

# Hales & Heckingham Parish Council

## MINUTES

### Of meeting held on 6<sup>th</sup> September 2022 in Hales Assembly Hall

**Present:**

HHPC Councillors: Georgina Buckle (GB) - Chairman  
Sheila Beckett (SB)  
Craig Broadley-Naylor (CBN)  
Luisa Ferrari (LF)  
Andy Woodman (AW)

Parish Clerk: Eleanor Bannister (EB)

Other Attendees: Keith Beevor (KB)

The meeting was opened at 7.30pm.

**22/071 Welcome** – The Chairman Cllr. GB welcomed those present.

**22/072 Apologies & Approval of Absences** – Apologies were received and approved from Cllrs. Clair Woolner and Akhil Pramanik. South Norfolk District Councillor Jeremy Rowe also sent his apologies as did County Councillor Barry Stone.

**22/073 Declarations of Interest** for items on the agenda. There were none.

**22/074 Ratification of the Minutes held on 28<sup>th</sup> June** – The Minutes were ratified and signed by the Chairman.

**22/075 Action Log from Meeting on 28<sup>th</sup> June** – This was discussed; see pages 5 and 6.

**22/076 County & District Councillor Updates** - No reports were presented.

**22/077 Public Forum** - Due to the small number of attendees, those present were given the opportunity to raise points and questions during the course of the meeting.

**22/078 Planning Working Group Update**

- 1. 2022/1185** – Proposal: Erection of outbuilding to provide temporary changing accommodation. Location: Hales Bowls Club, Green Road, Hales Green. Applicant: Mr Paul Paice. Responses were required by 5/8. The 'Design & Access Statement' notes "*Hales Bowls Club shares the site with Hales & Loddon Cricket Club. At present both clubs and Loddon Football Club are exploring the possibility of building a multi sports pavilion on the site for the use of all three clubs.....*" See link for planning portal and details: [2022/1185 | Erection of outbuilding to provide temporary changing accommodation | Hales Bowls Club Green Road Hales Green Hales Norfolk NR14 6TB \(south-norfolk.gov.uk\)](https://www.south-norfolk.gov.uk/2022/1185) – Council noted.

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2. **To consider** feedback on planning applications received subsequent to the publication of the agenda - There were none.

## 22/079 Environment & Amenities Working Group

1. **Hales & Loddon Cricket Club** – SB confirmed some background including that the land had been leased to the Council in 1982 on a 99-year lease by Major Crisp. **ACTION:** AW to touch base with the Chairman Peter Dye to discuss and confirm responsibilities.
2. **Playground** – The Clerk confirmed they were liaising with the maintenance contractor and would circulate the annual inspection report shortly. (Contractor had been asked to photograph weekly / monthly reports as they occur and send by WhatsApp to the Clerk.) A wasp's nest in the playground was also removed in August following a resident's helpful alert. **ACTION:** Clerk to progress.
3. **Tree Wardens** – It was noted that ex-Cllr. Phil Grimes had resigned from this role given he was no longer a resident. The Council noted its thanks to Phil for his valued support as tree warden. It was suggested contacting the Loddon Tree Warden to ask whether they would consider taking on the role. **ACTION:** Clerk to contact Loddon Tree Warden and Cllr. SB to post alert for tree warden in October issue of Chet Contact Magazine.
4. **Defibrillator** – Cllr GB confirmed that following several calls with WELMedical who said it could only be one item that needed replacing (item replaced by HHPC) the outer cabinet still had no power. The electrician who originally installed it for free (Mr Epps) was then contacted and he confirmed there was water ingress in both cabinets which had blown a transformer. Mr Epps kindly offered to fit the new components required and address the issue of water inside the cabinets, once he received the new parts. The new parts have been ordered and the Clerk had requested compensation from WELMedical. **ACTION:** Cllr. GB and Clerk to progress, including re-registering with 'The Circuit'.
5. **EVCP** – Covered in Action Log under 21/026.3 'Renewable Energy'.
6. **Community Composting Scheme** – It was noted that though more material had been shifted there were fewer active members. This meant it would not be viable to continue in 2023 unless more were recruited. **ACTION:** Cllr. SB to highlight issues in Chet Contact Magazine. Clerk to ensure text was also posted on Facebook.

## 22/080 Hales Green Working Group Update – Cllr. LF reported that:

1. **Car Parking Bays:** After the specifications were approved by the working group, they were sent out to tender by South Norfolk District Council for three quotes, one of which has been approved.
2. **Topping of thistles** – A new contractor had very satisfactorily completed a quality cut of the common in a timely manner which was reported by residents to be the best cut since 2004. The Working Group was still trying to lobby on the issue related to cars and heavier vehicles driving on the Common, and the Clerk had recently sent an email to South Norfolk Council reiterating HHPC's concerns. **ACTION:** Working Group and Clerk to progress.
3. **Working Group Membership** – Cllr. LF offered to meet the new councillors and working group members (including KB) on the Common to outline the history and current projects. Cllr. SB resigned from the working group to focus on other HHPC projects. **ACTION:** Cllr. LF to arrange a meeting date on the Common.

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## 22/081 Traffic & Transport Working Group – Cllr. GB reported:

1. **Speedwatch** – Group was still going out and a road safety week was planned for November, at which it was hoped the Police would be present.
2. **20mph on School Lane** - The SAM2 sign was due to be installed on School Lane by Westcotec.
3. **Beccles Road, Overgrown Hedge** – This had been reported to NCC Highways.
4. **Parish Partnership Scheme Funding** – Deferred to October meeting.

## 22/082 Correspondence Received – The Council noted:

- **Churchyard Cutting – 1m area around churches** - Council noted.
- **Mobile Library Consultation (NCC)** Mobile Library Consultation; A savings proposals is to reduce the budget for the mobile library service by £200,000 from the existing budget of £422,000. The consultation ended on 14th September. A list of the current routes can be found at [www.norfolk.gov.uk/mobilelibraries](http://www.norfolk.gov.uk/mobilelibraries). HHPC posted it on Facebook to encourage responses. [Email of 25/7 from Cllr. Barry Stone.]
- **Cockerels/Chickens in Green Lane (wild)** - HHPC was informed that the issue had been addressed and the birds relocated.
- **School Lane** – The issue of bamboo along School Lane encroaching on to highway was reported to HHPC. To report a Highways related issue email: [www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem](http://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem)
- **Ownership of Tree in Ditch at Millside** – Issue raised by a resident. Resident was advised of the best course of action by a Councillor and the clerk..
- **Scrubland next to Cricket Pitch** – Concern raised by a resident regarding possible plans to create another pitch in scrub land next to the cricket pitch. [Email of 17/08/22] HHPC noted.

**Other correspondence** received subsequent to the posting of this agenda;

- A HHPC councillor had been invited to attend the opening of the new multi-play area at The Pastures, Hales on 4<sup>th</sup> October from 2.30pm to 4.00pm. **ACTION:** EB to confirm either AW and/or CB-N. [Event since postponed to spring 2023.]

## 22/083 Finance Update

1. **AGAR 2021/22** - The Clerk confirmed AGAR had been approved by PKF Littlejohn, the external auditors and HHPC had received confirmation of notification of exemption status for year ended 31/03/2022.
2. **2023/24 Budget:** It was agreed Clerk to prepare and share with Cllr. AW for review, on basis of maintaining a tight budget, for discussion at next meeting. **ACTION:** EB to progress.
3. **Bank Authorisations:** It was agreed to remove AW and add CB-N. **ACTION:** EB to action
4. **Facebook & Website** – The Clerk confirmed that they had changed their email signature to highlight mobile number if urgent, given emails not always read daily: *“This email account is monitored from time to time and we aim to reply to all questions sent as soon as we can but if it is urgent, please ring or text the mobile number above..”*

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- 5. Accounts for Authorisation, Payment or Ratification and Consideration of Invoices Received since preparation of the Agenda** - The items listed below were ratified / approved.  
**ACTION:** Cllr. GB to authorise.

Additionally, the cost of £48.95 + VAT to WELMedical for defibrillator items was approved. [WELMedical *has since confirmed* they will not charge for these items given poor service.] The Clerk also noted SLCC membership (Oct. 2022 to Sept. 2023) was due in October.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
				<b>FOR RATIFICATION:</b>
Headspace Accountancy	£120.00	£100.00	£20.00	For Internal Audit 2021/22 and ad hoc assistance. Paid 29/7 as agreed in annual budget.
Community Action Norfolk	£50.00	£50.00	£0.00	Annual Membership. (To note only as approved on 28/6 and paid on 29/7.)
G. Buckle	£96.89	£96.89	£0.00	Items required for Platinum Jubilee celebrations on 3/6/22 as approved. Paid on 29/7.
WELMedical	£119.94	£99.95	£19.99	Defibrillator Safe2 Floor / electrical replacement. (Paid on 29/7 as required safety item.)
Norfolk ALC	£72.00	£60.00	£12.00	Training Course for Councillor CB-N - May/June '22). (Paid on 31/8.)
				<b>FOR APPROVAL:</b>
Carol the Mole Catcher	£54.00	£45.00	£9.00	For removal of wasp's nest in playground in August. Invoice TBC.
<b>Total</b>	<b>£512.83</b>	<b>£451.84</b>	<b>£60.99</b>	

## 22/084 Items for Consideration of Inclusion on Next Agenda

- Emergency Plan for Loddon & Chedgrave
- Village Hall Working Group – Update & next steps
- Heckingham Charity Marsh – Review
- Unity Trust Bank Authorisation Process – Review
- Draft Budget for 2023/24
- Parish Partnership Scheme Funding - Discussion

**22/085** The meeting was closed at 9.30pm.

**Date of next meeting: Tuesday 18<sup>th</sup> October 2022**

**For further information, please contact the Clerk:**

Eleanor Bannister: Email: [clerk@halesandheckingham-pc.gov.uk](mailto:clerk@halesandheckingham-pc.gov.uk) / Mobile: 07703 124 544

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Updated ACTION LOG - [Items completed or closed in previous Agenda / Minutes do not appear.]

ID	ACTION	OWNER	STATUS
19/90	<b>Parish Council external communications</b> – Statements covered in relevant sections of Standing Orders, the social media & Electronic Communications Policy and Member induction pack; Clerk to ensure posted.	Clerk	Dec. '22
22/012.4 <b>22/081</b>	<b>Reduction of Speed Limit on School Lane – 22/3:</b> Cllr. GB to research signage, organise speed watch, and request additional post for SAM2 sign. (Evidence then to be presented to Highways.)	GB	On-going
21/085 22/011	<b>Hales Green Common – Voluntary Steward Scheme</b> – Working Group to define requirements. Cllr. J. Hale (Loddon PC) joined working group. <b>06/09:</b> It was agreed to focus on other Hales Green initiatives partly as currently too unpredictable as to days/times when volunteers would be needed. Option of pre-printed slip to put on cars parked on grass was noted.	LF	<b>Closed</b>
22/010.1 22/027.1	<b>Wildflowering</b> – 22/3: Cllr. LF preparing plants. (For planting in autumn with assistance.)	LF	Autumn
21/026.3	<b>Renewable Energy – Community Benefit Fund</b> – Potential to access funding for charging point. Clerk, Cllrs. SB & AP to discuss cost / funding options. <b>06/09:</b> Agreed to close until NCC have further options for funding. <b>Recommendation:</b> Masala Garden ask their customers if “Curry & Charge” initiative of interest and consider off-shore renewables wind fund for funding.	Clerk / SB / AP	<b>Closed</b>
21/040	<b>Old Village Hall – 06/09:</b> Cllr. SB in touch with J. Sturman re: Charities Commission and confirming new trustees. [CAN for advice.]	SB	On-going
22/011.1	<b>Hales Green Letter to Residents – 22/3:</b> Drafted letter, once approved or not by SNC, to be sent to residents, grazier, adjacent landowner. <b>06/09:</b> Agreed to follow-up in December.	Clerk	Dec.
21/102.1 22/012.5	<b>NCC Parish Partnership Scheme funding – 8/2:</b> Council to use Annual Parish Meeting to request suggestions from residents prior to 2022 application. <b>06/09:</b> Next newsletter to develop ideas.	ALL	Late 2022
21/059	<b>Neighbourhood Plan -&gt; Newsletter - 06/09:</b> Clerk to circulate previous HHPC newsletters with some suggestions for titles. Cllrs. to select sections to draft, and draft prepared for approval at October meeting.	<b>Clerk / ALL</b>	On-Going
21/050.4	<b>Being a Good Councillor Training</b> as mandatory - Clerk to ensure reflected in key policies/documents.	Clerk	Dec. '22
21/067.2	<b>Footpath from Hales to Loddon</b> – Photos sent to NCC Highways. [Clerk chasing.] <b>06/09:</b> Clerk updated on email of 1/9 but still no response.	Clerk	On-going
21/100.2	<b>Grit Bins – 6/09:</b> Clerk noted they were continuing to chase NCC Highways.	Clerk	On-going
22/012.3	<b>Bus Shelter Cleaning – 06/09:</b> All agreed to close this until a volunteering team in place. [See Action Log 22/042.]	GB / AP / SB	<b>Closed</b>
22/023	<b>Residents &amp; ChetChat – 6/09:</b> No further action at the moment; closed.	GB	<b>Closed</b>
22/028.1 <b>22/080</b>	<b>Parking Bays on Hales Common – 06/09:</b> Cllr. LF and working group progressing with SNC.	LF	On-going
22/033.2	<b>The Pit Title Deeds – 06/09:</b> All agreed to seek CAN's advice first, also confirming customary usage.	Clerk / SB - TBC	On-going
22/033.3	<b>Charity Marsh</b> – Confirmation of registration with Land Registry. <b>06/09:</b> Cllr. SB to contact CAN.	SB	On-going
22/042	<b>Speeding Log from Norfolk Police – 06/09:</b> Cllr. GB requested assistance with data from speedwatch and Cllr. CB-N agreed to assist.	GB / CB-N	<b>Closed</b>
22/042	<b>Creation of Community Volunteer Scheme</b> – To be progressed for quarterly tasks such as litter-picking and cleaning bus shelters. <b>6/09:</b> Cllr. GB add to newsletter and SB to add to Chet Contact Magazine – with offer of refreshments at Masala Garden. Cllr. SB to prepare copy.	ALL	On-going
<b>22/079</b>	<b>Hales &amp; Loddon Cricket Club</b> – Cllr. AW to contact Chairman.	AW	<b>New</b>
<b>22/079.3</b>	<b>Tree Wardens</b> – Cllr. SB to post vacancy in Chet Contact and Clerk to contact Loddon Tree Warden	SB / Clerk	<b>New</b>

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22/079.4	<b>Defibrillator</b> – Cllr. GB and Clerk to progress ensuring fully serviced & re-registered.	GB / Clerk	<b>New</b>
22/079.6	<b>Composting Scheme</b> - Cllr. SB to highlight in Chet Contact and Clerk to ensure highlighted on HHPC facebook.	SB / Clerk	<b>New</b>
22/080	<b>Hales Green Common: 1. Heavy vehicles</b> – Working Group to reiterate concern. <b>2. Working Group Meeting</b> - Cllr. LR to arrange meeting on common for new councillors / working group.	LF	<b>New</b>
22/082	<b>The Pastures – Invitation to HHPC:</b> Clerk to confirm Cllrs. AW and CB-N.	Clerk	<b>New</b>
22/083.2	<b>Budget 2023/24</b> – Clerk to prepare initial draft for Cllr. AW.	Clerk / AW	<b>New</b>
22/083.3	<b>Bank Authorisation:</b> Clerk to progress. (+ Cllr. CB-N and - Cllr. AW.)	Clerk	<b>New</b>

## Re-occurring Items:

	<b>Chet Contact Magazine - Content for Nov. issue due Saturday 8<sup>th</sup> October.</b>	SB / Clerk	Monthly
	<b>Accounts for authorisation</b> – Clerk to email all Councillors confirming payments required for end September. Assuming approved, Cllr. GB to authorise payments.	Clerk / GB	Monthly
	<b>Chairmanship</b> – Confirm the chairman for the next two meetings: Confirmed: <b>Cllr. GB on 18/10</b> (apols from AW), <b>Cllr. CB-N on 29/11</b> , and <b>Cllr. AW on 13/12</b> .	ALL	Per Meeting
[22/014.]	<b>Allotments</b> – All to note when HHPC considering new developments.	ALL	Per Meeting