

Hales & Heckingham Parish Council

DRAFT

MINUTES OF PARISH COUNCIL MEETING

Held at Hales Village Hall on 11th December 2019

Present:

HHPC Councillors: Sheila Beckett (SB) - Chair
Alan Mason (AM)
Andy Woodman (AW)

Parish Clerk Eleanor Bannister (EB)

Other attendees: Four residents of the Parishes

19/137 Welcome – The Chair opened the meeting at 7.30pm.

19/138 Apologies for Absence – Received from HHPC Cllrs. G. Buckle and P. Grimes and from Cllrs. M. Stone, K. Billig and J. Rowe.

19/139 Declarations of Interest – None received.

19/140 Approval of Minutes of the Meeting held on 27th November 2019 – Approved and signed.

19/141 Action Log from Meeting on 27th November – Reviewed. See pages 4 and 5.

19/142 Meeting Adjourned for Public Forum

Two residents requested an update on traffic around the War Memorial (see items 19/107.3 and 19/128.2) in the Action Log) and it was confirmed that the Parish Council was still waiting to hear if a one-way system was feasible. Cllr. AM noted that the large lorries working on the Faber housing development would need to be taken into consideration.

One resident noted the concern of their neighbour regarding the number of people parking at the end of Green Lane; usually six cars and on occasion up to nine. This made it very difficult to turn and at times impossible for residents to leave their drive. (The lane was used as parking for those getting the bus.) Cllr. AM suggested a parking restriction between the hours of e.g. 10.00am to 11.00am. (If difficult to get a traffic warden, it was suggested that residents could take photos and send them in.) It was agreed this issue should be communicated to Highways. Clerk to action.

19/143 Meeting reconvened

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19/144 Village Hall Working Group – Cllr. AM said he had spoken with J. Sturman who had confirmed that the Managing Trustees would be meeting in the New Year at which point they would advise AM.

19/145 Planning Working Group (South Norfolk Planning applications)

2019/2410 – Applicant: Mr John Austen. Location: Agricultural Building North of Green Road Hales Green Hales Norfolk. Proposal: Demolition of existing agricultural building and erection of new dwelling and change of use of land to domestic curtilage. Application Type: Full Planning Permission. HHPC confirmed they were supportive of the application. Clerk to confirm to South Norfolk Planning.

19/146 HHPC Newsletter / Bulletin – All agreed this would be finalised at next meeting. See Action Log.

19/147 Correspondence

147.1 Broads Briefing for November - See link on HHPC website.

147.2 Email from Andrew Milner re: Areas of land encompassing the Chet and a major project to boost the environment for pollinators, and thereby other wildlife, by creating a 3km wide B-Line centred on the Chet from its source in Poringland to the Yare, and with the Bergh Apton Conservation Trust's Reserve as a keystone site roughly in the middle. In collaboration with partners, landowners and other stakeholders, they have received funding from the Water, Mills & Marshes Landscape Partnership Scheme. This will be officially launched in the New Year. Cllr. PG to be briefed and report back on 12/2.

147.3 Forest School and/or Yoga & Mindfulness Teacher – Interest in hiring playing field for sessions. HHPC supportive and agreed nominal sum of £20, to help with maintenance costs, as a fair charge for the first six months when it could then be reviewed. Clerk to confirm this.

19/148 Finance

148.1 2020/2021 Draft Budget – The draft budget was circulated and it was recommended to put some funds into Playground equipment in 2020/21. (The goal posts had been removed given they were identified as a hazard in the summer inspection.) Additionally, Cllr AM noted that some of the wooden structures would need to be replaced in due course. HHPC broadly agreed the budget with some amendments. Clerk to make amendments and re-circulate prior to next meeting.

148.2 Precept 2020-2021 – It was noted, as confirmed by NALC, that best practice was for a parish council to increase the precept by around 5% to cover inflation and increasing costs. It was therefore proposed and agreed by all to increase the HHPC Precept by 5% for each 'Band D' property – as had been done in 2019/20 when the Precept charge was £34.31 per Band D property. The Precept form for 2020/21 was therefore duly completed and signed by the Chairman and Clerk reflecting a 5% increase to £36.02 per Band D property. (South Norfolk had calculated that there would be 250 'Band D' properties in 2020.) The total HHPC Precept for 2020/21 would therefore be £9,005.00. Clerk to email precept form to South Norfolk District Council.

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148.3 Charity Marsh – Given the limited funds that amounted to circa £200 per year, the Parish Council, as the Trustees of Charity Marsh, agreed that eligibility for payments from the Charity should be restricted to the residents of the following dwellings in Heckingham:

- Dwellings that were first constructed before the year 2010 where one or more residents had reached the age of 65 years of age.
- It was further agreed that in the event of the Parish Council becoming aware of new qualifying residents aged over 65, that back payments could not be made to cover the years since the resident reached the age of 65.

Cllr. AM and the Clerk to write cheques to the beneficiaries and deliver them.

148.4 PAYE system for payment of Parish Clerk – The Clerk confirmed that this had now been set-up using BrightPay software, as the HMRC basic system did not cover all the aspects that were required. The cost of BrightPay was formally approved (£49.00 plus VAT) and the cost of the necessary accountancy advice from Headspace Accountancy to ensure maximum efficiency (£50.00) was also formally approved. Clerk to add invoices for payment.

148.5 Accounts for authorisation and payment – All accounts below were approved except for the Broads Society membership which was to be paid for from restricted funds by cheque.

| Payee | Gross Amount | Net Amount | VAT to reclaim | Purpose |
|--------------------------------|----------------|----------------|----------------|--|
| South Norfolk District Council | £256.32 | £213.60 | £42.72 | Dog Bins – Annual Charge 2019/20 |
| The Clerk | £4.91 | £4.91 | £0.00 | Postage for two letters & ream of paper |
| The Clerk | £85.59 | £85.59 | £0.00 | Claim for depreciation for use of personal computer – pro rata. (£0.27 per day – 317 days) |
| Broads Society | £19.00 | £19.00 | £0.00 | Membership of the Broads Society was approved for 2020, and then to be reviewed. |
| TOTAL PAYMENTS | £365.82 | £323.10 | £42.72 | |

Additionally, the annual web-hosting cost of £37.90 plus VAT was approved. Cllr. P Grimes to be reimbursed.

149 Items for consideration of inclusion on next agenda

149.1 Potential summer 2020 Village Event

149.2 Speaker for Annual Village Meeting in May

149.3 Environmental Review

150 Date of next meeting – Wednesday 12th February 2020

Close of Meeting at 8.45pm

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Updated ACTION LOG – Items ‘closed’ at the Meeting on 27th November have not been included.

| 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 |
| 19/109 / 19/146 | Hales & Heckingham Newsletter/Bulletin. 11/12 - All Cllrs. to send final comments BY 2/1/2020 (text circulated at meeting). Cllrs. SB & AW to meet on 8/1/2020. All to sign-off on 12/2/2020. | 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 | On-going |
| 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. | PG / SB | On-going |
| 19/127 19/144 | Village Hall; proceeds from sale: 11/12: 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 – 11/12: Via Cllr. J. Rowe litter picking equipment was being made available on loan to HHPC for use early in the New Year. | SB / Cllr. J. Rowe | Closed |
| 19/103.2 19/124.3 | Playground Inspection (follow-up) - 27/11: Clerk to ensure contractor repairs tiles using the wet pour that has been purchased when weather permits repairs. | 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 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 – Next issue Feb. 2020; submission by 8/1. Cllr SB has requested full page. | 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 |

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| 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 |
| 19/134.2 19/148.1 | 2020/2021 Draft Budget – 11/12: 1. Clerk to circulate amended draft budget. 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. | Clerk / SB Clerk Clerk | On-going Carried forward On-going |
| 19/134.3 19/148.4 | PAYE system for payment of Parish Clerk: 27/11 - Set-up of monthly PAYE system completed. Clerk to add invoices for BrightPay software & accountancy advice for payment. | Clerk | On-going |
| 19/113.5 | War Memorial Names - Archive information: 27/11 - To be shared with Loddon Historical Soc. & Rev. Ros Hoffmann; ros@hoffmann2011.plus.com | SB | On-going |
| 19/128.2 | Planning application 2019/2098 – Heckingham Lodge, Briar Lane; Clerk to confirm position of Parish Council as neutral. Completed | Clerk | Closed |
| 19/131 | HHPC Annual Parish meeting – To consider options for a potential speaker. | All | On-going |
| 19/132 | Potential Summer 2020 Village Event - To consider and discuss on 12/02/2020. | All | New |
| 19/134.1 19/148.3 | Charity Marsh: 11/12 - Cllr. AM & the Clerk to prepare cheques and deliver to beneficiaries. (Cheques prepared and delivered shortly after meeting.) | AM / Clerk | Closed |
| 19/134.4 | Accounts for authorisation & payment: Clerk & Cllr. AW to load and approve for payment. Completed. | Clerk / AW | Closed |
| 19/135.2 19/147.3 | Yoga / Mindfulness Sessions in the Playing Field – Clerk to advise of nominal rental charge for review end June 2020. | Clerk | On-going |
| 19/142 | Green Lane (end of) – used as general parking area impacting residents' access – Clerk to advise Highways and request support. | Clerk | New |
| 19/145 | 2019/2410 – Applicant: Mr John Austen. Location: Agricultural Building North of Green Road Hales Green Hales Norfolk. To confirm HHPC supportive. | Clerk | New |
| 19/148.2 | Precept 2020/2021 – Clerk to send signed form to South Norfolk Council | Clerk | New |
| 19/148.5 & 19/184.4 | Accounts for authorisation and payment – Accounts approved to be paid. Broads Society Membership 2020 to be paid from restricted funds. Cllr. P Grimes to be reimbursed for annual web-hosting cost. Payment to be arranged for accountancy support and BrightPay software annual charge. | AM / Clerk | New |

E. Bannister, Clerk to the Parish Council