

Hales & Heckingham Parish Council

MINUTES

Of meeting held on 18th October 2022 in Hales Assembly Hall

Present:

HHPC Councillors: Georgina Buckle (GB) - Chairman
Sheila Beckett (SB)
Craig Broadley-Naylor (CBN)
Akhil Pramanik (AP)

Luisa Ferrari (LF) attended via FaceTime but did not vote.

Parish Clerk: Eleanor Bannister (EB)

Other Attendees: Keith Beevor (KB), Loddon Cllr. Arthur Morris (until 8.015) and Alan Mason

The meeting was opened at 7.30pm.

- 22/086 Welcome** – The Chairman Cllr. GB welcomed those present. The Chairman also noted that Cllr. Clair Woolner had sent her apologies and that sadly she needed to step down as a councillor at this moment in time. **ACTION:** Clerk to advise SNC electoral team and post vacancy.
- 22/087 Apologies & Approval of Absences** – Apologies were received and approved from Cllr. Andy Woodman. County Cllr. Barry Stone also sent his apologies.
- 22/088 Declarations of Interest** for items on the agenda. There were none.
- 22/089 Ratification of the Minutes held on 6th September** – The Minutes were ratified and signed by the Chairman.
- 22/090 Action Log from Meeting on 6th September** – This was discussed; see pages 5 and 6.
- 22/091 County & District Councillor Updates** - No reports were presented.
- 22/092 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.
- 22/093 The Meeting was reconvened at 7.50pm**
- 22/094 Emergency Plan for Loddon & Chedgrave** – Loddon Cllr. Arthur Morris gave an outline of the initiative which was then discussed. The plan aimed to address how to respond to emergencies at a local level such as Covid, disruption caused by snow, floods, major power cuts etc. In essence, it was a simple 'neighbour 2 neighbour' initiative that also utilised the Chet Chat model. Chedgrave PC was considering adopting it. In Loddon, approximately 20 volunteers had signed up to act as 'emergency wardens'. Each warden would be responsible for knocking on the door of c. 50 households and responding when there was an emergency or identifying others to help. Cllr. AM noted that it must be community led and it did not require being DBS checked. **All agreed to**

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highlight the initiative in the next newsletter and invite support. Also, to post on Hales & Heckingham Things. **ACTION:** All / Clerk to follow-up.

22/095 Remembrance Sunday – 13th November at 3.00pm – This was discussed and the following agreed. **ACTION:** Cllr. GB to inform PC King, bring the two wreaths to the service and invite a parishioners to lay one wreath. Cllr. AP to lay second wreath. Clerk to buy small 'thank you' gift for the bugler and Reverend, as per previous years. Cllr. SB to provide traffic cones. Reading of roll call: Cllr. GB to read WW1. Cllr. CB-N to invite children to read WW2.

22/096 Planning – For consideration and/or to note:

- 1. 2022/1185** – Proposal: Erection of outbuilding to provide temporary changing accommodation. Location: Hales Bowls Club, Green Road, Hales Green. Applicant: Mr P. Paice. Decision: 'Approval with Conditions' on 5th September 2022. Council noted.
- 2. 2022/1857** – Application Type: Approval of Condition Details. Location: Viners Shed Green Road, Hales Green, Hales. Proposal: Discharge of condition 9 of permission **2021/2680** – Surface water. [In relation to 2021/2680, the HHPC minutes of the 14/12/2021 meeting, record that "it was agreed that the Council had no objections."] All agreed no objections. **ACTION:** Clerk to submit response.
- 3. 2022/1935** – Proposal: Replacement of existing rear conservatory with single storey extension Location: 21 Gale Close Hales Norfolk NR14 6SN Applicant: Mrs S. Coles Application Type: Householder. All agreed no objections. **ACTION:** Clerk to submit response.
- 4. To consider feedback on any planning applications** received subsequent the publication of this agenda: There were none.

22/097 Village Hall – Cllr. SB confirmed she would be contacting the Charities Commission before responding to Helena.

22/098 Environment & Amenities Working Group

- 1. Bowls & Cricket Club** – This was deferred to November meeting.
- 2. Playground** – The Clerk confirmed that they had continued to receive reports from the maintenance contractor and he was addressing the points from the annual inspection. Loddon DIY had also confirmed that they would be mowing the playing field in late October.
- 3. Tree Warden** – It was noted that Phil Grimes has stood down and Max Jackman had kindly agreed to take on the mantle.
- 4. Defibrillator** – This had been restored to full working order (with the kind support of Mr Epps) and had been re-registered on 'The Circuit' as fully operational.
- 5. Community Composting Scheme** – Alan Mason reported that despite the publicity there were not enough new members coming forward to replace those who had resigned, so the scheme was unsustainable. Additionally, the site was suffering from decay and much of the timber structure needed replacement. He therefore advised the Parish Council (PC) that activities would have to cease after the final collection, and that he would consider how to manage the assets, advise the two that had shown an interest, and liaise with P. Cargill who leased them the land. It was noted that the container might be difficult to move and P. Cargill should be asked if he could assist. All agreed that AM should continue as he had recommended and keep the PC informed. There was a discussion regarding the re-purposing of the area (as a community garden (fruit/herb/other) but there were limitations given no access to water and strong winds. **ACTION:** AM to progress and update the PC, and to ask what alternative uses would be considered acceptable by the landlord.

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6. **Carol Service** – Cllr. SB reported they had feedback from the Churches Conservation Trust that was positive if a service was carefully planned and managed. All agreed to ask parishioners (via HHPC facebook and Hales & Heckingham Things) if of interest, and to book dates with Rev. David Owen for December 2023. **ACTION:** Clerk to respond to Rev. D. Owen and get dates in the New Year. Cllr. GB to draft text for facebook posts in November. All to review in February meeting.

22/099 Hales Green Working Group – Cllr. LF had circulated an update which was discussed. Everyone noted the achievement of getting the new car parking bays on Hales Green. (One complaint had been received via District Cllr. Kay Billig and the clerk had responded explaining all in order.) The letter to residents was still pending; Clerk to chase, and the issue of heavy vehicles on the Common needed to be reinforced as it was against bylaws and the worst of the damage was from mid-late autumn to spring. **ACTION:** Clerk to follow-up / chase.

20/100 Traffic & Transport Working Group

1. **Speed watch** – No update at present though speed watching is continuing. (Enforcement camera team were out twice last week and PC King is coming out shortly. Road Safety week mid-November when PC King will visit again.)
2. **20mph on School Lane** – No update
3. **Beccles Road Overgrown Hedge** – No update
4. **Parish Partnership Scheme funding** – (Highways related) No current projects identified that would fit the funding criteria, so all agreed to review spring 2023.

22/101 Correspondence

1. **School Lane post for SAM2 sign** – Complaint from resident regarding new post/sign. (Email of 9/9.) Clerk had responded with background and post is being reduced in height by c. 1m.
2. **NPLaw** – Questionnaire and confirmation of subscription charges (Email of 30/09.) Noted.
3. **Norfolk ALC Wellbeing** – Questionnaire on the plans and policies that councils have adopted. (Email of 30/9.) Noted.
4. **Other correspondence** received subsequent to the posting of this agenda.
 - **Power for People** – Requested that PCs write to their local MP – All agreed a good initiative but limited success from writing to Local MP. **ACTION:** Clerk to send previous emails to MP to Cllr. LF for her to write on behalf of the Council.
 - **CHET NP – Request for feedback from neighbouring parish councils** – All agreed that Loddon was a key service centre, and that despite comments to the contrary, the school, and medical and dental centres were oversubscribed and stretched to the limit. Transport services were also lacking. It was agreed that HHPC should respond to the second paragraph highlighting this. **ACTION:** Clerk to draft and forward to Cllrs. SB and GB.

22/102 Finance & Admin

1. **Finance Update** – The Clerk had previously circulated an update:
 - **External Auditor** – As recommended by the Clerk and approved by the internal auditor, HHPC agreed not to opt out of the external auditor appointed scheme used by many parish councils, organised by the Smaller Authorities Audits & Accountability (SAAA).
 - **SNC Remittance Advice** – The second tranche of the Precept (£5,350.00) had been paid into HHPC by BACS on 28/9.
 - **Unity Trust Bank Authorisations** – Cllr. AW had been removed. Cllr. CB-N was being added (final step to be confirmed).

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- **VAT** – Since 1/4/2022 there was a total sum of £118.79 to claim. The Clerk proposed not claiming until the sum was more significant i.e. not until Dec (or in March). All approved this. **ACTION:** Clerk to ensure VAT claimed early Jan. or March.
- 2. **Draft Budget for 2023/24** – A draft budget had been sent to Cllrs. AW and SB and it was suggested to increase the contingency items a fraction. This would show a small drawn down on reserves. **ACTION:** Clerk to refine and circulate to all for discussion and approval at next meeting.
- 3. **Co-option Procedure Policy** – This was discussed and it was agreed to adopt the one-page version. **ACTION:** Clerk to post on website and recirculate.
- 4. **2023 HHPC Meeting Dates** – The proposed dates were discussed and agreed. It was also agreed to hold the Annual Parish Meeting on Tuesday 16th May. See Appendix 1.
- 5. **Accounts for Authorisation and Payment or Ratification** and to consider any invoices received subsequent to the publication of this agenda. The items listed below were ratified / approved. **ACTION:** Cllr. GB to approve.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
				FOR RATIFICATION:
Westcotec	£166.80	£139.00	£27.80	Post for SAM2 sign and bracket set. (Paid on 30/9 given prior approval in meeting on 28/06, minute item 22/065.
				FOR APPROVAL:
Carol the Mole Catcher	£45.00	£45.00	£0.00	For removal of wasp's nest in playground on 21/8. Inv. No. 0738.
E. Bannister (SLCC)	£42.00	£42.00	£0.00	Annual membership; Society for Local Council Clerks. Invoice date: 1/10.
E. Bannister	£5.00	£5.00	£0.00	A4 Ream of paper for HHPC office use. Receipt: 21/09.
Royal British Legion	£30.00	£30.00	£0.00	Donation – as per 2021 and 2022/23 budget.
D. Foreman	£265.20	£265.20	£0.00	Playing field maintenance July – Sept (13 weeks)
Total	£554.00	£526.20	£27.80	

22/103 Items for Consideration of Inclusion on Next Agenda

1. **Heckingham Charity Marsh & Payments** [Cllr. GB responding to parishioners query.]
2. **Budget 2023/24 & Precept**
3. **Finance Update** [Clerk checking / confirming use of CIL funds for playground maintenance of infrastructure.]

22/104 **To Receive Updates from Individual Councillors** – There were no further updates.

22/105 **The meeting was closed at 9.35pm**

Date of next meeting: 7.30pm on Tuesday 29th November 2022

For further information, please contact the Clerk: Eleanor Bannister via:
Email: clerk@halesandheckingham-pc.gov.uk or Mobile: 07703 124 544

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

ID	ACTION	OWNER	STATUS
19/90	Parish Council external communications – 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 22/081	Reduction of Speed Limit on School Lane – 18/10: Pending reduction in height of SAM2 post by Westcotec. (Once SAM2 sign active, data evidence to be presented to NCC Highways.)	GB	Early 2023
22/010.1 22/027.1	Wildflowering – 18/10: Cllr. LF had sent an update and gave a short verbal update. Volunteers were needed for watering and maintenance. Cllr. GB to contact two people who could be interested and confirm back to LF.	GB / LF	On-going
22/097	Old Village Hall – 18/10: Cllr. SB confirmed she had contacted Trustee J. Sturman, and also H. Helendoorn but as neither had the necessary details, she would contact the Charities Commission directly. [CAN for advice.]	SB	On-going
22/011.1 / 22.099	Hales Green Letter to residents, grazier & adjacent landowner – Letter drafted. Pending approval by SNC. 18/10: Agreed Clerk to chase, and to follow-up re: heavy vehicles on common.	Clerk	On-going
22/012.5 22/100.4	NCC Parish Partnership Scheme funding – 18/10: All to follow up spring 2023 for 2023/24 funding.	ALL	Spring 2023
21/059 / 22/094	Neighbourhood Plan -> Newsletter - 18/10: Cllr. LF to write section on dogs on common. All other initial items and authors was agreed, and drafts to be ready for Nov. meeting. 'Emergency Plan' to also be highlighted and cross-posted.	ALL	On-going
21/050.4	Being a Good Councillor Training as mandatory - Clerk to ensure reflected in key policies/documents.	Clerk	Dec. '22
21/067.2	Footpath from Hales to Loddon – Photos sent to NCC Highways. [Clerk chasing.] 06/09: Clerk updated on email of 1/9 but still no response.	Clerk	On-going
21/100.2	Grit Bins – 6/09: Clerk noted they were continuing to chase NCC Highways.	Clerk	On-going
22/033.2	The Pit Title Deeds – 06/09: All agreed to seek CAN's advice first, also confirming customary usage. Cllr. SB to get epitome title for it.	SB / other (?)	On-going
22/033.3	Charity Marsh – Confirmation of registration with Land Registry. 06/09: Cllr. SB to contact CAN.	SB	On-going
22/042	Creation of Community Volunteer Scheme – To be progressed for quarterly tasks such as litter-picking and cleaning bus shelters. 18/10: Cllr. GB to prepare text for next Newsletter.	GB	On-going
22/079	Hales & Loddon Cricket Club – Cllr. AW to contact Chairman.	AW	On-going
22/083.2	Budget 2023/24 – 18/10: Clerk to make a few alterations and circulate for November meeting.	Clerk / AW	On-going
22/086	Electoral Register – Clerk to inform SNC that C. Woolner had resigned, and to post vacancy on website.	Clerk	New + Completed
22/095	Remembrance Sunday – Various follow-up points agreed. Please see item 22/095. (Clerk already submitted Temporary Traffic Order.)	Cllrs. GB / SB / CBN /AP /Clerk	New
22/096	Planning applications – Clerk to submit responses	Clerk	New
22/098.1	Community Composting Scheme – Clerk to check progress with A. Mason.	Clerk	New
22/098.6	Carol Service 2023 – Clerk to get dates from Rev. DO for Dec. '23. Cllr. GB to draft text for facebook posts in November. All to review in Feb. 2023.	Clerk /GB	New
22/101.4	Power for People - Clerk to send Cllr. LF previous letters sent to MP.	Clerk / LF	New
22/101.4	CHET NP - Clerk to confirm points raised in draft email and email Cllrs. SB & GB	Clerk / SB / GB	New
22/102.1	VAT – Clerk to claim in January or March.	Clerk	New
22/102.3	Co-option Policy – Clerk to post on website.	Clerk	New + Completed
22/102.4	Meeting Dates 2023 – Clerk to ensure posted and to send Outlook invites	Clerk	New

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Re-occurring Items:

	Chet Contact Magazine - Content for Dec/Jan. issue due Tuesday 8th Nov. Cllr. CB-N to draft text and share.	CB-N / Clerk	Monthly
	Accounts for authorisation – Clerk to email all Councillors confirming payments required for end October. Assuming approved, Cllr. GB to authorise payments.	Clerk / GB	Monthly
	Chairmanship – Confirm the chairman for the next two meetings: Confirmed: Cllr. CB-N on 29/11 , and Cllr. AW on 13/12 .	ALL	Per Meeting
[22/014.]	Allotments – All to note when HHPC considering new developments.	ALL	Per Meeting

APPENDIX 1 - HHPC MEETING DATES – 2023

All meetings will be on a Tuesday at 7.30pm in Hales Assembly Hall, Briar Lane, Hales – unless indicated otherwise closer to the date on the website.

- 7th February (Ordinary Parish Council Meeting unless indicated otherwise)
- 21st March
- 9th May (ANNUAL MEETING of the Parish Council)
- 16th May (ANNUAL PARISH MEETING)
- 27th June
- 5th September
- 17th October
- 28th November
- 12th December