

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL
HELD ON 3rd SEPTEMBER 2019 AT THE VILLAGE HALL**

Present:

Cllr S Ward (Chairman)
Cllr A Bunn
Cllr M Williamson
Cllr S Howes
Cllr T Palmer
Cllr S Benton
Cllr I Nickalls
Cllr D Holmes
K Medler (Clerk)

Parishioners: 9

In attendance: County Cllr D Roper
Rev M McPhee
Head of Primary School - L Board

1. APOLOGIES

Apologies were received from Councillors P Carrick, J Norton, A Ramsbottom and District Councillor J Neesam.

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no dispensation requests but Cllrs T Palmer and M Williamson declared an interest in item 6dv.

3. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 2nd July 2019 were agreed by all and signed by the Chairman.

4. MATTERS ARISING

- The Clerk advised the Police do not have any cones that can be placed on The Street or Town Corner as it is now the responsibility of the agency/person requiring them to provide them. The Police will however 'take a look' when passing. The Parish Council do not own any cones and in the absence of any parking restrictions such as double yellow lines, have no authority to prevent parking.
- The Clerk has spoken to the occupier of Westgate House who has agreed to take on responsibility for cutting the hedge by the side of the Village Green.

5. PUBLIC PARTICIPATION

- It was asked if the children could be involved in planting the new hedging along the side of the trod path on Brick Kiln Road. Following discussions and confirmation that the hedging does need to be replaced as part of the agreement with Mr Seales, it was agreed, as long as the Primary School take on the responsibility for the risk assessment and any safety issues, the Council would be happy for them to do this. The hedging will be delivered to the Clerk in November.
- The Chairman asked for clarification as to who owns the path alongside the allotments. The Clerk confirmed it is the Parish Council's responsibility - the hedge was cut recently and the path strimmed but weeds are a problem. The Chairman will meet with a local resident to assess the path's condition and see what else can be done to improve visibility at the end which joins Westgate.
- A complaint was received concerning the hedge on the corner of Brick Kiln Road. Cllr T Palmer has spoken to a relative of the owner but it has still not been cut. It was agreed the Clerk should write to the owner.
- A resident asked if it would be possible to have a dog poo bin installed on The Heath near the gate into Buxton Heath. The Clerk will speak to BDC.

6. MATTERS FOR DISCUSSION AND DECISION

a. Remembrance service and laying of wreath

The Vicar asked if the Parish Council would like to lay a wreath at the remembrance service in Hevingham. Cllr M Williamson offered to do this as an ex-serviceman and all agreed he would be the most suitable. A wreath is usually £18.50 but the Parish Council can give more if they prefer. Cllr S Howes proposed the Council donate £100.00 which was seconded by the Chairman and agreed by all. The vicar will organise the wreath so the cheque needs to be payable to Hevingham PCC but all proceeds will be passed onto the Royal British Legion.

b. Hevingham Under 5's

The headteacher gave a brief resume of where they are with the Under 5's and explained that funding is an issue and will dictate whether or not it can re-open. The mobile needs work and the School does not have the funds to cover the costs. As long as NPS carry out the works, the County Council will match fund the costs. If the Parish Council can provide some funding it is hoped the Under 5's will re-open after the October half term. Following discussions, it was agreed the Parish Council will stand by the offer of £5000.00 as it is keen to see the Under 5's open again. Should this sum prove insufficient, the School were encouraged to come back to the Council. Disclosure of quotes would be helpful to ensure value for money is obtained along with sight of the Business Plan for completeness. Cty Cllr D Roper said he will check to see if any other grants are available and also ask Dist Cllr J Neesam to enquire about a £500.00 grant from BDC.

c. Finance

i) The following accounts had already been paid and were approved:

B.D.C. (emptying of dog bin)	£182.00
N.P.T. & S. (Chairman training)	£32.00
H.P.C.C. (Grass cutting in June)	£360.00
E-on (Electricity)	£93.67
Zak Branch Ltd (Hedge cutting)	£360.00

The following accounts were presented for payment and were approved:

GP & J Norton Ltd (Posts for the village green)	£72.00
H.P.C.C. (Grass cutting in July)	£390.00
H.P.C.C. (Grass cutting in August)	£180.00
The C.H.T. (Defibrillator annual support costs)	£302.40
F C Hambling (Bus shelter cleaning)	£40.00
Red Dragon Media Ltd (Various signs)	£162.60
P H Collins (Grass cutting and allotment work)	£989.00
Mrs K Medler (Expenses)	£73.24

The Clerks standing order was paid on the 5th August and will be paid again on the 5th September.

The Clerk advised of a request for a donation from Norfolk Citizens Advice. Cllr I Nickalls proposed £35.00 be given which was seconded by Cllr T Palmer and agreed by all.

The following receipts were noted:

Magazine adverts	£111.00
Allotment rent	£60.00
Allotment rotovating	£50.00

Balance at the bank now stands at £44,913.96.

ii) The Council were presented with 3 quotes for printing the next 4 editions of the magazine and agreed to remain with the current supplier. The editor will liaise as required.

iii) The Clerk presented 3 quotes for the street lighting contract and all agreed to change to Westcotec on a 3-year contract.

d. Allotments

i) The Clerk reported that 5 tenants were contacted following the last meeting and 4 of those have taken action with 1 deciding to quit their plots, one of which has already been re-let. Our contractor cut back 4 plots and trimmed the paths and orchard. There are now just 3 plots empty. The Clerk raised concerns about some of the tenants being allowed to continue due to lack of use and it was agreed those should be contacted to ask what their intentions are going forward. Rubble has not been forthcoming in the farmers 'entrance' so some definite action needs to be taken before the wet weather sets in. It was felt that 15 ton of crushed rubble would be enough so the Clerk will organise. Although the Clerk has looked into compost bins to put on 14, it was agreed purchase of these could be left for now to see how an 'open' heap works.

The vicar and head teacher left the meeting at 20:25

ii) The Clerk reported that having contacted Anglian Water she has been advised that the Council can either extend the current tap to put another 1 or 2 in elsewhere or apply for a new connection. The Clerk was also advised that we can allow use of hoses if we want to as they wouldn't know what we do and wouldn't check! It was felt that a new connection would not really be cost effective as the original connection cost around £1700.00 plus free labour from members of the allotment committee and installing additional taps would have a negative effect on the pressure. Cllrs S Howes and I Nickalls will look at installing a 'splitter' on the current tap.

iii) The Allotment Health and Risk Assessment had previously been circulated with some minor amendments and was agreed by all with immediate effect.

iv) The Allotment Rules and Regulations had previously been circulated with some minor amendments including the allowance of attended hand held hoses and was agreed by all to take effect when tenancies are renewed at the end of the month.

Cllrs T Palmer and M Williamson left the room whilst the following item was discussed.

v) It was agreed to leave both the farmers and village allotment rents as they are for another year.

Cllrs T Palmer and M Williamson returned to the meeting.

A tenant asked if the Council had ever considered holding an Open Day on the allotments to encourage people to take them on and offered to organise it. All agreed it was a very good idea and accepted the offer put forward.

e. Picnic benches on the Village Green

The Clerk had previously circulated photographs of the 2 benches which are in need of replacement. All agreed the Clerk should order 2 heavy duty recycled plastic benches at £425.00 plus VAT.

f. Trees on Church Lane

The Clerk had previously circulated photographs of 2 areas where visibility is greatly reduced by overgrown trees and asked for the Council's permission to obtain 3 quotes to have some trees removed and others trimmed. Cllr M Williamson asked that the farmers allotments 'entrance' also be looked at as there is a tree there which obscures visibility. All agreed the Clerk should obtain quotes for consideration at the next meeting.

g. Wild flower meadows

The Chairman proposed having an area within the village as a wild flower meadow. Norfolk doesn't have very many and there is a UK wide push to increase these. Two areas were suggested – the Orchard within the allotment site and the old Surveyors allotment on The Heath. The Clerk will contact Dist Cllr J Neesam to see who would now be responsible for the surveyors allotments at BDC to follow that up and seek comments from the allotment holders on the orchard.

h. Planning

- i) There were no new plans to consider.
- ii) The following updates were provided:
20190776 – 31 The Turn – Full approval
20190823 – 9 The Street – Full approval
20190816 – 15 Halls Corner Lane – Full approval
20190910 – 2 The Heath – Full approval

7. MATTERS TO REPORT

a. Correspondence

None.

b. Clerks Report

The Clerk provided figures from the SAM sign for June and July – full details will be printed in the Hevingham News. Cllr P Carrick has advised there was nothing to report from the Housing Conference he attended.

c. New Councillor training report

Cllr S Benton reported that the training was really good and she learnt a great deal whilst gaining clarity on things too. The trainer had an amazing amount of experience to pass on and Cllr S Benton would definitely recommend the training to all new Councillors. As a result of the training Cllr S Benton will be championing 'litter reduction' in the village.

d. Village Hall Report

A new committee is in place and running smoothly. There was an incident recently when children in the play area who were attending a party at the hall were 'upset' by children from the village, resulting in the Police attending.

e. Police Report

The Clerk advised there were no crimes in the village during May however there were 3 recorded crimes in June: 1 other (on or near Cromer Road), 1 violent or sexual offence (on or near Cromer Road), 1 antisocial behaviour (on or near Park / Open space) and 3 recorded crimes in July: 1 antisocial behaviour (on or near Morgans Way), 1 violent or sexual offence (on or near Churchill Close), 1 public order offence (on or near Park / Open space). Further information can be accessed via www.police.uk.

f. Reports

District Councillor

Cty Cllr D Roper reported on Cllr J Neesam's behalf:

The collaboration between Broadland and South Norfolk is now moving to the next phase.

Broadland are looking at possibly introducing charging for parking in market towns as this is something South Norfolk do. The next GNLP report is due out soon and will be subject to further consultation.

As mentioned previously Broadland now have a funding pot of £500.00 per Councillor which can be used for community projects.

Broadland and South Norfolk will now be employing homelessness outreach workers to try to assist the homeless.

County Councillor

The Council are going ahead with the 'green' option to complete the NDR. It is hoped work will start in 2022 with opening in 2025.

Mayton Wood are holding 3 hazard waste amnesty days on the 20th, 21st and 22nd September.

8. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

In addition to the standard items – Trees on Church Lane, Wild Flower Meadows, Handyman and training feedback from Cllr S Ward. A resident also requested - Vintage Fair on the Village Green and Village Shop.

Next meeting is on the 1st October 2019 at 7:30pm in the village hall.

The meeting closed at 21:15