

Hales & Heckingham Parish Council

MINUTES

of meeting held on 8th February 2022 in Hales Assembly Hall

Present:

HHPC Councillors: Sheila Beckett (SB)
Georgina Buckle (GB)
Akhil Pramanik (AP)
Andy Woodman (AW)
Luisa Ferrari (LF) – Participated via Zoom (without voting)

Clerk: Eleanor Bannister (EB)

Other attendees: One resident

The meeting was opened at 7.35pm.

22/001 Welcome – The Chairman welcomed everyone.

22/002 Apologies & Approval of Absences - Apologies were received and approved from Cllr. Phil Grimes. County Cllr. B. Stone sent his apologies.

22/003 Declarations of Interest for items on the agenda – None were received.

22/004 Ratification of the Minutes of the meeting held on 14th December – The Minutes were ratified.

22/005 Action Log from Meeting on 14th December – These were discussed. See Action Log on pages 5 and 6.

22/006 County & District Councillor updates – Cllr. AW reported that updates from Cllr. Kay Billig were available via social media e.g: [Councillor Kay Mason Billig | Facebook](#) . Cllr. Jeremy Rowe sent a brief update attached as Appendix 1.

22/007 The meeting was adjourned for the Public Forum – The resident highlighted their strong support and that of their neighbours for a 20mph speed limit on School Lane, a single-track lane with several blind corners. PC James King had suggested additional signage, and Cllr. SB suggested signage such as ‘Blind bend’, ‘slow down’ and ‘20mph recommended’. Cllr. SB also suggested ‘slow down’ signage for Norton Road, given it is part of the Wherryman’s Way. Cllr GB confirmed they had received permission from Speedwatch management to conduct speed-watch sessions at a site on School Lane, and that Westcotec had come out and offered some suitable sites for putting the SAMS2 sign.

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ACTION: Cllr. GB to 1. Research signage 2. Organise a speedwatch session on School Lane and 3. Speak to Highways to get permission for a new post for SAM sign. Once completed, evidence to be communicated to Highways in another appeal for a 20mph speed limit on School Lane.

The meeting was reconvened

22/008 Update from Working Groups - There were no updates from the following working groups: Old Village Hall and Police & Safety.

22/009 Planning Working Group

09.1 Planning Application 2022/0005 – Applicant: J. Easter. Location: Peckover, Church Lane, Hales NR14 6QL. Proposal: Replacement dog kennels. Application Type: Full Planning Permission. It was agreed the Council had no objection to the application. **ACTION:** Clerk to confirm no objection.

09.2 To consider feedback on planning applications received subsequent to the publication of the agenda: **Application 2021/2680** – Barn conversion on Green Lane. It was agreed the Council had no objection to the amendments to the application that was previously discussed on 14/12/2021. **ACTION:** Clerk to confirm no objection.

22/010 Environment & Amenities Working Group

10.1 Wildflowering – Planting shrubs and plug plants around the village sign that would offer year-round food for bees was discussed. Given some plants were being donated by Cllrs. LF and SB but their root size was not yet sufficient to survive irregular watering, it was agreed to plant late autumn, but that the earth should be prepared and tidied in the meantime. Cllr. AW proposed and all agreed to allocate an initial £200 towards the costs of buying bark and membrane - to be managed by a Wildflowering working party. Cllr. GB offered free manure to add to the soil. It was agreed the working party would meet on Saturday 19/3 at 10.0am.

ACTION: Cllr. SB to re-confirm meeting on 19/3 to all councillors. Cllr. PG to communicate this via facebook to residents inviting them to help.

22/011 Hales Green Common Working Group

11.1 Draft Letter to Residents - All approved the draft letter to the residents, adjacent landowners and grazier of Hales Green Common to follow the byelaws. **ACTION:** Clerk to send letter to the Community Assets Manager, South Norfolk Council for their feedback and potential signature.

11.2 Working Group members – Cllr. LF confirmed that Cllr. Jane Hale from Loddon Parish Council had agreed to join the working group as Loddon Parish Council representative.

22/012 Traffic & Transport Working Group

12.1 Trees near Hales Roundabout / A146 – Cllr. GB reported that new trees were being planted and Highways had confirmed a maintenance and watering plan for them.

12.2 Speed-watch – Cllr. GB confirmed this would restart shortly. [See also 22/007.] Cllr. GB also noted they would ask Highways to authorise new post and contact Westcotec to order. (Exact steps TBC.) Cost of SAM2 post, assuming not covered by Westcotec, circa £100. All approved the cost on this basis; from 'Village Maintenance' budget. **ACTION:** Cllr. GB to get formal quote for the new post. (Cost since confirmed as: £139 + VAT for post, bracket and installation.)

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- 12.3 Bus Shelter Cleaning on A146** – This was discussed and Cllr. GB proposed that the cleaning was managed by the Council and volunteers, twice a year. Cllr GB with the support of Cllr. AP, offered to organise this. Cllr. SB suggested organising quarterly Hales & Heckingham volunteering sessions that included litter-picking and bus shelter cleaning. **ACTION:** Cllr. GB with support from Cllr. AP to arrange first bus shelter clean in March/April. Cllr. SB to see if this could tie-in with a litter-picking session [Noted after meeting: This could tie-in with the Great British Spring Clean 2022 from 25/3 to 10/4.]
- 12.4 20mph Speed Limit on School Lane** – This was covered under public forum; see 22/007.
- 12.5 NCC Parish Partnership Scheme funding** – It was agreed that the Council should prepare for the 2022 application. Cllr. SB suggested using the Annual Parish Meeting to get feedback from residents; using A1 paper and stickers, inviting people to post their ideas on what would be good for the villages e.g. more bins. **ACTION:** Clerk to note for 10/5.

22/013 The Queen's Platinum Jubilee (2nd - 5th June) – The organisation of a village event was discussed. All agreed that it was worth organising an afternoon village party in the playing field and playground to encourage all residents to come together and celebrate the Queen's Platinum Jubilee. This could be on a similar basis to the last event held in the playground in 2018. **Offers and suggestions:**

- Food - Masala Garden offered support with food (Cllr. AP)
- Date – It was agreed it should not clash with Loddon & Chedgrave celebrations. **ACTION:** Clerk to contact Loddon PC.
- Music – It was agreed to contact Martin Sisley and invite his support. **ACTION:** Cllr. GB to contact.
- Seating – It was suggested that residents to bring own chairs / picnic blankets. Cllr. AP also offered to provide some seating.
- Gazebo – As per 2018, it was suggested seeing if could borrow Loddon PC gazebos. **ACTION:** Clerk to ask Loddon PC.
- Entrance – It was suggested not charging. (No license would be required for music if so.)
- Toilets – As per 2018, it was agreed not to hire a portaloo. If urgent, Masala Garden offered facilities.
- Rubbish – As per 2018, it was agreed to collect rubbish in black bags on a regular basis.
- Communication – In addition to facebook and Chet Contact, Cllr. AW recommended a hand delivered flier to all households communicating the Annual Parish Meeting on 10/5 and the Jubilee Celebrations, potentially on Friday 3/6. **ACTION:** Cllr. SB to circulate previous invitation for ideas. ALL/Clerk to consider flier. Draft flier for consideration and approval at meeting on 22/3, for circulation by 28/4.
- Raffle – As per 2018, it was recommended organising a raffle with funds going to a charity. (E.g. Break, or the NHS as supported by the Queen.) **ACTION:** All to consider.
- Other ideas e.g. Village tug of war, Kixx for tiny tots, a tombola etc. to be considered and explored on 22/3.

22/014 Correspondence Received - previously circulated/referred to but not covered elsewhere:

14.1 Presentation of Memorial Plaque Acknowledging the work of communities in the

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challenging times of the Pandemic. The Council confirmed that it would appreciate Sir Nicholas Bacon presenting the Memorial Plaque at the Annual Parish Meeting on Tuesday 10th May. **ACTION:** Clerk to formally confirm to Sir Nicholas Bacon's PA.

- 14.2 Resident's request for an allotment** (Email of 14/12/2021 to which the Clerk had responded.) It was agreed to consider the request for allotments when responding to planning application for HAL1 and the site behind it and in any neighbourhood plan. **ACTION:** Council to note.
- 14.3 Email from Loddon Town Estate Trust** asking for information on charities/trusts that cover Heckingham, given approach by a resident of Heckingham. (Email of 11/02/2022 – Clerk had responded.) Cllr. SB noted the need to clarify the remit of Charity Marsh. (See 22/015.3)
- 14.4 Norfolk County Council Community & Environmental Services** had advised that two 'deposits' had been entered into the Register of Deposits and Declarations with reference numbers D22 06 and D22 07. These were normally declared every 20 years to confirm established footpath, bridleways and permissive bridleways. The Council considered the deposits and had no issues.
- 14.5 Resident's request for 20mph Speed Limit on School Lane** (Email of 27/01/2022) – A further email was received requesting, at the maximum, a 20mph speed limit.

22/015

Finance & Admin

- 15.1 Budget Reconciliation Q3** – The budget reconciliation was circulated having been checked by the internal auditor. It was formally approved by all and signed by the Chairman. [See Appendix 2.] As background to the reconciliation, the Clerk circulated the Budget Monitor. Cllr AW recommended pre-paying for any consumables in this financial year given surplus, to help with the 2022/23 budget. **ACTION:** Clerk to consider where this might be an option.
- 15.2 Charity Marsh & the Pit Licenses in 2022** – The Clerk confirmed that Mr Scarlett had confirmed he would like to renew the license on the Pit in 2022. The Clerk also understood Mr Cargill was interested in renewing the license on Charity Marsh but needed to confirm this. All agreed the licenses should remain at the same rate as per 2021/22. **ACTION:** Clerk to confirm licenses with both parties. (Licenses due 1st April.)
- 15.3 Charity Marsh Constitution** – Feedback from CAN for consideration. **ACTION:** Clerk to send CAN feedback to the Council.
- 15.4 HR Committee Update** – It was agreed this would be postponed to 22/3 following a meeting of the Committee. **ACTION:** HR Committee to arrange meeting.
- 15.5 Annual Parish Meeting** – Cllr. SB suggested keeping the annual reviews short and making it more interactive by asking for ideas from residents for how to improve the future of the villages. As per 22/014.1, Sir Nicholas Bacon was available to present a plaque, and all agreed Sir Nicholas should be invited to be the 2022 guest speaker. (Potentially outlining Raveningham Estate and how it touched on Hales & Heckingham, the Estates eco-footprint, other sustainability themes or issues important to the Estate and its surrounds.) **ACTION:** Clerk to contact Estate Office and invite.
- 15.5 Accounts for authorisation & payment** – Payment noted below was approved, as was the annual data protection renewal fee of £35.00 to the CIO.

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Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
D. Foreman	£183.60	£183.60	£0.00	Playground Maintenance (Oct. to Dec. 2021)
Total	£183.60	£183.60	£0.00	

22/016 Items for consideration of inclusion on next agenda

- 16.1 How to encourage greater involvement in HHPC & confirmation of next 'Drop-in' Session
- 16.2 Renewable Energy – Community Benefit Fund
- 16.3 HR Committee – Update
- 16.4 Newsletter Flier – Prior to Annual Parish Meeting
- 16.5 Annual Parish Meeting - Agenda
- 16.6 Queen's Platinum Jubilee event

22/017 To receive updates from individual council members – for information only

Cllr. SB noted how well the hedges had been cut on Norton Road. It was suggested the Council write to thank the farmer who had cut them, and all agreed this was a good idea. Cllr. GB said they would confirm the name to Clerk, so a letter could be sent on their behalf.

The meeting was closed at 9.15pm

Date of next meeting: 7.30pm on Tuesday 22nd March 2022

For further information, please contact the Clerk:

Eleanor Bannister, Clerk. E: clerk@halesandheckingham-pc.gov.uk / M: 07703 124 544

Updated ACTION LOG

Items 'closed' or 'completed' at HHPC Meeting on 8th February have not been included.

ID	ACTION	OWNER	STATUS
21/100.1 22/012.1	Verges close to Roundabout & A146 tree planting – 8/2: Highways appointed contractor has started work and there is a maintenance plan.	Clerk	Closed
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
21/101.2 22/012.2 22/012.4	Reduction of Speed Limit on School Lane – 8/2: Cllr. GB to research signage, organise speed watch, and request an additional post for SAM2 sign. (Evidence then to be presented evidence to Highways.)	GB	On-going
20/110.4	Lower Speed Limits (On to and off Hales roundabout including around central reservation between bus stops) – 8/2: Not PC James Kings remit.	Cllrs.	2022
21/030.1 22/015.3	Heckingham Charity Marsh – A. Mason to be consulted and Cllr. SB to email dates for trustees meeting. 8/2: Clerk to circulate guidance from CAN.	SB / Clerk	Completed
21/085 22/011	Hales Green Common – Voluntary Steward Scheme – Hales Green Working Group to define what is required. 8/2: Cllr. J. Hale (Loddon PC) has joined working group.	LF	On-going

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21/084.2 22/010.1	Wildflowering – 8/2: Cllr. SB to confirm meeting on 19/3 to all. Cllr. PG to communicate this via facebook, inviting residents to get involved.	SB / PG	On-going
21/026.3	Renewable Energy – Community Benefit Fund – Potential to access funding for charging point. Action: Clerk, Cllrs. SB & AP to discuss and consider electricity costs and funding options. 24/11: It was agreed further research was needed.	Clerk / SB / AP	March
21/040	Old Village Hall – Cllr. SB to contact J. Sturman re: Charities Commission and confirming new trustees. CAN to then be contacted for advice.	SB	On-going
21/064 22/011.1	Hales Green Letter to Residents – 8/2: Clerk to send draft letter to SNC for approval. (Completed) Once approved or amended, to send to residents, grazier, adjacent landowner.	Clerk	On-going
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	On-going
21/059	Neighbourhood Plan – For further discussion and idea generation at Annual Parish Meeting.	ALL	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 will chase.]	GB / Clerk	Pending response
21/089.2 22/015.2	Charity Marsh – Clerk to send feedback from CAN to Councillors.	SB	On-going
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 in general discussion that black bins could be used for dog waste and this might be more practical/cost efficient. For consideration at May meeting.	GB	May
21/101.3	HAL1 – Clerk to request consideration regarding single storey buildings adjacent to existing bungalows.	Clerk	Completed
22/009	Planning applications – Clerk to confirm ‘no objection’ to 2022/0005 and 2021/2680.	Clerk	New & Completed
22/012.3	Bus Shelter Cleaning – Cllr GB with support from Cllr. AP to arrange first clean in March / April. Cllr. SB to consider tie-in with voluntary village litter-picking.	GB / AP / SB	New
22/013	Platinum Jubilee – Clerk to contact Loddon PC re: dates & Cllr. GB to contact Martin Sisley re: music (completed). Cllr. SB to circulate 2018 invite (completed). ALL to consider other ideas and draft invite – in prep. For 22/3.	Clerk / GB / SB ALL	New
22/014.1	Presentation of Memorial Plaque – Clerk to formally confirm to Sir. Nicholas Bacon’s office.	Clerk	New / Completed
22/014.2	Allotments – All to note when Council considering new developments.	Council	New
22/015.1	Budget Reconciliation - Clerk to consider consumables that could be pre-paid.	Clerk	New
22/015.2	Charity March & the Pit Licenses – Clerk to manage renewal.	Clerk	New
22/015.4	HR Committee – To meet and report back at next meeting on 22/3.	SB / GB	New
22/015.5 & 22/012.5	Annual Parish Meeting – Clerk to contact Raveningham Estate Office to invite Sir. Nicholas Bacon to be guest speaker. Clerk to note idea to use boards/stickers for residents comments	Clerk	New

Re-occurring Items:

	Chet Contact Magazine - Content for April issue, due noon on Tues. 8th March.	SB / Clerk	Monthly
	Accounts for authorisation – Clerk to email all Councillors confirming payments required for end February. Assuming approved, Cllr. X to authorise payments.	Clerk / SB, GB or AW	Monthly

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APPENDIX 1 – Cllr. Jeremy Rowe – January Update

Hi everyone.

The thanks keep coming in for the Christmas hampers – many thanks to the team who made this possible.

Over Easter we'll do something similar, like last year. Details to follow, in this column and on Facebook.

Please get in touch if our ChetChat group can help you if you are aged over-60; times are tough out there, and I fear they will become more difficult for too many people.

It's never been more important for us to look out for each other, as well as restoring some much-needed faith in the good that politics and politicians can do.

If you, or someone over-60 that you know, would like some help and maybe just some friendship, please phone ChetChat on **07876 050 110**.

My regular surgeries will start up again next year, when it will be safe to hold them again. In the meantime, please ring me anytime on **07733 323 581** if I can help you, as many people do.

Thank you, Councillor Jeremy Rowe

APPENDIX 2 – Budget Reconciliation Q3

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Bank Reconciliation (all accounts)

Financial year: 2021/22

Print a copy of this each time you reconcile as it will alter as you work.
This is an in-house bank rec working document, rather than the official style required

Opening bank balances as 1 April 2021

	£		Notes
Current account T1	1,170.78	Unity	Primary working account
Instant Access/Savings	7,188.48		Reserves account
Heckingham Charity Marsh/Savings	-	Unity	Restricted funds
			2057.97
	8,359.26		

Outstanding cheques	£	-	(cheques raised in last year end, but not cleared bank by start of current year)
Outstanding receipts	£	-	
Totals		£8,359.26	

Receipts to date £16,312.68 **Picks up from 'Total' on Receipts tab**

Payments to date £10,555.28 **Picks up from 'Total' on Payments tab**

Ledger Balance to date £14,116.66 **C17+C20 - C23**

Below updated to 31 December 2021

Current account T1	£6,928.18		Print out to retain this month's bank reconciliation
Instant Access/Savings	£7,188.48		Primary working account
Heckingham Charity Marsh/Savings			Reserves account
Barclays	£0.00		Restricted fund
			2213.17
			Closed July 2020

Bank balance £ 14,116.66
Difference £0.00

Difference made up of - old notes below...

Unexplained difference 0.00
None