



Heveningham Parish Council

Minutes of the Ordinary meeting of Heveningham Parish Council held on Wednesday 17th September 2025 at 7pm at the Church in Heveningham

Councillors Attending: Cllr Sam Fairs (Chair), Cllr Jenny Feeney, Cllr Georgina Lee, Cllr Karen Howard

Also Attending: Angela Colbridge (Clerk & RFO), Members of the public x 3

The Chair welcomed all present and thanked them for attending.

87.25 Apologies and approval of absences. Apologies received and accepted from County Cllr Stephen Burroughes, District Cllr Julia Ewart, HPC Cllr MacFarlane, HPC Cllr Sophie Morphey

88.25 To receive Declarations of Interest. None

89.25 To consider requests for Dispensations. None

90.25 To resolve that the minutes of the Ordinary meeting of the council held on 16th July 2025 are a true and correct record. Minutes agreed and signed as correct. Proposed by Cllr Lee, seconded by Cllr Feeney.

91.25 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.

- i) It was asked if there was an update on the repair of the light in the old telephone box where the defibrillator is located. Cllr Fairs will look into this.
- ii) It was noted that a public lavatory could be re-instated at the back of the old White Lion for use when events are held at the church or on the Glebe. Cllr Howard confirmed that this is a PCC matter.
- iii) It was noted that the entrance gate to Bell Meadow is in need of some maintenance. The Clerk informed council that this will be discussed under Agenda item 14.
- iv) An increase in traffic along The Street, specifically HGV's, was noted. It was suggested that, when possible, photographs be obtained and details reported on the Lorry Watch website. The Clerk will contact the Highways Community Liaison Engineer to enquire whether a meeting can be arranged to discuss the placement of Unsuitable for HGV signage in the area.

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

c) Police.UK The Clerk noted the following from the [police.uk](https://www.police.uk) website: June 1 x reported crime on or near Clay Hill under the category of Antisocial Behaviour; 1 x reported crime on or near Clay Hill under the category of Violence and Sexual Offences; July 1 x reported crime on or near Clay Hill under the category of Antisocial Behaviour; 1 x reported crime on or near Clay Hill under the category of Violence and Sexual Offences; 1 x reported crime on or near Barrels Hill under the category of Violence and Sexual Offences.

d) Footpath and Tree Wardens

- i) It was noted that a damaged two way post footpath sign, which had been temporarily repaired, has become damaged for a second time. The Clerk informed councillors that Suffolk Highways have confirmed that work will be carried out to rectify this issue.
- ii) It was noted that a footpath through local farmland has been impassable for some time. Cllr Fairs will look into this.
- iii) It was reported that several branches of a White Willow in the allotment area have fallen close to the river. Cllr Fairs noted that this was on the UKPN works schedule.
- iv) It was reported that the Ash tree on The Street needs trimming back for clearance from the overhead cables. The Clerk confirmed that this is on the UKPN works schedule and is awaiting detail of the probable time scale for the works to be carried out.

- v) It was noted that part of an Alder tree in the allotment area is hanging over the Bell Meadow boundary. This will be monitored.
- vi) It was noted that the plant growth along the culvert between the allotments and Bell Meadow may need some attention to ensure that the culvert remains clear. It was suggested that this growth may catch any debris and protect the culvert. This will be monitored.
- vii) It was suggested that the Weeping Birch tree situated on the triangle of land adjacent to The Street could be considered as being of notable public amenity value and therefore suitable for application of a Tree Preservation Order. The Clerk will look into this.
- viii) Cllr Howard provided some information on the East Suffolk Council Tree Strategy from the Climate Sustainability team.

92.25 To receive an update from Heveningham PCC. Cllr Howard reported the following: Urgent repairs to the outside of the church have now been completed; Fundraising events will be held to raise money for bigger projects including maintenance of the roof; a village picnic took place on Saturday 13th September alongside the annual Ride and Stride event with 25 people attending, a good time was had by all; the next church service will take place on Sunday 21st September with a Christening being held later in the month; there will be a quiz night at the church on 10th October, a produce market and coffee morning on 11th October and the Harvest Service and Supper will be held on 12th October; the Remembrance Service will be held on Sunday 9th November; the PCC have thanked Heveningham Estate for looking after The Glebe during the growing season; A local person is now being sought by the PCC to maintain the graveyard.

The Chair thanked the PCC for allowing the Parish Council to use the church for this evenings meeting.

93.25 To consider Planning Applications.

a) To consider any applications received. None received.

b) To receive outcomes of Planning Applications.

DC/25/2746/VOC - Variation of Condition No. 7 of 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) -To utilise an existing access further west along Brick Kiln Lane. Any observations to be made by 8th August. Councillors agreed online between meetings to send a response noting concerns of increased traffic in Heveningham, specifically on The Street. **Awaiting decision.**

c) Other Planning Matters.

- i) The Clerk noted that East Suffolk Council have asked the Planning Advisory Service to carry out an independent review that will provide a short report with recommendations that will allow the planning service to reflect, report internally and make changes if required, using the Blythe Barn application and an application for the Royal British Legion in Felixstowe as case studies.
- ii) A short discussion was held on local plans and neighbourhood plans.

94.25 Finance

a. To receive finance report

i) To review and approve the Bank Reconciliation for September 2025. Approved. The Clerk noted a balance of £21,925.10 as at 14th September 2025.

ii) Budget to Actual. Within budget.

b. To authorise the following payments:

A Colbridge Expenses £53.98

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

c. To approve receipts: None.

95.25 To consider any correspondence.

- i) **PKF Littlejohn.** The Clerk noted confirmation from the external auditors of receipt of documents for the notification of exempt status 2025.
- ii) **SALC - Payroll Service Price Increase.** The Clerk noted an annual price increase from £38 plus VAT to £45 plus VAT effective from 1st April 2026.
- iii) **Information Commissioners Office.** Confirmation of receipt of payment for the annual Data Protection Fee has been received from the ICO with a new expiry date of 10th August 2026.
- iv) **Suffolk Police - Police and Crime Commissioners Update September 2025.** The update has been circulated to councillors. The Clerk noted the dates of the autumn public meetings.

- v) **SALC - Holiday entitlement for employees of the council.** The Statutory minimum holiday entitlement is 5.6 weeks including bank holiday, pro-rated based on the number of hours per week and employee works. The Clerk's contract of employment aligns with this.
- vi) **Huntingfield Parish Council - Joint Neighbourhood Plan.** The Clerk read out correspondence received regarding the potential of moving forward with a Neighbourhood Plan. It was agreed that, if an initial discussion meeting were to be arranged, the Parish Council would send a representative. The Clerk will look into this.

96.25 Insurance Renewal. The Clerk informed council that the renewal premium has been received from Zurich Insurance for the 12 month period commencing on 11th October 2025 at a cost of £401. This is the same premium as for the previous 12 months. The Clerk has requested a quote from Community Action Suffolk who were unable to provide a competitive quote this year. Councillors agreed to renew with Zurich Insurance. Proposed by Cllr Lee, seconded by Cllr Howard.

97.25 To review the Standing Orders. The Clerk noted two changes to the previously agreed Standing Orders as per the NALC guidance. It was agreed that, with the revisions, the Standing Orders are adequate for the Parish Council. Proposed by Cllr Feeney, seconded by Cllr Lee.

98.25 Heveningham Flood Resistance Group/Emergency Plan – A draft Village Emergency Plan has been circulated to councillors. Councillors agreed the content of the plan. Proposed by Cllr Feeney, seconded by Cllr Lee. The distribution of the plan will be prepared by the Clerk.

99.25 Bell Meadow update.

Councillors considered the revised draft Risk Assessment. Suggested amendments will be actioned by the Clerk and the updated version will be presented for approval at the next meeting.

Quotes are still being sourced for the installation of a Pétanque Court on Bell Meadow.

A revised quote has been received from Sean Price Tree Services for the supply and plant of trees and the supply and install of a new gate post. Funding has been received for these works and councillors agreed to proceed with the quotations received from Sean Price. Proposed by Cllr Feeney, seconded by Cllr Howard. The Clerk will enquire as to whether a new closing latch can be fitted to the entrance gate as part of the works.

Findings from the most recent Operational Inspection of Bell Meadow Play Area were noted, all items on the report are classed as Low Risk or Very Low Risk. Regular monitoring will continue.

It was noted that the Willow Arch still requires shaping. Councillors will look into this.

100.25 Any other business.

SCC Councillor Burroughes has enquired about the potential to remotely attend the parish council meetings if/when required. The Clerk has been in contact with SALC to check the current position on the legality of remote attendance at meetings. SALC have confirmed that there have been no updates on this as yet, it is still being discussed and legislation has not changed

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

102.25 To agree the date for the next meeting as 19th November 2025 at 7pm in the Hub at Huntingfield.

Meeting Close 8.49pm

Minutes agreed.

Chairman _____ Date _____

Angela Colbridge 18th September 2025.
Clerk to Heveningham Parish Council.

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