

Hales & Heckingham Parish Council

MINUTES

Of meeting held on 29th November 2022 in Hales Assembly Hall

Present:

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

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

Parish Clerk: Eleanor Bannister (EB)

The meeting was opened at 7.36pm.

- 22/106 Welcome** – The Chairman Cllr. CB-N welcomed those present.
- 22/107 Apologies & Approval of Absences** – Apologies were received and approved from Cllr. Akhil Pramanik. District Cllr. Jeremy Rowe also sent his apologies.
- 22/108 Declarations of Interest** for items on the agenda. There were none.
- 22/109 Ratification of the Minutes held on 18th October** – The Minutes were ratified and signed by the Chairman.
- 22/110 Action Log from Meeting on 18th October** – This was discussed; see pages 5 and 6.
- 22/111 County & District Councillor Updates** - No reports were presented.
- 22/112 Public Forum** – As no members of the Public were present there was none.
- 22/113 Remembrance Sunday Service on 13/11** – There was a good turn-out with around 32 people of all ages. A similar format was agreed for the 2023 service.
- 22/114 HHPC Winter Newsletter (Draft)** – Councillors were drafting content which the clerk was pulling together. **ACTION:** Clerk to send reminder regarding content agreed on and content prepared to date. All to consider suitable images. Group photograph to be taken at next meeting.

WORKING GROUP Updates

22/115 Planning – For consideration and/or to note:

- 2022/1857** – Location: Viners Shed Green Road, Hales. Proposal: Discharge of condition 9 of permission 2021/2680 – Surface water. Decision: Approval of details – approved. Date of Decision: 24/10/22. This was noted by the Council.
- 2022/2124** – Proposal: Proposed change of use from showroom/office to two unit (Class E) and conversion of a managers flat to a 2 bed residential flat. Location: Health & Mobility Ltd. Yarmouth

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Road, NR14 6SP. Applicant: C Everitt. Application type: Full Planning Permission. The Council noted it had no issues with the application. **ACTION:** Clerk to confirm this.

3. To consider feedback on any planning applications received subsequent the publication of this agenda.

- **2022/0287** - Location: Land North of Yarmouth Road, Heckingham. Proposal: Residential development consisting of 23 dwellings with associated access, parking and open space. Decision: Approval with Conditions (Delegated). Date of decision: 23/11/2022. Application Number that it relates to 2018/1840. App Type: Removal/Variation of Condition.

It was noted that one of the conditions was that 10% of the energy requirements needed to be produced on site (solar panels would play a part in this). It was also positive that residents of Hales & Heckingham would get preferential access to the affordable homes. Cllr. GB noted a query on Hales & Heckingham Things Facebook and regarding CIL funds. The Council noted that any forthcoming CIL funds would be ear-marked for a community village hub. Cllr. GB reported that they had emailed the Police to confirm the development had started and re-confirmed the issue of speeding on Yarmouth Road. **ACTION:** Council to contact SNC re: open space contribution.

22/116 Village Hall Working Group – Update deferred.

22/117 Environment & Amenities Working Group

1. Bowls & Cricket Club – There was no update.
2. Playground – There was no update.
3. Village Sign Pollinators Flowerbed – Cllr. LF confirmed that some evergreen shrubs had been nurtured, and then planted around the village sign in November with the support of a resident. The Council noted with thanks the support of the resident and thanked Cllr. LF for her dedicated work on the project helping to support Chet Valley B-Line, and for covering the necessary costs which totaled £78.
4. Community Composting Scheme - It was noted that Alan Mason would be confirming the steps involved in its closure over the next few months.

22/118 Hales Green Working Group

Cllr. CB-N was appointed to the working group. The SNC Draft Letter (to residents, grazier & landowners) was received and it was agreed this would be discussed in a working group meeting. A general update on all elements related to the common had been circulated from working group member S. Waterhouse, and it was agreed the points raised would also be discussed at the next working group meeting. **ACTION:** Cllr. GB to confirm whether K. Beever wished to join the working group. Cllr. LF to convene working group meeting.

22/119 Traffic & Transport Working Group

- **School Lane traffic** - Cllr. GB reported that the post on School Lane had been shortened to make it more discreet. The SAM2 sign would be up in School Lane shortly, for a two-week stint; one week in either direction. Data from the SAM2 sign would then be shared with the Council and relevant authorities.
- **Beccles Road Overgrown Hedge** – The Clerk reported that NCC Highways had agreed to trim the hedge. This was anticipated before the end of December.

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22/120 Correspondence

- **Norfolk ALC – Email re ‘Civility & Respect Pledge’ (8/11)** Option for Councils to considering taking: Civility and Respect Pledge. This was noted by the Council which agreed to abide by the guidelines that were being set out by National Association of Local Councils guidelines (NALC) in collaboration with the SLCC and OVW.
- **Revised parliamentary boundaries 2023** – Email from SNC of 14/11 confirmed the Boundary Commission for England’s recent publication of revised proposals for the new parliamentary constituency boundaries. The proposed changes would not impact Hales & Heckingham as it remains in the ‘Loddon & Chedgrave Ward’ in South Norfolk CC. For details and interactive maps: <https://www.bcereviews.org.uk/node/6484>. Noted by the Council.
- **The new Broads Plan 2022 - 2027** has been agreed. It sets out a long-term vision for the Broads National Park and a strategic management plan. For more information, contact 01603 610734 or email broadspan@broads-authority.gov.uk Noted by the Council.

Other correspondence received subsequent to the posting of this agenda:

- **South Norfolk Council** – Have updated their website to include information on the Elections Act 2022. See: Elections Act 2022 – Broadland and South Norfolk (southnorfolkandbroadland.gov.uk) For information on elections in South Norfolk please visit <https://www.southnorfolkandbroadland.gov.uk/election-results>
- **Hales FP4** – Email of 28/11: A resident advised the Council that this footpath had been padlocked. The resident had been advised to report it via www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem. **ACTION:** Cllr. GB to reference on H&H Things Facebook. Clerk to email the Estate and check if there were concerns related to cattle.
- **St. Margaret’s Churchyard** – Email of 29/11: A resident had requested permission to remove brambles around gravestones. **ACTION:** Clerk to contact Rev. David Owen to request permission.

22/121 Finance & Admin

1. **Finance Update** – The Clerk confirmed that PKF Littlejohn had been re-appointed as the external auditor for parish councils in Norfolk by the SAAA for the period of 2022 - 2027.
2. **Draft Budget for 2023/24 and Precept.**
Cllr. AW noted that the comments related to the 2022/23 budget were still relevant; that ‘in 2022/23, the Council had agreed the precept needed to be increased given there had been no increase for quite a few years previously and the reserves were being eroded. Additionally, the Council should not have less than 50% of the annual precept in reserve in order to be able to cover serious eventualities if required in a following year’. Therefore the conservative budget (Appendix 1) was proposed and agreed by all.

An increase in the precept of 8%, which would not cover inflation but help cover the operational costs, was proposed and approved by all. **ACTION:** Clerk to confirm agreed precept to SNC.

Additional Notes: The 2023/24 budget shows a £900 (rounded) shortfall from reserves. It does not include CIL funds as they are not confirmed, and if confirmed, would go into a reserve budget for a community hub. Some items show an increase given inflation, and where there had been an underspend in 2022/23, which might continue, this was reflected in the budget. Though a new clerk needed to be recruited, it was agreed to keep the salary costs as they were. A contested election was not anticipated but if required, could be covered from the reserves. Capital projects would need to be fund-raised for and managed on a separate accounting basis. Cllr. SB

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recommended that the CIL funds from the Faber development were allocated to cover the maintenance costs of the playing field. **ACTION:** Clerk to liaise with SNC CIL Officer.

3. **CIL Funds** – The anticipated CIL funds from the new development on Land North of Yarmouth Road were discussed. The Council agreed to consider the options for how they could be used once they were confirmed and in particular the option of a village hall / community hub.
4. **Clerk Update** – As the Clerk (EB) had resigned on 23/11 it was agreed that Cllrs. GB, SB & AW would meet to discuss recruitment and a handover should be arranged. The Council thanked the clerk for their work. **ACTION:** Cllrs. GB, SB & AW to meet. Clerk to arrange initial handover session with Cllrs. GB, SB and CB-N on 13/12 at 9.00am; since confirmed.
5. **Heckingham Charity Marsh** – It was noted that one resident had made enquiries. All agreed that the Council still needed to understand the issues better, which were not helped by the Charities Commission having deregistered Heckingham Poor Charity. **ACTION:** Cllr. GB to contact the individual who had been in touch with the Council. Council to research further best format.
6. **Local Elections (04/05/2023)** – The Council agreed not to use the adverts supplied by SNC.
7. **Accounts for Authorisation and Payment or Ratification** and to consider any invoices received subsequent to the posting of the agenda: The items listed below were approved. Cllr. GB noted the NALC back-dated pay rise due to the Clerk and that the Clerk was confirming the figures with the internal auditor. **ACTION:** Cllr. CB-N to approve payments on Unity Trust. Clerk to get confirmation from internal auditor on figures, and then process.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
				FOR RATIFICATION:
				None
				FOR APPROVAL:
The Broads Society	£19.00	£19.00	£0.00	The Broads Society – Annual Subscription for 2022-23.
P. Grimes	£45.48	£45.48	£0.00	TsoHost Annual Website Hosting cost to 12/2023 – paid for by P. Grimes.
Loddon Garden & DIY	£60.00	£50.00	£10.00	Grass cutting Playground area – October.
E. Bannister	£15.99	£15.99	£0.00	Reimbursement for 2 x 'thank you' gifts for Remembrance Service. (Approved on 18/10. Minute ref: 22/095.)
NALC	£36.00	£30.00	£6.00	Norfolk ALC - Effective Cllr. Training (1/2 cost; CW)
Total	£176.47	£160.47	£16.00	

22/122 Items for Consideration of Inclusion on Next Agenda

- Hales Common Working Group – Update
- Carol Service 2023 – Dates for Dec. 2023
- Parish Partnership Scheme – Ideas for an application
- Newsletter – Final draft for approval

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22/123 To Receive Updates from Individual Councillors - There were none.

22/124 The meeting was closed 9.30pm

Date of next meeting: 7.00pm on Tuesday 13th December 2022

For further information, please contact the Clerk:

Eleanor Bannister, Clerk to HHPC

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

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
22/081 22/119	Reduction of Speed Limit on School Lane – 29/11: Post height reduced. SAM2 data will start to be collected in December.	GB	On-going
22/118.3 22/117.3	Wildflowering – 29/11: A volunteer was helping with the watering of the planted shrubs. Photos to be taken in spring for sharing on facebook	GB / LF	Spring 2023
22/097	Old Village Hall – 18/10: Cllr. SB confirmed she had contacted Trustee J. Sturman, and also H. Hellendoorn but as neither had the necessary details, she would contact the Charities Commission directly. [CAN for advice.]	SB	February 2022
22.099 22/118	Hales Green Letter to residents, grazier & adjacent landowner – Letter drafted. 29/11: Cllr. GB to confirm whether K. Beevor wished to join the working group. Cllr. LF to convene working group meeting to discuss letter.	GB / LF	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
22/094 22/114	Neighbourhood Plan -> Newsletter – 29/11: Clerk to send reminder regarding content agreed on and content prepared to date. All to consider suitable images and finalise draft. Group photograph to be taken at next meeting if possible	Clerk / ALL	5/12/22 & Feb. 2023
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. 29/11 – Clerk reported on this. NCC Highways will check but won't do more than spray weeds as no funds to re-tarmac.	Clerk	Closed
21/100.2	Grit Bins – 29/11: Clerk noted no further support from NCC Highways following call on 10/11. Cllr. GB will empty the old grit bins.	GB	Closed
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	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
22/122 22/121	Budget 2023/24 & Precept – 29/11: Clerk to circulate approved budget and to confirm to SNC the agreed rise in precept.	Clerk	On-going
22/086	Electoral Register – Clerk to inform SNC that C. Woolner had resigned, and to post vacancy on website.	Clerk	Completed
22/095 22/113	Remembrance Sunday – It was agreed to follow the same format in 2023.	All	Completed

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22/096	Planning applications – Clerk to submit responses	Clerk	Completed
22/098.1 22/117.4	Community Composting Scheme – 29/11: A. Mason progressing closure.	A. Mason	On-going
22/098.6	Carol Service 2023 – 29/11: Council to request dates from Rev. David Owen for Dec. 2023 in Feb. Cllr. GB to draft text for facebook posts. All to review in Feb. 2023.	GB	On-going
22/101.4	Power for People – Closed given prospect of getting response from MP.	Clerk / LF	Closed
22/101.4	CHET NP - Clerk to confirm points raised in draft email and email Cllrs. SB & GB	Clerk / SB / GB	Jan. 2023
22/102.1	VAT – Clerk to claim in January.	Clerk	Jan. '23
22/102.3	Co-option Policy – Clerk to post on website.	Clerk	Completed
22/102.4	Meeting Dates 2023 – Clerk to ensure posted & to send Outlook invites. 29/11; Clerk has requested dates to be confirmed in Village Hall; pending.	Clerk	Completed
22/115	Planning application 22/2124 – Clerk to confirm Council comment to SNC.	Clerk	New & Completed
22/115	Planning application 2022/0287 – Council to contact SNC re: open space contribution.	Council	New
22/120	Hales FP4 - Cllr. GB to reference on H&H Things Facebook. Clerk to email the Estate and check if there were concerns related to cattle.	Clerk / GB	New
22/120	St. Margaret's Churchyard - Clerk to contact Rev'd David Owen to request permission and confirm back to residents.		New & Completed
22/121.4	Recruitment of new Clerk & Handover: Cllrs. GB, SB and AW to arrange to meet to prepare advert. Clerk to arrange initial handover session for 13/12 at 9.00am; since confirmed.	Clerk / GB/SB/ AW/CB-N	New
22/121.5	Heckingham Charity Marsh Donations - Cllr. GB to contact the individual who had made enquiries. Council to consider how options.	GB / All	New

Re-occurring Items:

	Chet Contact Magazine - Content for Feb. issue due Sunday 8 th January. Cllr. CB-N to draft text and share.	CB-N	Monthly
	Accounts for authorisation – Clerk to email all Councillors confirming payments required for end December. Assuming approved, Cllr. GB to authorise payments.	Clerk / GB	Monthly
	Chairmanship – Confirm the chairman for the next two meetings: Confirmed: Cllr. AW on 13/12, and Cllr. GB on 7/02/23.	ALL	Per Meeting
[22/014.]	Allotments – All to note when HHPC considering new developments.	ALL	Per Meeting

APPENDIX 1. - HHPC Budget for 2023-24

On separate page.

Hales & Heckingham Parish Council – Budget for 2023-24

	2021-2022	2022-2023	2023-2024
RECEIPTS			
Brought Forward (b/f) Unrestricted Funds	£10,924.53	£12,060.00	£12,570.00
Precept	£9,905.00	£10,700.00	£11,600.00
Rent from The Pit	£110	£110.00	£110.00
Donations	£0.00	£0.00	£0.00
Interest	£0.00	£0.00	£20.00
VAT Refunds (retrospective claim)	£600.00	£100.00	£120.00
Miscellaneous credits/income (retrospective)	0.00		£0.00
b/f Restricted Funds	£1,347.63		
Composting / Recycling Credits	£300.00	£100.00	£0.00
Grant Income opportunities			
S106 & CIL	£1,611.87		£0.00
NCC Grants inc PPS 50% for project	£1,620.00	£0.00	£0.00
Other funding (grants)	£0.00		£0.00
Total Income		£11,010.00	£11,850.00
Total income & monies b/f from bank (Money b/f from bank TBC 1/04/2023.)	£26,419.03	£23,070.00	£24,420.00
PAYMENTS			
Employment Costs:			
Salary Clerk including HMRC tax	£5,260.00	£5,500.00	£6,000.00
Salary other	£0.00		£0.00
NI	£0.00		£0.00
Pension provision	£160.00	£200.00	£250.00
Employment costs total	£5,420.00	£5,700.00	£6,250.00
Administration Costs:			
Insurance	£590.00	£655.00	£800.00
Subscriptions (NALC, SLCC, CAN)	£235.00	£350.00	£250.00
Office Equipment/Software	£100.00	£50.00	£100.00
Newsletters/Info (publicity)	£200.00	£200.00	£200.00
Website	£100.00	£100.00	£120.00
Stationery & Postage	£120.00	£50.00	£50.00
Training/Seminars/Conferences	£300.00	£300.00	£200.00
Professional Fees	£500.00	£300.00	£300.00
Hall Hire	£250.00	£192.00	£200.00
Travel Expenses	£50.00	£0.00	£0.00
Miscellaneous Payments	£150.00	£100.00	£100.00
Elections (See 'General Reserve Building' - line 71)	£0.00		£0.00
Bank charges	£72.00	£72.00	£74.00
Admin overheads total	£2,667.00	£2,369.00	£2,194.00
Community Spend:			
Playing Field maintenance, grass cuts, repairs & annual inspection*	£2,200.00	£1,500.00	£1,700.00

Hales & Heckingham Parish Council – Budget for 2023-24

Playing Field New Equipment	£0.00	£0.00	£0.00
Village Maintenance (incl. notice boards & war memorial)	£2,300.00	£1,000.00	£1,000.00
Churchyard Maintenance	£500.00	£500.00	£500.00
NCC PPS Parish 50% Share	£1,620.00		
Misc. Contingency	£500.00	£200.00	£500.00
Grants (using S137/GPC))	£500.00	£100.00	£100.00
Composting Site	£300.00	£100.00	£0.00
Totals Community Spend	£7,920.00	£3,400.00	£3,800.00
RESERVE BUILDING			
Restricted Funds:			
Composting Site	£0.00	£1,347.63	
Playing Field	£0.00	£0.00	
Total Restricted Funds	£0.00	£1,347.63	
General Reserves:			
Election	£500.00	£500.00	£500.00
Total Reserves	£500.00	£500.00	£500.00
Total Expenditure	£16,507.00	£11,969.00	£12,744.00
Budget surplus/shortfall	£9,912.03	£11,101.00	£ 11,676.00

As approved at the HHPC Meeting on 29th Nov. 2022.