

Minutes of the meeting of Heveningham Parish Council held on Wednesday 30th March 2022 at The Hub in Huntingfield at 7pm.

Councillors attending: Cllr Sam Fairs (Chair), Cllr Clare Fairs, Cllr Mercedes Gladwell, Cllr Ian MacFarlane

Also attending Julie Collett (Clerk & RFO). No Parishioners attended.

- 16.22 Apologies and approval of absences. Apologies received and accepted from Cllr Debra Lankester, Cllr Georgina Lee and Cllr Sophie Morphey.
- 17.22 To receive Declarations of Interest. Cllr Ian MacFarlane declared a non-pecuniary interest in item 21.22 i, as a member of the PCC.
- 18.22 To consider requests for Dispensations. None
- 19.22 To resolve that the minutes of the meetings of the council held on 9th February 2022 are a true and correct record. Minutes agreed and signed as correct.
- 20.22 Public participation session. Apologies received from County & District Councillor Stephen Burroughes. Reports have been received, forwarded to councillors and on the website. No tree or footpath updates.
- 21.22 Updates on items since last meeting.
- i, PCC Maintenance. Cllr Ian MacFarlane confirmed that a new bench had been put on the Glebe, donated by a resident. Thanks were expressed for this donation. The trees overhanging from the churchyard to the B1117 have been inspected. The church is only responsible for 1 meter in from the road, and no attention is required at the moment. When attention is needed, will need to contact Highways. The churchyard will be cut as necessary when the wildflowers have died back. The Glebe is kept cut by Tom Lankester and the footpath is done by Mike Baker. Thanks to both for their help. A service will take place on Easter Sunday at 11am. 28th April the new assistant priest Ginnie Williams will be licenced at St Marys Church Halesworth. Cllr MacFarlane will attend as representative for both PCC & PC. The APCM (Annual Parochial Church Meeting) will take place on Thursday 12th May. All are welcome.
 - ii, Treebilee Project. The oak tree has been collected and is with Cllr Gladwell. After discussion the Council agreed this would be planted on Bell Meadow in due course for all the village to enjoy.
- 22.22 Finance
- a. To review and approve statement of accounts for March 2022. Agreed.
 - b. To review and approve the Bank Reconcillation for March 2022. Agreed.
 - c. To approve the Authorisation to Pay. Payments amounting to £1615.99 plus VAT £44.34 were approved for payment.
 - d. To approve receipts. The sum of £500 received from Heveningham Hall Country Fair Trust.
 - e. To agree the clerks annual pay increase of 1.75% for 2021-2022 as agreed by NALC. Agreed.
- 23.22 Update on the Heveningham Charity. Cllr Sam Fairs decided to resign as a trustee on the charity. Councillors unanimously agreed that Cllr Georgina Lee would be appointed. Thomas Seymour agreed to become Chair of the Charity. Cllr Fairs also felt that either Cllr Gladwell or Cllr Morphey would be ideal on the committee as they have connections with the local schools. They are going to think this through and report back to the next PC meeting. There are two other charities within Heveningham. The Charity Commission return for the Recreation Ground for the year end 2021 has now been filed and acknowledged. The clerk will chase the charity trustees of Village Hall (Heveningham & Ubbeston) to try and close this charity.



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- 24.22 Update on traffic problems in and around Heveningham. The clerk had received quotes for signage at either end of the village to say "Not suitable for HGV'S". Also, will request a further Quote to add a sign stating "Ignore Sat Nav" to the same posts. A request for a Locality Grant from Cllr Burroughes will be requested to cover these costs and the cost for applying for the Street Furniture Licence.
- 25.22 To consider the purchase of dog bins and dog fouling signage. The council agreed to purchase a dog bin and signs to be placed near the entrance to the Glebe from The Street.
- 26.22 Jubilee celebrations and to consider how to spend the funds from Heveningham Hall Country Fair Trust. The clerk updated the council on plans for the jubilee involving Heveningham, Huntingfield & Ubbeston. All initial details are in the Hare that is being distributed during the next few days. The council agreed that the funds received from HHCFT should be used for this joint function. Cllr Debra Lankester represents the council on the Jubilee Steering Group.
- 27.22 Bell Meadow: To receive an update on Bell Meadow. Cllr Gladwell confirmed that a colleague had contacted the council about the shelter and play equipment. Confirmation was received that no more details were required for either of those. A document has now been prepared in response to the points raised on the planning permission. Councillors agreed for this to be submitted to planning.
- 28.22 Shelter: This has been started, hope for completion within next two weeks.
- 29.22 To review the Asset Register. Councillors agreed the amended register with the sheds now added.
- 30.22 To review the Risk Assessment. The councillors agreed this was adequate for requirements.
- 31.22 Items for consideration for inclusion on the next agenda.
Code of Conduct.
End of year accounts.
- 32.22 Date of next meeting.
To confirm the date of the next meeting, to include the Annual Parish Meeting, the Annual Meeting of the Council and a standard meeting of the council scheduled for 25th May 2022, 7pm in the Hub.

Meeting closed 8.15pm.

Minutes signed as correct.

Chair _____ Date _____

Julie Collett 1st April 2022. Clerk to Heveningham Parish Council. 01986 899719