

Hales & Heckingham Parish Council

Minutes of Meeting of 29th November 2017

In attendance:

HHPC Councillors Mr J Herring (JR) Chair, Mr A Mason (AM), Mr P Grimes (PG), Mr A Woodman (AW), minutes
SNDC Councillor Kay Billing (KB)
In Attendance 2 members of the public

1 Welcome

The chairman opened the meeting and welcomed councillors and members of the public in attendance

2 Apologies

Apologies had been received from Margaret Stone (MS) - NCC Councillor for Clavering Ward.

3 Declarations of Interest

Mr A Mason declared an interest in 3 HHPC expense payments due to be made to him - see Minute 9 of this meeting.

4 Approval of Minutes

The minutes of the meeting of 19th July 2017 were duly signed as they had been approved at the previous meeting

The minutes of the meeting of 4th October 2017 were approved.

Proposed AW, seconded PG - all in favour.

5 Matters Arising

The MA were reviewed: See table at the bottom of this document.

5a Public Forum

The cancellation of the annual Heckingham Carol Service was discussed. The organisers had taken the decision to cancel the event due to the restriction placed by the CCT on the numbers able to attend,

6a District Councillor Report (Kay Billing)

KB presented a report on the key activities at SNDC - primarily on the initiatives to reduce costs to meet government targets.

KB reported that as a result of boundary changes Hales & Heckingham will in future be represented on SNCD by the (2) councillors for the Loddon Ward.

KN offered to assist HHPC with the confused response regarding the ownership of Hales Green.

6b County Councillor Report

AM summarised the highlights from the report provided to HHPC from MS who was unable to attend the meeting. There were no comments or actions.

7 Playing Field Report

JH provided a summary of activity to date: the specification had been issued to 5 suppliers, all of which had attended site visits with HHPC councillors. All suppliers had indicated their intention to bid and no supplementary questions had been received as yet.

The deadline for responses is 29th December.

There was a discussion on the option to include an official post-implementation safety report for which a quote of £250 had been received from Dave Bracewell who carries out the annual checks for HHPC.

It was agreed to seek advice from local councils who have recently installed new equipment. (see matters arising)

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8 Community Events

AM reported that there are currently no community events planned.

Notes that the Heckingham Church Carol Service has been cancelled following a CCT risk assessment which limited the number of people to 60 and banned the use of naked lights

9 Accounts

AM presented the accounts for payment as per the agenda which were approved for payment. Proposed by AW, seconded PG - all in favour.

10 2017/18 Budget

AM presented the draft budget for 2018/19 with a target of a zero increase and noting that the council is currently comfortably within the 2017/18 budget.

The proposal was discussed and approved in principle.

Proposed by AW, seconded by PG - all in favour.

The budget will be confirmed at the meeting of 3rd January 2018 alongside the HHPC Precept for 2018/19.

The requirement for an external audit of the HHPC accounts was discussed. AM is to confirm that, given the size of the HHPC turnover, this is not required.

11 Donation to Royal British Legion

HHPC has traditionally made a donation to the RBL.

AM proposed a donation of £50, seconded by JH, all in favour.

12 Village Hall

AM provided an update of the sale. Progress is being made and HHPC will continue to monitor this.

13 Planning Applications

Application 2017/2612, details of which had been circulated prior to the meeting, was discussed.

No objections were raised.

14 Police Report

AW presented the quarterly PC police report which was discussed.

AW was asked to enquire with the police why the clear-up rate of reported crimes in the parish is apparently so low.

15 Defibrillator

The Masala Garden (tenants) have agreed to site the village defibrillator on the side of their building and to supply the electricity.

AW has yet to receive confirmation from the freeholders and the ownership is in the process of being changed - existing action.

16 Charity Marsh

HHPC makes an annual donation to all residences in Heckingham which contain a resident aged 65 or above.

AM reported that the Charity Marsh account current had a balance of £587.05 and the deposit account held a balance of £18.22.00. and that he is investigating eligible residents for the 2017 donation.

It was agreed by all present that the 2017 payments should be made and that JH should sign-off the appropriate cheques.

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17 Hales Green Common

PG provided an update from his recent discussions with SNDC, confirmed that no chemical weed control is being applied (mechanical controls only) and reported that the damaged and loose signage has been tidied up.

18 HHPC Website

Ownership of the HHPC website has now been passed to PG who reported that the Social Media site (Facebook) is ready to go live and that content on the site will be moderated. PG is to add a link from the HHPC website to the Facebook site.

19 Correspondence

A list of all correspondence received has been circulated to councillors prior to the meeting. There were no comments.

20 AOB

AM confirmed the status of the HHPC bank accounts as being £9,012.50 in the current account and £26,050.16 in the deposit account - a total of £35,062.62.

21 Date of Next Meeting

The next meeting will be held on Wednesday 3rd January 2017 at 19.30 in the Hales Village Hall.

The meeting was closed at 21.03

Log of Matters Arising

ID	Action	Owner	Status
04/10	Contact Loddon & Chedgrave PCs regarding the use of ID cards - Agreed to drop this idea following feedback	AM	Closed
04/10	Councillor details: AW has provided councillor details for the PC website	AW	Closed
04/14	Ash tree pollarding	PG	Carried forward
04/18	Transparency code: - details of council owned assets (location, value): AM has provided a list of all payments made by the council above £100 to PG which will be published on the PC website	AM PG	Carried forward
04/19	Ownership of Hales Green: SNC have been unable to provide any information to the HHPC FOI: JH to challenge the FOI response	JH	Carried forward
05/11	Review of Standing Orders and financial regulations: is in progress	JH	Carried forward
05/12	Historic Photos of Parish; some villagers have supplied photos to PG which will be added to the PC website	PG	Closed
05/12	Churchyard wildlife information for PC website: AW has identified the link to NWT and will pass to PG. PG is liaising with Dale Forman regarding wildlife areas.	AW PG	Carried forward

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ID	Action	Owner	Status
05/12	Photographic record of roundabout works: in progress via PG, action closed.	PG	Closed
05/12	Updates to PC website: action closed as now ongoing activity	PG	Closed
05/13/04	Contact other PCs regarding playground instalationi: Has been superseded by current playground activity.	All	Closed
07/08k	NPFA membership: agreed not to join	AM	Closed
07/08l	Other playground supplier information: Has been superseded by current playground activity.	JH	Closed
07/08m	Contact SNDC regarding funding streams: Has been superseded by current playground activity.	JH	Closed
07/12a	DPA Policy: AW to forward updated DPA policy for website publication as this had been previously approved	AW	Carried forward
07/12b	DPA Registration; in progress	JH	Carried forward
07/13	Potential; Upgrade to PAS sign in Hales: no upgrade possible, only expensive purchase of replacement - agreed to drop this item	JH	Closed
07/15	Crime Categories: reflected in PC Crime report	AW	Closed
10/06/01	Beccles Road Closure: Confirmed no changes to NCC plans	AM	Closed
10/06/02	Beccles Road Parkin: Confirmed no changes to NCC plans	AM	Closed
10/08	Insecure boundary on playing field: Closed as resolved	PG	Closed
10/09	CCT Donation: £250 has been donated from the Composting Sheme fund as agreed by the PC and compost scheme members	AM	Closed
10/10	Letter to village re Playing Field: Was agreed and issued	AM	Closed
10/11/05	Advise insurers regarding McMillan Coffee Morning	AM	Closed
10/12	Make payments as approved at the 4th October 2017	AM	Closed
10/15	Parish Defibrillator: in progress, contacting freeholders to confirm permission	AW	Carried forward
10/16	Remove Playing Field swing supports - completed	PG	Closed
10/18/01	Hales Green & SNDC - Issue has been resolved	PG	Closed

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ID	Action	Owner	Status
11/01	Playing field - Post Installation Inspection: take advice from Ellingham & Gillingham PCs who have both recently installed new playground equipment	JH	Open
11/02	Make payments as approved at the meeting of 29th November 2017	AM	Open
11/03	Confirm 2018/19 budget at HHPPC meeting of 3rd January 2018	All	Open
11/04	Formally approve the 2018/19 parish precept at HHPPC meeting of 3rd January 2018	All	Open
11/05	Confirm that an external audit of the HHPC accounts for 2017/18 is not required	AM	Open
11/06	Make HHPC donation of £50 to RBL	AM	Open
11/07	Low Police Clear-Up Rate in H&H - AW to ask for feedback from Norfolk Police	AW	Open
11/08	Report back on annual Charity Marsh donations	AW	Open
11/09	Add a link from the HHPC website to the HHPC Facebook site	PG	Open

End of Document
 AW December 2017