



Heveningham Parish Council

Minutes of the **Council Meeting** held on **Wednesday 24th May 2017** following on from the Annual General Meeting at 19:52
in St. Margaret Church Heveningham

Members: Cllr. S. Newby 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 and 1 member of the public

6/17 Apologies for Absence

Apologies from Cllrs. Morphey and Lankester. Cllr. Newby was absent

7/17 Declarations of Interest & Dispensations

There were no declarations of interest.

8/17 Minutes from the Previous Meetings.

Minutes of the meeting of 22nd March 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.**

9/17 Open Forum

The member of the public commented that the notice board needed to be sorted out as it was very cluttered. Cllr. C Fairs explained that there were plans to install a new notice board, specific to the Parish Council next to or in the Phone box when it was refurbished.

10/17 County and District Councillor Reports.

The Chairman summarised the information in the reports from District and County Councillor Burroughes. These are available on the website.

11/17 Accounts

a) Statement of Accounts:

As at the end of April the bank balance stood at £6,739.55. The Chairman agreed and signed the Bank reconciliation and Bank Statements for March and April. However, within this amount is £1,428.07 received from S106 monies and earmarked for Bell Meadow.

It was noted that the first payment of £1500 for the precept had been received.

It was noted that the statement for the Bell Meadow recreation ground charity was £3,238.13. This is in addition to the monies received and still available from S106. The Clerk stated that it might be sensible to identify the requirements for the play equipment early as this was likely to be the most expensive item and would need to be funded by the S106 money.

Council reviewed the Statement of Accounts and there were no questions.

The Clerk explained that there had been a lot of delay obtaining the final statements from Barclays as they no longer paid interest on the Savers account. This meant that there were no transactions and Barclays will not issue paper statements for accounts with no transactions. The Clerk asked if she could investigate merging the savings account now with the community account. **It was unanimously RESOLVED to approve the merging of the accounts.**

b) Approval for Payments: It was unanimously RESOLVED to approve the payments totalling £ 308.41 This covered :- Clerks expenses (£ 64.14), SALC payroll service (£18), Sibton Country Supplies for mower repair (£69.68) EON annual phone box supply charge (£25.59), SALC annual membership (£131



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c) Internal & External Audit

Due to the delays caused by Barclays, the accounts could not be submitted to the internal auditors until last week. They need to be approved by council prior to submission to the external auditors at the end of June. Because of that the Clerk requested that an extraordinary meeting be scheduled for June 7th to review the accounts and council agreed.

12/17 Bell Meadow Recreation Ground Update.

As already stated at the Annual Parish Meeting, Cllr. S Fair met with the Suffolk wildlife trust and a report from them in the form of an email will be published on the notice board and website.

Cllr. C. Fair showed a photograph of some new play equipment that had been recently installed at the golf club. It was a small play house and swings and similar made from timber so that it blended into the environment. She offered to find out more about this type of equipment as all Councillors were in agreement that it looked very suitable.

13/17 Emergency Plan

No meeting has yet taken place between Cllr. Lee and Cllr. Lankester. Cllr. Lee to arrange a date.

14/17 Charities

There was no update. The Clerk has left messages and tried to establish if there was any progress but there has been no reply. Cllr. Lee has offered to discuss with Rev. Norton or Lesley Sutton. **NOTED**

15/17 Telephone Box & Defibrillator

As previously noted the telephone box is to be refurbished. Cllr. C Fairs has been working with the Community Payback group and they will be repainting the phone box and other items on either 10th – 11th June or 17th & 19th June. She has also asked them to clean all the village street signs.

Cllr. Lankester had reported that she has volunteer to do the internal carpentry.

The Clerk is trying to get an answer from Cllr. Burroughes as to when the finance will be available for the defibrillator. **NOTED**

The Clerk will establish a cost for a new notice board to be sited outside the telephone box. Cllr. Lee will approach Mr. Keith to see if he will finance the notice board as he has offered to pay for something in the village. **NOTED**

16/17 Dog Bin

The dog bin has been installed.

Traffic Calming

17/17 Cllr. Lee attended the meeting organised by District Cllr. Burroughes to discuss installing a flashing sign traffic calming system (VAS) around 6 separate parishes. Each parish would have the sign for 3 weeks. The Police and Highways would be involved in the selection of the sites. She presented the detail and asked if she should proceed to the next stage of consultation with the other parishes and Cllr. Burroughes. **It was unanimously RESOLVED to move forward with this project.**

Meeting closed at 20.35

Next meeting Wednesday 7th June 7.30 pm

At Hill Farm

NOTE – CHANGE IN VENUE

Karen Forster

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