



# Heveningham Parish Council

Minutes of the Council Meeting held on **Wednesday 21<sup>st</sup> March 2018** at 7.00 pm  
At Hill Farm, Heveningham

**Members:** Cllr. S. Fairs                      Cllr. D. Lankester                      Cllr. S Morphey  
                  Cllr. C. Fairs                      Cllr. G. Lee                                Cllr. S Sillis

Also present: K. Forster - Clerk to the Council

**82/17 Apologies for Absence**

There were apologies from Cllrs. S. Morphey & C Fairs, due to ill health. Cllr. Bilgin was not present.

**83/17 Declarations of Interest & Dispensations**

There were no declarations of interest and requests for dispensations.

**84/17 Minutes from the Previous Meetings.**

Minutes of the meeting of the meeting of 31<sup>st</sup> January 2018 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and they were duly signed by the Chairman.**

**85/17 Open Forum**

There were no members of the public present.

**86/17 County and District Councillor Reports.**

County and District Councillor Burroughes provided reports which had been previously circulated. The Chairman summarised the details. Of particular note is the decision by the district council to charge for the Green Bins as of May 2018. It was agreed that if this becomes an issue for the village then it should be discussed again.

**87/17 Accounts**

- a) **Approval for Payments: It was unanimously RESOLVED to approve the Authorisation Payments totalling £ 1058.79.** This included payments for Salary and tax and the topographical survey for Bell Meadow. This would be set against the S106 monies already received of £ 1,428.07.
- b) **Statement of Accounts:**  
As at the end of February the bank balance stood at £ 5,586.35. The Chairman agreed and signed the Bank reconciliation and Bank Statements for January & February. By the payment of the above of £ 1,058.79 the closing balance for the year will be £ 4,527.56. Of that, £ 708.79 is S106 monies allocated to Bell Meadow.
- c) **It was unanimously resolved that Heelis & Lodge are appointed as the internal auditor**
- d) The internal process check had been completed by Cllr. C Fairs and circulated. There were no issues. **NOTED**
- e) **It was unanimously resolved to approve the list of authorised payments as per financial regulations 5.6.**

**88/17 Heveningham Endowed Charity**

Following the meeting in February, the new trustees were appointed. The changes to the Bank Mandate are now being processed and should be complete in a couple of weeks. Following that, the trustees will meet again to agree on the constitution and other mandates. The Clerk had received requests for updates on the mandates for the investment companies. **NOTED**



# Heveningham Parish Council

**89/17 Bell Meadow Recreation Ground Update.**

Councillor Bilgin had organised a topographical survey so as to provide her with the information to create a plan.

**90/17 Highways and Footpaths**

Following a number of comments of concern, the Clerk is arranging a meeting of the local parish clerks and a representative of the council to discuss the lack of work being done by Highways on verges, hedges and ditches, due to the lack of funding.

Council agreed that this would be useful and once the date is confirmed, a councillor will attend.

**91/17 Emergency Plan Update**

The Clerk is to forward the plan to Cllr. Lee and Lankester. However, it was agreed that following the recent snow problems, the village had coped very well.

One area of concern is the lack of broadband and phone signal. It was agreed to put this item on the next agenda. **NOTED**

**92/17 Defibrillator Update**

The Defibrillator is now installed and up and running. Cllr. S Fairs is to organise the painting of the crown and putting up the signage.

Cllr. Lankester volunteered to take on the routine checking of the battery. She will consult with Mrs. Driver who does the same at Huntingfield.

The training could not take place due to the snow. This has been rearranged for Wednesday 18<sup>th</sup> April at 7.00 at the Hub. New notices will be put up.

The VETS system may be of interest. To be discussed at the training. **NOTED**

**93/17 Notice Board**

Cllr. Lee to progress.

**94/17 AOB**

- a) The Clerk passed on a notice regarding the Suffolk Walking Festival
- b) The Clerk passed on information regarding the public consultations on the 2 new off shore wind farms being built.
- c) The Annual Parish Meeting will be followed by the Annual General Meeting. This will be held in the Church. A representative from Heveningham Hall will be asked to come and give a speech regarding the plans and landscaping at the Hall.

**95/17 In accordance with the Public Bodies (Admission to Meetings) Act 1960.** Following the Clerk passing the CiLCA exam, Council agreed that the Clerk should be awarded the new grade of SCP23.

Meeting closed at 7:42

**Next meeting Wednesday 23<sup>rd</sup> MAY 2018  
THIS WILL FOLLOW THE ANNUAL PARISH MEETING in  
Saint Margaret's Church, Heveningham.**

**Karen Forster**

**Clerk to Heveningham Parish Council**

Orchard House, Chediston Road, Wissett, Halesworth, IP19 0NF

Tel: 01986 785428 Email: [heveninghamclerk@btopenworld.com](mailto:heveninghamclerk@btopenworld.com)