



Heveningham Parish Council

To Members of Heveningham Parish Council.

You are duly summoned to attend the Annual meeting of Heveningham Parish Council due to be held on Wednesday 21st May 2025, immediately following the Annual Parish Meeting of the same evening which commences at 7pm in The Hub at Huntingfield.

Public Attendance.

Members of the public and press are welcome to attend. At item 5, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 minutes duration and will be followed by any County/District Councillors', Footpath or Tree Warden reports.

Draft Agenda

- 1 **Election of the Chair:** Invite nominations and elect a chair for the ensuing municipal year (2025/2026) and to receive the Declaration of Acceptance of Office by the Chair.
- 2 **Election of the Vice-Chair:** Invite nominations and elect a vice-chair for the ensuing municipal year.
- 3 **Appointment of the Clerk/RFO**
- 4 **Apologies and approval of absences.** To receive any apologies for absence.
- 5 **To receive Declarations of interest.**
- 6 **To consider requests for Dispensations.**
- 7 **To resolve that the minutes of the ordinary meeting of the council on 15th April 2025 are a true and correct record.**
- 8 **Public participation session (15 Minutes) to include County and District Councillors', Footpath & Tree Warden's reports and Police.uk report**
- 9 **To receive an update from Heveningham PCC.**
- 10 **To consider Planning Applications.**
 - a) **To consider any applications received.**
 - b) **To receive outcomes of planning applications from ESC.**
 - i) **DC/24/4213/FUL** Part retrospective application for the reconstruction of 4no. former agricultural buildings for use to a single guest house (Use Class C1), including associated leisure and recreation uses at Valley Farm, Laundry Lane, Huntingfield, Suffolk, IP19 0PY (Variation to that approved within application DC/22/2572/FUL) Valley Farm Laundry Lane Huntingfield Suffolk IP19 0PY. **Awaiting Decision. Committee Hearing date 13th May 2025.**
 - ii) **DC/24/4216/FUL** Part retrospective application for the erection of a building to house management services and ancillary temporary accommodation associated with the wider tourism business. Valley Farm Laundry Lane Huntingfield Suffolk IP19 0PY. **Awaiting Decision. Committee Hearing date 13th May 2025.**
 - iii) **DC/25/0374/FUL** Extension and modification of the approved car park (DC/22/2572/FUL) to include a defined grass-crete overflow area and a rationalised car park layout, enabling the manoeuvring of larger vehicles, additional EV charging infrastructure and capacity to support the



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wider tourism masterplan area. Valley Farm, Laundry Lane, Huntingfield, Suffolk, IP19 0PY.
Awaiting Decision. Committee Hearing date 13th May 2025.

11 Finance

- a. To review and approve Finance report.
 - i. Bank Reconciliation Year 2024 - 2025
 - ii. Budget to Actual
 - iii. To agree the end of year account March 2025
 - iv. To consider the Internal Audit Report 2024/25
 - v. To agree the Annual Governance Statement 2024/25
 - vi. Accounting Statements 2024/25
 - vii. To agree the exemption from External Audit
 - viii. To agree the Annual CIL Report 2024/25

- b. To approve the Authorisation to Pay/To authorise payments as listed below
 - i. A Colbridge Expenses £40.49
 - ii. The Hub Hire fees April/May £15/£15
 - iii. Heelis & Lodge Internal Audit Fee £170.00

- c. To note any receipts
 - East Suffolk Council Precept for 2025/26 £9218.36

- d. To approve dates of Notice of Public Rights

12 To consider any correspondence.

- a) Suffolk Highways. Road Closure.
- b) Wilderness Reserve. Response to resident questions.
- c) Resident. Maintenance work in the village.

13 Prevention of General and Sexual Harassment in the Work Place Policy.

14 Heveningham Flood Resistance Group/Village Emergency Plan. Update.

15 Bell Meadow – Update to include Play Area Annual Inspection Report.

16 Triange of Land – Update from Chair.

17 Co-option of Councillor.

18 Any other business.

19 Items for consideration for inclusion on the next agenda.

20 Date of next meeting. 16th July 2025 7pm in The Hub at Huntingfield.

Angela Colbridge 12/05/2025 Clerk to Heveningham Parish Council 07584 136402