



HEVENINGHAM PARISH COUNCIL

Minutes of the **Council Meeting** held on **Wednesday 27th July 2016** at 7:30 pm
in St. Margaret Church, 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 and 4 members of the public.

43/16 Resignation of the Chairman

The Clerk read the letter of resignation from Cllr. S Newby as Chairman, due to other commitments. He stated that he wished to remain as a councillor.

44/16 Election of the Chairman

Cllr. S. Fairs was proposed as Chairman by Cllr. Lee, seconded by Cllr. Lankester. There were no other nominations. **It was unanimously RESOLVED that Cllr. S Fairs be elected as Chairman.**

Declaration of Acceptance of Office

Cllr. S Fairs read and signed the Declaration Acceptance of the Office of Chairman which was also signed by the Clerk to the Council.

The Chairman thanked the council for their support and looked forward to moving forward as a council. He said that he would like to put a focus on communication between the council and the people of the village.

45/16 Election of a Vice Chairman.

As Cllr. S Fairs was Vice Chairman of the council, that post was now free. Nominations were invited for the post. Cllr G. Lee was nominated, proposed by Cllr. Sillis, seconded Cllr. Morphey. **It was unanimously RESOLVED that Cllr. G Lee be elected as Vice-Chairman**

46/16 Declarations of Interest

There were no declarations of interest.

47/16 Dispensations:

There were no dispensations required

48/16 Minutes from the Previous Meetings.

Minutes of the meetings of 18th May 2016 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

49/16 Open Forum

A member of the public commented on the letters that had been sent to the council. The Clerk was not aware of 2 that had been sent. The member of the public will send copies to the Clerk for the records. These letters were all to do with Bell Meadow which will be discussed later in the agenda.

The same member of public stated that she had been in touch with the wild life trust who would be interested in being involved with the meadow, should planning permission be sought to erect a building.

50/16 County and District Councillor Reports.

Cllr Burroughs sent his apologies. The Chairman summarised the information on the two reports that he had sent. The Clerk was asked to put the copies of the reports onto the notice board. **NOTED**



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51/16 Status of Charities

The Clerk summarised a report that she had produced regarding the 3 charities where the late Cllr. Bryanton had been a trustee. In summary,

1. Recreation and Childrens playground charity had been updated so that Cllrs. Morphey and C Fairs had been appointed trustees.
2. Heveningham and Ubbeston Village Hall. There was no longer a member of the parish council on the board of trustees. The Clerk advised the council that they should establish the terms of the Charity to understand the role of the Parish Council, if any.
3. Endowed Charity. The Rev, Norton has recently discovered a charity that he is the ex-officio trustee, and chairman. It appears that Cllr. Bryanton had sole control over this charity as no other living trustees have been identified. The Charity was created in 1911 and has specific instructions as to the distribution of the income. The Parish Council is responsible for appointing 4 trustees, but there are no recent records of this. There is a substantial amount of money invested yielding an annual income of approximately £1500. The Rev. Norton proposed that the next course of action was to take advice from the Solicitor as to what to do next and to gain access to the information held regarding the accounts by Barclays Bank. The cost of this could be borne by the funds in the Charity account.

After discussion, the Council proposed to support this proposal, to an expenditure value of up to £2000 which would be sourced from the account for the Charity and to hold an extra-ordinary meeting as soon as the Reverend had any further information, and an estimate of the charges expected from the solicitors. **It was unanimously RESOLVED to approve that the Reverend Norton seeks legal advice and help up to a cost of £2000, on the basis that an extraordinary meeting will be called once estimates of the charges for this advice and any further information is available.**

51/16 Accounts

It was unanimously RESOLVED to approve the payments totalling £ 742.38 for expenses for Stationery and supplies, Clerks Salary & HMRC payment, Data Protection registration of £ 35.00, Training and Hire of the Hub £ 282.00. The Clerk is recharging the cost of training proportionate to the attendees from Huntingfield, Ubbeston & Cratfield and therefore the true cost to Heveningham Parish Council will be £68.78.

Statement of Accounts: The Clerk presented the accounts for April and the bank statement was signed by the Chairman. As of 29/6/2016 there is £5,078.42 in the bank accounts although £ 535.35 is allocated to the Transparency code.

Trustees & Bank Signatories: The paperwork for the change of signatory for Barclays has been completed and responses have been made to Barclays queries.

52/16 Audit

The Exercise of Public Rights is displayed on the notice board.

There has been a Qualification received from the External Auditors, due to the fact that the Risk Assessment was not minuted in the previous year, as the last meeting of the year could not take place and was rescheduled into the first meeting of this year. **NOTED**

There were no other points raised.

53/16 Bell Meadow

2 letters had been received expressing a number of concerns regarding the proposed reinstatement of the Bell Meadow Recreation Ground.

The Clerk explained that she had applied for the money from the S106 funds to clear the grounds as specified and agreed in previous meetings. To make that application, there was a need to indicate that the use of the land as a play area and sport facility, however this had been qualified with a statement to say that this was only a proposal and the Council planned to consult with the Village.



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Regarding the status of the Village according to the Local Plan at SCDC, Heveningham is defined as Deficient in providing play equipment as there is none available in the Leap area.

The Chairman stated that he was not familiar enough with Bell Meadow and could not give an opinion and wished to have more time. Therefore, he did not propose to go through the individual points in the letters received.

Cllr. Sillis stated that she had contacted the planning department at SCDC who had stated it was not a recreation ground and therefore planning permission for change of use would be required. This was refuted by a number of different councillors, as there were old swings and play equipment still on the land and people had memories of when it was a play area. The Chairman asked the Clerk to contact the Planning department and confirm the status. **NOTED**

54/16 Training:

Cllr. Morphey and Cllr. Sillis attended the training and confirmed it as very useful. Cllr. Morphey said she would share the notes on planning. **NOTED.** The Chairman suggested that more training could be arranged in the future.

Cllr. Morphey and the Clerk are to attend training in August on the development of a Website so as to conform with the Transparency code. This will be funded by the grant received.

55/16 Future of the Telephone Box

Following discussions at the previous meeting and comments made in a letter received, the future of the telephone box was discussed. A number of uses were suggested such as a Book Swap, Noticeboard or to hold a Defibrillator. The member of the public had suggested selling it. The Clerk was asked to look into the costs of installing a Defibrillator.

The light is not working and is tamper proof, so is difficult to replace. Cllr. C Fairs volunteered to ask Pearce and Kemp to quote for replacing the bulb.

At this point the Chairman asked the member of the public his response. The member of the public confirmed that his concern was not the location of the phone box but the state of disrepair and maintenance required.

56/16 Status of the Allotments

A member of the public stated that the allotment holders would like more storage. All allotments have been taken up.

There is a mower used to cut the verges and grassy areas which is the property of the Council. The question of Risk was asked. The Clerk explained about risk analysis being the about the task, not the person, however, it is useful if the names of individuals carrying out work on behalf of the council is known and noted by Council.

The Clerk asked for confirmation regarding the allotments. The allotments are on land owned by the parish and were setup about 6/7 years ago and are self-funding. There does not appear to be a formal agreement. The Clerk is to take advice regarding the preparation of accounts and any specific agreements required. **NOTED**

57/16 Correspondence

i) Invitation to join a forum on Rural Broadband

The Council did not wish to send a representative to this forum. **NOTED**

ii) Engagement Forum

The Council did not wish to send a representative to this forum, although the Clerk may be going as a representative of another Parish. **NOTED**

iii) Suffolk Constabulary

Suffolk Constabulary have offered to attend an annual meeting and have asked for the council to nominate the most appropriate. It was suggested that the AGM in May 2017 will be the most appropriate. **NOTED**



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iv)

Community Emergency Planning

A letter regarding the creation of an Emergency Plan has been received. The Clerk advised that there is funding available to help with the associated costs. The Council generally agreed that this would be a good plan to create and asked the Clerk to investigate the funding. **NOTED**

58/16 Other Business

- i) The Chairman read a response by the Highways department regarding the cutting back of the verges and hedgerows. In summary it stated that no work would be done to the hedgerows before 1st September due to bird nesting season. It was generally agreed that there was little or no response to problems reported to the Highways department. The Chairman suggested that this was added to the agenda for future discussions.
- ii) Cllr. Lee asked if Footpaths, signage and dog mess issues could be added to the agenda for the following meeting.

Meeting closed at 21:09. Next meeting 7.30 pm Wednesday 28th September 2016
in St. Margaret Church Heveningham

Karen Forster

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