



# HEVENINGHAM PARISH COUNCIL

Minutes of the **Council Meeting** held on **Wednesday 30<sup>th</sup> November 2016** 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 & one other member of the public.

## **76/16 Apologies for Absence**

Apologies from Cllr. Newby and Cllr. C Fairs.

## **77/16 Declarations of Interest & Dispensations**

There was a pecuniary declaration of interest from Cllr. Lankester in item 8 as she is married to the proposed contractor. There were non-pecuniary declarations of interest from the rest of the members in item 8 as they know the proposed contractor. There were no dispensations requested.

## **78/16 Minutes from the Previous Meetings.**

Minutes of the meetings of 28<sup>th</sup> September were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

## **79/16 Presentation regarding Emergency Plan**

Peter Langford on behalf of SCDC & SCC gave a short presentation and question and answer session regarding creating an emergency plan for the village. Key points included:

- A plan needs to contain:
  - Communication methods between emergency services & the emergency team at SCC
  - Communications between local people
  - Identification of and procedures to help people who would be more vulnerable
  - How to deal with the emergency including safe places, providing central supply of power or food and how people who are vulnerable will be supported.
- A plan may also include outside other bodies such as neighbourhood watch and scouts
- After the plan has been created it needs to be promoted on websites, notice boards and publications

Peter Langford also discussed the use of priority user services available through utility companies such as the water and electric companies as this could protect people over 65, just out of hospital or who have small children and he left leaflets for the members to use.

There is help to create the Emergency Plan including templates, leaflets and support and there are flood maps and Ordinance Survey Maps of the parish that can be provided. The Emergency Planning Department will send out emails regarding possible emergencies. He was not aware of any grant available.

The Chairman and members thanked Peter for his information and asked him to send the links and templates as well as the maps that he had mentioned.

The Chairman asked if there were any members who would be prepared to start organising the plan. Cllrs. Lee and Morphey volunteered and it was agreed that they would meet in January.

## **80/16 Open Forum**

The member of the public asked if there could be another notice board that was locked and only used by the Parish Council as the current one is too cluttered. The Chairman replied that it had been proposed that a new notice board could be put into the Telephone box, once the defibrillator had been sorted out.



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## 81/16 County and District Councillor Reports.

Cllr Burroughs was due to come to the meeting however he was not present. He had sent through his reports which were reviewed by the Chairman. *(Since the meeting, the clerk has received an email from Cllr. Burroughs, sending his apologies due to being in another meeting at County Council that had overrun.)*

## 82/16 Accounts

- a) **Approval for Payments: It was unanimously RESOLVED to approve the payments totalling £ 132.94** This covered expenses for Clerks expenses (£62.94), Provision of Payroll Service from SALC (£18) and Heelis & Lodge for the internal audit fee (£52).
- b) **Statement of Accounts:** As at the end of October the Bank Balance stood at £ 5,830.87. The Chairman agreed and signed the Bank reconciliation and Bank Statement.  
The Clerk stated that she had received part of the grant applied for of £1,428.07 but nothing from the sport pot. She had written to SCDC to clarify the position.  
The Clerk asked about the money in the Business saver account of £1,970.92 and whether this was reserved or allocated to anything. No member was certain although it was suggested that it might have been monies raised in the past to pay for possible legal costs to fight any development on the Glebe. The Chairman suggested that all members ask around to see if others in the village could remember. The Clerk will try to go through past records to find any links. **NOTED**  
The Clerk stated that the amendments to the signatories for Barclays had finally been accepted. The Statement of accounts was reviewed and there were no issues.
- c) **Budget:** The draft budget was reviewed. Additional funds were added to allow for village maintenance so as to provide new mower etc. (£750) and new dog bins (£250). The money required for Bell Meadow and for a defibrillator will be funded through grants. It was therefore decided to increase the precept from £1,792 to £2,500. The final figures will be published by the clerk and an extra-ordinary meeting called in early January.
- d) **Transparency Code:** The clerk reported that she intended to claim a further £ 134.80 from the transparency code.
- e) **COIF – Charities Investment Fund:** The Clerk reported that she had received a statement from the COIF to say that the current market value in the Recreation Ground and Childrens Playground charity was £3,022.45.

## 83/16 Bell Meadow

***On this item CLLR. LANKESTER took no part in the discussions.***

A letter regarding the pre-planning application to clear the meadow and install some recreational equipment and amenity had been received. The recommendation in summary was that the “proposed use of the land would offer a positive contribution to the village however, careful consideration would need to be given to continuation of wildlife habitats.....”

The council agreed that there needed to be an ecological survey to establish what wildlife currently existed and how it could be retained and to develop a full plan incorporating those recommendations so as to apply for planning permission. The Chairman is to approach the wildlife organisations regarding commissioning a study. Cllr. Lee is to approach the Country Fayre fund to address funding along with any funds available from other sources. An approach is to be made to the person who drew up the original landscape. The S106 money that has already been released is to be discussed with SCDC by the Clerk to understand what to do with it in the meantime. **NOTED**

## 84/16 Status of Heveningham Charities

No progress has been made to date regarding either the Heveningham and Ubbeston Village Hall Charity or the Heveningham Parish charity. **NOTED.** Cllr. Lee to discuss with Rev. Norton.



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### 85/16 **Future of the Telephone Box**

The Clerk has looked into installing a Defibrillator and The Community Heartbeat Trust have provided a quotation of £ 1750 + £25 carriage. They also provided a detailed pack of information which was circulated to members. It was agreed that the Clerk should try to source the funding for this from the Exemplar Community fund. **NOTED**

### 86/16 **Status of the Allotments**

Cllr. Sillis has now taken over the administration of the Allotments on behalf of the council and has confirmed that the agreements are in place. £ 69.18 was passed over to be banked.

The lawnmower needs repair and service or replacement. It was proposed that Cllr. Sillis gets a quote to repair and goes ahead if less than £150. **It was UNANIMOUSLY agreed to accept that proposal.**

### 87/16 **The Glebe**

The Chairman has met with the land agent for the Glebe and stated that there are no plans currently to sell or change the use of the Glebe. It is currently tenanted to the PCC. After discussions, **it was UNANIMOUSLY agreed to discontinue with the application of the ACV for the Glebe.**

### 88/17 **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 decided to defer the decision as to the location until the next meeting. **NOTED**

### 89/17 **The Hub**

An email from S. Lucas at the Hub requesting a representative be appointed for the Hub committee had been received following the resignation of Cllr. Lee. Cllr. Lee explained that she had been unable to attend every meeting and then received a letter asking about whether she was able to commit the time. She was willing to attend when she could but, due to personal reasons, would not be able to go to every meeting and suggested that other councillors could be deputised for her. The Chairman is to contact the Hub with that proposal. **NOTED**

### 90/17 **Sizewell C**

The Clerk has put the notices regarding the consultation for Sizewell C on the notice board. **NOTED.** A DVD containing information regarding the consultation process for Parish and Town Councils has been received. The Chairman is to print and circulate. **NOTED**

### 91/17 **Correspondence**

A letter requesting projects for **Community Payback** has been received. The Clerk was asked to approach them regarding cleaning village signs. **NOTED**

Correspondence has been received regarding the consultation on the merger of **Waveney** and **Suffolk Coastal** district council into **East Suffolk**. **NOTED**

Meeting closed at 21.22 Next meeting 7.30 pm Wednesday 25<sup>th</sup> January  
in HILL FARM, Heveningham .

**NOTE – CHANGE IN VENUE**

**Karen Forster**

**Clerk to Heveningham Parish Council**

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