



Heveningham Parish Council

Minutes of the Council Meeting held on **Wednesday 28th November 2018** 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

45/18 Apologies for Absence

There were no apologies for absence.

46/18 Declarations of Interest & Dispensations

There were no declarations of interest or requests for dispensations.

47/18 Minutes from the Previous Meetings.

Minutes of the meeting of the meeting of 26th September & 16th October 2018 were submitted for approval. **It was unanimously RESOLVED that both sets of the minutes be accepted as an accurate record and they were duly signed by the Chairman.**

48/18 County & District Councillors report

The Clerk reported that no report had been received.

49/18 Accounts

a) Approval for Payments:

It was unanimously RESOLVED to approve the Authorisation Payments totalling £ 105.94.

b) Statement of Accounts & Bank Reconciliation:

As at the end of October 2018 the bank balance stood at £ £6,288.92. The Chairman agreed and signed the Bank reconciliation and Bank Statements for July & August.

The Clerk reported that the second half of the Precept had been received. **NOTED.**

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

c) Budget 2019/20

The Clerk had produced a paper outlining actual and expected spend for the current year and recommendations for the year 2019/20. This was discussed by council. Specific items of note included:

1. A budget for a 2% increase in the Clerks hourly rate in accordance with NALC guidelines
2. To retain the services of the DPO from LCPAS – budgeted to be £ 185
3. To provide items to be used by the Community Payback group to maintain and clean village items, budgeted at £100.
4. To provide 2 additional grit bins for the village, budgeted at £200.

There was discussion regarding the budget and reserve for the Election Costs. The Clerk had received guidelines that if the election in May for Parish Council was contested, it would be a cost to the parish in the region of £750. If there was an un-contested election, it would be in the region of £200. Consequently, a reserve of £550 was set up for the difference, should there be a contested election.

As a result of the above, it was proposed that the precept is increased to £4,350. This is an increase of £350 for the year and will be an increase of £5.35 for a Band D household per annum.

It was unanimously RESOLVED to apply for a precept of £4,350.

50/18 Planning

DC/18/3912/COU – White House Farm – Change of use from B & B to two units of self-contained holiday accommodation and caretaker accommodation. It was unanimously RESOLVED to recommend acceptance.

DC/18/4395/FUL – Brick Kiln Farm - Conversion of redundant outbuilding to form holiday let. It was unanimously RESOLVED to recommend acceptance.



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51/18 Allotments

The Clerk has reviewed the papers. There are 5 allotment holders for 6 of the allotments. She has prepared a new lease agreement, using the NALC template and a privacy statement and agreement in accordance with GDPR regulations. She noted that it appears that there is rent now owed for this year which she will follow up. **It was unanimously RESOLVED that the Clerk issues the above and collects the rental due.** It was also agreed that if there were any spare plots, that people from other parishes, within 3 miles of Heveningham, would be invited to rent one in the future. **NOTED**

52/18 Heveningham Endowed Charity

The changes to the Bank Mandate have been signed and submitted to the bank but nothing had been heard since. Cllr. S Fairs to follow up.

53/18 Bell Meadow Recreation Ground Update.

Cllr. S Fairs has the maps for the drawings. Cllr. C Fairs is to meet with I. Bilgin to create the design drawing for the planning permission.

54/18 Emergency Plan Update

Cllr. Morphey has produced a draft of the emergency plan. The Clerk is to circulate. **NOTED.** The Chairman thanked Cllr. Morphey for her work.

It was agreed that a questionnaire should be delivered to every house in the village asking for information regarding what residents could do to help if there was a serious emergency such as provide transport, equipment, shelter, medical support. Likewise, the questionnaire would ask if there were any individuals who might need extra support or were vulnerable. Councillors would personally collect these questionnaires which would be use to finalise the plan and circulate it to residents. The Clerk is to create the questionnaire. **NOTED**

55/18 Notice Board and Village Improvements

- a) The Clerk has contacted Cllr. Burroughes who is happy to support the Village with a new notice board. She has sent through two quotations.

Cllr. Lankester had spoken to the Men's Shed in Halesworth and they are interested in creating a notice board for the village. She is to have further discussions and come back with some ideas on cost.

She also said that they would be prepared to kit out the phone box with shelves to accommodate books etc. and she will discuss that with them as well.

56/18 Grit Bins

- a) It is not possible to apply for a grit bin until the new financial year - £200 had been set aside in the budget under the heading MISC to do that.

57/18 AOB

- a) The Clerk stated that she wanted to take photographs of the councillors to add to the website under a "know your councillor" item. They would also be on the contact list on the notice board. Councillors agreed to send a photo to the Clerk or have one taken at the next meeting.
- b) Cllr. C Fairs stated that she had made contact with the new person in the Community Payback scheme and would be asking him to organise some cleaning and painting items in the Village. Apparently, they are lacking equipment for strimming, hedge trimming etc. Cllr. Lankester stated that she may have items that they can use. The Clerk is to check any correspondence received regarding ownership of road signs and similar highways items **NOTED**
- c) Cllr. S Fairs asked the Clerk to check on any CIL monies that might be due to the village, considering the building and development work that was going on. **NOTED.**



Heveningham Parish Council

Meeting closed at 08:37 pm

Next meeting 30th January 2018

Karen Forster

Clerk to Heveningham Parish Council

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Heveningham Parish Council

Description	Last year Actual	Budget 2018/19	To Date	Exp. Spend for remainder of year	Expected Total	Var to Budget	2019/20 Budget
EXPENSE							
Administration							
Staff Costs	£2,244.13	£2,893.80	£1,332.74	£ 1,330.44	£ 2,663.18	£ 230.62	£ 2,716.44
Audit Costs	£ 174.74	£ 100.00	£ -	£ 100.00	£ 100.00	£ -	£ 100.00
Election Costs							£ 200.00
Stationery etc.	£ 180.73	£ 250.00	£ 194.81	£ 55.00	£ 249.81	£ 0.19	£ 250.00
Insurance	£ 12.63	£ 190.00	£ 217.39	£ -	£ 217.39	-£ 27.39	£ 220.00
Mileage	£ -	£ 25.00	£ 26.10	£ -	£ 26.10	-£ 1.10	£ 25.00
Village Maintenance	£ 78.63	£ 150.00	£ 73.99	£ -	£ 73.99	£ 76.01	£ 100.00
Allotments	£ 58.07	£ 100.00	£ 38.00	£ -	£ 38.00	£ 62.00	£ 50.00
Outside Bodies							
SALC	£ 131.00	£ 350.00	£ 134.76	£ -	£ 134.76	£ 215.24	£ 140.00
GDPR			£ 185.00	£ -	£ 185.00	-£ 185.00	£ 185.00
Donations	£ -		£ -	£ -	£ -	£ -	
Councillor Costs							
Training	£ 22.00	£ 100.00	£ -	£ -	£ -	£ 100.00	£ 200.00
Other							
Misc	£ 25.59	£ 50.00	£ -	£ 50.00	£ -	£ 50.00	£ 200.00
Total	£ 2,927.52	£ 4,208.80	£ 2,202.79	£ 1,535.44	£ 3,688.23	£ 520.57	£ 4,386.44
FUNDED BY RESERVES & GRANTS			£ -				
Training	£ -		£ -		£ -	£ -	
Notice Board		£ -		£ 900.00	£ 900.00	-£ 900.00	
Defib - Grants	£ 1,775.00	£ -	£ -		£ -	£ -	
Bell Meadow (S106)	£ 350.00		£ -		£ -	£ -	£ 1,078.07
Contested Election							£ 550.00
Transparency Code PC etc.	£ 179.51	£ -	£ -		£ -	£ -	
Total	£ 2,304.51	£ -	£ -	£ 900.00	£ 900.00	-£ 900.00	£ 1,628.07
			£ -		£ -		
Total all expenses	£ 5,232.03	£ 4,208.80	£ 2,202.79	£ 2,435.44	£ 4,588.23	-£ 379.43	£ 6,014.51
INCOME							
Precept	£3,000.00	£4,000.00	£4,000.00		£4,000.00	£ -	£ 4,350.00
Wayleaves	£ 19.11	£ 20.00	£ -	£ 20.00	£ 20.00	£ -	£ 20.00
Transparency Grant	£ 207.00	£ -	£ -		£ -	£ -	
Allotments	£ 60.00	£ 60.00	£ -		£ -	£ -	
Bank Interest	£ -	£ -	£ -		£ -	£ -	
Total	£ 3,286.11	£ 4,080.00	£ 4,000.00	£ 20.00	£ 4,020.00	£ -	£ 4,370.00
INCOME FROM GRANTS			£ -		£ -	£ -	
Bell Meadow Project	£ -	£ -	£ -		£ -	£ -	
Notice Board				£ 900.00	£ 900.00	-£ 900.00	
Defibrillator	£ 1,775.00	£ -	£ -		£ -	£ -	
Total	£ 1,775.00	£ -	£ -	£ 900.00	£ 900.00	-£ 900.00	£ -
Total Income	£ 5,061.11		£ 4,000.00	£ 920.00	£ 4,920.00	-£ 900.00	£ 4,370.00
Bank Cash Flow							
Opening Balance Sept 30th	£ 6,288.92					Open. Bal	£ 4,773.48
Less planned exp. To Mar	£ 2,435.44					Pln Exp.	£ 6,014.51
+ planned receipts	£ 920.00					Pln Rec	£ 4,370.00
Closing Bal. 31st March	£ 4,773.48					Closing Bal	£ 3,128.97
Note: £1078.07 earmarked reserves						Less Reserve	£ 2,050.90
Available	£ 3,695.41	11	Months precept unallocated			Available	6 months unallocated
Precept			Actual 2018	Proposed 2018/19	Change		
			£ 4,000.00	£ 4,350.00	£ 350.00		
SIGNED			65.37	65.37	£ -	DATE	9%
Band D Property Rate							
Tax p.a. Band D			61.19	£ 66.54	£ 5.35		per household