

Hales & Heckingham Parish Council

MINUTES OF PARISH COUNCIL MEETING

Held at Hales Assembly Hall on 12th February 2020

Present:

HHPC Councillors: Sheila Beckett (SB) – Chair
George Buckle (GB)
Luisa Ferrari (LF)
Phil Grimes (PG)
Alan Mason (AM)
Andy Woodman (AW)

Parish Clerk Eleanor Bannister (EB)

Other attendees: Cllr. Margaret Stone and three residents

20/001 Welcome – The Chair opened the meeting at 7.30pm.

20/002 Co-option of New Councillor – Luisa Ferrari was unanimously co-opted to the HHPC.

20/003 Apologies for Absence – Received from Cllrs. K Billig and J. Rowe.

20/004 Declarations of Interest – None received.

20/005 Approval of Minutes of the Meeting held on 11th December 2019 – Approved and signed.

20/006 Action Log from Meeting on 11th December – Reviewed. See pages 6 and 7.

20/007 Cllr. Stone gave an update on developments and noted the detailed Boundary Review of divisions for Norfolk County Council that was being discussed on 24th February. Once published, the public would be able to comment. Cllr. Stone also noted that, alongside Pathways and Norfolk County Council, they were looking at opportunities for increasing cycle pathways. Cllr. Stone referred to the Transport for Norfolk Survey and the Norfolk Rail Prospectus; public feedback was welcomed and links to both surveys are in Appendix 1.

Cllr. SB queried why villages in South Norfolk were not now included in the [Greater Norwich Local Plan](#). As this was a District Council matter Cllr. Stone could not comment though they did not think there was a big expansion plan for the area.

There was a query regarding the proposed George Lane roundabout and Cllr. Stone confirmed that it was definitely happening. Another query related to the environmental policy particularly in relation to hedge and verge cutting. Cllr. Stone noted that the proposals were still at an early stage

Hales & Heckingham Parish Council

and being worked on. [Please see Appendix 1. for the report from Cllr. Stone and Appendix 2 for the report from Cllr. Rowe.]

20/008 Meeting Adjourned for Public Forum

A resident queried what was being done about the footpath from Hales to Loddon given debris, potholes, and branches. Cllr. AM noted he had written to Loddon Parish Council and the Clerk had also discussed this with them. The boundary was at the top of Sandy Lane and it was agreed that the surface from Sandy Lane to Hales was poor. The Clerk had highlighted this with Norfolk Highways and would follow up, but it was agreed that it was important that any residents who used the path, should report potholes/poor surfaces to Norfolk Highways as this would encourage action. Cllr. PG agreed to post on HHPC Facebook and website, how to report problems with roads, footpaths and transport issues. See www.halesandheckingham-pc.gov.uk/useful-links/.

A resident also queried the roundabout and visibility as one approached it from Yarmouth Road. Cllr. PG reported that HHPC had raised this issue previously, but it had passed Norfolk Highways independent safety survey given it was under 1.5 metres high – without grass. HHPC would continue to monitor and highlight concerns.

20/009 Meeting Reconvened

20/010 Village Hall Working Group – Cllr. AM confirmed that the Trustees had not yet met but that he would phone to seek an update. It was noted that the Village Hall would in future be referred to as 'Hales Assembly Hall' by HHPC as requested by the owners.

20/011 Planning Working Group (South Norfolk Planning applications)

- 1. 2019/2410** – Applicant: Mr John Austen. Location: Agricultural Building North off Green Road Hales Green Hales Norfolk. Proposal: Demolition of existing agricultural building and erection of new dwelling and change of use of land to domestic curtilage Application Type: Full Planning Permission. HHPC confirmed support. Application approved with conditions.
- 2. 2019/2107** – 19 Gale Close, Hales; single-storey rear extension; Approval with conditions confirmed on 18/11/2019.
- 3. 2019/2098** – Heckingham Lodge, Briar Lane; Variation of Condition 3 of planning permission 2005/1416 to allow dwelling by agricultural worker and/or as holiday let. Council position neutral (Minute reference 19/128.2). Application pending consideration.
- 4. War Memorial Junction between Green Lane & Old Yarmouth Road:** Related to Faber Roofing and application 2019/1252 – The Clerk reported the feedback from Norfolk Highways who had clearly researched the options and risks involved and concluded that the safest option, without major costs to HHPC, was to leave the junction arrangements unchanged. Highways also noted that the personal injury accident record showed one, possibly two collisions at the junction since 1987 but not necessarily related to the manoeuvre raised by the Parish Council. The Council agreed that given Highways was unable to support any changes, the costs that would be involved in making any changes, and the apparent low risk, this was not something they would progress further.

Hales & Heckingham Parish Council

20/012 Composting Working Group – Cllr. AM reported that composting would start again in April, and in the meantime maintenance work was being carried out, for example on the sign damaged by the wind. It was noted that the composting scheme covered its costs, making a profit of circa £600 per annum but critically, that it also had an environmental and community benefit.

20/013 Environment & Amenities Working Group

13.1 Cllr. PG highlighted [Norfolk County Councils new Environmental Policy](#) which was a positive step forward but still required implementation. It was also noted that HHPC could use their voice to ensure environmental best practice was taken into consideration when there were new planning applications. Cllr. LF questioned how best to tackle ingrained practices such as littering, and the need to reduce the frequency/intensity of verge cutting was also highlighted as an issue. Cllr. PG suggested it was important to work more closely with local farmers in relation to verge cutting.

As a South Norfolk Tree Warden, Cllr. PG reported how there was approval in principle for a tree nursery scheme in the landfill site in Bergh Apton and though this had stalled, it was now back on Norfolk County Councils radar.

In relation to the management of Hales Green, Cllr. PG reported there was no further update from South Norfolk Council. He also noted that the Norfolk Wildlife Trust management plan was still to be finalised.

On the Chet Valley 'B-Line', a natural corridor being created to help all pollinators, and part of a national programme, Cllr. PG noted it would be launched on 25th March and that he was setting up a Facebook page for the group to encourage local involvement. Local farmers were already supportive.

13.2 Village Playground - The Clerk reported that regular checks and maintenance had taken place, and that the rope bridge had been repaired and the mole hills continued to be regularly raked over. The black 'tiles' could still not be fully repaired as the weather was still too wet but this would be completed once the weather was drier.

13.3 The Big South Norfolk 2020 Litter Pick scheme - It was agreed that several litter-picking sessions would be organised in the spring. Dates to be agreed and advertised on Facebook.

20/014 Traffic & Transport Working Group

14.1 Speed-watch – Cllr. GB reported that the group had started to run speed-watch sessions again, and were keen to find more volunteers. The Police camera team's presence increased after what appeared to be a speed data collection device had been attached to the SAMS sign, so it was likely that the Police had realised it was an area that needed to be monitored.

14.2 Buses – Concern had been raised on Facebook about the bus service, and it was noted that the X2 bus was not always stopping and that at school times, if one bus was already stopped, the other bus (from a different company) did not always stop. Cllr. AM had emailed the bus company to report some of the concerns raised, for the record. Cllr. PG posted on Facebook and HHPC website how to report concerns, and Cllr. GB said they would also put a notice at the bus shelters highlighting how to report any issues.

Hales & Heckingham Parish Council

- 14.3 Parking at the end of Green Lane** (from Action Log item 19/142) – The Clerk noted the response from Norfolk Highways who had visited Green Lane. They had only seen one car parked there at the time and thought there would still, with parked cars, be adequate width of carriageway to allow a vehicle to pass. Highways would not install waiting restrictions but would give permission for signs (asking people to refrain from parking there all day) to be erected if this was requested. This was discussed and it was agreed to monitor the situation.
- 14.4 Hales Roundabout** (from Action Log item 19/124.2) – The Clerk reported that Norfolk Highways had suggested an onsite meeting to discuss the issues and this would be followed-up with them and Cllr. AW.

20/015 Police & Safety Working Group – Cllr. AW to report at the next meeting.

20/016 HHPC Newsletter – It was noted that this had been circulated to all residents.

20/017 Annual Parish Meeting – The Clerk confirmed that the Chief Operating Officer of Norfolk Accident Rescue Service (NARS) had kindly agreed to give a talk at the meeting. It was agreed to confirm the exact timetable at the meeting in March.

20/018 Correspondence

- 18.1 Norfolk Accident Rescue Service** – See link on HHPC website including services on offer.
- 18.2 CPRE Email** - Letter from **Campaign to Protect Rural England Norfolk**.
- 18.3 [Norfolk Local Access Forum](#)** - 28th Feb. 2020 – Invitation to Parish Councillors.
- 18.4 Norfolk Police & Crime Commissioner Annual [Budget consultation](#)**; Norfolk residents were invited to comment on proposals for 20/21 police precept by mid-January.
- 18.5 The Draft Greater Norwich Local Plan (GNLP)** being prepared by Broadlands District Council & Norwich City Council is available for consultation from 29/1 to 16/3. Visit: <http://www.greaternorwichgrowth.org.uk/planning/greater-norwich-local-plan/>
- 18.6 [Great British Spring Clean](#)** - 20/3 to 13/4. (#GBSpringClean)
- 18.7 [Norfolk Association of Local Councils: Spring Conference](#)**, 4th April in Costessey Centre: 'Looking after our residents needs and aspirations'.
- 18.8 Broads Authority: Amended Flood Risk Supplementary Planning Document for the Broads** For open consultation until 4.00pm on 4th March. Visit: <https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations> for links to relevant documents. Responses to Natalie Beal via email: PlanningPolicy@broads-authority.gov.uk
- 18.9 Preston Lane** – Resident raised concern regarding dangerous potholes. The Clerk reported this to Highways but it was not their responsibility. Clerk to check with South Norfolk and residents to be encouraged to also report it to South Norfolk and/or Saffron Housing as the road might be private.
- 18.10 Millside** – Resident raised concern regarding potholes. [The Clerk referred this to Norfolk Highways.]
- 18.11 Cycle Path from Hales to Loddon** - Resident had raised concerns regarding safety and maintenance – Discussed under 20/008. Images of path to be sent to Norfolk Highways when litter-pick takes place; Clerk to arrange.

20/019 Finance

- 19.1 Accounts & 2020/2021 Draft Budget** – Cllr. AM gave a summary of the accounts to-date

Hales & Heckingham Parish Council

(see appendix 3.) and agreed to complete the accounts for the end of year before handing over to the Clerk. It was agreed the Clerk would complete AGAR related paperwork. Clerk to remove Cllr. AM as a bank signatory on 31/3/2020. Cllr. AM to contact Barclays Bank in March and request a mandate form, so new signatories could be added. The 2020-2021 draft budget was discussed and approved (see appendix 4.)

19.2 ICO / Data Protection Insurance as Direct Debit – It was noted that this had been set-up.

19.3 Rental of Charity Marsh and The Pit – It was agreed that the rent for the Pit would not be increased in 2020; Clerk to inform the tenant. Clerk also to contact the tenant of Charity Marsh to discuss rental. Cllr. SB noted the Environmental Stewardship Scheme support for landowners in the provision of permissive rights is ending. This is relevant to the field below Heckingham Park. It was agreed that Cllr. AM should contact the tenant farmer regarding this.

19.4 Accounts for authorisation and payment – The Accounts below were authorised.

[The monthly salary payment to the Clerk and monthly tax payment to HMRC were approved but following approved Financial Regulations, these payments are reported to the Council as they are made at the end of each month.]

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
Roberts & Sons Printers	£48.00	£48.00	£0.00	Printing of Winter/Spring 2020 Newsletter – 325 copies.
ICO	£35.00	£35.00	£0.00	£35.00 as paid by direct debit (otherwise £40)
Mr D. Foreman	£30.00	£30.00	£0.00	Cutting hedges and clearing around compost area.
Hellendoorn Homes Ltd	£216.00	£216.00	£0.00	Rental of Hales Assembly Hall for HHPC meetings in 2019. [9 meetings in total including Annual Parish Meeting.]
TOTAL PAYMENTS	£329.00	£329.00	£0.00	

20/020 Items for consideration of inclusion on next agenda

- 20.1 Potential Summer 2020 Village Event
- 20.2 Annual Parish Meeting – agenda
- 20.3 Confirmation of Bank Signatories
- 20.4 Terracycling

20/021 Date of next meeting – Wednesday 25th March 2020

20/022 Cllr PG proposed a huge vote of thanks to Cllr. Alan Mason for all his valued work over many years. This was unanimously seconded by all. [Cllr. Alan Mason would be stepping down as a councillor of HHPC in May but would continue to support the Composting Scheme.]

The Meeting was closed at 10.30pm.

Hales & Heckingham Parish Council

Updated ACTION LOG – Items ‘closed’ at the Meeting on 11th December have not been included.

ID 2019 / 2020	ACTION	OWNER	STATUS
2019 7.2	Speed of vehicles on Beccles Road / Green Lane & Poor Lighting. 27/3: Suggestions included planting Buddleias as barrier. Agreed to reassess once Badgers scheme was complete.	SB	Review at later date
19/125.1 20/014.4	One-way system for BP Garage. 12/2: Clerk to confirm meeting with Norfolk Highways and Cllr. AW as proposed by Highways.	Clerk	On-going
19/146 / 20/016	Hales & Heckingham Newsletter/Bulletin. 12/2: Spring 2020 Newsletter circulated.	ALL / SB / AW	Closed
19/31.2	Standing Orders & Financial Regulations: Clerk to review against NALC’s best practice samples and revise. Delayed given time constraints but progressing.	Clerk	On-going
19/124.1	Hales Footpath 7 – Cllr. SB to get reassurances as noted in 19/124.1, prior to Council giving approval for retrospective relocation	SB	On-going
19/124.2 20/014.4	Verges close to Roundabout & A146 tree planting – 12/2: Clerk and Highways to confirm meeting date to discuss.	Clerk	On-going
19/124.4	Parish Map – SB commissioning young artist to produce map for the Parish Council. (Example of Village Map shared by Cllr. AM.)	SB	On-going
19/124.5	Churchyards: 12/02: HHPC’s support for the churches and highlighting them as attractions to be done via permanent post on HHPC website - once weather permits photography of churchyards.	PG / SB	On-going
19/144 20/010	Village Hall; proceeds from sale: 12/2: Cllr. AM to request feedback from the Management Committee.	AM	On-going
19/124.3 20/013.2	Playground (follow-up) - 12/2: Clerk to ensure contractor repairs tiles using the wet pour that has been purchased when weather permits repairs.	Clerk	On-going
19/86.2	SAMS – Speed Activated Monitoring System – To be considered when reviewing budgets.	All	At budget review
19/125.2	Increasing footpath on east-side of Green Lane to bus stop. 12/2: PG to pursue motorised roller option late spring when weather permits.	PG	On-going
19/71.2 / 20/015	Community Police Officer – 12/2: Cllr. AW to contact new police constable and invite to HHPC meeting.	AW	On-going
	Contact Magazine – Content for April issue due by 8 th March.	SB / AW	On-going
19/128.3 20/011.4	War Memorial Junction between Green Lane & Old Yarmouth Road: Junction rights not clear. 12/2: Agreed not to progress further.	Clerk	Closed
19/129	Code of Conduct - Behaviour to Councillors & Parish Council staff – 12/2: Clerk to run final proof and to send all four documents to Cllr. SB for formal approval. On approval, to post on website.	Clerk / SB / PG	On-going
19/90	Parish Council external communications - It was agreed to add the approved statements to HHPC ‘Standard Procedures’ when reviewed by end January.	Clerk	On-going

Hales & Heckingham Parish Council

19/148.1	2020/2021 Draft Budget – 11/12: 1. Council to consider how best to offer the Clerk a pro rata contribution towards their pension as offered in contract. 2. Clerk to check Insurers small print on whether premiums would rise given claim in relation to bus shelter.	Clerk Clerk	On-going On-going
19/148.4	PAYE system for payment of Parish Clerk: 27/11 – PAYE set-up completed.	Clerk	Closed
19/113.5	War Memorial Names - Archive information: 27/11 - To be shared with Loddon Historical Soc. & Rev. Ros Hoffmann.	SB	Closed
19/131 / 20/017	HHPC Annual Parish meeting – Representative from NARS confirmed as speaker.	All	Closed
19/132	Potential Summer 2020 Village Event - To consider and discuss on 25 th March.	All	Carried forward
19/147.3	Yoga / Mindfulness Sessions in the Playing Field – Clerk advised of nominal rental charge for review end June 2020 and chased for feedback. 12/2: No response therefore closed until further contact.	Clerk	Closed
19/142 20/014.3	Green Lane (end of) – used as general parking area impacting residents' access 12/2 – Clerk advised Highways who are unable to assist. HHPC agreed to monitor.	All	Closed / Monitoring
19/145	2019/2410 – Applicant: Mr John Austen. Location: Agricultural Building North of Green Road Hales Green Hales Norfolk. Clerk confirmed HHPC supportive.	Clerk	Closed
19/148.2	Precept 2020/2021 – Clerk sent signed form to South Norfolk Council	Clerk	Closed
19/184.4	Accounts for authorisation and payment – Accounts approved were paid. .	AM / Clerk	Closed
20/008 + /018.11	Footpath from Hales to Loddon – Cllr. PG to post on Facebook & website how to report road and footpath issues (as per item 20/015.2). Clerk to follow-up with Norfolk Highways and to send photos.	PG / Clerk	New
20/013.3	Litter Pick – SB to suggest dates and post on Facebook. (1 st : Sat. 29 th Feb. at 10.00am.) All welcome.	SB / All	New
20/014.2	Buses – Cllr. PG to post on Facebook & website how to report road, footpath and transport issues. Cllr. GB to do the same in the bus stops.	PG / GB	New
20/018.9	Preston Lane potholes – Clerk to check with South Norfolk and to advise resident to report potholes to both S. Norfolk and Saffron Housing.	Clerk	New
20/018.1 0	Millside potholes – Clerk and resident to chase Norfolk Highways.	Clerk	New
20/019.1	Accounts & Banking – Cllr. AM to complete year-end and to contact Barclays Bank for mandate form. Clerk to complete AGAR and remove AM as signatory on 31/3.	AM / Clerk	New
20/019.3	Rental of Charity Marsh & the Pit – Clerk to contact both tenants. Cllr. AM or Clerk to ask tenant of Charity Marsh re: permissive access rights to field below Heckingham Park.	Clerk / AM	New
20/019.4	Accounts for Authorisation & Payment – To be completed.	SB	New

E. Bannister, Clerk to the Parish Council

Hales & Heckingham Parish Council

APPENDIX 1.

Cllr. Margaret.Stone MSc BA(hons) margaret.stone.cllr@norfolk.gov.uk

01508 499 389



Norfolk County Councillor for Clavering Division

84 Councillors. 55 Conservative. 17 Labour. 11 Liberal Democrat.

Parish or Urban areas within the Division: Aldeby, Broome, Burgh St Peter with Wheatacre, Denton, Ditchingham, Earsham, Ellingham, Geldeston, Gillingham, Haddiscoe, Hales, Heckingham, Hedenham, Kirby Cane, Norton Subcourse, Raveningham, Stockton, Thurlton, Thwaite St Mary, Toft Monks, Topcroft, Wortwell, Alburgh

Boundary Review of Divisions. To be discussed at Full Council February 24th 2020

The boundary commission is currently reviewing the division arrangements for Norfolk County Council. This review was triggered as a result of over 30% of our current divisions being outside the 10% variance required, leading to elector inequality. Following on from our successful submission for Norfolk County Council to continue to have 84 councillors we are now due to submit our proposal for the scheme for the 84 divisions.

The large number of divisions which need to be re-sized has required us to start with a clean sheet and design new schemes to meet the spread of electorate today and in the future (to 2025). All Divisions will represent between 8,000 and 9,000 electorate.

Budget meeting at Full Council 24th February. Our budget proposals are based on increasing council tax by 3.99%. If we do not increase council tax, then we would have to find around an extra £16.3m of savings next year. **1.99% Basic Council Tax / 2% Adult care precept**

Transport for Norfolk online survey

Survey on the Norfolk County Council Website to give your view about the future of transport throughout Norfolk

The way we travel is also changing, with more information and more technology being built into vehicles and more options such as car clubs and bike share schemes. Norfolk County Council has also recently adopted an environmental policy to achieve 'net zero' carbon emissions on our estates by 2030, but within our wider areas, work towards 'carbon neutrality' by 2030.

https://norfolk.citizenspace.com/consultation/norfolk-county-council-local-transport-plan-2020/supporting_documents/Norfolk%20Transport%20Plan%20for%202026.pdf

Norfolk Rail Prospectus 2020

We want your views on the rail priorities for our revised rail prospectus. The current Norfolk Rail Prospectus was agreed in 2013. It shows in detail what the council believes is required from rail and the benefits that this will deliver. It will be used in our work so that as many as possible of these requirements are built into forthcoming programmes. Since adopting the current prospectus there have been many changes to rail services including the ongoing replacement of much of the rolling stock (trains) serving Norwich, and commitment to improvements including longer trains to King's Lynn to help problems of overcrowding. We want to agree an updated prospectus so that we can use it to influence the rail industry's delivery plans.

<https://norfolk.citizenspace.com/consultation/norfolk-rail-prospectus-2020/>

Hales & Heckingham Parish Council

APPENDIX 2.

Update from Cllr. Jeremy Rowe



Feb/March 2020

It's great to see the daffodils out around our towns and villages, and to know that better weather is on its way. As Coleridge wrote, "Winter, slumbering in the open air, wears on his smiling face a dream of Spring".

One of the most enjoyable parts of this role is attending the local Parish Council meetings, meeting everyone involved and being able to see first-hand the important work they do on behalf of all of us. I particularly enjoyed being invited by the Stockton group to attend their annual meal out, and the litter picking they organise.

My most recent promised regular surgeries took place in Loddon library on **Saturday 15th. February 2-4pm.** These surgeries will continue throughout my time as Councillor, with details in this article and on Facebook. I can also be contacted by ringing **07733 323581** or emailing me at jrowe@s-norfolk.gov.uk. If you contact me, I guarantee that I'll get back in touch within 48 hours.

Some of the help I have been able to give this month has included difficult traffic issues and lamp posts which seemed to appear overnight!

Big or small, let me know if I can help, that's what we're here for.

Hales & Heckingham Parish Council

APPENDIX 3

NOTES TO HHPC ACCOUNTS - 12th February 2020

Expenditure to date includes the cost of the replacement bus shelter at £6K.

The amount under Earmarked Reserve was for the new seat and table on the playing field and outside the budget. This distorts actual expenditure from the budgeted amount.

Further, the Composting Expense is shown for monitoring purposes only and the costs are deducted from the associated Restricted Funds balance.

Thus the total spend to date is £5,348.00 against the budget of £8,035.00

However, there are the following costs to come within the budget period:

- Clerk Salary and arrears £1,600.00
- Hall Hire circa £200 (The amount in the costs is for 2018).
Total £1,800.00

There was no budget for:

- A computer for the Clerk - cost £375.
- An HMRC fine due to a historic issue related to a previous Clerk.

We also have the following underspends:

- Clerk Pension, still in course of discussion
- Bus Shelter, no costs incurred
- Stationery, no cost incurred
- Grounds maintenance £834 although we expect further payments to be made within this sum
- Website £200 due to renegotiated contracts.
- Community Grant £500 not made.

Therefore revised budget spend for 2019/20 is estimated to be circa £7,148.00

(= current amount + Clerk Salary and Hall Hire but excludes Ground Maintenance costs)

Looking into 2020/21, allowance must be made for a further payment of arrears to the Clerk of two sums of £376.

Balances on our bank accounts stand at:

- £9,022.06 on chq ac and
- £14,160.22 on Deposit.

A total of £23,182.28 - before payments to be authorised this evening.

AWM RFO HHPC

Hales & Heckingham Parish Council

APPENDIX 4 - HALES & HECKINGHAM PARISH COUNCIL - Budget Planning: 2020-2021

	2018-19 Actual	2019-20 Budget	2020-21 Budget	Notes
RECEIPTS				
Precept	£7,843.00	£8,440.26	£9,006.00	5% inc./ 250 Band D. / £36.02 p/Band D.
Rent from The Pit	£100.00	£110.00	£110.00	
Rent from Charity Marsh	£215.00	£215.00	£215.00	2020/21 -TBC
Composting / Recycling Credits	£1,144.00	£429.22	£200.00	(These are Restricted funds.)
Monies brought forward from bank	£34,058.42	£21,646.00	£17,202.60	TBC on 31/03/2020
Total Restricted Funds	£7,528.48	£707.00	£3,150.00	
Interest	£45.02	TBC	£20.00	(Assumed less if using reserves)
VAT Refunds (retrospective claim)	£11,213.00	TBC	£2,400.00	Assumes major expenditure; linked to playingfield/capital expenditure
Miscellaneous credits (retrospective)	£1,321.00	£0.00	£0.00	
Grant Income opportunities				
S106 Recreation	£21,855.00	£0.00	£0.00	
NCC PPS 50% for project		£0.00	£0.00	
Grant from Norfolk County Council	£6,000.00	£0.00	£0.00	If SN offer additional sum to CIL or NC offer support
CIL (Community Infrastructure Levy)	£3,466.00	£0.00	£0.00	
Total income	£94,788.92	£31,547.48	£32,303.60	
PAYMENTS:				
Employment Costs:				
Salary Clerk incl. HMRC tax	£1,500.00	£1,900.00	£4,029.98	20/21 est. based on parish clerks pay scale; point 18, at 6hrs p/w, £12.65 p/hr. (Sum inc.arrears of £399.98 from 2019/20),
Salary other				
NI	£0.00	£0.00	£0.00	(None as under £166 per week earnings.)
Pension provision	£0.00	£362.00	£500.00	
Training/Seminars/Conferences	£122.31	£200.00	£300.00	Clerk and Councillors
Employment costs total (for budgeting)	£1,622.31	£2,462.00	£4,829.98	
Administration Costs:				
Insurance	£506.16	£500.00	£600.00	
Subscriptions (NALC, SLCC, C&C)	£140.00	£200.00	£250.00	NALC £150; SLCC £98.
Office Equipment/Software	£0.00	£500.00	£100.00	Inc cartridges etc
Newsletters/Info (publicity)	£77.00	£200.00	£200.00	Contact Magazine, Newsletters,
Website	£237.90	£250.00	£100.00	Annual hosting fee was £37.90+ VAT (£45.48)
Stationery & Postage	£97.73	£160.00	£120.00	
Professional Fees	£75.00	£200.00	£100.00	19/20: Higher due to internal auditor at £75 + external auditor at £360.
Hall Hire	£0.00	£216.00	£250.00	
Travel Expenses	£0.00	£100.00	£100.00	Mainly mileage potentially could be lower
Miscellaneous Payments	£41.92	£150.00	£150.00	Payments for ad hoc services eg bugler
Elections	£0.00	£0.00	£0.00	Need to build reserve. A bi-election could cost £2K. If a contested election, SNDC organise paperwork and charge.
Bank charges	£72.00	£72.00	£72.00	£18.00 per quarter
Admin overheads total (for budgeting)	£1,247.71	£2,548.00	£2,042.00	

Hales & Heckingham Parish Council

Community Spend:				
Composting Site	£974.52	£280.00	£300.00	Figure of £300 given there have been costs but ultimately covered by restricted funds
Grants (using S137/GPC)	£25.00	£500.00	£500.00	Inc. Royal British Legion (£30)
Playing Field maintenance, grass cuts, repairs & annual inspection*	£878.64	£2,100.00	£2,200.00	(*A legally required annual RPII Inspection)
Playing Field New Equipment	£41,131.12	£0.00	£12,000.00	Goal posts with basket ball hoops: £10K+ (Bridge net replacement c. £2K) To explore matched funding opportunities. Given balance can progress elements.
Village Maintenance	£13,582.18	£750.00	£700.00	Maintenance e.g. Notice board & War Memorial. Plus Dog bins (cost 2019/20 inc. VAT was £256.32 for 2 bins)
Churchyard Maintenance	£425.00	£500.00	£500.00	Maintenance = 2 cuts p.a
NCC PPS Parish 50% Share	£0.00	£0.00	£3,000.00	For traffic calming measure / equipment
Contingency	£0.00	£0.00	£500.00	
Totals Community Spend	£57,016.46	£4,130.00	£19,700.00	
Restricted Funds				(Restricted = Funds restricted solely to specified item)
Village Sign (Restricted)	£707.00	£707.00	£707.00	
Compost Site (Restricted)	£0.00	£0.00	£2,378.00	
Playing Field (Restricted)	£6,821.48	£0.00	£65.00	
Total Restricted Funds	£7,528.48	£707.00	£3,150.00	
General Reserve Building				To be built up to equal 3/12 of Precept
Election	£0.00	£0.00	£500.00	
Total General Reserves	£0.00	£0.00	£500.00	
Total Expenditure	£59,886.48	£9,140.00	£27,071.98	
Budget surplus/shortfall	£34,902.44	£22,407.48	£5,231.62	