



HEVENINGHAM PARISH COUNCIL

Minutes of the **Council Meeting** held on **Monday 18th May 2016** at 7:30 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 2 members of the public.

25/16 Apologies:

There were apologies from Cllr. Newby. Cllr. Lee was not in attendance. In the absence of Cllr. Newby, Cllr. S Fairs assumed the chairmanship for the meeting.

26/16 Declarations of Interest:

There were no declarations of interest.

27/16 Dispensations:

There were no dispensations required

28/16 Minutes from the Previous Meetings.

Minutes of the meetings of 11th April were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

29/16 Open Forum

A member of the public raised the scope of works for the Bell Meadow which specifies that the hedge is to be reduced to 1.2 metres. It was felt that this was too low. The Clerk was asked to adjust the scope of works to 2 mts for the hedge height.

Sarah Sillis stated that she would like to join the council as a member – it was agreed to discuss this as per the agenda item.

30/16 County and District Councillor Reports.

No reports have been received. The Clerk has been in contact with Councillor Burroughs who regrets that he is unable to attend the meetings due to accessibility of the Church. The Chairman said that he would welcome a meeting with the Councillor to discuss a number of items and suggested a meeting at his offices. This was agreed by all the other members. The Clerk was asked to invite the Councillor to a meeting mutually convenient to all, to be held in October or November. **NOTED**

31/16 Accounts

- a) **It was unanimously RESOLVED to approve the payments totalling £ 757.23 for expenses for Stationery & mileage, the new PC and Insurance premium.** As Cllr. Newby is in Ireland, cheques are to be sent to him for signature.
- b) **Statement of Accounts:** The Clerk presented the accounts for April and the bank statement was signed by the Chairman. There is currently £5,835.40 in the bank accounts although £1,001 is allocated to the Transparency code.
The Clerk questioned the payment to EON for the electricity in the phone box as there is no light and the phone box is not used. It was proposed that an agenda item for the next meeting about ideas for the phone box be added. **NOTED**
- c) **Trustees & Bank Signatories:** The Trustees paperwork has been changed and Cllrs C Fairs and S Morphey are confirmed as trustees for the charity. The paperwork for the change of signatory for Barclays is being organised.



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32/16 Internal Audit: The internal audit, final accounts and comments had been completed and the report was circulated by the Clerk. The main items noted were:

1. A VAT column should be included in the accounts – this has been completed
2. The Parish Council should adhere to the Transparency code, although the auditor recognised that a PC and training was being organised – a temporary solution to use a personal web site set up by Cllr. Morphey is to be put in place.
3. That K. Forster should be officially appointed as the RFO.
4. It was noted by the internal auditor that all issues raised in the previous audit had now been corrected.

All the points raised were accepted.

The Chairman proposed that K. Forster be appointed as the RFO which was seconded by Cllr. C Fairs. **It was unanimously resolved to appoint K. Forster as the RFO.**

33/16 Completion of the Annual Governance Statement 2015/16. The chairman read through the items of the Governance Statement and duly completed the items. **It was unanimously resolved that the Governance Statement had been completed appropriately and was signed by the Chairman and the Clerk.**

34/16

Completion of the Accounting Statements 2015/16. The accounting statements, including the variances were reviewed. **It was unanimously resolved that the accounting statements were accurate and duly signed by the Chairman and the Responsible Finance Officer.**

35/16

Asset Register: The asset register was reviewed and **it was unanimously resolved that the Asset Register be accepted.** It was suggested that the phone box should be considered an asset and the Clerk was requested to add this as a topic to the next meeting. **NOTED**

The allotments and their status was discussed. It was agreed that this should also be an item at the next meeting. **NOTED**

36/16

Code of Conduct: It was unanimously resolved to adopt the Suffolk Code of Conduct.

37/16 Planning

Planning application DC/16/1805/LBC for Wood Farmhouse, Dunwich Lane was discussed. **It was unanimously agreed to raise NO objection to the application**

38/16 Bell Meadow

The quotation for the works has been prepared and will be submitted The Clerk has spoken with the person at SCDC responsible for the S106 money. There is no problem with the Play funds, however the Sports fund requires that a plan is in place as to the sports facilities that will be provided. There is also a requirement to detail the maintenance plan in the future.

It was agreed that there should be a maintenance agreement setup on an annual basis, albeit this would be a token amount, as it would be mainly a volunteer operation.

It was agreed that a Pétanque court or Boules court would be most appropriate, particularly as it is a popular pastime in the locality. The Clerk is to try to establish the possible cost of such a court.

It was noted that Cllr. Burroughs had said he would consider a contribution from his district funds towards the project.

Cllr. Morphey is continuing meetings and conversation with play equipment suppliers.



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39/16 Training:

The Clerk has provisionally arranged training with SALC on the roles and responsibilities of a council and planning items. It was agreed to book 12th July at 7.00pm. Cratfield, Huntingfield and Ubbeston Parish councils will also send councillors which will enable the cost to be shared. **NOTED**

40/16 Location of Meeting

It was agreed to continue with the Church as a meeting place at the moment however, in the light of the issues this evening with access to the church, the availability of the key needs to be resolved.

41/16 Council Vacancy

Sarah Sillis was proposed as a new councillor by the Chairman and seconded by Cllr. S Fairs. **It was unanimously agreed to co-opt S Sillis as a member of the Parish Council.**

42/16 Correspondence

The Clerk informed council that correspondence had been received stating that the Wrentham Fire Station was not to be closed.

She also had received notification that the Recycle Centre at Leiston would be closed on Wednesdays and had extended their hours at the weekend.

Cllr. Lankester stated that this information was also available on a very useful website – Streetlife – which informed local people about items in their area.

The Clerk also informed the meeting that Highways had responded to Alan Rush's complaint regarding the condition of Church Rd and the markings at the junction. They had inspected the area and concluded that no work was required.

Meeting closed at 20:20. Next meeting 7.30 pm Wednesday 27th July 2016 in St. Margaret Church
Heveningham

Karen Forster

Clerk to Heveningham Parish Council

Orchard House, Chediston Road

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