



# Heveningham Parish Council

**Minutes of the Annual meeting of Heveningham Parish Council held on Wednesday 21<sup>st</sup> May 2025 to follow the Annual Parish Meeting commencing at 7pm at the Hub in Huntingfield**

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

**Also Attending: District Cllr Julia Ewart, Angela Colbridge (Clerk & RFO).**

**48.25 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. Cllr Sam Fairs was nominated. Proposed by Cllr Lee, Seconded by Cllr Feeney, unanimously agreed. There were no other nominations. Cllr Fairs accepted and duly signed the Declaration of Office in the presence of the Proper Officer of the Council.

**49.25 Election of the Vice-Chair:** Invite nominations and elect a vice-chair for the ensuing municipal year. Cllr Sophie Morphey was nominated. Proposed by Cllr MacFarlane, Seconded by Cllr Feeney. There were no other nominations.

**50.25 Appointment of the Clerk/RFO.** Angela Colbridge was re-appointed as Clerk & RFO, Proposed by Cllr Fairs, Seconded by Cllr Lee. The Chair thanked the Clerk for the work done over the past 12 months.

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

**52.25 To receive Declarations of Interest.** None

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

**54.25 To resolve that the minutes of the standard meeting of the council held on 15<sup>th</sup> April 2025 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr MacFarlane, seconded by Cllr Feeney.

**55.25 Public participation session (15 Minutes) to include County and District Councillors', Footpath and Tree Wardens' reports and any updates from the Police.UK website for Heveningham.**

**a) Public participation** None present.

**b) County and District Councillor reports** The District Council Annual Report from Cllr Julia Ewart and the County Council Annual Report from Cllr Stephen Burroughes are available to view on the Parish Council website. Cllr Ewart noted a future diary date for a villages 'clean up' event for 2<sup>nd</sup> November 2025 between 10am and 12noon. Cllr Ewart noted that she has left the Lib Dem group, which sits with the Green Party and the two independent councillors to form the East Suffolk Council administration and has been invited to remain on the Administration as an independent Councillor.

**c) Police.UK** The Clerk noted that there were no reported crimes on the Police.UK website for Heveningham for the month of March 2025.

**d) Footpath and Tree Wardens** – Nothing to report

**56.25 To receive an update from Heveningham PCC-Cllr Ian MacFarlane.** Cllr MacFarlane reported that the APCM was held at the beginning of May. It was noted that Richard is doing a great job as the treasurer and finances are in good order. The quota was paid in full. Heveningham Hall Country Fair Trust have given the church a grant to underwrite most of the works that currently need to be carried out, including works on the tower roof parapet and roofing and guttering maintenance.

**57.25 To consider Planning Applications.**

**To consider any applications received.** None received.

## **To receive outcomes of Planning Applications.**

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). **Awaiting Decision. The Committee Hearing of 13<sup>th</sup> May 2025 approved this application.**

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. The Committee Hearing of held 13<sup>th</sup> May 2025 approved this application.**

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 wider tourism masterplan area. Valley Farm, Laundry Lane, Huntingfield, Suffolk, IP19 0PY. Comments agreed online. **Awaiting Decision. The Committee Hearing of 13<sup>th</sup> May 2025 approved this application.**

The Clerk noted that The Wilderness Reserve have submitted a planning application, reference DC/25/1460/FUL, seeking part retrospective permission for a ground plant room containing a Variable Refrigerant Flow (VRF), associated with the Heating, Ventilation and Air Conditioning (HVAC) requirements for the property, currently subject to application reference DC/24/4213/FUL. Heveningham Parish Council have not been listed as consultees for this application. Comments can be submitted until 23<sup>rd</sup> May 2025.

## **58.25 Finance**

### **a. To receive finance report**

i) To review and approve the Bank Reconciliation for May 2025. Approved. The Clerk noted a balance of £22,622.88 as at 20<sup>th</sup> May 2025.

ii) To agree the end of year accounts 31<sup>st</sup> March 2025. Agreed, Proposed by Cllr Lee, Seconded by Cllr MacFarlane.

iii) To consider the Internal Audit Report 2024/2025. The Clerk noted that the Internal Audit has been carried out and the report has been received from Heelis & Lodge with the following two recommendations: To reclaim VAT from HRMC (Clerk to action); to consider the External Audit Report for 2023/2024. The Clerk noted that there were no recommendations from the External Audit Report 2023/2024 and it was proposed by Cllr Lee, seconded by Cllr Feeney, that the External Audit Report be accepted. It was proposed by Cllr Feeney, seconded by Cllr Lee that the Internal Audit report be accepted.

iv) To agree the Annual Governance Statement 2024/2025. The Annual Governance Statement was agreed by all councillors, Proposed by Cllr Lee, Seconded by Cllr MacFarlane and signed by the Chair.

v) To agree the Accounting Statements 2024/2025. The Accounting Statements were agreed by all councillors, Proposed by Cllr Lee, Seconded by Cllr MacFarlane and signed by the Chair.

vi) To agree to complete the Certificate of Exemption from External Audit. On a proposition from Cllr MacFarlane, seconded by Cllr Lee, it was agreed that the request for exemption from external audit be sent.

vii) To agree the Annual CIL Report 2024/2025. The report was agreed, proposed by Cllr MacFarlane, seconded by Cllr Feeney.

viii) To note the Explanation of Variances. The Clerk explained all significant variances to the council.

### **b. To authorise the following payments:**

A Colbridge Expenses £40.49

The Hub Hire Fees April/May 2025 £15/£15

Heelis & Lodge Internal Audit £170.00

Payments approved, Proposed by Cllr Lee, Seconded by Cllr MacFarlane

### **c. To approve receipts:**

East Suffolk Council Precept payment 2024/2025 £9218.36

d. To approve dates of Notice of Public Rights. It was suggested that the dates proposed by the external auditors be used, Tuesday 3<sup>rd</sup> June to Monday 14<sup>th</sup> July 2025. This was agreed. Proposed by Cllr Lee, Seconded by Cllr Feeney.

**59.25 To consider any correspondence.**

- i) Highways – Road Closure. Notification of the closure of The Street and Low Road between Monday 19<sup>th</sup> May and Friday 23<sup>rd</sup> May has been received and circulated.
- ii) Wilderness Reserve – Response to residents questions. Information has been provided on the Wilderness Masterplan, traffic on Heveningham Long Lane and heavy duty tractors and trailers carrying earth along certain lanes in the village.
- iii) Resident – Maintenance in the village. The Clerk noted that a resident has asked if they can be considered for future maintenance jobs required in the village. The Clerk will request a CV.
- iv) Ben Woolnough ESC – Information on site visits. Information has been provided on parish council attendance at planning site visits.

**60.25 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 July meeting for approval and adoption.

**61.25 Heveningham Flood Resistance Group/Emergency Plan –** The Clerk noted that Suffolk County Council have assisted with an area of ditches in the village which are still leading to road flooding. It was noted that a section of ditches opposite the church are still congested. This will be monitored by the Flood Resistance Group.

**62.25 Bell Meadow update.** The Annual Inspection Report has been carried out and circulated to councillors. A discussion was held on the points raised in the report. It was agreed that the Clerk will contact NGF Play in relation to the condition of some of the timber work of the play equipment. It was agreed that warning signs of deep water be purchased and installed on the back fencing. The Clerk will obtain quotes for the signs and order two signs based on the quotes received. Proposed by Cllr Feeney, seconded by Cllr Lee. The Clerk reported that a Statement of Account has been received from CCLA regarding the Recreation Ground & Children’s Playground. Value of Holdings as at 31<sup>st</sup> March 2025 £5,754.77.

**63.25 Triangle of Land adjoining The Glebe - Update.** Cllr Fairs noted that a TR1 form has been submitted to the Land Registry.

**64.25 Co-option of Councillor.** East Suffolk Council have confirmed that, following the resignations of Cllrs Gladwell and C Fairs, the casual vacancies can now be filled by co-option by the Parish Council. This will be added to the agenda for the July meeting.

**65.25 Any other business.**

- i) Affiliation information from the East Suffolk Planning Alliance steering committee has been received and circulated to councillors. The Parish Council is not looking to affiliate at the current time.
- ii) It was queried whether there is anybody currently monitoring the defibrillator in the village. It was confirmed that there is a guardian in place.

**66.25 Items for consideration for inclusion on the next agenda.** None

**67.25 To agree the date for the next meeting as 16<sup>th</sup> July 2024 at 7pm in the Hub at Huntingfield.**

**Meeting Close 8.48pm**

Minutes agreed.

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

Angela Colbridge 22nd May 2025.  
Clerk to Heveningham Parish Council.

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