



Heveningham Parish Council

The Minutes of the Council Meeting held on **Wednesday 20th May 2019** at 7.30 pm
At Hill Farm, Heveningham.

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

Also present: K. Forster - Clerk to the Council and 3 members of the public

- 7/19 Apologies for Absence**
There were apologies for absence from Cllr. Lankester.
- 8/19 Declarations of Interest & Dispensations**
There were no declarations of interest or requests for dispensations.
- 9/19 Minutes from the Previous Meetings.**
Minutes of the meeting of the meeting of 27th March 2019 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and they were duly signed by the Chairman.**
- 10/19 Accounts**
- a) **Approval for Payments: It was unanimously RESOLVED to approve the Authorisation Payments totalling £ 1,347.89**
 - b) **Statement of Accounts & Bank Reconciliation:**
As at the end of April the bank balance stood at £7,461.94. The Chairman agreed and signed the Bank reconciliation and Bank Statements. It was noted that the first half of the precept of £2,175.00 had been received. The Statement of accounts had been circulated and there were no comments.
 - c) **CIL Money**
A payment of CIL money of £6,030.99 had been received in May.
- 11/19 Annual Accounts and Audit**
- a) **End of Year Accounts Internal Audit**
The Internal audit had been completed and the only recommendation was that the Risk Analysis was changed to incorporate GDPR. The report had been circulated and there were no questions. **It was unanimously resolved to accept the Internal Auditors report.**
 - b) **Annual Governance Statement**
The Chairman read through the Annual Governance statements and Council agreed the responses. There were no issues arising. **It was unanimously resolved that the Chairman and the Clerk duly signed the Annual Governance statement.**
 - c) **Accounting Statements for 2018/19**
The R & P statement with explanation of variances and accounting explanations had previously been circulated. There were no questions and **It was unanimously resolved to accept the R & P statement.** The Chairman and the Clerk duly signed the document. The figures from the R & P report had been transferred to the Accounting Statements section 2 of the AGAR. **It was unanimously resolved to accept the Accounting statement** and the RFO and Chairman signed the document.
 - d) **Certificate of Exemption**
The Clerk explained that with the new rules, as Heveningham PC has a turnover of less than £25,000 they can apply for a Certificate of Exemption. **It was unanimously resolved to apply for a Certificate of Exemption** and the Chairman and the Clerk signed the document.
- 12/19 Allotments**
The Clerk had written to the two allotment holders who lived outside of the boundary to give them 1 years notice in accordance with the instructions of council. One of these people (Mr. Moore) had responded and wished to speak at the meeting. He explained that he had held the allotment from the beginning and was



Heveningham Parish Council

unhappy about being asked to give it up. He and the other person both had 1 ½ plots, as, when one had become vacant some time ago, they had been asked to keep it viable and therefore taken it over.

The Chairman explained that Council wished to work with the allotment holders more closely and to ensure it was being properly managed by Council. To that end, new agreements had been issued as well as privacy statements. With the work planned for Bell Meadow Recreation ground, this was now an opportunity to look at the whole area collectively. Council had received a request from someone in the village for a plot but none was available, which is why Council had to give notice to those people who did not live in the village.

After discussion the following was agreed:

- Rather than give up the 1 ½ plots, Mr. Moore was prepared to give up ½ a plot. The Clerk was to write to the other person to ask them to do the same. **NOTED**
- It was proposed that the boundary for the allotment holder's residence is increased to 4 miles outside of the parish boundary. **It was unanimously RESOLVED to accept that proposal.** The Clerk is to amend the contract and resend a copy to all allotment holders.
- Council and allotment holders are to investigate whether a seventh plot might be available.
- The Clerk is to write to Mr. Moore at the meeting to confirm the above.
- As part of the development of Bell Meadow, the ditches will be cleared and scrub cut back.

The Chairman confirmed that Council is joining the Association of Allotments which will provide benefits for the allotment holders, including a possibility for insurance and discounts on seeds. Once Council receive confirmation of the membership, they will provide further information.

13/19 **Bell Meadow Update**

This was covered in the Annual Parish Meeting

14/19 **Emergency Plan Update**

There have been some replies but the response is disappointing. Councillors are to revisit the houses to which they delivered the notices to see if they have any comments.

15/19 **Notice Board**

The new notice board has been received and is with Cllr. Lankester.

16/19 **Police Coffee Caravan**

The Clerk had received an email regarding the Rural Coffee caravan, which the police will be now attending. It was agreed that in such a small village, it would be probably be few or no residents who would attend however, it would be useful to establish when the Rural Coffee Caravan visited Walpole and Huntingfield. The Clerk is to ask for dates of the schedule. **NOTED**

17/19 **AOB**

Community Pay Back

Cllr. C Fairs stated that the Community Payback for a weekend and strimmed and tidied up the burial ground and repainted the phone box.

She will organise another visit for them to refurbish the notice board in the Street and for the Church.

Meeting closed at 8.12 pm. Next meeting Wednesday 31st July 2019 at 7.00 pm

Karen Forster

Clerk to Heveningham Parish Council

Orchard House, Chediston Road, Wissett, Halesworth, IP19 0NF

Tel: 01986 785428 Email: heveninghamclerk@btopenworld.com