

Hales & Heckingham Parish Council

Minutes of Meeting of 3rd January 2018

In attendance:

HHPC Councillors Mr A Mason (AM) (Chair), Mr P Grimes (PG), Mr A Woodman (AW),
Mrs S Beckett (SB)

In Attendance there were no members of the public in attendance

1 Welcome

The chairman opened the meeting at 19.30.

2 Apologies

Apologies had been received from Mr J Herring (JH), Margaret Stone (MS) - NCC Councillor for Clavering Ward and Kay Billing - SNDC councillor.

3 Councillor Vacancy

Sheila Beckett introduced herself as a prospective new councillor and was unanimously co-opted onto the council. All required paperwork had been completed.

4 Declarations of Interest

There were none.

5 Approval of Minutes

The minutes of the meeting of 29th November 2017 were approved.
Proposed PG seconded AW - all in favour, AM duly signed the minutes.

6 Matters Arising

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

7 Local Councillor Reports

7.1 District Councillor Report

There was no report or questions for KB.

7.2 County Councillor Report

AM summarised the end of year summary received from MS.
There were no comments or actions.

8 Public Forum

There were no members of the public in attendance.

9 Working Party Reports

9.1 Composting Scheme

Am reported that £548.93 had been received as the recycling credit for 2017, that work is currently on hold for the winter and that new members had joined.

9.2 Roundabout

PG and AM had represented HHPC in a TV publicity campaign in December and the NCC press release has now been published.

Work is due to start in early January and last for 3 weeks.

PG is to publish the press release on the HHPC website.

9.3 Road Safety / Bus Stop

The bus stop and village gates work has now been absorbed into the Roundabout scheme.

PG has enquired about timescales for bus shelters at the new bus stops and been told the NCC are looking into this.

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PG is to investigate the process for providing bus shelters with KB and MS and AM will suggest other suitable contacts for PG.

9.4 Playing Field

Refer to item 10 for next steps with the Playing Field Equipment Project

Monthly visits are to be made by councillors to the playing fields during the winter, reverting back to weekly from April.

The rota for this quarter is:

January - AW
February - PG
March - SB
April - AM

AM proposed that the council consider a maintenance contract for the playing field - to be tabled at a future meeting.

9.5 Community Events

There is nothing currently planned.

10 Playing Field Project

AM updated the council on progress; the deadline for supplier submissions was 29th December and 5 tenders had been received and AM will share copies of all supplier submissions with councillors.

Agreed that councillors will pass any comments or questions or requests for clarification for suppliers to JH by close of the 15th January and JH will then provide collated feedback to suppliers by the 26th.

It was agreed that the council meeting on 28th February will take the tender selection decision in a private session due to the confidential nature of the tendering information, Any comments from the Public Forum section of the agenda of that meeting will be taken into consideration.

Councillors are requested to have completed their evaluation and scoring by end January at the latest by which time The Working Party needs to be able to go back to potentially successful suppliers with any requests for revised quotes.

AM will discuss with JH the potential need for a meeting of the Playing Field Working party prior to the February council meeting.

AM has prepared a final comparison sheet which will be circulated to councillors.

11 Precept

Am tabled a proposal to hold the HHPC precept for 2018/19 to the same level as 2017/18.

This represents a parish council precept of £7,843 plus £107 as a grant from SNDC totalling £7,950.

Seconded by AW, all in favour.

Noted that the combined parishes currently comprise c.750 dwellers in 240 properties.

12 Accounts for Payment

There were none.

13 HMRC Irregularly Update

A debt management letter has been received from HMRC for £100 in respect of a clerical omission (missing P35 submission) regarding a former clerk employed by the council.

AM had contacted HMRC for formerly appeal against the fine but without success.

A further demand has now been received in respect of an outstanding PAYE demand for £433 from 2014 aligned to the above fine.

The council noted the position and agreed that HMRC be asked to demonstrate the justification for the penalty and also the demand for PAYE. If it is clear that the PC is liable it was agreed that we should settle.

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AM will keep councillors informed of progress.

AM presented the accounts for payment as per the agenda which were approved for payment.

14 Planning Applications

There were none to review.

15 Defibrillator

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

AM has received written permission from the new freeholders of the Masala Garden and the project can now go ahead to installation.

AM will place the order for the defibrillator.

PG will liaise with Martin Epps (local electrician) regarding the installation.

16 DPA Registration

Noted that this is in progress with JH - see Actions

17 Police Report

There was no actions to report.

The quarterly council report will be presented at the next meeting.

18 Correspondence

A list of all correspondence received has been circulated to councillors prior to the meeting.

A request to publish a link from the council website to a commercial job centre aggregator site was rejected.

There were no other comments.

19 Village Hall

Noted that this is on the standard agenda as the council are custodial trustees.

There were no items to discuss at this meeting.

20 AOB

20.1 A pothole at the junction of Yarmouth Road and School Lane has been reported to NCC.

20.2 Noted that the road surface at the A146 junction with Wash Lane has broken up. SB agreed to report this to NCC.

20.3 AM reported that 7 payments, totalling £225 had been made from the Charity Marsh account to entitled residents in December

20.4 AM confirmed the status of the HHPG bank accounts as being £10,118.84 in the current account and £26,059.77 in the deposit account - a total of £35,062.62.

21 Date of Next Meeting

The next meeting will be held on Wednesday 28th February 2018 at 19.30 in the Hales Village Hall.

The meeting was closed at 20.50

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Log of Matters Arising

ID	Action	Owner	Status
04/14	Ash tree pollarding; is pending a response from Dale Foreman	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 Transparency code document is still in progress	AM PG	Carried forward
04/19	Ownership of Hales Green: SNC have been unable to provide any information to the HHPC FOI: Action ≈ to challenge the FOI response passed to AM	AM	Carried forward
05/11a	Review of Standing Orders and financial regulations: is in progress	JH	Carried forward
05/11b	Web site photos; has been completed	AW 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
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; AM to discuss with JH	JH	Carried forward
10/15	Parish Defibrillator: freeholders have now confirmed permission in writing and installation can go ahead	AW	Closed
11/01	Playing field - Post Installation Inspection: take advice from Ellingham & Gillingham PCs who have both recently installed new playground equipment	JH	Carried forward
11/02	Make payments as approved at the meeting of 29/th November 2017	AM	Closed
11/03	Confirm 2018/19 budget at HHPPC meeting of 3rd January 2018 - was closed at this meeting	All	Closed
11/04	Formally approve the 2018/19 parish precept at HHPPC meeting of 3rd January 2018 - was completed at this meeting	All	Closed
11/05	Confirm that an external audit of the HHPC accounts for 2017/18 is not required - pending information	AM	Carried forward

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ID	Action	Owner	Status
11/06	Make HHPC donation of £50 to RBL	AM	Closed
11/07	Low Police Clear-Up Rate in H&H - AW to ask for feedback from Norfolk Police	AW	Carried forward
11/08	Report back on annual Charity Marsh donations	AM	Closed
11/09	Add a link from the HHPC website to the HHPC Facebook site	PG	Closed
12/01	Publish the NCC roundabout press release on the HHPC website.	PG	
12/02	Investigate the process for providing bus shelters with KB and MS	PG	
12/03	Circulate copies of all vendor submissions with councillors	AM	
12/04	Councillors are to pass any comments or questions or requests for clarification for suppliers to JH by close of the 15th January	All	
12/05	Copy of scoring sheet to be sent to SB	AM	
12/06	Review need for a meeting of the Playing Field Working party prior to the February council meeting.	AM JH	
12/07	Councillors to complete evaluation and scoring prior to the next council meeting	All	
12/08	Circulate financial comparison sheet	AM	
12/09	Place the order for the defibrillator	AM	
12/10	Liaise with electrical for defibrillator installation	PG	
12/11	Report the broken road surface at the A146 junction with Wash Lane to NCC	SB	

End of Document
AW January 2018