

Hales & Heckingham Parish Council

MINUTES OF MEETING

Held at Hales Village Hall on 13th Feb. 2019

Present:

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

Parish Clerk Eleanor Bannister (EB)

In Attendance 3 members of the public

1. **Welcome** – The Chair opened the meeting at 19.30.
2. **Apologies for Absence** - None received.
3. **Declarations of Interest** - Received from JH, AM and PG.
4. **Approval of the Minutes held on 28th November 2018** - Approved.
5. **Approval of the Minutes held on 13th December 2018** - Approved.
6. **Action Log from Meeting on 28th November 2018** - See pages 5 to 7.
7. **Meeting Adjourned for Public Forum** - The following were raised by residents:
 - 7.1. **Social Enterprise Gardening Scheme**
Concept for inclusive therapeutic horticulture scheme. This was discussed and the Councillors are to consider further and advise on possible options.
 - 7.2 **Speed of vehicles on Beccles Road / Green Lane and poor lighting**
It was proposed to form a working party to write to Norfolk County Council Highways, copying Margaret Stone (Chair of NCC), and to ask Badger Building Ltd. regarding the final plans for Green Lane. It was noted that Green Lane is not a private road and therefore will be maintained.
8. **Meeting Reconvened by the Chair**
9. **Updates**
 - 9.1 **Composting Scheme:** A recycling credit of £573.81 was confirmed.
 - 9.2 **Website:** The website is up and running with new content being added. (There was a saving of £25 as the transfer fee was included in the package.)
 - 9.3 **Police Public Meeting:** Update deferred to next meeting.

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- 9.4 Road Safety & Speed Watch:** Three, one-hour speed-watch sessions were run over December and January. Given the high volume of speeders, a speed officer will be visiting to monitor.
- 9.5 Roundabout & Bus Shelter:** The bus shelter was hit on the night of 29/30 January, probably by an HGV. It is a civil matter, given the police have no evidence to follow. Arrangements for the replacement of the shelter are being progressed, and HHPC will pay the £250 insurance excess. Regarding the new roundabout and response from NCC Highways to several questions, it was agreed to close the matter.

10 Environment & Amenities

- 10.1 Hales Green Commons SNC proposed kissing gates on Transport Lane:** AW proposed and AM seconded that PG should check that the new gates should be the same as the ones used previously at Reads Cross Lane.
- 10.2 Footpath across A146 to Reads Cross Lane:** It was agreed that the Council should write to NCC Highways requesting they act on their statutory duties to ensure the footpath is maintained by the landowner.
- 10.3 Hales Green remedial tree work:** Was conducted by South Norfolk District Council, and as requested, 'habitat piles' were created to encourage wildlife.
- 10.4 Dog fouling on Hales Green:** The Council agreed to ask for larger signs to discourage this. PG will obtain and use a biodegradable marking spray on dog fouling around the village as a trial.
- 10.5 SUDS attenuation pond:** The Council agreed it should contact NCC Highways to ask if HHPC can plant around the pond.
- 10.6 Playing Fields:** Rust issue identified previously (links on slide) is being dealt with. Regular report system is now in place. New table has been ordered.
- 10.7 SN Big Litter Pick Scheme 2019:** It was agreed to advertise this via Facebook for residents to consider championing.
- 10.8 Proposed Climate Change motion:** The Council agreed HHPC should adopt the motion (below), proposed by PG and seconded by AW.

Proposed Climate Change motion - The Council notes that:

- a. the recent 2018 IPCC report states that we have just 12 years to act on climate change if global temperature rises are to be kept within the recommended 1.5 degrees Celsius;*
- b. all governments (national, regional and local) have a duty to limit the negative impacts of climate breakdown, and local government has a key role to play in supporting and promoting effective action;*
- c. **Norfolk County Council** *, meeting on 29th Jan. 2019, became the latest local authority to recognise the existence of a climate emergency.*

Considering the above, Hales & Heckingham Parish Council to agree to:

- 1. Support **Norfolk County*** and other councils in declaring a Climate Emergency;*
- 2. Take appropriate action to limit the negative impacts of climate breakdown, both at a local level and in support of action by the **county*** council;*

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3. *To continue to support local initiatives such as composting, improved bus services and other actions that are already having a beneficial effect, and to respond positively to new initiatives;*
4. *To publicise and encourage positive action by and for residents.*

** It was noted after the Meeting that references to Norfolk County Council should have been to Norwich City Council.*

11. **Norton Subcourse planning application C/7/2018/7005:** As the due date for comment had passed, this was not discussed.
12. **Parish Council Elections:** All agreed that the elections should be communicated to residents via Facebook and any other means advised by SNDC. AM communicated he would be standing down as a Councillor, as is John Herring.
13. **Correspondence**
 - 13.1 **Social Enterprise Gardening Scheme:** Discussed under item 7.1.
 - 13.2 **Broads Authority:** HHPC application to join the Broads Authority was approved; funded by Charity Marsh Fund.
14. **Finance**
 - 14.1 **Asset Register & Asset Risk Register:** The revised registers were approved, as proposed by AM and seconded by SM. Clerk to make final review confirming format reflects best practice.
 - 14.2 **Financial Update:** AM confirmed that SB and AW are now bank signatories and that JH has been removed as a signatory. It was agreed that the Clerk should be added as a signatory. A Financial Report was circulated and a Revised Financial Report (including Section 106) is attached as Appendix 1.
 - 14.3 **Council's 2019/20 association membership:** It was agreed that HHPC would join NALC (Norfolk Association of Local Councils) for 2019/20. The Council authorised membership payment.
 - 14.4 **The Pit and Charity Marsh:** The Council agreed to continue to let the land responsibly in 2019/20 with due consideration to the economic climate.
 - 14.5 **Accounts for authorisation and payment:** The Council authorised all payments listed on the Agenda under item 14.5, to be paid.
15. **Items for consideration of inclusion on next agenda**
 - 15.1 **Hales & Heckingham Newsletter/Bulletin:** (Last printed summer 2018.)
 - 15.2 **Hales & Heckingham Public Notice Board:** To consider option of an additional (to bus shelter) lockable notice board.
 - 15.3 **Standing Orders and Financial Regulations:** To be approved.
 - 15.4 **British Legion:** To consider reinstating annual donation of £25.00.
 - 15.5 **Social Enterprise Gardening Scheme:** Follow-up.
 - 15.6 **Policy in relation to email requests from other Parishes:** To discuss.

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15.7 GDPR statement: For review, approval, and adding to website.

15.8 Transparency Code: For approval.

16. Dates of Meetings in 2019 - Confirmed as below:

All meetings will be held at 7.30pm in Hales Village Hall unless stated otherwise.

| | | | |
|---|--|--|--|
| January: n/a | February: Wed. 13 th | March: Wed 27 th | April: n/a |
| May: Wed. 8 th | June: Wed. 12 th | July: Wed. 17 th | August: n/a |
| September: Wed. 11 th | October: Wed. 23 rd | November: Wed. 27 th | December: Wed. 11 th |

- 17. To consider resolution to exclude the Public (for item 18):** Given the presence of the Public could be prejudicial to the public interest due to the confidential nature. The Council approved this. [All members of the Public had left prior to item 16.]

The Meeting was closed at 9.40pm.

- 18. Data Protection:** Protocol for DP was discussed. The Council agreed to adopt protocol and best practice.

See following pages 5 to 7 for Action Log.

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Updated 'Log of Matters Arising' - from 28/11/2018 meeting, reviewed at 13/02/2019 meeting.

Please note:

- Items already 'closed' as of 28/11/2018 were not included in this list.
- Page 7 - Notes predominantly 'new' items for Action from 13/02/2019 meeting.

| 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 | Drafted. To be considered and approved at March meeting. |
| 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 | Planting still not complete, so still pending and carried forward (c/f). |
| 16/05 | Respond to local resident regarding concerns of blind people and speeding. In progress. | AM | Completed and now closed. |
| 16/17 | Update and circulate HHPC Risk documentation for approval at the first 2019 meeting. | JH / SB | Document circulated and approved. 13/2 : See Page 3, 14.1. |
| 17/08 | Buy & apply mastic glue to loosening rubber tiles in the old play area. In progress - planned for early December | AM | To be completed when weather is better; c/f. |
| 19/02 | Response from NCC Highways regarding the Beccles Road closure. | PG | Very limited response; Now closed. |
| 19/03 | Road Safety Working Group to take steps as required regarding the closure of Beccles Road. | GB | Unsatisfactory response; agreed now closed. |
| 19/04 | Arrangements for the installation of the new bench in the playing field - to be carried out in 2019. 13/2 : AM to send details. | AM | Bench ordered and due to arrive in March/early April. |
| 19/05 | Contact Wicksteed regarding maintenance of playing field equipment. | AM | Wicksteed is looking into this; c/f. |
| 19/06 | Pro-forma checklist for playing field inspections by Dale Forman | AM | Completed and closed. |
| 19/10 | HHPC to subscribe to the Broads Society | JH | Subscription confirmed; closed. |
| 19/11 | Confirm Data Protection Policy Summary for footnote on HHPC correspondence. Circulated & agreed to review at February meeting. | PG | Policy to be approved at March meeting. |

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| ID | Action | Owner | Status |
|-------|--|----------------|-------------------|
| 19/15 | Options for locally produced Parish Map; being explored. | AW | C/f. |
| 19/17 | Change HHPC bank signatories as agreed – with SB and AW. | AM | Completed. |
| 20/01 | Distribute annual Charity Marsh cheques. | AM | Completed. |
| 20/02 | Budget confirmation meeting to be set on 13-12-2018. | JH | Completed. |
| 20/03 | Clerk recruitment interviews. | SB AW AM JH | Completed. |
| 20/04 | Clerk appointment. | SB AW AM JH | Completed. |
| 20/05 | Set up Working Group for No Cold Calling Zones and gauge local interest. 13/2: Letter to be delivered to all residents on Briar Lane as 75% of residents required to respond affirmatively. | AM | Being progressed. |
| 20/06 | Website has been updated; feedback welcomed from all. 13/2: GDPR statement to be reviewed and approved at March meeting, and then added to website. | PG | Being progressed. |
| 20/07 | Give notice to VisionIT. | JH | Completed. |
| 20/08 | Investigate potential for Website invoices to be made out to HHPC where possible so that VAT can be reclaimed. 13/2: This is possible. | PG | Completed. |
| 20/09 | Cost/benefit assessment proposal for 'Don't Mow Let it Grow' for submission to NCC Highways. 13/2: Cost benefit analysis not yet received so deferred. | PG | C/f. |
| 20/10 | Confirm list of issues for NCC Highways | PG | Completed. |
| 20/11 | Write to Tim Vincent with full list of issues and requiring an urgent site meeting with HHPC | JH | Completed. |
| 20/12 | Date for NCC Highways site meeting | JH | Closed. |
| 20/13 | Add requests for BACT, Crime stoppers & Hollies Renovation volunteers to FB site. Completed and PG to feedback periodically on progress with the Hollies. | PG | Completed. |
| 20/14 | Report back on review of churchyard expenditure. 13/2: AM to meet with contractor. | AM | C/f. |
| 20/15 | Letter to Avocet House regarding reports of anti-social behaviour. | AW JH | Completed. |

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Action Log for items - Meeting 13th Feb. 2019

| ID 2019 | ACTION | OWNER | STATUS |
|---------|--|----------------------|-----------------|
| 7.1 | Social Enterprise Gardening Scheme: To advise resident on suggestions following feedback from Councillors. | Clerk | New |
| 7.2 | Speed of vehicles on Beccles Road / Green Lane & Poor Lighting: To check with Badger Building re: final plans. Working Party to write to NCC Highways, cc: Margaret Stone. | SB / PG / others TBC | |
| 9.2 | Clerk to share past minutes (on USB), with PG for adding to website. | Clerk / PG | New |
| 9.3 | Low Police clear-up rate. Feedback to be requested from Norfolk Police although the reality of budget cuts and lack of available officers was noted as the major issue. 13/2 : Agreed to continue highlighting the issue. | AW | Carried forward |
| 9.5 | Replacement of damaged bus shelter: New shelter to be ordered and existing one to be removed. | PG / AM | New |
| 10.1 | Hales Green Common SNC proposed kissing gates. To recommend they are as previous gates installed at Reads Cross Lane. | PG | New |
| 10.2 | Footpath across A145 to Reads Cross Lane which is not being appropriately maintained by landowner: Letter to be drafted and sent to NCC Highways requesting they act on statutory duties to ensure useable. | PG / Clerk | New |
| 10.4 | Dog fouling on Hales Green: Larger signs discouraging fouling to be requested. | PG | New |
| 10.5 | SUDS attenuation pond: <ul style="list-style-type: none"> To contact NCC Highways to ask if HHPC can plant around it. To check if a life-belt should be made accessible. Option to invite local school to help plant, to be considered. | PG | New |
| 10.6 | Playing Fields / Play Area: Regular reports to be presented at Council meetings, and table to be put in place once delivered. | Clerk / PG / AW | New |
| 10.7 | SN Big Litter Pick Scheme 2019: To be posted on Facebook. | PG | New |
| 12. | Parish Council Elections: <ul style="list-style-type: none"> To confirm with SNDC how best to publish and advise residents via Facebook. Clerk to take all known Councillor nominations to SNDC. (Must be done between 20/3 and 4.00pm on 3/4.) | SB / PG Clerk | New |
| 14.1 | Asset Register & Asset Risk Register: To make final review, confirm reflect best practice and to confirm how they should be kept. | Clerk / SB / PG | New |
| 14.2 | Financial Update: <ul style="list-style-type: none"> Clerk to be added as authorised signatory. Payments authorised under 14.5 to be paid. To confirm what CIL payments can and can't cover. | AM / AW | New |
| 14.3 | Council's 2019/20 association membership: To join NALC. | Clerk | New |
| 16. | Dates for HHPC meetings in 2019: To prepare Doodle Poll to confirm quorate at all meetings. | Clerk | New |

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MINUTES OF CLOSED MEETING

Following the Meeting being closed to the Public at 9.40pm, the Council discussed item:

18. Data Protection

The Council agreed to adopt the Data Protection protocol recommendations as outlined and discussed in the meeting.

The meeting was closed at 10.05pm.