



# HEVENINGHAM PARISH COUNCIL

Minutes of the **Council Meeting** held on **Wednesday 25<sup>th</sup> November 2015** at 7.30 pm  
in St. Margaret Church, Heveningham

Members: Cllr. S. Newby (Chairman) Cllr. D. Lankester Cllr. S. Morphey  
Cllr. S. Fairs Cllr. C. Fairs Cllr. G. Lee

Also present: K. Forster - Clerk to the Council and 4 members of the public.

**1/15** Chairman Cllr. Newby introduced the new Clerk Karen Forster and welcomed her to the Parish Council.

**2/15** **Apologies**: There were apologies from Cllr Bryenton.

**3/15** **Open Forum**: The Landlord of the Huntingfield Arms (Steve Back) wished to ask for support from Heveningham Parish Council in opposing the licencing of the Huntingfield, Ubberston & Heveningham Village Hall. During the planning stages it was agreed that the hall would not be licenced, however the management committee are now intending to apply for a licence. This would adversely affect the commercial business of the Huntingfield Arms opposite. The decision to include in the constitution of the hall to remain unlicensed has been deferred to another meeting by Huntingfield Parish Council. The Landlord is requesting that Heveningham Parish Council contact Huntingfield Parish Council to ask that the Village Hall remains unlicensed. The Chairman stated that this would be discussed at the next meeting of the parish council. **NOTED**

**4/15** **Minutes of the previous meeting**: Minutes of the meeting of 26<sup>th</sup> August were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

**5/15** **Actions from the Previous Minutes**

a) **Heveningham Recreational Ground**

A request to Heveningham Hall has been made to fund the clearing of the ground and provide fencing. This has been passed to Graham Sutherland at Heveningham Hall who will be in touch.

The Clerk will research what funds are available, if any, in S106 money. **NOTED**

Cllr. S Fairs recommended that a business plan is developed including photos in order to apply for funding. **NOTED**

b) **External Audit**

BDO completed & signed off the 2014/15 audit. The Clerk summarised the comments made by BDO. **It was unanimously RESOLVED that the External Audit be accepted.** The notice regarding public viewing of the Audit had been displayed but no member of the public had asked to see it.

**6/15** **Bank and Charity Mandates**

The Chairman noted that the Bank and Charity account mandates need to be changed due to the change in Clerk. The Chairman will be added to the Bank Account as a signatory.

**7/15** **Volunteer Work**

The Chairman stated that all work that is taken on by volunteers needs a risk assessment. This would include grass cutting. **NOTED**



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### 8/15 Allotments

Vickie Milner-Smith (member of the public) gave a report on the allotments. All subscriptions except for 1 have been paid. This results in a surplus of £10 which will be paid to the council. **NOTED**

### 9/15 Financial Items

- a) The Chairman requested that an Extraordinary meeting be called to finalise the budget for 2016/17. It was agreed to be Monday 7<sup>th</sup> December at 7.30. Clerk to issue an agenda. A statement of accounts was issued to clarify monies spent to date this year. **NOTED**
- b) A cheque for £48 for the BDO was issued 1<sup>st</sup> November. **NOTED**
- c) The Chairman signed the Bank Reconciliation for October. **NOTED**

### 10/15 Next Meeting

The Chairman proposed that the number of meetings for the Parish Council be increased to 6 per annum. **It was unanimously RESOLVED that the Parish Council should meet every 2 months.**

The next meeting dates (other than the Extraordinary Meeting ) were agreed to be

Wednesday 27<sup>th</sup> January

Wednesday 30<sup>th</sup> March

The Annual Parish Meeting will also be held on 30<sup>th</sup> March.

### 11/15 Any Other Business

The Clerk requested that the parish council considered re-joining SALC so as to keep up to date with the amount of new and recent legislation to which a Parish Council is required to adhere. The cost for the remainder of the financial year to March will be £41.14 and can be funded by reserves. This also means that the Clerk can proceed with claiming funds to assist with the new Transparency Code. Additionally, the Clerk does not wish to be responsible for paying & calculating her own salary and this service can be provided by SALC for £7 per quarter. **It was unanimously RESOLVED that the Parish Council should rejoin SALC for 2015/16 and the funding should be from reserves.**

Meeting closed at 8.10pm. Next meeting 7.30 pm 27<sup>th</sup> January 2016 in St. Margaret Church  
Heveningham

**Karen Forster**

**Clerk to Heveningham Parish Council**

Orchard House

Chediston Road

Wissett, Halesworth

IP19 0NF