



# Heveningham Parish Council

Minutes of the Council Meeting held on **Wednesday 26<sup>th</sup> September 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 & 1 member of the public

**26/18 Apologies for Absence**

There were no apologies for absence but Cllr. C Fairs would be a late for the meeting

**27/18 Declarations of Interest & Dispensations**

There were no declarations of interest or requests for dispensations.

**28/18 Minutes from the Previous Meetings.**

Minutes of the meeting of the meeting of 25<sup>th</sup> July 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.**

**As Cllr. Fairs and Lee had not arrived, the Chairman changed the order of the agenda so that they would be able to hear the presentation. He therefore moved to item 5 on the agenda.**

**29/18 County & District Councillors report**

The Chairman read out items from the County and District Councillors report. There were no further comments.

**At this point Cllrs. C Fairs & Lee arrived.**

**30/18 Presentation about Community Connector**

Rachel Rowe of Suffolk County Council spoke to council about a new service called Community Connector. This is to assist people to improve their well-being through putting them in touch with a range of services and facilities as appropriate. People can be referred to the link worker through the GP's and/or attend sessions which will be held at the Hub a couple of times a month. There may be health checks, or home visits as well as advice on transport initiatives and facilities available.

A number of councillors asked what they could do to help? Rachel Rowe asked council to promote the service when it is launched in the next few months.

The Chairman thanked Ms Rowe.

**31/18 Accounts**

**a) Approval for Payments:**

**It was unanimously RESOLVED to approve the Authorisation Payments totalling £ 702.36.**

**b) Statement of Accounts:**

As at the end of August the bank balance stood at £ 4991.28. 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. The Statement of Accounts for end of September was circulated and there were no questions.

**32/18 Allotments**

The papers for the allotment had been passed on to Cllr. Lankester the previous day. The Clerk was asked to review and report back to the next meeting. **NOTED**

**33/18 Heveningham Endowed Charity**

The changes to the Bank Mandate have been signed and submitted to the bank but nothing had been heard since. The Clerk was asked to establish whether the Rev. Norton had heard anything. **NOTED**



# Heveningham Parish Council

**34/18 Bell Meadow Recreation Ground Update.**

Cllr. C Fairs is to meet with I Bilgin to draw up a plan to be submitted to planning application.

**35/18 Emergency Plan Update**

Cllr. Morphey is to take on this project.

**36/18 Notice Board and Village Improvements**

- a) The Clerk has contacted Cllr Burroughes re the funding of a new notice board but has not received a reply and will chase again. **NOTED.** Cllr. Lankester to find out who supplied the notice boards in Walpole.

**37/18 GDPR**

- a) In accordance with the requirements of GDPR **it was unanimously RESOLVED to adopt the following policies:** Document Retention, Information Security Policy, Removable Media Policy, Social Media & Electronic Comms. Policy.
- b) New emails are to be set up. 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.

**38/18 Letter requesting donation.**

Councillors had considered this request but did not think it appropriate for the Parish Council to support financially although they would be happy to support in other ways. They recommended that J Blackmore contacts the Heveningham Country Fair Trust for financial support and asked the Clerk to reply accordingly. **NOTED**

**39/18 AOB**

- a) The Council had been circulated a procedure for a new Grit Bin. It was agreed that the Clerk should apply for new bins, 1 at the T junction with the Street, next to the dog bin and 1 next to the phone box. **NOTED**
- b) Cllr. C Fairs stated that she was trying to contact the Community Payback with regard to cutting the grass in the graveyard and other projects however, due to changes in personnel, she had made little progress. It was agreed to review the Suffolk Volunteers websites to identify other volunteer organisations.

Meeting closed at 08:15 pm

Next meeting 28<sup>th</sup> November 2018

**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)