



Heveningham Parish Council

Minutes of the Ordinary meeting of Heveningham Parish Council held on Wednesday 16th July 2025 at 7pm at the Hub in Huntingfield

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

Also Attending: Angela Colbridge (Clerk & RFO), Members of the public x 4

68.25 Apologies and approval of absences. Apologies received and accepted from County Councillor Stephen Burroughes

69.25 To receive Declarations of Interest. None

70.25 To consider requests for Dispensations. None

71.25 To resolve that the minutes of the Annual meeting of the council held on 21st May 2025 are a true and correct record. Minutes agreed and signed as correct. Proposed by Cllr Lee, seconded by Cllr MacFarlane.

It was agreed that Agenda item 11 be brought forward.

72.25 Prevention of General and Sexual Harassment in the Work Place Policy. A draft Sexual and General Harassment Policy and Procedure has been circulated to Councillors. The policy was understood and approved by all councillors. It was agreed that the policy would be adopted by the Parish Council. Proposed by Cllr Feeney, seconded by Cllr Lee. The policy will be uploaded to the website and posted in the parish council noticeboard.

73.25 Co-option of Councillor. It was proposed by Cllr Feeney, seconded by Cllr Morphey that, following an expression of interest in joining the Parish Council, Karen Howard be co-opted onto the Parish Council to fill the casual vacancy. This was unanimously agreed. The Declaration of Acceptance of Office was signed in the presence of the Proper Council Officer.

74.25 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. It was noted that a public footpath sign has been found damaged in a hedgerow ditch. The location has been provided to the Clerk for reporting on the Suffolk Highways online reporting tool.

b) County and District Councillor reports The District Council Report from Cllr Julia Ewart and the County Council Report from Cllr Stephen Burroughes are available to view on the Parish Council website.

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

d) Footpath and Tree Wardens – Cllr Howard agreed to take over this role from previous councillor C Fairs. It was noted that a number of footpaths signs in the village are missing. These will be reported via the Suffolk Highways online reporting tool.

75.25 To receive an update from Heveningham PCC-Cllr Ian MacFarlane. Cllr MacFarlane reported the following: A service was held in the church on Sunday 13th July; On Sunday 10th August a pet service will be held on The Glebe; There are hives of bees at the West end of the church with collected honey being sold in the church; Permission has been received from the diocese to carry out the required works to the outside of the church and a builder has now been appointed with funding having been received from the Heveningham Hall Country Fair Trust. The works required are to the roof and guttering with a view to making the church water tight on the outside before maintenance begins on the inside.

76.25 To consider Planning Applications.

To consider any applications received. None received.
To receive outcomes of Planning Applications. None.

77.25 Finance

a. To receive finance report

i) To review and approve the Bank Reconciliation for July 2025. Approved. The Clerk noted a balance of £23,437.39 as at 12th July 2025.

ii) Budget to Actual. Within budget.

b. To authorise the following payments:

A Colbridge	Expenses	£60.34
A Colbridge	Salary	£1176.95
HMRC	PAYE	£51.00
Dissigns	Bell Meadow safety signs	£162.00
The Hub	Hire Fees July	£15.00

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

c. To approve receipts:

East Suffolk Council grant for Bell Meadow works £1055.00 received into the bank account 03/06/2025
The Clerk noted that the following cheques have been received: £600 from the Heveningham Charity Trust for Bell Meadow and £19.11 from UKPN for Wayleaves. Neither of these payments are in the bank account as yet. Thanks were offered to the Heveningham Charity Trust for their support of Bell Meadow this year.

78.25 To consider any correspondence.

i) Resident. Phone Box/Defibrillator Light. It has been queried whether there have been any developments with regard to the non-working Defibrillator Light in the old phone box. Cllr Fairs will look into this.

79.25. Financial Regulations - Review and adopt. The revised Financial Regulations were agreed. Proposed by Cllr Morphey, seconded by Cllr MacFarlane.

80.25 To review any direct debits and standing orders. The Clerk noted that the ICO Data Protection renewal fee has increased from £35 to £47 On a proposition from Cllr Lee, seconded by Cllr Morphey, the following direct debits/standing orders were agreed: ICO Data Protection Renewal Fee; Community Action Suffolk/One Suffolk Website Hosting Fee.

81.25 Heveningham Flood Resistance Group/Emergency Plan – A Village Emergency Plan will be drafted and circulated to councillors with a view to approving a plan at the September meeting of the Parish Council

82.25 Bell Meadow update. A draft Play Area checklist has been drafted and circulated to councillors. It was suggested that these checks are carried out on a regular basis and at a minimum of monthly. A draft Risk Assessment has been circulated to councillors. It was agreed that councillors would consider this with a view to approving at the next meeting of the Parish Council. It was noted that trees within falling distance of Bell Meadow should be included on the proposed Risk Assessment. Cllr Fairs noted that Bell Meadow had been temporarily closed due to a fallen tree. This has now been cleared. Thanks were offered to the land owner of the tree for this and also for cutting 3 trees to a sensible level. It was agreed that Bell Meadow would be re-opened. Following the receipt of the Annual Inspection Report, safety signage has now been purchased to be displayed at the play area. The Clerk will action this. It was noted that the Clerk has contacted NGF Play in relation to the condition of some of the timber work of the play equipment which they have suggested will rectify itself. It was agreed that loose sign fixings and projecting bolts on the entrance gate would be rectified as per the report. Councillors agreed that no additional action was required at this time, proposed by Cllr Macfarlane, seconded by Cllr Morphey. The Clerk is in the process of acquiring quotes for the installation of a Pétanque Court on Bell Meadow. It was agreed that instruction to go ahead could be agreed between meetings if the quotes are within the Lottery grant budget for this project. Proposed by Cllr Morphey, seconded by Cllr Lee.

83.25 Triangle of Land adjoining The Glebe - Update. HM Land Registry have confirmed receipt of application for a first registration, reference Triangle, The Street, Heveningham on 28th May 2025 with an estimated application completion date by 8th September 2026. It was noted that the maintenance/cost of maintenance is being shared by a number of residents in the village in the short term.

84.25 Any other business.

- i) Additional information has been received from a local resident interested in being considered for maintenance work in the village. This will be kept for future reference.
- ii) It was noted that the Willow Arch on Bell Meadow may need to be shaped as it is becoming overgrown through the middle section.

85.25 Items for consideration for inclusion on the next agenda. None

86.25 To agree the date for the next meeting as 17th September 2025 at 7pm in the Church in Heveningham.

The Chair thanked everyone for attending and Cllr Howard for joining the Parish Council.

Meeting Close 8.02pm

Minutes agreed.

Chairman _____ Date _____

Angela Colbridge 20th July 2025.
Clerk to Heveningham Parish Council.

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