

Minutes of the meeting of Heveningham Parish Council held on Wednesday 17<sup>th</sup> January 2024 at the Hub in Huntingfield at 7pm.

**Councillors Attending: Cllr Sophie Morphey (Acting Chair), Cllr Jenny Feeney, Cllr Mercedes Gladwell, Cllr Ian MacFarlane.**

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

- 1.24 Apologies and approval of absences.** Apologies received and accepted from Cllrs Sam Fairs, Clare Fairs & Georgina Lee.
- 2.24 To receive Declarations of Interest.** Cllr Sophie Morphey declared a pecuniary interest in item 17
- 3.24 To consider requests for Dispensations.** None
- 4.24 To resolve that the minutes of the standard meeting of the council held on 15<sup>th</sup> November 2023 are a true and correct record.** Minutes agreed and signed as correct.
- 5.24 Public participation session (15 Minutes) to include County and District Councillors', Footpath and Tree Wardens' reports.**  
District Cllr Julia Ewart highlighted the following points from her report.  
DC has contacted Highways and Environment Agency re the recent flooding to push plans forward. Concentration made on the river Blyth. 20's Plenty campaign still moving forward. Unfortunately the training evening clashed with the Parish Council meeting. Cockfield Hall have applied for Planning permission for 200 properties, closing date of 8<sup>th</sup> February.  
Cuts in County Council's funding will impact in 2025-2026, especially the arts sector. Museums are just one thing that could be affected. Full report on the website.  
Full reports from County Councillor Stephen Burroughes are also on the website. No reports from Footpath or Tree Warden. A resident stated that she had emailed the clerk requesting item 17 be deferred to a later meeting. The clerk explained that the agenda was already posted and decisions could only then be made at the meeting.
- 6.24 To receive an update from Heveningham PCC-Cllr Ian MacFarlane.** Cllr MacFarlane reported that midnight mass was well supported with 22 people attending. Plans for this year are a monthly tea and toast for families, coffee & craft mornings and additional fundraising events. The PCC are always looking for more volunteers. The regular service is held on the 2<sup>nd</sup> Sunday of the month. The next PCC meeting will be held on 7<sup>th</sup> February.
- 7.24 To consider Planning Applications. To consider any applications received.** None received.
- 8.24 Finance**
- a. To review and approve statement of accounts for January 2024.** Balance in account stands at £4990.63 general funds and £2616.37 CIL funds, giving a total in account £7607.00
- b. To review and approve the Bank Reconciliation for January 2024.** Approved.
- c. To approve the Authorisation to Pay.** Payments of £1803.12 plus VAT £72.34 approved.
- d. To approve receipts:**
- |                      |          |
|----------------------|----------|
| Ubbeston PC Printing | £49.92   |
| HMRC VAT             | £4234.60 |
| East Suffolk Grant   | £360.00  |
- Receipts noted.
- e. To agree the budget for 2024-2025** The council approved the budget.
- f. To consider the precept for 2024-2025** The council agreed the increase in precept to £8249.00

- 9.24 To review the Internal Control.** The internal control was agreed by the council.
- 10.24 To approve the revised asset register.** The revised asset register was approved by the council.
- 11.24 To review the Risk Assessment.** The risk assessment was agreed as adequate for council requirements.
- 12.24 To approve the increase in salary as per NALC recommendation for the clerk.** The council approved the increase in the clerks salary.
- 13.24 To appoint the new clerk and agree salary.** Cllr Sam Fairs had interviewed the applicant and was happy for her to be appointed. The clerk briefed the council on the interview. All agreed that we should offer Angela the job on a starting salary SCP 17 £14-95, subject to satisfactory references received.
- 14.24 Update on Flooding issues.** Richard Sheldrake had taken the lead with help from the residents to the problems recently faced with the floods. The report can be seen at the end of these minutes and further information on the website. It is essential to work with landowners in the area, to ensure the ditches can cope with the water coming off the fields. DCllr advised the council set up a group called "Heveningham Flood Resilience Group". They will then have authority to act in their own right.
- 15.24 To consider a Village Emergency Plan.** The flood group will take this on. This plan only needs to take a basic format with necessary contact numbers included.
- 16.24 To consider a joint Neighbourhood Plan with Huntingfield & Ubbeston.** A request had been received from Huntingfield for the 3 villages to come together on a joint Neighbourhood Plan. A summary and date will be circulated in the Hare for anyone interested to attend.
- Cllr Sophie Morphey left the meeting and handed the Chair to Cllr Ian MacFarlane for the next item.**
- 17.24 Update on the triangle of land adjoining The Glebe.** The clerk updated the meeting on facts she had found from old minutes books. The Glebe is owned by the Diocese and the church are tenants of this land. There is a question as to whether this piece of land is outside the Glebe boundaries. However, this land is the home of the village pump and a bench placed by a resident for all to use. The area has been cared for over the years by different residents of the village. The meeting called for an extraordinary meeting to discuss this in further detail. This was agreed and the clerk will find suitable dates as soon as possible.

**Cllr Sophie Morphey returned to the meeting and took back the Chair.**

**18.24 Bell Meadow: To receive an update on Bell Meadow, including insurance, Charity status and investment with CCLA.**

The clerk advised the meeting that the charity Recreation Ground and Childrens Playground Heveningham was still a registered charity No 308100. No bank account can be found. In future, it would be advisable for a management group to operate under this charity, open up a bank account and then would be able to apply for more grants. The investment with CCLA amounts of approximately £5000, and if need be can be released. The charity is still showing a Clare Fairs and Sophie Morphey as Trustees.

Grass cutting quotes have been received from 2 people. Will Austin quoted £350 per month, which would be 2 cuts per month. East Suffolk Services have quoted £560 plus VAT for 10 quotes between March & November and £56 for any additional cuts required. The council agreed to accept the quote from East Suffolk Services. The majority of the daffodil bulbs are now planted, thanks to Cllr Jenny Feeney.



# Heveningham Parish Council

**19.24 Update on traffic problems in and around Heveningham.**

**Additional white lines and roundels.** This is now in the works schedules for Highways.

**Traffic Survey.** Agreed to go in with Peasenhall PC to put lines across Heveningham Long Lane.  
Waiting for further details.

**20.24 Items for consideration for inclusion on the next agenda**

**Heveningham Flood Resistance Group**

**Bell Meadow**

**Triangle of land.**

**Traffic Calming update.**

**Appoint Internal Auditor**

**Code of Conduct.**

**21.24 Dates of next meeting 20<sup>th</sup> March 2024 in the Hub in Huntingfield 7pm.**

**Meeting Close 8.30pm.**

**Minutes agreed.**

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

**Julie Collett 18<sup>th</sup> January 2024.**

**Clerk to Heveningham Parish Council.**

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# Heveningham Parish Council

## **Update from Flooding Group.**

### ***Shorthand used below:***

EA	Environment Agency
HA	Highways Agency
HH	Heveningham Hall
JE	Julia Ewart
GovT	Government Funding or Enviromental Minister / Department
HFSC	Heveningham Flood Subcommittee

### ***Resources acquired:***

Mapping and asset data - EA  
HH contact and involvement - JE  
Project and operational support referral - EA  
Assigned Case - HA

### **Update as below:**

In order to resolve the ongoing flooding or more to the point lack of water control within the valley we need to employ a multi level strategy; each part of such will add up to a resilient system which will be maintainable moving forwards.

### **Local Level First**

There is a great deal of controlled water flow in to the basin from surrounding farm land, the majority of which is using roads as quick gullies (causing damage for HA) to reach the basin floor. The mapping data from EA shows the bedrock formations to be unable to drain this land without water transference to lower areas.

### **Solution**

The local land should be contacted to build and improve ditching and employ settling ponds, this can be done hand in hand with EA where needed, this could cause some push back as it is the responsibility of the land owners to undertake this work, we could look to create a grant system or other system with the EA or GovT funding, though in the first instance this should be done by land holders.

### **Local Level Second**

There are a number of assets on the river as identified within the AppD document (EA), attached for easy of access. These assets are anything which has the ability to interpret the flow of water or restrict water flow; as you will see most assets have not been inspected for over ten years. It could be the case that a number of these bridges, culverts and weirs are blocked causing the delay in water drainage

### **Solution**

We create groups of volunteers working with the land owners to visually inspect these assets, any that are identified as blocked or requiring maintenance can be flagged to EA who will then resolve the outstanding issue.



# Heveningham Parish Council

## **HA**

HA to be requested to clean all gullies and road assets as maintenance including road culverts, these can be inspected and reported by a group of volunteers. HA also to repair damaged surfaces and surfaces after water control implemented, Walpole is a good example whereby pot holes keep being filled and reappearing, this is due to water undercutting the road instead of wear and tear of the surface.

## **Sluice Gate**

The modeling would appear to show much of the issue with water flooding is due to lack of settling space, as such the implementation of a Sluice gate at Heveningham Bridge would allow much land upstream to be used as flooding plans as per there original purpose, this would be part of a larger water flow control strategy with EA and JE to apply for funding from GovT

## **HH**

Working with land owners such as HH to perform a walk around and improvements

## **EA**

Working with EA to install and upgrade equipment especially nodes (sensors) to allow better monitoring of river levels and flow this would be part of the wider GovT project. EA should also be requested to update there modeling to include all assets, which as you can see in AppD, they are not modeling many of the restrictive factors on the water course, meaning the flow model will be inaccurate.

## **Others**

I, along with JE and the HFSC should reach out to other parishes along the Blyth Valley in order to manage the basin water control, JE has already been in touch with such to start the process. This will allow us to create a systematic plan to control and maintain the water course along with the ability for us all to create a wider scope GovT / EA project for renewal.

The above will be updated to the parish as the PC meeting as requested by chair.

Hope this brings everyone up to date on progress and allows us to get the ball rolling this year before the bad weather hits