



# Heveningham Parish Council

Minutes of the meeting of Heveningham Parish Council held on Wednesday 27<sup>th</sup> July 2022 in The Church, Heveningham.

Cllrs Present: Cllr Sam Fairs (Chair), Cllr Clare Fairs, Cllr Debbie Lankester, Cllr Ian MacFarlane.

Also attending: Julie Collett (Clerk & RFO), and 5 residents.

60.22 Apologies and approval of absences. Apologies received and accepted from Cllrs Gladwell, Lee and Morphey.

61.22 To receive Declarations of Interest. None

62.22 To consider requests for Dispensations. None.

63.22 To resolve that the minutes of the Annual Meeting of the council and the standard meeting of the council held on 25<sup>th</sup> May 2022 are a true and correct record. Minutes agreed and signed as correct.

64.22 Public participation session.

A resident asked where the Jubilee Oak Tree was. The chair confirmed that the tree was being looked after by Cllr Gladwell and will be planted in Bell Meadow when development starts.

A resident asked if it was possible to put a "Concealed Entrance" sign on their land. Chair confirmed this was ok if on private property.

A resident noted that previous minutes had stated that flooding in the Street was sorted. However, they stated it still seemed a problem opposite Foxearth. Cllr Lankester confirmed that Highways had completed various work along the street and improved the problem. No other work was scheduled at the time being.

65.22 To consider Planning Application

DC/22/2519/FUL Valley Farm, Huntingfield. Erection of No 1 tourist accommodation property in lieu of Lodge 2 West Lodge. The plans were viewed and discussed. No comments to report.

DC/22/1648/DRC Bell Meadow. Discharge of Conditions nos 4 & 5 Noted.

DC/22/2542/FUL Erection of 2 ancillary buildings in respect of Lodge 1 & 4. Valley Farm. The plans were viewed and discussed. No comments to report.

66.22 Finance

a. To review and approve statement of accounts for July 2022. Balance of £24034.17 held, includes CIL funds of £18657.17 leaving general funds of £5377.

b. To review and approve the Bank Reconciliation for July 2022.

c. To approve the Authorisation to Pay. Payments approved totalling £3341.29 plus £171.37 VAT.

d. To approve receipts.

HMRC VAT Repayment £597.47

ESDC Jubilee Grant £657.52

Receipts noted.

67.22 To receive and action the Internal Auditors report. Two recommendations received

A, Fidelity Insurance levels need checking.

B, Reserves policy needs to be put into place.

All aspects of internal audit are acceptable.

68.22 To note email from External Auditors PKF Littlejohn acknowledging receipt of the Certificate of Exempt Exemption. Noted.



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- 69.22 Update on the Heveningham Charities. A meeting is scheduled for 2<sup>nd</sup> August, further update next meeting.
- 70.22 Update on traffic problems in and around Heveningham. Council had received the Street Furniture Licence to install signs either end of the Street. These signs will state “All Routes”, indicating that traffic is to remain on the B1117. Clerk waiting for revised quotes for these signs. Application will then be made to Cllr Burroughes for funding form the locality budget.
- 71.22 Bell Meadow: To receive an update on Bell Meadow. The conditions have now been discharged. Update at next meeting from Cllr Gladwell.
- 72.22 To consider a response to the Consultation Draft Housing in Clusters. Council agreed no response necessary.
- 73.22 Items for consideration for inclusion on the next agenda. No additional items except the regular agenda items.
- 74.22 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). Council agreed to exclude the public.
- 75.22 To review the clerk’s salary and performance. The council thanked the clerk for her work and were satisfied with her work. The council agreed to increase her salary to SCP 21.
- 76.22 Date of next meeting.  
To confirm the date of the next meeting, scheduled for 28<sup>th</sup> September 2022, at The Hub.

Meeting closed 7.45pm

Minutes signed as correct.

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

Julie Collett 27<sup>th</sup> July 2022.  
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