

Hales & Heckingham Parish Council

MINUTES OF VIRTUAL PARISH COUNCIL MEETING

Held Online on 28th October 2020

Present:

HHPC Councillors: Sheila Beckett (SB) – Chair
Georgina Buckle (GB) (from 8.08pm)
Luisa Ferrari (LF)
Phil Grimes (PG)
Andy Woodman (AW)

Parish Clerk Eleanor Bannister (EB)

Other attendees: District Cllr. Jeremy Rowe (for councillor updates; until 8.10pm)

20/078 Welcome – The Chair opened the meeting at 7.35pm.

20/079 Apologies for Absence – Received from District Cllr. K Billig and County Cllr. M. Stone

20/080 Declarations of Interest – None were received.

20/081 Approval of the Minutes of the Meeting held on 9th September 2020 – One amendment was requested by the Chairman and approved by all to Minute item 20/075.4 – Pension for Clerk. Item to read: “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.”

20/082 Action Log from Meeting on 9th September 2020 – This was reviewed. (See pages 6 & 7)

20/083 County & District Councillor updates

Cllr. JR reported that he was supportive of the call for free school meals which he had raised with Norfolk County Council. He also noted that he had been impressed by the support offered by local businesses and that from the annual Members Grant he had given out two payments to Loddon Rainbows and Funky Feet. ChetChat now had over 40 volunteers and DBS checks were being arranged for them. It was aimed at addressing loneliness in the surrounding parishes, offering phone calls (chats) and basic support, with a regularly manned phone; 0787 60 50 110. ChetChat also hoped to organise some 40 Christmas hampers so nominations were requested. On 12th December fundraising was planned for outside the Co-Op. Cllr. PG asked if there was a practical way HHPC could assist with the free school meals campaign. It was agreed that any support should be channeled via an existing (officially approved) organisation already set-up to provide meals, assuming HHPC's support could be focused on its residents. It was also agreed that if the current situation remained unchanged for future school holidays, after conducting due diligence, HHPC would highlight on its Facebook page local businesses providing support.

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20/084 Meeting Adjourned for Public Forum - No members of the Public were present.

20/085 Meeting Reconvened

20/086 Old Village Hall Working Group – It was noted that advice from ‘Community Halls Advice’ had been sought and HHPC still needed to clarify a couple of questions. As soon as clarification was received, an update would be circulated to Councillors for discussion. An ‘Assets of Community Value’ form was also being completed and would be circulated for comments.

20/087 Planning Working Group (South Norfolk Planning applications) – It was noted that HHPC was not aware of any new applications since the last meeting, and that the build was underway in relation to the applications below.

87.1 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. Decision : Approval of details - Approved Delegated Date of decision : 13 October 2020.

87.2 2020/1522 - Location: Land west of the Beeches, Green Lane, Hales. Proposal: Discharge of conditions – as in above application. Proposal : Discharge of conditions 9, 10, 12, 14 & 15 of 2020/580 - (9) contaminated land, (10) implementation of remediation scheme, (12) surface water (14) external materials and (15) boundary treatments. Decision : Approval of details - Approved Delegated Date of decision : 13 October 2020.

20/088 Composting Working Group – It was reported that the Composting Scheme was valued and would continue, offering specific delivery slots. The next session was on 4th November, after which maintenance would take place and it would close for the winter. In the spring the team hoped to recruit more members. It was suggested other local groups could also be invited to visit/support.

20/089 Environment & Amenities Working Group

89.1 Hales Green Common – It was reported that the issue with the kissing gate at the end of Readscross Lane was being progressed by SNDC and HHPC wished to record their thanks to Helen Sibley, the Community Assets Delivery Manager for her support in this, and for allowing HHPC to place ‘Dog Walking Code’ notices on SNDC posts across Hales Common.

89.2 Anti-social dog behaviour – As noted above, Dog Walking Code notices being placed at entrance points to Hales Common. HHPC wished to also record its thanks to Peter Cargill and Raveningham Estate for allowing a Dog Walking Code notice to be placed on the gate at the entrance to the permissive field in Hales.

89.3 Playground – It was reported that the new 5-Aside goal posts and basketball posts had been installed on the playing field on 21st October. There were nine free balls for each game. It was agreed this would be communicated via HHPC facebook and offered on a first-come-first-served basis. Clerk to arrange with Cllr. PG and the support of a centrally based resident, who had kindly offered to be the collection point for the balls. (All balls to be numbered. One ball per family.) The Rope Bridge had also been repaired as had the mini Beauchamps rope bridge.

89.4 Terracycling – It was reported that the resident who had initially suggested terracycling had done more research. They had found that it required space that HHPC did not currently have and was so niche that they concluded it was not worth pursuing at this moment in time.

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- 89.5 Wild-flowering in Hales** – The Clerk reported they were waiting for feedback from Saffron Housing re: wild-flowering verges owned by Saffron Housing. All Councillors were supportive of introducing wild-flowers to *all* road-side verges, especially as they provided ‘paths’ that helped wildlife to spread. Cllr. PG recommended engaging the services of an appropriate voluntary group who could give tailored advice, taking into consideration the specific locations. It was agreed permission from local landowners should also be obtained and a discussion with SNDC regarding their weed control policy would be helpful. ‘Roadside Conservation Area’ signs were also suggested. All agreed to progress initial investigations and add this to 2020/21 budget discussions. Cllr. PG to recommend partners to work with.
- 89.6 Remembrance Service** – Cllr. SB reported that a Health & Safety risk assessment had been conducted and the Police had given permission for cones to be put up to encourage traffic to slow down during the short service. Masala Garden had kindly offered their car parking to anyone who was driving to the event. All attendees were encouraged to wear high-viz vests and the Clerk was ordering dissolvable spray to mark 2m. distances. Cllr. SB to buy a ‘thank you’ gift for the bugler. Initially, Cllrs. SB and AW, and the Clerk, were available to support with readings and laying the wreath in the absence of any other volunteers.
- 89.7 Mobile Library** – This has re-started and its return has been posted both virtually and in the old bus shelter, and on the HHPC website under ‘Useful Links’. It would also be highlighted in the December issue of Contact Magazine, in the HHPC editorial.

20/090 Police & Safety Working Group – There was no update.

20/091 Traffic & Transport Working Group

- 91.1 Hales Roundabout & Highways Improvements** – It was confirmed that the contractor making the necessary improvements to Hales roundabout, would remove some of the earth from the ‘bund’ on the roundabout (the hump on the left as you approach the roundabout from Yarmouth Road), and take it to the playing field for use in landscaping. The one-way system into the Shell Garage would also be addressed at the same time. Timing to be confirmed but given back-log of work, not likely before late winter/early spring 2021. It was agreed the Clerk should continue to chase for a date for replacing the dead trees and if there was no commitment by December, HHPC would ask Cllr. M. Stone to intervene.
- 91.2 Speed-watch** – There was no update as bad weather had prevented sessions.

20/092 Norfolk ALC registration as a Co-operative Society – Each Parish Council was invited to confirm a nominated representative by 20/11. It was agreed that if two Councillors could be nominated to represent HHPC, then Cllrs. SB and AW would be nominated. Clerk to respond to Norfolk ALC and if initially only one permitted, Clerk to confirm Cllr. SB.

20/093 Correspondence - not covered elsewhere

- 93.1 Planning White Paper** – Response from Campaign for Rural England (CPRE) - CPRE Norfolk's draft response to the Planning White Paper consultation. For details: <https://www.gov.uk/government/consultations/planning-for-the-future>. Cllr. SB noted how this appeared to be quite undemocratic, reducing the voice that local people would have in directing what their communities would look like in the future. They noted that Loddon and Chedgrave were proposing to work together on a joint local plan, and suggested HHPC and the residents consider how they wanted the villages to develop in the future rather than have plans imposed on them. It was noted that a local plan required a lot of man hours but there was broad support for the principle. It was agreed to consider this further.

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- 93.2 Royal Air Force Benevolent Fund** – Requested support via social media post. All agreed that other than to the British Legion, as previously agreed, HHPC would focus any donations on local organisations.
- 93.3 Community Action Norfolk** – Recommended ‘ThinkingFuel’ – Posted on facebook.
- 93.4 Fly Tipping on Sandy Lane near A146 Hales** – This has been cleared.
- 93.5 Norfolk County Council, now partners of Adopt East**, an East of England adoption alliance of eight local authorities, two voluntary adoption agencies and an adoption charity – facilitating adoption: visit www.adopteast.org.uk – Posted on facebook.
- 93.6 South Norfolk Council, Annual Rough Sleeper Estimate 2020 - Weds 4th Nov 12pm to Thursday 5th Nov. 2am.** – No Councillor was aware of any rough sleeper activity.
- 93.7 Broads Authority:** Notice of consultation on peat guide and on residential moorings guide. Draft documents: <https://www.broads-authority.gov.uk/planning/planning-policies>. Please email PlanningPolicy@broads-authority.gov.uk with any comments by 4.00pm on 20th November.
- 93.8 The Local Electricity Bill** House of Commons Adjournment Debate on 14/10 was considered a success. HHPC had asked Richard Bacon MP to support it. See link for highlights: <https://powerforpeople.org.uk/strong-turnout-at-the-bills-adjournment-debate/> Clerk to again request the support of Richard Bacon MP.

20/094 Finance & Admin

- 94.1 Pension for Clerk** – The internal auditor had advised that due to the low figures involved it would be more cost effective to pay the 4% pension contribution to the Clerk as a payment in lieu rather than to a designated pension scheme. Following this advice it was agreed that the pension contribution for the Clerk would be paid as a payment in lieu of a pension and this would be reflected on the payroll summary. Back payment of pension was calculated by the internal auditor as £179.19.
- 94.2 Management of Instant Access Account to Current Account** – All confirmed that the sum of £7,000 should be transferred from the Instant Access to the Current Account. Clerk to estimate sum required per quarter so quarterly transfers could be made as required. (Minimal interest to be gained from Instant Access account.) Clerk to arrange transfer and Cllr. SB to authorise.
- 94.3 Meeting Dates for 2021** – The suggested meeting dates were approved and it was agreed that if there was urgent business in July or August, a working group could be convened to discuss this. **Agreed dates:** 10th February, 24th March, 12th May (Annual Council Meeting, followed by Annual Parish Meeting), 30th June, 8th September, 20th October, 24th November and 15th December. Cllr. PG to post on HHPC website.
- 94.4 Accounts for authorisation and payment:** All payments below were approved as was a small gift to the bugler for their support at the Remembrance Service (£10).

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
TO RATIFY:				[Already paid as previously agreed]
Norfolk ALC	£300.00	£250.00	£50.00	CiLCA Training (Sept. to March 2021). Paid 18/9
OMG Trading Ltd.	£9,172.99	£7,644.16	£1,528.83	Deposit on MUGA 5-Aside football goals ends & basketball hoops, including installation. Paid 30/9
NGF Play Ltd.	£614.16	£511.80	£102.36	Deposit for new rope bridge & repair of Beauchamps mini rope bridge & new caps.

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TOTAL	£10,087.15	£8,405.96	£1,681.19	
TO PRE-AUTHORISE:				[For payment once invoice received]
Norfolk ALC	£136.80	£114.00	£22.80	'Being an Effective Councillor' – Training x 2 places – 5% discount applied. Invoice due early November.
Roberts & Sons Ltd.	£42.00	£35.00	£7.00	Printing cost of 7 x Dog Walking Code Signs – Invoice due in November. Plus est. of £2.00 for sign on playground entrance indicating caution given works in progress.
TOTAL	£178.80	£149.00	£29.80	
TO AUTHORISE				[For authorisation & payment]
NGF Play Ltd.	£1,433.04	£1,194.20	£238.84	Balance: For new rope bridge & repair of Beauchamps mini rope bridge & new caps.
Mr. D Foreman	£212.15	£212.15	£0.00	Churchyard Maintenance/cut – April to September 2020 at St. Margaret's Hales & St. Gregory's Heckingham
Mr. D Foreman	£150.00	£150.00	£0.00	Charges for grass cutting (playing field); June, July & September
Mr. D Foreman	£530.40	£530.40	£0.00	Playing field Maintenance Contract (May to Oct.)
OMG Trading Ltd.	£2,293.25	£1,911.04	£382.21	Balance on MUGA 5-Aside Football goal ends & Basketball hoops, incl. installation.
SLCC	£103.99	£103.99	£0.00	Local Council Administration 11 th Edition Book
SLCC	£100.00	£100.00	£0.00	SLCC Joining fee: £8.00 + Annual Membership: £92.00
Clerk – Stationary	£6.68	£6.68	£0.00	Stationary (Plastic Wallets & Dividers)
Clerk – Mileage	£7.47	£7.47	£0.00	To Adepta to collect Internal Audit papers on 7 July (Not uploaded previously so still outstanding.)
Royal British Legion	£30.00	£30.00	£0.00	Donation to the Royal British Legion Charity
TOTAL	£4,866.98	£4,245.93	£621.05	[Total of those for authorisation]

20/095 Items for consideration of inclusion on next agenda

- 95.1 Budget 2021/2022 – Discussion
- 95.2 VAT Returns – Update
- 95.3 Neighbourhood Plan 5-year strategy – Initial discussion
- 95.4 NCC Annual Budget Consultation – 14/12 (Under 'Correspondence')
- 95.5 SNDC Public Space Protection Order (PSPO) regarding Dog fouling – Draft for comments by 8-12-2020 (Under 'Correspondence')
- 95.6 Next agenda to include final agenda item: *'To receive updates from individual council members (for information only)'*

20/096 The meeting was closed at 9.25pm

Date of next meeting – Wednesday 25th November 2020

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Updated ACTION LOG – Items ‘closed’ at the HHPC Meeting on 9th September 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. 28/10: Agreed to continue monitoring but ‘close’ action.	ALL	Closed
20/035.3 20/073.1	One-way system for BP Garage. 28/10: Plans approved. Implementation anticipated early spring. Clerk to continue liaising with Highways.	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	Spring 2021
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
20/073.1 20/091.1	Verges close to Roundabout & A146 tree planting – 28/10: Clerk to contact Highways and chase for completion date, especially re: tree planting	Clerk	On-going
19/124.4	Parish Map – 28/10: Clerk to circulate latest information on options to all Councillors for consideration.	Clerk	On-going
19/124.5	Churchyards: 28/10: Churches highlighted on HHPC website with aerial photographs kindly provided by Loddon Church, noting HHPC’s support for them.	PG / SB	Closed
20/068 20/086	Village Hall; proceeds from sale: 28/10: Cllr. SB and Clerk to continue to liaise with Community Halls Advice to confirm best course of action.	SB/ 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 March 2021.	Clerk	March 2021
19/125.2 20/046	Increasing footpath on east side of Green Lane to bus stop. 9/9: Agreed to reconsider in spring given cancellations by company leasing roller.	PG	Spring 2021
19/71.2 20/015	Community Police Officer – 12/2: Cllr. AW to invite constable to meeting – Deferred to post Covid-19.	AW	Deferred post-Covid
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. (Finalising as part of CiLCA training.)	Clerk / SB / PG	Early 2021
19/90	Parish Council external communications - It was agreed to add the approved statements to HHPC ‘Standard Procedures’ when reviewed by end January.	Clerk	Feb. 2021
20/013.3 20/071.6	Litter Pick – 28/10: Agreed to defer to spring given weather and social distancing concerns.	SB / All	Spring 2021
20/053.1 20/071.2	Dog Code for Hales Common & Permissive Field - 28/10: Dog Code published on website. Laminated copies; One posted in Hales permissive field. Others being posted on Hales Common.	PG / Clerk	Completed
20/053.3 20/071.3	Playground: 28/10 - NGF Play have repaired main rope bridge and Beauchamp Rope Bridge.	Clerk	Completed
20/053.4	Mobile Library Scheme: Posted on HHPC website, HHPC facebook and in old bus stop by 12/10.	Clerk / PG	Completed
20/070 20/088	Composting Working Group – 28/10: Scheme continuing so no further action required until spring when Composting team keen to recruit more members.	AW	Completed
20/075.4 20/094.2	Pension (for clerk) – 28/10: Back payment agreed (£179.19) and pension sum of 4% of salary confirmed and to be paid as ‘payment in lieu of pension.’	Clerk	Completed
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	Completed
20/071.1 20/074.8	Pedestrian gate at the end of Readscross Lane, Hales Green – Clerk wrote to local resident with update, copying SNDC.	Clerk	Completed

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20/069.1	2019/1816 Approved Planning Application – 28/10: Clerk to write to SNDC Planning Team reiterating HHPC’s concern regarding road safety – for the record.	Clerk	Closed
20/071.3	5-Aside Goal Posts & Basketball Posts – Clerk to progress order with ‘Fitness Sports’. All installed 21/10.	Clerk / SB	Completed
20/071.4	Donation from M. Sisley & Family – Cllr. GB confirmed could be used to repair rope bridge.	GB	Completed
20/073.1	Hales Roundabout ‘Hump’ (as approached from Yarmouth Road, on right) – Was noted in Contact Magazine (Oct.) that NCC Highways had agreed to lower. PG to post on HHPC Facebook.	PG	On-going
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 – 28/10: Clerk to email District Councillors highlighting that timing did not encourage community engagement. [Completed 30/10.]	Clerk	Completed
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. [Completed 30/10.]	Clerk	Completed
20/074.7	Climate Action Change Initiative using GIKI App – Cllr. PG to highlight on facebook.	PG	Completed
20/075.1	Appointment of new internal auditor – Clerk to confirm appointment with Headspace Accountancy. (And to confirm to others not appointed.)	Clerk	Completed
20/083	Free School Meals – As required, HHPC to post information re: local businesses supporting meals for children. (Following due diligence.)	PG/ Clerk	New (as necessary)
20/089.3	Playground – Clerk & Cllr. PG to post information regarding available balls.	PG / Clerk	New
20/089.5	Wild-flowering verges – To be considered in budget discussions for 2021/22. Cllr. PG to recommend partners. Clerk to follow-up with Saffron Housing.	All / PG	New
20/089.6	Remembrance Service – Clerk to buy dissolvable marker spray & take high-viz vests. Cllr. SB to buy ‘thank you’ gift for bugler; if no lock-down.	SB / Clerk	New
20/092	Norfolk ALC now a Cooperative Society – Clerk to confirm nominations from HHPC.	Clerk	New & Completed
20/093.1	Local Plan – For research and consideration for 2021/22.	SB / All	New
20/093.8	Local Electricity Bill – Clerk to request the support of Richard Bacon MP for this.	Clerk	New
20/094.2	Internal Transfers – Clerk to transfer the agreed £7K from the Instant Access to the Current Account. Cllr. SB to authorise.	Clerk / SB	New & Completed
20/094.3	Meeting Dates for 2021 – Cllr. PG to post agreed dates on HHPC website	PG	New & Completed

Re-occurring Items:

	Contact Magazine – Content for December issue due by 12.00 noon on 8 th Nov. (To include Mobile Library.)	SB	Monthly
	Accounts for authorisation – Second authorisation for outstanding payments. 28/10: Agreed Cllr. SB would authorise accounts for payment on 30/10.	SB	Completed