



Heveningham Parish Council

Minutes of the Ordinary meeting of Heveningham Parish Council held on Wednesday 18th March 2026 at 7pm at the Hub in Huntingfield.

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

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

The Chair welcomed all present and thanked them for attending.

25.26 Apologies and approval of absences. Apologies received and accepted from SCC Cllr Ewart.

26.26 To receive Declarations of Interest. None

27.26 To consider requests for Dispensations. None

28.26 To resolve that the minutes of the Ordinary meeting of the council held on 21st January 2026 are a true and correct record. Minutes agreed and signed as correct. Proposed by Cllr Lee, seconded by Cllr Feeney.

29.26 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. A resident noted that there has recently been a significant increase in grain lorry traffic along Church Road. This was discussed, and it was suggested that the rise may be due to local diversions currently in place.

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 noted the following: Information on how to claim for vehicle damage caused by potholes can be found on the Suffolk County Council website; As part of the agreed budget, council tax will be increased to help meet the cost of frontline services; A driverless vehicle has been trialled in Lowestoft ; The Chief Executive of Suffolk County Council will be stepping down and, rather than appointing a replacement, two Executive Directors will assume a shared leadership role; Elections will take place on 7 May 2026, with a shadow authority expected to be elected in 2027. A decision is anticipated shortly on whether Suffolk will move to one or three unitary councils. Heveningham will form part of a new division within Halesworth, and there will be significant changes ahead, including the appointment of a new councillor from May.

Cllr Burroughes extended best wishes to all and thanked the Council for their support over the years. In return, the Chair, along with all Councillors, expressed their gratitude for Cllr Burroughes dedicated service to the Parish Council and the wider community.

The most recent District Council Report from Cllr Julia Ewart is 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 for Heveningham: In December there were 3 reported crimes on or near Heveningham Long Lane under the category of Violence and Sexual Offences. There were no reported crimes for the month of January.

d) Footpath and Tree Wardens

- i) It was reported that access to the footpath opposite Ubbeston Hall has worsened. The Clerk will report this on the Suffolk Highways online reporting tool.
- ii) The two-way footpath sign at the top of the driveway to High House is still awaiting repair works. The Clerk has chased this with Suffolk Highways.

30.26 To receive an update from Heveningham PCC. Cllr MacFarlane reported the following: There will be an open day at the church on 28th March with refreshments and activities including bell ringing and children's activities. Reverend Doble is expected to be at the church at 12:30pm as part of the Stations of The Cross Pilgrimage taking place that day; A service of Peace will be hosted by Edmund and Charlotte at 6pm on 22nd March, which marks Passiontide Sunday; The APCM will take place on

21st April at 7pm, all our warmly welcomed to attend; The 100 club is being launched to help raise funds for maintenance of the grounds of the church.

31.26 To consider Planning Applications.

a) To consider any applications received.

DC/26/0846/P14J - Prior Approval for the installation of roof-mounted solar photovoltaic panels.

Home Farm Halesworth Road Heveningham Suffolk IP19 0EL. **Consultation letter expiry date 25th March 2026.** Councillors agreed no objections to this application. Proposed by Cllr Feeney, seconded by Cllr MacFarlane.

b) To receive outcomes of Planning Applications.

i) 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. **Awaiting decision.**

ii) DC/25/4405/FUL. To build a new unit of holiday accommodation and reception building. White House Lodges, White House Farm, Heveningham Long Lane, Heveningham, Suffolk, IP19 0EE. **Awaiting Decision.**

c) Other Planning Matters. None.

32.26 Finance

a. To receive finance report

i) To review and approve the Bank Reconciliation for November 2025. Approved. The Clerk noted a balance of £14,634.65 as at 11th March 2026.

ii) Budget to Actual. Overall within budget.

b. To authorise the following payments:

A Colbridge	Expenses	£727.23
The Hub	Hire fees March	£15.00
Pacific Teak Ltd	Table and Benches	£1150.00
SALC	6 month payroll provision	£22.80
Nathan Hunt Tree Services	Site visit/written report	£120.00
JRM Groundworks	Petanque court installation	£5782.54

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

c. To approve receipts: The Clerk noted the following receipt into the bank account on 02/02/2026: VAT refund for the period 01/11/2023 - 30/11/2025 £2732.49

33.26 To consider any correspondence.

i) East Suffolk Council. The Clerk noted confirmation from ESC of the Precept request for 2026/2027.

ii) Cookley and Walpole Parish Council. The Parish Council has been asked how helicopter noise disturbance is managed within the village. It was noted that there have been no significant disturbances and no recent complaints received. Cllr Burroughes suggested contacting the Civil Aviation Authority for further advice if required.

iii) Suffolk Parishes Road Safety Group. The Clerk informed councillors of an invitation from the Suffolk Parishes Road Safety Group to connect with other parish and town councils over road safety issues. It was agreed that this may be beneficial when considering future road safety measures, and that the parish council would join the group assuming no costs were involved. Proposed by Cllr Howard, seconded by Cllr Feeney. The Clerk will progress this.

iv) Heveningham Country Fair Trust - The clerk noted that the Trust has pledged funds of £3000 to Heveningham and Ubbeston for cases of individual needs. Information will be included in the next edition of The Hare so that residents are aware and can contact the Clerk or Cllr Sam Fairs with requests for consideration. Sincere thanks were extended to the Trust for their generous and supportive offer, which will greatly benefit residents who may be in need.

34.26 Triangle of Land update. Information has been received from HM Land Registry advising that, in the absence of title deeds, the Parish Council's application to register the land cannot proceed. Following a discussion, it was agreed that the Parish Council will not take this matter any further.

35.26 Tree report update. A report has been received from a professional tree surgeon regarding four trees within the village that may require attention on safety grounds.

- i) **Silver Birch Tree and Sycamore Tree.** The report, along with views expressed by residents, was carefully considered by Councillors. Following a detailed discussion, during which the opinions of both residents and Councillors were fully explored, the Chair proposed that a vote be taken. Councillors were asked to vote on whether they supported the removal to ground level of the leaning silver birch tree and the sycamore tree, both located on the triangular area of land on The Street, for safety reasons, and replacing them with more suitable species for the location. The Chair declared the vote to be unanimous in favour of the removal of both trees and replacement with more suitable trees. Proposed by Cllr Lee, seconded by Cllr MacFarlane. The Clerk will obtain quotes for the proposed works.
- ii) **Ash Tree.** Following receipt of the tree report, the Parish Council has requested that UKPN assess the large ash tree located on The Street, with a view to undertaking any necessary works. A response from UKPN is awaited.
- iii) **White Willow Trees.** Following receipt of the tree report, the Parish Council has requested that UKPN assess the group of Willow trees located in the allotment area with a view to undertaking any necessary works. A response from UKPN is awaited. There was some concern noted in relation to the older Willow trees growing on the other side of the bank near a high voltage area which possibly need to be reduced to half the size.

36.26 Heveningham Flood Resistance Group.

The Clerk noted that Suffolk Highways have confirmed they are not responsible for the recently reported pipe and surrounding structure, which may require attention. It is believed the pipe falls under the responsibility of the landowner, although the current ownership is uncertain. At present, everything is functioning correctly. Cllr Feeney reported that the river is flowing well and the drains are clear. There were no issues to note. Cllr Feeney recently attended the Four Rivers Project Workshop. Further information can be found on the Deben Climate Centre website.

37.26 Bell Meadow update.

- i) The Petanque court installation is now complete. Sincere thanks were extended specifically to Cllr Feeney and three residents for their invaluable support and assistance during the installation. Equipment is available for residents to use by contacting the Clerk.
- ii) The Clerk is currently arranging a meeting with Sean Price to discuss the planting of trees now that the pétanque court is in place.
- iii) Items identified as low risk in the latest Operational Inspection were discussed. Maintenance of the entrance gate is currently being arranged. Councillors are satisfied with the current condition of all items. Proposed by Cllr Feeney, seconded by Cllr Howard.
- iv) Quotes for grass cutting for 2026 have been received and were considered by councillors. It was agreed that East Suffolk Services Limited would be appointed to carry out the works. Proposed by Cllr Feeney, seconded by Cllr MacFarlane.
- v) There has been no interest from residents wishing to learn willow weaving. Further options for weaving the willow arch will be explored.

38.26 Suffolk Highways meeting. The Clerk updated Councillors following a site meeting with the Community Liaison Engineer to discuss HGV signage in the area of The Street, as well as traffic calming measures and verge damage on Heveningham Long Lane. The Engineer will report back to the Clerk with details of potential options once further investigations have been completed.

39.26 To review the Asset Register. The updated Asset Register was considered and agreed by councillors. Proposed by Cllr MacFarlane, seconded by Cllr Feeney.

40.26 To review the Internal Control. The Internal Control was undertaken by the Council and found to be in order, this was agreed by all councillors, proposed by Cllr MacFarlane, seconded by Cllr Lee. The Chair signed to this effect.

41.26 Code of Conduct Policy approval. Reviewed and approved. Proposed by Cllr Feeney, seconded by Cllr Howard.

42.26 gov.uk domain. The Clerk noted that the move to a [gov.uk](https://www.gov.uk) domain has been initiated with Community Action Suffolk. Both the new email address for the parish council clerk and the new website address will be circulated once active.

43.26 To consider excluding the public and press. To consider excluding the public and press for the next item as their presence would be prejudicial to the public interest due to the confidential nature of the matter to be discussed (Public Bodies {Admission to Meetings Act} 1960).

44.26 To review the clerk's contract and salary. The Council expressed their satisfaction with the Clerk's work and extended their thanks for all their efforts. The council agree the NALC increase in salary backdated to 1st April 2025. Proposed by Cllr Feeney, seconded by Cllr MacFarlane.

45.26 Any other business.

- i) Heveningham Hall Country Fair Trust have provided notification that there will be temporary road closures in place from the entrance to Heveningham Hall to the junction at Walpole on 27th and 28th June 2026 from 3:30pm - 4pm due to air displays being held at the Country Fair. Apologies in are extended in advance for any inconvenience caused.
- ii) The Clerk noted that they had attended a Designated Safeguarding Lead training session, hosted by Community Action Suffolk, in January 2026.

46.26 Items for consideration for inclusion on the next agenda. Ash Tree on The Street.

47.26 Date of the next meeting of the Parish Council to be 20th May 2026 in The Hub at Huntingfield to include the APM and the AGM. The Annual meeting of the Parish Council will immediately follow the Annual Parish Meeting of the same evening which will commence at 7pm.

Meeting Close 9:07pm

Minutes agreed.

Chair _____ Date _____

Angela Colbridge 23rd March 2026.
Clerk to Heveningham Parish Council.

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