

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL  
HELD ON 1<sup>ST</sup> MARCH 2022 IN THE VILLAGE HALL**

**Present:**

Cllr S Ward (Chairman)  
Cllr S Benton (Vice Chair)  
Cllr J Norton  
Cllr I Nickalls  
Cllr D Holmes  
Cllr A Ramsbottom  
Cllr S Howes  
Cllr A Long  
Mrs K Medler (Clerk)

**Parishioners: 5**

**In attendance:** County Councillor D Roper  
District Councillor J Neesam  
Cally Keohane (NCC)

**1. APOLOGIES**

Apologies were accepted from Cllrs M Williamson, A Bunn and T Palmer.

**2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

There were no declarations of interest or dispensation requests.

**3. MINUTES OF THE LAST MEETING**

Minutes of the meeting held on the 11<sup>th</sup> January 2022 were agreed by all.

**4. MATTERS ARISING**

- The Chairman advised most of the 'horse signs' are now up with just 2 outstanding. The one on Brick Kiln Road will be checked as it was reported to have 'moved' in the wind.
- Cllr D Holmes confirmed some humane traps will be put in on Saturday to catch the rats on the allotments.
- The Hevingivers will be sending some flowers to the resident turning 100 this month.
- The Chairman has spoken to the farmer concerning the mud on New Road and Low Lane and will be the 'contact' for future issues.
- Cllr J Norton has spoken to someone regarding the bus shelter cleaning and it was being considered but nothing more has been heard. This will be chased.

**5. REPORT FROM NORFOLK COUNTY COUNCIL BOUNDARIES TEAM**

- Cally Keohane attended on behalf of NCC and gave an overview of what the boundaries team do and provided maps for those present, showing the areas within the village that Highways own and are responsible for maintaining. Often people don't realise Highways own areas in front of their properties and this only comes to light when fences etc are put up.
- Cally apologised to the Parish Council for NCC not getting onto a specific issue within the village earlier and said this is now being addressed. In answer to a question, Cally advised Highways do have powers to remove 'encroachments' but will always try to negotiate removal first before serving legal notices. Ultimately Highways can remove any 'encroachments' and charge the landowner for doing so.
- Work being done, going forward, includes looking at all public footpaths and drainage ditches to ensure they are correctly mapped and positioned and a review of roadside trees, which land owners don't always realise are their responsibility to look after. For reference, with a drainage ditch, Highways are usually responsible for these up to the roadside edge.
- Parishioners should continue to report 'encroachments' through the Parish Council so they can be officially recorded.
- It has been agreed that any un-official passing places with potholes will have the holes filled with planning's to help prevent damage to vehicles – this is often a problem on narrow roads with un-official passing places. These should be reported online through NCC's website: [Norfolk County Council - Highways problem report form](#).

*The Parish Council thanked Cally for attending when she left at 20:12*

**6. PUBLIC PARTICIPATION**

- A resident asked if the Parish Council could take further action to reduce the height of the hedge between the Herbert Phillipi allotments and her property as it is considerably higher on her side and blocking light to her garden. UK Power Networks will cut around their equipment for free but that is only a small section. Following discussions, it was agreed Cllr S Howes will meet the resident on site tomorrow and agree what is needed. The Clerk will then seek 3 quotes to reduce the height and seek advice / a price for thinning the hedge.
- A craft fair is being held on Sunday at the Village Hall and all proceeds will go to Ukraine.
- There are moles in the new community garden and it was asked if the Parish Council would cover the cost (£30.00) of an initial visit by a local contractor to see what can be done. This has been an issue for many years and previous attempts to eliminate moles have been unsuccessful, therefore it was agreed the Parish Council were not prepared to cover any costs.
- The Chairman mentioned he had been contacted by a resident regarding a bus stop at the top of Church Lane but as she was not present, he would need to obtain more information to bring to a future meeting.
- A resident raised the issue of it being too dangerous to walk to the A140 from The Heath and suggested a path should be considered. The speed limit on here was recently raised with Highways who said it was suitable for the road. With that in mind and the narrowness of the road, a path was not an option the Parish Council felt should be pursued.

## 6. PUBLIC PARTICIPATION (continued)

- Cllr A Ramsbottom asked if the SAM sign could be placed between Pound Road and the A140 on The Street as cars travel along there far too fast. The Clerk advised Highways have to grant permission for the SAM's location but she will look into.

## 7. MATTERS FOR DISCUSSION AND DECISION

### a. Finance

#### i) Accounts for payment

The following accounts had already been paid and were approved:

Norse Eastern Ltd (Winter magazine printing)	£330.00
J Gray (Trod path hedging)	£530.00
A Matless (Allotment water tap key refund)	£5.00

The following accounts were presented for payment and were approved:

Mrs K Medler (Expenses)	£23.04
NPT&S (Annual subscription)	£150.00
(It was agreed it was not necessary to subscribe to NALC also)	
Mr D Seppings (Work at Village Hall)	£50.00

The Clerk's standing order was paid on the 5<sup>th</sup> February and will be paid again on the 5<sup>th</sup> March 2022.

Receipts noted:

Magazine adverts	£110.00
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It was noted and accepted that the Clerk's salary has been increased in accordance with NALC/NJC scales to be backdated to 1<sup>st</sup> April 2021. Any money owed will be paid in April 2022 when the updated salaries have been issued.

Cllr D Holmes advised he has looked into the electricity situation and all agreed to leave things as they are for now.

#### ii) Magazine printing 2022

The Chairman had previously circulated proposals for increasing the advert costs and these were agreed, with review again in a year.

#### iii) Internal Auditor for 2021/22

The Clerk advised the lady who did the audit last year is happy to do it again for the same cost and as she was very efficient recommends using her again. All agreed.

#### iv) Bark in the Village Hall play area

The Clerk advised the bark needs a good top up and having spoken to Mr Seppings, feels we should order 10m3. The only quote obtained is from TMA Bark who were used previously for £1104.00 incl. VAT although this doesn't need to be ordered until April / May. Following discussion, it was agreed the order should be placed when needed.

*With the Chairman's permission the following item was brought forward.*

## 8. MATTERS TO REPORT

### e. District and County Reports

#### *District*

- The review of Council Tax has been completed and it was unanimously agreed it should be frozen for this year.
- Food Waste collections will be rolled out in October 2022, not April 2022.

#### *County*

- Council Tax will be increasing by 3% although properties in Band D and below will get a discount from the Government to offset the increase.
- The new sign requested, has been put through, but this may be delayed into the next financial year. Highways will be funding deer signs on the A140 and it has been confirmed the white lines will be re-painted in the village.
- The Mineral Extraction Plan report is due in June 2022.
- The Western Link will be getting some 'tweaks' and although 2% inflation was factored into the costs, these are likely to increase further as construction costs have generally gone up 15-20%.

*Both District Cllr J Neesam and County Cllr D Roper then left the meeting.*

## 7. MATTERS FOR DISCUSSION AND DECISION

### b. Village allotments

Nothing to discuss.

### c. Planning

- i) There were no new applications to consider.
- ii) The following application was considered in between meetings:  
20212125 – Mansom Plantation – Temporary use of land for construction training – No objections
- ii) There were no outcomes of previous applications to report.

#### **d. HM the Queen's Platinum Jubilee**

##### *Mrs S Ward*

- Several things have now been organised to celebrate this event and will be publicised on social media.
- 2 marquees will be erected at the Village Hall in case of poor weather but space will be limited. Residents will be able to bring their own gazebos for a small fee. The band 'Nightlife' will be playing for 2 hours. The Bucket List will be on site at the end of the day.
- The Hevingers will be donating £200.00 towards the event and a Bingo Night is being held this Friday to raise funds.
- Sponsors are still being sought.

##### *Parish Council*

- The Chairman asked about the time capsule buried at the Hall as there is talk of doing another for the Jubilee. The original was put in the path in 2020 and is due to come out in 2025. It was suggested that maybe another capsule could be put together on the main celebration day but then kept and put in place of the earlier one when that comes out, but to still be removed 25 years from the date it was put together and this was agreed.
- The Chairman proposed a small sculpture be bought for £114.00, which could be placed in the community garden on a concrete plinth, to also commemorate the occasion, instead of buying and lighting a beacon. In a vote (6 in favour, 2 against), this was agreed.
- The Chairman also proposed the purchase and planting of a small crab apple tree for the community garden for approx. £30.00 and this was agreed. Cllr D Holmes already has 2 ornamental cherry trees to go in too.

*2 members of the public left the meeting at 21:10*

- A question was raised as to whether there will be a first aider at the main event. Cllr D Holmes is trained but doesn't yet know if he will be able to attend. A further name was put forward which will be investigated.
- The Church are holding a service followed by a picnic on the 5<sup>th</sup> June and have asked if any members of the Parish Council would be able to attend. No-one was able to.
- Cllr S Benton asked if the Hevingham choir was still together as there is a Jubilee song which would be nice to have performed. Mrs Ward will look into.

### **7. MATTERS TO REPORT**

#### **a. Correspondence**

The Clerk had previously circulated an email from the Norfolk Resilience Forum but Councillors felt there was not enough information within it to be able to respond. The Clerk will seek further information.

#### **b. Clerks Report**

Trevor Seales would like to pass on his thanks for the trod path hedging being replaced. The SAM sign has just come down from The Heath and the results will be circulated later.

#### **c. Village Hall Report**

Cllr D Holmes advised that re-decorating has been scheduled for the Summer and the curtains in the main hall may be replaced too. Cllr Holmes asked Cllr A Ramsbottom about the container in the grounds as the Hall maybe interested in taking it on. This is still owned by the Youth Group. Cllr Ramsbottom will discuss with the Youth Group committee and advise.

#### **d. Police Report**

The Clerk advised there were 2 crimes in the village during December: 1 x Possession of weapons (on or near Morgans Way) and 1 x Public Order (on or near Park / Open land). Further information can be accessed via [www.police.uk](http://www.police.uk).

### **8. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING**

Next meeting is on the 5<sup>th</sup> April 2022 immediately after the Annual Parish Meeting at 19:30.

The meeting ended at 21:25