



Heveningham Parish Council

Minutes of the meeting of Heveningham Parish Council held on Wednesday 15th January 2025 at the Hub in Huntingfield at 7pm.

Councillors Attending: Cllr Sophie Morphey (Acting Chair), Cllr Georgina Lee, Cllr Ian MacFarlane, Cllr Jenny Feeney

Also Attending: Angela Colbridge (Clerk & RFO).

1.25 Apologies and approval of absences. Apologies received and accepted from Cllrs Sam Fairs, Clare Fairs, Mercedes Gladwell, County Councillor Stephen Burroughes and District Councillor Julia Ewart.

The chair welcomed everyone to the meeting.

2.25 To receive Declarations of Interest. None

3.25 To consider requests for Dispensations. None

4.25 To resolve that the minutes of the annual meeting of the council held on 20th November 2024 are a true and correct record. Proposed by Cllr Feeney, Seconded by Cllr MacFarlane.

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

District Cllr Julia Ewart. The full report is available to view on the parish council website.

County Cllr Stephen Burroughes. The full report will be circulated and available to view on the parish council website.

The Clerk noted that there were no reported crimes on the Police.UK website for Heveningham for the months of October and November 2024.

Footpath and Tree Wardens – No reports.

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

A very good craft fair has been held even though the weather conditions were adverse. With 5 stalls and £150 received in donations, a good time was had by all. The Carol Service was well attended and there were 23 in attendance at the Midnight Mass service. Coffee mornings will begin again in March. There is a focus on church repairs and any recommendations of builders who could be approached to provide quotes for works would be appreciated. Support for future events, either through attendance or through advertisement in general, would be very much welcomed.

7.25 To consider Planning Applications received.

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. **Application Permitted**

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. **Awaiting Decision.**

A discussion was held on two applications which the Clerk had very recently become aware of:

Application for a Premises Licence, The Wilderness Reserve. Sub Committee Hearing being held on 15th January 2025.

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. A discussion was held and it was agreed that Heveningham Parish Council would respond with the concerns raised.

8.25 Finance

- a. **To review and approve the Bank Reconciliation for November 2024.** Approved. The Clerk noted a balance in the bank account, as of 31st December 2024 of £29,802.24.
- b. **Budget to Actual.** Within budget.
- c. **To authorise the following payments.**

A Colbridge	Expenses	£58.11
A Colbridge	Salary	£777.35
HMRC	PAYE	£194.40
Huntingfield PC	SID Battery	£81.68
NGF Play	PlayReady Shelter	£13,166.40

Payments approved. Proposed by Cllr Lee, seconded by Cllr MacFarlane.
- d. **To approve receipts:**

The Clerk noted the receipt of allotment fees for plot 6, £10 received into the bank account 6/11/2024, plot 1a, £5 received into the bank account 8/11/2024.

The Clerk noted the receipt of payments towards printer ink costs: Ubbeston Parish Council cheque for £42.45 dated 11/11/2024; Mutford Parish Council cheque for £12.49 dated 2/12/2024; Henstead Parish Council cheque for £12.49 dated 4/12/2024.
- e. **To approve revised CIL reports.** The Clerk noted that the CIL reports for the financial years 1st April 2022 to 31st March 2023 and 1st April 2023 to 31st March 2024 needed amending as the VAT had been unnecessarily reported. The CIL reports have been revised, approved and were signed by the Chair.

9.25 To consider any correspondence.

- i) **Hub Trustees** – The Clerk noted receipt of thanks for the kind donation made by the Parish Council which was very much appreciated by the Hub trustees.
- ii) **Resident – Possible reduction of Ash Tree on The Street.** A discussion was held and the Clerk noted that UK Power Networks have informed the council of planned works for this tree to be cut back away from the power lines. The Clerk will check with UKPN when this work is due to take place.
- iii) **Peasenhall Parish Council – Traffic Survey on Heveningham Long Lane.** The Clerk provided the following data received from Peasenhall PC from the traffic survey held in October 2024: The majority of drivers, northbound and southbound, travelled between 35 and 45 mph. 11 drivers, out of approximately 8400 drivers recorded, exceeded 80mph. Approximately 2.5% of drivers were over the 60mph speed limit, the majority of these speeders were travelling between 60 and 65mph.

10.25 Prevention of General and Sexual Harassment in the Work Place Policy. A proposed policy has been circulated to councillors. The Clerk noted that all councillors are required to confirm that they understand the policy and agree to adopt it. This will be added back onto the agenda for the March meeting for approval and adoption.

11.25 Heveningham Flood Resistance Group/Emergency Plan. It was noted that there is a section of ditches, opposite the church from the White House Lodges to Heveningham House, where flooding is still occurring. This will be looked into.

The Clerk will liaise with councillors and the Flood Resistance Group in relation to putting together a Village Emergency Plan.

12.25 Bell Meadow update. The Clerk noted that an operational inspection of the play equipment at Bell Meadow was carried out on 13th December 2024. All items were listed as satisfactory, no work required. Councillors agreed the quote from East Suffolk Services for the cost of grass cutting at Bell Meadow for 2025 at £600 + VAT for 10 cuts. Proposed by Cllr Feeney, seconded by Cllr Lee.

Following consultation with the older children in the village, a further discussion was held on the installation of a Petanque Court with seating as an additional item in Bell Meadow. It was agreed that this would be a suitable addition to the village for all ages. Quotes will be sourced for the works and equipment required.



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

14.25 Keep the Heat – Thermal Imaging Project. The Clerk noted that this opportunity has been advertised to residents via the noticeboard, parish council website and in the most recent edition of The Hare. There has been no interest shown as yet.

15.25 To review the Risk Assessment. The Risk Assessment was agreed as adequate for council requirements. Proposed by Cllr Feeney, seconded by Cllr MacFarlane.

16.25 To review the Asset Register. Approved by the council. Proposed by Cllr Lee, seconded by Cllr MacFarlane.

17.25 To review the Internal Control. The Internal Control was agreed by the council. Proposed by Cllr MacFarlane, seconded by Cllr Feeney.

18.25 To review the Model Publications. It was agreed that this item would be moved to the March meeting for approval.

19.25 Any other business.

i) The Clerk noted that a penalty from HMRC for not filing PAYE return on time has been removed following an appeal raised by SALC.

ii) Thanks were offered to Cllr Feeney for her hard work in planting all of the bulbs received from East Suffolk Council as part of the Spring Bulb Scheme 2024/25.

iii) It was noted that there has been a noticeable increase in heavy traffic through the village. This appears to have led to a broken drain cover on Church Road. The police and Suffolk Highways have both attended the site, there is currently a traffic cone on top of the broken drain cover.

iv) A discussion was held on possible fundraising ideas for The Hub. Councillors will think of possible fundraising options.

20.25 Items for consideration for inclusion on the next agenda.

Model Publications

21.25 Date of next meeting 19th March 2025 at The Hub in Huntingfield 7pm.

The meeting closed at 8:35pm.

Minutes agreed.

Chairman _____ Date _____

Angela Colbridge 17th January 2025.
Clerk to Heveningham Parish Council.
heveninghamclerk@gmail.com
heveningham.onesuffolk.net



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