

Hales & Heckingham Parish Council

Working Group Meeting

[‘GoToMeeting’ software was tested and used to hold an online meeting given the Government’s directive to isolate and stay at home. This meeting was not a ‘full’ council meeting but was necessary to continue the more essential business of the Parish Council.]

25th March 2020

MINUTES

Present: Chairman Sheila Beckett (SB), George Buckle (GB), Luisa Ferrari (LF), Phil Grimes (PG), Alan Mason (AM), Andy Woodman (AW), and Clerk Eleanor Bannister (EB)

- 1. The Chairman welcomed everyone and thanked Cllr. Phil Grimes for setting-up the online system.**
- 2. Minutes of the Meeting held on 12th February 2019** were approved. **ACTION:** To ratify approval at the next full HHPC meeting.
- 3. Action Log from Meeting on 12th February 2020 – AGREED:** To discuss this at the next full HHPC meeting given current circumstances. (See pages 5 & 6.)
- 4. Coronavirus** - The Clerk confirmed that all the leaflets had been distributed to households in Hales & Heckingham (and Loddon, Chedgrave, Langley & Hardley, and Norton Sub-course). Additionally, a WhatsApp group of volunteers ready to support the elderly and isolated residents in the parishes already numbered over 60. (See Appendix 1 for leaflet.) **ACTION:** Clerk to report back regularly.

WORKING GROUP Updates

- 5. Village Hall Working Group** – On behalf of HHPC Cllr. AM acknowledged receipt of a cheque for £26,906.00 from the Hales Village Hall Management Committee. **ACTION:** Enquiries as to how this should be managed to continue and be reported back at the next meeting.
- 6. Planning Working Group** (South Norfolk Planning applications)
 - 1. 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.
 - 2. Variation of Condition 4 of Permission 2019/1224** - To Allow for Increased Hiring of Facilities Incorporating the Gallops & Manege, Land East of Briar Lane, Heckingham Hall - Planning Appeal APP/L2630/W/19/3244042: Norfolk County Council Highways have sent statement with

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covering letter sent to The Planning Inspectorate in support of their objection to the Planning Application that is subject to Appeal.

3. **2019/2385** – Land at Fairhead Wones, Yarmouth Road, Hales – Details for condition 14 of 2011/0026 – implementation of approval remediation: Approved on 12th March.
4. **2019/2389** - Land at Fairhead Wones, Yarmouth Road, Hales – Details for condition 12 of 2018/2060 – implementation of approval remediation: Approved on 12th March.

7. **Composting Working Group** – Cllr. AM reported that given the current circumstances it was not possible to operate the composting scheme. It had therefore been agreed the scheme would not open until matters changed. This had been communicated to all volunteers.

8. Environment & Amenities Working Group

1. **Hales Green Survey** – Cllr. PG confirmed the survey was now completed but that the Management Proposals for the Green were still to be finalised by Norfolk Wildlife Trust. The proposals would consider Hales Green as it related to the rest of Norfolk and other environmental initiatives so though not binding, South Norfolk Council would need to give them serious consideration. **ACTION:** Once ready, Cllr. PG to circulate proposals. As recommended by Cllr. LF, 'Hales Green' to be covered under the 'Environment & Amenities Working Group' at each meeting. Cllr. LF to write to South Norfolk Council to enquire what was planned for the coming season in relation to topping.
2. **Playground** – The Clerk confirmed that the wet-pour treatment on the tiled areas was completed on 22/3. The grass was being cut and maintenance reports were being submitted. The closure of the playing field was also discussed given Coronavirus, and it has since been closed to the public for their safety. **AGREED:** Playground maintenance payments would continue and would be discussed early May if closure was set to continue indefinitely.
3. **The Big South Norfolk 2020 Litter Pick scheme** – This had been postponed. The first HHPC litter-pick event had taken place on Sunday 1st March. Photos were posted on Facebook.
4. **Daffodils** – Cllr. AM outlined the idea of planting daffodils along the side of the A146 on the approach to the roundabout and either side of it. The Composting Group could potentially cover some of the cost and a wholesale price of c. £500 would buy enough to create an avenue of daffodils. All Councillors applauded the initiative and it was suggested that different local groups might wish to help with the planting. **ACTION:** Cllr. AM to investigate further.

9. Traffic & Transport Working Group

1. **Speed-watch** – Cllr. GB reported this had been cancelled until further notice given self-isolation restrictions.
2. **Preston Lane potholes** – Cllr. GB reported they were talking to Saffron Housing to confirm who was responsible for the road.
3. **Millside potholes** – The Clerk reported that Norfolk Highways were looking into this.
4. **Cycle Path from Hales to Loddon** – Norfolk Highways had received images of the broken surface and were looking into this. Given the path has since been marked-up, repairs were likely to be conducted in due course. The over-hanging hedges had been cut back since being reported.
5. **Meeting with Highways on 13/3** – Cllr. AW reported that there had been a positive meeting with Norfolk Highways, with the support of the owner of Hales BP Garage. At the meeting Highways agreed to implement a one-way system through the BP Garage to avoid accidents occurring with cars pulling out on to the A146 from the entrance furthest from the roundabout.

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Highways had also confirmed that they would conduct a Stage 4 Safety Audit of the area and this would include accessing the raised ground/mound on the right as a car arrives up to the roundabout from Yarmouth Road. (The mound, originally designed to force drivers to slow down on the approach to the roundabout, obscures visibility and there have been complaints.) Highways confirmed they would also ensure the large stones and rubble on the landscaped area around the roundabout would be removed, so re-seeding could take place and once the grass had grown, it could mown. The contractor would also be asked to replace all dead trees and any dead bushes and ensure this was done correctly and not at a point when lack of rain would result in more dead trees. ACTION: Clerk to follow-up.

10. Police & Safety Working Group – Postponed until next meeting.

11. Annual Parish Meeting – The Parish Council thought it was likely this would need to be postponed or at a minimum, re-arranged online. Final decision to be made by 17th April. ACTION: Clerk to draft text for posting on website and on notice board at Yarmouth Road bus shelter.

12. Correspondence - not covered elsewhere

1. [Great British Spring Clean](#) – Since postponed to: 11th to 27th September 2020
2. [Norfolk Association of Local Councils: Spring Conference](#), 4th April – Since postponed
3. **South Norfolk Police Public Meeting** - 16th April 2020 – Since postponed
4. **Fly tipping outside the gates of Anglian water's pumping station, Briar Lane** – Was reported to South Norfolk District Council by resident. ACTION: Cllr. GB to check if it had been removed
5. **Letter to Broads Authority re: The Beauchamp Arms potential closure** - from W. Hollocks
6. **Your Voice (Formerly South Norfolk Older People's Forum) Open Forum Meeting on 25/3** – Since postponed
7. **Letter & documents to Broads stakeholders in view of the Broad Authority Parish Forum on 18/3 – W. Ballast** - BA Parish Forum since postponed
8. **Police Surgeries** – All planned surgeries in March & April postponed
9. **Age UK Norfolk** – Letter seeking support / funding given Coronavirus. AGREED: Parish Council to focus support on local activity.
10. **Norwich Western Link Local Access Public Consultation** scheduled to run between April and mid-May – Since postponed
11. **Power4People re: Local Electricity Bill** – *“This gained the support of a cross-party group of 116 MPs before the election. The National Asso. of Local Councils, and 153 other local councils directly, have already resolved to support the Bill. Peter Aldous MP, together with a cross-party group of co-sponsors, will be re-introducing the Bill into Parliament on 28th April, to be debated in the House of Commons”*. As a council that had resolved to support the Bill, HHPC had been invited to write to their local MP and ask them to support the Bill and to attend the debate on 28th April. ACTION: All agreed the Clerk should write to South Norfolk MP Richard Bacon noting that the PC lent its support to the Bill and would appreciate his support when the Bill came to Parliament.

13. Finance

1. **Rental of Charity Marsh and The Pit** – The Clerk reported that D M Cargill Ltd. would continue to buy the 'grass keep' on Charity Marsh at a price of £215.00 for 2020/2021. Since the meeting, the tenant of The Pit had also confirmed they would continue to graze the land (known as The Pit) for the sum of £110.00 in 2020/2021. Both agreements have been signed and would commence on 1st April.

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2. **Charity Marsh cheque** – A new recipient has been identified. **ACTION:** Clerk to ensure payment is made by BACS, and corresponding payment to HHPC is made from Charity Marsh account.
3. **Came & Co. – Insurance renewal** – Pre-insurance renewal papers have been sent and the Clerk was checking them. **AGREED:** All agreed to authorise the Clerk to make the payment when it was due, assuming there were no changes.
4. **Year End & Internal Audit** – Cllr. AM confirmed that he was finalising the accounts. He also noted that PKF Little John would send a certificate to confirm that HHPC would not need an external audit (only an internal one), unless HHPC was randomly selected and required to have an external audit. **ACTION:** AM to finalise accounts.
5. **NALC** – **AGREED:** To reconfirm membership for 2020/21 given the value of their service.
6. **Accounts for authorisation and payment:** **AGREED/ACTION:** All payments below to be made.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
Hales Fencing & Paving	£240.00	£200.00	£40.00	For repairs to Playground tiles using wet pour.
NALC	£24.95	£24.95	£0.00	Clerks Manual [Pre-paid.]
D. Foreman	£210	£210	£0.00	Maintenance of H&H Playing field (November to March – 21 weeks)
NALC	£134.28	£134.28	£0.00	NALC Annual Membership 2020/2021
TOTAL PAYMENTS	£609.23	£569.23	£40.00	

14. Items for consideration of inclusion on next agenda

1. **Potential Summer 2020 Village Event** – **AGREED:** To postpone discussion until 2021.
2. **Confirmation of Bank Signatories** - **AGREED:** That at next possible point, Cllrs. SB & AW would be added as signatories to the Barclays Bank account and that Cllr. AM would remain as a signatory until further notice. **ACTION:** Cllr. AM to action and all to ratify at the next full HHPC meeting. It was also agreed that Cllr. AM would remain as a signatory on the Unity Trust Bank account beyond 31/3 March as had previously been agreed.
3. **Terracycling** – **AGREED:** To postpone until the next full HHPC meeting.
4. **Tree planting** on entrance to School Lane off Yarmouth Road – Cllr. AW was supportive assuming it did not block the light to any homes. It was noted that the Tree Wardens might be able to support. **AGREED:** To check who owns land and discuss at next meeting.

Date of next meeting – Wednesday 6th May 2020

It was agreed that if this needed to be online Cllr. PG would consider options such as GoToMeeting and Zoom. **ACTION:** Cllr. PG to investigate and report back.

The meeting started at 7.30pm and closed at 9.00pm.

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Updated ACTION LOG – Items ‘closed’ at the Meeting on 12th February 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
19/31.2	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
19/129	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
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
19/132	Potential Summer 2020 Village Event – 25/3: Agreed to postpone to 2021.	All	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

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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
20/018.10	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

APPENDIX 1.

**LODDON, CHEDGRAVE,
HALES & HECKINGHAM,
LANGLEY AND HARDLEY
AND NORTON SUBCOURSE
COMMUNITY HELP**

We are sending this leaflet to everyone in the above area at this difficult time to offer help and support to anyone who needs it.

Email
EarlyHelpHubSouth@S-Norfolk.gov.uk

Telephone Early Help Hub
on **01508 533933**

*We are here for those who
sometimes can't rely on
friends, family or neighbours
- please let us help.*

Hello

Are you self isolating or social distancing as a member of a vulnerable group or over 70's?

If so, we can help you with:

- Picking up urgent supplies and prescriptions
- Posting mail
- A friendly phone call

please email EarlyHelpHubSouth@S-Norfolk.gov.uk
or telephone 01508 533933

alternatively, please get in touch with
Councillor Jeremy Rowe: 07733 323581
(angliahome96@gmail.com), **Loddon**
Eleanor Bannister: 07703 124544
(clerk@halesandheckingham-pc.gov.uk),
Hales & Heckingham
Steve Crisp: 07725 162424, **Chedgrave**

We will take every precaution to ensure we are spreading only kindness by avoiding physical contact (2m distance), washing our hands before helping and leaving items on your doorstep.

Remember:

