

# Hales & Heckingham Parish Council

## MINUTES OF VIRTUAL PARISH COUNCIL MEETING

Held online on 25<sup>th</sup> November 2020

**Present:**

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

Parish Clerk Eleanor Bannister (EB)

Other attendees: District Cllrs. Kay Billing (until item 20/103) and Jeremy Rowe (until item 20/104) and one member of the public.

- 20/097 Welcome** - The Chairman opened the meeting at 7.30pm
- 20/098 Apologies** - All HHPC Councillors were present.
- 20/099 Declarations of Interest for items on the agenda** – None were received.
- 20/100 Ratification of the Minutes of the meeting held on 28<sup>th</sup> October 2020** – The Minutes were ratified.
- 20/101 Action Log from Meeting on 28<sup>th</sup> October 2020** – This was reviewed. (See pages 7 & 8)
- 20/102 County & District Councillor Updates**

Cllr. Jeremy Rowe had previously circulated an update which is attached as Appendix 1.

Cllr. Kay Billig reported that several organisations had joined forces including South Norfolk Help Hub, to tackle food poverty, offering supplies to those in need. Local 'Community Connectors', linked into the surgeries were also supporting this initiative. The number to call: 01508 533 933.

Cllr. Billig also reported that a new mobile phone mast opposite the Loddon vets was being installed. A second mast was also due to be put up behind AutoTechnic in Chedgrave, however this one needed planning permission which was being revised. The Councillor urged everyone to support the application given the dire need for improved cellular coverage.

Cllr. Billig reported they had met the developer to discuss the Loddon A146 roundabout near the Surgery. Only two areas were still outstanding (related to Anglia Water & BT) and work

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was due to start on it in January 2021. The work was likely take approximately 22 weeks from start to finish.

The Chair noted that Cllr. Margaret Stone had circulated Norfolk County Council's Covid-19 update and they were looking for volunteers to help with the logistics of the mass vaccination.

## **20/103 Meeting Adjourned for Public Forum**

A new resident to Hales, Geoff Edmonds kindly offered his assistance with transport related issues given his experience as a recently retired civil engineer. All Councillors welcomed this offer and it was agreed he would meet with Cllr. AW to discuss this further. The Chairman noted that interested parties could be co-opted to join HHPC working groups and under Minute Item 20/110.1 Geoff Edmonds was co-opted on to the HHPC Traffic & Transport Working Group.

## **20/104 Meeting Reconvened**

**20/105 Old Village Hall Working Group** - The Chair confirmed that they had received a summary of recommendations from the Community Halls Consultant and would send a Doodle Poll to Councillors so a working group meeting could be arranged to discuss this and report back at the next meeting.

**20/106 Planning Working Group** - Consideration of South Norfolk Planning application: **2020/2067** – Location: Boundary House, Yarmouth Road, Hales. Proposal: Two storey extension to side elevation. Application type: Householder. Application received on 2<sup>nd</sup> November. The Planning Working Group had recommended this should be approved and the Council ratified that it was supportive of this application. Clerk confirmed support to SNDC on 10/11.

**20/107 Composting Working Group** – Cllr. AW reported the final delivery/collection of the year had taken place and a claim on recycling credits had been made. More soil improver would be ready to distribute in the spring. They hoped to expand the number of volunteers in 2021 as it was a community asset that brought residents together and through which money was raised for the community, from the sale of soil improver and recycling credits; the latter raised approximately £50 per ton. The Chairman thanked the Community Composting Scheme and Alan Mason as its co-ordinator for their generous donation of £1,000 towards playing field repairs.

## **20/108 Environment & Amenities Working Group**

**108.1 Hales Green Common** – The Clerk had circulated an update from Cllr. LF regarding disruptive behaviour between some horse riders and mountain bike riders on the Common which was not appreciated by residents, and also regarding increased parking on the grass causing ruts. Cllr. LF noted this was a complicated subject which had kept surfacing over the last ten years (and more since Covid) and might be best discussed in the Environment & Amenities Working Group. The Chairman suggested,

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as per the Speed Watch group, to survey the Common a couple of hours a week (for example) to better understand the problem before discussing further with South Norfolk District Council. It was noted this was an option but difficult in practice given the size of the Common. Cllr PG reminded everyone that the Common was governed by the Laws of the Land and by byelaws, and the latter were not enforceable unless displayed in full at the entrances to the Common. It was agreed that Cllr. LF would email all Councillors suggesting some dates for a Hales Green Common working group meeting.

**108.2 Playground** – The Clerk confirmed that the damaged plank on the rope bridge had been repaired, that there were still some footballs and basket/netballs available for residents to claim and that they had received a query from a resident requesting information on quotes for a safe, hard space for kids to play on. The Clerk noted they had responded to the resident and were trying to get some rough quotes as a guide. The Chairman suggested that the Council should invite further involvement and support from residents including with considering how all age groups could benefit and raising funds for any future developments in the playground. This could be via being co-opted on to a specific ‘Playground Working Group’. All agreed it was valuable to encourage more local involvement in this and the Parish Council. Cllr. PG suggested this could partly be achieved via Facebook and requesting active feedback and participation.

**108.3 Wild-flowering in Hales** – The Clerk confirmed that the Grounds Maintenance Team Leader for Saffron Housing had suggested some dates for meeting to discuss wild flowering on their land around the old bus shelter and around the village sign. Cllr. PG suggested getting the advice of those involved in the Chet Valley B-Line; a pollinator friendly initiative which did cover parts of Heckingham. Cllr. PG to introduce the Clerk to Andrew Milner. Clerk to confirm meeting date/s to all Councillors.

**108.4 Remembrance Service** – The Chairman confirmed that at least twenty-two people attended. As the numbers were increasing, they suggested that in 2021 HHPC discusses with the Police how to maximise safety. For discussion September 2021.

**108.5 Parish Map** – The Clerk had previously circulated different options and recommended initially creating an online/digital map which was easier to update and could be added to the website. The Clerk had requested a quote from SNDC who created Chedgrave PC’s map. Another option was ‘Parish Online’. All agreed to add this to the February 2021 agenda and allocate £200 in the budget to it.

**20/109 Police & Safety Working Group** – Cllr. AW confirmed that updates had been circulated and that he would prepare a report on incidents and outcomes for the next meeting. (Updates are normally posted on facebook.)

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## 20/110 Traffic & Transport Working Group

**110.1 Hales Roundabout & Highways improvements** – The Clerk had previously circulated an article in the Bungay & Beccles Journal on 6/11 that confirmed Norfolk County Council Highways' contractor would address the hump on the roundabout. They also confirmed Highways was chasing another contractor re: tree planting. Cllr. AW noted there were already some changes around the Shell Garage which might be a precursor to some of the planned 'one-way' works. Cllr. PG reconfirmed that the bund was built at the maximum 1.05m. height to actively encourage drivers to slow down but with vegetation it severely restricted visibility. Had the speed limit been reduced to 40mph, this could have avoided many issues. Cllr. AW also noted issues were exacerbated by the curbs going into the roundabout, and by two lanes going into the roundabout with just one lane out. All agreed that Geoff Edmonds should be co-opted on to the Traffic & Transport Working Group. Clerk to confirm by email.

**110.2 Speed-watch** – Cllr. GB noted the speed-watch team had not been able to be out but that officers had been checking processes and were looking to contact persistent offenders. Officers also planned to support the team and attend some of their sessions. It was also planned to use social media more.

**110.3 Bus Shelter** –The Clerk had circulated several options with quotes for replacing the three broken, toughened glass panels which are standard issue. Cllr. GB, who had cleared the shattered glass each time, confirmed that the last breakage looked like it was vandalism. All agreed that all three panels should be replaced with clear polycarbonate panels and to save on installation costs by Bus Shelters Ltd, they would be installed with the support of a local maintenance contractor. Total cost to replace the three panels excluding VAT, assuming cover from insurance, and excluding any installation cost, likely to be £673. Clerk to confirm order and liaise with insurance company. (Delivery not anticipated before February.)

**110.4 A146 Central Reservation** – It was confirmed that new, replacement signs had been installed (see item 20/112.5) however the old, damaged ones were still on the verge behind a tree. Cllr. GB confirmed that the 30mph repeater sign on the corner of Yarmouth Road just past Millside, had also been repaired as requested.

The high speed of traffic / heavy goods vehicles on to and off the Hales roundabout was still a concern for all and it was estimated that there had been five significant accidents since the roundabout had been built. It was agreed a concerted campaign might be needed to get the speed limits lowered in the interests of safety. Cllr. AW to ask the Police for confirmation of the accidents that had officially been recorded and to ask Cllr. Kay Billig what limits were being set for the Loddon roundabout, though visibility would be easier there.

**20/111 'Unsung Heroes'** – The Chairman noted that the first Hales & Heckingham 'unsung hero' had been thanked in the Dec./Jan. issue of Contact Magazine; Neville Foulsham for his up-

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lifting photography posted on facebook and for his support of the Village Speed-Watch Group. Cllr. GB to confirm name of another unsung hero to the Chairman for February issue of Contact.

- 20/112 Correspondence Received** - not covered elsewhere & previously circulated or referred to:
- 112.1 Norfolk County Council Annual Budget Consultation for 2021/2022– Closes 14<sup>th</sup> December.** For information and online feedback visit: [www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget) or call 0344 800 8020 or email [haveyoursay@norfolk.gov.uk](mailto:haveyoursay@norfolk.gov.uk) – Noted.
  - 112.2 SNDC Public Space Protection Order (PSPO) re: Dog Fouling** – Draft for comments requested by 8<sup>th</sup> December - Noted.
  - 112.3 NALC unveiled its #MakeAChange campaign for the May 2021 elections on 5/11** – Offers materials for adaptation by local councils to encourage residents to apply to be a Councillor – Norfolk County Council related - Noted.
  - 112.4 Anglian (Eastern) Regional Flood & Coastal Committee Emergency Flood Planning Survey** – Councils requested to complete online survey (email of 10/11 from Norfolk ALC) – All agreed the only significant flooding was understood to have occurred 30 years ago in Mill Lane caused by a stream not properly dredged. **Cllr. GB** to complete survey.
  - 112.5 A146 – Central Reservation between bus stops** – Email from resident concerned about lack of repair and safety. [See 20/110.4.]
  - 112.6 First Buses** – Email from resident noting a bus driver did not stop on 11/11 at 7.26am for a schoolboy, despite not being full/busy. [Clerk recorded and confirmed how to complain to First Bus.] Cllr. AW suggested the Council should ask First Bus for their advice and then post this at the bus stop. He also recommended waving (with a torch at night) to highlight a customer is waiting as it is difficult for bus drivers to see people standing the bus stops. The Chairman noted that the 50mph sign limited bus drivers' visibility and Cllr. PG suggested the signs could be heightened to increase visibility, as they could not easily be moved. **Cllr. PG** to take photos to see if raising a few feet would help.
  - 112.7 A Community Organising Framework for Neighbourhood Watch** – Invitation to join online framework group to give constructive feedback on Neighbourhood Watch Network. Open to all. Contact: [aga.korfel@ourwatch.org.uk](mailto:aga.korfel@ourwatch.org.uk) or 07827 837 730. [Dates from 19<sup>th</sup> to 27<sup>th</sup> Nov.] – Clerk had forwarded to local Neighbourhood Watch Co-ordinator.
- 20/113 Finance & Admin**
- 113.1 VAT Returns** – The Clerk reported that they had submitted a VAT claim to HMRC for £2,509.23 for the period from 1<sup>st</sup> November 2019 to 31<sup>st</sup> October 2020.
  - 113.2 Budget 2021/22** – This was discussed in detail. Revised draft is attached as Appendix 2. Clerk to email District Councillors to request support with the cost of the SAM2. (HHPC is likely to receive some NCC Parish Partnerships Scheme support in 2021 for a SAM2 but any additional funding would be helpful given the costs.)
  - 113.3 Accessibility of Key Parish Council Documents** – Cllr. PG noted that he and the Clerk

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were working on ensuring key Parish Council documents were easily accessible on the website. On the technical side, there was an accessibility statement on the website and HHPC was ensuring it was compliant.

**113.4 Accounts for Authorisation and Payment:** All payments below were approved. Cllr. SB to give second authorisation.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
<b>TO AUTHORISE:</b>				<b>[For authorisation &amp; payment]</b>
Norfolk ALC	£129.60	£108.00	£21.60	Being an Effective Councillor' – Training x 2 places. Includes 10% discount for two people. [Pre-authorized on 28/10 when sum was estimated as higher.]
Clerk - expenses	£6.63	£6.63	£0.00	Spray paint needed for Remembrance Service to ensure social distancing.
Roberts & Son	£68.40	£57.00	£11.40	Printing costs: 9 x A3 Dog Walking Code Signs (layout, laminated & on correx board: £50.00); 1 x A3 playground Covid guidance sign (laminated & on correx board: £5.00), and 1 x A4 'works in progress' poster for playground: £2.00.
South Norfolk Council	£262.56	£218.80	£43.76	Dog Bin – Annual Charge (01/04/2020 to 31/03/2021)
<b>TOTAL</b>	<b>£467.19</b>	<b>£390.43</b>	<b>£76.76</b>	<b>[Total of those for authorisation]</b>

## 20.114 Items for consideration of inclusion on next agenda

- 114.1 Budget 2021/2022 – Final discussion and confirmation
- 114.2 Precept 2021/2022 – Discussion and confirmation
- 114.3 Neighbourhood Plan 5 Year Strategy – Discussion
- 114.4 Signposting of Playing Field – It was noted there was a sign but it was not visible, and that Highways had confirmed they would erect a signpost on the grass verge opposite the entrance, pointing into it but this had not happened. Clerk to check with SNDC Street Name & Numbering Officer.

20/115 Additional updates received from Councillors – None were received

20/116 The Meeting was closed at 10.15pm

**Date of next virtual meeting: Wednesday 16<sup>th</sup> December 2020**

## Updated ACTION LOG

Items 'closed' or 'completed' by HHPC Meeting on 25<sup>th</sup> November have, in the main, not been included.

ID	ACTION	OWNER	STATUS
20/073.1 <b>20/110.1</b>	<b>One-way system for BP Garage. 25/11:</b> Clerk to confirm completed - spring 2021.	Clerk	Spring 2021

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19/31.2 / <b>20/037.5</b>	<b>Standing Orders:</b> Clerk to review & revise against NALC's best practice. To be carried out in conjunction with CiLCA training.	Clerk	Spring 2021
19/124.1	<b>Hales Footpath 7</b> – Cllr. SB to get reassurances as noted in 19/124.1, prior to the Council giving approval for retrospective relocation	SB	On-going
20/091.1 <b>20/110.1</b>	<b>Verges close to Roundabout &amp; A146 tree planting – 25/11:</b> Clerk to continue chasing Highways especially regarding tree planting.	Clerk	On-going
19/124.4 <b>20/108.5</b>	<b>Parish Map – 25/11:</b> Clerk to get quote from SNDC and to add to Feb. 2021 agenda.	Clerk	On-going
20/086 <b>20/105</b>	<b>Village Hall; proceeds from sale: 25/11:</b> Cllr. SB to arrange working group to discuss and report back at the next meeting.	SB	On-going
20/073.3 <b>20/113.2</b>	<b>SAM2 – Speed Activated Monitoring System: 25/11:</b> Clerk to request support from District Councillors. [Parish Partnership Scheme application response anticipated March 2021.	Clerk	On-going
19/125.2 <b>20/046</b>	<b>Increasing footpath on east side of Green Lane to bus stop. 9/9:</b> Agreed to reconsider in spring given cancellations by company leasing roller.	PG	Spring 2021
19/71.2 <b>20/015</b>	<b>Community Police Officer – 12/2:</b> Cllr. AW to invite constable to HHPC meeting – Deferred to post Covid-19.	AW	Deferred post-Covid
19/129	<b>Code of Conduct - Behaviour to Councillors &amp; Parish Council staff – 12/2:</b> 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	<b>Parish Council external communications</b> - It was agreed to add the approved statements to HHPC 'Standing Orders' when reviewed by end January.	Clerk	Feb. 2021
20/013.3 <b>20/071.6</b>	<b>Litter Pick – 28/10:</b> Agreed to defer to spring given weather and social distancing concerns.	SB / All	Spring 2021
20/073.4	<b>Reduction in Speed Limits on Country Lanes</b> – To be considered in 2021. [The Council for the Protection of Rural England could provide guidance.]	HHPC	New (for 2021)
20/083	<b>Free School Meals – 25/11:</b> All agreed to close <i>for the moment</i> given the Government had confirmed free school meals over Christmas.	PG/ Clerk	Closed
20/089.5 <b>20/108.3</b>	<b>Wild-flowering verges – 25/11:</b> Cllr PG to introduce Clerk to A. Milner (Chet Valley B-Line). Clerk to confirm dates with Saffron Housing & A. Milner	PG / Clerk All	On-going
20/089.6 <b>20/108.4</b>	<b>Remembrance Service</b> – Clerk to set Outlook reminder to discuss safety issues with the Police in September 2021 for Nov. 2021 service.	Clerk	Reminder set [Completed]
20/093.1	<b>Local Plan</b> – For research and consideration for 2021/22.	SB / All	2021
20/108	<b>Hales Common Working Group</b> – Cllr. LF to email all Councillors re: working group meeting to discuss driving and riding bikes across the Common.	LF	New
20/108.2	<b>Rough quotes for hard surface path / play area in playing field</b> – Clerk to check with other Parishes for estimates.	Clerk	New
20/110.1	<b>Traffic &amp; Transport Working Group</b> – Clerk to email Geoff Edmonds, confirming his co-option to the working group copying Cllr. AW.	Clerk	New [Completed]
20/110.3	<b>Bus Shelter (3 broken panels)</b> - Clerk to place order for replacements and continue liaising with insurance company.	Clerk	New
20/110.4	<b>Lower Speed Limits</b> (On to and off Hales roundabout including around central reservation between bus stops) – Cllr. AW to request records from the Police and check with Cllr. K. Billig re: Loddon roundabout speed restrictions.	AW	New
20/111	<b>Unsung Heroes</b> – Cllr. GB to confirm name of other to Cllr. SB by 5 <sup>th</sup> January.	GB	New
20/112.4	<b>Anglian (Eastern) Regional Flood &amp; Coastal Committee Emergency Flood Planning Survey</b> – Cllr. GB to complete survey on behalf of HHPC.	GB	New
20/112.6	<b>Roundabout - 50 mph sign; Option to heighten</b> – Cllr. PG to take photos to check if could raise sign to increase visibility for bus drivers. [Check with First	PG	New

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	Bus re: advice for customers and how to flag a bus down – for posting on Bus Shelter, to be actioned in 2021.]		
20/113.2	<b>SAM2</b> – Clerk to email District Councillors to request support if budgets not already allocated.	Clerk	New
20/113.3	<b>Accessibility of Key Parish Council Documents</b> – Cllr. PG & Clerk to ensure key documents are easily accessible on website.	PG / Clerk	New
20/114.4	<b>Signposting of Playing Field</b> – Clerk to check with SNDC Signage Officer	Clerk	New

## Re-occurring Items:

	<b>Contact Magazine</b> – Content for February issue due by 12.00 noon on 8 <sup>th</sup> Jan.	SB	Monthly
	<b>Accounts for authorisation</b> – Second authorisation for outstanding payments. Cllr. SB to authorise by 30/11.	SB	Post Meeting

## APPENDIX 1. - District Councillor Jeremy Rowe - December 2020 Update

On the morning of **Saturday 12 December**, myself and members of our new ChetChat group will again be standing outside the Co-op. As well as handing out our free mugs and fridge magnets, showing our ChetChat phone number, we will also be accepting donation for the hampers will be distributing locally.

Items of food, or cash donations, will be gratefully accepted. We would also be grateful for nominations for people to receive a hamper, and to hear from anyone who needs the help of our growing army of volunteers, or who would like to become a volunteer themselves. Our number is **0787 60 50 110** – please give us a ring if we can help with anything.

I have just completed allocating the £1,000 members Grant that each South Norfolk District Councillor receives annually. This year's recipients include the Loddon Rainbows and Funky Feet.

My regular surgeries will resume when it is safe to hold them again. In the meantime, please ring me anytime on **07733 323581** if I can help you.

My final point is about Free School Meals for children. Our local businesses did us proud, but I am very worried about the impact of this vital term-time help for families not being available at Christmas. I have been in touch with South Norfolk about it, but – like so many things – this seems to be something for Norfolk County Council to deal with. I hope that, like many parts of the country, we can put our politics to one side, and do the right thing by delivering this critical help, where and when it is most needed.

Thanks for putting your trust in me when you voted last year. The difficult events of 2020 have changed us and brought us closer together as a community. Let's carry on looking after each other, especially as winter approaches.

**Councillor Jeremy Rowe**

## APPENDIX 2 – HHPC Draft Budget 2021/22 – See next page



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HHPC BUDGET PLANNING 2021-2022	2020-21 Budget	2020-21 Actuals to Nov. 2020	Budget 2021-2022	2021/22 Notes
<b>RECEIPTS</b>				
Precept	£9,005.00	£9,005.00	£9,500.00	250 Band D households likely to go down. 5.5% increase.
Rent from The Pit	£110.00	£110	£110	
Rent from Charity Marsh	£215.00	£0	£215	£215 received 25/3 into Barclays account.
Composting / Recycling Credits	£200.00	£180.00	£300.00	(Est. of credit due in. / Restricted funds)
Donations	£0.00	£1,247.50	£0.00	(£200 training / £47.50 Mr Sibley for playing field / £1K from Composting)
<b>Monies brought forward from bank</b>	£20,592.20	£12,362.51	£9,000.00	Actual: April to Nov. is from all 3 accts. / 21/22 Budget = estimate
<b>Total Restricted Funds</b>	<b>£3,119.68</b>	<b>£0.00</b>	<b>£0.00</b>	See lines 'Restricted Funds - Reserve Building' section
Interest	£20.00	£14.14	£0.00	
VAT Refunds (retrospective claim)	£2,400.00	£2,509.23	£600.00	Actual = 1/11/2019 to 31/10/2020.
Miscellaneous credits/income (retrospective)	£0.00	£24.95	0.00	Adepta accounted £24.95 in previous year.
<b>Grant income opportunities</b>				<b>Speculative income only</b>
S106 Recreation	£0.00	£0.00	£0.00	
NCC PPS 50% for project	£0.00	£0.00	£1,620.00	Budget = for current SAM2 application; confirmation of NCC PPS part funding due March/April
Grant from Norfolk County Council	£0.00	£0.00	£0.00	(Potential ?)
CIL (Community Infrastructure Levy)	£0.00	£0.00	£0.00	(Unlikely in 2021/22)
Other funding (grants)		£0.00	£0.00	
<b>Total income</b>	<b>£35,661.88</b>	<b>£25,453.33</b>	<b>£21,345.00</b>	
<b>PAYMENTS:</b>				
<b>Employment Costs:</b>				
Salary Clerk including HMRC tax	£4,029.98	£3,587.93	£5,260.00	From 1/4/2020 Clerk pay scale point 18: £12.95. Total est. for current yr = £5,067.66 / Budget 21/22 min. chg. likely. £13.21 p/hr. from autumn.
Salary other	£0.00	£0.00	£0.00	
NI	£0.00	£0.00	£0.00	0' as under £166 p/w earnings.
Pension provision	£500.00	£206.13	£160.00	Actual' incl. back-dated from previous yr. / Budget: £13.14 p/m x 12 = £157.68
Training/Seminars/Conferences	£300.00	£753.00	£300.00	Budget for more Cllr. training. (20/21 was higher given CiLCA)
<b>Employment costs total</b>	<b>£4,829.98</b>	<b>£4,547.06</b>	<b>£5,720.00</b>	
<b>Administration Costs:</b>				
Insurance	£600.00	£579.15	£590.00	
Subscriptions (NALC, SLCC, C&C)	£250.00	£100.00	£235.00	NALC - £135 / SLCC - £100. [NALC due in 2020/21.]
Office Equipment/Software	£100.00	£49.00	£100.00	Cost of GoToWebinar or Zoom c. £150 annual sub.
Newsletters/Info (publicity)	£200.00	£0.00	£200.00	Contact Mag. / Newsletters
Website	£100.00	£99.95	£100.00	
Stationery & Postage	£120.00	£63.68	£120.00	
Professional Fees	£100.00	£75.00	£500.00	
Hall Hire	£250.00	£0.00	£250.00	Actual: '0' given Covid/virtual mts.
Travel Expenses	£100.00	£14.94	£50.00	
Miscellaneous Payments	£150.00	£154.12	£150.00	Actual: Defib pads / Council book / Spray Paint / Bugler
Elections (See 'General Reserve Building' - line 71)	£0.00	£0.00	£0.00	See 'General Reserve Building' - Bi-election cost c. £2K. Contested election: SNDC organise & charge.

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(Administration costs – continued)	20-21 Budget	2020-21 Actuals to Nov. 2020	Budget 2021-22	2021/22 Notes
Bank charges	£72.00	£36.00	£72.00	£18.00 per quarter
<b>Admin overheads total</b>	<b>£2,042.00</b>	<b>£1,171.84</b>	<b>£2,367.00</b>	
<b>Community Spend:</b>				
Composting Site	£300.00	£1,000.00	£300.00	£1K donation to playingfield; see line 10. Restricted fund; line 65.
Grants (using S137/GPC))	£500.00	£30.00	£500.00	Including Royal British Legion
Playing Field maintenance, grass cuts, repairs & annual inspection*	£2,200.00	£1,047.00	£2,200.00	* Annual inspection = legal requirement
Playing Field New Equipment	£12,000.00	£11,261.20	£3,000.00	Reserve for path / other? Identify grants / matched funding....
Village Maintenance (incl. notice boards & war memorial)	£700.00	£218.80	£2,300.00	<b>Actual:</b> £218 dog bins & to incl. 3 bus shelter panels / <b>Budget:</b> dog bins / widening path to bus stop / village bench / wild-flower seeding / digital village map
Churchyard Maintenance	£500.00	£212.50	£500.00	(2 cuts per annum)
NCC PPS Parish 50% Share	£3,000.00	£0.00	£1,620.00	(SAM2 Total cost: £3239 + VAT. NCC PPS funding likely for 50%)
Misc. Contingency	£500.00	£33.64	£500.00	Actual: Drainage Board (from Charity Marsh restricted funds.)
<b>Totals Community Spend</b>	<b>£19,700.00</b>	<b>£13,803.14</b>	<b>£10,920.00</b>	
<b>Restricted Funds - reserve building</b>				<b>(Restricted = Funds restricted solely to specified item)</b>
Village Sign (Restricted)	£707.00	£0.00	£707.00	
Compost Site (Restricted)	£2,347.63	£0.00	£2,347.63	
Playing Field (Restricted)	£65.05	£0.00	£65.05	
Charity Marsh (Restricted)			£2,207.97	Previous years TBC
<b>Total Restricted Funds</b>	<b>£3,119.68</b>	<b>£0.00</b>	<b>£5,327.65</b>	
<b>General Reserve Building</b>				Should aim to = 3/12 of Precept
Election	£500.00	£0.00	£500.00	
<b>Total General Reserves</b>	<b>£500.00</b>	<b>£0.00</b>	<b>£500.00</b>	
<b>Total Expenditure</b>	<b>£30,191.66</b>	<b>£22,974.84</b>	<b>£19,507.00</b>	
Budget surplus/shortfall	£5,470.22	<b>£2,478.49</b>	<b>£1,838.00</b>	
Estimate of payments due in Q4:		£2,977.00		
Estimate of receipts due in Q4:		£215.00		(Charity Marsh rent)