

# HEVINGHAM PARISH COUNCIL

Clerk: Mrs Karen Medler  
Oak House, 8 The Turn, Hevingham  
Telephone: 01603 754134 Email: [hevinghampc@live.co.uk](mailto:hevinghampc@live.co.uk)  
Parish Council website: [www.hevinghampc.wixsite.com/hevinghampc](http://www.hevinghampc.wixsite.com/hevinghampc)

## NOTICE OF MEETING and SUMMONS TO ATTEND

The next meeting of the Parish Council will be held on Tuesday  
6<sup>th</sup> May 2025 at 7:30pm at Hevingham Village Hall

## AGENDA

1. Election of Chair
2. Open forum for Public Participation\*
3. Election of Vice Chair
4. To approve apologies for absence (telephoned to the Clerk in advance)
5. To receive Declarations of Interest and consider any requests for Dispensation
6. To accept the minutes of the Council meeting held on 1<sup>st</sup> April 2025
7. To report on matters arising from the previous meeting not on the agenda – for report only
8. To agree appointment of Village Hall Representative
9. To agree appointment of Allotment Committee
10. To agree appointment of Internal Control Officer
11. Matters for Discussion and Decision:
  - a) **Finance**
    - i) To agree accounts for payment
    - ii) To agree accounts for year ending 31<sup>st</sup> March 2025
    - iii) To receive the Internal Audit Report and note / agree any necessary action
    - iv) To review and agree the Annual Return
    - v) To agree dates for Excise of Public Rights
    - vi) To receive Internal Control Report and agree any action
    - vii) To re-confirm bank signatories
  - b) **Allotments**
    - i) To receive any updates and agree the necessary action
    - ii) To consider any new 'issues' raised and agree the necessary action
  - c) **Dog poo bins at Village Hall** – to discuss current size/number and agree any changes
  - d) **Monkey challenge climbing wall** – to note installation and funding source and agree publicity
  - e) **New goal posts at Village Hall** – to discuss and agree any action
  - f) **Planning**
    - i) To discuss any new applications:  
2025/0885 – 23a Westgate – replace windows / doors
    - ii) To note outcomes of previous applications
  - g) **Highway Matters** - to note any new issues and agree the necessary action
  - h) **Public Spaces Protection Order (dog fouling) renewal consultation** – to agree any response

12. Matters to report:

- a) **Correspondence**
- b) **Clerks report**
- c) **Village Hall Report**
- d) **Police report**
- e) **District and County Councillors reports**
- f) **Annual John Hall Charity Report**

13. Matters for future discussion and to note date of next meeting – 3<sup>rd</sup> June 2025

\* This time is limited to a maximum of 15 minutes unless directed by the Chair as per the Councils Standing Orders. Comments must be directed to the Chairman.