

Hales & Heckingham Parish Council

MINUTES

Of meeting held on 22nd March 2022 in Hales Assembly Hall

Present:

HHPC Councillors: Sheila Beckett (SB)
Georgina Buckle (GB)
Akhil Pramanik (AP)
Andy Woodman (AW)

Clerk: Eleanor Bannister (EB)

Other attendees: District Cllrs. Jeremy Rowe (to 7.50pm) and Cllr. Kay Billig (to 8.20pm), and one resident.

The meeting was opened at 7.30pm.

22/018 Welcome – The Chairman welcomed everyone.

22/019 Apologies & Approval of Absences - Apologies were received and approved from Cllrs. Phil Grimes and Luisa Ferrari. County Cllr. B. Stone sent his apologies.

22/020 Declarations of Interest for items on the agenda – None were received.

22/021 Ratification of the Minutes of the meeting held on 8th February – The Minutes were ratified.

22/022 Action Log from Meeting on 8th February – These were noted. See Action Log on pages 6 & 7.

22/023 County & District Councillor updates

Cllr. Jeremy Rowe gave an update and noted the work of ChetChat in the lead-up to Easter. (See Appendix 1 for report.)

Cllr. Kay Mason Billig gave an update and noted the imminent completion of the George Lane roundabout, that consultants were looking at how to improve car parking in the center of Loddon, and that Jubilee (footpath) trails in the area (including Hales) were being looked at to mark the Platinum Jubilee. The District and County council were also looking at how to support Ukrainian evacuees and the County Council was providing funding to help the Norfolk Asso. of Local Councils (NALC) improve links with and support to parish councils, including help with funding bids. They advised residents to check the County Council website for available grants/funds. (It was noted that district & county councillor 'member grants' could not be applied for in relation to the Jubilee celebrations, but NCC was offering grants of £200 for this.)

22/024 The Meeting was Adjourned for the Public Forum – The resident highlighted the out-of-date and also damaged bus timetables at the bus shelters on the A146. It was noted that it was

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likely these would be replaced in April for the summertime schedule. They also noted the footpath to Hales Church from Yarmouth Road (a path straight across the field) was not accessible. All agreed it should be accessible/reinstated. **ACTION:** Cllr. GB to walk the path to check it.

Cllr. Jeremy Rowe confirmed that ChetChat supported residents in Hales and Heckingham. It was agreed the resident would request the permission of various residents who might benefit from the support of ChetChat, and with their permission, pass the information to Cllr. GB for confirmation to ChetChat. Cllr. SB asked if a coffee morning would help, and it was agreed this could be considered. **ACTION:** Resident / Cllr. GB to confirm names for ChetChat support.

22/025 The Meeting was Reconvened

22/026 Working Group Updates - There were no updates from the Old Village Hall and the Police & Safety working groups.

22/027 Planning Working Group

27.1 Planning Application 2022/0287 – Applicant: Mr Julian Wells. Location: Land North Of Yarmouth Road Heckingham Norfolk. Proposal: Residential development consisting of 23 dwellings with associated access, parking and open space. Application: Full Planning Permission. (HAL1 – See Minutes of 24th Nov. 2021 for presentation by J. Wells.) – The Council considered the application. and it was agreed the Chairman would draft the response cross-checking the application, for the Clerk to submit by 25/3.

Considerations/concerns included:

- The ecology which should form part of the planning conditions (e.g. in relation to mowing and hedgehog holes).
- Increasing the use of solar panels including on the affordable houses.
- Improvements to the entrance/exit to the estate to force drivers to slow down. (Cllr. GB noted NCC Highways were aware of the issue and would see it first-hand at the next speedwatch session.)

ACTION: Cllr. SB to draft response, circulate and on approval, Clerk to send. [Completed.]

27.2 Application 2022/0005 – For replacement dog kennels. Location: Peckover, Church Lane Hales. Decision: Approval with Conditions. Decision date: 4th March 2022. Council noted.

27.3 To consider feedback on any planning applications received subsequent to the publication of this agenda. There were none.

22/028 Environment & Amenities Working Group

28.1 Wildflowering – Cllr. LF had confirmed that they would prepare the plants and would confirm when further assistance was required with planting. (Cllr. SB and the Clerk had helped prepare the ground in March.)

The Councillors noted their thanks to Michael Tove for his kind donation of bulbs and seeds.

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28.2 Great British Spring Clean 2022 from 25/3 to 10/4. Cllr. SB noted there were two residents completing their Duke of Edinburgh awards by regularly litter picking in the village as one of their tasks.

22/029 Hales Green Common Working Group

29.1 Car Parking Bays – Cllr. LF confirmed the new parking bays were being discussed with Jamie Henry from South Norfolk Council as were other outstanding items.

ACTION: Cllr. LF and Clerk to progress.

29.2 Hales Green Letter to Residents – This was on-hold until Jamie Henry had first introduced himself to the grazier and landowners.

29.3 Cattle Grid on Transport Lane – NCC Highways had confirmed this would be replaced by 1st May. [*Since meeting*, Highways have said there may be a delay and they would liaise with the grazier.]

22/030 Traffic & Transport Working Group

30.1 Speed-watch – Cllr. GB confirmed the most recent session on the Yarmouth Road, near the new HAL1 development, had clocked 30 speeders in one hour with a top speed of 49mph. Other sessions would take place including in School Lane. Data from the SAM sign would be analysed and on a positive note, the majority of drivers were keeping to the speed limits.

30.2 20mph Speed Limit on School Lane – Cllr. GB confirmed they were ordering a post for School Lane to be able to position a SAM sign on. It was also noted that the high speeds on Norton Road were a real concern and Langley were having similar issues.

22/031 The Queen's Platinum Jubilee (2nd - 5th June) – All agreed the proposed date and time of **2.00pm to 5.00pm on Friday 3rd June for a Hales & Heckingham Jubilee fete with music.** The Clerk confirmed that they had submitted a grant application to NCC for £200. [*Since meeting:* This has been approved.] **ACTION:** All agreed to meet informally to discuss details. Date: 6.00pm on Tuesday 12th April. Location: Masala Garden.

22/032 Correspondence Received - previously circulated/referred to but not covered elsewhere:

32.1 Government consultation on the Glover Landscapes Review – an opportunity to stop 'off-roading' in National Parks (inc. the Norfolk Broads) - The Green Lanes Environmental Action Movement (GLEAM) is highlighting the problem of recreational motor vehicles (4x4s, quad bikes, motorbikes) driving on green lanes in the National Parks. (Email of 8/2/2022). The Council noted this.

32.2 Highways Act 1980 Section 31 (6) – Five deposits (relating to footpaths & bridleways) had been entered into the Register of Deposits and Declarations under the above legislation; deposits D22 15, D22 16, D22 17, D22 18 & D22 19. (Email of 14/2/22 from NCC Community & Environmental Services team.) The Council noted this.

32.3 Unrecorded Rights of Way – The Government announced that it would scrap the s.56 Countryside and Rights of Way Act 2000 with a 1st Jan. 2026 deadline to formally register on the definitive map unrecorded rights of way over private land created before 1949. For further information see www.bbc.co.uk/news/uk-60418555 - The Council noted this.

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- 32.4 Norfolk Resilience Forum (NRF)** - www.norfolkprepared.gov.uk NRF, a multi-agency group made up of the Emergency Services, Local Authorities and other agencies, is working to ensure a coordinated approach to managing risks and emergencies. (Email of 28/2.) The Council noted this and HHPC will be added to NRF 'cascade alert system'.
- 32.5 Rough Sleeper Survey – South Norfolk Council** estimate-based survey for the night of 30/3 into the morning of 31/3. The Council noted this. Clerk to report if required.
- 32.6 To consider any correspondence received subsequent to the publication of this** There was none.

22/033

Finance & Admin

- 33.1 HHPC Chairmanship 2022/23** – Cllr. SB confirmed they needed to step down as Chairman given other commitments and suggested electing a new Chairman at the Annual Meeting of the Parish Council or rotating the Chairmanship at each meeting so all councillors gained experience and shared the responsibility. All agreed to have a rotating Chairman and that at each meeting the chairman for the following two meetings would be confirmed. All agreed the next two chairmen. **ACTION:** Cllr. AW to chair 17/4 meeting and Cllr. GB to chair 28/6 meeting.
- 33.2 Charity Marsh & the Pit Licenses - 2022-23** – Cllr. SB noted that it appeared that the Pit had been subsumed into the Raveningham Estate title deeds, though the Council has documentation demonstrating that it belonged to the Parish. [Title no. KNK253581.] The Clerk confirmed that the Pit license had been renewed. **ACTION:** Clerk/Council to follow-up on title deed with informal conversation.
- 33.3 Charity Marsh constitution** – Cllr. SB noted that the marsh was not registered with the Land Registry though there was evidence it had been owned/managed by the Council for many years. In relation to the charity (the 'Heckingham Poor Charity'), the Charities Commission had de-registered the charity. Further advice would be needed from CAN. **ACTION:** SB/Clerk to get Charity Marsh registered with the Land Registry.
- 33.4 Annual Parish Meeting on 10/5** – This was discussed. It was agreed to start the meeting at 6.00pm with refreshments, followed at 6.20pm by the Chairman's welcome and the guest speaker's talk. This would be followed by the HHPC 2021/22 review and a village mardle, with further refreshments at the end. **ACTION:** Clerk/Cllr. PG to change outlook calendar and time on website. Clerk to email dates to resident and to coordinate refreshments with Cllr. AP; Cllr. AP to provide a quote and recommendations. [Agreed refreshments: 6 x red and 6 x white (Michael Hubert dry) wine (from Bookers via MG - TBC), beer, diet coke, lemonade, water and paper cups (from Makro - TBC). Some finger food from Masala Garden. [Numbers estimated at max. 50 people.] Subjects to consider during the Mardle – See Appendix 2.
- 33.5 Annual Meeting of the Parish Council** – All agreed the new date on 17th May at 7.30pm.
- 33.6 Receipts (Unanticipated)** - Composting Recycling Receipt for £227.29 was received.
- 33.7 Accounts for authorisation & payment** – All approved the payments below. The Clerk noted they would submit a VAT claim for Oct. to March inclusive of £247.80 unless any further invoices were received in March. **ACTION:** Cllr. SB to authorise the payments.

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Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
Norfolk ALC	£138.31	£138.31	£0.00	Annual Membership – Renewal for 2022/23. [Covers Norfolk ALC & the national association; NALC.]
South Norfolk Council	£265.44	£221.20	£44.24	Dog Bin collection – Annual charge for 2 bins (1/4/21 to 31/3/22)
BrightPay	£70.80	£59.00	£11.80	Annual subscription (April 2022 to March 2023) for Payroll software.
D. Foreman	£132.60	£132.60	£0.00	Playground Maintenance: Jan. to Mar. 13 weeks.
Total	£607.15	£551.11	£56.04	

22/034 Items for Consideration of Inclusion on Next Agenda (Cllr. AW chair)

- 34.1 2021-2022 Q4 Budget Reconciliation and Finance Update including AGAR & CIL
- 34.2 How to encourage greater involvement in HHPC - following Annual Parish Meeting
- 34.3 Renewable Energy – Community Benefit Fund.
- 34.4 HHPC Standing Orders – For formal approval
- 34.5 Co-option of Councillors

22/035 To Receive Updates from Individual Council Members – There were no updates.

22/036 To resolve to pass a formal resolution (under the Public Bodies and Admissions to meetings Act 1960) to exclude the press and the public for the remaining agenda item – This was passed.

22/037 To Receive an Update from the HR Committee – Cllr SB confirmed that the employment contract for the Clerk had been reviewed and updated following good practice. The Clerk was also due a back-dated pay-scale increase and an increase given the recently confirmed union pay award increase of 1.75% back-dated to April 2021. **ACTION:** HR Committee to send revised employment contract to Clerk and following confirmation by Headspace Accountancy, to confirm back-dated pay and pension that was due (under £400).

The Meeting was closed at 9.40pm.

The dates of the next meetings were confirmed:

Annual Parish Meeting – 6.00pm on Tuesday 10th May 2022

Annual Meeting of the Parish Council - 7.30pm on Tuesday 17th May 2022

For further information please contact the Clerk:

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

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Updated ACTION LOG

Items 'closed' or 'completed' at HHPC 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
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	On-going
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	On-going
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	New & Completed
22/028.1	Parking Bays on Hales Common Cllr. LF & Clerk to progress with SNC	LF / Clerk	New
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

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22/033.4	Annual Parish Meeting – See points under 22/033.4.	ALL / AP Clerk	New
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 June issue, due noon Friday 6th May.	SB / Clerk	Monthly
	Accounts for authorisation – Clerk to email all Councillors confirming payments required for end March. 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

APPENDIX 1. – Report from Cllr. Jeremy Rowe

I’m working in conjunction with Loddon and Chedgrave Parish Councils to put together an Emergency Plan for our neighbourhoods, to ensure that help is available to every household in an emergency. The plan is really taking shape now and is being discussed and agreed by both Parish Councils. We’ll let you know more details as they are agreed upon.

Over Easter we’ll again be distributing flowers and Easter eggs to our over-60s friends and neighbours. The bags will include a hand-made card from children from Loddon Primary Foundation, which we’re very grateful for.

Each District councillor has a members’ grant of £1000 for local causes – please let me know if part of this could help your group and, as always, if you, or someone over-60 that you know, would like some help and maybe just some friendship, please phone ChetChat on **07876 050110**.

Please ring me anytime on **07733 323581** if I can help you, as many people do. Thank you.

APPENDIX 2. – Annual Parish Meeting – Initial List of Topics for Village Mardle

Road Safety & Speeds

Playground / Cricket Ground

Housing developments

Anti-social Behaviour

Community Centre (and community centre across the road on other side of A146)

Allotments / Composting

Permissive Field and Footpaths

Bins / Electric Charging Points

Bus Shelters & Trod Path to south-bound Bus Shelter

Hales Green Common

Wildflowers & Planting (bulbs, shrubs and trees and the Chet Valley Bee-Line)

Village Jubilee event

Councillors – New and working group members