the problem. This would be as far along the service road we can possibly do it (there is a BT pole etc.) This should enable about 6 spaces which would be on a like for like basis to the numbers of vehicles that can park now. This was discussed and as long as it did not stop residents getting into and out of their driveways it was seen as a potential solution. Officers will look at this in more detail.</p> <p>Concerns were raised by members of the public about the possibility of vehicles leaving the roundabout at high speed leading to mistakes and potentially ending up at the houses along the service road. This should be avoided by the introduction of the bank.</p> <p>It was confirmed there will be a footpath on both sides of Yarmouth Road along the new development area, this has been agreed between NCC and Badger Builders.</p> <p>Concern was raised that removing the current hedge may mean you see car lights at night. This could be alleviated by putting up a fence to offer</p>	
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<p>some screening while the new hedge grows up. This has been successfully done with other schemes in the county.</p> <p>There will need to be careful monitoring of parking within the service road area. As the bus service will be better there may be a tendency for people to leave cars there for long periods while travelling into Norwich or Lowestoft by bus.</p> <p>When asked about whether the level of the road will be lower or higher than now, it was explained that it will rise up slightly into the field. This led to a further question about whether the noise level will be increased. The materials being used are proven to reduce noise level compared to those currently used.</p> <p>Local residents explained that HGVs drive over chevrons around the bend and cause lots of noise, particularly over night and early morning. In the future the vehicles will be travelling more slowly due to the roundabout and chevrons will be reviewed as they will need to be changed as part of the scheme. Further discussion of this matter led to the comment that it may be driving over cats eyes causing the noise problem. Again, this can be reviewed within the scheme. Road lanes will be designed in accordance with national standards and will be slightly wider so should be less traffic going over road studs and cats eyes. Should have lower speeds and less acceleration than at the current junction.</p> <p>A question was asked about what happens if the newly proposed bank is put in but it doesn't have the desired effects. It was explained that things like noise surveys can be undertaken if necessary. An example of where this has been required is the Holt By-Pass. Noise abatement fencing is being installed at places on the NDR too.</p> <p>DC explained that the main aim at the moment is to obtain planning permission for the scheme. There could still be scope to review and tweak the design as the detail is finalised.</p> <p>A question was asked about signage at the Yarmouth Road end of Green Lane. It was confirmed that there will be a "cul de sac, no through route sign" not one saying "residents only". It was confirmed that egress from the Badger site would be mainly directly onto Yarmouth Road although the two properties fronting the A146 would use the service road.</p> <p>A resident asked what provision is being made for safe cycling within the scheme. This is being looked at - for example bringing cyclists down the service road rather than Yarmouth Road and then across to Green Road.</p> <p>It was confirmed there will be formal path to feed into the bus lay-by on the east bound route. There will be a refuge island in the middle of the A146 and a wait, path on west side too. There will also be a gap at the northern side to allow people to cross the road and join the public right of way. There will be a need to formally and legally amend the public right of way to make this safe for people to cross and use. Exactly how this will be achieved is being looked at. How would people walk to the bus stop from Green Road on that side of the road? There will an asphalt path or a trod path included.</p>	
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	<p>At this point the formal session with the NCC officers was ended. The Chairman thanked DC & TV for attending the meeting and for their ongoing commitment to and support of the scheme. DC & TV remained at the village hall to take further comments and questions from members of the public about the plans.</p> <p>The Annual Parish Council Meeting was then reconvened.</p>	
04/006	<p>Approval of the minutes from the meeting held on Wednesday 8th February 2017 Proposed by Cllr B Herring, seconded by Cllr Mason. Approved and duly signed.</p>	
04/07	<p>Matters arising from previous minutes Min 274 - forms for new councillors - done. Min 276 - JH respond to planning applications as per discussion - done. Min 277 - AM/AW strimming churchyards - this was discussed briefly. AW to speak with Anna about doing rake off on a volunteer basis. It was agreed that AM would ask Dale to proceed with cutting and the raking would be arranged. Min 285 - JH email Geldeston PC - done. Min 285 - AM re NARS subscription - done. Min 285 - JH Highway Rangers thank you - done.</p>	AM/AW
04/08	<p>Correspondence received</p> <p>Cllr J Herring produced a list of correspondence received between meetings with some highlighted items to be discussed. He invited Councillors present to raise questions or comments on any of the non highlighted items.</p> <p>Community resilience - is item 17 on agenda. Parish partnership award scheme - village gates - granted. Litter strategy - suggests the PC can issue Fixed Penalty Notices if we wish to - following brief discussion this is felt to be perhaps a step too far. Village of the Year - Cllr Grimes had taken this forward. An initial application was made which has generated an invitation to submit the full application. It is quite a detailed exercise - history, heritage, visitor experience etc. Cllr Grimes suggested it is perhaps not aimed at a village like ours. Following brief discussion it was agreed to be unlikely we have a striking claim for this that we can put forward this year. Cllr Grimes proposed that the application is not pursued, this was seconded by Cllr Mason and approved. General Data Protection Act regulations - Cllr J Herring was not sure that the PC is registered but thinks that we should be. Cllr Woodman will look at this and see what we need to do, will review the 12 steps and come back with a proposal. Came & Co renewal - due in June. Cllr Mason explained that the PC is in a 3 year rolling deal where premium rises by only 2%. Cllr Mason proposed we renew for the final year, this was seconded by Cllr Woodman and approved.</p>	AW

	pick, 6 ladies of the village undertook the event, no one was hurt. No other events coming up.	
04/11	<p>Accounts for payment</p> <p>The following items are due for payment totalling £849.77:- To Roberts & Sons for underpayment of invoice 7747 £70.00 To Roberts & Sons for printing play area posters £5.75 To John Herring for reimbursement of mesh for composting site £15.00 To John Herring for reimbursement of print cartridges £36.50 To Alan Mason for reimbursement of costs associated with composting site : New gloves 7 masks £48.45, Fuel for shredder £11.60, New chain & padlock for gates £36.98, New blades for shredder £89.00. To Alan Mason for reimbursement of gift to Trevor Moore for work undertaken on compost trailer and not charged for £12.00 To Alan Mason for reimbursement of gift to Colin Grant for fitting new seat and undertaking playing field repairs and not charged for £21.00 To Dale Foreman for Churchyard Maintenance £212.50 and Playing Field Maintenance £290.00</p> <p>Payment of the invoices was proposed by Cllr Mason, seconded by Cllr Woodman and approved. Cllr Mason will effect the payments.</p>	AM
04/12	<p>Planning applications</p> <p><u>2017/0220 - Erection of two new dwellings, Moreton Cottage, Yarmouth Road (revised application)</u> This application was received between meetings. Comments in support of the application were agreed between Councillors and have been submitted.</p> <p><u>2017/0443 - Replace existing extension with new extension, Briar Cottage, Briar Lane</u> This application was received between meetings. Comments in support of the application were agreed between Councillors and have been submitted.</p> <p><u>2015/2009 - Erection of cricket pavilion and provision of parking, Hales Cricket Club, Green Road (revised application)</u> This application was received between meetings and an extension has been given by SNC to enable discussion about the application at today's meeting.</p> <p>The update to the application is in relation to the entrance and car parking. It was noted that issues previously raised in relation to the entrance had been addressed. Nothing has been changed with regards to the building and previous concerns raised still stand. A member of the public from Hales Green expressed serious concerns about the look of the buildings. On the basis that this change is about parking and entry access the view of the Parish Council is that there are no issues to raise. It was agreed that we would comment to this effect but remind SNC that issues have been raised about the building itself and remain outstanding. If further communications about the site are received the PC will keep members of the public informed.</p>	

	<p><u>2017/0610 - Construction of driveway, Kuranda House, 1 Yarmouth Road</u> This application was received between meetings and an extension has been given by SNC to enable discussion about the application at today's meeting.</p> <p>It was noted that NCC Highways have raised concerns about this application. The PC will defer to the views of the Highways team and make no additional comment.</p> <p><u>2017/0614 - First floor extension, 2 Gale Close</u> This application was received between meetings with comments due back by 3rd April. The PC made no comments.</p> <p><u>2017/0915 - Barn conversion to family dwelling, Beech Tree Farm, Green Road</u> This application was received just in time to enable discussion at today's meeting, although it was not in time to put it onto the published agenda.</p> <p>The view of the PC is that the proposals all fall within the boundary of the property. It was noted that there will be an additional driveway to Green Road but that this would provide another passing point which would aid access to Hales Green and the Cricket/Bowls Clubs. It was also noted that the scheme does not contain garages or covered parking for either property. All were in support of the proposal.</p>	
04/13	<p>Report from county and district councillors</p> <p>Cllr Mason-Billig had provided her report earlier in the meeting. Cllr M Stone's report has been issued and is attached to the minutes.</p>	
04/14	<p>Tree warden report</p> <p>Cllr Grimes reported that SNC no longer has funding to provide this service but do have resources available to support volunteers to undertake the role. The Tree Warden website is very informative and the volunteer group is quite active (e.g. there is a risk assessment available on the website which can be followed if anyone wants to cut down trees). There is a big campaign this year for pollarding - partly to increase stock of aged trees & as a possible remedy for ash die back which is the biggest concern. SNC is asking each parish to see if they can pollard one tree or more and send in details & photographs. All were in favour of Cllr Grimes being the tree warden for Hales & Heckingham. There is an ash tree at St Gregory's Church - following some discussion it was agreed that this could be our example for pollarding. Cllr Mason will contact Dale on this matter and, if suitable, Cllr Grimes will put this ash tree forward as our example for pollarding.</p>	AM PG
04/15	<p>Police report</p> <p>Cllr Woodman reported that he had attended the open evening in Wymondham on behalf of Hales & Heckingham. This was a sit down presentation and a visit to the control room. The police are facing budget cuts and are working hard to be innovative in how approach against</p>	

	<p>backdrop of reducing numbers & funding. Norfolk remains a low crime area - serious issues tend to be in Norwich, Kings Lynn and Great Yarmouth.</p> <p>Cllr Woodman is monitoring the crime stats web site. As of a couple of weeks ago statistics were only available to January. In the 3 months to January in our parishes, 1 burglary in Millside, 1 person drugs & violent behaviour Preston Lane, 1 burglary investigation Gale Close, vehicle incident also being investigated. Hales & Heckingham is in Loddon neighbourhood which is one of 5 in District 1. There are 49 neighbourhoods overall. Incidents in year to January 17 - violent crime, ASB (147), drugs & theft are the biggest reported incidents. 4 possession of weapons.</p> <p>The latest newsletter has been received - 33 parishes in neighbourhood area - current focus anti-social behaviour in Church Plain Loddon, vehicles racing in Alderby and Toft Monks & general speeding issues.</p> <p>Norfolk Police will be providing street surgeries as follows:-</p> <ul style="list-style-type: none"> • 4th June - at the Fair on the Yare • 24th June - Loddon Co-op (12 - 2 pm) 	
04/16	<p>Electoral review</p> <p>Cllr J Herring provided details of the survey which is to be completed about proposed grouping, boundary changes etc. It is not believed that a response is compulsory but it was agreed that the PC should reply. We have not been formally approached by any other neighbouring parish or town Council with a view to linking up. Hales & Heckingham are currently involved in a number of local initiatives for which focus is required. It was suggested that we may be able to provide the opportunity for neighbouring parishes without a PC to have a voice, if there are individuals within those areas willing to join the PC. It was agreed that Cllr J Herring would complete the survey on this basis.</p> <p>It was generally felt that the survey itself was very poorly presented.</p>	JH
04/17	<p>Community resilience</p> <p>Cllr J Herring reported that he had received an item of correspondence sent out as a direct result of Storm Doris. Some discussion about whether or not to set one of these up for the parish and some confusion as to whether it should cover storm situations only or any type of emergency. Cllr Grimes offered to look for an example plan to enable a decision to be made at the next meeting.</p>	PG
04/18	<p>Transparency code</p> <p>Cllr J Herring highlighted information within the Transparency Code Responsibilities for Town & Parish Councils.</p> <p>Accounts paid over £100 - it was agreed that we would display all items of expenditure on the web site (details as required within the code) rather than limit it to those over £100. It was noted that these need to be available by 1st July for the previous financial year.</p> <p>Annual accounts Annual governance statement Internal audit report</p>	

	<p>List of councillor or member responsibilities and any representation on local bodies.</p> <p>Location of public land and building assets (we may be able to use the existing risk/asset register for this).</p> <p>Minutes, agendas and papers for meetings, including draft minutes.</p> <p>All councillors agreed that the code would be followed.</p>	AM/JH
04/19	<p>Hales Green</p> <p>Cllr Grimes reported that he had attended the recent Hales Green meeting, There were about 30 attendees beginning at Hales Green and then moving to the Village Hall. SNC are looking to reduce both their administration and financial burden and are reviewing the way in which the common is managed. Until now SNC have been in charge with a steering committee. Whilst they will retain responsibility they propose devolving management to the residents by setting up a Friends of Hales Green group to look after the day to day management and funding of the common. The relevant SNC officer is Emma Elltringham who deals with support for community groups. Cllr Grimes obtained an agreement from SNC that they would retain their existing responsibilities for the short term while any transition is made. He reported that the residents are "happy but with some reservations". It seems that the onus is on the residents to get the group set up, with appropriate membership from all interested parties. H&H PC would be such a party and Cllr Grimes offered to be the representative on any Friends Group set up. It was confirmed that the common is a listed site but not a Site of Special Scientific Interest (SSSI) Examples had been given of where businesses like Tesco have provided funding for other such groups. Concern was expressed that the PC does not have the capacity nor the will to be seen to be taking any responsibility over from SNC on this matter although it would be important to maintain a voice on the new body. It is understood that the residents group will be set up by SNC and have a constitution, terms of reference and so on. Once these are available the PC will review the matter again especially to ensure that there are clearly stated and agreed activities and responsibilities. Cllr Grimes will contact SNC to find out proposal details.</p> <p>Cllr Grimes explained that the current biggest issue is the thistles, for which SNC have said they have no responsibility for management of them and could stop dealing with them at any time. SNC are responsible for enforcing the bye laws and prevention of encroachment of common land, not day to day maintenance. It is an amenity that residents benefit from. All agreed that caution is required and that we are very concerned that we will end up with responsibility.</p> <p>Signs have been produced and will soon be installed. There will be designated parking spaces to avoid people parking on the green. Norfolk Wildlife Trust is carrying out a wildlife survey and Cllr Grimes is meeting up with the person undertaking this (on 16th May) to ask for advice on management of public land.</p> <p>Cllr Grimes had been provided with information about a potential fibre optic scheme to provide Broadband for the residents of the Green. He had been asked to raise with the PC to gain support for the initiative. Councillors agreed that they would not have any objections to such a scheme, if it were taken forward by residents. Again, this is not</p>	PG

	something that the PC has or would want to have responsibility for.	
04/20	<p>Pit and Charity Marsh</p> <p>Cllr Mason reported that the Pit has been let for £200 to Mr Scarlett and the Charity Marsh for £215 to Mrs DM Cargill. The latter is a reduction on last year as it has reverted to grazing for cattle rather than agricultural equine use. Both accounts have been paid.</p>	
04/21	<p>Village hall</p> <p>We have been advised that Mrs. Helendoorn's solicitor has been advised to contact the Charities Commission. There is no further update.</p>	
04/22	<p>Any other business</p> <p>Cllr B Herring reported that the War Memorials Trust had won the award mentioned at the last meeting.</p> <p>Cllr Grimes reported that a resident of Hales Green had been missed out of communications with regards to the parish boundary changes. This has been rectified by providing the information but needs to be checked in the future. It is due to the properties being part of different parishes.</p>	
04/23	<p>Next meeting</p> <p>The next meeting was confirmed as Wednesday 31st May, 2017 at 7.30 pm in the Village Hall.</p> <p>There being no other business to discuss the meeting was closed at 22:08.</p>	

Signed :

(Chair / Vice Chair)

Date : 26th April 2017

Appendix A : Comments from issues of bin stickers

Everyone spoken with supportive of bin sticker idea.

Two properties commented on the "gates" being a good idea at the Haddiscoe end of the village.

Comments received from more than one property about speeding around the bend outside The Pines, The Hawthornes etc. Suggestions made to combat this range from requesting that the PC contact Gazes about their speeding vehicles, that the speed limit through the village be lowered to 20mph in the hope that people would get down to 30, request that the mobile camera van sites itself at that bend from time to time (appreciative that it does now come into the village), if we were to acquire a SAM sign could it be placed there (mention that the other sign was to go there in the first place) Electricity to sign / village gates may have an impact, hopefully.

A couple of suggestions that we replace the current speed sign with one that flashes the actual speed.

Quite a lot of support for a community speed watch scheme with offers from at least five properties to assist.

One adverse comment about the proposed new bus stop being further away and the difficulty for older people in crossing the road.

One request that the new bus stops have shelters (Cllr B Herring had advised that monies had been set aside in the budget for this purpose).

Unrelated comments regarding the Council's website - in that it is very helpful for finding out what is going on but by the time agreed minutes are posted they are quite out of date. Would we consider posting a summary of what is discussed? We will begin to include draft minutes as part of the transparency agenda. Also a suggestion that it would be useful to add (if not already there) a "counter" to the website so that the PC can see how many people are looking at the pages.

Further Cllr B Herring reported that, as she had visited properties, she had noticed a number having signs about no cold calling and asking for ID. Should the Parish Councillors have some sort of ID card made up to show in the future?