



HEVENINGHAM PARISH COUNCIL

Minutes of the **Council Meeting** held on **Wednesday 8th February 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

92/16 Apologies for Absence

Apologies from Cllr. Lankester

93/16 Declarations of Interest & Dispensations

There were no declarations of interest.

94/16 Minutes from the Previous Meetings.

Minutes of the meeting of 30th November were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

95/16 Open Forum

There were no members of the public present.

96/16 County and District Councillor Reports.

Cllr Burroughs sent his apologies. He had previously sent a report as a County Councillor and a District Councillor which was noted. There were no questions or comments.

97/16 Accounts

- a) **Approval for Payments: It was unanimously RESOLVED to approve the payments totalling £ 390.85** This covered expenses for Clerks expenses (£39.99) and salary and tax totalling £350.86 which had been paid at the beginning of the month in accordance with standing orders.
- b) **Statement of Accounts:** As at the end of January the bank balances stood at £5,868.94. The Chairman agreed and signed the Bank reconciliation and Bank Statements for November, December and January. However, within this amount is £1,428.07 received from S106 monies and earmarked for Bell Meadow. The Clerk had contacted SCDC and asked what to do with this money as the project had changed and needed planning permission. SCDC said that it was best to keep it at the moment until the project had been clarified, however it could not be spent.
The Clerk clarified that £201.79 had been received as a reclaim in VAT and that £ 250.63 had been received from the Transparency code fund which would be used to pay additional costs incurred to service the website.
- c) **Clerks Salary:** The workload of the Clerk had increased and she had requested that her hours were increased in line with the minimum recommended by NALC. **It was unanimously RESOLVED to increase the hours of the clerk to 4 per week (+ 1 hour a month for the service the website which was agreed in September). It was unanimously RESOLVED to increase the Clerks salary in line with the NALC pay grade 22.**
- d) **Budget:** The draft budget was reviewed. It was decided to add £ 450 so as to provide a dog bin and new notice board and set aside £150 for any requirements for other village or allotment maintenance. The Chairman reiterated that it was necessary to have a satisfactory reserve. **It was unanimously RESOLVED to increase the Precept for 2017/18 to £ 3,000 in order to adequately cover the annual expenses and to leave a buffer of 6 months precept in case of emergency.** NALC advise between 6 – 9 month's buffer precept



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- e) **Auditor:** The Clerk has recommended that the internal auditor from the previous year should be appointed. **It was unanimously RESOLVED to appoint Heelis and Lodge to be the internal auditor.**
- f) **Smaller Authorities Audit Appointment.** The Clerk explained that following the government ruling that small councils would no longer be required an external audit, there was a need to still have an auditor appointed in case of issues with the accounts. NALC had appointed an auditor for all smaller councils but it was necessary for Council to accept this auditor. **It was unanimously RESOLVED to opt in to the scheme provided by NALC.**
- g) **Asset Register:** The new asset register including the PC and Scanner was presented for signature. The Clerk asked about the ownership of the phone box. Cllr. Lee and Cllr. Newby clarified that it had been purchased approximately 3 years ago for £1. It was therefore agreed that this should be included on the Asset Register and the Chairman duly amended it. **It was unanimously RESOLVED to approve the Asset register including the addition of the Telephone Box.**
- 98/16 Planning Application DC/16/5294/FUL.** Council reviewed the planning application and were pleased to note the proposed look and quality of the development. **It was unanimously RESOLVED to recommend that planning is approved** and the Clerk was instructed to communicate this. **NOTED.**
- 99/16 Bell Meadow Recreation Ground:** After initial consultations with various bodies, the Chairman reported that there would be a need to spend money compiling the reports and designs required in order to proceed with planning permission. It was agreed that the Clerk should approach SCDC regarding the S106 money that had already been received so as to determine whether this money could be used in doing this. **NOTED.** In the meantime, the Chairman would continue to establish cost estimates.
- 100/16 Emergency Plan:** It was agreed to defer this to the next meeting.
- 101/16 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. The Clerk had attended a meeting with Rev. Norton with a local solicitor. The issue is that Barclays Bank will not allow Rev. Norton access to the account. The solicitor has estimated an initial cost of up to £750 which would need to be underwritten by the Council until there is access to the account. Council requested clarity on what would be done for this amount of money. The Clerk is to pursue other avenues as well, so as to get more information about this charity, including how to get the charity reregistered and what to do about appointing new trustees. **It was unanimously RESOLVED that the Chairman can authorise the underwriting of up to £750 upon satisfactory explanation of the deliverables from the solicitor.**
The Clerk confirmed that she had received £19.11 in wayleave payment for the Bell Meadow Charity. **NOTED**
- 101/16 Future of the Telephone Box**
The Clerk has applied for funding for the Defibrillator from the SCDC Exemplar fund, along with a supporting letter from District Councillor Burroughs. **NOTED**
- 102/16 Status of the Allotments**
Cllr. Sillis has organised that the mower is serviced for a cost of up to £ 50.
- 103/16 Dog Bins**
The cost of a standard size dog bin is £ 175+ VAT from Norse who will then collect the waste. It is to be sited near to the Pump/Glebe pathways. After discussions, **it was unanimously RESOLVED that the Chairman will determine the exact location and communicate it to the Clerk to place the order.**



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104/16 Correspondence

- a) The Clerk has been in contact with Community Payback regarding possible projects in the Village. Cllr. C Fairs volunteered to meet their representative and discuss what could be done. Clerk to ask them to contact Cllr. Fairs. **NOTED**
- b) An email from SCDC regarding a request from Walpole for £5,000, towards their play space project, from the joint Outdoor Play Space equipment pot was discussed. **It was unanimously RESOLVED to support this application.**

105/16 Dates of Meetings 2017/18

The proposed meetings for the following year were discussed and are attached to these minutes and will be published. **It was unanimously RESOLVED to agree the proposed meeting dates.**

106/16 A.O.B

The Clerk pointed out that the website is now up and running and she will be issuing a notice for the website and notice board, publicising the website and asking for contributions to be sent. Cllr. Lee stated that she had been approached regarding a donation towards the projects at Heveningham. Cllr. Morphey stated that a new resident Ann, had moved into Forge House. The council as a whole welcomed her to the village.

Meeting closed at 20.37
Next meeting Wednesday 2nd March 7.30 pm
in HILL FARM, Heveningham .

NOTE – CHANGE IN VENUE

Karen Forster

Clerk to Heveningham Parish Council

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Heveningham Parish Council

Proposed Meeting Dates

2016/17 All meetings start at 7.30

22nd March

24th May APM, A G M & Parish Meeting

26th July

20th Sept

29th November

2017/18

31st January

28th March APM & parish meeting



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A/c	Description	Budget 2016/17	Expected 2016/17	Budget 2017/18	Notes
EXPENSE					
Administration					
1001	Staff Costs	£ 1,288.60	£ 1,445.44	£ 2,233.71	4 hrs. p.w. @£10.739p.h.
1002	Audit Costs	£ 100.00	£ 52.00	£ 80.00	
1003	Stationery etc.	£ 60.00	£ 260.42	£ 370.00	£25 pm (inc £3 use of home allowance)+ £35 for payroll charges + £35 for Data protection registration
1004	Insurance	£ 190.00	£ 172.45	£ 190.00	
1005	Mileage		£ 18.45	£ 25.00	
1006	Village Maintenance			£ 450.00	Dog Bins & notice board
1007	Allotments			£ 150.00	General Maintenance
Outside Bodies					
2001	Events		£ -	£ -	
2002	SALC	£ 125.00	£ 126.95	£ 135.00	
2003	Donations	£ 30.00	£ -	£ -	
Councillor Costs					
3001	Training	£ 250.00	£ 68.15	£ 100.00	
Other					
4001	Misc	£ 17.00	£ 136.29	£ 22.00	Phone box EON
	Total	£ 1,810.60	£ 2,280.15	£ 3,755.71	
INCOME					
9001	Precept	£ 1,792.00	£ 1,792.00	£ 3,000.00	
9002	Wayleaves	£ 18.20	£ -	£ 18.20	
9003	Misc Income/grant	£ -		£ -	
	Allotments			£ 60.00	
9004	Bank Interest	£ 1.00	£ 1.00	£ 0.50	
	Total	£ 1,811.20	£ 3,742.69	£ 3,078.70	
FUNDED BY RESERVES/GRANTS					
7002	Events	£ 100.00	£ -	£ -	
7003	Transparency Code	£ 1,001.00	£ 868.67	£ 178.84	IP provider + 1 hour extra p.m.
	Defib			£ 1,750.00	
7004	Bell Meadow project		£ -	£ -	
	Total	£ 1,101.00	£ 868.67	£ 1,928.84	
INCOME FROM GRANTS					
	Bell Meadow project				
	Defibrilator				
	Total	£ -	£ 868.67	£ -	
	Current Year	Proposed			
Precept	£ 1,792.00	£ 3,000.00			
Tax Base	65.05	65.64	5		
SIGNED	£ 27.55	£ 45.70	40%		DATE