

Hales & Heckingham Parish Council

MINUTES OF MEETING

Held at Hales Village Hall on 27th March 2019

Present:

HHPC Councillors: Sheila Beckett (SB) - Chair
Georgina Buckle (GB)
Phil Grimes (PG)
Sam Matthews (SM)

Parish Clerk Eleanor Bannister (EB)

In Attendance one member of the public.

Please Note: Minute numbers follow on from previous Minutes for the calendar year (2019/....)

19/19 Welcome – The Chair opened the meeting at 19.30.

19/20 Apologies for Absence – Received from John Herring, Alan Mason & Andy Woodman.

19/21 Declarations of Interest – None received.

19/22 Approval of the Minutes from 13th February 2019 – Approved with amendment to 10.8 – see page 7.

19/23 Action Log from Meeting on 13th February 2019 - See pages 4 to 6.

19/24 Meeting Adjourned for Public Forum - The following were raised:

24.1 'Ping Table Tennis' matched funding of up to £100; Was there interest for this?
It was noted that the group that played ping pong in Hales Hall moved to the Brian Clark Rooms in Chedgrave on a Thursday afternoon. If there was interest, there was a ping pong table in Hales Hall that could be used.

24.2 The issue of local thefts was raised.

19/25 Meeting Reconvened by the Chair

19/26 Updates

26.1 Composting Scheme: It was noted with thanks that members of the Scheme had approved to pay the £250 excess for the bus shelter. First collection due on 1st April.

26.2 Website: It was noted that new links and content are being added on an on-going basis.

26.3 Police & Safety: No update.

26.4 Road Safety & Speed Watch: It was confirmed that from 28th March Hales speed-watch would restart. Mobile 'flashing lights' high-lighting if a driver was speeding to be considered. [See action log.] The dis-integrating trench across Great Yarmouth Road in front of Badger housing was reported for highlighting to NCC.

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26.5 Roundabout & Bus Shelter:

26.5.i. Arrangements for a new Bus Shelter are being progressed.

26.5.ii A formal enquiry was raised in relation to the removal of the hedgerow on the west side of the A146 between Green Road and the new Hales roundabout. NCC Highways responded that it was removed for road safety reasons. It was agreed that the Council should follow up on this to try to engage NCC Highways at a local level and consider the option of supplying the Council with plants for volunteers to plant. Additionally, it was agreed the Council should highlight how disappointed they were with the timing given it was cut after birds had started to nest and after the legal cut-off date of 1st March. [See action log.]

26.5.iii There was concern in relation to road traffic safety in and out of the BP Garage and a one-way system was suggested. [See action log.]

19/27 Environment & Amenities

27.1 SUDS attenuation pond: NCC Highways have confirmed that life-jackets placed nearby are not required given shallowness. Additionally, the first pond can't be planted as the plastic would be damaged, and the second pond could but a Councillor noted that some self-colonisation is preferable. It was agreed to approach a local school to see if of interest as a school project. [See action log.]

27.2 Playing Fields: A resident had reported that a playing fields wheelie bin was very full. This is being monitored by the contractor who manages the playground.

27.3 Hales & Heckingham Newsletter/Bulletin: It was agreed the next bulletin should be circulated at the end of May, including items such as roads and safety and the new Toddler Group. [See action log.]

27.4 Hales & Heckingham Public Notice Board: It was agreed that an A1 size glazed (shatter-proof) single-door, wall-mounted, lockable, with HHPC header-board public notice board should be sourced. (Hard-wood and treated soft-wood or composite options should be considered.) Councillors and Clerk to investigate and invite quotes including, where possible, from local contractors. [See action log.]

19/28 Parish Council Elections: Cllr. Sam Matthews noted that he would not be standing for election as a Councillor given increased work commitments. It was agreed that if a resident was potentially interested in the work of the Parish Council they could be invited to consider joining on a 'co-opted' basis initially, to allow them time to assess the work and commitment involved.

19/29 Annual Parish Meeting – 8th May. The Council agreed to set the time for 7.30pm to 8.30pm with refreshments. It was agreed to try and identify an interesting speaker and if a speaker accepted, to organise a door-to-door leaflet drop to advertise the event. Updates on Hales speed-watch and composting scheme suggested for inclusion. [See action log.]

19/30 Correspondence

30.1 Social Enterprise Gardening Scheme: Resident progressing options and will keep Council informed.

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- 30.2 Policy in relation to email requests from other Parishes:** It was agreed this should be considered on a case-by-case basis. If a response was required prior to a meeting, then the Clerk is to request feedback from Councillors via email and if consensus is reached, to respond accordingly and ensure the decision is ratified at the next Council meeting.
- 30.3 Planning Application 2019/0514:** This changed from turning a disused barn into an 'annex', to turning it into a 'dwelling'. The Council approved the revised application.

19/31 Finance

- 31.1 Asset Register and Asses Risk Register:** The Council approved the revised registers.
- 31.2 Standing Orders and Financial Regulations:** It was agreed that these should be reviewed by the Clerk against NALC's best practice samples and if necessary revised. [See action log.]
- 31.3 British Legion:** Council agreed to make donation of £25.00 in 2019.

19/32 Data Protection Policy: It was agreed to use the existing one with the addition of the Appendix from Item 18 of the minutes of 13/2 Meeting. [See Appendix 1. on page 8.]

19/33 Items for consideration of inclusion on next agenda: No items were noted however the 'Transparency Code' is pending approval and the Chairman gave a brief update on the Broads Authority Parish Forum meeting on 30th March which they had attended.

19/34 Date of next Meetings – Confirmed for:

- Wed. 8th May at 7.00pm – Parish Council AGM
- Wed. 8th May at 7.30pm - Annual Parish Meeting.

The Meeting was closed at 9.30pm.

See following pages 4 to 6 for Action Log.

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Updated 'Action Log' from meeting on 27/03/2019.

Please note: Items already 'closed' as of 13/02/2019 have not been included in this list.

ID	Action – from November / December Minutes	Owner	Status
04/18	Transparency code: A list of all payments made by the council above £100 to PG for publishing on the PC website. Transparency code document is still in progress.	PG	Carried forward.
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.	SB / PG / Clerk	Planting still not complete; carried forward and NCC Highways being written to..
17/08	Buy & apply mastic glue to loosening rubber tiles in the old play area.	AM	To be completed when weather is better; carried forward.
19/04	Arrangements for the installation of the new bench in the playing field - to be carried out in 2019.	AM	Bench ordered and anticipated in April.
19/05	Contact Wicksteed regarding maintenance of playing field equipment.	AM	Wicksteed is looking into this; on-going.
19/11 and 19/32	Confirm Data Protection Policy Summary for footnote on HHPC correspondence. 27/3: Completed. As per Minutes 19/32 one addition to be made to the Policy before approval.	PG / Clerk	Carried forward.
19/15	Options for locally produced Parish Map; being explored.	AW	Carried forward.
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	On-going.
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.
20/09	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	Carried forward.
20/14	Report back on review of churchyard expenditure. 13/2: AM to meet with contractor.	AM	Carried forward.

Action Log for items - Meetings on 13th February & 27th March 2019

ID 2019	ACTION	OWNER	STATUS
7.1 and 19/30.1	Social Enterprise Gardening Scheme: To advise resident on suggestions following feedback from Councillors. 27/3: Resident progressing various options.	Clerk	Closed

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7.2	Speed of vehicles on Beccles Road / Green Lane & Poor Lighting: To check with Badger Building re: final plans. Letter to NCC Highways, cc: Margaret Stone to be sent. 27/3: Suggestions included planting Buddleias as barrier.	SB / PG / others TBC	On-going
9.2	Clerk to share past minutes (on USB), with PG for adding to website.	Clerk / PG	Completed
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. 27/3: Clerk to request update.	PG / AM / Clerk	Carried forward
10.1	Hales Green Common SNC proposed kissing gates. To recommend they are as previous gates installed at Reads Cross Lane. 27/3: Acceptable latch-gate installed.	PG	Closed
10.2	Footpath across A145 to Reads Cross Lane which is not being appropriately maintained by landowner: 27/3: Letter was sent and 4 white posts have been put in, but this is not clear enough. Further email has requested on-site visit with the Countryside Access Officer South Norfolk.	Clerk / PG	On-going
10.4	Dog fouling on Hales Green: Larger signs discouraging fouling to be requested. 27/3: Chalk markers used and very limited repeat offending. May need to be repeated but for moment effective.	PG	Closed
10.5 and 19/27.1	SUDS attenuation pond: Following feedback from NCC Highways, PG to approach local school e.g. Loddon Primary, to see if wish to use it as a school project.	PG	On-going
10.6	Playing Fields / Play Area: Regular reports to be presented at Council meetings, and table to be put in place once delivered. 27/3: Regular reports being presented. Table still to arrive.	Clerk / PG / AW	On-going
10.7	SN Big Litter Pick Scheme 2019: To be posted on Facebook.	PG	Closed
12.	Parish Council Elections: To confirm with SNDC how best to publish and advise residents via Facebook and for all known Councillor nominations to be taken to SNDC before 3/4.	SB / PG Clerk	Closed
14.1	Asset Register & Asset Risk Register: To make final review, confirm reflect best practice and to confirm how they should be kept. 27/3: Council approved revised registers.	Clerk / SB / PG	Closed
14.2	Financial Update: 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	Closed
14.3	Council's 2019/20 association membership: To join NALC.	Clerk	Closed
16.	Dates for HHPC meetings in 2019: To prepare Doodle Poll to confirm quorate at all meetings. 27/3: Quorate confirmed.	Clerk	Completed
19/26.4	a. Road Safety: 'SAMS' i.e. mobile flashing lights high-lighting if speeding, to be considered - as per Chedgrave's. GB to ask re: success rate. PG to check on vehicle activated signs. b. Dis-integrating Trench over Great Yarmouth Road - in front of Badger's housing was reported and will be highlighted to NCC.	GB / PG PG	New
19/26.5.i	Bus Shelter: Clerk to check timings re: arrival of new bus shelter.	Clerk	New

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19/26.5.ii	Removal of Hedgerow: Council to try to engage NCC Highways at a local level and possibly supply plants for volunteers to plant. Additionally, Council to highlight disappointment with the timing of the cutting given it was once birds started to nest - after the legal cut-off date of 1 st March.	SB / Phil / Clerk	New
19/26.5.iii	One-way system for BP Garage: Clerk to visit Garage and Council to send letter suggesting discussion to identify best way forward and option of one-way system - with no access sign from road on Great Yarmouth Road.	Clerk / SB	New
19/27.3	Hales & Heckingham Newsletter/Bulletin: Updates for the Annual Parish Meeting to form the basis of next bulletin. To include: Roads & Safety, Composting Scheme and new Toddler Group. Council to discuss who to coordinate at next meeting on 8/5.	Clerk / All	New
19/27.4	Hales & Heckingham Public Notice Board: All Councillors and the Clerk to investigate and invite quotes.	All	New
19/29	Annual Parish Meeting – 8th May: Chair to invite local environmentalist to talk. 2 nd option: The Police to talk on public safety.	SB	New
19/31.2	Standing Orders and Financial Regulations: Clerk to review against NALC's best practice samples and if necessary revise. (Timing: Over the next five months.)	Clerk	New
19/31.3	British Legion: Council to make donation of £25.00 in 2019.	AM / Clerk	New

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Amended version approved at Meeting on 27th March 2019.

Climate Change motion:

The Council has adopted the motion proposed by PG and seconded by AW as below:

The Council noted 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. Norwich City 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 agreed to:

1. Support Norwich City Council 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 other councils;
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.

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Data Protection

[APPENDIX 1 - For inclusion in HHPC DP Policy]

Discussions at Parish Council Meetings

Can a name/address (personal identifiers) be mentioned publicly in anyway?

Whether one refers to the name of a person or their address, both are "personal identifiers" and neither should be referred to in an open meeting.

If discussed in public (not privately), the Parish Council MUST remove the individual's identity/personal identifiers ideally in the discussion and without fail in the minutes. Additionally, no report e.g. copies of emails or a summary report, should be taken to or presented at the meeting; there should *only be a verbal report* which in the minutes can then be condensed down to an outline of what was agreed.

Agreed steps:

If a sensitive issue needs to go on the agenda, it will be placed at the end so that the Chair can request that it is discussed 'in private'. This is to avoid anyone forgetting and mentioning names/personal identifiers or other information which would not be appropriate in a public forum. This 'private meeting' is still recorded in separate minutes but these minutes do not need to record specific names and should sensitively protect confidential information. These minutes are available to the Public.)

If a sensitive issue needs to be discussed where, for example, 'personal identifiers' might be accidentally mentioned, the Parish Council will pass a resolution to discuss the item in 'private' regardless of whether there are public present or not, for the purpose of the minutes.

The resolution will be 'to exclude the press and public from the meeting due to the confidential nature of the business to be transacted by virtue of Public (Admissions to Meetings) Act 1960'.

Discussions via Emails

Councils can refer to a person/address in emails between councillors as emails are "not in the public domain" and the Council needs to be pragmatic. However, the Council will endeavour to find appropriate wording that is not too specific e.g. "the field with right of way issues", to avoid pitfalls.

If an individual related to the issue requests to see all the emails that refer to them, this must be complied with – once they confirm their identity to the Council, with for example, a driving licence. *The individual can only see what relates to them, NOT what relates to another person/property.*

Agreed steps:

All councillors to delete email correspondence that refers to any issue once it has been dealt with. Councillors must not include a DP issue in an email where other subjects are also being discussed as this makes deleting more complicated. (It is good practice to avoid referring to multiple subjects in one email wherever possible.)

02-04-2019