

Hales and Heckingham Parish Council
Minutes of Meeting of
Hales and Heckingham Parish Council (HHPC)

At 7.30pm on Monday 13th of July 2026

Held at Hales Assembly Hall, Briar Lane, Hales

Present: Akhil Pramanik (AP)
Emma Frost (EF)
Donna Moore (DM)
Neville Kyrke-Smith (NKS)
Simon George (SG)

Martine Rebbeck (PC)

1. Welcome

The Parish Clerk welcomed and thanked all those present for attending the meeting.

2. Election of Chairperson and Vice Chairperson

It was agreed that Neville Kyrke-Smith would stand as Chairperson and Donna Moore would be Vice Chairperson until the annual Parish Council Meeting in May 2027.

3. Agreement of Working Groups

The following working group was agreed:

Planning – Simon George (SG)

Hales Green – Emma Frost (EM)

Traffic and Transport – Neville Kyrke-Smith (NKS)

Defibrillator – Akhil Pramanik (AP)

4. Agreement of New Meeting Dates

It was agreed that meetings will now be held every two months, on the first Monday of the said month. Meeting dates and times have been put onto the Hales and Heckingham Council website.

5. Training

All new Parish Councillors will be having training this is done online. Parish Clerk to find out information regarding this.

6. Finance

Parish Clerk explained to the Parish Councillors responsibilities regarding the finances. Brief outline given regarding the budget, banking and financial spreadsheet and year end. Emma Frost and Donna Moore agreed to be signatories for the online Banking.

7. Invoices for approval and Ratification

Invoices were ratified or agreed for approval for payment as follows:

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
				FOR RATIFICATION:
Martine Rebbeck	£336.52	£336.92	£0.00	s/o – June 26
HMRC	£49.40	£49.40	£0.00	s/o – PAYE – June 26
				FOR APPROVAL
Martine Rebbeck	£11.61	£11.61	£0.00	Ink for printer (Amazon)
Loddon DIY & Garden	£78.00	£65.00	£13.00	Inv No. 30053 – Grass Cutting
Total	£475.53	£462.53	£13.00	

8. Date of Next Meeting

It was agreed the next meeting would take place on Monday 7th of September 2026 at 7.30pm.

9. Any other Business

There was no other business.

10. Close of Meeting

The meeting closed at 8.30pm