



# Heveningham Parish Council

Minutes of the Council Meeting held **Wednesday 27<sup>th</sup> November 2019** at 7.45 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 & 4 members of the public

**49/19 Apologies for Absence**

There were no apologies for absence.

**50/19 Declarations of Interest & Dispensations**

All five councillors declared non-pecuniary interests in item 3 as all candidates for co-option were known to them. **NOTED**

**51/19 Council Vacancies**

**It was unanimously RESOLVED in accordance with Public Bodies (Admission to Meetings) Act 1960, a motion to exclude the public and press for the discussion of matters personal to the applicants.** At that point the public left the meeting. The Councillors discussed the 4 applications for co-option and the outcomes of the interviews that had taken place earlier.

The Councillors invited each applicant back into the room and advised them of the result.

The Public was invited back into the meeting.

A proposal was made to co-opt Ian Macfarlane to the position of Councillor. **It was unanimously RESOLVED to accept that proposal.** Mr. Macfarlane signed the Declaration of Acceptance, which was witnessed by the Clerk, and took his place at the meeting.

A proposal was made to co-opt Mercedes Gladwell to the position of Councillor. **It was unanimously RESOLVED to accept that proposal.** Mrs Gladwell signed the Declaration of Acceptance, which was witnessed by the Clerk, and took her place at the meeting.

The Chairman welcomed both new Councillors.

**52/19 Minutes of the previous meeting.**

The Chairman asked if there were any issues with the minutes of 25<sup>th</sup> September 2019. **It was unanimously RESOLVED to accept the minutes and the Chairman duly signed the document.**

**53/19 County & District Councillor Reports**

County & District Councillor Burroughes sent his apologies but had sent his reports which had been previously circulated. The Chairman went through the reports.

**54/19 Open Forum**

A member of the public raised the issue of the serious flooding that had recently occurred in the village. Discussion followed and the following points were raised:

- The blocked drains have been reported a number of times before and Suffolk Highways have attended but have not completed the job properly.
- The Environment agency do not routinely maintain the banks of the river - this is down to the home/land owners whose properties are directly on the river banks.
- All floods should be reported on the Highways website. The more people that report the problem, the higher it gets priority.
- Direct contact needs to be made with County Councillor Reid if there is no progress.

**55/19 Accounts**

**a) Authorisation to Pay:** The Clerk presented the Authorisation to Pay for a total of £ 1229.57 inc. VAT. **It was unanimously RESOLVED to approve the payments.** The Clerk asked that the Direct Debit for CAS who provide the website is approved. **It was unanimously RESOLVED to approve the Direct Debit.** The Clerk asked to spend up to £100 on a new printer. **It was unanimously RESOLVED to approve this purchase.**

**b) Statement of Accounts & Bank Reconciliation:** The Clerk stated at the end of October there was £ 11,034.30 in the bank which included the S106 & CIL monies already received. The Chairman checked and signed the bank reconciliation. **It was unanimously RESOLVED to approve this purchase.** The Clerk asked for the



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signatories to authorise her on-line viewing only access to the bank account. **It was unanimously RESOLVED to sign the document.**

- c) **CIL:** It was noted that the Parish Council is due to receive £ 15,902.57 in CIL contributions in the next 18 months.

## 56/19 Budget for 2020/21

Council reviewed the draft budget for 2020/21 that had been previously circulated.

Based on the expected expenditure and income it was recommended that there would be no rise in the precept rate for a Band D Property, although, due to an increase in electorate that would result in a small increase in the precept to be received of £87.63. **It was unanimously RESOLVED to accept this proposal of 0% change in the 2020/21 tax bill.** It was noted that expenditure on projects such as Bell Meadow, SID and the Bus Shelter would be from the CIL, Reserves, S106 & grants.

**It was unanimously RESOLVED to accept the budget and to accept the expected increase in line with NALC recommendations for the Clerk's salary.** A copy of the budget is attached to the minutes and will be published on the website.

## 57/19 Planning

- a) At this point, Cllr. Gladwell declared a pecuniary interest in this item and left the room.

The Council discussed planning application DC/19/4410/PN3 Change of use for existing building to single storey residential Dwelling. Poplars Farm Heveningham Long Lane. **It was unanimously RESOLVED to support this application and the Clerk was asked to communicate this to the East Suffolk District Council.** Cllr. Gladwell returned to the meeting.

## 58/19 Bell Meadow Update

The Chairman reported that the planning application for change of use had been submitted and Council awaited the outcome.

## 59/19 Allotment

A request had been received from one of the allotment holders to retain ½ their allotment in the future for a year as they were moving away. **It was unanimously RESOLVED to accept that request.**

## 60/19 Councillor Training

The Clerk is to provide training schedule for the new Councillors.

## 61/19 Grit Bin

The licence for the grit bin at the end of the Street, at the side of the entrance to the allotment had been received. **It was unanimously RESOLVED to authorise the purchase of the grit bin.** The Clerk is to organise.  
**NOTED**

## 62/19 Speed indicator

The Clerk reported that Huntingfield Parish Council have completed their form and Cllr. Burroughes has said that he will contribute to the cost. Cllrs. Morphey & Lee are to complete the form for Heveningham and pass to the Clerk.

## 63/19 Bus Stop

The proposal to erect a bus shelter for the children catching the school bus was discussed. The specific location and the owner of the land is to be determined for the next meeting.

## 64/19 AOB

There was no AOB

Meeting closed at 9.10 pm. Next meeting Wednesday 29<sup>th</sup> January 2020 at 7.00 pm

**Karen Forster**

**Clerk to Heveningham Parish Council** Orchard House, Chediston Road, Wissett, Halesworth, IP19 0NF

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# Heveningham Parish Council

Description	Last year Actual	Budget 2019/20	Total	Budget Remaining	Expected Remaining Spend	Expected Total 2019/20	Proposed Budget 2020/21
<b>EXPENSE</b>							
<b>Administration</b>							
Staff Costs	£ 2,572.68	£ 2,716.44	£ 1,413.50	£ 1,302.94	£1,571.36	£2,984.86	£3,044.56
Audit Costs	£ 80.00	£ 100.00	£ 50.00	£ 50.00	£0.00	£50.00	£60.00
Election Costs		£ 200.00	£ 54.40	£ 145.60	£0.00	£54.40	£0.00
Stationery etc.	£ 460.83	£ 250.00	£ 213.52	£ 36.48	£50.00	£263.52	£300.00
Insurance	£ 217.38	£ 220.00	£ 217.38	£ 2.62	£0.00	£217.38	£225.00
Mileage	£ 26.10	£ 25.00	£ -	£ 25.00	£0.00	£0.00	£0.00
Village Maintenance	£ 108.99	£ 100.00	£ 34.35	£ 65.65	£31.30	£65.65	£100.00
Allotments	£ 38.00	£ 50.00	£ 57.00	£ (7.00)	£0.00	£57.00	£0.00
<b>Outside Bodies</b>							
SALC	£ 134.76	£ 140.00	£ 134.96	£ 5.04	£0.00	£134.96	£140.00
GDPR		£ 185.00	£ 35.00	£ 150.00	£0.00	£35.00	£35.00
Donations S137	£ -	£ -	£ -	£ -	£0.00	£0.00	£0.00
<b>Councillor Costs</b>							
Training	£ 31.00	£ 200.00	£ 34.40	£ 165.60	£240.00	£274.40	£240.00
<b>Other</b>							
Misc	£ 185.00	£ 200.00	£ -	£ 200.00	£200.00	£200.00	£200.00
<b>Total</b>	<b>£ 3,854.74</b>	<b>£ 4,386.44</b>	<b>£ 2,244.51</b>	<b>£ 2,141.93</b>	<b>£2,092.66</b>	<b>£4,337.17</b>	<b>£4,344.56</b>
<b>INCOME</b>							
Precept	£ 4,000.00	£ 4,350.00	£ 4,350.00	£ -	£0.00	£4,350.00	£4,437.63
Wayleaves	£ -	£ 20.00	£ 33.18	£ (13.18)	£0.00	£33.18	£33.18
Grant	£ 627.30		£ -	£ -	£0.00	£0.00	£0.00
Allotments	£ 60.00		£ 50.00	£ -	£0.00	£50.00	£60.00
Bank Interest	£ -		£ -	£ -	£0.00	£0.00	£0.00
<b>Total</b>	<b>£ 4,687.30</b>	<b>£ 4,370.00</b>	<b>£ 4,433.18</b>	<b>£ (13.18)</b>	<b>£0.00</b>	<b>£4,433.18</b>	<b>£4,530.81</b>
<b>FUNDED BY RESERVES &amp; GRANTS</b>							
Bell Meadow	£ -	£ 1,078.07	£ 776.83	£ 301.24	£301.24	£1,078.07	£7,500.00
SID					£0.00	£0.00	£1,500.00
							£2,500.00
CIL			£ 1,624.74	£ (1,624.74)		£1,624.74	£10,000.00
Grants			£ 829.00	£ (829.00)	£0.00	£829.00	£0.00
Contested Election	£ -	£ 550.00	£ -	£ 550.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>£ -</b>	<b>£ 1,628.07</b>	<b>£ 3,230.57</b>	<b>£ (1,602.50)</b>	<b>£301.24</b>	<b>£3,531.81</b>	<b>£21,500.00</b>
<b>INCOME FROM GRANTS</b>							
Bell Meadow Project	£ -	£ -	£ -	£ -	£0.00	£0.00	£10,000.00
SID					£0.00	£0.00	£1,500.00
CIL			£ 6,030.99	£ (6,030.99)	£0.00	£6,030.99	£10,228.79
<b>Total</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 6,030.99</b>	<b>£ (6,030.99)</b>	<b>£0.00</b>	<b>£6,030.99</b>	<b>£21,728.79</b>
<b>Cash Flow Projection</b>							
Current Balance Nov 2019	£ 11,034						
Less Grants/Reserves	£ 5,357	CIL & S106					
Expected Spend to Apr. 2020	£ 2,394						
<b>Balance End 2019/20</b>	<b>£ 3,283</b>						
Receipts 2020/21 (not grants)	£ 4,531						
Expenses not grant	£ 4,345						
<b>Balance</b>	<b>£ 3,469</b>						
SIGNED _____		9	3	Months Precept	DATE _____		