

Hales & Heckingham Parish Council

DRAFT

MINUTES OF VIRTUAL PARISH COUNCIL MEETING

Held Online on 6th May 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: None

Meeting started: 7.30pm

20/023 Welcome – The Chair opened the meeting at 7.30pm and confirmed the meeting would be recorded to assist in the preparation of the Minutes after which the recording would be deleted. The Chairman confirmed that given public gatherings were currently illegal, the Annual Parish Assembly had been postponed until the next year. Additionally, the Annual Meeting of the Council had been postponed and the officers of the Parish Council would remain in place until May 2021. The one exception was the Parish Clerk had been appointed the RFO (Responsible Finance Officer) for the Council from 1st April, as previously agreed.

20/024 Apologies for Absence – Received from Cllrs. K Billig and J. Rowe.

20/025 Declarations of Interest – Cllr. PG confirmed that though he had no direct interest in Agenda item 10.2 (Planning application 2020/0580), he did know both parties so would abstain in discussions except to answer questions of fact.

20/026 Approval of Minutes of the Meeting held on 12th February 2020 – Approved (To be signed)

20/027 Action Log from Meeting on 12th February – Reviewed. See pages 7 & 8.

Additionally, Cllr. AM noted that at the Working Group meeting on 25th March he had agreed to assess the feasibility of planting daffodils along the A146 on the approach to Hales roundabout. He now reported that this would be very difficult to arrange at the moment but could be reconsidered in the autumn.

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Cllr. GB also reported that the fly tipping outside the gates of Anglian Water's pumping station on Briar Lane, as discussed at the previous Working Group, had still not been cleared away. Fly tipping was agreed by all to be a real issue and it was agreed the Clerk should write to Cllr. Margaret Stone to recommend Norfolk County Council offer the maximum number of opening hours possible at its recycling centres given the damage to the environment of not doing so. It was also noted that burning rubbish that gave off black smoke was an offence and should be reported.

20/028 County & District Councillor updates – County Cllr. M. Stone had been circulating regular updates during the Coronavirus and these had been posted on the HHPC Facebook page. District Cllr. J. Rowe had previously circulated a May update; see Appendix 1.

20/029 Meeting Adjourned for Public Forum – As requested by a resident who could not attend the meeting, the Chairman read out their statement in relation to planning application 2020/0580 which was also discussed under item 20/032.2: *“We live next door to Faber Roofing at Amberley Lodge. The new layout of the bungalows will mean that we are overlooked which will lead to a loss of our privacy. Especially by plot 3, which will be directly facing into two of our bedroom windows. Whereas the previous application all the plots were placed away from us and not in line with any of our windows, with a communal car park directly at the back of our property. We don't feel that there is enough space for 6 bungalows in that area with the other recent planning application (2020/0580), and with a redesign of the previous application will create an overcrowding of the site.”*

20/030 Meeting Reconvened

20/031 Village Hall Working Group – Cllr. AM noted the next step was for the Clerk to contact Norton Peskett Solicitors to confirm any restrictions in relation to the distribution of funds. Once confirmed the cheque could be banked.

20/032 Planning Working Group (South Norfolk Planning applications)

32.1 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 in progress. Noted.

32.2 2020/0580 – Land west of the Beeches Green Lane, Hales – Erection of two single storey dwellings. Application pending consideration. It was noted that this linked to application 2020/0617 (on the other side of the road) as both developers were liaising given shared access. Privacy was raised as an issue however it was noted that the buildings were all bungalows to ensure neighbours would not overlook each other. It was agreed the Clerk should seek reassurance in relation to privacy (especially bedroom windows). Further questions were raised in relation to the use of environmentally friendly/green technology critically, air source heat pumps, and also solar panels. Clerk to write and request

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confirmation of how specifically the developers planned to use green technology which would be welcomed by the Council. Clerk to also request that a condition is added to the permission; that air source heat pumps are installed in both 2020/0580 and 2020/0617.

- 32.3 2019/2098** – Removal/Variation of condition – Heckingham Lodge, Briar Lane, Heckingham. Variation of condition 3 of planning permission 2005/1416 – to allow occupation of dwelling by agricultural worker and/or as holiday let. Decision: Withdrawn. Date of decision: 1st April.
- 32.4 2020/0255** – 4 The Pastures, Heckingham Park Drive, Heckingham. Demolition of a sectoral concrete garage. Internal & external alterations including raised deck area. Decision: Approval with Conditions. Date of decision: 3rd April. Noted.
- 32.5 2020/0617** – Removal/Variation of Condition – Faber Roofing Green Lane, Hales. Proposal: Variation of condition 2 of 2019/1252 redesigned scheme. See Council comments noted under item 20/032.2.

20/033 Composting Working Group – Cllr. AM reported that following careful social distancing rules including allocating dedicated slots, they were able to accept material from those mobile enough to deposit their own material for composting. They also hoped to be able to deliver compost in due course. Cllr. AM also confirmed that once he retired as a councillor, he would continue to submit updates on the Composting Scheme to HHPC prior to each parish council meeting and would remain the key point of contact for the Council.

20/034 Environment & Amenities Working Group

- 34.1 Hales Green Survey Management proposal:** Cllr. PG reported that he had circulated the Management proposal and that there was no blanket ruling in relation to chemical intervention on thistle control but an acknowledgement that it was not ideal. Mechanical topping would continue as had been arranged this year with a Hales farmer. As there would be no change without a small-scale trial of chemical options, it was hoped the diversity would begin to return. Cllr. LF wondered whether it would be better to top just in areas where thistles were thicker. It was agreed that Cllr. LF should contact Mr Herwin (contracted to do the topping) to offer HHPC's support. [For example, if manual cutting was more appropriate in some areas, HHPC could contact Norfolk Wildlife Trust for assistance from their volunteers.]
- 34.2 Hales Green Common:** There was concern that the public and those walking dogs were not well enough informed about how to respond if approached by cows. There was also concern regarding the number of incidents where dogs had been off the lead on the Common (and also in the permissive field below Heckingham Park), and had behaved viciously, causing distress and in some instances, physical harm. Cllr. PG noted that under the Dangerous Dogs Act, if an offence had been committed, it should be reported to the Police. All agreed that the Council should publish some guidance on this. The Environment & Amenities Working Group agreed to look into this (Cllrs. SB, GB, LF & the Clerk) to discuss how best to address. Cllr. AM confirmed he would send in his update.

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34.3 Playground: The Clerk confirmed they had received all the monthly maintenance reports and just one issue had been highlighted. The rope bridge connectors needed replacing and the Clerk was getting quotes for these, and also for a full replacement of the 'rigging' for comparison. It was agreed the Clerk should also confirm the rope bridge was fully compliant. The Clerk confirmed the maintenance contract for the playground and playing field was up for renewal in June. It was agreed that as the current contractor had consistently provided an efficient and supportive service, lived in Hales, and there were no other outdoor maintenance contractors living in parishes of Hales & Heckingham that the Council was aware of, the Council would renew the contract for a further two years as of 1st June, adding 2% for inflation. Clerk to send formal contract.

34.4 Defibrillator: Cllr. AM noted he checked it every two months and would give the Clerk the spare pads. All agreed that the Clerk should check with the manufacturer whether the unused spare pads were still valid, given the old ones were due to be replaced. If not, Clerk to buy new pads and install. Clerk agreed to check the Defibrillator prior to each council meeting.

20/035 Traffic & Transport Working Group

35.1 Speed-watch – No update given Coronavirus.

35.2 Preston Lane potholes – Clerk to double-check with Saffron House regarding responsibility, and also with South Norfolk.

35.3 Hales Roundabout & Meeting with Highways (13/3) – (See Working Group Meeting on 25/3, Minute item 9.5) The Clerk noted that Highways have since confirmed by email that they will action most of the requests once other critical items have been tackled. Cllr. AW noted that though the grass was growing, the stones on the roundabout and verges had still not been cleared, so grass-cutting would be difficult. Clerk to monitor and confirm agreed action was implemented.

The Clerk confirmed that regarding a residents request for signage at the junction of Green Lane and Yarmouth Road, indicating 'leading to Beccles Road' while showing no access to the main Beccles Road, Highways recommended approaching SNDC for installation of an additional street plate, under the 'Green Lane' sign. Clerk to action.

20/036 Police & Safety Working Group – Cllr. AW had previously circulated the Policing report (see Appendix 2, pages 9 & 10) and noted that there was the regular mix of theft, anti-social behaviour and violence. In most cases it was difficult to identify the suspect or the Police were unable to prosecute the suspect. In others, the report noted "action to be taken by another organisation". Clarity on what this meant was requested. Cllr. AW to ask the Police liaison officer.

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The Chairman sincerely thanked all the local volunteers who had been supporting those isolated and needing help in Hales & Heckingham, as a result of the Coronavirus. She noted their work was invaluable and critical to the community. All Councillors reiterated the Chairman's thanks.

20/037 Correspondence

- 37.1 Local Electricity Bill.** HHPC supported this Bill and the Clerk wrote to South Norfolk MP Richard Bacon requesting his support once the Bill came to Parliament in April. Letter sent: 10th April. However, given Covid-19, the Bill had been postponed until further notice.
- 37.2 Heavy Traffic on Briar Lane** was reported. Highways Development Manager was informed.
- 37.3 NARS Appeal** for help with PPE. (www.nars.org.uk) Posted on HHPC website.
- 37.4 Broads Authority** confirmation of extension of consultation on an amended Marketing and Viability Supplementary Planning Document (SPD) and Residential Moorings Guide. New deadline: 5th June. Links to the documents: <https://www.broads-authority.gov.uk/planning/planning-policies>. Please send comments to Natalie Beal, Planning Policy Officer; PlanningPolicy@broads-authority.gov.uk.
- 37.5 Nexus Fostering:** Requested help advertising for more carers. Posted on HHPC Facebook.
- 37.6 Fence cut around the permissive field** - boundary with Heckingham Park. **The Council noted their thanks to the resident from School Lane** who had very kindly mended the fence. The Council agreed to keep a close watch for any further vandalism attempts. It was agreed this would also be looked at under the Working Group considering dog management (Action Log 20/034.2), especially as Cllr. AM confirmed that the tenant of the Permissive Field was very clear that the field was an area where dogs could be exercised in safety but if dogs could not be controlled, they should be on a lead at all times.
- 37.7 Norfolk ALC Wellbeing** - Update posted on HHPC website.
- 37.8 Commemorating VE Day 75** – All encouraged to take part in the **Nation's Toast to the Heroes of WW2** from the safety of their own homes at 3pm on 8th May by raising a glass and reciting the toast: *'To those who gave so much, we thank you'*.
- 37.9 The Local Government Boundary Commission** – Paused the 'Norfolk Electoral Review' given current situation with Coronavirus.

20/038 Finance

- 38.1 Came & Co. – Insurance renewal** – The Clerk had previously emailed details on the renewal and confirmed the minimal increase of £15.41, despite the claim on the bus shelter. It was agreed to confirm the renewal and that Cllr. SB would authorise the loaded payment.
- 38.2 Year End & Internal Audit** – Cllr. AM confirmed year end paperwork was complete and that he was contacting Adepta to confirm they would still act as HHPC's internal auditors. He also confirmed that an external audit would not be required for the last financial year, and that he would hand-over any remaining RFO related papers to the Clerk.
- 38.3 Precept 2020/21** – The Clerk confirmed that first tranche of monies had been received.

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38.4 The Pension Regulator – The Clerk confirmed the Declaration of Compliance had been submitted and acknowledged.

38.5 HHPC Financial Regulations – The Clerk had previously circulated revised Financial Regulations adapted from the National Association of Local Councils model regulations. The Chairman highlighted three points for consideration (4.1, 6.11, & 6.13) which all agreed. It was also agreed that 10.3 should include ‘where possible *and practical*’ in relation to obtaining tenders. Clerk to make this amendment after which all approved the revised regulations. Once amended, to be posted on HHPC website.

38.6 Accounts for authorisation and payment – All approved and to be paid.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
Mr P Grimes	£119.94	£99.95	£19.99	HHPC Domaine Renewal via Tsohost for two years from 24/05/2020 to 23/05/2022.
Mr D Foreman	£50.00	£50.00	£0.00	Playing Field Maintenance – Month of April.
BrightPay	£58.80	£49.00	£9.80	BrightPay Payroll Software – Annual charge
TOTAL PAYMENTS	£228.74	£198.95	£29.79	

20/039 Items for consideration of inclusion on next agenda

- 39.1 Confirmation of Bank Signatories
- 39.2 Terracycling

20/040 Date of next meeting – Wednesday 24th June 2020

20/041 The Chairman confirmed that though Cllr. AM had planned to step down in May, he had kindly agreed to remain a Councillor given the Coronavirus had prevented the change in bank signatories. Once signatories were sorted he would formally stand down. The Chairman again proposed a huge **vote of thanks to Cllr. Alan Mason** for all his extraordinary work over so many years and noted that the Council would show their thanks once lockdown was over. Cllr. AW seconded this noting Cllr. AM’s dedication and “all round top cheapness” which both present and previous Councillors had all benefitted from. This was unanimously agreed by all.

The Meeting was closed at 9.00pm.

E. Bannister, Clerk to the Council

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Updated ACTION LOG – Items ‘closed’ at the Working Group Meeting on 25th March 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: Agreed to reassess once Badgers scheme was complete.	SB	On hold
20/014.4 20/035.3	One-way system for BP Garage. Clerk to ensure Highways implement as agreed.	Clerk	On-going
19/31.2 / 20/037.5	Standing Orders & Financial Regulations: Clerk to review & revise against NALC’s best practice. Delayed given time constraints. 6/5: Clerk to make final amendment to approved Financial Regs. and then ensure posted on website.	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
20/014.4 20/034.3	Verges close to Roundabout & A146 tree planting – 6/5: Clerk to monitor and ensure Highways complete agreed action.	Clerk	On-going
19/124.4	Parish Map – SB commissioning young artist to produce map for the Council.	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
20/010 / 20/031	Village Hall; proceeds from sale: 6/5: Clerk to contact Norton Peskett Solicitors to confirm if any restrictions on how funds could be used. Cheque to then be banked.	Clerk	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; completed.	Clerk	Closed
19/86.2	SAMS – Speed Activated Monitoring System: To be considered at budget review.	All	Oct. 2020
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 invite constable to meeting.	AW	On-going
	Contact Magazine – Content for July issue due by 12.00 noon on 8 th June.	SB / AW	Monthly
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. Completed	Clerk Clerk	On-going Closed
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	On-going

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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	On-going
20/018.9 20/035.2	Preston Lane potholes 6/5: Clerk to double-check with Saffron Housing and ask South Norfolk re: responsibility. Resident had been advised to report to SNDC)	Clerk	On-going
20/018.1	Millside potholes – Highways have noted and agreed to address.	Clerk	Closed
20/019.1	Accounts & Banking – Cllr. AM to complete year-end and to contact Barclays Bank for mandate form. Clerk to complete AGAR & remove AM as signatory.	AM / Clerk	On-going
20/027	Fly Tipping: Clerk to write to Cllr. M Stone requesting that Norfolk County Council offer the maximum number of opening hours possible at its recycling centres.	Clerk	New
20/032	Planning Applications 2020/0580 & 2020/0617. 1. 2020/0580: Clerk to write and request reassurance in relation to privacy (especially bedroom windows). 2. Both applications: Clerk to write and request confirmation of how the developers planned to use green technology, and to request a condition to the permissions; that air source heat pumps were installed in both.	Clerk	New
20/034.1	Hales Green – Topping of Thistles: Cllr. LF to contact Mr Herwin to offer HHPC's support. [E.g. Manual topping.]	LF	New
20/034.2	Dogs & Cows – Protocol / Hales Common & Permissive Field: The Environment & Amenities Working Group to discuss how best to address / offer guidelines.	SB / GB / LF / Clerk	New
20/034.3	Playground & Playing Field Maintenance contract: Clerk to send contract to maintenance contractor for renewal.	Clerk	New
20/034.3	Playground Rope Bridge: Clerk to get quotes for rope bridge (connectors and full rigging), and check existing rigging was fully compliant.	Clerk	New
20/034.4	Defibrillator: Clerk to check with manufacturer whether the un-used spare pads were still valid. If not, to buy new pads and install. Clerk to check the Defibrillator prior to each council meeting.	Clerk	New
20/035.3	'Leading to Beccles Road' signage: Clerk to contact SNDC.	Clerk	New
20/036	Police Report: Cllr. AW to check what " <i>action to be taken by another organisation</i> " meant.	AW	New
20/038.1	Insurance renewal – Clerk to confirm renewal & Cllr. SB to authorise payment.	Clerk / SB	New
20/038.2	Year End & Internal Audit – Cllr. AM to handover paperwork to Clerk (since completed) and to confirm with Adepta.	AM / Clerk	New
20/038.6	Accounts for authorisation - Cllr. SB to give final authorisation. (Completed)	SB	New

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APPENDIX 1. - Update from Cllr. Jeremy Rowe



May 2020

I'd like to dedicate this column to the 80+ volunteers who, in conjunction with the brilliant team at South Norfolk's Early Help Hub, have been working tirelessly to help speed up the work of the amazing team at Boots, deliver hundreds of prescriptions around Loddon, Chedgrave, Hales and Heckingham and Norton Subcourse, phone friends and neighbours in need, and carry out the buying and delivering of emergency shopping.

It has been a privilege to have had a role in putting this team together. This is a time for action, and for leadership. We are all lucky to live in an area where so many people are willing to put their own needs aside to help.

On a larger scale, I have been impressed by the way in which South Norfolk District Council have responded to the issues and problems, and I have seen first-hand the calm, determined way in which they are responding.

Sadly, I'll have to postpone all of my surgeries, but don't forget I can be contacted any time 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.

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

We will definitely get through this difficult time together.

Councillor Jeremy Rowe

APPENDIX 2 - Hales & Heckingham Parish Council Parish - Policing Report May 2020

Recorded / published crimes from July 2019 to March 2020 for Hales & Heckingham as published on the Norfolk Constabulary section of the www.police.uk website as at 1st May. Overall crime recorded in the Loddon area has fluctuated between 40 and 60 per month in the last calendar year. Within Hales & Heckingham recorded crime has fluctuated between 2 and 7 per month.

July 2019

Briar Lane –Violence and sexual offences - Unable to prosecute suspect

Millside - Criminal damage and arson - Investigation complete, No suspect identified

August 2019

Playing Field - Theft - investigation complete, No suspect identified

Heckingham - Anti-social behaviour - no updates reported for ASB

School Lane - Anti-social behaviour - no updates reported for ASB

Briar Lane - Criminal Damage - Investigation complete, No suspect identified

Briar Lane - Violence and sexual offence - Investigation complete, No suspect identified

September 2019

Briar Lane - Violence and sexual offence - Action to be taken by another organisation

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October 2019

Briar Lane - Criminal damage and arson - Unable to prosecute suspect
Briar Lane - Public order offence - no update possible
The Boltons - Violence and sexual offences - Unable to prosecute suspect
Preston Lane - Public Order - Unable to prosecute suspect
Preston Lane - Violence and sexual offences - Unable to prosecute suspect
Playing Field - Burglary - Unable to prosecute suspect
Playing Field - Other Theft - Unable to prosecute suspect

November 2019

Playing Field - Bicycle Theft - Investigation complete, No suspect identified
School Lane - Anti-social behaviour - no updates reported for ASB
The Boltons - Public Order - Unable to prosecute suspect
The Boltons - Violence and sexual offences - Unable to prosecute suspect

December 2019

Green Lane - Theft - Investigation complete, No suspect identified
Briar Lane - Violence and sexual offence - Unable to prosecute suspect
Briar Lane - Violence and sexual offence - Unable to prosecute suspect

January 2020

Playing Field - Theft - Investigation complete, No suspect identified
Playing Field - Shoplifting - awaiting court outcome
Briar Lane - Criminal damage and arson - Unable to prosecute suspect
Yarmouth Road - Violence and sexual offence - Unable to prosecute suspect

February 2020

Playing Field - Public Order - under investigation
Playing Field - Shoplifting - awaiting court outcome
Briar Lane - Criminal damage and arson - under investigation
Briar Lane - Violent and sexual offence - under investigation

March 2020

School Lane - investigation complete, No suspect identified
Briar Lane - violence / sexual offence - Action to be taken by another organisation
Briar Lane - violence / sexual offence - Action to be taken by another organisation
Briar Lane - violence / sexual offence - Action to be taken by another organisation
Briar Lane - Criminal damage and arson - under investigation
Yarmouth Road - Violence and sexual offences - Unable to prosecute suspect
Yarmouth Road - Violence and sexual offences - Unable to prosecute suspect

AW. 1st May 2020