



# Heveningham Parish Council

**Minutes of the meeting of Heveningham Parish Council held on Wednesday 15<sup>th</sup> April 2025 at the Hub in Huntingfield at 7pm.**

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

**Also Attending: Angela Colbridge (Clerk & RFO), ESC Cllr Julia Ewart, Members of the public x 4**

**27.25 Apologies and approval of absences.** Apologies received and accepted from Cllr Sophie Morphey, County Councillor Stephen Burroughes

The chair welcomed everyone to the meeting and thanked them for attending.

**28.25 To receive Declarations of Interest.** Cllrs S Fairs and C Fairs declared an interest in the planning applications under Agenda Item 7b. The receipt of outcomes from ESC are due to be noted, no discussions or decisions are required.

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

**30.25 To resolve that the minutes of the ordinary meeting of the council held on 15<sup>th</sup> January 2025 are a true and correct record. Proposed by Cllr Feeney, Seconded by Cllr Lee. To resolve that the minutes of the extraordinary meeting of the council held on 6<sup>th</sup> February 2025 are a true and correct record. Proposed by Cllr Lee, seconded by Cllr Feeney.**

**31.25 Public participation session (15 Minutes) to include County and District Councillors', Footpath and Tree Wardens' reports and an update from the Police.uk website.**

A member of the public queried how Parish Council meeting dates were advertised. The Clerk noted that dates are circulated via the residents email link, published on the Parish Council website and displayed in the Parish Council noticeboard situated on The Street. The Clerk read out communication from residents unable to attend. It has been queried whether there is a Wilderness Masterplan of which a copy can be obtained to be distributed amongst Residents. The Clerk will look into this.

Concerns of increased traffic along Heveningham Long Lane and Darsham Lane have been reiterated, particularly construction traffic. The Clerk will contact local developers regarding these concerns.

**District Cllr Julia Ewart.** Cllr Ewart provided a Parish Report for March 2025 and provided a brief update on local matters.

**County Cllr Stephen Burroughes.** The Chair noted the main points from Cllr Burroughes most recent report, the full report is available to view on the parish council website.

The Clerk noted the following reported crimes from the Police.UK website:

December 2024 one reported crime on or near Barell's Hill under the category of Other Theft; January 2025 one reported crime on or near Dunwich Lane under the category of Violence and Sexual Offences;

February 2025 one reported crime on or near Halesworth Road under the category of Public Order.

The Clerk noted that the local PCSO has stated that any additional information on crimes, other than that which is recorded on the Police.uk and Suffolk Police websites, is unable to be provided due to data protection. There is an option to fill out a freedom of information request form if required.

The Clerk read out information received from the Community Policing Inspector for the Parish, details will be published on the Parish Council website and displayed in the Parish Council noticeboard.

**Footpath and Tree Wardens – No reports.**

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

Thanks were offered to Sam Fairs and team for clearing the dense brambles on The Glebe and to Lois Hunt and the Heveningham estate for offering to cut The Glebe this year, allowing the money to be spent on keeping the churchyard and paths neat and tidy. The APCM will be held on 7<sup>th</sup> May in the church, all parishioners are welcome to attend and share their views, refreshments on arrival. Plans for the church and repairs will be outlined. The church recently hosted a Stations of The Cross Pilgrimage. There will be no Easter service held at the church this year, the date for the next service being 11<sup>th</sup> May 2025

## 33.25 To consider Planning Applications received. None.

The Clerk noted that, due to the postponement of the March meeting, a response to planning application DC/25/0374/FUL was agreed online and submitted before the determination deadline.

### To receive outcomes of Planning Applications.

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. **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). **Awaiting Decision. Committee Hearing held 8<sup>th</sup> 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 held 8<sup>th</sup> 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 held 8<sup>th</sup> April 2025. Site visit to be arranged.**

It was queried whether a representative from the Parish Council would be permitted to attend the proposed site visit. The Clerk will contact East Suffolk Council to ask if this would be possible.

## 34.25 Finance

a. **To review and approve the Bank Reconciliation for March 2025.** Approved. The Clerk noted a balance in the bank account, as of 31<sup>st</sup> March 2025 of £14,714.70.

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

c. **To approve the authorisation to pay.**

ESSL	Bell Meadow grass cutting	£672
A Colbridge	Expenses	£74.97
A Colbridge	Salary	£885.95
HMRC	PAYE	£83.80
SALC	Payroll Services	£22.80
SALC	Membership Subscription	£96.98
ESSL	Bell Meadow Inspections	£145.68

**Payments approved. Proposed by Cllr MacFarlane, seconded by Cllr Lee.**

d. **To approve receipts:** None

## 35.25 To consider any correspondence.

i) **Hub Trustees** – Notice has been provided that from 1<sup>st</sup> April 2025, Parish Council's will be charged a flat rate per meeting of £15 for the use of The Hub. Councillors had no objections to this.

ii) **East Suffolk Council – Community Health Ambassadors.** Information has been received on this initiative. The Clerk provided some information on this for the most recent addition of The Hare.

iii) **One Suffolk** – Notification has been given of an increase of £6 per year to the annual website hosting fee. The new fee will be £66.



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iv) **HP Ink** – There will be an increase from 4<sup>th</sup> May 2025 to the monthly cost of replacement ink cartridges. Current price £11.99, new price £13.49 per month. This is split between 4 parish councils.

v) **SALC** – Notification of an increase in Section 137 expenditure limit for parish and town councils for the financial year 2025/26 has been forwarded by SALC. The new limit is £11.10 per elector, up from £10.81 in 2024/25.

**36.25 Prevention of General and Sexual Harassment in the Work Place Policy.** A proposed policy has been circulated to councillors. Not all councillors have confirmed that they understand the policy and agree to adopt it. This will be added back onto the agenda for the May meeting for approval and adoption.

**37.25 To review the Model Publications** – The Model Publications were reviewed and agreed. Proposed by Cllr Lee, seconded by Cllr Feeney.

**38.25 Heveningham Flood Resistance Group/Emergency Plan.**

No update. The Clerk is to liaise with councillors and the Flood Resistance Group in relation to putting together a Village Emergency Plan.

**39.25 Bell Meadow update.** The Clerk noted that East Suffolk Councillor Ewart has agreed funding towards tree planting at Bell Meadow and a replacement gate post at the Bell Meadow entrance. The Parish Council thanked East Suffolk Council and Councillor Ewart for their support of this ongoing community project. It was noted that there was a balance of £5909.99 in the Recreation and Children's Playground charity, as of statement dated 5<sup>th</sup> October 2024.

**40.25 Triangle of Land adjoining the Glebe update.** No firm update, the Parish Council are still looking into registering this land as parish land.

**41.25 To appoint an Internal Auditor for the financial year 2024/2025.** The Clerk noted that the Internal Audit fee for Heelis and Lodge would be £130. The Internal Audit fee for SALC would be approximately £183. It was agreed that the parish council would appoint Heelis and Lodge. Proposed by Cllr Lee, seconded by Cllr Feeney.

**42.25 Code of Conduct policy approval.** Reviewed and approved. Proposed by Cllr C Fairs, seconded by Cllr MacFarlane.

**43.25 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).

**44.25 To review the clerk's contract and salary.** The Council agree the NALC increase in salary backdated to 1st April 2024. Proposed by Cllr Feeney, seconded by Cllr Lee. The council are satisfied with the clerk's work and agree an increase in salary to SCP 20 from April 2025. Proposed by Cllr C Fairs, seconded by Cllr MacFarlane. Clerk to advise SALC.

**45.25 Any other business.**

i) It was noted that there are some ongoing issues with a section of ditches in the village which is leading to road flooding. The Clerk will draft a letter to be sent to Highways to request assistance in resolving this matter.

ii) The Chair noted that Cllr Gladwell has resigned from the position of councillor. There is a Notice of Vacancy in Office of Councillor currently being displayed. The Parish Council thank Cllr Gladwell for the time and efforts she has committed to the Parish Council over recent years.

iii) The 'Happy to Chat' sign for a bench on the Glebe has been received.

iv) An expression of interest has been received from a resident to take on one of the vacant allotment half plots. The Clerk will prepare a tenancy agreement.

v) UK Power Networks and Premier Tree Care have been in contact with regards to pruning back regrowth of trees in the area of Bell Meadow, the allotments and The Street, to allow a safety clearance to keep branches and limbs away from the overhead powerlines. A powercut will be required whilst the works are carried out. Councillors agreed they were happy with the proposed works.



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**46.25 Items for consideration for inclusion on the next agenda.**

General and Sexual Harrassment in the Workplace Policy.

**47.25 Date of the next meeting to be the 21st May 2025 in The Hub at Huntingfield to include the APM and the AGM. The Annual meeting of the Parish Council will immediately follow the Annual Parish Meeting of the same evening which will commence at 7pm**

The meeting closed at 8:32pm.

Minutes agreed.

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

Angela Colbridge 16<sup>th</sup> April 2025.  
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