



Heveningham Parish Council

To Members of Heveningham Parish Council.

You are duly summoned to attend the next meeting of Heveningham Parish Council to be held on Tuesday 15th April 2025 at The Hub in Huntingfield at 7pm.

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 Apologies and approval of absences
- 2 To receive Declarations of Interest.
- 3 To consider requests for Dispensations.
- 4
 - i) To resolve that the minutes of the ordinary meeting of the council held on 15th January 2025 are a true and correct record.
 - ii) To resolve that the minutes of the extraordinary meeting of the council held on 6th February 2025 are a true and correct record.
- 5 Public participation session (15 Minutes) to include County and District Councillors' Reports, update from Police.UK website and Footpath and Tree Wardens' reports.
- 6 To receive an update from Heveningham PCC.
- 7 To consider Planning Applications.
 - a) To consider any applications received.
 - b) To receive outcomes of planning applications from ESC.
 - i) **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. **Application Permitted.**
 - ii) **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 8th April 2025. Site visit to be arranged.**
 - iii) **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 8th April 2025. Site visit to be arranged.**
 - iv) **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 wider tourism masterplan area. Valley Farm, Laundry Lane, Huntingfield, Suffolk, IP19 0PY. Comments agreed online. **Awaiting Decision. Committee Hearing date 8th April 2025. Site visit to be arranged.**

Please be aware that filming and recording of the meeting may be taking place during the meeting. If you wish to record or film the meeting, please let the Chairman or Clerk know.



Heveningham Parish Council

- 8 Finance**
- a. To review and approve Finance report.
- i) Bank Reconciliation
 - ii) Budget to Actual
- b. To approve the Authorisation to Pay/To authorise payments as listed below
- | | | |
|----------------------------|----------------------------------------|---------|
| i) A Colbridge | Expenses | £74.97 |
| ii) East Suffolk Services | Bell Meadow Grounds Maintenance 2024 | £672.00 |
| iii) A Colbridge | Salary Quarter ending 31/03/25 | £885.95 |
| iv) HMRC | PAYE | £83.80 |
| v) SALC | Payroll service period ending 31/03/25 | £22.80 |
| vi) SALC | Membership Subscription 2025/26 | £96.98 |
| vii) East Suffolk Services | Bell Meadow inspections | £145.68 |
- c. To approve receipts:
- 9 To consider any correspondence**
- i) The Hub Trustees – Review of charges
 - ii) East Suffolk Council – Community Health Ambassadors
 - iii) One Suffolk – Website Hosting Price Increases
 - iv) HP Ink – Price Increase
 - v) UK Power Networks – Works to trees
 - vi) Community Policing Inspector – Contact information
- 10 Prevention of General and Sexual Harassment in the Work Place Policy.**
- 11 To review the Model Publications.**
- 12 Heveningham Flood Resistance Group/Village Emergency Plan - Update**
- 13 Bell Meadow – Update**
- 14 Triangle of Land – Update from Chair.**
- 15 To appoint an Internal Auditor for the financial year 2024/2025.**
- 16 Code of Conduct.**
- 17 To consider excluding the public and press.**
To consider excluding the public and press for the next item as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies {Admission to Meetings Act} 1960).
- 18 To review the Clerk’s salary and performance.**
- 19 Any other business**
- 20 Items for consideration for inclusion on the next agenda**
- 21 Date of next meeting 21st May 2025 at The Hub in Huntingfield, to include the APM and the AGM**

Angela Colbridge 7th April 2025. Clerk to Heveningham Parish Council. 07584 136402