

Hales & Heckingham Parish Council

MINUTES OF THE VIRTUAL ANNUAL MEETING

OF HALES & HECKINGHAM PARISH COUNCIL (HHPC)

Held on 5th May 2021

'Present' via webcam:

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

Clerk: Eleanor Bannister (EB)

The meeting was opened at 6.00pm.

2021/001 Election of Chairman - Cllr. Sheila Beckett was duly re-elected as Chairman.

2021/002 Appointment of Vice-Chairman – Cllr. Andy Woodman was duly re-elected as Vice-Chairman

2021/003 Co-option of Councillor/s – Akhil Pramanik was unanimously co-opted as a Member of the Council / Councillor. **Action:** Clerk to meet with 'Manik' with the required paperwork for signing and to provide a 'new member pack' with background information.

2021/004 Agreement on Council Working Groups and collation of required documentation

All agreed the following working groups: Composting: Cllrs. AW & PG. Environment & Amenities: All Cllrs. Hales Green: Cllrs. SB, LF, GB, PG, and Shane Waterhouse. Old Village Hall: Cllrs. SB, AW & GB. Planning: All Cllrs. Police & Safety: Cllr. AW as liaison point. Traffic & Transport: Cllrs. GB & SB. (All working groups supported by the Clerk.) **Action:** Clerk to circulate required documentation including declaration of acceptance of office forms for signature.

2021/005 Apologies & Approval of Absences – All Councillors were present.

2021/006 Declarations of Interest for items on the agenda – None were received.

2021/007 Ratification of the Minutes of the Meeting held on 24th March – The minutes were ratified.

2021/008 Action Log from Meeting on 24th March – Please see Action Log on page 4 & 5, and three more detailed updates below.

08.1 Old Village Hall – Cllrs. SB & AW reported that a meeting with the sole trustee of Hales & Heckingham Village Hall Charity Management Committee (J. Sturman) had taken

Hales & Heckingham Parish Council

place on 14/4. At the meeting all had agreed that the assets needed to be safeguarded for the future of the residents of Hales & Heckingham in accordance with the Charity's governing document. To support this it was agreed to increase the number of trustees and Cllr. SB was nominated and approved. Mrs T. Blake had since also kindly agreed to become a trustee, and Chet Valley Churches were supportive and trying to identify another individual to become a trustee. Once the new trustees were formally confirmed with the Charities Commission, any outstanding paperwork would be brought up to date and an AGM called later in the year.

08.2 Hales Green Common – An inspection of the Common by the Working Group had taken place on 28/4. It was agreed that the first priority should be the areas that had been burned and where dense thickets in the middle of the Common had been completely removed. The burning and removal seriously impacted on the wildlife and animals using the ponds which now no longer had protection around them. **Action:** Cllr. SB to request response to their original email to South Norfolk Council (SNC) about the burning and pond areas. It was agreed that SNC should also be alerted to the barbed wire in disrepair by the pond near Green Farm as it posed a hazard to cattle and dogs.

08.3 Restricted Funds: Cllr. SB noted that the internal auditor was of the view that the Composting scheme funds, set-up under the auspices of HHPC, were better termed 'designated funds' rather than 'restricted funds'. It was noted that income from the recycling credits was used to maintain the project and also to support other community initiatives. It was agreed to discuss the terminology of the funds with Alan Mason, as custodian of the composting scheme, and the auditor in more detail. **Action:** Cllr. AW & Clerk to arrange.

21/009 Finance & Admin

09.1 Year End Review – Please see Appendix 1.

09.2 Internal Audit & AGAR documentation – The previously circulated AGAR Part 3 form, including Section 1 - Annual Governance Statement, and Section 2 - Accounting Statements were approved by the Council. **Action:** Clerk to submit completed forms to the external auditor and to post the unaudited AGAR Part 3 form on HHPC's website by mid-June, for 30 days. The Clerk noted that the external auditor (PKF Littlejohn) had confirmed that the Council had not been selected for a random test so they would conduct a 'basic' level review by September after which a 'Notice of Conclusion' could be posted on the website.

09.3 Annual Insurance 2021/2022 – The Clerk confirmed there was a 3-year agreement to 10th June 2022 but they were still pending confirmation of the exact sum due for the final year. **Action:** Clerk to pursue and all to discuss and approve at next meeting. (The insurance company had confirmed payment could be made once approved on 30/6.)

09.4 South Norfolk Council 'Community Infrastructure Levy' (CIL) – All agreed to discuss at the next meeting given CIL payment of £1,611.87 had only just been confirmed.

Hales & Heckingham Parish Council

21/010 Accounts for Authorisation and Payment: All below were approved.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
Waveney, Lower Yare & Lothingland IDB	£34.80	£34.80	£0.00	Waveney, Lower Yare & Lothingland Internal Drainage Board – Annual charge for 01/04/2021 to 31/03/2022 – For formal approval as paid on 30/4.
BrightPay	£58.80	£49.00	£9.80	Annual subscription for PAYE software (April to March) – For formal approval as paid on 30/4.
E. Bannister	£26.58	£26.58	£0.00	For tools required to produce Playing Field sign on School Lane; black & white acrylic spray paints and letters for sign
Total	£120.18	£110.38	£9.80	

21/011 Items for consideration of inclusion on next agenda

- 11.1 Local Footpaths – Discussion regarding maintenance requirements
- 11.2 HHPC Communications Policy & Code of Conduct – For review and approval
- 11.3 New Member Pack – For consideration
- 11.4 Heckingham Charity Marsh – For review to ensure it met the terms of the Charity*
- 11.5 Parish Map - Review of final options

The meeting was closed at 6.55pm

**Date of next meeting: 7.30pm on Wednesday 30th June 2021
at Hales Assembly Hall, Briar Lane, Hales**

* Given the status of Heckingham Charity Marsh needed to be confirmed and HHPC's role as sole trustee, it was likely that this agenda item would need to be discussed at a separate meeting.

For further information, please contact the Clerk, Eleanor Bannister:
E: clerk@halesandheckingham-pc.gov.uk / M: 07703 124 544

Hales & Heckingham Parish Council

Updated ACTION LOG

Items 'closed' or 'completed' at HHPC Meeting on 24th March have not been included.

ID	ACTION	OWNER	STATUS
21/179	Hales Footpath 7 - 05/05: Clerk has requested yellow cross hatching in middle section where bin lorries turn, to stop cars blocking footpath. Clerk to follow-up. [Cllr. PG had mentioned Footpath 7 to Cllr. K. Billig.]	Clerk	On-going
21/173.1	Verges close to Roundabout & A146 tree planting - 05/5: Clerk to continue to chase Highways re: trees.	Clerk	On-going
21/170.3	Parish Map – 05/05: Clerk progressing with external assistance. [The playing field had been successfully added to Google maps & Hales Green was pending.]	Clerk	On-going
21/167 21/008.1	Old Village Hall - 05/05: Cllr. SB & Clerk to progress with other trustees.	SB / Clerk	On-going
19/71.2	Community Police Officer – 12/2: Cllr. AW to invite constable to HHPC meeting – Deferred to post Covid-19.	AW	Deferred to post-Covid
19/129	Code of Conduct - Behaviour to Councillors & Parish Council staff: Clerk to run final proof. [Now needs to reflect LGA model.]	Clerk	June
19/90	Parish Council external communications - 24/03: Statements covered in relevant sections of Standing Orders, the Social Media & Electronic Communications Policy and Member induction pack; Clerk to ensure posted.	Clerk	June
21/170.5	Litter Pick – 05/05: Cllr. SB to order four litter-pickers and to post on Facebook. (Cllr. SB was co-ordinating the litter-pick on 15/5 from 10.00am to 11.00am.)	SB	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 could provide guidance.]	All	2021
21/170.2	Wild-flowering verges - 05/05: Clerk to get quote for the 'pardon the weeds we are feeding the bees' sign and if approved, progress.	Clerk	On-going
20/110.4	Lower Speed Limits (On to and off Hales roundabout including around central reservation between bus stops) – Cllr. AW to request records from the Police	AW	On-going
21/173.3	Roundabout - 50 mph sign; Option to heighten – 05/05: Clerk to continue chasing Highways for it to be heightened.	Clerk	On-going
20/113.3	Accessibility of Key Parish Council Documents – Cllr. PG to adapt website so key documents were easily accessible.	PG	On-going
21/170.4	Signposting of Playing Field – 05/05: Clerk confirmed that D. Foreman was finalising sign which would be in place in May.	Clerk	On-going
20/133.3	Heckingham Charity Marsh – For further discussion. A. Mason to be invited to participate.	All	June
21/171 21/008.2	Hales Green Common – Fires, Thickets & Voluntary Steward Scheme – 05/05: Cllr. SB to follow-up on earlier letter to SNC requesting support for voluntary steward scheme, regular inspections, and no further fires, emphasising key concern was related to burning and thickets. Also referencing the barbed wire that posed a hazard to cattle and dogs.	SB	On-going
21/176	Neighbourhood Plan - facilitating consultation via 'drop-in' sessions 05/05: Cllr PG to post on Facebook (incl. Hales & Heckingham Things): 5.30pm to 7.00pm, on Thursday 20 th May. Clerk / SB to draft check list.	Clerk / GB / PG / SB	On-going
21/177.1	Restricted Funds – Cllr. SB & Clerk to amend budget format.	Clerk / SB	Completed
21/155.4	Financial Regulations – Cllr. PG to re-format website to include tab titled 'Council Docs' with 4 sections 'Procedural docs', 'Registers', 'Data Protection' and 'Financial Docs'. Revised Financial Regulations to be added to Procedural.	PG/	On-going
21/171	Hales Green – Regular Inspections of the Common – Cllr. LF to discuss concept with residents. [First inspection took place on 28/4.]	LF	Completed
21/169	Composting Scheme – Clerk to ask A. Mason to progress sale of trailer. This has been completed but trailer had not yet been sold on 5/5.	Clerk	Completed

Hales & Heckingham Parish Council

21/175	Annual Parish Meeting – Cllr. SB to invite Vic Roberts to make a 5-minute video / presentation. Clerk to draft agenda and circulate.	SB / Clerk	Completed
21/175	Councillor Vacancies - All to actively highlight the vacancies to other residents.	All	June
21/177.3	Asset & Risk Register – Cllr. AW to deliver projector to Clerk; completed. Cllr. GB to check grit bins each October and the defibrillator quarterly. Clerk to check with Highways when grit bins were re-filled and re: degradation of rock salt with water. Cllr. PG to post link to website with defibrillator training on website/facebook. All completed or on-going.	AW / GB / PG / Clerk	Completed & on-going
21/003 & 21/004	Declarations of Acceptance of Office & other forms: Clerk to ensure required documentation was signed by Chairman and new Councillor, and a new member pack was given to the latter.	Clerk	New
21/008.3	Composting Restricted Funds – Cllr. AW & Clerk to discuss with A. Mason.	AW / Clerk	New
21/009.2	AGAR – Clerk to submit completed forms to external auditor in May and post on HHPC website by mid-June.	Clerk	New
21/009.3	Annual Insurance Renewal – Once received, Clerk to confirm renewal fee, for approval at June meeting.	Clerk	New

Re-occurring Items:

	Contact Magazine – Content for July issue due by noon on 8 th June. Cllr. SB to circulate draft by 4/6.	SB	Monthly
	Accounts for authorisation – Second authorisation for outstanding payments. Cllr. GB to authorise by 28/5.	GB	Post Meeting

APPENDIX 1.

Year End Review - 2020/21

The RFO reported that the Council's finances remained in good shape though reserves that were carried over from the previous year were diminishing. Highlights and key variances during 2020/21 included:

- **The Composting Scheme** kindly gave a donation to the playing field of £1,000.
- **New 5-Aside goal posts** replaced the old ones. This came in under budget at £9,555.
- **Bus Shelter Panels:** There was an unanticipated cost for the replacement of 3 panels on the Beccles-bound bus shelter. Vandalism was a possibility so they have been replaced with strengthened polycarbonate panels at a cost of £784 excl. VAT.
- **Staff & Training Costs:** Cost were higher than budgeted for as they included back-dated pay due from 2019/20 and back-dated pension provision. Training costs were higher given CiLCA training which the Clerk was undertaking in their own time. Training was an aspect the Council was keen to encourage and new councillors would be offered training via the NALC of which HHPC was a member.
- **Professional fees:** These were also higher given the need to seek professional advice from a Community Halls Advisor. However, this was a one-off and becoming a member of CAN would help address any future needs cost efficiently.
- **Playing field maintenance, inspections, repair costs:** These were higher than budgeted (£3,072 vs. budget of £2,200) as the rope bridge netting urgently needed replacing to ensure safety and other items including the seesaw needed more minor repairs.

Hales & Heckingham Parish Council

The Year-End Bank reconciliation was:

HALES & HECKINGHAM Parish Council Bank Reconciliation (all accounts) Financial year: 2020/21

Opening bank balances as 1 April 2020

Current account T1	£6,417.86	Unity
Instant Access/Savings	£14,174.34	
Heckingham Charity Marsh/Savings	£0.00	Unity
Barclays (charity marsh)		
Barclays (charity marsh)		

£20,592.20

Cheques raised yr-end 2019 presented yr-end 2020	£0.00
Outstanding receipt	£24.95

Totals £20,617.15

Receipts to date £13,517.77

Payments to date £25,775.66

Ledger Balance to date £8,359.26

Below updated on: 31/3/2021

Current account T1	£1,170.78
Instant Access/Savings	£7,188.48
Heckingham Charity Marsh/Savings	
Barclays	£0.00

Bank balance £ 8,359.26
Difference £0.00

Notes

Primary working account	
Reserves account	
Restricted funds	
closing bank sums:	£1,830.74
closing bank sums:	£377.23

£18,409.18 £20,617.15

Restricted fund £2,057.97
Closed July 2020