



Heveningham Parish Council

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Minutes of the meeting of Heveningham Parish Council held on Wednesday 25th January 2023, 7pm in The Hub, Huntingfield.

Councillors Present: Cllr Sam Fairs (Chairman), Cllr Clare Fairs, Cllr Mercedes Gladwell, Cllr Ian MacFarlane, Cllr Sophie Morphey.

Also attending: Julie Collett Clerk & RFO, 1 resident.

- 1.23 Apologies and approval of absences: Apologies received and accepted from Cllr Debra Lankester and Cllr Georgina Lee.
- 2.23 To receive Declarations of Interest: None
- 3.23 To consider requests for Dispensations: None
- 4.23 To resolve that the minutes of the standard meeting of the council held on 30th November 2022 are a true and correct record: Minutes agreed and signed as correct.
- 5.23 Public participation session (15 Minutes) to include County and District Councillors', Footpath and Tree Wardens' reports: Apologies received from County & District Cllr Stephen Burroughes for not attending the meeting. However, reports have been received and circulated. The reports can also be seen on the website. No tree or footpath reports. The resident stated asked if the council take into consideration that no additional costs would be incurred by the council if they decide in favour of agreeing to the gate from Bell Meadow to the Old Post Office as per item 14.23. Also, to confirm the gate would only be used for access for the mower.
- 6.23 To receive an update from Heveningham PCC: Cllr Ian MacFarlane reported the Carol Service was well attended and an enjoyable evening. No meeting had been held since the last Parish Council meeting, so nothing further to report. The next PCC meeting will be held in February. A note for a future meeting, maybe the Christmas Tree could be discussed in September meeting. Peasenhall Parish Council put up a tree in the village. Clerk will contact them regarding any rules and regulations.
- 7.23 To receive Clerk Updates.
Give Way markings on road: Completed
Dog Bin: Bin is now on a regular route for weekly emptying.
- 8.23 To consider Planning Applications: None.
- 9.23 Finance
- To review and approve statement of accounts for January 2023. Accounts agreed. Balance of £3262.19 with reserves of £23207.17 held.
 - To review and approve the Bank Reconciliation for January 2023. Agreed and signed.
 - To approve the Authorisation to Pay. Payments of £1202.38 plus VAT of £13.34 agreed for payment.
 - To approve receipts.

Allotment Fee		£10.00
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Wilby PC	Printing	£18.72
Ubbeston PC	Printing	£30.16
Hev Hall CFT	Grant	£5000.00



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All receipts noted.

10.23 Update on the Heveningham Charities:

Endowed Charity of Heveningham and Heveningham Recreation Ground.

The next meeting of the Endowed Charity will take place in March when the last 2 tranches of funds from previous years will be paid out. Also, the current years funds will be decided.

Heveningham Recreation Ground has funds invested with CCLA. Clerk will find out the sum held.

11.23 To consider the purchase of a new laptop for the clerk. The clerk advised the council that the current laptop is no longer charging properly. The council agreed for the clerk to purchase a new laptop, with a maximum cost of £600 including VAT.

12.23 To review the following policies:

Risk Assessment

Internal Control

Equality & Diversity Policy

Grants and Donations Policy

Training and development Policy

Model Publications Scheme.

All policies reviewed and agreed as adequate for the council's requirements.

13.23 Update on traffic problems in and around Heveningham.

To consider the following:

Community Self Help Scheme

Possible signs to help traffic calming-narrow road with passing places, right of way priority

Additional white lines and roundels

20mph limit on The Street

Deer Safety Scheme

Village Gateways

The council discussed the above points and initially agreed the following:

Clerk to find out further information on the Community Self Help Scheme. The clerk will also set up a Facebook page for Heveningham and create a leaflet to be distributed with the Hare.

The clerk will contact the CEL to establish the way forward for roundels and maybe white lines indicating road narrowing on the B1117.

14.23 Bell Meadow: To receive an update on Bell Meadow. Groundworks have now started, the ditch has dug out and many of the brambles cleared. The hedging will now be tidied. Councillors agreed that a gate should not be installed from Bell Meadow to the allotments. Cllrs Gladwell and Morphey will look into further quotes for the play equipment ready for next meeting.

To include:

Lottery Grant, Agreed to put this on hold until the next meeting when further details will be received on costings. Will also look into quotes for a rustic shelter.

Gate to the Old Post Office. The boundary between Bell Meadow and The Old Post Office is just Hedging. Councillors agreed in principle to install a gate subject to ensure no legal right of way can be established, and it will only be used for access for the mower. Clerk to contact SALC's legal team.

Jubilee Oak. The possible ideal place for the Jubilee Oak would be to the rear of the grass area to ensure Bell Meadow is not in the shade in years to come. Cllr Gladwell will suggest a date for councillors to meet to discuss positioning of the rest of the trees.



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15.23 Items for consideration for inclusion on the next agenda.

Elections

APM

16.23 To consider changing the date of the May meetings from 24th May 2023 to 10th May 2023.

Council agreed for the date to be changed to 15th May 2023. (Since the meeting the clerk has found out that the Hub is already booked). Date to be agreed at next meeting.

17.23 Date of next meeting.

To confirm the date of the next meeting, scheduled for 29th March 2023, at The Hub.

Meeting closed 8.40pm

Minutes signed as correct.

Chairman _____ Date _____

Julie Collett
Clerk to Heveningham Parish Council.
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