

Hales & Heckingham Parish Council

MINUTES

of meeting held on 14th December 2021 in Hales Assembly Hall

Present:

HHPC Councillors: Andy Woodman (AW) – Vice Chairman
Georgina Buckle (GB)
Phil Grimes (PG)
Sheila Beckett (SB) – Participated via Zoom (without voting)
Luisa Ferrari (LF) – Participated via Zoom (without voting)

Clerk: Eleanor Bannister (EB)

Other attendees: There were none

The meeting was opened at 7.35pm.

- 21/092 Welcome** - The Vice Chairman welcomed everyone in the absence of the Chairman.
- 21/093 Apologies & Approval of Absences** - Apologies were received and approved from Cllr. Akhil Pramanik. District Cllr. J. Rowe and County Cllr. B. Stone sent their apologies.
- 21/094 Declarations of Interest** for items on the agenda – None were received.
- 21/095 Ratification of the Minutes of the meeting held on 24th November** – The Minutes were ratified.
- 21/096 Action Log from Meeting on 24th November** – These were discussed. See Action Log on pages 4 and 5.
- 21/096 County & District Councillor updates** – There were none.
- 21/097 As no members of the public were present, the meeting was not adjourned for Public Forum**
- 21/098 Update from Working Groups** - There were no updates from the following working groups: Old Village Hall, Environment & Amenities, Hales Green Common, and Police & Safety.
- 21/099 Planning Working Group** – Applications submitted subsequent to the publication of the agenda:
- **Application 2021/2308** for demolition of existing garage and erection of a 1-bedroom self-contained annex at The Bungalow (Hales Hospital, Yarmouth Road, NR14 6AB, received 'Approval with Conditions' on 7/12/2021. (HHPC had confirmed 'no objections' on 27/10/21.)
 - **Application 2021/2680** - Location: Viners Shed Green Road Hales Green Hales Norfolk. Proposal: Variation of condition 2 of planning permission 2021/1206 - building location adjusted. Approval of details for conditions 4 - Vehicular Access/Hardstanding, 5, visibility

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splay, 6 - access and parking, 7 - Preliminary Ecological Enhancement, 9 - surface water drainage, 13 - landscaping, 14 - finishes Application Type: Removal/Variation of Condition (S73 / S19). Comments to be submitted by 7th Jan. 2022. This was discussed and it was agreed the Council had no objections. **ACTION:** Clerk to formally confirm this to SNC.

21/100 Traffic & Transport Working Group

100.1 Trees near Hales Roundabout / A146 – The Clerk confirmed that NCC Highways had appointed a contractor to replace the dead trees and work would start in the New Year. **ACTION:** Clerk to monitor.

100.2 Bus Shelters & Grit Bins – It was confirmed that the bus shelter panels had been replaced. It was confirmed that Cllr. GB and the Clerk were chasing NCC Highways as the new grit bins had not been filled with new salt as requested. **ACTION:** Clerk/Cllr. GB to continue to chase.

100.3 Speed-watch – There was no update.

21/101 Correspondence Received - previously circulated/referred to but not covered elsewhere:

101.1 Resident's request for more dog waste bins close to foot paths. (Email 23/11) – This was discussed and it was agreed Cllr. GB would respond confirming more bins was not currently in the budget for 2022/23 but helpful to know ideal locations for additional bins, for consideration for the following year. [Bins currently located: In the brick bus shelter on Yarmouth Road, on the corner of Briar Lane and Yarmouth Road, and on Briar Lane close to the Composting Scheme. Locations need to be accessible so can easily be emptied.] **ACTION:** Cllr. GB to discuss with resident.

101.2 Resident's request for a 20mph speed limit on School Lane given accidents/near accidents (Email 1/12) **ACTION:** To be discussed with PC James Kent on 15/12/2021.

101.3 Resident's request for lobbying for bungalows rather than houses on HAL1 site following presentation by FW Properties. (Email 7/12). The following action was agreed: **ACTION:** Clerk to write to FW Properties to reiterate the concern (that was also raised at the meeting) and note the Council understood and agreed with the point raised so was requesting further serious consideration on this point and how it could be addressed.

101.4 Resident's request to reconsider 2022-2023 budget & precept given inflation. (Email 3/12) This was considered under point 2021/102.2.

101.5 Notification of a consultation on the proposed Loddon & Chedgrave Neighbourhood Area Application; Consultation from 6th Dec. to 24th Jan. 2022. To comment on the proposed Neighbourhood Area, visit: www.southnorfolkandbroadland.gov.uk/neighbourhood-plans. To submit comments email: neighbourhood.plans@broadland.gov.uk This was duly noted.

21/102 Finance & Admin

102.1 Budget 2022/2023 – This was discussed. Given the high quotes and feedback from NCC Highways, it had not been possible to submit a NCC Parish Partnerships Scheme

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application for a TROD (widening of the footpath to the Beccles-bound bus stop) so it was agreed to remove the funding allocated to this from the budget. With this amendment, the budget was approved by all present. [Cllrs. present via Zoom were also in agreement.]

- 102.2 Precept** – This was discussed, and it was noted that a resident had suggested a lower rate. However, given an overspend of income was still possible (if a TROD could be added in 2022/23) even though the budget was being kept to a minimum, it was agreed by all that it should be set at 8%. This was to balance the books as much as possible given the Council was paying for an historical under increase in the precept in the past. **ACTION:** Clerk to confirm precept request to South Norfolk Council.
- 102.3 Office Closure** – This was discussed and it was agreed that as of 18th Dec. to 7th Jan. there would be an ‘out of office’ notice on emails with an emergency email to contact over the holiday period, as the Clerk would have limited access to emails. **ACTION:** Clerk to email Cllr. PG text.
- 102.4 HR Committee** – Deferred to February meeting.
- 102.5 The Accounts below were approved for authorisation and payment.** Additionally:
- It was agreed to continue the subscription to the Broads Society at a cost of c. £19.00 in 2022/23.
 - The Hire of the Assembly Hall for meetings in 2021 was £88 (11 hours at £8.00 p/hr.) and payment was approved on this basis.
 - The Clerk reported that the anticipated invoice for strimming the two churchyards would be submitted in January, as the contractors strimmer was still lacking parts. **ACTION:** Clerk to request strimming *prior to* Christmas holidays (given visitors), and to request photos once completed.

Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
The Broads Society	£19.00	£19.00	£0.00	The Broads Society annual membership – 2021-2022.
Helendoorn’s	£88.00	£88.00	£0.00	For Hire of Assembly Hall for Council Meetings in 2021 (total no. of meetings = 11 hours at £8.00 p/hr.)
Westcotec Ltd.	£18.00	£15.00	£3.00	For ‘Tamtorque bits’ (a pair) for fixing SAM2 sign.
Total	£125.00	£122.00	£3.00	

21/103 Items for consideration of inclusion on next agenda

- 103.1 How encourage greater involvement in HHPC & confirmation of next ‘Drop-in’ Session
- 103.2 HR – Update
- 103.3 NCC Highways – Feedback
- 103.4 Queen’s Platinum Jubilee Celebrations: 2nd to 5th June 2022

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21/104 To receive updates from individual council members

- Cllr. PG confirmed that he had been in touch with the company that produced speed activated traffic signals. However, the only one in the UK was in Scotland and was likely to be very expensive, but he would receive rough quotes in due course.
- The Clerk confirmed they had a list of electors.

21/105 It was resolved to pass a formal resolution (under the Public Bodies & Admissions to Meeting Act 1960) to exclude the press and public from the remaining agenda items. Resolution was passed.

21/106 Playing Field Grass Cutting Tenders – This was discussed and of the submissions received, it was decided and agreed by all to appoint Loddon Garden & DIY as the contractor from 2022 to 2025.

The meeting was closed at 8.35pm

Date of next meeting: 7.30pm on Tuesday 8th February 2022

For further information, please contact the Clerk:

Eleanor Bannister, Clerk to HHPC / E: clerk@halesandheckingham-pc.gov.uk / M: 07703 124 544

Updated ACTION LOG

Items 'closed' or 'completed' at HHPC Meeting on 14th December have not been included.

ID	ACTION	OWNER	STATUS
21/087.1 21/100.1	Verges close to Roundabout & A146 tree planting – 14/12: Contractor appointed by NCC Highways. Work due to start early 2022.	Clerk	Monitoring brief
21/066.2 21/086	Community Police Officer – 14/12: Walkabout confirmed for 15 th Dec. at 1.00pm,	Clerk	Completed
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
21/066.2 21/101.2	Reduction of Speed Limits on Country Lanes – 14/12: Walkabout with PC James King confirmed for 15/12. [As a result of meeting, a further meeting with NCC Highways and PC James King is to be planned.]	Clerk / Cllrs.	Completed & On-going
20/110.4	Lower Speed Limits (On to and off Hales roundabout including around central reservation between bus stops) – To be discussed with PC James King.	Cllrs.	On-going
21/030.1	Heckingham Charity Marsh – A. Mason to be consulted and 30/06: Cllr. SB to email dates for trustees meeting. [+ Clerk seeing guidance from CAN.]	SB / Clerk	On-going
21/008.2 21/085	Hales Green Common – Voluntary Steward Scheme –24/11: Hales Green Working Group to follow-up and define what is required. Cllr. LF to arrange meeting. Invitation to be extended to Cllr. Jane Hale, of Loddon Parish Council.	LF / Clerk	On-going
21/063.2 21/084.2	Wildflowering – 24/11: Cllrs. SB & LF to confirm and buy required shrubs for around village sign, with mulch/wood chippings. Clerk to order seeds for old bus shelter area; early spring.	SB / GB / LF / Clerk	On-going

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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. 24/11: It was agreed further research was needed.	Clerk / SB / AP	Feb. 2022
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	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	On-going
21/063	Lane to Playground Security – 24/11: Meeting with Councillors, Saffron Housing and PC James King arranged for 15/12.	AW / GB/ SG Clerk	Completed
21/064	Hales Green Letter to Residents – Working Group (WG) to confirm draft letter re: Byelaws. Clerk to get SNC endorsement. 14/12: Clerk contact SNC (Jamie Henry) for update on new parking spaces and for a meeting with the Working Group late Jan. early February.	WG / Clerk	On-going & New
21/046.1 21/102.1	NCC Parish Partnership Scheme funding – 14/12: Very high quote received from Highways and only for an additional .5 metre width; not 1m as requested by the Council. Deadline for NCCPP scheme missed however following action agreed. ACTION: Clerk to add to Feb. agenda and collate list of requests to Highways over past 3 years. Council to request assistance from Cllr. B. Stone, with cc: to Cllr. K. Mason Billig	Clerk / ALL	On-going / Feb. Agenda
21/047 21/059	Neighbourhood Plan – For further discussion following presentation on 20/10.	ALL	2022
21/050.4	Being a Good Councillor Training as mandatory - Clerk to ensure reflected in key policies/documents.	Clerk	On-going
21/067.2	Footpath from Hales to Loddon – Photos sent to NCC Highways.	GB / Clerk	Pending response
21/078	HAL1 Artists Impressions – Clerk to request from FW Properties to share on HHPC website. NB: FW Properties not to remove hedges in nesting season.	Clerk / PG	Completed & follow-up
21/089	Budget 2022/23 – All to send any comments on it to the finance working group before 10/12. [For final consideration and approval on 14/12.]	ALL	Completed
21/089.2	Charity Marsh – Clerk pending response from CAN with advice. Cllr. SB / Clerk to prepare & send letter to previous recipients confirming review.	Clerk / SB	On-going
21/089.4	Project Management Tool – Cllr. PG to initiate trial on website.	PG	On-going
21/099	Planning Application 2021/2680 - Clerk to confirm Council’s ‘no objection’.	Clerk	New
21/100.2	Grit Bins – Cllr. GB / Clerk to continue to chase Highways for response.	Clerk / GB	New
21/101.1	Dog/Waste Bins – Cllr. GB to discuss with resident and request recommendations.	GB	New
21/101.3	HAL1 – Clerk to request consideration regarding single storey buildings adjacent to existing bungalows.	Clerk	New
21/102.2	Precept – Clerk to confirm 2022/23 precept to South Norfolk Council.	Clerk	New
21/102.3	Office ‘Out of Office’ over Christmas period – Clerk & Cllr. PG to set-up.	Clerk	New
21/102.5	Churchyard mowing – Clerk to request cut prior to Christmas.	Clerk	New

Re-occurring Items:

	Chet Contact Magazine Content for Feb. issue due by noon on Saturday 8th Jan. Review contents at next meeting on 14/12.	SB / Clerk	Monthly
	Accounts for authorisation – Clerk to email all Councillors confirming payments required for end December. Assuming approved, Cllr. SB to authorise payments.	Clerk / SB	Monthly