



# Heveningham Parish Council

## Minutes of the Ordinary meeting of Heveningham Parish Council held on Wednesday 19th November 2025 at 7pm at the Hub in Huntingfiel

**Councillors Attending:** Cllr Sam Fairs (Chair), Cllr Sophie Morphey (Vice-Chair), Cllr Jenny Feeney, Cllr Georgina Lee, Cllr Karen Howard

**Also Attending:** Angela Colbridge (Clerk & RFO), SCC Cllr Stephen Burroughes (via Teams), Members of the public x 5

**The Chair welcomed all present and thanked them for attending.**

**103.25 Apologies and approval of absences.** Apologies received and accepted from HPC Cllr MacFarlane, ESC Cllr Julia Ewart.

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

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

**106.25 To resolve that the minutes of the Ordinary meeting of the council held on 17th September 2025 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr Lee, seconded by Cllr Feeney.

**107.25 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.** No questions.

**b) County and District Councillor reports** The most recent County Council Report from Cllr Stephen Burroughes is available to view on the Parish Council website. Cllr Burroughes also noted the following: The government consultation on Local Government Reorganisation commenced today and will run until 11th January. The Clerk will publish this information on the Parish Council website; Essex and Suffolk Water works are planned for the area which is another significant infrastructure project. It is considered a dry area with risk of water shortages in the area and this would bring millions of extra tonnes of water into the area and additional storage. Details have been circulated; Sizewell C continues to send out updates via its newsletter.

**c) Police.UK** The Clerk noted the following from the [police.uk](https://www.police.uk) website for Heveningham: July - one x reported crime on or near Barell's Hill under the category of violence and sexual offences; August - one x reported crime on or near The Street under the category of Antisocial Behaviour; no reported crimes for September.

It was noted that any incidents can be reported via 101 or 999 when appropriate.

**d) Footpath and Tree Wardens**

- i) A tenant farmer has kindly formed a footpath along the field by High House.
- ii) The Heveningham Estate will be repairing any verges that have collapsed due to heavy vehicles travelling along The Street. The council expressed its thanks to them.
- iii) It was noted that the footpath sign near High House has not been replaced yet.
- iv) It was noted that several footpath signs that have lost their original arrows or yellow markers will be addressed, with repair work to be carried out.
- v) A White Willow located in the allotment area has been noted as posing a potential risk due to broken branches overhanging the point where the culvert meets the river. While some branches have been cut back, additional work remains necessary. Cllr Fairs will look into this.
- vi) UKPN attended the village on 16th November and have trimmed back the large Ash tree on The Street for clearance from the overhead cables. A further request has been received from residents for the parish council to consider reducing the crown of this tree by approximately 20–30%. The Parish Council will seek guidance on this matter.
- vii) Information was provided on a willow artist who could weave the willow arch in Bell Meadow and train up to four people for £300. Alternative local willow artists were also noted, and the Clerk will

carry out further research. It was suggested that residents might contribute to the cost and have the opportunity to learn willow-twisting.

**108.25 To receive an update from Heveningham PCC.** Jeanette Griffin reported the following: It has been a busy year. The church roof has been repaired to ensure it is watertight, generously funded by the Heveningham Hall Country Fair Trust. The King George III Coat of Arms has been cleaned, and new bell ropes have been purchased. An open day will be held next year to showcase the work completed this year. A quiz night was successfully held in the church. Unfortunately, the Remembrance Service had to be cancelled. A craft market will take place in the church on 6th December — please come along and support the event. Upcoming church services include 14th December, featuring a full choir, and Midnight Mass on 24th December.

**109.25 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.**

The parish council discussed the Suffolk Water Recycling, Transfer and Storage project, which proposes a new Advanced Water Recycling Plant in Lowestoft, two service reservoirs, and connecting pipelines. Public consultation events are being held across the region through November. Cllr Fairs provided a comprehensive summary of the proposals. A local resident raised concerns about the proximity of one proposed reservoir to their property, noting alternative sites away from homes. While the project does not pass directly through the village, construction traffic and potential reservoir overflow could affect the area. The parish council will consider submitting a response before the consultation closes on 10th December 2025, and residents are encouraged to submit their own comments. The resident was thanked for highlighting these concerns.

**110.25 Finance**

**a. To receive finance report**

**i) To review and approve the Bank Reconciliation for November 2025. Approved.** The Clerk noted a balance of £22,091.65 as at 13th November 2025.

**ii) Budget to Actual.** Within budget.

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

A Colbridge	Expenses	£53.98
A Colbridge	Wages	£1045.65
HMRC	PAYE	£18.40
SALC	Payroll service	£22.80
The Hub	Hire fees November	£15.00
ESSL	Grass cutting Bell Meadow	£720.00

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

**c. To approve receipts:** The Clerk noted the receipt of allotment fees for plot 3, £10 and plot 2a, £5, received into the bank account on 17/10/2025 and 31st October 2025 respectively.

**111.25 To consider any correspondence.**

**i) SALC – Subscription price increase.** The Clerk noted that SALC have agreed an increase in their subscriptions by 3% for the period of April 2026 - March 2027. NALC will be considering their proportion of the subscription with a proposal for an increase of 3.6%.

**ii) Zurich Insurance – Confirmation of payment receipt.** The Clerk noted receipt of notification from Zurich that they have received payment of £401 for the annual insurance premium.

**iii) Community Action Suffolk - Website hosting renewal.** The Clerk noted the direct debit of £66 for Community Action Suffolk for website hosting fees was taken out of the bank account on 03/11/2025.

**iv) Resident - Concerns over Weeping Silver Birch on land adjacent to The Street.** A resident has raised concerns about the growing angle of a Silver Birch near The Street and its potential safety risk to nearby properties. The possibility of a TPO has also been considered for this tree, but East Suffolk

Council advised it would not be supported and that the tree will likely need coppicing within the next 12 months. Following discussion, it was agreed that the Parish Council will look into obtaining an expert, in-person assessment of the tree's safety and any viable alternatives to felling. It was further agreed that an on-site notice will be displayed for a minimum period of 28 days in relation to the potential felling of the tree, should safety considerations require it. Thanks were given to Cllr Howard for the preliminary TPO work. Further discussions were held with the suggestion of an application for a TPO on the large Beech tree, also near The Street. It was suggested that an expert is asked to look at this tree and the large Ash Tree on The Street. It was also suggested that the Parish Council liaise with the church regarding any planned assessments of trees in the churchyard.

**112.25 To consider the first draft of the budget for 2026-2027.** The Clerk presented a draft budget for the financial year 2026-2027. The Clerk explained a proposed increase to the general contingency reserves to allow for approximately 4-6 months expenditure. Further discussions will be held at the January meeting before agreeing the final budget.

**113.25 Heveningham Flood Resistance Group/Emergency Plan** – Cllr Feeney reported that, following recent heavy rainfall, all of the drains appear to be working and the stream is flowing well. Cllrs Feeney and Howard have recently met with a representative from the Heveningham Estate who has agreed to some light touch maintenance. Thanks were offered to the Estate for this kind gesture to assist with anti-flooding measures. It was noted that the debris cage at the pipe entrance beneath Church Road and the Glebe is set at an incorrect angle and needs adjusting. The Clerk will report this via the Highways reporting tool.

It was suggested that details of the Village Emergency Plan be referenced in the Parish Council report for the upcoming edition of The Hare. The Clerk will action this.

**114.25 Bell Meadow update.**

Councillors considered and approved the revised draft Risk Assessment. Proposed by Cllr Feeney, seconded by Cllr Morphey.

Visual monthly check lists were handed to those councillors carrying out this task.

The Clerk noted detail from the most recent Operational Inspection of Bell Meadow. All points noted were Low Risk or less.

Quotes for installing a Pétanque Court on Bell Meadow were reviewed, and it was agreed that JRM Groundworks and Landscapes would be commissioned to carry out the works. Proposed by Cllr Lee, seconded by Cllr Morphey.

**115.25 Defibrillator/Phone Box Light.** Cllr Fairs noted that Pearce & Kemp of Halesworth have kindly repaired the light in the phone box which houses the defibrillator. Thanks were offered to Pearce & Kemp for their kind contribution to this essential piece of community equipment.

**116.25 Any other business.**

- i) The Clerk has contacted the Highways Community Liaison Engineer to request a meeting to discuss the placement of "Unsuitable for HGV" signage on The Street. A response has been received updating the contact for the new Community Liaison Engineer for Heveningham and confirming that an enquiry has been logged. Residents have been reporting HGV's on The Street when necessary with confirmation of receipt of information provided.
- ii) The Clerk noted that residents have reported continued concerns of the speed limit on Heveningham Long Lane and the issues it raises for residents and road users. It was noted that a speed limit reduction is not currently supported on this stretch of road. The Clerk will look into alternative road safety measures which may be supported by Suffolk Highways. The residents have been advised to report ongoing concerns to Suffolk Highways.
- iii) Cllr Morphey noted that, after 13 years on the parish council, she may need to step down due to personal commitments and will make a decision in the coming weeks. The Chair thanked her for her many years of service to the council.

**117.25 Items for consideration for inclusion on the next agenda.** Budget; Precept request; IT Policy; [gov.uk](http://gov.uk) domain.

**118.25 To agree the dates for the 2026 meetings:**

21st January, 18th March, 20th May, 15th July, 16th September, 18th November.

**Meeting Close 8:49 pm**

Minutes agreed.

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

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

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