



# Heveningham Parish Council

Minutes of the Council Meeting held on **Wednesday 23<sup>rd</sup> January 2019** at 7.30 pm  
At Hill Farm, Heveningham.

**Members:** Cllr. S. Fairs                      Cllr. D. Lankester                      Cllr. S Morphey  
                  Cllr. C. Fairs                      Cllr. G. Lee

Also present: K. Forster - Clerk to the Council

**58/18 Apologies for Absence**

There were no apologies for absence.

**59/18 Declarations of Interest & Dispensations**

There were no declarations of interest or requests for dispensations.

**60/18 Minutes from the Previous Meetings.**

Minutes of the meeting of the meeting of 28<sup>th</sup> November 2018 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and they were duly signed by the Chairman.**

**61/18 County & District Councillors report**

The Clerk had circulated the reports sent. There was discussion regarding the spending on a booklet on crying babies whilst at the same time the CAB, which councillors thought much more useful, had had their grant cut. It was agreed to note this in the minutes.

**62/18 Accounts**

**a) Approval for Payments:**

**It was unanimously RESOLVED to approve the Authorisation Payments totalling £ 842.42.**

This included the invoice from Heelis & Lodge for the last audit. The Clerk asked if Council would appoint Heelis & Lodge for the audit of 2018/19. **It was unanimously RESOLVED to appoint Heelis & Lodge for the forthcoming audit.**

**b) Statement of Accounts & Bank Reconciliation:**

As at the end of December 2018 the bank balance stood at £ 6,182.98. The Chairman agreed and signed the Bank reconciliation and Bank Statements for July & August.

There is now a balance of £1,078.07 S106 monies allocated to Bell Meadow.

**c) CIL Funds**

A letter had been received from SCDC detailing the CIL due in April which should be £5,056.91. There would be subsequent payments of a similar amount in April & October 2020. **NOTED.** The Clerk was asked to enquire about CIL payments for the developments at White House.

**63/18 Allotments**

**a)** The Clerk has sent out invoices to all the allotments holders along with the privacy statements and new contracts for each allotment. Apart from one person, all have been returned along with the payments. **NOTED**

**b)** The Clerk has received an application for an allotment from people who have moved to the village. There is not a spare one. Council decided that they would work with the allotment holders to find a solution. **NOTED**

**c)** The Clerk received a letter regarding issues on the allotment of broken fences, overgrown ditches and similar. A reply was agreed and will be sent. **NOTED**

**64/18 Heveningham Endowed Charity**

Barclays Bank has mis-handled the mandate changes and Cllr. S Fairs has been dealing with them to rectify the problems.



# Heveningham Parish Council

## 65/18 Bell Meadow Recreation Ground Update.

The Clerk has approached 2 landscape/garden designers with a view to them preparing a design for the Recreation ground and submitting the planning application. One quotation has been received to date. It was proposed that delegated authority be passed to Cllrs. Morphey & C. Fairs to determine which designer to commission. A meeting will then be arranged to talk through ideas for the play equipment and the overall design. This will be brought to the next council meeting. **It was unanimously RESOLVED to accept this proposal.**

## 66/18 Emergency Plan Update

The Clerk has prepared a questionnaire which was reviewed and agreed. This is to be delivered to all houses by Councillors who will then return a week later to collect. Following this, a draft emergency plan which includes names of co-ordinators and skills and materials that can be accessed will be drawn up.

## 67/18 Notice Board and Village Improvements

- a) Cllr. Burroughes has provided a grant of £627.30 towards a new notice board to be sited next to the phone box and Councillor extended their thanks. **It was unanimously RESOLVED to add up to £200 to this by Council to ensure that the board is the correct specification.** The Clerk is to order.

## 57/18 AOB

### a) **Community Pay Back**

Cllr. C Fairs stated that she had made contact with the new person in the Community Payback scheme and they plan to come to the village to tidy up the burial ground. Apparently, they are lacking equipment for strimming, hedge trimming etc. Cllr. Lankester and the Clerk stated that she may have items that they can use.

### b) **Local Government Election**

The Clerk is going on a briefing regarding the election in May. The cost of the course, mileage and hours is to be shared between Heveningham & Huntingfield Parish councils. **NOTED**

### c) **2019 Annual General Meeting & Annual Parish Meeting**

Due to the election, even if it is uncontested, there are specific rules as to the date of the AGM. The current plan is outside this date. Consequently the date of the AGM has been rescheduled to Monday 20<sup>th</sup> May at 7.00pm and will be in the Church. It will be followed by the Annual Parish Meeting. **NOTED**

### d) **Charity Return**

The Clerk confirmed that she had submitted the Charity Return for the recreation ground. **NOTED**

### e) **Litter Picking**

The Clerk had circulated an email regarding a litter pick. It is scheduled to hold a litter pick on Saturday 27<sup>th</sup> April from 10 – 12, meeting outside the Church. The Clerk is to apply for bags and equipment and create a notice to publicise. **NOTED**

### f) **One Life Health Check**

A notice regarding the One- Life Health check had been received. These are taking place at the Hub in February and April. The Clerk is to find out further details and publicise.

Meeting closed at 09.00 pm. Next meeting 27<sup>th</sup> March 2019

**Karen Forster**

**Clerk to Heveningham Parish Council**

Orchard House, Chediston Road, Wissett, Halesworth, IP19 0NF

Tel: 01986 785428 Email: [heveninghamclerk@btopenworld.com](mailto:heveninghamclerk@btopenworld.com)