

Hales & Heckingham Parish Council

Minutes of Meeting of 28th November 2018

Present:

HHPC Councillors Sheila Beckett (SB) (Chair), Alan Mason (AM), Phil Grimes (PG),
Andy Woodman (AW), Sam Matthews (SM), Georgina Buckle (GB).
John Herring (JH)

Apologies

In Attendance 1 member of the public

1 Welcome

The chairman opened the meeting at 19.30.

2 Apologies

No apologies had been received.

3 Declarations of Interest

None.

4 Approval of Minutes

The minutes of October 2018 had been distributed prior to the meeting.

These were approved as accurate and proposed by AM, seconded by GB and signed by AM as chair of the meeting.

5 Matters Arising

The open actions following the meeting of 17th 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

7.1 Beccles Road

Incidents of vehicles crossing from Beccles Road onto the Yarmouth Road were reported (see item 18).

7.2 Telephone Services

Problems with telephone/broadband in Hales were reported. This may be related to the works planned for early December to clear cable ducts. Residents were advised to contact BT.

8 Reconvene the Meeting

The chair reconvened the meeting.

9 Working Party Reports

9.1 Composting

AM reported that the final collection for 2018 is planned for this week.

Total collected for the year is expected to be around 9 tons which will be claimed for.

9.2 Bus Stop / Roundabout

Replacement glass for the southbound bus shelter has been ordered. Noted that the damage occurred at the time of council workers strimming the verges.

Roundabout banks have been sprayed to kill weeds (see item 8)

9.3 Road Safety

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

To date 128 vehicle have been logged and 113 letters issued by the police

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9.4 Playing Field

The faulty exercise cycle has been replaced by Wicksteed free of charge.
For by councillors i response to the low level risks identified by the recent inspection is ongoing.
The new seat/bench has been ordered for installation i the spring.

9.5 Parish Clerk Recruitment

The Working Group has agreed the job description and advertisement.
Professional advice has been received from LCPAS who have also emailed the vacancy to all regional clerks.
Closing date is 30th November to be followed by interview(s) in early December.

9.6 Changes to Working Groups

Councillors agreed to disband the Bus Stop & Playing Field Working Groups.

10 Accounts For Payment

The items listed on the agenda were presented for payment.
Payment was proposed by AW, seconded by GB, all in favour.

11 Charity Marsh

The 8 cheques to qualifying parishioners for 2018 have been signed and will be distributed.

12 2019/20 Budget & Precept

AM had circulated prior to the meeting a summary of the current and projected financial position and suggestions for the next budget which were discussed with no material changes made.
The meeting agreed to propose a precept increase reflecting the additional costs now being incurred following recent capital investments and as there had been no increase in recent years.
The council will convene on 13th December for a special meeting to confirm this.

13 Bank Signature Changes

AM is arranging this with AW & SB

14 No Cold Calling Zone

The potential to set up No Cold Calling Zoes in the parishes was discussed with interest.
A Working Group of AW, SB, GB will be set up to progress this.

15 Data Protection Next Steps

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

Draft of the above have been circulated for review with the aim for formally adopt these at the next meeting,

The meeting noted that all the required documentation is now in place.

16 Risk Register / HHPC Data Repository

Options had been discussed at previous meetings with further information on costings circulated to councillors between meetings:

Following further discussion at this meeting it was unanimously agreed to adopt the WebSite based approach (rather than a GoogleSuite approach) - see item 17 below).

17 Website

PG had created a prototype this was circulated to approval from all. As a result, and in response to item 16 above, the council will develop the website to include email routing and document storage.
PG will further the development and act as site administrator in the first instance.

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Notice needs to be given to VisionIT and the domain name and email address will need to be transferred to the new provider.

18 Environment & Amenities

18.1 NCC Highways

The council noted the poor response from NCC Highways to all recent contacts in term of:

- lack of response
- Slow response
- Inadequacy of response.

18.2 Let it Grow

PG is preparing a cost/benefit assessment for Don't Mow Let it Grow for submission to NCC Highways.

18.3 Green Lane Flooding

Flooding has been reported on 3 occasions with photographs. In all cases these reports were closed by NCC Highways within 2 hours without review, action, or response to HHPC.

18.4 Footpath to Hales Green

This is now unusable as the farmer has illegally planted the field without reinstating g the footpath. Has been reported to NCC.

18.5 Old Beccles Road

The previous meeting had noted that Badger Developments had removed the footpath causing pedestrians to make a dangerous detour to the bus stops.

This was reported to NCC Highways to responded that they had no knowledge nor had given permission but would investigate.

No action was forthcoming nor any response from NCC Highways to HHPC.

Noted that the footpath has now been reinstated.

18.6 Green Lane Bollards

Despite promises from NCC Highways PG has been unable to get any information on their plans and the promised extra bollard(s) has not been installed.

Noted that a local resident has erected a temporary solution pending the promised response form Highways.

18.7 Beccles Road Bollards

There have been reports of vehicles accessing the Yarmouth Road by driving over the closed end of Beccles Road. Bollards are required to prevent this dangerous practice.

18.8 Illegal Access to Roundabout

There have been reports of large lorries dangerously and illegally accessing the garage from Yarmouth Road without using the roundabout.

Noted that the promised signage from NCC Highways has yet to materialise.

18.9 Roundabout Weeds & Planting

The promised planting on the roundabout and banks has not taken place and is assumed to now have been postponed until the spring.

18.10 Site Meeting with NCC Highways

A site meeting with NCC Highways is now urgently required. PG will collate a list of the issues to be reviewed by councillors via email prior to the Clerk sending to Tim Vincent.

19 Police Report

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AW circulated and presented the quarterly Police report for Hales & Heckingham.

20 Village Hall

Nothing to report at this meeting.

21 Village Hall

Nothing to report at this meeting.

22 Parish Partnership Scheme

SB shared information regarding potential proposals from HHPC. The council agreed to defer proposals until 2019. Suggestions discussed were:

- Yarmouth Road pedestrian crossing
- widening the footpath from Green Lane top the bus stops.

22 Correspondence

JH had circulated the list of correspondence prior to the meeting.

Items discussed were:

- Request for BACT volunteers (volunteer drivers).
Agreed to add this to the HHPC facebook site.
- The Loddon Historical Buildings Trust has written requesting volunteers for the renovation of The Hollies.
Agreed to add this to the HHPC facebook site.
- Request from PC Jim Squires (Local police contact) for volunteers for Crimestoppers.
Agreed to add this to the HHPC facebook site.
- Invitation to attend a meeting on 5th December regarding the Faber site development in Hales.
The council agreed as not needed given the council's support for the development.
- A request for potential grazing land rental.
None is currently available but the request will be noted should this change in the near future.

23 Clerk's Report

The clerk reminded councillors of the PC elections in May 2019.

24 Councillor's Reports

24.1 Churchyard Expenditure

AM requested permission to review the council's expenditure at both parish churches as neither were used for services in 2018 despite the relatively large number of (tourist) visitors.
Agreed that AM will discuss with Dale Forman and report back to the council.

24.1 Anti-Social Behaviour

There have been reports of anti-social behaviour in the Briar Lane area from residents of Avocet House attending events in the Village Hall.
AM agreed to draft a letter to the management of Avocet House and request their feedback.

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.

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27 Dates of Next Meetings

Agreed the following dates:

- Wednesday 13th December 2018 (to confirm budget & precept only)
- Wednesday 13th February 2019
- Wednesday 27th March 2019.

The meeting was closed at 21.48

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 to review in 2019
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. Greed to persist to maintain the profile of the issues	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 In Progress	AM	C/f
16/17	Update and circulate HHPC Risk documentation for approval at the first 2019 meeting	JH	C/f
17/08	Buy & apply mastic glue to loosening rubber tiles in the old play area In progress - planned for early December	AM SB	C/f
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. Complete - follow up in 2019	AM	Closed
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	C/f
19/05	Contact Wicksteed regarding maintenance of playing field equipment.	AM	C/f

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ID	Action	Owner	Status
19/06	Pro-forma checklist for playing field inspections by Dale Forman	AM	C/f
19/07	Parish Clerk Working Group to be formed	JH	Closed
19/08	Advice re Clerk recruitment from LCPAS.	JH	Closed
19/09	Make payments as approved at the meeting of 17/10/18	AM	Closed
19/10	HHPC to subscribe to the Broads Society	JH	Closed
19/11	Confirm Data Protection Policy Summary for footnote on HHPC correspondence Circulated & agreed to review at February meeting	PG	Closed
19/12	Confirm full HHPC Data Protection Policy as previously discussed Circulated & agreed to review at February meeting	JH	Closed
19/13	Circulate details regarding the HHPC cloud repository for agreement on number of licences and costs Completed	PG	Closed
19/14	Create and circulate prototype new website Complete - shared and approved	PG	Closed
19/15	Options for locally produced Parish Map Work has begun on draft	AW	C/f
19/16	Potential road safety related options for NCC parish partnership scheme - discuss between meetings	SB	Closed
19/17	Change HHPC bank signaturies as agreed In progress	AM SB AW	C/f
19/18	Prepare draft 209/20 budget Completed	AM	Closed
19/30	HHPC to subscribe to the Broads Society Completed	JH	Closed
20/01	Distribute annual Charity Marsh cheques	AM	New
20/02	Budget confirmation meeting to be set on Wednesday 13th December	JH	New
20/03	Clerk recruitment interviews	SB AW AM JH	New
20/04	Clerk appointment	SB AW AM JH	New
20/05	Set up Working Group for No Cold Calling Zones and gauge local interest	AM SB GB	New
20/06	Update HHPC web site as agreed	PG	New
20/07	Give notice to VisionIT	JH	New

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ID	Action	Owner	Status
20/08	Investigate potential for Website invoices to be made out to HHPC where possible so that VAT can be reclaimed.	PG	New
20/09	Cost/benefit assessment proposal for Don't Mow Let it Grow for submission to NCC Highways.	PG	New
20/10	Confirm list of issues for NCC Highways	PG	New
20/11	Write to Tim Vincent with full list of issues and requiring an urgent site meeting with HHPC	JH	New
20/12	Date for NCC Highways site meeting	JH	New
20/13	Add requests for BACT, Crimestoppers & Hollies Renovation volunteers to FB site	PG	New
20/14	Report back on review of churchyard expenditure	AM	New
20/15	Letter to Avocet House regarding reports of anti-social behaviour	AW JH	New

End of Document
 AW 9th December 2018 as draft for review.