

Hales & Heckingham Parish Council

MINUTES

Held on 8th September 2021 in Hales Assembly Hall

Present:

HHPC Councillors: Sheila Beckett (SB) – Chairman
Luisa Ferrari (LF)
Phil Grimes (PG)

Clerk: Eleanor Bannister (EB)

Other attendees: Cllr. Barry Stone (until 8.00pm)

The meeting was opened at 7.35pm.

21/033 Welcome - The Chairman welcomed everyone.

21/034 Apologies & Approval of Absences - Apologies were received in advance from Cllrs. Georgina Buckle and Andy Woodman. Both apologies were approved. (Cllr. Akhil Pramanik was unable to attend and sent belated apologies.)

21/035 Declarations of Interest for items on the agenda – None were received.

21/036 Ratification of the Minutes of the meeting held on 30th June – The Minutes were ratified.

21/037 Action Log from Meeting on 30th June – See Action Log on pages 8 & 9.

21/038 County & District Councillor Updates – Cllr. Barry Stone highlighted the Electric Vehicle Strategy (see Appendix 1. for his full report) and noted that there were questions around the whole issue which he would be asking, such as batteries not being recyclable. He would also be looking at housing cluster proposals for 2025 onwards and how to encourage government to ensure that planning regulations addressed the need for new builds to incorporate charging points. Other highlights included the:

- One million trees (1MT) for Norfolk campaign which linked to the Queen's Green Canopy project. Successful applications would receive funding from County Councillors member's budget; see Appendix 1 for process and trees available. Any parish council receiving trees was encouraged to publicise the planting. (Applications in by: 14th Jan. 2022.)
- Highways £1M for local road safety schemes i.e. potholes and defects. The transport survey was being extended to 8/10; see last report and www.norfolk.gov.uk/transportfor Norwich.
- Royal Norfolk Agricultural Association – Annual Harfest on Saturday 2nd October at the Norfolk Showground.

Cllr. Stone confirmed that he could support the Council covering the cost of two grit bins. Cllr. SB thanked him but noted that they understood that NCC Highways had confirmed that the members' budgets could be used to cover the cost of yellow, not recycled (black) bins that the

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Council believed were more environmentally sound. Given Norfolk County Council had declared a climate emergency, this did not make sense. **Action:** Clerk to email Cllr. BS with an official request for *recycled* grit bins, so he could highlight the Council's concern to the relevant committee.

Cllr. SB raised the issue of ragwort which she had queried with both South Norfolk and Norfolk County Council. The latter have stated they will not accept it in garden waste which is not heated enough to ensure that the seed heads can't germinate. (Bergh Apton Recycling Centre will not accept it.) The advice given was to burn it on site but this did not help those in rented accommodation. Cllr. Stone noted that this was raised at committee the previous month so he would follow up and ask if the compost was inert and whether ragwort could be left at recycling centres. **Action:** Clerk to email Cllr. Stone with a request for clarification.

Cllr. Kay Mason Billig sent her apologies adding that the start of the actual construction of the Loddon roundabout at George Lane was planned to start week commencing 6/9 and would continue until March 2022. Some disruption was to be expected. Cllr. Jeremy Rowe's monthly update is attached as Appendix 2.

21/039 As no members of the public were present, there was no Public Forum

21/040 Old Village Hall Working Group – The Chairman confirmed that HHPC had joined Community Action Norfolk (CAN) to access their support and resources. A meeting was still to be convened of the Management Trustees. **Action:** Cllr SB to ask Jimmy Sturman how best to contact the Charities Commission, to confirm the two new trustees. CAN to then be contacted for advice, accounts to be sorted and an AGM to be called. It was anticipated this would take some time.

21/041 Planning Working Group – Applications received from South Norfolk Council (SNC):

041.1 2021/1206 - Location: Agricultural Building North of Green Road Hales Green Hales. Proposal: Variation of condition 2 of planning permission 2019/2410 to amend the approved design. Application Type: Removal/Variation of Condition (S73 / S19). Application 'approved with conditions' on 13th July.

041.2 South Norfolk Village Clusters Housing Allocations Plan Consultation: www.south-norfolk.gov.uk/vchap - Papers indicated one 'preferred' site in Hales for a further 35 dwellings, to the rear of the current HAL1 allocation. HHPC submitted feedback stating the Council did not agree with the objectives of the Village Clusters Plan.

21/042 Environment & Amenities Working Group

042.1 Playground – The Clerk reported that:

- **Saffron Housing had now cleared all the hazardous rubbish** from the lane leading from School Lane to the playground. However, a resident had reported that their daughter had found a bottle of what appeared to be nitrous oxide canisters which may have been used for illegal substance abuse. This was being reported to the Safer Neighbourhood Team. **Action:** Clerk to ask the Police for advice and invite Saffron Housing to be involved in any onsite meeting.
- **Annual inspection:** Almost all aspects of the items identified in the inspection had been addressed including the replacement of the instruction signs on the outdoor gym equipment. Wicksteed were also sending replacement fixing caps for the Cockrel 3-way seat and advising on text for recommended signage near adult equipment. **Action:** Clerk to follow up on the outstanding recommendations.

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- **Action Log 21/022.1** – All in progress/completed except selling of the abandoned bicycle. All agreed if not easy to sell, could offer to charity. **Action:** Clerk with support of Cllr. AW to progress.
- **Draft 'Management Plan'** was circulated prior to the meeting. Cllr. SB recommended adoption of the plan. All agreed to adopt. **Action:** Clerk to use as key document and update as required. Playing field estimated to be 1 acre (70m x 70m) but to be confirmed.
- **Mowing contract** with Loddon Garden & DIY was up to Dec. 2021 when it would be reviewed. **Action:** Clerk to review late November.

042.2 Wild-flowering in Hales – Cllr. SB confirmed that:

- **Mowing:** As the grass around the old bus shelter was shortly to be mowed by Saffron Housing, the 'Pardon the Bees' signs would be erected next spring. Saffron Housing had also confirmed their mowing timetable and the next cut would be at the end of September, potentially followed by a cut in November if required. Cllrs. LF & PG suggested any November cut should be higher so as not to damage any plants starting to grow for spring flowering and that any ragwort should be removed. Mowing schedule for 2022/23 likely to be as per 2021/22. Additionally, Saffron Housing would mow a path through the grass to the bench that overlooked the village sign, as this should have been done earlier in the year.
- **Saffron Housing** had also kindly agreed to offer the services of two of their staff on the morning of Wed. 20th October to help dig and clear a flower bed around the village sign. **Action:** Clerk to continue liaising with Saffron Housing re: 20/10. Clerk to confirm seed costs circulating the 'Wildflowering Project Plan' they had prepared. Clerk and/or Cllr. SB/GB/LF to meet Chet Valley B-Line Director later in September to confirm best seeds for around the bus shelter. Cllrs. LF & SB to visit village sign site and assess best bedding plants taking into account Chet Valley B-Line recommendations, and the option of a bed of lavender.

042.3 Parish Map – The Clerk reported that following research, the option of using Google Maps was clearly more practical and cost efficient, partly given ease of updating and accessibility to all users. All agreed to have a Google Map link with key items pin-pointed and a pdf 'Rights of Way' map for walkers as suggested by L. B. Curran. **Action:** Clerk to finalise addition of remaining items on Google Maps. Cllr. PG to assist with adapting a NCC 'Rights of Way' map for posting on website, which could be easily downloaded/printed. Payment of £50.00 for research was authorised and to be paid.

042.4 Overgrown Roadside Verges – Cllr. SB referred to Cllr. GB's email suggesting the Council ask the relevant authorities to mow the borders on the roadside verges where the height obstructed visibility for drivers. Cllr. SB noted this was the first year where the priority was to let verges grow so it could be established which wildflowers/plants would grow successfully. It was agreed that where safety was an issue, verges should be cut and Cllr. SB suggested waiting for recommendations from Chet Valley B-Line; also agreed. Cllr. PG noted that as a resident, he had raised with Norfolk County Council the issue of businesses placing their own signs by or on road signs. **Action:** Pending recommendations from Chet Valley B-Line.

21/043 Hales Green Common Working Group – Cllr. LF reported that:

- **The advisory signs** had arrived and been installed at the key entrances to the Common by a member of the Working Group. However, they were not being respected by groups of mountain bike riders who assumed they only applied to cars and motor bikes. One

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suggestion was to have a sign requesting bicyclists dismount on the Common but it was agreed more signs would be unlikely to make a difference.

- **Fewer cars were parking on the grass** but it was still occurring particularly near the Litchmere Lane entrance. It was agreed that this should be discouraged but that it was difficult to enforce.
- **Large farm vehicles** were still crossing parts of the Common as reported by the Working Group. It was suggested the Council write to all residents/farmers asking them to be respectful and not permit contractors or others to drive heavy vehicles on the Common. **Action:** Clerk to contact SNC.
- **The damaged barbed wire** fencing was still on the ground. **Action:** Clerk to contact SNC.
- **A second topping had taken place.** It was agreed that there should be clear specifications for any contractor to follow, and that further information should be requested from South Norfolk Council. **Action:** Clerk to contact SNC for further details / option of a meeting.

Cllr. PG also noted facebook comments from a resident regarding the still un-fixed cattle grid at the end of Transport Lane. **Action:** Clerk to re-contact NCC Highways, copying Loddon Parish Council given it fell within their parish, and SNC.

21/044 Police & Safety Working Group – There was no update.

21/045 Traffic & Transport Working Group

045.1 Hales Roundabout - The Clerk confirmed that regarding the **Planting of wildflowers around the bund / Hales roundabout:** The Clerk had been advised by NCC Highways that *“We would not allow planting on the new roundabout,(as) it would not be safe for members of the public to work on the roundabout and would cause us problems when we come to the roundabout for Highway safety purposes.”* Highways also noted that though planting was being discussed at other roundabouts, in one case the roundabout was in an *“urban setting on a 30mph section of road. In contrast, the roundabout at Hales was in a rural setting with a far higher speed limit and volume of traffic.”* Additionally, at some roundabouts where *‘the Parish Council maintain the grass, there is more flexibility with the cuttings IF approval is granted.’* NCC Highways did however say they could consider the planting of bulbs (on verges), being mindful of the areas that they need cut as *“we do not have the flexibility to leave areas and then return when the bulbs have died down as this would incur additional costs from our contractors.”* **Action:** Clerk to discuss further possible locations for bulb planting with NCC Highways.
Regarding the Replacement of dead trees and protection of new trees once planted: The Clerk confirmed they had followed-up with NCC Highways to find out if a contractor had been appointed to replace the dead trees. Response was pending. **Action:** Clerk to continue to follow-up.

045.2 Speed-watch – It was noted that the SAM2 (Speed Activated Monitor) had been installed on one of the three posts on Yarmouth Road and was working well. Data was being collated and would follow.

045.3 Grit Bins – The Clerk reported that Cllr. Barry Stone had kindly offered to support the replacement of the two broken grit bins from his ‘Members budget’ but that though the Council had requested *recycled* grit bins (which were black), NCC Highways had confirmed that the grit bins must be yellow for the Members budget to be used. This is *“so they can be easily identified as grit bins by members of the public who use them and*

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also our contractors who fill them.” **Action:** Clerk & Cllr. GB to identify and order two new yellow grit bins. See item 21/038.

- 21/046 Correspondence Received** - previously circulated/referred to but not covered elsewhere:
- 046.1 Norfolk County Council Parish Partnerships scheme funding for highway improvements 2022/2023** - All bids to be submitted by 10/12/2021. – **The Council discussed** the value of submitting an application for a ‘trod’ i.e. the widening of the pavement to the Beccles-bound bus stop on the A146 to make it safer. Cllr. PG confirmed that as it was on an ‘A-class’ road any contractor would need to be approved by NCC and the cost would therefore be higher and likely to be around £7K. It was agreed that a funding bid should be submitted and NCC asked to help secure competitive quotes. **Action:** Cllr. PG to prepare a diagram. Bid to be submitted by Cllr. SB.
- 046.2 Potholes on Preston Lane** – Resident raised concerns and was given advice (1/07).
- 046.3 South Norfolk Community Awards** - *‘The awards recognise and celebrate the outstanding achievements of residents from across the district, who go above and beyond to support others or complete incredible achievements’*. Nominations closed on 05/09/2021. See: <https://www.southnorfolkandbroadland.gov.uk/communityawards>.
- 046.4 Request by Resident for reduced use of horse trailers down Briar Lane** – A resident recommended alternative access route to Heckingham Hall Arena (B1136, down Ferry Road and then back-up via Norton Road). **The Clerk reported** that Heckingham Hall working farm had been in contact to confirm that though under no obligation, they proactively (and via their website) direct agricultural lorries including horse boxes, to use Ferry Road or to approach via Loddon. They did this to disperse traffic and out of respect for the community. They also noted that they would continue to try *“to stop large traffic on Briar Lane”* and if any resident wished to discuss this with them, they would be very happy to do so.
- 046.5** The Police and Crime Commissioner launched the **Police and Crime Plan Priorities Consultation**. For information: www.norfolk-pcc.gov.uk
- 046.6 DRIVE Grants** of £5K to £30K were available to businesses contributing to rural economies in Norfolk and Suffolk. For information visit: www.driveforbusiness.co.uk or contact driveteam@norfolk.gov.uk / 01603 222643. [Posted on HHPC website: 03/08/21]
- 046.7 The Big South Norfolk Litter Pick - 1st September to 31st October** - Once date and area is agreed and volunteers advertised for, email or contact James on: jriseborough@s-norfolk.gov.uk. **It was agreed** that the Council would be supportive of residents’ keen to organise a local litter pick and could offer some litter picking equipment and Health & Safety advice. **Action:** Clerk to confirm details to Cllr. PG for posting on Facebook and to respond to any requests.
- 046.8 Offshore Norfolk Wind Farm** campaign for the design and implementation of an OTN (offshore transmission network) asap and for the halting of all radial connections until the OTN is developed. Campaign coordinated by 30 Norfolk Parish Councils objecting to the cabling connecting offshore windfarms to onshore electricity substations. **The Council discussed this** agreeing it was a complex problem. There was no immediate resolution.
- 046.9 South Norfolk Rough Sleeper Count** – The next count was on the night of 29th September. Residents were requested to advise the Council if they were aware of anyone sleeping rough on the night of 29/9. **Posted on HHPC Facebook.**

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21/047 Neighbourhood Plan (NP) – Cllr. SB confirmed that the next Council ‘drop-in’ session at Masala Garden would be on Thursday 16th September from 5.30pm to 7.00pm. A draft list of stakeholders in Hales & Heckingham had been circulated to the Council. Cllr. SB suggested a date was set to discuss development of a NP further, either in person or via GoToMeeting.
Action: Clerk to suggest some dates and times after 5.30pm in Sept/early Oct.

21/048 Local Footpaths – Cllr. GB emailed an update noting that they had walked all the footpaths and they would forward a summary of where repairs were needed. **Action:** Clerk to send the list of repairs required to Russell Wilson, Senior Officer for ‘Norfolk Trails’ at Norfolk County Council. (Russell.wilson@norfolk.gov.uk)

21/049 Remembrance Sunday on 14/11 – Cllr. AW was checking with the Police the feasibility of closing part of Green Lane to increase security for attendees. If it was not feasible to close part of Green Lane, Council to consider moving the event to the area overlooking the village sign, on the other side of the Yarmouth Road, from the War Memorial. **Action:** Clerk to check with Loddon PC, to prepare a risk assessment and confirm with insurers.

21/050 Finance & Admin

050.1 Financial update – The Clerk confirmed that:

- As the Composting trailer was no longer needed, A. Mason had managed to sell it for £110.00. Minus the cost of replacing the inner tube for £12.67, this meant the Council had received a receipt of £97.33 towards composting reserve funds.

• HHPC:

Actual expenditure April to August inclusive was:	£7,497.93
Actual Income April to August inclusive was:	£9,934.39
Budget Surplus was therefore at:	£2,436.46

- The VAT reclaim they were submitting for 1st April to 31st August would be for £753.20. **Action:** Clerk to submit claim.
- Following Council Standing Orders, a (second) councillor should also check and sign off the quarterly bank reconciliations. Alternatively, if all the paperwork was completed by the Clerk, Headspace Accountancy could cross-check it, ensure it was accurate and sign it off - within their existing contract. All agreed that it made sense to ask Headspace Accountancy to confirm the second bank reconciliation. **Action:** Clerk to confirm request with Headspace Accountancy.
- They had received an invoice from Headspace Accountancy for the annual internal audit (£100 + VAT) and a second invoice for one-off additional support with the accounts (£50 + VAT). All agreed these should be paid at the end of September. **Action:** Clerk to ensure payment.

050.2 Councillor Code of Conduct & Summary Page on Website – This had previously been circulated to all Councillors for their approval and was ratified at the meeting. It is available on the Council website.

050.3 Training & Development Policy – This had previously been circulated to all Councillors for their consideration. Deferred for consideration at 20th October meeting.

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050.4 'Being a Good Councillor Training' - This was discussed and all present agreed it was important to make it mandatory for a new councillor to undertake the training (4 hours over two evenings with other councillors and a trainer), costs covered by the Council. Cllr. SB confirmed it helped one understand how other parish councils approached issues and offered clear guidance and structure. It also helped outline good practice and how they could help make a positive contribution to their community. All approved this. **Action:** Clerk to reflect decision in Standing Orders / appropriate policies.

050.5 Personnel Committee – This was discussed and all agreed to create a personnel committee to manage appraisals and other HR related requirements. It was agreed that the Chairman and Cllr. GB would sit on the Committee. **Action:** Clerk to circulate a draft remit for the personnel committee for consideration by the Council.

050.6 Accounts for Authorisation and Payment: All below were approved or ratified except for the sum of £12.67 to A. Mason as he had confirmed to the Clerk that this had already been discounted from the proceeds of the sale of the composting trailer. **Action:** Cllr. SB to give second authorisation of payments due to be paid on 30th September.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
Loddon Garden & DIY	£120.00	£100.00	£20.00	For two cuts of the playing field. Inv. 27057 – for ratification.
PKF Littlejohn	£240.00	£200.00	£40.00	Ltd. Assurance Review of AGAR for year end 31-03-2021 – for ratification.
SLCC	£95.00	£95.00	£0.00	Membership of Society for Local Council Professionals - for ratification.
E. Bannister	£4.00	£4.00	£0.00	Ream of A4 Paper (Receipt of 24-06-2021 from Roberts & Son Printers.)
Wicksteed	£16.16	£13.47	£2.69	Replacement nuts & fixing caps for playground equipment.
A. Mason	£12.67	£12.67	£0.00	Replacement inner tube – composting trailer. (Invoice made out to Hales Parish; paid for by A. Mason.)
Total	£475.16	£412.47	£62.69	(Total sums are minus £12.67 which has been removed.)

21/051 Items for consideration of inclusion on next agenda

051.1 New Member Pack

051.2 An Equality & Diversity Policy and a Training & Development Policy

051.4 Modern Slavery Policy (**Action:** Clerk to check with Norfolk ALC.)

21/052 Updates from individual council members – None received.

The meeting was closed at 9.50pm.

Date of next meeting: Wednesday 20th October 2021

For further information, please contact the Clerk:

Eleanor Bannister, Clerk to HHPC

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

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Updated ACTION LOG

Items 'closed' or 'completed' at HHPC Meeting on 30th June have not been included.

ID	ACTION	OWNER	STATUS
21/025.1 21/045.1	Verges close to Roundabout & A146 tree planting - 8/9: Clerk to continue to follow-up.	Clerk	On-going.
21/022.3 21/042.3	Parish Map – 8/09: Clerk to finalise action re: Google Maps. Cllr. PG to assist with adapting NCC Rights of Way map. See minute reference. And consider as poster?	Clerk / PG	On-going
19/71.2	Community Police Officer – 12/2: Cllr. AW to invite constable to HHPC meeting – Deferred to post Covid-19.	AW	Deferred to post-Covid
19/90	Parish Council external communications - 24/03: Statements covered in relevant sections of Standing Orders, the Social Media & Electronic Communications Policy and Member induction pack; Clerk to ensure posted.	Clerk	On-going
21/022.4 21.046.7	Litter Pick – 8/9: Clerk & Cllr. PG to prepare / post offer of Council assistance with 'The Big South Norfolk Litter Pick'. (Clerk to respond to any requests for support.)	Clerk / PG	Revised & Completed
20/073.4	Reduction in Speed Limits on Country Lanes – To be considered in 2021. [The Council for the Protection of Rural England could provide guidance.]	All	2021
20/110.4	Lower Speed Limits (On to and off Hales roundabout including around central reservation between bus stops) – Cllr. AW to request records from the Police	AW	On-going
20/133.3/ 21/030.1	Heckingham Charity Marsh – A. Mason to be consulted and 30/06: Cllr. SB to email dates for trustees meeting.	SB	On-going
21/008.2	Hales Green Common – Voluntary Steward Scheme – 05/05: Cllr. SB to follow-up on letter to SNC requesting support for voluntary steward scheme.	SB	On-going
21/175	Councillor Vacancies - All to highlight the vacancy to other residents.	All	On-going
21/177.3 21/045.3	Grit Bins (Asset & Risk Register) – 8/9: Clerk to order two yellow grit bins, confirming correct size with Cllr. GB. (Cllr. Stone had offered to cover costs from their 'members budget'.)	Clerk / GB	On-going
21/008.3	Composting Restricted Funds – Cllr. AW & Clerk to discuss with A. Mason.	AW/ Clerk	On-going
21/018	Neighbourhood Watch - Next time a resident posted a crime concern, HHPC to respond with the recommendation they should join the NW scheme. Clerk to invite the NW Coordinator to give some guidance on benefits and how to join.	PG / Clerk	Watching Brief: Will be removed from action log.
21/021	Composting Scheme - Cllr. SB to draft post on environmental benefits & to send draft to AM; submission on 8/8 for Chet Contact Magazine, September issue.	SB	For October issue
21/022.1 21/042.1	Playground – Clerk to follow-up on any outstanding recommendations from annual report and with selling of abandoned bicycle. [Bike sold on 16/09/2021. Proceeds to HHPC account for village maintenance costs.]	AW / Clerk	Since Completed
21/022.2 21/042.2	Wildflowering - Clerk to liaise with Saffron Housing re: 20/10; to confirm seed costs circulating the 'Wildflowering Project Plan'. Clerk and/or Cllr. SB/GB/LF to meet Chet Valley B-Line Director in September to confirm best seeds for around the bus shelter. Cllrs. LF & SB to visit village sign site and assess best bedding plants. (Chet Valley B-Line recommendations / bed of lavender.)	SB / GB / LF / Clerk	On-going –
21/026.3	Renewable Energy – Community Benefit Fund – Potential to access funding for charging point. Action: Clerk, Cllrs. SB & AP to discuss and consider electricity costs and funding options.	Clerk / SB / AP	On-going
21/026.6	Queen's Platinum Jubilee Celebrations: 2 to 5 June 2022 - Option of a village celebration to be considered closer to the date. Action: Clerk to add to agenda.	Clerk	Jan. 2022
21/028 21/048	Local Footpaths & Dykes – Reminder in October issue of Chet Contact Magazine that residents with properties fronting a dyke should monitor them; completed.	Clerk	Now completed

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	Clerk to email NCC regarding repairs needed on local rights of way.		
21/050.1	VAT – Clerk to make VAT claim for April to August inclusive in September.	Clerk	September
21/038	Recycled Grit Bins – Clerk to email Cllr. Stone with official request for <i>recycled</i> grit bins, so he could highlight the Council's concern to the relevant committee	Clerk	New (Completed)
21/038	Ragwort – Clerk to email Cllr. Stone with a request for clarification.	Clerk	New (Completed)
21/040	Old Village Hall – Cllr. SB to contact J. Sturman re: Charities Commission and confirming new trustees. CAN to then be contacted for advice.	SB	New
21/042.1	Lane to Playground Security – Clerk to contact Police for advice and option of site visit with the Council and Saffron Housing	Clerk	New
21/042.1	Playground Draft Management Plan – Clerk to adopt document and use for key updates.	Clerk	New
21/042.1	Playground Mowing Contract – Clerk to review late November with Loddon Garden & DIY.	Clerk	New
21/043	Hales Green (large/heavy farm vehicle on Common) – Clerk to contact SNC	Clerk	New
21/043	Hales Green (damaged (old) barbed wire) – Clerk to contact SNC	Clerk	New
21/043	Hales Green (topping) - Clerk to contact SNC for further details/option of meeting	Clerk	New
21/043	Broken Cattle Grid – Transport Lane – Clerk to re-email Highways.	Clerk	New
21/046.1	NCC Parish Partnership Scheme funding – Cllr. PG to prepare diagram for trod. Cllr. SB to submit bid.	PG / SB / Others?	New
21/047	Neighbourhood Plan – Clerk to circulate suggested dates for meeting to discuss this either in person and/or virtually. Dates: September / early October.	Clerk	New
21/049	Remembrance Sunday 14/11 - Cllr. AW to check with police feasibility of closing part of Green Lane. Clerk to check with Loddon PC, prepare risk assessment, and confirm with insurers.	AW / Clerk / PG	New
21/050.1	Quarterly Bank Reconciliations – Clerk to confirm this with Headspace Accountancy.	Clerk	New
21/050.4	Being a Good Councillor Training as mandatory - Clerk to ensure reflected in key policies/documents.	Clerk	New
21/050.5	Personnel Committee – Clerk to circulate draft remit. Date for appraisal to be agreed.	Clerk	New

Re-occurring Items:

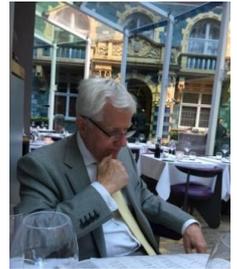
	Chet Contact Magazine Content for Nov. issue due 8/10. Draft to be circulated by noon 5/10.	SB / Clerk	Monthly
	Accounts for authorisation – Clerk to email all Councillors confirming payments required for end September. Assuming approved, Cllr. SB to authorise payments.	Clerk / SB	Monthly

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APPENDIX 1.

Barry Stone - County Councillor for Clavering

Parish Council Report – September 2021



Electric Vehicle Strategy

With a ban on sales of new petrol and diesel cars nationally being brought forward to 2030 by the government, the uptake of electric vehicles is forecast to rapidly increase over the next decade.

Cars and vans currently make up nearly a fifth of carbon emissions, so this shift is set to bring about significant reductions in carbon emissions across the UK. The Council, which has set its own carbon net zero target by 2030, can play an important role in helping to accelerate the uptake of electric vehicles by ensuring that the necessary charging infrastructure is in place and by setting a good example to local businesses and organisations as a result of electrifying its own fleet.

Electric vehicles (EVs) currently make up 0.6% of the total vehicles on the road in Norfolk in 2020 but is set to increase tenfold by 2025, before rapidly increasing to 27% by 2030. Several external reports and surveys have highlighted that the lack of suitable EV charging infrastructure will inhibit the uptake of EVs in Norfolk, and that the Council can play an important role in both facilitating and promoting the installation of new public electric vehicle charging points. This role complements other Council sustainable transport initiatives such as active travel, e-scooters and ebikes, delivered as part of the Transforming Cities project, and help with other initiatives such as zero emission buses, which all demonstrate the Council's commitment to reducing the carbon impacts of transport.

Household Hazardous Waste Days, September and October 2021

In September and October the County Council will again be running a series of free, three-day long events at seven of the larger recycling centres where householders can dispose of their leftover household chemicals and paint.

Wood preservatives, insect and weed killers, paint, thinners, varnishes and special cleaning products are among the wide range of household chemicals that will be accepted. These are products that can be too dangerous to be tipped down drains or sent for disposal with ordinary household waste without causing environmental damage.

The Household Hazardous Waste Days will be taking place at the following Recycling Centres, on the following dates:

- Sat. 11th & Sun. 12th September 9am to 5pm, King's Lynn, Willows Business Park, Saddlebow, PE34 3RD
- Sat. 18th & Sun. 19th September 9am to 5pm, Dereham, Trafalgar Business Park, Rash's Green NR19 1JG
- Sat. 25th & Sun. 26th September 9am to 5pm, Thetford, Telford Way, IP24 1HU
- Fri. 1st, Sat. 2nd and Sun. 3rd October 9am to 4 pm, Hempton, Helhoughton Rd, Fakenham, NR21 7DY
- Sat. 9th & Sun. 10th October 9am to 4pm, Caister, Pump Lane, NR30 5TE
- Fri. 15th, Sat. 16th and Sun. 17th October 9am to 4pm Ketteringham, Station Lane, Hethersett, NR9 3AZ
- Sat. 23rd & Sun. 24th October 9am to 4pm, Norwich North Recycling Centre, Morse Road, Horsham St. Faith, Norwich, NR10 3JX.

The events have been promoted with posters and leaflets at all Recycling Centres and through District and Parish Councils. There will be some targeted advertising through social media such as Facebook, Twitter and Instagram. We will of course be promoting the events on our own website and issuing a press release.

1 Million Trees for Norfolk (1MT)

This is an ambitious initiative that aims to connect communities with the resources and expertise they need to plant 1 Million Trees over five years, and to record that planting on the Norfolk Tree Map.

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The 1MT team at NCC is keen for all county and parish councillors to be fully 'up-to-speed' with developments regarding the project, and would like you to be aware that you may get increased communication around trees and tree planting in the next few months.

With the **Queen's Green Canopy** being an important initiative in Norfolk, it is going to be important to understand how it relates to 1MT. The 2021-2022 planting season will serve as a pilot, allowing us to develop robust processes for managing requests for tree stock and collecting the information we need to ensure planting can contribute to the 1MT total.

For this pilot we recommend trees are distributed amongst as many parishes as possible to promote the 1MT initiative and generate demand for the 2022-2023 season. As the number of trees reserved with suppliers is relatively small in this first cycle, we cannot guarantee that all applications will be successful as we want to enable a fair geographical spread of the trees across Norfolk.

If there is more demand than can be met from pre-purchased trees, we may need to source additional trees (however stock may be hard to acquire due to high demand this year.) We will try to match applications that miss out with other funding sources or giveaway schemes. For example, the Queens Green Canopy or Woodland Trust.

To ensure their planting can contribute to the 1MT total, applicants should support the 1MT pledge, following the "right tree, right place" principles to give their application the best chance of being approved. This information can be found on our **website**.

Tree stock is available in packs of and falls into three categories:

- 1) 10 Fruit Trees: For community orchards or for interested households to plant a tree in their garden.
- 2) 10 Small Trees: Suitable for gardens and small spaces (mini copses)
- 3) 10m of Native Hedging Plants (these could also be used for filling the gaps in existing hedges)

(This equates to approximately 3 packs of fruit trees, 9 packs of small trees and 8 x 10m of native hedging plants per county councillor to allocate to parish councils – depending on the uptake across the 84 County Councillors, more stock could become available and the 1MT team will keep a track of this.)

We are suggesting these three options as they seem to be the most popular requests to our team so far.

Packs include tree guards, supports, postage and packaging. To help reduce postage costs we suggest that tree packs are delivered to parish councils for distribution within the parish.

A Guide to The Process

Step 1

Parish Councils submit their planting schemes to County Councillors for the coming planting season (which runs from November 2021 to March 2022).

County Councillors review the applications and identify which planting schemes to authorise under this 2021 pilot scheme.

Step 2

The county councillor contacts the successful parish councils and gives them the green light to proceed with the application process. The County Councillor needs to keep track of their £1500 allocation for this scheme (there may be opportunities to go over this amount but that must be negotiated with the 1MT team).

Step 3

Parish Councils fill in the on-line application form (available around mid- September) to request their trees.

Applications will close from Jan. 14th 2022 to allow tree nurseries to manage their stock.

To keep costs down, Parish Councils will need to identify a named person as the direct point of contact for tree nurseries to deliver the reserved trees.

Hales & Heckingham Parish Council

Step 4

The application will be reviewed by the 1MT team who will verify the application supports the “right tree, right place” principles.

Step 5

The 1MT team will contact the applicant to confirm that the application has been successful and trees will be dispatched from the supplier to the named recipient, as specified in the online form. Unsuccessful applicants will be directed towards other funding opportunities for obtaining trees for their planting schemes.

Step 6

Suppliers will liaise directly with the named recipient for tree delivery. This person will receive the trees and then distribute as required throughout the parish.

Step 7

Once planting has taken place, the parish council must inform the councillor and the 1MT team and the planting added to the 1MT map. The 1MT team are developing a user -friendly form to enable this and we will be in touch with further details of this in the autumn.

This map will build a visual picture of all the tree planting around the county and allow people to see how their planting contributes to the bigger picture.

Royal Norfolk Agricultural Association

For information the RNAA will host an open day on Thursday 16th September as part of the nationwide Heritage Open Day scheme. This will be followed on Saturday October 2nd by the HarFest event at the showground to celebrate Norfolk’s agricultural output. The Harvest Festival Service will take place at Norwich Cathedral on Sunday 3rd October at 15:30 hours.

As always, I am here to help in any way I can and will always respond to email and telephone requests for assistance.

Email: barry.stone.cllr@norfolk.gov.uk Phone - Home: 01508 499389 / Mobile: 07434 905963

Kind regards, **Barry**

APPENDIX 2. - Cllr. Jeremy Rowe – Monthly Report

Hi everyone.

Firstly, I’d like to thank everyone involved with our Hike to Hardley Mill which took place on a beautiful day earlier this month. Money is still coming in, but we’ve already raised over £600, which will be split between Hardley Mill and Leeway womens’ refuge.

Many thanks to The Saxonettes and Funky Feet for keeping us so brilliantly entertained. If you would like to help these excellent causes, the details are: <https://www.justgiving.com/crowdfunding/jeremy-Rowe-2>

We’re grateful to Musker McIntyre, Rosy Lee’s and to Minimum World for jointly sponsoring the event.

If you know anyone over-60 who might like a regular visit or phone call, or just some help, please let them know that we are here to help, on **07876 050110**.

My regular surgeries will start up again later this year, by which time it should be safe to hold them again. In the meantime, please ring me anytime on **07733 323581** if I can help you.

It’s a great privilege to be able to serve our fantastic community. Thank you. **Councillor Jeremy Rowe**