

Hales & Heckingham Parish Council

MINUTES OF VIRTUAL PARISH COUNCIL MEETING

Held Online on 9th September 2020

Present:

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

Parish Clerk Eleanor Bannister (EB)

Other attendees: County Cllr. M. Stone (for Councillor update)

20/060 Welcome – The Chair opened the meeting at 7.30pm. Cllr. PG confirmed the meeting would be recorded and the recording deleted after three days.

20/061 Apologies for Absence – Received from District Cllrs. K. Billig and J. Rowe

20/062 Declarations of Interest – None were received.

20/063 Approval of Minutes of the Meeting held on 24th June 2020 – Approved ([To be signed](#))

20/064 Action Log from Meeting on 24th June 2020 – Reviewed (See pages 6 & 7)

20/065 County & District Councillor Updates - County Cllr. Margaret Stone gave a full update; see Appendix 1. When Cllr. Stone outlined the complaints received in relation to the subcontractors used by Norfolk CC Highways, Cllr. AW noted the poor quality of the work by subcontractors used on Hales Roundabout, and that this did not appear to be rectified, requesting to know the results of Cllr. Stone's investigations. A similar situation in relation to Pathways was also noted and Cllr. Stone encouraged HHPC to email examples, stressing the environmental impact of e.g. having to replant trees around Hales Roundabout.
Cllr. J Rowe sent an update in his absence; see Appendix 2.

20/066 Meeting Adjourned for Public Forum – No comments were received.

20/067 Meeting Reconvened

20/068 Old Village Hall Working Group – It was noted, that as recommended by Norfolk ALC, the Clerk had requested formal guidance from a charities expert to ensure the proceeds were applied as directed in the original documentation, for the benefit of the residents of Hales & Heckingham.

Hales & Heckingham Parish Council

Their feedback was anticipated shortly. Clerk to update the Managing Trustee and request they do not allocate the funds until HHPC were able to respond formally.

20/069 Planning Working Group (South Norfolk Planning applications)

- 69.1 2019/1816** - Variation of condition 4 of permission **2019/1224** - To allow for increased hiring of facilities incorporating gallops and manege. Location: Land East of Briar Lane Heckingham Hall. Status: Planning Appeal was allowed. Decision date: 29/7/2020. Clerk to write to SNDC Planning Team reiterating HHPC's concern regarding road safety.
- 69.2 2020/1127** - Location: 3 Gale Close, Hales Norfolk NR14 6SN. Proposed single storey rear extension. Decision on 27th July 'Prior Approval not Required'.
- 69.3 2020/1510** - Location: Faber Roofing Green Lane, Hales, NR14 6TA. Proposal: Discharge of conditions 9, 10, 12, 14 and 15 of **2020/0617** – (9) Investigation and risk assessment, (10) Contamination remediation scheme, (12) Surface water drainage, (14) External materials, (15) Boundary treatments. Application: For Approval of Condition Details.
- 69.4 2020/1522** - Location: Land west of the Beeches, Green Lane, Hales. Proposal: Discharge of conditions – as in above application. Application: For Approval of Condition Details.
- 69.5 2018/1934** - Location: Land north of Yarmouth Road, Heckingham. Proposal: Outline application for 20 dwellings (including 6 affordable units) with access associated infrastructure and public open space. Decision: Approval with Conditions on 12/8/2020. It was noted that it could be three years before this was finalised and another two years before the development work began. There was a Section 106 Notice with SNDC in relation to schooling and the amenity area on the estate, and CIL monies were anticipated once the development started.
- 69.6 2020/1074** – Location: Peckover, Church Lane, Hales. Proposal: Three additional dog kennels. Decision: Approval with Conditions confirmed on 5/8/2020.

20/070 Composting Working Group – Cllr. AW reported that the Scheme, created five years ago with the idea of bringing the community together and recycling/composting, had been very successful but declining participation now made it necessary to consider other options. The land was rented, with the permission of Raveningham Estate, so options that involved a 'long-term' commitment might be difficult. It was agreed that the Working Group should meet, with Alan Mason to discuss options, including how to potentially identify a local resident to run it, and check whether allotments was an option.

20/071 Environment & Amenities Working Group

- 71.1 Hales Green Common** – It was noted that in relation to Correspondence Item 8, there had been some interference which SNDC had agreed to repair, and that there was still an issue of cars parked in front of the gate at the end of Readscross Lane. It was agreed that the Clerk should write to the resident of the house close to the gate noting the complaints and requesting they advise HHPC should they see any further interference. It was also noted that the rabbit population had reached unprecedented numbers causing damage to properties and impacting grazing. SNDC had therefore granted a temporary license to control this by means of ferreting and nets.

Hales & Heckingham Parish Council

- 71.2 Anti-social dog behaviour** – A ‘Dog Walkers Code’ circulated by Cllr. PG was approved. It was agreed it should be posted on the website and A3 laminated copies should be produced for posting on Hales Common and the permissive field in Hales. The Clerk confirmed that SNDC had an assurance from the farmer with cows on Hales Green that they had insurance.
- 71.3 Playground** – The Clerk reported that the Seesaw had been repaired and ivy removed from the garage roof belonging to Saffron Housing. General maintenance and grass cutting had also been carried out during the summer. All discussed the quotes received for the 5-aside football goal posts and basketball posts, and agreed to commission Fitness Sport to supply, deliver and install them. All discussed the quotes to repair the rope bridge and it was agreed to proceed with NGF Play.
- 71.4 Community Cause** – Donation from M. Sisley & Family to be used for the benefit of the community. Cllr. GB to confirm if this could be used for the repair of the rope bridge.
- 71.5 SNDC Confidence Campaign Stand-alone hand sanitisers** – It was confirmed that both the BP Garage and Masala Gardens had these installed and had confirmed their thanks.
- 71.6 The Big South Norfolk Litter Pick September** – All agreed a litter-pick could be managed safely and Cllr. SB confirmed they would recommend some dates for posting on Facebook.
- 71.7 Volunteering** – The Clerk confirmed the initial launch date for ChetChat as 10th October. Please see Appendix 2. from Cllr. J. Rowe for details.

20/072 Police & Safety Working Group – Cllr. AW confirmed that when Police reports noted ‘action to be taken by another organisation’ this could refer to Social Services or Avocet House.

20/073 Traffic & Transport Working Group

- 73.1 Hales Roundabout & Highways improvements** – The Clerk confirmed that Norfolk County Council Highways division had confirmed in writing that the budget had been agreed to address all the issues raised previously by HHPC including the ‘hump’ on the lead-up to the roundabout that obscured the A146 road, as one approached from Yarmouth Road, and that contractors were being appointed to address each issue as a matter of urgency.
- 73.2 Speed-watch** – Cllr. GB confirmed more checks had taken place and the last week there had been less speeders than the previous week. They also had one new trained volunteer.
- 73.3 SAMS funding application** (via Parish Partnerships Scheme) – It was confirmed that the application had been submitted with the endorsement of the county and district councillors and a positive outcome was anticipated, though formal confirmation would not be received until March 2021.
- 73.4 Traffic on country lanes** – The need for slower speed limits was acknowledged on country lanes including School Lane and Briar Lane, where 20mph speed limits were suggested, and Norton Road where, given the increase in cyclists and walkers, 40mph was suggested. It was agreed to investigate this further in 2021.

20/074 Correspondence

- 74.1 2019/1224** – Email from resident re: increase in traffic on Briar Lane; Clerk had emailed SNDC to report this.

Hales & Heckingham Parish Council

- 74.2 SNDC** responding to the **Model Code of Conduct** for both district and town/parish councillors. Option to respond directly to the LGA. Consultation closes on 17th August. It was noted that publishing and requesting responses in August during the holiday period did not encourage community engagement. It was agreed the Clerk should email the District Councillors highlighting this.
- 74.3 SNDC** - Minor amendment to South Norfolk Council's Statement of Community Involvement, running from 27th July to 4th September. It was agreed that HHPC supported the statement sent by Marlingford & Colton Parish Council and that the Clerk should write to SNDC confirming this.
- 74.4 Rough sleeper count – SNDC** on the night of 1st September. HHPC was not aware of any individuals who slept rough on the night.
- 74.5 Draft Licensing Policy Review from SNDC** - Under the Licensing Act 2003 all Councils are required to review their Licensing Policy every five years. Local Councils were invited to submit any comments on the draft (high level) Licensing Policy by 21/9. Email was circulated to Councillors and there were no comments.
- 74.6 NCC Fostering Service** – Campaign to attract more Foster Carers: *“Text FOSTERING to 87222; It’s not what you do for a living, it’s what you can do for a life.”* HHPC were keen to promote this and it was highlighted on Facebook.
- 74.7 Climate Action Change Initiative using GIKI App** – Is being trialed in Norfolk and promoted by NALC to households & businesses: <https://zero.giki.earth/> and <https://zero.giki.earth/faqs> . All agreed it was a worthwhile initiative and should be highlighted on Facebook.
- 74.8 Pedestrian gate at the end of Readscross Lane, Hales Green** – Email from resident concerned that it had a disproportionate counterbalance which appears to have been tightened, making it difficult to open. It was confirmed that SNDC was addressing this. Clerk to write to closest neighbour to highlight.
- 74.9 Heckingham Hall Arena** – Email received in relation to complaints from their clients. Clerk has responded to them confirming the steps that they should take. (20/071.1)

20/075 Finance

- 75.1 Internal Auditors Resignation** – Quotes had been received from different internal auditors and it was agreed to appoint Headspace Accountancy. Clerk to confirm.
- 75.2 Half Year Accounts Summary & Review**– The Clerk circulated an update and it was confirmed that there was likely to be an overspend on training and potentially the playing field, and an underspend on SAMS in 2020/21.
- 75.3 Risk Register** – The Clerk confirmed the amendments they had made including adding the PC laptop, and the revised Risk Register was approved.
- 75.4 Pension for Clerk** – It was agreed that the Clerk would be paid a pension equivalent to 4% of salary and this would be backdated to the completion of their probation period.
- 75.5 Accounts for authorisation and payment:** The payments below were approved. [Item * was paid and has since been reimbursed as the roller was not available on the day.]

Hales & Heckingham Parish Council

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
Mr P. Grimes	£101.28		£0.00	Cost incurred to hire Vibrating Roller to flatten area next to footpath to bus stop. (Hired from National Tool Hire Ltd. as agreed by HHPC.) *
Norfolk ALC	£300.00	£250.00	£50.00	CiLCA Training
TOTAL PAYMENTS	£401.28	£250.00	£50.00	

20/076 Items for consideration of inclusion on next agenda

76.1 Terracycling

20/077 The meeting was closed at 9.35pm.

Date of next meeting – Wednesday 28th October 2020

Hales & Heckingham Parish Council

Updated ACTION LOG – Items ‘closed’ at the HHPC Meeting on 24th June have not been included.

ID 2019 / 2020	ACTION	OWNER	STATUS
2019 7.2 20/054.4	Speed of vehicles on Beccles Road / Green Lane & Poor Lighting . Agreed to reassess once Badgers scheme was complete. 24/6: Cllr. PG to fix solar powered presence sensitive LED lights to painted white post.	PG	On-going
20/035.3 20/073.1	One-way system for BP Garage . 9/9: Clerk to continue monitoring to ensure Highways implement as agreed.	Clerk	On-going
19/31.2 / 20/037.5	Standing Orders: Clerk to review & revise against NALC’s best practice. To be carried out in conjunction with CiLCA training.	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
20/034.3 20/073.1	Verges close to Roundabout & A146 tree planting – 9/9: Clerk to continue 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
20/050 20/068	Village Hall; proceeds from sale: 9/9: Clerk to update the Managing Trustee and request they wait before any allocation of the funds is made.	Clerk	On-going
20/057.3 20/073.3	SAMS – Speed Activated Monitoring System: (Mobile, showing actual speeds) 9/9: Council submitted Parish Partnership Scheme application. Response anticipated in March 2021.	Clerk	March 2021
19/125.2 20/046	Increasing footpath on east side of Green Lane to bus stop . 24/6: PG to hire motorised roller when weather permits, and equipment is available to hire.	PG	On-going
19/71.2 20/015	Community Police Officer – 12/2: Cllr. AW to invite constable to meeting – Deferred to post Covid-19.	AW	Deferred
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. (As part of CiLCA training.)	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
20/013.3 20/071.6	Litter Pick – 9/9: Cllr. SB to suggest dates for posting on Facebook.	SB / All	On-going
20/035.2 20/054.2	Preston Lane potholes – Clerk to write to a resident with details of advice from NALC and Saffron Housing.	Clerk	Closed
20/019.1 20/57.4	Barclays Bank ‘Charity Marsh’ Account – 24/6: Clerk to finalise closing of Barclays Bank account & set-up of Savings Acct. with Unity Trust for ‘Charity Marsh’.	Clerk	Closed
20/034.1	Hales Green – Topping of Thistles: Cllr. LF to contact Mr Herwin to offer HHPC’s support. [E.g. Manual topping.]	LF	Closed
20/053.1 20/071.2	Dogs & Cows – Protocol / Hales Common & Permissive Field - 9/9: Cllr. PG to publish Dog Code on website. Clerk to get quotes for laminated copies.	PG / Clerk	On-going
20/053.3 20/071.3	Playground: 9/9 - Clerk to contract NGF Play to replace main rope bridge and repair Beauchamp Robe Bridge. [Clerk to also confirm ‘no’ to other contractors.]	Clerk	On-going
20/035.3 20/054.4	Green Lane & Beccles Road Signage: The Clerk to progress with SNDC. (Photos sent.)	Clerk	Closed
20/036 20/055	Police Report: Cllr. AW pending feedback on what “ <i>action to be taken by another organisation</i> ” meant.	AW	Closed

Hales & Heckingham Parish Council

20/051.1	Planning application 2019/1224: Clerk to update SNDC Planning team.	Clerk	Closed
20/053.4	Mobile Library Scheme: Once operational again, PG to add link to the service on HHPC website under 'Useful Links'. (Clerk to advise when active again.)	Clerk / PG	Once operational
20/070	Composting Working Group – AW to contact Alan Mason, and to convene Working Group to discuss future feasibility and options.	AW	New
20/053.6	Facebook: All to advise the Clerk if anything was posted on 'Hales & Heckingham Things' Facebook page that HHPC should consider or respond to.	All	Closed
20/056.3	Walking in Norfolk www.walkinginengland.co.uk/norfolk ; Cllr. PG to add to Useful Links page on website.	PG	Closed
20/57.5	Risk Register – Clerk to remove 'Village Hall' and to add the second notice board. Clerk to check contracts for The Pit and Charity Marsh to ensure no liability.	Clerk	Closed
20/057.6 20/075.4	Pension (for clerk) – Clerk to confirm suitable pension provider/vehicle for HHPC to contribute to.	Clerk	On-going
20/057.7	CiLCA Training – Clerk to arrange. (Runs: September 2020 to March 2021)	Clerk	Closed
20/065	Poor quality Contractors used by Highways – All to forward examples to Clerk stressing environmental impact, for collating and sending to Cllr. M. Stone	All / Clerk	New
20/071.1 20/074.8	Pedestrian gate at the end of Reads Cross Lane, Hales Green – Clerk to write to local resident with update, copying SNDC.	Clerk	New
20/069.1	2019/1816 Approved Planning Application - Clerk to write to SNDC Planning Team reiterating HHPC's concern regarding road safety – for the record.	Clerk	New
20/071.3	5-Aside Goal Posts & Basketball Posts – Clerk to progress order with 'Fitness Sports'. / Cllr. SB to confirm 'no' to other submissions.	Clerk / SB	New
20/071.4	Donation from M. Sisley & Family – Cllr. GB to confirm if could be used to repair rope bridge.	GB	New
20/073.1	Hales Roundabout 'Hump' (as approach from Yarmouth Road, on right) – SB to confirm in text for Contact that NCC Highways have agreed to lower. PG to post text on Facebook.	SB / PG	New
20/073.4	Reduction in Speed Limits on Country Lanes – To be considered in 2021. [The Council for the Protection of Rural England can provide guidance.]	HHPC	New (for 2021)
20/074.2	SNDC & response requested re: Model Code of Conduct - Clerk to email District Councillors highlighting that timing did not encourage community engagement.	Clerk	New
20/074.3	Minor amendment to South Norfolk Council's Statement of Community Involvement – Clerk to write to SNDC to confirm that HHPC supported the statement sent by Marlingford & Colton Parish Council, with cc: to District Councillors.	Clerk	New
20/074.7	Climate Action Change Initiative using GIKI App – Cllr. PG to highlight on facebook.	PG	New
20/075.1	Appointment of new internal auditor – Clerk to confirm appointment with Headspace Accountancy. (And to confirm to others not appointed.)	Clerk	New

Re-occurring Items:

	Contact Magazine – Content for November issue due by 12.00 noon on 8 th Oct.	SB / AW	Monthly
	Accounts for authorisation – Second authorisation for outstanding payments.	Signatories	Post meetings

Hales & Heckingham Parish Council

APPENDIX 1

Cllr. Margaret Stone MSc. BA (Hons)

Conservative Member for Clavering, Norfolk County Councillor

Report for September 2020

NCC Budget

Covid-19 has worsened the “extremely challenging” financial situation facing the county council, which is predicting a £129.7 million budget gap over the next four years. Norfolk County Council is calling for long-term, sustainable funding from the Government, predicting that, without it, the council will have to save £45.4 million next year alone.

Covid-19 has added to our pressures, through extra costs, reduced Council Tax and other income and ongoing additional demand. The challenges we face have got even tougher. We’ve got an excellent track record of balancing the books in testing circumstances, but this is getting harder and harder to achieve.

Covid 19

They show only a very small rise in numbers of infections of workers from the factory and a steadily reducing average number of weekly cases across the county. “A total of 127 workers at the factory have now tested positive out of 735 individuals tested. A total of 1,860 tests have been conducted across the community following this outbreak, with five household members being identified as positive cases.”

“Excluding the known Banham Poultry worker cases, the seven-day average incidence is 6.2 cases per 100,000 across Norfolk. The overall seven-day average daily number of cases, including Banham Poultry outbreak, in Norfolk is 9.3, which is steadily reducing from a peak of 18.3 at the height of the Banham Poultry outbreak.”

www.arcgis.com/apps/webappviewer/index.html?id=47574f7a6e454dc6a42c5f6912ed7076

Norfolk Covid 19 Engagement Board.

NCC specific contact tracing rather than NHS plans

Norfolk CC hopes to establish locally supported contact tracing area to support and protect Norfolk residents, recognising that full costs are still to be confirmed and are likely to create a cost pressure.

Financial pressures

Adult Social Care

With the Purchase of Care (POC) budget making up 77% of our ASC budget, and being heavily dependent on the individual needs of the 14,000+ people at any one time being supported by this budget, it is perhaps not surprising that this is the area feeling the financial pressure. The department is looking to achieve savings of £23m in this financial year, and as described in the budget savings section of this paper, it has been extremely difficult in the current climate to deliver against this challenge

Within Adult Social Services, the areas of highest pressures, the main area of forecast overspend is on Older People and Learning Disabilities services within the Purchase of Care budget

Hales & Heckingham Parish Council

Living Well ethos requires a different climate to be wholly effective in preventing, reducing and delaying need for formal services. In the first four months of the year many of our care providers were paid fixed (minimum amounts whereby additional services provided are paid for in addition) payment amounts to enable them to have secure cash flow during Covid-19.

Norfolk Fire & Rescue Service – Training Facilities Agreed to work with Norfolk Constabulary to develop the emergency services training academy concept. 2. and to collaborate with Norfolk Constabulary to develop the former Hethersett Old Hall Site for this purpose.

Devolution

Support the approach taken to date by Norfolk Leaders Group and the County Council's ongoing commitment to closer collaboration and joint working to deliver the best possible services in the most efficient, effective and inclusive manner. 2. Endorse Norfolk County Council's approach to devolution and local government reform.

Highways and Pathways

NCC subcontracts much of our Highways and Pathways maintenance and indeed has to subcontract some of the Highways work to Velocity to apply summer dressing. This process has just been completed but I have been made aware of some issues with 10 mph road signs not being removed for months in some cases or signs incorrectly placed about closed roads. I have raised this at the highest level and an investigation is being undertaken,

I am also aware that there have been issues regarding Pathways maintenance also being agreed and work not being carried out when planned. Although I accept there may have been mitigating factors due to social distancing and Covid-19 related issues, as well as staff being moved to more urgent jobs, I am equally annoyed that failure to attend to these pathways is unacceptable. I have therefore initiated an investigation at the highest level.

All staff and County Councillors at NCC, have continued working throughout the pandemic [virtually] and will continue to do so until at least after the new year. This includes virtual PC meetings.

Please continue to let me know of any issue where I may be able to offer support.

Margaret

E: Margaret.stone.cllr@norfolk.gov.uk / T: 01508 499 389

9th September 2020

Hales & Heckingham Parish Council

APPENDIX 2

October 2020 – from District Cllr. Jeremy Rowe

Now that we have finished our fundraising, between 10am – 11.30 am on **Saturday 10 October** we are launching our new ChetChat group, aimed at helping and supporting our over-60s friends and neighbours. We'll be standing outside the Co-op, handing out our free mugs and fridge magnets, showing our ChetChat phone number.

Please come and see us, and if you ever need any help give us a ring on **0787 60 50 110**.

In other news, I'll be spending next Sunday morning litter-picking and helping to get the playground up and running alongside the Langley with Hardley Parish Councillors.

My regular surgeries will resume when it is safe to hold them again. In the meantime, please ring me anytime on **07733323581** if I can help you.

Thanks for putting your trust in me when you voted last year. We're here to work for you, and you must never forget that.

All the best, Councillor Jeremy Rowe