

Hales & Heckingham Parish Council

Councillors: You are duly summoned to a meeting of

Hales & Heckingham Parish Council (HHPC)

at 8.00pm on Tuesday 17th May 2022

**The meeting will be held at Hales Assembly Hall,
Briar Lane, Hales**

Please note, the meeting will take place following Covid safety guidelines. We hope to make the meeting accessible via Zoom as well. **If you would like to join the meeting via Zoom, please contact the Clerk by 12.00 noon on 17th May** at the latest. The Clerk's contact details are on page 3.

Signed by Eleanor Bannister, Clerk to HHPC



Date: 12th May 2022

Members of the Public are very welcome to attend. There will be an opportunity for public participation under 'Public Forum' when the Parish Council welcomes your views and questions on the issues on the agenda or issues for consideration of inclusion at future meetings. The meeting may be filmed, recorded or photographed by the public. Anyone who wishes to do so is asked to inform the Chairman at the start of the meeting and to ensure it is done in a non-disruptive manner.

AGENDA

- 1. Welcome by the Chairman (AW)**
- 2. Apologies & Approval of Absences** from Council members
- 3. Declarations of Interest** for items on the agenda
- 4. Ratification of the Minutes of the Meeting held on 22nd March**
- 5. Action Log from Meeting on 22nd March** – Update and discussion. (See pages 3 & 4.)
- 6. County & District Councillor Updates**
- 7. Adjourn the Meeting for the Public Forum**
- 8. Reconvene the Meeting**

WORKING GROUP Updates

[There are no updates from the Old Village Hall, Police & Safety, and Environment & Amenities working groups.]

- 9. Planning Working Group**

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1. **Planning Application 2022/0749** – Applicant Mr J Easter. Location: Peckover, Church Lane, NR14 6QL. Proposal: Replacement dog kennels (Resubmission of 2022/0005). Council to consider and confirm comments by 5.00pm on 18/5.
2. **To consider feedback on any planning applications** received subsequent the publication of this agenda

10. Hales Green Common Working Group (LF) – Updates including in relation to:

1. Cattle Grid
2. Car parking bays
3. Thistle Cutting

11. Traffic & Transport Working Group (GB)

1. Speed watch

12. Queen’s Platinum Jubilee – 3rd June Village Event - Discussion on next steps led by GB

13. Correspondence

1. **South Norfolk Council (SNC) Letter of 16/3 from Natural England concerning** nutrient pollution in the protected habitats of the River Wensum Special Area of Conservation and the Broads Special Area of Conservation and Ramsar site. The letter advised that new development within the catchment of these habitats comprising overnight accommodation has the potential to cause adverse impacts with regard to nutrient pollution. The Conservation of Species and Habitats Regulations 2017 require local planning authorities to ensure that new development does not cause adverse impacts to the integrity of protected habitats such as the River Wensum or the Broads prior to granting planning permission. SNC are seeking mitigation solutions, working with Natural England. Visit the Council’s website for more information: <https://www.southnorfolkandbroadland.gov.uk/planning-applications/apply/2> - Council to note.
2. **South Norfolk Council are seeking to re-make the Public Space Protection Order in relation to dog fouling and the restriction of dogs within children's play areas** that are enclosed but open to the air. [Formal consultation letter, a draft copy of the proposed PSPO and area it will cover will be circulated prior to the meeting or contact the Clerk for details.] – Council to note.
3. **South Norfolk Council Rough Sleeper Initiative - bi-monthly count:** Next estimate-based survey is on the night of 30th May into the morning of 31st May 2022. Please provide any information by 7th June to Damien Millman, Senior Homeless & Rough Sleeper Coordinator, T: 01508 533817 / damien.millman@southnorfolkandbroadland.gov.uk – Council to note.

14. Finance & Admin

1. **Finance Update (Q4 2021-2022 Budget Reconciliation)**
2. **Internal Audit & AGAR documentation** – For consideration if ready
3. **Annual Insurance 2022/2023** – For initial discussion
4. **Playground Maintenance Contract Renewal** - Discussion
5. **Accounts for Authorisation and Payment or Ratification - and to consider any invoices**

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received subsequent to the publication of this agenda:

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
Waveney, Lower Yare & Lothingland IDB	£37.12	£37.12	£0.00	Waveney, Lower Yare & Lothingland Internal Drainage Board – Annual charge for 01/04/2022 to 31/03/2023. [Paid on 29/4/22]
P. Grimes	£119.94	£119.94	£0.00	Tsohost – Domain Renewal from 24/5/22 to 23/05/2024. [Paid on 29/04/22.]
E. Bannister	£13.75	£13.75	£0.00	For recycled beakers, glasses and napkins for Annual Parish Meeting on 10/5/22 - bought from Makro.
E. Bannister	£1.05	£1.05	£0.00	For 2 nd class postage for VAT claim to HMRC.
Total	£171.86	£171.86	£0.00	

15. Items for Consideration of Inclusion on Next Agenda

1. Feedback from Annual Meeting of the Parish Council

16. To Receive Updates from Individual Councillors

17. Close of Meeting

Date of next meeting: 7.30pm on Tuesday 28th June 2022

For further information, please contact the Clerk:

Eleanor Bannister, Clerk to HNPC

E: clerk@halesandheckingham-pc.gov.uk / M: 07703 124 544

Updated ACTION LOG

Items 'closed' or 'completed' at HNPC Meeting on 22nd March have not been included.

ID	ACTION	OWNER	STATUS
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	On-going
22/012.2 22/012.4	Reduction of Speed Limit on School Lane – 22/3: Cllr. GB to research signage, organise speed watch, and request an additional post for SAM2 sign. (Evidence then to be presented to Highways.)	GB	On-going
21/085 22/011	Hales Green Common – Voluntary Steward Scheme – Working Group to define requirements. 22/3: Cllr. J. Hale (Loddon PC) joined working group.	LF	On-going
22/010.1 22/027.1	Wildflowering – 22/3: Cllr. LF preparing plants. (For planting in autumn with assistance.)	LF	Autumn

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21/026.3	Renewable Energy – Community Benefit Fund – Potential to access funding for charging point. Action: Clerk, Cllrs. SB & AP to discuss and consider costs and funding options. 24/11: It was agreed further research was needed.	Clerk / SB / AP	On-going
21/040	Old Village Hall – Cllr. SB to contact J. Sturman re: Charities Commission and confirming new trustees. [CAN for advice.]	SB	On-going
22/011.1	Hales Green Letter to Residents – 22/3: Drafted letter, once approved or not by SNC, to be sent to residents, grazier, adjacent landowner.	Clerk	On-hold
21/102.1 22/012.5	NCC Parish Partnership Scheme funding – 8/2: Council to use Annual Parish Meeting to request suggestions from residents prior to 2022 application.	Clerk / ALL	May 2022
21/059	Neighbourhood Plan – For further discussion and idea generation at Annual Parish Meeting.	ALL	May 2022
21/050.4	Being a Good Councillor Training as mandatory - Clerk to ensure reflected in key policies/documents.	Clerk	On-going
21/067.2	Footpath from Hales to Loddon – Photos sent to NCC Highways. [Clerk chasing.]	Clerk	Pending response
21/089.4	Project Management Tool – Cllr. PG initiated trial on website; all to trial.	PG / All	On-going
21/100.2	Grit Bins – Cllr. GB / Clerk to continue to chase Highways for response.	Clerk / GB	On-going
21/101.1	Dog/Waste Bins – Cllr GB to discuss with resident & request recommendations. 8/2: It was noted that black bins could be used for dog waste, and this might be more practical/cost efficient. For consideration at May meeting.	GB	May 2022
22/012.3	Bus Shelter Cleaning – 22/3: Cllr GB confirmed they would be actioning this shortly.	GB / AP / SB	On-going
22/013 22/031	Platinum Jubilee – 22/3: All to meet on 12/4 at 6,00pm for informal discussion. Venue: Masala Garden. Clerk to confirm title of presentation by guest speaker.	ALL / Clerk	Agenda Item 12.
22/014.2	Allotments – All to note when Council considering new developments.	Council	May 2022
22/015.2	Charity March & the Pit Licenses – 22/3: Clerk to manage renewal (Pit license already confirmed.)	Clerk	Completed
22/015.4	HR Committee – 22/3: To meet and report back at meeting on 17/5.	SB / GB	May
22/023	Footpath to Hales Church from Yarmouth Rd – Cllr. GB to check accessibility.	GB	New
22/023	Residents & ChetChat – Resident / Cllr. GB, once approved by residents, to confirm names to ChetChat.	GB	New
22/026.1	Planning App. 2022/0287 – Cllr. SB to complete & circulate draft. Clerk to send.	SB/EB	Completed
22/028.1	Parking Bays on Hales Common Cllr. LF & Clerk to progress with SNC	LF / Clerk	Agenda Item 10.2
22/033.2	The Pit Title Deeds – Clerk/Council to discuss with title deeds holder.	Clerk	New
22/033.3	Charity Marsh – Cllr. SB/Clerk to ensure registered with the Land Registry.	SB/Clerk	New
22/033.4	Annual Parish Meeting – See points under 22/033.4.	ALL / AP Clerk	Completed
22/036	HR Committee – To send revised employment contract to the Clerk and following accountant's confirmation, confirm back-dated pay and pension due.	SB / GB	New

Re-occurring Items:

	Chet Contact Magazine - Content for July issue (a double issue including August) due noon Wed. 8th June.	SB / Clerk	Monthly
	Accounts for authorisation – Clerk to email all Councillors confirming payments required for end May. Assuming approved, Cllr. X to authorise payments.	Clerk / SB, GB or AW	Monthly
	Chairmanship – Confirm the chairman for the next two meetings.	ALL	Per Meeting