



# Heveningham Parish Council

Minutes of the Council Meeting held on **Wednesday 29<sup>th</sup> November 2017** 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

**52/17 Apologies for Absence**

There were apologies from Cllrs. S. Sallis, D. Lankester, S. Morphey. The Chairman offered congratulations on behalf of the Parish Council to Cllr. Morphey who has recently given birth to a little girl.

**53/17 Declarations of Interest & Dispensations**

All Councillors present declared that they were acquaintances of I. Bilgen (item 53/17).

**54/17 Minutes from the Previous Meetings.**

Minutes of the meeting of the meeting of 13<sup>th</sup> September 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.**

**55/17 Open Forum**

There were no members of the public present.

Cllr. Lee stated that she had received a phone call to thank the Parish Council for having organised the repair of the bridge.

**56/17 County and District Councillor Reports.**

County and District Councillor Burroughes sent his apologies and has provided a report which had been previously circulated. The Chairman summarised the details and asked that the advice regarding Fires is attached to the back of the minutes.

**57/17 Vacancy on Council**

An application from Isobel Bilgen to be co-opted onto Council. **It was unanimously RESOLVED to approve Isobel's application and welcomed her to the Council.** As Cllr. Bilgen was not present, the Clerk will forward the information to her.

**58/17 Accounts**

a) **Approval for Payments: It was unanimously RESOLVED to approve the Authorisation Payments totalling £ 61.72.**

b) **Statement of Accounts:**

As at the end of October the bank balance stood at £ 5,665.23. The Chairman agreed and signed the Bank reconciliation and Bank Statements for October. However, within this amount is £1,428.07 received from S106 monies and earmarked for Bell Meadow. Council and the Clerk reviewed the Statement of Accounts and there were no questions.

c) **Precept, VAT & Transparency Code**

It was noted that the second half of the Precept of £ 1500 had been received. The VAT had been claimed up to end of October and amounted to £ 454.41. The Clerk asked for Councils approval to apply for £207 from the Transparency Code grant to pay towards the website hosting and the additional hour per month for the Clerk. **It was unanimously RESOLVED to approve the application to the Transparency Code Funding.**



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## d) Proposed Budget for 2018/19

The circulated budget was discussed and the following agreed:

- a) The Clerks salary will rise by 1 point upon qualification of CiLCA and is also expected to rise by 1% as set by government. **It was unanimously RESOLVED to agree the pay rise as set by government and increase the grade on CiLCA qualification.**
- b) The External Audit costs are expected to remain at 0 due to the recently issued guidance about the external audit.
- c) There will be a small rise in the insurance due to the new dog bin and defibrillator.
- d) Due to the changes in legislation there will be new costs in appointing an independent Data Controller and auditing the documents to comply with the new laws coming into force in May 2018. Some of these costs can be split between to two other parish councils that the Clerk currently works with.

As a consequence of the changes in legislation and the additional hours and costs that this incurs, **it was unanimously agreed to set the precept to be £4000.** This will incur an increase for a band D house of £15.49 per annum.

## e) Recreation Ground and Children's playground Charity

The Clerk stated that this charity needed to be updated on the Charity Register and required an additional Trustee and for one of the trustees to be appointed the Chairman. **It was unanimously agreed that Cllr. S Fairs is appointed a trustee and that Cllr. C Fairs is appointed the Chairman.**

## 59/17 Heveningham Endowed Charity

There is no progress. The Clerk is to contact Lesley Sutton – one of the trustees – directly.

## 60/17 Planning Application CD/17/4477/FUL

This application is to change the use of Willow Farm from agriculture to leisure/tourism and erect 4 holiday cabins and a service block, parking, cycle store and bin and a change of the principal barn.

In principle the Council had no issue with the change of use however, there is concern as to any further development into items such as wedding and party venues. The Council is concerned that this would provide a substantial increase in accommodation space in a rural farmyard and potential excess noise and traffic. The Council wishes to keep Heveningham as the quiet rural village it currently is.

**It was unanimously agreed that the Clerk passes on the above concerns.**

## 61/17 Bell Meadow Recreation Ground Update.

Mr. Giles Randell has asked to join the working party for the Bell Meadow project. Council was pleased to accept his application. No progress has been made since the last meeting. In order to progress, it is important to develop a plan and apply for planning permission first. It was agreed to schedule a meeting of the working party in week beginning 15<sup>th</sup> January so that a report can be made back to Council.

Cllr. Sallis has reported that the bridge across to the allotments needed repair. **It was unanimously RESOLVED to budget £50 for repair.**

## 62/17 Emergency Plan Update

No progress to date.

## 63/17 Update on the Defibrillator, the Telephone Box and Notice Board

The Defibrillator has been installed by Pearce and Kemp free of charge. The Chairman asked that the thanks of Council is minuted and a letter of appreciation is sent. **NOTED** The Clerk is to go through the papers and register the information.

Cllr. C Fairs has organised the Community Payback group to revisit the village on 9<sup>th</sup> December. They will be cleaning and renovating the inside of the phone box. They will also be cleaning the village signs.

Cllr. Lee is to progress the request for the donation of funds for the new noticeboard.



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The Defibrillator has been added to the Asset register. **It was unanimously RESOLVED to sign the updated Asset Register.**

The Insurance is being updated by the Clerk. Although the phone box only cost £1 it was agreed that the value to replace should be insured for £3000. **It was unanimously RESOLVED to approve the increase up to £50.**

## 64/17 **Update on Data Protection Legislation Changes**

The Clerk had previously outlined the requirements for adoption of an independent Data Protection Officer and to undertake an audit of the information kept. This will incur additional costs as shown in the budget.

## 65/17 **AOB**

- a) The Clerk reported that the proposed merger between Waveney DC and Suffolk Coastal DC is to go ahead in 2019 and will result in a reduction of district councillors of about 1/3.
- b) The Chairman stated that the events at Heveningham Hall such as the Fireworks, Country Fair and Christmas fair, raise money for local villages. More volunteers are needed which will in turn create more money for the parish. If anyone wishes to volunteer to assist at these events, please contact Sam Fairs for further information.

Meeting closed at 8.12

Next meeting Wednesday 7.00 pm on Wednesday 31<sup>st</sup> January.

At Hill Farm

**NOTE – CHANGE IN VENUE and DATE**

**Karen Forster**

**Clerk to Heveningham Parish Council**

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## VITAL TO CHECK WHITE GOODS SAYS SUFFOLK FIRE AND RESCUE

People living in Suffolk are being urged to check their white goods and to not use them unattended in an attempt to reduce the risk of fires starting in the home. As part of UK Home Safety Week, fire services up and down the country are recommending people register their appliances in case of recalls, but to also be aware that incidents can occur when a product isn't on a recall list.

Damage and severity of a fire, should one occur, is dramatically reduced if they are not left running while everyone is asleep or out of the house. Early indicators of potential risks can be quickly noticed, such as smells, unusual sounds or the appliance not performing as expected. People are also being urged to check their smoke and carbon monoxide alarms, and making sure they know how they will exit their home if a fire does occur.

In 2015/16, more than 15,000 accidental fires in the home were caused by cookers and white goods across the UK. In 2016/17 in Suffolk, there were 29 incidents caused by white goods – to date in 2017/18, there have been 11. We would urge people to spend a few minutes registering their appliances at [www.registermyappliance.org.uk](http://www.registermyappliance.org.uk)

This is the Association of Manufacturers of Domestic Appliances' (AMDEA) online safety initiative, which is supported by fire services and government. It represents nearly 90% of white goods brands and allows people to register appliances new and up to 12 years old so if there's a safety recall they can be contacted and a qualified engineer can visit the household to carry out a repair.

It is also advised that people use their appliances only when they are in the home and awake, as this is proven to significantly reduce the risk of a serious fire. It is important people are well prepared in case of a fire. If you have an elderly neighbour or family member nearby, why not check in on them to make sure they're prepared as well