

Hales & Heckingham Parish Council

Minutes of Meeting of 17th October 29th 2018

Present:

HHPC Councillors Alan Mason (AM) (Chair), Phil Grimes (PG), Andy Woodman (AW),
Sam Matthews (SM), Georgina Buckle (GB)
Apologies Sheila Beckett (SB), John Herring (JH), Margaret Stone (MS), Kay Billig (KB)
In Attendance no members of the public

1 Welcome

The chairman opened the meeting at 19.30.

2 Apologies

Apologies had been received from Sheila Beckett (SB), John Herring (JH), Margaret Stone (MS), NCC Councillor and Kay Billig (KB) SNC Councillor.

3 Declarations of Interest

AM and PG declared an interest in the proposed repayment of expenses incurred.

4 Approval of Minutes

The minutes of 29th August 2018 and 3rd October 2018 had been distributed prior to the meeting. Both were approved and signed by AM as chair of the meeting.

5 Matters Arising

The actions from minutes on the 29th August had been reviewed at the meeting of 3rd October. The open actions following the meeting of 3rd October were reviewed and closed or carried forward as per the updated Action Log at the bottom of this document.

6 County & District Councillor Reports

No councillors were present.

7 Adjourn for Public Participation

No members of the public were present.

8 Reconvene the Meeting

The chair reconvened the meeting.

9 Working Party Reports

9.1 Composting

AM reported that a solution for the shredding has been found and that a week of shredding and catch up work is planned for w/b 29th October.

9.2 Bus Stop Roundabout

9.2.1 Roundabout Earth Banks

Noted that NCC planned to start sowing wild flowers on the earth banks in October - although there has been no action as yet.

Councillors and residents continue to report concerns over the height of the banks and impact on visibility when approaching the roundabout.

AM will contact Tim Vincent at NCC Highways for an update on their plans and to remind him of the concerns.

9.2.2 Beccles Road Closure

PG reported that he has contacted NCC Highways following the unannounced closure of the top end of Beccles Road by the Badger developers - as yet with no response despite reminders and promises.

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It is unclear as to whether permission was granted for this closure of what is both a right of way and also the only pedestrian access to the bus stops that avoids walking on roads. Councillors agreed to formally note their disappointment at both the lack of notice and lack of response from NCC Highways.

9.3 Road Safety

GB reported on activity since the recent formation of this group:

- 5 hour-long sessions have been held on Yarmouth Road, at different times and locations, logging a total of 74 drivers exceeding 35mph
 - 51 travelling between 35 & 39
 - 22 travelling at between 40 & 49
 - 1 vehicle was recorded at 58 mph
- a police speed camera presence has been active in the village on one occasion this month
- 3 new volunteers have registered and are awaiting training
- response from residents remains very positive

GB also reported that the team have now begun to record overall traffic volumes during the Speedwatch sessions.

The council expressed its strong support and thanks to the members of the group.

9.4 Playing Field

Wicksteed have agreed to replace the faulty exercise cycle free of charge and have also quoted for supply and install of the new bench.

The installation costs were surprisingly high and after discussion it was agreed to buy the bench on a supply only basis and for AM to arrange installation with Colin Grant with support from members of the the Playing Field Working Group. Proposed by AM, seconded by AW, all in favour.

The approach for maintaining the new playing field equipment is unclear and AM will contact Wicksteed for guidance.

10 Playing Field Inspection Report

The brief report provided by Dale Forman had been circulated to councillors prior to the meeting. Whilst the council are happy with the work being carried out by Mr Forman it requires more structure and detail following the inspections. The council agreed to prepare and discuss a standard checklist for Dale to complete on his inspections.

11 Parish Clerk

A Working Group for the recruitment of a Parish Clerk is to be set up which will report and make recommendations to the full HHPC.

Professional advice will be sought from LCPAS once the enrolment has been completed.

12 CIL Payment

AM advised the HHPC will receive a CIL payment of £2,337.60 in October resulting from the CIL levy on the Badger Homes development on the Yarmouth Road / Beccles Road junction.

Noting that the parish council only receive 5% of the overall CIL levy imposed on the developers and also that CIL payments need to be allocated to certain types of expenditure.

13 Accounts

13.1 Accounts Overview

AM presented a summary of the current financial position:

- Total of all accounts stands at £20,903.94
- Unbudgeted CIL payment (see item 12) of expected £2,337.60 in October
- Expenses to be paid at this meeting totalling £1,471.89

The meeting agreed to a proposal that the CIL payment for the Badger's development be allocated to the bus shelter costs thus releasing that money from being in restricted funds.

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The projected further expenditure to end of the 2018/19 financial year of £1,832 leaving a projected balance of £19,937.89. This figure is higher than previously estimated following donations towards the bus shelters and the October CIL payment.

This revised financial forecast further supports the council's ability to fund a part time clerk position from 2019.

13.2 Accounts For Payment

The items listed on the agenda were presented for payment.

Payment was proposed by AW, seconded by GB, all in favour.

14 Data Protection & Computing

PG summarised the proposed approach as previously circulated to councillors:

- a policy summary as a footnote on all council correspondence - to be prepared by PG
- the full policy being available online via the council website - to be drawn up by JH

This was formally proposed by AM, seconded by AW with all in favour.

15 Risk Register

The options were discussed at the August meeting with further information circulated to councillors between meetings:

- a cloud based repository
- a new HHPC email address
- all councillor emails to CC the HHPC email address

The approach was confirmed and PG offered to circulate costings after the meeting with costs dependent on the number of user licences required.

The target is to have this in place by the end of 2018.

Agreed that the scope of the Website Working Group would be expanded to include this work.

16 Website

Following previous council discussions there are 4 potential options to be considered as set out in a paper circulated by PG prior to the meeting:

1. do nothing - poor quality on an unsupported platform
2. proceed with the VisionICT upgrade - expensive at £825 plus c£250 p.a. (plus VAT)
3. use a website builder - simpler, lower costs but will not meet all requirements and still require hosting via VisionICT (with associated costs)
4. create a new website using a tool such as WordPress and arrange appropriate hosting - much cheaper but will require knowledge & ownership with councillors.

After discussion PG proposed, seconded by AW with all in favour to progress option 4.

PG will build and circulate a prototype.

Should any expenses be required prior to the next meeting the council approved expenditure on up to £100 to be ratified at the next meeting.

17 Environment & Amenities

Nothing to report at this meeting.

18 Police Report

Nothing to report at this meeting.

19 Broads Society

Councillors discussed the option to subscribe to the Broads Society. As part of the Heckingham Parish including the Charity Marsh, is within the Broads Authority area it was agreed to subscribe at £16 per annum and to pay the subscription from the Charity Account.

Proposed by AW, seconded by AM, all in favour.

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20 Parish Map

The council had been approached by a company offering to develop a "parish map" for £500 plus VAT. After discussion it was agreed the a replacement map for display on native boards and the council website was a good idea but not to accept the proposal from that organisation. Councillors agreed to give future consideration to options for a parish map and AW will discuss this with a local illustrator.

21 Parish Hall

Nothing to report at this meeting.

22 Parish Partnership Scheme

Noted that any applications need to have been received by NCC by 07/12/18. SB will discuss road safely related options with councillors between meetings.

23 Correspondence

JH had circulated the list of correspondence prior to the meeting with the key items included on the agenda.

With regard to the SNC Early Help Hub it was agreed to continue contact via email as required but not to change the approach as no link to the information at SNC is available.

24 Clerk's Report

Nothing to report at this meeting.

24 Councillor's Reports

Nothing to report at this meeting.

26 AOB

26.1 Bank Signatures

AM, as RFO, proposed that SB (as chair) and AW (as vice chair) be added to the list of signatures. Seconded by AW with all in favour, AM to action.

26.2 2019/20 Budget

AM will prepare a draft 2019/20 budget for review at the November meeting and planned to be formally ratified in December.

26.3 2019 Meetings

Agreed for the following dates in Q1/19 - to be confirmed at the next meeting:

- Wednesday 13th February 2019
- Wednesday 27th March 2019

27 Date of Next Meeting

The next planned HHPC Meetings will be held on Wednesday 28th November 29th 2018 at 19.30 in the Hales Village Hall.

A meeting will also be arranged for mid-December to formally approve the 2019/20 budget and precept request.

The meeting was closed at 21.04

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Updated Log of Matters Arising

ID	Action	Owner	Status
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 with target date of end 2018
11/07	Low Police Clear-Up Rate in H&H - AW to ask for feedback from Norfolk Police although the reality of budget cuts and lack of available officers was noted as the major issue. Potential to raise this issue with the newly appointed district commander	AW	C/f
16/03	Arrange a meeting with NCC Highways regarding the raised banks and visibility on the roundabout Agreed to defer for review in 2019 after the planting has been established Comments from public participation to be included in feedback to NCC Highways	JH	C/f to 2019
16/05	Respond to local resident regarding concerns of blind people and speeding	AM	C/f
16/12	Review the DP pack and report back to councillors. Feedback is that the docket is useful and contains all information needed to guide the creation of a DP Policy for HHPC PG has circulated draft policy for review by councillors	PG	Closed
16/17	Update and circulate HHPC Risk documentation for approval at the next meeting	JH	C/f
17/05	Make arrangements for new bench & plaque on playing field using only donated by the former Community Events Working Group. Has been ordered as agreed	AM	Closed
17/06	Forward Parish Partnerships Scheme details to GB wrt Speedwatch Action completed	SB	Closed
17/08	Buy & apply mastic glue to loosening rubber tiles in the old play area In progress	AM SB	C/f
17/10	Action from Wicksteed regarding feedback on the adult cycle machine Wicksteed have (finally) responses and are replacing the faulty item.	AM	Closed
17/16	Prepare a draft data privacy policy for review by HHPC councillors Planned for review at meeting on Wednesday 17th October 2018 Action completed	PG	Closed

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ID	Action	Owner	Status
17/17	Prepare a proposal for a shared cloud based data repository for HHPC, discuss with councillors and present to the next scheduled meeting Planned for review at meeting on Wednesday 17th October 2018 Action completed	PG	Closed
17/18	HHPC Website Working Group to be created Planned for review at meeting on Wednesday 17th October 2018 Action completed	PG	Closed
18/01	Submit responses to the 3 planning applications discussed at the meeting on 03/10/18 Action completed	JH	Closed
18/02	Include the intention to appoint a part-time clerk for HHPC in the Contact Magazine Action completed	AM	Closed
18/03	Scam mail warning poster to be added to the HHPC online sites Action completed	PG	Closed
19/01	Contact Tim Vincent at NCC Highways for an update on their plans and to remind him of the concerns regarding the banks by the roundabout.	AM	New
19/02	Response from NCC Highways regarding the Beccles Road closure	PG	New
19/03	Road Safety Working Group to take steps as required regarding the closure of Beccles Road.	GB	New
19/04	Arrangements for the installation of the new bench in the playing field - to be carried out in 2019.	AM	New - action deferred to 2019
19/05	Contact Wicksteed regarding maintenance of playing field equipment.	AM	New
19/06	Pro-forma checklist for playing field inspections by Dale Forman	AM	New
19/07	Parish Clerk Working Group to be formed	JH	New
19/08	Advice re Clerk recruitment from LCPAS.	JH	New
19/09	Make payments as approved at the meeting of 17/10/18	AM	New
19/10	HHPC to subscribe to the Broads Society	JH	New
19/11	Confirm Data Protection Policy Summary for footnote on HHPC correspondence	PG	New
19/12	Confirm full HHPC Data Protection Policy as previously discussed	JH	New
19/13	Circulate details regarding the HHPC cloud repository for agreement on number of licences and costs	PG	New

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ID	Action	Owner	Status
19/14	Create and circulate prototype new website	PG	New
19/15	Options for locally produced Parish Map	AW	New
19/16	Potential road safety related options for NCC parish partnership scheme - discuss between meetings	SB	New
19/17	Change HHPC bank signaturies as agreed	AM	New
19/18	Prepare draft 209/20 budget	AM	New
19/30	HHPC to subscribe to the Broads Society	JH	New
			New

End of Document

AW 21st October 2018 as draft for review.