



Heveningham Parish Council

Minutes of the meeting of Heveningham Parish Council held on Wednesday 20th November 2024 at the Hub in Huntingfield at 7pm.

Councillors Attending: Cllr Sam Fairs (Chair), Cllr Mercedes Gladwell, Cllr Ian MacFarlane, Cllr Jenny Feeney

Also Attending: 2 Residents & Angela Colbridge (Clerk & RFO).

104.24 Apologies and approval of absences. Apologies received and accepted from Cllrs Sophie Morphey, Georgina Lee, Clare Fairs, County Councillor Stephen Burroughes and District Councillor Julia Ewart.

The chair welcomed everyone to the meeting.

105.24 To receive Declarations of Interest. None

106.24 To consider requests for Dispensations. None

107.24 i) To resolve that the minutes of the annual meeting of the council held on 17th July 2024 are a true and correct record. Proposed by Cllr Gladwell, Seconded by Cllr S Fairs.
ii) To resolve that the minutes of the annual meeting of the council held on 18th September 2024 are a true and correct record. Proposed by Cllr Feeney, seconded by Cllr MacFarlane.

108.24 Public participation session (15 Minutes) to include County and District Councillors', Footpath and Tree Wardens' reports and an update from the Police.uk website.
District Cllr Julia Ewart. The full report is available to view on the parish council website.
County Cllr Stephen Burroughes. The full report is available to view on the parish council website.

The Clerk reported the following from the Police.UK website for Heveningham – July 2024 no reported crimes. August 2024 1 x reported crime on or near Barrels Hill under the category of violence and sexual offences and 1 x reported crime on or near Park/Open space to the East side of Peasenhall Road under the category of violence and sexual offences. The Clerk was asked to look into obtaining further information on these two reported crimes. September 2024 no reported Crimes.

A member of the public noted that Valley Farm are looking to increase the permitted number of parking spaces from 50 to 200. The Parish Council have not received any information through about this as yet.

Footpath and Tree Wardens – The Clerk noted that the tree opposite The Old School House on the Street, which is in need of attention and pruning, has been reported to UKPN. A resident noted that a couple of large trees along Church Road, which are extending across the road and reaching towards power lines, will be reported to UKPN when it becomes necessary.

109.24 To receive an update from Heveningham PCC-Cllr Ian MacFarlane.

A PCC meeting was held at the end of October. The Bishop of St Edmundsbury and Ipswich, the Rt Revd Martin Seeley, will be moving on after 10 years service. Reverend Gini Williams is sadly retiring due to ill health. The church paid its parish share for this year in full. The beginning of October saw a very good Harvest Festival weekend. The Remembrance service was held on 10th November, wreaths were laid by Heveningham PC Cllr S Fairs and ESC Cllr Ewart. A coffee Morning will be held on Saturday 23rd November at 10:30am with a Christmas theme and table top sale. On 7th December a craft market will be held in the church between 10:30am and 1pm. The Christmas service, carols by candlelight, will be held on 8th December at 4pm with mulled wine and mince pies. Midnight Mass will be held in the church on 24th December, the service will start at 11:30pm.

110.24 To consider Planning Applications received. None



Heveningham Parish Council

To receive outcomes of Planning Applications.

i) **DC/24/3019/FUL** New bridge, access track and relocation of existing access point. Land North of Halesworth Road, Heveningham, Suffolk. The consultation end date was 28th October, Councillors decided no meeting was required to discuss this PA but made an observation on additional road signage. **Awaiting Decision.**

ii) **DC/24/3258/FUL** Part retrospective application for the construction of 4no. tourist accommodation lodges and associated development pursuant to applications DC/21/3571/FUL, DC/22/2220/VOC, DC/22/2519/FUL and DC/22/2542/FUL – Variations from the approved plans. Valley Farm, Laundry Lane, Huntingfield, Halesworth, Suffolk, IP19 0PY. Consultation end date 7th November Councillors decided no meeting was required to discuss this PA. **Awaiting Decision.**

111.24 Finance

a. **To review and approve the Bank Reconciliation for November 2024.** Approved.

b. **Budget to Actual.** Within budget.

c. **To authorise the following payments.**

A Colbridge	Expenses	£302.98
A Colbridge	Salary	£777.35
HMRC	PAYE	£194.40
SALC	Payroll Provision	£22.80
Heart2Heart	Defibrillator pads	£62.00

Payments approved. Proposed by Cllr Feeney, seconded by Cllr Gladwell.

The Clerk noted the direct debit of £60 for Community Action Suffolk for website hosting fees was due to go out of the bank account on or around 01/11/2024.

d. **To approve receipts:**

The Clerk noted the receipt of £375.03 into the bank account 03/10/24 from Suffolk County Council to cover the additional insurance premium costs for the play equipment. The Clerk informed council that, due to acquiring a reduction in the expected insurance costs, an amount of £215.03 needs to be returned to SCC. This was agreed. The Clerk will raise a cheque for this amount. Thanks were offered to Suffolk County Council and Councillor Stephen Burroughes for the funding and their support of the Bell Meadow children's play area.

The Clerk noted the receipt of allotment fees for plots 3 and 4 received into the bank account on 24/10/24 £10 and 31/10/24 £10

The Clerk noted receipt of confirmation of payment of £401 from Zurich for the insurance premium.

The Clerk informed council that a return of £41.75 to ESC is required for VAT on the purchase of bunting for the Tour of Britain event. This was agreed. The Clerk will raise a cheque for this amount.

112.24 To consider any correspondence.

i) **Suffolk Police – Deployment of Speed Detection Radar on Heveningham Long Lane.**

Data from a recent deployment of an SDR on Heveningham Long Lane has been received. The Clerk noted that the average speed reported was 42.3mph with 2.4 percent of drivers exceeding the 60mph speed limit. 85 percent of drivers travelled at or below a speed of 52mph. The level of speeding did not meet the teams current criteria for setting up an enforcement site but the data has been forwarded to the local policing team for them to consider appropriate action to deal with speeding issues. The data has been forwarded to the residents who have raised concerns of the speed limit on this road and also to Peasenhall Parish Council.

ii) **East Suffolk Council – Happy to Chat Benches.**

A discussion was held on this idea which has been put forward following a recent Community Partnership Mental Health survey. A village bench can be designated as a Happy to Chat Bench by adding a small sign to it and residents can sit there if they need a chat or are happy to chat. The Parish Council agreed to request a sign which will be trialled on a bench on The Glebe.

iii) **The Hare – Contributions towards the production of paper copies of The Hare.**



Heveningham Parish Council

The Clerk informed council of the costs for the production of The Hare for the period August 2024/August 2025. The cost for the Heveningham share is £92.58. It was agreed that the Clerk raise a cheque for this amount. Proposed by Cllr Feeney, seconded by Cllr Gladwell.

iv) SALC – Notice to members of subscription rises for 2025-26. The Clerk read out details received from SALC of their decision to subsidise the annual increase of subscriptions by 2% for 2025/26. NALC's affiliation fee for council membership for 2025/26 will increase from 7.94 pence to 8.34 pence per elector.

113.24 To consider the first draft of the budget for 2025-2026. The Clerk presented the draft budget for the next financial year 2025-2026. A discussion was held and council approved the proposed budget. Proposed by Cllr Gladwell, seconded by Cllr MacFarlane. The calculation of the Precept request for 2025/26 was discussed and council agreed to request the amount of £9,218.36 which would show as a 0% change on the 2025/26 council tax bill against the Parish element. Proposed by Cllr MacFarlane, seconded by Cllr Feeney.

114.24 The Hub – Consideration of financial support. After a discussion, it was agreed that the Clerk would raise a cheque for £150 as a contribution towards The Hub, with consideration of a possible further contribution to take place at the financial year end. Proposed by Cllr MacFarlane, seconded by Cllr Feeney. Possible fundraising ideas to support The Hub in the future will be added to the agenda for the January meeting of the Parish Council.

115.24 Prevention of General and Sexual Harassment in the Work Place Policy. The Clerk updated councillors on the new positive duty for councils to prevent sexual harassment in the work place which came into effect on 26th October 2024. A draft Sexual and General Harassment Policy and Procedure has been circulated to Councillors. There is an upcoming training session being provided on this topic which the Clerk will attend. This will be added back onto the agenda for the January meeting of the parish council.

116.24 Heveningham Flood Resistance Group/Emergency Plan. Cllr Feeney updated council that relevant ditches have been dug out and are now flowing in the right direction. One area may still need attention, Cllr Feeney will look into this. Cllr S Fairs is due to meet with a representative from the Environment Agency and a resident to walk the river again w/c 25th November. The Clerk read out an email received from a member of the Flood Resistance Group giving an update that work has now been completed on clearing the river behind the village houses, including the allotment and culvert areas. The Estate have also carried out works to maintain the river on their land. The remaining section between is due to be cleared hopefully by the end of November. Thanks were offered to Cllr S Fairs, Cllr J Feeney, ESC Cllr Ewart and Lois Hunt for all of their efforts with this project.

The Clerk updated councillors with information on Village Emergency Plans following attendance at an Emergency Planning Meeting on 25th October. The creation of a Village Emergency Plan for Heveningham will be added to the agenda for the January meeting of the parish council. The Clerk noted that the 'Suffolk Prepared' website is a useful tool for residents to use, the Clerk will advertise this.

117.24 Bell Meadow update. The Clerk noted that an inspection of the play equipment at Bell Meadow is now due. After considering two quotes, it was agreed that the Clerk asks East Suffolk Services Limited to carry out an Operational Inspection at the earliest opportunity, to arrange for an Annual Inspection for 2025 and to carry out 2 further Operational Inspections in 2025. Councillors will continue to carry out visual checks on a regular basis. The Clerk will also enquire with ESSL as to whether there is any training that could be offered to councillors on inspections. The Clerk has applied for funding for the supply and planting of additional trees through the East Suffolk Greenprint Forum Application Fund. The Clerk informed council that the cost of grass cutting at Bell Meadow for 2025 would be £600 + VAT for 10 cuts. The positioning of the PlayReady Shelter was discussed and it was agreed that it should be sited in the region of the original plans for this item. The Clerk will place the order with NGF Play, proposed by Cllr Gladwell seconded by Cllr Feeney, and ask for them to visit the site to check the proposed location. A discussion was held on the installation of a Petanque Court as an additional item in Bell Meadow. Lottery funding already received can be used for this project if agreed by older children in the village.

118.24 Triangle of Land adjoining the Glebe update. Nothing to update at this time.

119.24 Keep the Heat – Thermal Imaging Project. This project provides the opportunity for residents to identify areas where their homes may be losing heat, enabling households to take steps to stay warmer



Heveningham Parish Council

and lower their energy bills. The Clerk noted that equipment hire for this project has been secured for February 2025. The opportunity of being included in this project will be advertised to residents in the village.

120.24 HGV's in The Street – Update. There is a new Community Liaison Engineer at Suffolk Highways. It was suggested that a site visit to discuss the positioning of the 'Unsuitable for HGV signage' around the area of The Street is arranged with the new CLE. The Clerk will look into this.

121.24 Any other business.

i) The Clerk noted that new batteries are required for the Speed Indicator Device which is shared with Huntingfield Parish Council. A quote has been received and it was agreed that purchase of the batteries be authorised. Proposed by Cllr Gladwell, seconded by Cllr Feeney.

ii) The Clerk read out a response from the office of Jenny Riddell-Carpenter MP regarding broadband in the village. Open Reach have confirmed that there are no immediate fibre delivery plans in the area of Heveningham. Residents are advised to keep an eye on the website www.openreach.com for any further updates and can also register interest to be kept informed of any changes. This issue is being advocated for in Parliament by Jenny Riddell-Carpenter MP.

iii) The Clerk has attempted to improve the condition of the perspex on the parish council noticeboard. If visibility continues to be an issue the parish council will look into replacing the perspex.

iv) The Clerk noted issues with receiving mail from HMRC and accessing the online portal due to an incorrect address being held for the parish council account. The Clerk is looking to rectify this issue.

v) The Parish Council have been asked by the church if they would like to contribute towards the purchase of a Christmas tree for inside the church this year. Councillors agreed to contributing half of the cost. Proposed by Cllr Feeney, seconded by Cllr Gladwell.

122.24 Items for consideration for inclusion on the next agenda.

Village Emergency Plan

General and Sexual Harassment in the Work Place Policy.

123.24 To agree the dates for the 2025 meetings: 15th January, 19th March, 21st May, 16th July, 17th September, 19th November.

The meeting closed at 9:27pm.

Minutes agreed.

Chairman _____ Date _____

Angela Colbridge 22nd November 2024.

Clerk to Heveningham Parish Council.

heveninghamclerk@gmail.com

heveningham.onesuffolk.net



Heveningham Parish Council