



Heveningham Parish Council

Minutes of the **Council Meeting** held on **Wednesday 22nd March 2017** at 7:30 pm
in Hill Farm, Heveningham

Members: Cllr. S. Newby Cllr. S. Fairs Cllr. D. Lankester
Cllr. S Morphey Cllr. C. Fairs Cllr. G. Lee
Cllr. S Sillis

Also present: K. Forster - Clerk to the Council

107/16 Apologies for Absence

Apologies from Cllr. Sillis.

108/16 Declarations of Interest & Dispensations

There were no declarations of interest.

109/16 Minutes from the Previous Meetings.

Minutes of the meeting of 8th February 2017 were submitted for approval. Cllr. Lee pointed out that item 106/16 should read "approached Mr Keith" as opposed to Mr. Stannard. This was adjusted and initialled. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and they were duly signed by the Chairman.**

110/16 Open Forum

There were no members of the public present.

111/16 County and District Councillor Reports.

There were no apologies or reports from District or County Councillor Burroughes.

112/16 Accounts

- a) **Approval for Payments: It was unanimously RESOLVED to approve the payments totalling £ 590.51** This covered expenses for Clerks expenses (£27.00) and salary and tax totalling £563.51. Of that salary, £70.43 had been allocated to the Transparency Code grant.
- b) **Statement of Accounts:** As at the end of February the bank balances stood at £5,848.06. The Chairman agreed and signed the Bank reconciliation and Bank Statements for February. However, within this amount is £1,428.07 received from S106 monies and earmarked for Bell Meadow.

Council reviewed the Statement of Accounts and there were no questions. The Clerk asked Council to authorise the virement of budget from Donations (£30), Training (£180) and Events (£100) to cover the under budget in Staff Costs. **It was unanimously RESOLVED to vire the amounts requested.**

- c) **Internal Process Review:** Cllr. Sallis had visited the Clerks home, reviewed the internal processes and completed the checklist, a copy of which was circulated. It had been noted that the Clerk required a contract of employment. Apart from that all other items were in order. **It was unanimously RESOLVED to accept the Internal Control Policy and Checklist.**

113/16 Bell Meadow Recreation Ground Update.

The Chairman stated that he had visited Bell Meadow and walked around the land. He noted that Mr. A Rush had mown the grass and weeds, cut the hedge and had thanked him. He had also brought to his attention that Council are currently in the process of drawing up plans for planning permission, environmental assessments and similar.



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The Chairman circulated a document with some ideas for the development of Bell Meadow to include a small amount of play equipment, mown paths and maybe a covered table. He stressed that the idea was to be somewhere for people to sit or walk and not for it to be developed into a large play area. He asked for other ideas from councillors. Through discussion items were mentioned such as having furniture/play equipment that blended into the environment and to consider any possible flooding. A meeting with Suffolk Wildlife has been arranged for 27/4/17 at 11.30 and all councillors are invited. Any ideas should be passed to the Chairman by then so that a rough plan can be discussed. **NOTED**

The Clerk pointed out that funding already received can be used for this project in many ways and there is additional funding available through the Bell Meadow Charity, Exemplar scheme and the Sport pot. Councillors also discussed approaching the Heveningham Hall Country fund.

It was agreed to develop the plans and meet with the Suffolk Wildlife representative and then put a case together detailing the funding requirements, sources, a landscaped plan, environmental report etc. so as to progress to asking for planning permission.

114/16 Emergency Plan

Due to other commitments Cllr. Morphey is unable to continue on this project however Cllr. D Lankester is happy to take that over. She will meet with Cllr. Lee to use the templates previously sent to put together a basic outline. The Clerk offered to type up the plan if the councillors pass over hand written items. **NOTED**

115/16 Status of Heveningham Charities

No significant progress has been made to date.

The Clerk has contacted the Charity Commission who have explained how to reinstate the Heveningham Parish Charity.

She has also spoken to the solicitor so as to clarify what will be required and possible costs. However, no progress has been made in changing the signatories on the Barclays Bank account to include the Ex-Officio Rev. Norton and therefore the money in this account is still not available. The Rev. Norton needs to complete the form with the other existing signatory and present this to Barclays.

Until that has happened, the Clerk advised Council that they are not in a financial position to underwrite any further solicitor's costs and therefore should not commit to any further spending. Council agreed that they should now wait until the Ex-officio trustee has access to the funds to pay for any work. The Clerk will communicate that to the solicitor and to Rev. Norton. **NOTED**

116/16 Future of the Telephone Box

District Councillor Burroughes has offered to fund the full amount of the Defibrillator which will be sited in the telephone box. Council were very grateful for this and asked for thanks to be conveyed. **NOTED**

117/16 Dog Bins

The cost of a standard size dog bin is £ 175+ VAT from Norse who will then collect the waste. After discussions, **it was unanimously RESOLVED that the dog bin should be sited under the Neighbourhood Watch sign.** Cllr. Lankester to text the Clerk with a picture of the location so as to forward to Norse who will inspect the location and confirm acceptability. **NOTED**

118/16 Correspondence re Cratfield Sport Pot

- a) The Clerk has received an email regarding Cratfield's request for £ 616.76 from the shared Sports Pot (previously circulated). **It was unanimously RESOLVED to support Cratfield with this request.**

119/16 Meeting re speeding in the rural parishes

District Councillor Burroughes is organising a working party of local rural parishes to review speeding. Cllrs Lee and Lankester volunteered to attend to understand what is being discussed and proposed and inform Council at the next meeting. **NOTED**



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106/16 **A.O.B**

- a) **Community Payback Group:** Cllr. C Fairs met with a representative of Norfolk and Suffolk rehabilitation group who work with offenders on community service. She assured council that these are people who have committed very minor offences such as not paying a fine, minor drugs offence. It is proposed that a party of these people are engaged to refurbish, clean and paint the telephone box, to sand and oil the bench and to sand and repaint the pump. Council needs to fund the materials and also to provide toilet facilities. Cllrs. Fairs offered for the group to use the facilities including the canteen at Hill Farm. There will be a maximum of 8 people (minimum of 4) who will be continually supervised. The Clerk was asked to supply a copy of the public liability certificate. In the future, this service could additionally be used to trim and cut vegetation on verges or in the churchyard. **It was unanimously RESOLVED to fund the materials and Cllrs. Fairs were thanked for offering their facilities.** The Chairman signed the approval document.
- b) **The Hub.** An email from S Lucus regarding the lack of representation and usage of the Hub by people from Heveningham was discussed. It was agreed that everyone supported the Hub however it was up to individuals to join in events. Cllr. Lee will continue to attend meetings when available although they are very time consuming.
- c) **Donation:** Cllr. Lee said that Mr Keith has offered to donate money towards a project and Council expressed their gratitude. It was suggested that Mr Keith could contribute towards a new Parish Council notice board and to kitting out the telephone box so as to hold books and CDs for people to swap. Cllr. Lankester said she will contact a local carpenter to get an estimate of cost. It was also suggested that Council could run a first aid course for local people which he may wish to fund. As a result of the above, the Clerk volunteered to put a short newsletter together to inform residents of all the projects currently being undertaken, the website and to ask if any residents would be interested in such a course. This would be distributed by hand by Members.
- d) **APM, AGM and Next meeting:** As the next meeting is the Annual Parish Meeting and the Annual General Meeting, it was agreed that the location should be the church as this is more central for anyone wishing to attend. The Clerk will also try to find a speaker for the APM

Meeting closed at 20.45

Next meeting Wednesday 24th May 7.30 pm
in **PARISH CHURCH Heveningham .**

NOTE – CHANGE IN VENUE

Karen Forster

Clerk to Heveningham Parish Council

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