



# Heveningham Parish Council

Minutes of the Council Meeting held on **Wednesday 25<sup>th</sup> July 2018** at 7.00 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

**15/18 Apologies for Absence**

There were apologies from Cllrs. G. Lee

**16/18 Declarations of Interest & Dispensations**

There were no declarations of interest and requests for dispensations.

**17/18 Minutes from the Previous Meetings.**

Minutes of the meeting of the meeting & the AGM of 23<sup>rd</sup> May 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.**

**18/18 Accounts**

**a) Approval for Payments:**

Cllr. Lankester declared a pecuniary interest in the invoice from T Lankester for the repair of the bridge. She did not take part in the vote to approve the payments.

**It was unanimously RESOLVED to approve the Authorisation Payments totalling £ 1,254.04.** This included payments for the Outlook software, Eon, repair of the bridge, LCPAS, insurance and salaries. The Clerk stated that the calculation for her salary had been at the previous years rate and therefore this was an underpayment which would be corrected in September.

It was also agreed to set up the annual direct debit of £40 to the ICO.

**b) Statement of Accounts:**

As at the end of June the bank balance stood at £ 6,436.68. The Chairman agreed and signed the Bank reconciliation and Bank Statements for March and April. There is now a balance of £1078.07 S106 monies allocated to Bell Meadow. The Statement of Accounts for end of June was circulated and there were no questions.

**19/18 Allotments**

The current arrangements with the Allotment group was discussed. It was agreed that the agreement needed to be reviewed to understand who is responsible for what and also to amend for GDPR. It was thought that these were currently with former Cllr. Sallis. Cllr. Lankester to get these back. Council needs to know who the contact is now and also to ensure that this group does not commit council to any expenditure. The Clerk was asked to contact them. **NOTED**

**20/18 Heveningham Endowed Charity**

The changes to the Bank Mandate have been signed and it will be submitted to the Bank. **NOTED**

**21/18 Bell Meadow Recreation Ground Update.**

No progress

**22/18 Emergency Plan Update**

In order to complete, the consent forms in line with GDPR need to be completed. **NOTED**

**23/18 Notice Board and Village Improvements**

**a) The Clerk has contacted Cllr Burroughes re the funding of a new notice board. NOTED**



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- b) The other notice board needs to be re-stained and repaired. Cllr. C Fairs is organising the Community Payback group along with other items.

## 24/18 **GDPR**

A meeting of the representatives of Heveningham along with Huntingfield and Friston had been held with LCPAS who clarified the rules.

There are a number of new policies and templates for forms that must now be adapted and introduced. The Chairman explained that LCPAS had recommended that Councillors set up a separate email account to their personal one and then delete any old council emails. It was agreed to use Gmail to do this and the format was agreed to [firstname.surname.HPC@gmail.com](mailto:firstname.surname.HPC@gmail.com). Eg: [sam.fairs.hpc@gmail.com](mailto:sam.fairs.hpc@gmail.com)  
Members to advise the clerk when complete.

The Clerk also circulated a checklist of items to complete to ensure GDPR compliance. **NOTED**

## 25/18 **AOB**

- a) The Clerk reminded people that there was a consultation on the new wards to be created with the merge of Waveney and SCDC. [www.eastsuffolk.gov.uk/news/have-your-say-on-ward-boundaries-for-suffolks-newest-two-councils/](http://www.eastsuffolk.gov.uk/news/have-your-say-on-ward-boundaries-for-suffolks-newest-two-councils/)
- b) The Clerk stated that there is now a consultation on the draft Local Plan. There are a number of drop in sessions, listed below.

Meeting closed at 07:38 pm

Next meeting 26<sup>th</sup> September 2018

**Karen Forster**

**Clerk to Heveningham Parish Council**

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## **LOCAL PLAN DROP IN CENTRES AND DATES**

Kirton Recreation Ground (The Pavilion) Back Road, Kirton, Ipswich IP10 0PW Tuesday 24th July 16.00 - 19.30

Saxmundham Market Hall 29 High Street, Saxmundham, IP17 1AF Tuesday 31st July 16.00 - 19.30

Felixstowe Town Hall (Council Chamber) Undercliff Road West, Felixstowe, IP11 2AG Thursday 2nd August 16.00 - 19.30

Suffolk Coastal District Council (Deben Room) East Suffolk House, Station Road, Melton, IP12 1RT Monday 6th August 16.00 - 19.30

Wenhaston Village Hall Narrow Way, Wenhaston, Halesworth, IP19 9DP Wednesday 8th August 16.00 - 19.30

Rushmere St Andrew Village Hall Humber Doucy Lane, Rushmere St Andrew, Ipswich, IP4 3PD Thursday 16th August 16.00 - 19.30

Yoxford Village Hall (Main Hall) Old High Road, Yoxford, IP17 3HN Thursday 23rd August 16.00 - 19.30