



# Heveningham Parish Council

Minutes of the Council Meeting held **Wednesday 29<sup>th</sup> January 2020** at 7.00 pm At Hill Farm, Heveningham.

**Members:** Cllr. S. Fairs Cllr. D. Lankester Cllr. S Morphey  
Cllr. C. Fairs Cllr. G. Lee Cllr. I Macfarlane  
Cllr. M. Gladwell

Also present: K. Forster - Clerk to the Council & 2 members of the public

## 66/19 Apologies for Absence

There were apologies from Cllr. G. Lee. **It was unanimously RESOLVED to accept the apologies.**

## 67/19 Declarations of Interest & Dispensations

There were no declarations of interest or dispositions.

## 68/19 Minutes of the previous meeting.

The Chairman asked if there were any issues with the minutes of 27<sup>th</sup> November 2019. **It was unanimously RESOLVED to accept the minutes and the Chairman duly signed the document.**

## 69/19 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.

## 70/19 Open Forum

- a) A member of the public requested whether someone would be able to rent the ½ allotment vacated by another allotment holder. They were asked to contact the Clerk directly. **NOTED**
- b) A member of the public requested to erect a shed on their allotment. The Clerk is to consult with other allotment holders as this is not allowed within the current agreement however, Council has no objection. **NOTED**
- c) A member of the public asked if free “dog waste” bags could be provided to encourage dog owners to clean up their dog’s mess. The Clerk is to source the dog bags and report back to the next meeting. **NOTED**
- d) A member of the public asked if the Council could put influence on the necessary authorities to install phone masts so that when the electricity is cut, the mobile phones can be used. The Clerk will contact the district council for advice. The Chairman said that this will also be addressed in the Emergency Plan.

## 71/19 Accounts

- a) **Authorisation to Pay:** The Clerk presented the Authorisation to Pay for a total of £ £1161.06 inc. VAT. This included a payment of £ 148.19 for a grit bin and £83.32 for a new printer. **It was unanimously RESOLVED to approve the payments.**
- b) **Statement of Accounts & Bank Reconciliation:** The Clerk stated at the end of October there was £ 9,002.93 In the bank which included the S106 & CIL monies already received. The Chairman checked and signed the bank reconciliation.
- c) **Change of signatory:** In order to implement internet banking and discontinue cheques, the Clerk needs to be made a full signatory. It also appears that Barclays failed to remove the previous chairman from the mandate. **It was unanimously RESOLVED to sign the mandate change to set up the Clerk as a full signatory and to remove the previous chairman as a signatory.**
- d) **Internal Auditor:** **It was unanimously RESOLVED to appoint Heelis & Lodge as the internal auditor.**

## 72/19 Bell Meadow Update

The Clerk had submitted an update (previously circulated) about the planning status where a decision was still awaited. **NOTED**



# Heveningham Parish Council

## 73/19 Village Improvements

- a) Grit Bin: The Grit bin has been delivered and is to be installed next week. The Clerk will then contact Highways to fill the bin with sand.
- b) Bus Shelter: There is still confusion as to who owns the land where the school children wait for the bus. It is believed that it is the Huntingfield Land Trust. Cllr. Macfarlane and Cllr. Morphey are to investigate further.
- c) Litter Picking day: It was noted that some people regularly undertake litter picking during their walks. It was generally agreed that there is a limited amount of litter and that there is no need to organise a special day.
- d) Dog Waste: The Clerk is to source biodegradable dog bags which can be put into containers tied to posts in the street. Cllr. S. Morphey offered to keep them filled. **NOTED**
- e) Defibrillator: Cllr. Lankester currently checks the Defibrillator daily. She will report back on the life span of the pads and batteries. It was noted that District Cllr. Burroughes has offered to fund the replacement of pads and batteries for Huntingfield and he will be approached when they are needed at Heveningham.

## 74/19 Speed indicator

The District/County Councillor Burroughes has offered to fund the SID being shared with Huntingfield. Cllr. Morphey has completed the forms and the Clerk is to send them, with the one from Huntingfield, to the County Council. The positions suggested are on Low Road, close to the bridge and on Church Road close to the gate leading to the Glebe. **NOTED**

## 75/19 VE75 Commemorations

The Clerk reported that Huntingfield is organising a number of events. It was agreed to find out specifically what and to co-ordinate with their organisers.

## 76/19 Meeting Dates for 2020 (previously circulated)

The meeting dates for this year were agreed.

## 77/19 AOB

- a) Cllr. Macfarlane has been reporting pot holes on the website but it was generally agreed that there aren't too many currently in Heveningham.
- b) The Clerk advised that as of 5<sup>th</sup> April, East Suffolk District Council (ESDC) will be taking over the monitoring and fines for parking.
- c) The Clerk advised that as of 1<sup>st</sup> April, ESDC will not be producing any paper copies of planning permission applications. Therefore, all applications will be notified by email to the clerk and therefore she will forward them to Councillors. They can then be discussed by displaying them on the screen at meetings.
- d) The Clerk advised that the Community Partnership meetings have now started. She had forwarded the packs of information. The 3 items that have been deemed to be important to the ward that Heveningham belongs to are: Providing Youth services, reducing social isolation and improving transport. District Cllr Burroughes is keen to hear anything specific that Council wishes to be raised.

Meeting closed at 8.08pm. Next meeting Wednesday 25<sup>th</sup> March 2020 at 7.00 pm

**Karen Forster**

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