

# Hales & Heckingham Parish Council

## MINUTES OF PARISH COUNCIL MEETING

**DRAFT**

**Held at Hales Village Hall on 12<sup>th</sup> June 2019**

**Present:**

HHPC Councillors: Sheila Beckett (SB) - Chair  
Georgina Buckle (GB)  
Phil Grimes (PG)  
Andy Woodman (AW)

Parish Clerk Eleanor Bannister (EB)

Other attendees: Cllr. Kay Billing  
[No members of the Public were present.]

**19/42. Welcome** – The Chair opened the meeting at 19.30.

**19/43 Apologies for Absence** – Received from Cllr. Alan Mason.

**19/44 Declarations of Interest** – None received.

**19/45 Approval of the Minutes of the Annual Meeting of the Council and of the Annual Parish Meeting held on 8<sup>th</sup> May 2019** – Both minutes approved by all.

**19/46 Action Log from Meeting on 27<sup>th</sup> March 2019** - Discussed and updated. See pages 6 and 7.

**19/47 Meeting adjourned for Public Forum & Reconvened**

**19/48 Environment & Amenities Working Group** – updates:

**48.1 Bus Shelter** – On order and installation anticipated around 13/7.

**48.2 Hales & Heckingham Public Notice Board** – It was agreed to order a HHPC aluminium, lockable, A1-size notice board to be put next to the existing public notice board in the old bus shelter. (Cost: c. £106.80 + VAT.) It was also agreed to advertise both notice boards when the next Newsletter is circulated to all residents.

**48.3 Verges close to Roundabout & A146 tree planting** – It was agreed to send a letter to Cllr. Margaret Stone requesting help in addressing this. PG also noted that Norfolk County Council had publicised a cutting policy which appeared to have moved to a position of cutting verges if necessary for safety reasons, otherwise to let them grow. However, further investigation had revealed the former "cut it all" policy remained in force. This was being pursued by Norfolk Wildlife Trust.

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- 48.4 B1136 Potholes** – Ref. No. ENQ90014478 – It was noted these have now been filled in.
- 48.5 Hales Public Right of Way - FP7** (A146 to Readscross Lane) – Following meeting with Norfolk County Council Rights of Way Officer, the path was cleared under S.43 of the Highways Act 1980 and is now clearly visible. This action creates no obligation or responsibility on the Parish Council to carry out similar work in the future. All Councillors recognised the importance of rights of way in the Parish and of clear signage, including of FP2 (between School Lane and Briar Lane) which it was agreed should have clearer signage in respect of warning signs regarding the electric fence.
- 48.6 Playing Field** – It was confirmed that there are regular inspections and cement has been added around a goal post where required. A resident had noted the grass was too long just prior to half-term; the Clerk will try to ensure mowing coincides with school holidays. Moles are pushing-up the rubber matting and it was agreed a sledge- hammer was the best method of flattening the matting.
- 48.7 Norfolk Highway Rangers** – It was agreed the Chair would send a letter asking for the work that has been regularly requested (pre-December 2018) be completed.
- 48.8 Hales Green Common Steering Group** – PG confirmed that this met on 7<sup>th</sup> May. Norfolk Wildlife Trust are conducting a major survey that includes Hales Green Common and which will result in a management plan. PG confirmed that earlier plans by South Norfolk District Council to devolve responsibility for the Common to Hales and Loddon were not currently active, but it was agreed that PG should try to ascertain South Norfolk District Council’s plans for the future of the Common.
- 48.9 Norfolk Wildlife Trust “Wildlife in Common”** – PG highlighted the [‘Living Landscapes project’](#) connecting ‘wild’ habitats to each other via hedges etc. It includes events and talks and a link will be posted on the HHPC website.

## 19/49 Road Safety & Traffic Management Working Group

- 49.1 One-way systems for BP Garage & signage** – It was noted that there are increasing problems with cars driving up Yarmouth Road to the roundabout and cutting through the Garage. The Chair wrote to owner of the BP Garage as a one-way system could help reduce risks. Clerk to follow-up. (Action Log 19/26.5)
- 49.2 Speed-watch** – Cllr. GB reported that they monitored traffic several times in May and recorded 84 speeding cars, 78 of which were sent letters. A higher number of cars driving at over 40mph are often recorded at the top end of the village, near the planned development. It was agreed that a spreadsheet with the records including, velocity, number of cars per minute and percentage speeding, should be sent to inform the development.

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**19/50 Village Hall Working Group** – All agreed that the purchaser’s solicitors should be asked to draft a deed of agreement confirming the Hall would be available for village use for a further 25 years. Clerk to identify if Norfolk Association for Local Councils could provide legal advice on how to manage the proceeds of the Hall given it was a charity.

**19/51 Composting Working Group** – See Appendix 1. for update. Interest from new members is welcome.

**19/52 Police & Safety - Update and confirmation of Working Group** – Group confirmed and update likely for next meeting.

**19/53 HHPC Newsletter / Bulletin** – It was agreed to include the following in the next newsletter: A report on the Annual Parish Meeting, updates on composting, the roundabout, the bus shelter and footpaths. Additionally, an FAQ section on ‘who to contact’ regarding a range of issues with website links, information on how to become a Parish Councillor, information on the defibrillator and the parish notice board, and a reminder about the location of the playing field. Plus ‘thanks’ to Masala Gardens for support. **See Action Log:** 19/27.3 & 19/53

## 19/54 Correspondence

**54.1 Social Enterprise Gardening Scheme** – ‘[Maggi’s Place](#)’ – This is now running in Loddon and anyone who is a carer needing respite is welcome.

[www.facebook.com/maggiesplacecommunitygarden/](http://www.facebook.com/maggiesplacecommunitygarden/)

**54.2 Installation of new bench in Playing Field** – Installed: See Appendix 2 for images.

**54.3 Amended Planning Application 2018/1934** – Noted; affordable homes still within statutory minimum.

**54.4 Scotty’s Little Soldiers** – It was agreed that this charity had limited relevance to Hales & Heckingham so the Clerk would respond accordingly.

**54.5 Prohibition of Waiting at any Time on B1136 Yarmouth Road** – Noted.

## 19/55 Finance

**55.1 HHPC Insurance Renewal** – All agreed to renew the Insurance on a fixed, three-year Long-term agreement (reducing the premium by 5%), effective until 10<sup>th</sup> June 2022. (Clerk has since confirmed agreement to renew to the Insurance company.)

**55.2 Internal Audit Report / Adepta** –Report from Adepta has confirmed that HHPC has maintained appropriate accounting records throughout the financial year. (Clerk has confirmed that ‘Petty Cash’ is not covered in the report because HHPC don’t hold petty cash.) All papers approved. Clerk to copy to all.

**55.3 AGAR** – Sections 1 and 2 of the Annual Governance & Accountability Report to be published on the website as legally required. (This has since been actioned.)

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Accounts for authorisation and payment – All approved. SB to sign-off.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose	Budget line
<b>HHPC</b>					
<b>AW Mason</b>	£13.55	£11.29	£2.26	Fuel for shredders	Compost scheme
<b>AW Mason</b>	£10.00	£10.00		New pull chord for Thurlton Shredder	Compost scheme
<b>AW Mason</b>	£92.64	£77.20	£15.44	Hire of shredder - Halesworth Tool Hire	Compost scheme
<b>AW Mason</b>	£33.30	£33.30		Mileage for collection of shredder from Halesworth - 2 x return journeys; 37 miles each	Compost scheme
<b>AW Mason</b>	£24.95	£24.95		Replacement lights for composting trailer	Compost scheme
<b>AW Mason</b>	£57.98	£48.32	£9.66	Plaque & lacquer for new seat from HHCEG	Related Restricted funds
<b>AW Mason</b>	£32.29	£26.91	£5.38	New masks for Composting site	Compost Scheme
<b>HHPC Insurance</b>	£563.74	£563.74		Full insurance Cover including Playing Field equipment	TBC
<b>British Legion</b>	£25.00	£25.00		Continued support for the British Legion	TBC
<b>Adepta</b>	£90.00	£75.00	£15.00	Adept Accountants; annual internal audit	TBC
<b>TOTAL PAYMENTS HHPC</b>	£943.45	£895.71	£47.74		
<b>Heckingham Poor Charity</b>					
<b>Waveney Lower Yare &amp; Lothingland IDB Norton Level</b>	£32.48	£32.48		Annual payment for drainage of the charity marsh.	N/A
<b>TOTAL Payments Heckingham Poor Charity</b>	£32.48	£32.48			

## 19/56 Items for consideration of inclusion on next agenda

- 56.1 Publication on website of 'Excise of Public Rights'** – This has to take place between 17/6 and 26/7 under AGAR.
- 56.2 Annual Inspection of Playing Fields** – This will take place on 26<sup>th</sup> June.
- 56.3 Parish Map** – Confirmation of the brief.
- 56.4 Youth Community Employment Scheme** – Following prior discussion with 'Community Connectors' in S. Norfolk for advice. Clerk to call them.
- 56.5 Footpath FP2 - Signage**
- 56.6 Planning Application 2019/1220** – It was noted that all Councillors had previously expressed their approval for this application with the caveat that the conversion

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should be subject to vegetation and structures being cleared outside the active

nesting season of birds, with no use of netting or other deterrents or obstruction, and suitable substitute nesting sites to be included in the plan by way of planting nest boxes etc. (The Clerk has since confirmed this to Norfolk Planning so it will not be added to the agenda.)

**19/57 At the close of the meeting,** Cllr. Kay Billig shared information on **recycling & ReUse:**

- 57.1** See: [www.recyclefornorfolk.com](http://www.recyclefornorfolk.com) / @Recycle4Norfolk. And on the '[REUSE Event](#)' on 24<sup>th</sup> June. See Appendix 3.
- 57.2** **South Norfolk on Show** – 30<sup>th</sup> June – Leaflets were circulated. [www.south-norfolk.gov.uk/onshow](http://www.south-norfolk.gov.uk/onshow). See Appendix 3.

**19/58 Date of next meeting** – Was confirmed as Wednesday 17<sup>th</sup> July.

**The meeting was closed at 9.30pm.**

**See next pages for ACTION LOG & APPENDICES.**

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Updated ACTION LOG from earlier meetings including meeting on 12/06/2019.

ID	Action – from November / December Minutes	OWNER	STATUS
04/18	Transparency code completed and added under 'Useful Links' on <a href="http://www.halesandheckingham-pc.gov.uk">www.halesandheckingham-pc.gov.uk</a> Next review early 2020. [To be reviewed annually against NALC guidelines.]	PG	Closed
16/03	Arrange a meeting with NCC Highways regarding the raised banks and visibility on the roundabout. <b>12/6:</b> Highway have confirmed the height of the banks will not be altered but there is on-going lobbying regarding planting.	PG	Closed
17/08	Buy & apply mastic glue to loosening rubber tiles in the old play area. <b>12/6:</b> Annual inspection of the Playground on 26/6 will confirm addressed.	AM / Clerk	Closed
19/05	Contact Wicksteed regarding maintenance of playing field equipment. <b>12/6 – AM</b> had confirmation that the matter was investigated and resolved.	AM	Closed
19/11 and 19/32	Data Protection Policy: As per Minutes 19/32 one addition was made to the Policy.	PG / Clerk	Closed
19/15	Options for locally produced Parish Map; being explored. (See Minute item: 19/56.3)	AW	Carried forward
20/05	Set up Working Group for No Cold Calling Zones and gauge local interest. Letter was delivered to all residents on Briar Lane as 75% of residents required to respond affirmatively.	AM	Carried forward
20/06	Website has been updated and GDPR statement added.	PG	Closed
20/09	Cost/benefit assessment proposal for 'Don't Mow Let It Grow' for submission to NCC Highways. <b>12/6:</b> Cost benefit analysis not anticipated in the near future.	PG	Closed
20/14	Report back on review of churchyard expenditure. <b>13/2:</b> AM to meet with contractor.	AM	Carried forward

ID 2019	ACTION	OWNER	STATUS
7.2	<b>Speed of vehicles</b> on Beccles Road / Green Lane & Poor Lighting. 27/3: Suggestions included planting Buddleias as barrier. <b>12/6:</b> Agreed to reassess once Badgers scheme is complete.	SB	Carried forward
9.3	<b>Low Police clear-up rate</b> – concern. <b>12/6:</b> AW to get quarterly updates from the Police and to update HHPC at appropriate meetings.	AW	Closed
10.2	<b>Footpath across A145 to Reads Cross Lane</b> not being appropriately maintained. Path now accessible. See <b>Minute item 19/48.5.</b>	Clerk / PG	Closed
10.5 and 19/27.1	<b>SUDS attenuation pond.</b> Research has confirmed that planting is less favourable than self-colonisation, so of less interest as a school project, but local school is aware that it can be incorporated into a project if helpful.	PG	Closed

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10.6	<b>Playing Fields / Play Area.</b> Regular reports are being presented to the Council and a second table is now in place. See <b>Minute items:19/48.6</b> and <b>19/56.2</b> , and <b>Appendix 2</b> for images of table.	Clerk / PG / AW	Closed
19/26.4	<b>a. Road Safety: 'SAMS'</b> - mobile flashing lights hi-lighting speeding. <b>12/6:</b> GB only found anecdotal evidence of success as difficult to monitor and very costly to install. All agreed to look for other methods, if required. <b>b. Dis-integrating Trench over Great Yarmouth Road:</b> Trench now filled-in.	GB / PG  PG	Closed
19/26.5. i	Replacement of damaged <b>Bus Shelter: 12/6:</b> New shelter due to be installed around 13/7. See <b>Minute item 19/48.1</b>	Clerk	On-going
19/26.5. ii	<b>Removal of Hedgerow:</b> Council to try to engage NCC Highways at a local level and possibly supply plants for volunteers to plant. Council wrote highlighting disappointment with the timing of the cutting given it was once birds started to nest - after the legal cut-off date of 1 <sup>st</sup> March.	SB / Phil / Clerk	Closed
19/26.5. iii	<b>One-way system for BP Garage.</b> SB wrote to the owner of the Garage suggesting discussion to identify best way forward and option of one-way system. <b>12/6:</b> Clerk to follow-up as response still pending. See <b>Minute item 19/49.1</b>	Clerk / SB	On-going
19/27.3 & 19/53	<b>Hales &amp; Heckingham Newsletter/Bulletin.</b> <b>12/6:</b> Agreed items to covers. SB to prepare rough draft & liaise with AW for images. See <b>Minute item 19/53.</b>	SB / AW	On-going
19/27.4	<b>Hales &amp; Heckingham Public Notice Board.</b> It was agreed to order an aluminium, lockable display cabinet for HHPC notices. See <b>Minute item 19/48.2</b>	SB	On-going
19/31.2	<b>Standing Orders and Financial Regulations:</b> Clerk to review against NALC's best practice samples and if necessary revise. (Timing: Over the next five months.)	Clerk	On-going
19/31.3	<b>British Legion:</b> Council making donation of £25.00 in 2019. <b>12/6:</b> AM completing.	AM	Closed
19/48.3	<b>Verges close to Roundabout &amp; A146 tree planting:</b> Agreed letter drafted by PG should be sent by Clerk to Cllr. M. Stone requesting support.	Clerk	New
19/48.5	<b>Signage on footpaths:</b> All to be monitored and owner of land with electric fence alongside FP2 to be encouraged to improve warning signs.	PG	New
19/48.7	<b>Norfolk Highway Rangers:</b> SB to send letter requesting work be completed	SB	New
19/48.8	<b>Hales Green Common Steering Group:</b> Parish Council to ascertain South Norfolk District Councils plans for the future of the Common.	PG	New
19/48.9	<b>Wildlife in Common:</b> To be posted on HHPC website.	PG	New
19/49.2	<b>Speed-watch Data:</b> Agreed data from the top end of the village should be collated and sent to inform the plans for the proposed development. (To be sent to South Norfolk Planning and copied to Norfolk County Council Highways.)	GB	New
19/50	<b>Village Hall &amp; proceeds from sale:</b> Clerk to check whether NALC/another could provide legal advice on how to manage the proceeds of the sale.	Clerk	New
19/54	<b>Scotty's Little Soldiers:</b> Clerk to respond to Charity.	Clerk	New
19/55.4	<b>Accounts for authorisation and payment</b> (all approved): Chair to authorise	SB	New
19/56.1	<b>'Excise of Public Rights':</b> To be published on HHPC website and public notice board week commencing 24 <sup>th</sup> June for 30 working days.	Clerk / AM	New
19/54.4	<b>Youth Community Employment Scheme:</b> To call Community Connectors in south Norfolk for advice.	Clerk	New



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## APPENDIX 1 - Minute Item 19/51 – Composting Update

The Composting Team have completed the shredding of all material and this has been completed to a high standard aided by the hire of a shredder from Halesworth Tool Hire. This involved over 11 hours of shredding and a considerable cost but when viewed against the replacement of the stolen shredder is thought to be economically viable. Collections continue.

## APPENDIX 2 - Action Log 10.6 – Newly installed Bench in Playing Field



## APPENDIX 3 - Minute items 19/57.1 and 19/57.2

A poster for a reuse event. The text reads: "Give and take REUSE EVENT". Below this, it says: "Come to our reuse event and reuse/recycle your unwanted items, or come along and take something away." The event is on "MONDAY JUNE 24" at "Breckland Hall, Breckland Road, Costessey, NR5 0RW". It lists "Item drop off 9am - 3pm" and "Item take away 11am - 3pm". At the bottom, it says "Turn over to see the full list of items that you can bring along or that may be available to take away from our next event." and includes social media icons and the South Norfolk logo.

A poster titled "WHAT CAN I BRING ALONG?". It lists categories of items that can be brought: "Furniture: any furniture in good condition and, if upholstered, with a fire label still attached. Items not reused locally will be donated to charity." "Electrical items: any small household items such as kettles, vacuum cleaner, TV's etc. (see website for full list). All items will be PAT safety tested before placed out for reuse. Items not reused will be donated to charity." "Textiles: unwanted clothing and textiles. Items not reused will be donated to charity. We cannot accept pillows, duvets or carpets." "Books: we will reuse all books in good reusable condition." "Board games/puzzles: for local library groups." It also includes a section "Things you need to know: The event is for materials from households, not businesses. If your items can fit in a family car, then we can take them. We cannot accept fridges/freezers or fluorescent tubes. A limited number of items can be taken away per person. All money donated for reuse items will be given to the Chairman's charities." At the bottom, it asks "Are your heating bills high? Is your house cold?" and mentions that South Norfolk Council's Energy Team will be on hand to offer advice. It ends with "Visit south-norfolk.gov.uk/recycle for further details".

A poster for "South Norfolk On Show". It features a banner at the top with the text "South Norfolk On Show". Below this, it says "10 YEARS" with a balloon icon. The event is on "SUNDAY 30 JUNE" from "11am - 4pm" at "South Norfolk Council Offices, Long Stratton, NR15 2XE". It lists "FREE ENTRY" and "For more information visit south-norfolk.gov.uk/onshow". The poster includes various icons representing different activities and services, such as a bus, a truck, a guitar, a soccer ball, and a horse. At the bottom, it lists logos for "ARTS COUNCIL ENGLAND", "Saffron", "building communities", and "South Norfolk".