



Heveningham Parish Council

Minutes of the meeting of Heveningham Parish Council held on Wednesday 29th March 2023, 7pm in The Hub, Huntingfield.

Trustees: Cllr Sam Fairs (Chair), Cllr Clare Fairs, Cllr Mercedes Gladwell, Cllr Georgina Lee, Cllr Ian MacFarlane, Cllr Sophie Morphey.

Also attending Julie Collett Clerk & RFO and 2 residents.

- 18.23 Apologies and approval of absences.** Apologies received and accepted from Cllr Debra Lankester.
- 19.23 To receive Declarations of Interest.** None
- 20.23 To consider requests for Dispensations.** None
- 21.23 To resolve that the minutes of the standard meeting of the council held on 25th January 2023 are a true and correct record.** Minutes agreed and signed as correct.
- 22.23 Public participation session (15 Minutes) to include County and District Councillors', Footpath and Tree Wardens' reports.** Reports received and circulated from Cllr Stephen Burroughes. A resident asked about deer signs along Heveningham Long Lane and also updates on any speed reductions. Cllr Sam Fairs said that these items would be discussed later in the meeting. A resident also asked about the black railings that had been installed near the church. It was confirmed that this was private land owned by a resident. A resident had emailed to the clerk requesting the Parish Council to fund, plant and supply a mixed hedge near the church. The council responded stating that this was not our area of responsibility and had not budgeted for this cost. Clerk to contact the churchwarden and suggest applying for a grant to help with costs. Another email requested a litter pick as there was a lot of rubbish along Heveningham Long Lane. Councillors responded by saying that litter picks that had been organised in the past had not been supported. No reports from Footpath or Tree Warden.
- 23.23 To receive an update from Heveningham PCC-Cllr Ian MacFarlane.** The PCC have recently held their AGM. Chris Baker and Jeanette Griffin were elected as churchwardens. Some of the trees surrounding the church have been trimmed. A book is being created with the history of Heveningham. Books and puzzles are being sold at the rear of the church, donations would be very welcome.
- 24.23 To receive Clerk Updates.** The clerk confirmed that she now has a new laptop.
- 25.23 To consider Planning Applications.** Nothing received.
- 26.23 Finance**
- a. **To review and approve statement of accounts for March 2023.** Approved.
 - b. **To review and approve the Bank Reconciliation for March 2023.** Approved. Balance of £20946.58 held. £19354.92 held in reserves and general funds of £1591.66.
 - c. **To approve the Authorisation to Pay.** Payments in the sum of £7352.11 plus Vat of £94.64 authorised.
 - d. **To approve receipts.**
Heveningham Endowed Charities for Bell Meadow £1923.97 Noted
- 27.23 Update on the Heveningham Charities:**
- Endowed Charity of Heveningham and Heveningham Recreation Ground**
Trustee of the Endowed Charity of Heveningham, Thomas Seymour, updated the meeting stating that past funds have now been distributed as per the Charity Guidelines. Also funds received in the last financial year have also been distributed. No further meetings on this charity required until April 2024.
- 28.23 To review the following policies:**
- Asset Register
 - Code of Conduct
 - Standing Orders
 - Financial Regulations.
- Policies all reviewed and approved.



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- 29.23 To appoint the internal Auditor.** Council agreed to appoint Heather Heelis of Heelis & Lodge.
- 30.23 To consider the upcoming elections.** Cllr Debra Lankester confirmed that she would not be standing for a further term. All other councillors agreed to stand and completed the nomination papers.
- 31.23 Correspondence received:**
-EAAA defib training
Councillors agreed this would be a good idea, especially if combined with general First Aid training as well.
- 32.23 Update on traffic problems in and around Heveningham.**
To consider the following:
Community Self Help Scheme. Due to the necessary training required for this scheme, councillors agreed not to go ahead.
Possible signs to help traffic calming-narrow road with passing places, right of way priority. Clerk has emailed Wayne Saunders but no reply received as yet.
Additional white lines and roundels. No reply received.
20mph limit on The Street Advised that this would be unlikely to be implemented.
Deer Safety Scheme. Further details being requested.
Village Gateways About to be installed in Ubbeston, will see if they help traffic calming. However, they would be difficult to install in Heveningham due to lack of verges.
Confirmed that the Unsuitable for HGV's signs are now installed.
- 33.23 Bell Meadow: To receive an update on Bell Meadow.**
To include:
Gate to the Old Post Office. Advice has been taken from NALC. If the resident is unable to show any proof of use of the access, the Parish Council can grant permission in writing and document in the Parish Council minutes. The permission can be subject to termination by the Parish Council on suitable notice to allow the neighbour to make alternative arrangements. The council agreed for a gateway of 1.5 meters to enable only the lawn mower to pass through. There will be no other vehicular access.
Replace or keep grass. Council agreed to scrape the grass after checking for any nests. The grass will then be rotavated, raked, spot spray designated areas, level and seeded at a cost of £1950.
Play Equipment quotes. Three quotes have been received for similar play equipment: Playdale, NGF Play and Action Play & Leisure. All details were considered and council agreed with the quotation from NGF Play. Total was £24930 inclusive of VAT. This includes delivery and installation. Cllr Gladwell will talk to the company and try and negotiate a discount.
- 34.23 Date of next meeting.**
To confirm the date of the next meeting, scheduled for 7pm 18th May 2023, at The Hub.
To include the APM and Annual Meeting of the Parish Council.

Meeting Closed 8.45pm

Minutes signed as correct.

Chairman _____ Date _____

Julie Collett
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