



# Heveningham Parish Council

**Minutes of the Annual meeting of Heveningham Parish Council held on Wednesday 15<sup>th</sup> May 2024 to follow the Annual Parish Meeting commencing at 7pm at the Hub in Huntingfield**

**Councillors Attending: Cllr Sam Fairs (Chair), Cllr Sophie Morphey, Cllr Jenny Feeney, Cllr Ian MacFarlane, Cllr Georgina Lee, Cllr Mercedes Gladwell, Cllr Clare Fairs**

**Also Attending: District Cllr Julia Ewart, 6 Residents & Angela Colbridge (Clerk & RFO).**

**47.24 Election of the Chair: Invite nominations and elect a chair for the ensuing municipal year (2024/2025) and to receive the Declaration of Acceptance of Office by the Chair.** Cllr Sam Fairs was nominated. Proposed by Cllr Lee, Seconded by Cllr Morphey, unanimously agreed. There were no other nominations. Cllr Fairs accepted and duly signed the Declaration of Office in the presence of the Proper Officer of the Council.

**48.24 Election of the Vice-Chair: Invite nominations and elect a vice-chair for the ensuing municipal year.** Cllr Sophie Morphey was nominated. Proposed by Cllr Lee, Seconded by Cllr Gladwell, unanimously agreed. There were no other nominations. Cllr Morphey accepted.

**49.24 Appointment of the Clerk/RFO.** Angela Colbridge was re-appointed as Clerk & RFO, Proposed by Cllr Feeney, Seconded by Cllr Morphey. The Chair thanked the Clerk for the work done since taking over from the previous Clerk earlier in the year.

**50.24 Apologies and approval of absences.** Apologies received and accepted from County Councillor Stephen Burroughes, who will be joining the meeting later in the evening, District Councillor Julia Ewart

**51.24 To receive Declarations of Interest.** None

**52.24 To consider requests for Dispensations.** None

**53.24 To resolve that the minutes of the standard meeting of the council held on 20<sup>th</sup> March 2024 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr Feeney, seconded by Cllr Lee.

**54.24 Public participation session (15 Minutes) to include County and District Councillors', Footpath and Tree Wardens' reports and any updates from the Police.UK website for Heveningham**

**a) Public participation** A resident questioned whether there might be any avenues of help with supply of equipment to maintain areas under riparian ownership to help with the prevention of future flooding issues. It was suggested that regular maintenance could prevent the need for specialist equipment. A lengthy discussion was held on continued concerns regarding the extensive flooding over the winter period. There are arrangements to carry out a walk of the river course once the weather improves to identify any issues which may need addressing to resolve some of the issues experienced this winter. It was noted that, following a recent heavy rainfall, drains in the village had been working more efficiently following clearance of the drains by Suffolk Highways. It was queried whether the Parish Council could request that they be cleared in the Autumn as a proactive measure to help with any possible heavy rainfall next winter.

**b) County and District Councillor reports** The District Council Annual Report from Cllr Julia Ewart and the County Council Annual Report from Cllr Stephen Burroughes are available to view on the Parish Council website.

**c) Police.UK** The Clerk reported the following from the Police.UK website – February 1 x reported crime on or near Barell's Hill under the category of Burglaries. March 1 x reported crime on or near Heveningham Long Lane under the category of Violence and Sexual Offences.

**d) Footpath and Tree Wardens** – Nothing to report

**55.24 To receive an update from Heveningham PCC-Cllr Ian MacFarlane.** Cllr MacFarlane reported that the APCM was held in the previous week in the church. The Electoral Roll stands at 76, up on the same time last year. Richard Sheldrake has been welcomed as the new treasurer. He has been

involved in bringing wifi into the church which is working well and has led to the ability for the church to take card payments. Donations for 2022 were extremely low, there was an increase last year x 6 which is a good increase but from a small starting base. The main expenses include the utilities/electricity bills, it is hoped that the new lighting will bring this expense down. There is a good team of helpers, drawn in part from newer residents in the village. A very successful coffee morning/sale has recently taken place with a further one to hopefully take place in June. There are now bees in the churchyard to feed off the wildflowers and to hopefully produce some honey, insurance is in place to cover this project. The previous Sunday service was well attended. Services generally take place on the second Sunday of the month. The next service will take place on Sunday June 9<sup>th</sup>.

**56.24 To consider Planning Applications. To consider any applications received. None received.**

## **57.24 Finance**

**a. To receive finance report** – The Clerk explained the Financial Statement of Accounts from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 including Income, Expenditure, Statement of Variances and Explanation for High Reserves. The balance of the account stands at £25,668.56.

**i) To review and approve the Bank Reconciliation for 31<sup>st</sup> March 2024. Approved**

**ii) Budget to Actual.** The Clerk noted that the difference in the Budget to Actual were in large the VAT on payments and the Bell Meadow expenses.

**iii) To agree the end of year accounts March 2024.** Agreed, Proposed by Cllr Gladwell, Seconded by Cllr C Fairs.

**iv) To consider the Internal Audit Report 2023/2024.** The Clerk noted that the Internal Audit had been carried out and the report had been received from Heelis & Lodge with no additional comments/recommendations to make in relation to this audit.

**v) To agree the Annual Governance Statement 2023/2024.** The Annual Governance Statement was agreed by all councillors, Proposed by Cllr MacFarlane, Seconded by Cllr Feeney and signed by the Chair.

**vi) To agree the Accounting Statements 2023/2024.** The Accounting Statements were agreed by all councillors, Proposed by Cllr C Fairs, Seconded by Cllr Morphey and signed by the Chair.

**vii) To agree the Annual CIL Report 2023/2024.** The report was agreed, proposed by Cllr MacFarlane, seconded by Cllr Lee.

**b. To authorise the following payments:**

A Colbridge	Expenses	£74.08
A Colbridge	Salary	£518.43
HMRC	PAYE	£129.40
SALC	Membership	£95.74
SALC	Payroll Services	£22.80
Npower	Elec supply	£78.64
Resident	Refurb of phonebox	£150.00
Heelis & Lodge	Internal Audit	£220.00

**Payments approved, Proposed by Cllr Feeney, Seconded by Cllr Lee**

**c. To approve receipts:**

East Suffolk Council Precept payment 2024/2025	£8249.00
Eastern Power Networks Plc Wayleaves	£19.11

**d. To approve dates of Notice of Public Rights.** It was suggested that the dates proposed by the external auditors be used, Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2024. This was agreed. Proposed by Cllr Lee, Seconded by Cllr Morphey

## **58.24 To consider any correspondence.**

**i) ESC – Glass recycling.** This does not currently happen because the glass damages the dust carts and causes damage on the conveyors. There is a plan via the Westminster government 'New Burdens' fund to bring in glass recycling but there is no timescale as yet.

**ii) Resident - HGV's in the village.** The Clerk noted that an email had been received from a resident with continued concerns of HGV's coming through the village. SCC Cllr Burroughes noted that additional



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'Unsuitable for HGV's' signs and mitigations are to be put in place to act as a deterrent to HGV's coming through the village. Some HGV's need to access local businesses but issues arise when they are migrating onto the lanes. Cllr Burroughes noted the online option of reporting lorries, 'Lorry Watch' and encouraged this option to be used. The Highways reviewing officer has been asked if there is anything else that could be implemented to help address the issues.

**iii) ESC – Bulb Scheme 2024.** ESC have opened applications for Spring bulbs. It was agreed that the Clerk would apply for a pack for Heveningham.

**iv) SALC – Training opportunities.** The Clerk noted some upcoming Planning Briefing Webinars which it may be of benefit to attend. It was agreed that, if expenses could be split amongst the 4 parishes the clerk is currently in position at, places on the courses could be booked.

**v) AEPA – Information regarding engagement between DESNZ and Town and Parish Councils in East Suffolk affected by proposed energy projects in the area.** The Clerk read out information from the email received, the council agreed to consider putting the Clerk forward as a representative in the future if it was felt that it was needed.

**vi) Heveningham Hall Country Fair Trust – Temporary road closures.** The Clerk noted that there will be road closures on 29<sup>th</sup> and 30<sup>th</sup> June 2024 from 3.30pm to 4pm from the entrance to Heveningham Hall to the junction at Walpole for the events air displays. Apologies have been offered for any inconvenience that may be caused. Signs will be in place nearer to the date.

**vii) SALC – Pension requirements as an employer.** A discussion was held on the information received. The Clerk will seek further information from SALC on this subject and it will be added onto the next agenda if required.

**viii) Dr Therese Coffey – Broadband in the village.** The Clerk read out an email received from Dr Coffey's Parliamentary Assistant regarding the lack of fibre broadband in the village. Dr Coffey has enquired with the Minister for Data and Digital Infrastructure on this issue and will be in touch once a response is received. Cllr Burroughes suggested that he would also look into this issue. Information on plans for the area can be found online on the Better Broadband website.

**viii) Suffolk Highways – Bank slippage on Halesworth Road.** Suffolk Highways have visited the location of this report and confirmed that it does not meet intervention criteria. The location will continue to be monitored as part of their routine inspections.

**59.24 Bottle bank in the village –** A short discussion was held and it was thought that there were no suitable locations identified to install a bottle bank in Heveningham. There is the possibility of glass recycling collections in the future as reported earlier in the meeting in correspondence from ESC.

**60.24 Heveningham Flood Resistance Group/Emergency Plan –** This item was discussed in detail earlier in the meeting. It was agreed that dates for the walking of the river course would be circulated.

**61.24 Bell Meadow update.** Cllr Gladwell noted that there are still 12 trees to be planted, new quotes may be required. A discussion was held on the tailored insurance quote received to cover the installation of a zipwire. It was agreed that the Clerk would contact the Lottery Grant to question whether there is any flexibility with the grant received and what piece of play equipment it could be used for. The Clerk noted that the application for the grant had a completion date of 31<sup>st</sup> December 2024, however the PC has until 8<sup>th</sup> March 2026 to spend the funding. The Clerk will contact Land Registry to check the registration of Bell Meadow. The Clerk reported that a Statement of Account has been received from CCLA regarding the Recreation Ground & Children's Playground. Value of Holdings as at 31<sup>st</sup> March 2024 £5,871.41

**62.24 Triangle of Land adjoining The Glebe - Update.** It was noted that the chain link fence around this area has now been removed. Cllr S Fairs is looking into the possibility of securing registration of the piece of land for the village.

**63.24 Traffic calming - Update.** Roundels and SLOW markings have now been ordered and works will be carried out by 26<sup>th</sup> July 2024. A request has been received from Peasenhall Parish Council regarding a contribution towards a traffic survey to include a section on Heveningham Long Lane. A discussion was held and it was decided that, as a traffic survey is thought to have been funded relatively recently on this road, a further one could not be justified as an expense to the Parish Council at this time. SCC Cllr Burroughes is going to look into the dates of the previous traffic survey and acquire any information received from the survey and also look to demonstrate a new members portal for HMOC (Highway Maintenance Operational Plan) at the next meeting of the Parish Council. The Clerk will contact Peasenhall Parish Council to confirm their position and to wish them well with their survey.



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**64.24 Any other business.** It was queried what treatment could be used on the wood backing at the bus shelter. Cllr Gladwell will look into this. An update on the possible joint Neighbourhood Plan with Ubbeston and Huntingfield was requested. The Clerk will look into this. Cllr Feeney reported back from the Community Partnership meeting in April noting that the focus of the meeting was on wildlife, wellbeing and loneliness and concerns over implications from the development of Sizewell C.

**65.24 Items for consideration for inclusion on the next agenda.**  
None

**66.24 To agree the date for the next meeting as 17<sup>th</sup> July 2024 at 7pm in the Hub at Huntingfield.**

**Meeting Close 9.08pm**

Minutes agreed.

Chairman \_\_\_\_\_ Date \_\_\_\_\_

Angela Colbridge 16<sup>th</sup> May 2024.  
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