

Hales & Heckingham Parish Council

MINUTES OF PARISH COUNCIL MEETING

Held at Hales Village Hall on 27th November 2019

Present:

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

Parish Clerk Eleanor Bannister (EB)

Other attendees: Cllr. Jeremy Rowe
One resident of the Parish

19/116 Welcome – The Chair opened the meeting at 7.30pm.

19/117 Apologies for Absence – Received from Cllr. Kay Billig and Cllr. Margaret Stone.

19/118 Declarations of Interest – None received.

19/119 Approval of Minutes of the Meeting held on 23rd October 2019 – Approved and signed.

19/120 Parish Reports - Cllr. Jeremy Rowe noted that as the General Election takes place nationally, it was refreshing to be able to focus on local issues, and that at least at the District Council level, he and his colleagues aimed to put party politics to one side, to help address local issues.

He noted that he was regularly attending as many of the local Parish Council meetings as was possible, for example those at Loddon, Chedgrave, Hales & Heckingham, and Langley with Hardley. At South Norfolk District Council he was impressed by the mental health awareness training that was put on recently.

In terms of the £1,000 that each Councillor was given to support projects in their area, Cllr. Rowe had allocated all of this for 2019 and was pleased to have been able to help and support a range of brilliant local causes, including local choirs, the History group and others. He also noted that the Victorian Evening, a very popular event, was taking place on Friday 6th December in Loddon.

The next of his regular surgeries would be in Loddon library, on **Saturday 14th December 2-4pm** and **Saturday 15th February 2-4pm**. [Cllr. Rowe is also contactable via 07932 970718 or jrowe@s-norfolk.gov.uk]

19/121 Action Log from Meeting on 23rd October 2019 – Reviewed. See pages 6 & 7

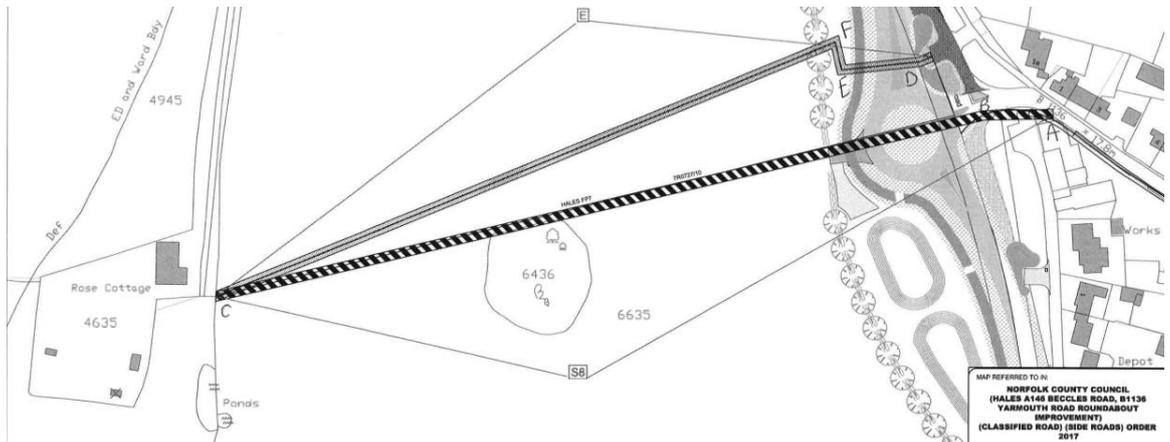
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19/122 Meeting Adjourned for Public Forum – Cllr. Rowe confirmed he was supportive of activity aimed at improving mobile coverage including getting a mobile mast installed on the George Lane roundabout, when constructed.

19/123 Meeting Reconvened

19/124 Environment & Amenities Working Group updates

124.1 Proposed relocation of Hales Footpath 7 by Norfolk County Council - Notification of the relocation was retrospective as the footpath already ran between C and F (the proposed 'new' route) – see map. Cllr. SB noted however that they had contacted the appointed solicitor given there was one section (between A and D) where cars parked incorrectly obstructing access for walkers. It was agreed that the Council would not give their formal approval until there was reassurance that the public could walk safely from A to D without parked cars obstructing the way. Additionally, the path from C to F had been ploughed again and the Council would seek reassurance that this footpath would be correctly maintained prior to approval.



124.2 Verges close to Roundabout & A146 tree planting – Cllr. PG reported that the contractor CGM Ltd. had rotavated the land (not levelled) and planted it with mixed grass seed. However, the dead trees and hedge had not been replaced. It was agreed the Clerk should write to the Highway Engineer to confirm the contractors plans for replacing them.

124.3 Playing Field – The Clerk confirmed that the wet pour had been purchased and that the work on repairing the tiles in the playground would commence as soon as the weather permitted.

124.4 Parish Map – Cllr. SB confirmed she was progressing this. Cllr. AM shared the image of a parish map he had seen which was subsequently shared by email.

124.5 Churchyard Maintenance – Cllr. PG confirmed that as soon as the weather permitted, he would be taking some photographs of the churchyards to post on the website.

19/125 Road Safety & Traffic Management Working Group

125.1 One-way systems for BP Garage & signage – The Clerk had chased for a response but had been advised by Highways it was still pending. Several Councillors noted how dangerous it was having witnessed near accidents. Clerk to continue chasing for feedback.

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125.2 Norfolk Highways “Parish Partnerships” scheme for local highway improvements – Cllr. PG confirmed that the option to apply for this funding (to increase the footpath to the bus stop by the width of one meter with packed aggregate), was not possible given tight constraints required by Norfolk County Council Highways. However, the Highways Engineer would accept the use of a motorised roller to flatten and pack a one-meter wide strip given this did not involve construction. This would cost c. £150 + VAT (hire of the roller for one day) and could be done late spring. Alternatively, the Highway Engineer was seeing if there was another option he could offer. Clerk to contact Highways Engineer for final recommendation. If none, all agreed motorised roller option should be pursued.

19/126 Composting Working Group – Cllr. AM reported the final collection had taken place for 2019 and a credit had been submitted for 7,111 tons. There was consensus among the volunteers that the composting group would continue into 2020 and its viability reassessed going forward. They also planned to organise some publicity early in the composting year. Collection and processing was currently done on the same day but the option of a weekend collection was being considered. Cllr. AW thanked Cllr. AM for his work and dedication.

19/127 Village Hall Working Group – Cllr. AM reported that the Management Committee had still not met so he had no update. Cllr. AM to continue to monitor and request confirmation on how it was planned to use the proceeds from the sale of the Village Hall.

19/128 Planning Working Group (South Norfolk Planning applications)

128.1 2019/2107 – 19 Gale Close, Hales; single-storey rear extension; decision due 16/12.

128.2 2019/2098 – Heckingham Lodge, Briar Lane; Variation of Condition 3 of planning permission 2005/1416 to allow dwelling by agricultural worker and/or as holiday let; decision due 16/12. The Council agreed its position was neutral on the basis that the application was for use either by agricultural worker and/or as holiday let. Clerk to confirm this to Planning division.

128.3 War Memorial Junction between Green Lane & Old Yarmouth Road: Related to Faber Roofing and application 2019/1252 – The Clerk reported that the Highways Engineer was looking for a solution for example, one-way signs.

19/129 Police & Safety Working Group - It was agreed that the draft Code of Conduct, Norfolk Local Code of Conduct, Protocols for Public Participation in Council Meetings and Model Complaints Procedure should be double-checked by the Clerk, sent to the Chair for final review and then posted on the HHPC website. Clerk to action.

19/130 HHPC Newsletter / Bulletin – It was confirmed that Cllr. SB would re-circulate final copy to all Councillors for comment. Cllrs. SB and AW to then meet and finalise with images.

19/131 HHPC Annual Parish meeting – It was confirmed that this would be held on Wednesday 6th May 2020 following on from the Annual Meeting of the Parish Council. Timing of Annual Parish Meeting; 7.30pm. It was agreed all Councillors would consider options for a guest speaker. Initial

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suggestions included a representative from the Police Force, Fire & Rescue, Local First Response or the option of a Norwich-based personality. It was agreed 'rural communities' was a key issue.

19/132 Summer 2020 Village Event – It was agreed this should be given further consideration early 2020. One option suggested was to liaise on an event with Masala Garden. If held in the Playing field, a bouncy castle was suggested as an attraction so long as it included qualified personnel to manage it. Cllr. GB noted there was a local company that hired out bouncy castles. It was noted that HHPC insurers would need to be advised and that any attractions provider or, ideally stall holder, would need to have appropriate insurance cover. [At the opening of the playground approximately 150 residents participated.]

19/133 Correspondence

133.1 Briar Lane resident highlighted **household goods being dropped** into the ditch that runs along the west side of Briar Lane. This had been reported to South Norfolk DC Environmental Health team but had not yet been removed.

133.2 Norfolk Fire & Rescue Service has published its draft Integrated Risk Management Plan (IRMP) for 2020-2023; consultation will close on 10th December. Cllr. AM noted there were some interesting statistics so worth reading.

133.3 Carers Matter Norfolk - 2019/2020 Handbook – posted on [HHPC website](#).

133.4 Equinor “Public meeting & exhibition for Norfolk communities” on the “Dudgeon and Sheringham Shoal Offshore Wind Farms Extensions project” was on 28/10 but not all Parish Councils had been informed. For more information, see Scoping Report: <http://infrastructure.planninginspectorate.gov.uk/document/EN010109-000007> Cllr. PG noted that for the environment, underground cabling (as was being proposed) was laudable given it was more environmentally favourable and should be encouraged.

19/134 Finance

134.1 Charity Marsh – Cllr. AM explained that the funds available from the income of renting Charity Marsh were limited given they amounted to c. £200 per year. Several years ago the Council had agreed that the new development of Heckingham Park could not be included given the limited funds. It was agreed that Cllr. AM would confirm in writing clear criteria for eligibility including being aged 65 years old or over.

134.2 2020/2021 Draft Budget – This was discussed. Points noted included; Composting Group paid for £250 towards the Churches Conservation Trust; the Council needed to consider how best to offer the Clerk a pro rata contribution towards their pension as offered in their contract; the Clerk needed to check Insurers small print on whether premiums would rise next year given claim in relation to bus shelter; Clerk to try and fast-track accessing information required to set the Precept for 2020-21 so it could be discussed and agreed at 11th December meeting. Clerk to make revisions to draft budget and circulate to all prior to next meeting.

134.3 PAYE system for payment of Parish Clerk – The Clerk had downloaded the free HMRC Basic Payroll system and finally received the code required from HMRC. System to be completed by December meeting.

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[The Clerk left the meeting while the Council discussed whether it was necessary to increase the hours of the Clerk from four to six hours per week. Given the Clerk already worked an average of seven hours per week and would be taking on additional responsibilities as 'Responsible Finance Officer' on top of their existing duties, the Council agreed to increase the paid hours to six per week starting from 1st January. This would then be monitored going forward.]

134.4 Accounts for authorisation and payment: All accounts below were approved.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
The Clerk	£108.00	£90.00	£18.00	2 x Tubs of Wet Pour for Playground repair work
Mr. A Mason	£10.00	£10.00	£0.00	Gift for Bugler (Played at Remembrance Service on 10/11)
British Legion	£30.00	£30.00	£0.00	Donation to the British Legion
TOTAL PAYMENTS	£148.00	£130.00	£18.00	

19/135 Items for consideration of inclusion on next agenda

135.1 Cycling & Feasibility Study to offer cyclists alternative route/s to A146 - Cllr. AM requested that this was added following his attendance, as a member of the Public, at a meeting aimed at: Improving health, increasing provision for cyclists to make it safer to cycle on roads, and moving to a carbon neutral position with new cycle routes. All requested that Cllr. AM represent the Council in relation to this. (See Appendix 1.)

135.2 Norfolk County Council Environment Policy – Cllr. PG requested that this was added to the February 2020 meeting agenda.

135.3 Yoga / Mindfulness sessions in the Playing Field – (A teacher was keen to hire playing field for classes.) In principle, the Council was supportive of this. Details to be discussed at next meeting.

135.4 Membership of Broads Society – For agreement on whether to continue membership.

19/136 Date of next meeting – Wednesday 11th December

The meeting was closed at 9.45pm

E. Bannister, Clerk to the Council

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Updated ACTION LOG

ID 2019	ACTION	OWNER	STATUS
7.2	Speed of vehicles on Beccles Road / Green Lane & Poor Lighting. 27/3: Suggestions included planting Buddleias as barrier. Agreed to reassess once Badgers scheme was complete.	SB	Carried forward
19/104.1 19/125.1	One-way system for BP Garage. 27/11: Clerk to continue chasing Highways re: any constraints to a one-way system.	Clerk	On-going
19/89 / 19/109	Hales & Heckingham Newsletter/Bulletin. 27/11: Cllrs. SB to recirculate to Cllrs. for final comments. Cllrs. SB & AW to then meet and finalise.	ALL / SB / AW	On-going
19/31.2	Standing Orders and Financial Regulations: Clerk to review against NALC's best practice samples and if necessary, revise. Delayed given time constraints but progressing. (Timing: end Jan.)	Clerk	On-going
19/124.1	Hales Footpath 7 – Cllr. SB to get reassurances as noted in 19/124.1, prior to Council giving approval for retrospective relocation	SB / Clerk	New
19/103.1 19/124.2	Verges close to Roundabout & A146 tree planting – 27/11: Clerk to write to Highways requesting action by contractor given dead trees and hedges still not replaced.	Clerk	On-going
19/103.3 19/124.4	Parish Map – SB commissioning young artist to produce map for the Parish Council. (Example of Village Map shared by Cllr. AM.)	SB	On-going
19/103.4 19/124.5	Churchyards: 27/11: HHPC's support for the churches and highlighting them as attractions to be done via permanent post on HHPC website - once weather permits photography of churchyards. Cllr. SB to send Cllr. PG text used in Contact Magazine.	PG / SB	On-going
19/106 19/127	Village Hall; proceeds from sale: 27/11: Cllr. AM to continue to monitor and request feedback from the Management Committee.	AM	On-going
19/66.1 / 19/101	Litter around Bus Shelters – 27/11: Cllr. SB to chase for response from S. Norfolk re: application for grant. Cllr. J. Rowe to see if can access equipment.	SB / Cllr. J. Rowe	On-going
19/103.2 19/124.3	Playground Inspection (follow-up) - 27/11: Clerk to ensure contractor repairs tiles using wet pour that has been purchased.	Clerk	On-going
19/67.2 / 19/86.2	SAMS – Speed Activated Monitoring System – To be considered when reviewing budgets.	All	At budget review
19/104.2 19/125.2	Increasing footpath on east-side of Green Lane to bus stop – via Parish Partnerships Scheme bid – 27/11: Clerk to contact Highways for final recommendation. If none, option of motorised roller in late spring 2020 to be pursued.	Clerk	On-going
19/71.2	Community Police Officer – 27/11: Cllr. AW to contact again re: invitation to HHPC meeting.	AW	Carried forward
19/75.2	Contact Magazine & regular editorial – Noon 8 th of each month = final deadline.	SB / AW	On-going
19/107.3 19/128.3	War Memorial Junction between Green Lane & Old Yarmouth Road: Junction rights not clear. 27/11: Clerk to chase Highways Engineer for feedback.	Clerk	On-going
19/108 19/129	Code of Conduct - Behaviour to Councillors & Parish Council staff – 27/11: Clerk to run final proof and to send all four documents to Cllr. SB for formal approval. On approval, to post on website.	Clerk / SB / PG	On-going
19/90	Parish Council external communications - It was agreed to add the approved statements to HHPC 'Standard Procedures' when reviewed by end January.	Clerk	On-going

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19/101	Improving mobile coverage: 27/11 - Clerk wrote to Loddon Parish Council re: joint approach. Loddon PC progressing.	Clerk	Closed
19/103.5	Tree Planting: 27/11 - Cllr. PG progressing as a South Norfolk Tree Warden but as scheme sits outside HHPC remit, will update PC when further information.	PG	Closed
19/105	Composting Scheme: 27/11 - Cllr. AM reported that the scheme will continue in 2020 and be reviewed periodically.	AM	Closed
19/110	www.grantfinder.co.uk : 27/11 – All actions completed. (Clerk advised ‘Maggie’s Place’ of the website but sadly Maggie’s Place is not currently active.)	Clerk / SB	Closed
19/111	HHPC Meeting Dates in 2020 : Agreed dates to be posted on the website. [12/2, 25/3, 6/5, 24/6, 9/9, 28/10, 25/11 and 16/12.]	PG	Closed
19/112.3	Broadland & South Norfolk Business Awards 2020: 27/11 - Application nominating Masala Garden was submitted.	Clerk	Closed
19/112.6	Norfolk Minerals & Waste Local Plan: Preferred Options Consultation – The Council supported the initial conclusion of the proposal. Clerk sent feedback.	Clerk	Closed
19/113.2	VAT Reclaim : VAT reclaim submitted.	AM	Closed
19/113.3 19/134.2	2020/2021 Draft Budget - 27/11 : 1. Clerk to made revisions as discussed, review and circulate revised draft prior to meeting on 11/12. 2. Council to consider how best to offer the Clerk a pro rata contribution towards their pension as offered in contract. 3. Clerk to check Insurers small print on whether premiums would rise given claim in relation to bus shelter. 4. Clerk to try and fast-track accessing information required to set the Precept.	Clerk SB Clerk Clerk	On-going New New New
19/113.4 19/134.3	PAYE system for payment of Parish Clerk: 27/11 - Set-up of monthly PAYE system to be completed by 10/12.	Clerk	On-going
19/113.5	1. British Legion : Cllr. AM to arrange donation of £30.00 in November 2019. 2. Remembrance Service on Sunday 10 th November at 3.00pm; Cllr. AM to send appropriate wording to Cllr. PG for posting on the HHPC website and Facebook. 3. Bugler at Service : Cllr. AM to arrange a small gift of ‘thanks’ for the bugler. 4. Archive information: 27/11 (re; names on Memorial) to be shared with Loddon Historical Soc. & Rev. Ros Hoffmann; ros@hoffmann2011.plus.com	AM PG AM SB	Closed Closed Closed On-going
19/113.6	Accounts for authorisation & Payment – Payments were authorised.	RFO / Clerk	Closed
19/114.2	www.powerforpeople.org.uk – HHPC’s support for the campaigns objectives was confirmed.	Clerk	Closed
19/114.3	Annual Planner – Latest version was circulated to all Councillors.	Clerk	Closed
19/128.2	Planning application 2019/2098 – Heckingham Lodge, Briar Lane; Clerk to confirm position of Parish Council as neutral.	Clerk	New
19/131	HHPC Annual Parish meeting – All to consider options for a potential speaker. Cllr. PG to add date of Annual Parish Meeting (6/5/2020) to website.	All / PG	New
19/132	Summer 2020 Village Event - All to consider and discuss at February meeting.	All	New
19/134.1	Charity Marsh – Cllr. AM to confirm criteria for eligibility as a beneficiary, for approval at next meeting. Cllr. AM & Clerk to then organise cheque payments.	AM / Clerk	New
19/134.4	Accounts for authorisation & payment : Clerk & Cllr. AW to load and approve for payment.	Clerk / AW	New
19/135.2	Yoga / Mindfulness Sessions in the Playing Field – Clerk to touch base with the interested teacher to discuss further.	Clerk	New

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APPENDIX 1.

Parish Report November 2019

Norfolk County Councillor for Clavering Division - Margaret Stone

Parish or Urban areas within the Division: **Aldeby, Broome, Burgh St Peter with Wheatacre, Denton, Ditchingham, Earsham, Ellingham, Geldeston, Gillingham, Haddiscoe, Hales, Heckingham, Hedenham, Kirby Cane, Norton Subcourse, Raveningham, Stockton, Thurlton, Thwaite St Mary, Toft Monks, Topcroft, Wortwell, Alburgh**

Children's and family service. Ofsted report:

The focused two-day visit looked at arrangements within Children's Services for dealing with contacts and referrals from families, members of the public and professionals at the front door.

The inspectors recognised the huge improvements we have made to the front door, describing it as "transformed". They said that the quality of decision making is consistently strong, and the children's advice and duty service has significantly improved the way in which information is shared, analysed and recorded at the first point of contact. They also praised the "effective leadership and management oversight in the **children's advice and duty service (CADS)**."

Inspectors also recognised that the success of CADS would not have been possible without strong and effective strategic partnerships with the police and health services and the support of elected members.

<https://files.api.ofsted.gov.uk/v1/file/50120838>

Local authorities that are good, outstanding or requiring improvement receive at least one 'focused visit' between formal inspections. These look at a particular area, which in this case was the "front door". The findings from this visit will be taken into account at the next inspection.

New Norfolk County Council Environmental Policy -

Due to be ratified at full council on 25th November

Hempnall Roundabout. OPEN

The new Roundabout opened a week ago and is reducing congestion and improving safety for drivers. Delivered on time with the least amount of disruption

Potential Cycle routes using disused railway track

During the past few months, I have had discussions with a variety of people, including keen local cyclists, District Councillors and officers at NCC, discussing the reopening of disused rail links and adaptation as cycle pathways.

Budget Consultation

HaveYourSay@norfolk.gov.uk

Overview

Norfolk County Council will set a new budget on 17 February 2020. In this consultation we are asking for your views on our proposed council tax level for 2020/21, including proposals for the adult social care

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precept. We also welcome any comments on our approach to budget savings or any of the individual proposals themselves. We will feed back your views into the budget setting process.

Why We Are Consulting: We want to find out what people think about our council tax proposals.

We are consulting through: This online consultation, which is also available as a paper copy - Letter to key partners and stakeholders.

We are consulting from: 23 October to 10 December 2019. Please note that if we receive any consultation responses after 10th December we cannot guarantee that we will be able to take them into account.

Fire Service consultation:

[Your views on Norfolk Fire and Rescue's draft IRMP 2020-23](#)

By law, Norfolk's Fire and Rescue Service has to produce an Integrated Risk Management Plan, or IRMP for short. This sets out how we will achieve our goals of improving public safety, reducing the number of emergency incidents and saving lives. We have developed a draft plan for... [More](#)

Closes 10 December 2019

Please let me know of any issues where I may help you as your County Council including any proposed Parish Partnership proposals.

Margaret.stone.cllr@norfolk.gov.uk