



Heveningham Parish Council

Minutes of the Council Meeting held on **Wednesday 31st January 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 and Argus Hardy from Heveningham Hall

As the meeting commenced, the Clerk explained that the Website had not been available for a week and therefore no papers had been published. CAS (the website providers) were upgrading the system. All papers will be loaded when the website is available again.

66/17 Apologies for Absence

There were apologies from Cllrs. D. Lankester, I. Bilgin & Cllr. Lee.

67/17 Declarations of Interest & Dispensations

There were no declarations of interest and requests for dispensations.

68/17 Minutes from the Previous Meetings.

Minutes of the meeting of the meeting of 29th November 2017 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.**

69/17 Open Forum

There were no members of the public present.

70/17 The Chairman, at this point, suggested that item 9 regarding the planning application is moved to this part of the agenda.

Planning DC/17/4477/FUL – Willow Tree Farm

Mr. Argus Hardy came to the meeting so as to speak about the planning application for Willow Tree Farm. This had previously come to council for comment. Council had commented on the original plans that they had concerns about the potential change to be a conference and event hall and any noise that might ensue. Mr Hardy explained that an Environmental Health Officer had visited subsequent to the Councils comment and requested a noise management plan. Mr Hardy said that there was a similar development in Sibton and that they had successfully introduced noise mitigation. This plan is being tailored to Willow Tree Farm. There will also be a manager on site during any events and a point of contact for the Parish Council. Cllr. C Fairs asked how many people may be at these events – Mr. Hardy suggested that it could be in the order of 100-120 people. He also offered to organise a presentation to the village if there was any interest and also to be available to discuss further in the future if needed.

Following this comprehensive explanations and documents that were provided **it was unanimously resolved to support this application.**

71/17 County and District Councillor Reports.

County and District Councillor Burroughes sent his apologies and has 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. The Chairman advised that if anyone had further questions they contacted Suffolk Coastal directly at customerservices@eastssuffolk.gov.uk or District Councillor Burroughes Stephen.Burroughes@suffolk.gov.uk



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72/17 Accounts

- a) **Approval for Payments: It was unanimously RESOLVED to approve the Authorisation Payments totalling £ 738.57.** This included payments for Salary and tax that had already been paid in December. There was also an error made in the previous month where the clerks expenses were overpaid by £5.12. This month's payment to the Clerk adjusts that.
- b) **Statement of Accounts:**
As at the end of December the bank balance stood at £ 5,467.17. The Chairman agreed and signed the Bank reconciliation and Bank Statements for December. 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. It was noted that the VAT had been received in December. The Transparency code grant of £207 had been paid in January.
- c) **Data Protection Act:**
The Clerk explained that SALC are supporting DPO to be appointed as the new Data Protection Officer that needs to be in place by 25th May. This will cost £220 in year 1 and £100 for every subsequent year. **It was unanimously agreed to appoint DPO as the data protection officer.**

73/17 Heveningham Endowed Charity

There is no progress.

74/17 Bell Meadow Recreation Ground Update.

There was a meeting of the working party where a budget and a project plan was discussed and agreed. Initially Cllr. Bilgin hoped to be able to measure the area and prepare a plan however, it is so overgrown that she is unable to do this. Consequently, the original £750 for a landscape drawing has been reintroduced in the budget. After discussion, **it was unanimously resolved that the sum of £1,750 is allocated towards the initial costs for the development of a landscape drawing and submission for planning permission.** The £1,428.07 (S106 already awarded) can be used for this work The Clerk reported that she had spoken to the planning department and that the email regarding wildlife conservation and their visit, from the Suffolk Wildlife group, could suffice for the planning application. However, they will require a flood risk analysis as the river forms part of the boundary. Cllr. Morphey offered to help with this. The Clerk has begun to complete the planning application which has to be a full application but will be at half price due to the fact that the applicant is a parish council.

75/17 Emergency Plan Update

No progress to date.

76/17 Cllr. Sillis

It is with regret that Council has received the resignation of Cllr. Sillis as she is moving. The Chairman thanked her for her work, particularly with the allotments and on behalf of the council, he wished her well in her move. A notice has been posted on the website and notice board.

77/17 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.

Community Heartbeat Company who supplied the defibrillator, offer a session of free training. The Clerk had spoken to the Hub who were prepared to offer the Hub for a training course for free. Huntingfield Parish Council would like to join in on the training and, having spoken to the Community Heartbeat company, this would be acceptable. It was agreed that the training will be on Wednesday evening at 7.00 pm for 2 hours and that the Clerk would ask for either 28th Feb, 7th or 14th March. All the members of both parishes would be asked if they would like to attend.



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78/17 Notice Board

No progress to date

79/17 Next Years Meeting Dates

The proposed dates for the meetings in 2018/19 were discussed. The agreed dates are at the end of these minutes. ***Please note that the originally planned meeting 30th March 2018 has been brought forward to 23rd March 2018.***

80/17 Adoption of New Policies

It was unanimously agreed to adopt the new policies Equality & Diversity, Grants & Donations, Training & Development and Model Publication.

It was unanimously agreed that there were no changes needed to the Standing Orders, risk analysis, asset register or Financial Regulations.

81/17 AOB

- a) Cllr. C Fairs reported on the work being done by the probation service. They will be putting another coat on the telephone box. They are not allowed to clean the road signs as they are owned by the Highways division as opposed to the parish. However, they have hedge cutters, strimmers etc and can help with the clearing of overgrown areas, such as Bell Meadow.
- b) The Clerk recommended that members review the consultation on De-maining some nearby rivers as this transfers the maintenance and inspection from the environment agency to the district council.

Meeting closed at 8.18

Next meeting Wednesday 7.00 pm on Wednesday 23rd March 2018

At Hill Farm

Karen Forster

Clerk to Heveningham Parish Council

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Heveningham Parish Council

Heveningham Parish Council Meeting Dates 2018/19

21st March 2018

23rd May 2018 AGM & APM and Standard meeting

25th July 2018

26th September 2018

28th November 2018

30th January 2019

27th March 2018



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