



HEVENINGHAM PARISH COUNCIL

Minutes of the **Council Meeting** held on **Monday 11th April 2016** at 8:00 pm
in St. Margaret Church, Heveningham

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

Also present: K. Forster - Clerk to the Council and 3 member of the public.

11/16 Apologies:

There were no apologies.

12/16 Tribute to Michael Bryant.

The Chairman reiterated what he said in the APM particularly the work that Cllr. Bryant had undertaken on behalf of the Parish Council.

13/16 Declarations of Interest:

There were pecuniary declarations of interest from Cllr. D Lankester & Cllr. S Morphey regarding item 10(Bell Green Meadow). Non-pecuniary interests were declared by the remainder of the council as they know Mr T Lankester who lives in the village and has quoted for the work in item 10.

14/16 Dispensations:

Cllr. S Morphey, as she is project leading the work on Bell Meadow, requested dispensation. **It was unanimously RESOLVED by remaining councillors (excluding Cllr. Lankester and Cllr. Morphey) that dispensation is given to Cllr. Morphey.**

15/16 Minutes from the Previous Meetings.

Minutes of the meetings of 27th January were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

16/16 Open Forum

There was no member of public wishing to speak.

17/16 County and District Councillor Reports.

No reports have been received

18/16 Accounts

- a) **It was unanimously RESOLVED to approve the payments totalling £364.83 for Clerks Salary, HMRC, Stationery and SALC payroll service.**
- b) **Trustees for Recreation & children playground charity.** There is a charity that was set up in 1973 to fund the upkeep of the Bell Meadow, under the name of Recreation & Childrens playground. The previous trustees include Cllr. Bryanton and two former members of the council. These need to be updated with serving members of council. **It was unanimously RESOLVED to appoint Cllr. C Fairs and Cllr. S Morphey to become trustees.**
- c) **Accounts:** The clerk presented the final accounts for 2015/16 as well as the bank reconciliations for February and March. There is £ 3,356.22 in the current account & £ 1,970.42 in the savings account, as well as approximately £ 2,500 in the Charity investments. The Chairman signed both the bank reconciliations.



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- d) **Internal Financial Processes:** The Chairman agreed that he had reviewed the internal accounting process adopted by the Clerk. **NOTED**
- e) **Transparency Code:** The Parish Council has been awarded £ 1,001 towards the cost of implementing the transparency code. It **was unanimously RESOLVED that the Clerk could purchase the PC and Printer and arrange the training courses for herself and Cllr. Morphey.**

19/16 Audit

- a) **Appointment of internal Auditor:** The Clerk has approached the previous auditor and also H. Heelis who audits a number of local parishes. It was agreed that the Clerk appoint H Heelis.
- b) The Financial Regulations, Standing Orders and Risk Analysis have been amended and circulated. There were no comments. **It was unanimously RESOLVED that the Parish Council adopt the amended Financial Regulations, Standing Orders and Risk Analysis.**

20/16 At this point the Chairman suggested and it was agreed to proceed with agenda items 11 & 12 prior to Item 10

21/16 Training:

The Clerk suggested and it was agreed that she approach other local parish councils to join in training of councillors with SALC which would be much more economical. **NOTED**

22/16 Correspondence

- a) An invitation from The Hub at Huntingfield had been received to hold future parish meetings at the hall, for no charge. This was discussed at length. The Reverend Norton pointed out that now that he is aware that the meetings are held in the church, he would have to refer this to the PCC to agree a charge to cover the electricity for heating and lighting. Cllr. Lee commented that the meetings had always been in the church and she thought that a charge had been paid in the past. Cllr. S & C Fairs offered their office and also stated that they believe that other accommodation within the village could be found if required.

The Chairman replied that he is grateful for the offers and that an agenda item should be put on for the next meeting to discuss the options. Meantime, the PCC will meet to discuss any appropriate charges.

- b) **Highways Issues:** Mr. A Rush had reported to Highways that the markings on roads had disappeared and also the side of the road had crumbled away. No response to date.

23/16 Bell Meadow

At this point Cllr. Lankester left the meeting.

The work to clear the area of Bell Meadow had been put out to tender and 3 quotations had been received as follows:

T. Lankester	£ 4,754.81
S & M Landscapes	£ 5,330.00
R Gladwell	£ 15,126 (inc. VAT)

The funding for this work should be through the available S106 funds and the Clerk was asked to apply.

It was proposed by Cllr. S Fairs and seconded by Cllr. G Lee to accept T. Lankester's quotation as he lives in the village and already does some excellent work on the Glebe. **It was unanimously RESOLVED that, on receipt of funds, T. Lankester is appointed.**



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24/16 A.O.B.

- a) **Vacancy on the Council.** A vacancy on the Council is to be advertised so that a new councillor can be appointed at the next meeting. **NOTED**
- b) **Cheque Signatory.** As Cllr. Bryanton was a cheque signatory, a new signatory is to be appointed. Vice-Chairman S Fairs is to be appointed as the new signatory. **NOTED**
- c) **Next Meeting.** The Clerk asked if the next meeting date could be changed. It was agreed to move the date to 18th May 2016.

Meeting closed at 9:00 pm. Next meeting 7.30 pm Wednesday 18th May 2016 in St. Margaret Church Heveningham

Karen Forster
Clerk to Heveningham Parish Council
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