



# Heveningham Parish Council

**Minutes of the Ordinary meeting of Heveningham Parish Council held on Wednesday 21st January 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), ESC Cllr Ewart, Members of the public x 3.

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

**1.26 Apologies and approval of absences.** Apologies received and accepted from SCC Cllr Burroughes, HPC Cllr Morphey.

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

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

**4.26 To resolve that the minutes of the Ordinary meeting of the council held on 19th November 2025 are a true and correct record.** Minutes agreed and signed as correct. Proposed by Cllr Feeney, seconded by Cllr Lee.

**5.26 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.** 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. The most recent District Council Report from Cllr Julia Ewart is available to view on the Parish Council website. Cllr Ewart noted the following: It is hoped that a meeting can be arranged with local police following an uptake in crime; Contact is being made with Evri regarding delivery issues experienced by residents over the Christmas period; The issue with the phone communication mast in Peasenhall, which has been down since December, has not yet been resolved but is being actively chased; A decision on whether local elections planned for May 2026 will go ahead is expected to be made soon; Cllr Fairs queried whether any residents are still experiencing broadband speed issues. It was noted that fibre broadband has not yet been connected in the village and this could be a concern once the current telephone system is phased out. Cllr Ewart suggested that proactive steps be taken now to stay ahead of the issue. It was noted that traffic levels in Huntingfield and Church Road, Heveningham, remain high, and it was asked whether the Wilderness could be contacted for an update on the opening of the new bridge. It was also noted that traffic volumes on The Street have improved.

**c) Police.UK** The Clerk noted the following from the [police.uk](https://www.police.uk) website for Heveningham: October - one x reported crime on or near Dunwich Lane under the category of Other Crime; November- one x reported crime on or near Barell's Hill under the category of Violence and Sexual Offences and one x reported crime on or near Halesworth Road under the category of Criminal Damage and Arson.

**d) Footpath and Tree Wardens**

- i) Environmental Waterways have been on site to help with the river, cutting back branches and clearing the ditch, resulting in a clear and freely flowing river.
- ii) The white willow in the allotment area is unchanged since the last meeting.
- iii) It was queried whether the information on willow shaping had been included in the most recent edition of The Hare. The Clerk noted that it was included in the report that was sent over but that it could be suggested for inclusion again in the next edition. Information is also being sought from other local willow artists for the shaping of the willow arch in Bell Meadow.
- iv) It was noted that, due to ongoing works at Ubbeston Hall, the footpath opposite is currently in poor condition and difficult to use. Although previously cleared, it has returned to its earlier state. Personnel on site at the Hall have been asked to clear the path again due to safety concerns, and it was requested that the issue be raised at the next meeting of Ubbeston Parish Council meeting.

- v) The two-way footpath sign at the top of the driveway to High House appears to have been re-formed by combining two separate signs into one. The Clerk will check this with Suffolk Highways.

**6.26 To receive an update from Heveningham PCC.** Cllr MacFarlane reported the following: The carol service held at the beginning of December, taken by Edward, was a lovely affair; Midnight Mass, held on 24th December, was successful and enjoyable; The next 2 services to be held in the church will take place on Sunday 8th February, Traditional Communion, and Sunday 8th March, Family Service; The next PCC meeting will take place on 11th February in St. Margaret's Church; An open day will be held at the church on 28th March. All are welcome with activities for the family to enjoy, an opportunity to try bell ringing, refreshments and discussions on what will be taking place over the coming year.

### **7.26 To consider Planning Applications.**

#### **a) To consider any applications received.**

**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. **Consultation letter expiry date 26th January 2026.** The Clerk read out correspondence received from residents expressing concerns about a potential increase in traffic on Heveningham Long Lane. Councillors discussed the planning application and the potential impact on Heveningham Long Lane, particularly during the construction period, noting that some residents are already experiencing issues and have concerns regarding the speed and frequency of vehicles using this narrow lane.

While acknowledging residents' concerns, it was noted that the lane is widely used and that the Council looks to support local business and tourism. It was agreed that the Council would respond in support of the current application but, given the scale of the development and its greenfield location, would not support any further applications for future expansion of this development site.

#### **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. **Awaiting decision.**

#### **c) Other Planning Matters.** None.

### **8.26 Finance**

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

**i) To review and approve the Bank Reconciliation for November 2025. Approved.** The Clerk noted a balance of £20,270.13 as at 13th January 2026.

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

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

A Colbridge	Expenses	£356.38
A Colbridge	Wages	£1045.65
HMRC	PAYE	£18.40
The Hub	Hire fees January.	£15.00

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

#### **c. To approve receipts:** The Clerk noted the following receipts into the bank account:

Allotment fees for plot 1a, £5 and plot 4, £10, received into the bank account on 24/11/2025 and 5th December 2025 respectively; Donation from Heveningham Charity Trust for Bell Meadow £600 received into the bank account on 5/12/2025; Wayleave UKPN £19.11 received into the bank account on 5/12/2025; Ink Costs from Henstead with Hulver Street Parish Council £30.91, Mutford Parish Council £30.91 and Ubbeston Parish Council £30.91 received into the bank account on 5/12/2025.

Thanks were offered to Heveningham Charity Trust for their kind donation towards Bell Meadow.

The Clerk noted that a VAT refund request has been submitted for the period 01/11/2023 - 30/11/2025.

### **9.26 To consider any correspondence.**

**i) SALC – Payroll Billing Update.** The Clerk provided details of changes to the SALC payroll billing structure coming into effect from September 2026.

**ii) St. Elizabeth Hospice - Request for support.** It was noted that community members can choose to support charities of their choice and that Parish Council funds would not be used for this cause at present.

**iii) Suffolk Highways Community Liaison Engineer** - The new CLE for the area has agreed to carry out a site visit to discuss HGV signage in the village. The Clerk will arrange a suitable date. It was suggested that the CLE be asked for advice on any possible road safety measures for Heveningham Long Lane following resident concerns of the increase and speed of traffic using the lane. It was also suggested that the deteriorating verges in places along the lane may pose a risk and require attention.

**10.26 To finalise the budget for 2026-2027.** The Clerk presented the budget for the financial year 2026-2027. Following a discussion, it was agreed that the budget for Village Maintenance would be increased to £800. The budget was then unanimously agreed by councillors. Proposed by Cllr MacFarlane, seconded by Cllr Howard.

**11.26 To agree the Precept request for 2026/2027.** Following agreement of the budget, the council agreed a precept request of £9941.34 for the financial year 2026/27. Proposed by Cllr Feeney, seconded by Cllr MacFarlane.

**12.26 Silver Birch on The Street and other tree survey.** The Clerk reported that three resident responses have been received objecting to the potential felling of the leaning silver birch, prior to alternative safety measures being explored. Content from the emails was read out. Ongoing safety concerns from residents living in close proximity were also noted along with a resident expressing that this matter be progressed as soon as possible. It was noted that a tree surgeon, recommended by personnel at East Suffolk Council, has provided potential costs for detailed written reports and tree risk and hazard surveys. Councillors agreed to allocate £250 from the village maintenance budget towards visual inspections of the Silver Birch tree, the Ash tree on The Street, and a small number of other trees in the village. Proposed by Cllr Howard, seconded by Cllr MacFarlane. The Clerk will progress this.

**13.26 Heveningham Flood Resistance Group** – Cllr Feeney reported that the river is flowing well. It was noted that the water in the ditch beside the driveway to High House is almost level with the driveway. It is unclear who the landowner is and whether there is any authority to take action to reduce the water level.

**14.26 Bell Meadow update.**

An updated planting plan for the trees, the purchase of which has previously been agreed, has been requested by Sean Price. The Clerk and Cllr Feeney will arrange this.

Work on the installation of the Petanque court is due to begin in the next few weeks. JRM have notified the council that there will be a small increase on the cost of materials of £112.34 and if the parish council could assist with covering this cost it would be appreciated. Councillors agreed to cover this cost, proposed by Cllr Feeney, seconded by Cllr MacFarlane. It was agreed that the purchase of Petanque playing equipment, a storage container for the equipment and a bench to site beside the court, within the funds allocated, can take place between meetings. Proposed by Cllr Feeney, seconded by Cllr Lee. Councillors agreed to continue with the current annual play area check schedule of 1 annual inspection and 2 operational inspections with East Suffolk Services Limited and monthly visual checks by councillors. Proposed by Cllr MacFarlane, seconded by Cllr Howard.

**15.26 To review the Asset Register.** The Clerk noted that the Asset Register may need updating and proposed that this be added to the agenda for the March meeting. This was agreed.

**16.26 To review the following policies:**

**Risk Assessment; Equality & Diversity Policy; Grants and Donations Policy; Training and Development Policy; Model Publications Scheme.** All policies were agreed as adequate for the Parish Council. Proposed by Cllr Lee, seconded by Cllr Feeney.

**17.26 To review the Internal Control.** The Clerk proposed that the Internal Control be carried out at the March meeting of the Parish Council, following the review of the Asset Register. This was agreed.

**18.26 To consider a parish council IT Policy.** A draft IT Policy has been circulated to Councillors. It was agreed that the policy would be adopted by the Parish Council. Proposed by Cllr MacFarlane, seconded by Cllr Howard.

**19.26 To appoint an Internal Auditor for the financial year 2025/2025.** The Clerk noted that the Internal Audit fee for Heelis and Lodge would be between £145 and £190. It was agreed that the parish council would appoint Heelis and Lodge. Proposed by Cllr Lee, seconded by Cllr Feeney.

**20.26 gov.uk domain.** The Clerk presented details of the costs associated with moving to a **gov.uk** domain. Following a discussion, councillors resolved that the parish council will proceed with the move to a **gov.uk** domain with One Suffolk to include a 10GB mailbox for the Clerk. Proposed by Cllr Feeney, seconded by Cllr MacFarlane.

**21.26 Defibrillator Update.** The Clerk noted that, due to a warning light being present on the defibrillator in December, a replacement battery had been purchased, as agreed online between councillors, and installed. It was noted that the battery is due to be replaced again on 31/01/2029. The defibrillator is in good working order. Thanks were offered to Cllr Feeney, Angela Colbridge and the guardian of the defibrillator for their efforts in ensuring the defibrillator remained emergency ready.

**22.26 Any other business.**

An update on the clearance of roadside ditches in the Church Road area was requested. The Clerk will check the status of this with Suffolk Highways.

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

**24.26 To agree the date for the next meeting of the Parish Council.** To be held on Wednesday 18th March at 7pm in The Hub, Huntingfield.

**Meeting Close 20:52 pm**

Minutes agreed.

Chair \_\_\_\_\_ Date \_\_\_\_\_

Angela Colbridge 22nd January 2026.  
Clerk to Heveningham Parish Council.

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