

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL
HELD ON 12th JANUARY 2021 ON SKYPE**

Present:

Cllr S Ward (Chairman)
Cllr S Howes
Cllr D Holmes
Cllr I Nickalls
Cllr M Williamson
Cllr S Benton (Vice Chair)
Mrs K Medler (Clerk)

Parishioners: 1

In attendance: County Cllr D Roper

1. APOLOGIES

Apologies were approved from Cllrs A Bunn, J Norton and T Palmer. No contact was received from Cllr A Ramsbottom.

2. TO ELECT NEW CHAIRMAN / VICE CHAIR AND NOTE CASUAL VACANCY RULES

It was noted that Cllr P Carrick resigned on the 7th January.

Cllr M Williamson proposed Cllr S Ward step up as Chairman and this was seconded by Cllr D Holmes and agreed by all. Cllr S Ward proposed Cllr S Benton take over as Vice Chair and this was seconded by Cllr I Nickalls and agreed by all. The Clerk explained that the public have until the 20th January 2021 to call an Election to replace Mr Carrick. If an Election is called, the vacancy will stand until May 2021 however if an Election is not called, the Council can co-opt at their meeting in March.

Cllr J Norton has suggested to the Clerk that all Councillors may like to make a donation to a gift for Mr Carrick in recognition for all he has done over the years for the village and this was seconded by Cllr M Williamson and agreed by all. The Clerk will email all Councillors. It was noted that Mr Carrick's experience will be missed.

3. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

4. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 6th October 2020 were agreed by all.

5. MATTERS ARISING

There were no matters arising to report on.

6. PUBLIC PARTICIPATION

Councillors asked what progress is being made on having the fence removed at 'the beck'. The Clerk explained that she has chased Highways and NCC Boundaries Team numerous times but is met with no response. County Cllr D Roper advised he will take up with Highways tomorrow.

7. MATTERS FOR DISCUSSION AND DECISION

a. Finance

i) The payments and receipts list is detailed at the end of the minutes due to its length. All payments were approved. The Clerks standing order was paid on the 5th November 2020, the 5th December 2020 and the 5th January 2021. Balance at the bank now stands at £41,976.65.

ii) Following discussions and a vote it was agreed (5:1) to increase the Precept by the basic 1% only to £13,332.

b. Trees and hedging around Village Hall

It was noted that in between meetings the Handyman had advised he was unable to deal with the leaning tree due to its size and therefore following discussions with Councillors, the Clerk had appointed Mr Bambridge to deal with this. Also, it was agreed by all that Mr Bambridge should cut back all trees etc to a sensible boundary line, lift all lower branches and trim and mulch all rubbish and dispose of for the sum quoted of £900.00. It was agreed that obtaining further quotes was un-necessary.

c. Meeting Dates 2021

It was noted that these had been agreed via email in between meetings and have been published on the Councils website and on the notice boards.

d. Risk Assessment document

The Clerk had previously circulated a proposed amended document and this was agreed by all. It was also agreed Cllr D Holmes will step in for the Clerk should the need arise under Business Continuity. Cllr S Ward proposed Cllr D Holmes also take on the role of Councillor Auditor and this was seconded by Cllr S Benton and agreed by all.

e. Transport East survey

All agreed this was not really relevant to Hevingham and therefore no-one had any comments they wished to submit.

f. Herbert Phillip Fund

Under 5's

The Clerk advised she has not heard anything further from the Headteacher. It was agreed the Clerk should contact the School again to see what the position is with supplying the invoice and also ask for some photographs or a video showing the completed works. If the invoice etc is not forthcoming the Headteacher should be invited to attend the next meeting to explain the situation more fully.

Trod path hedging

Thanks were conveyed to Cllrs S Howes and S Benton for planting the new hedging. Supports and guards have not been installed this time as the previous ones didn't seem to help. The hedge now needs time to take root properly.

g. Allotments

i) Updates

The clerk has purchased a combination lock for the second water tap which she will install shortly.

ii) New issues

- R Rolf advised the central road has now got several 'dips' in it and although they have been putting woodchips in to try to level it up, it really needs some hardcore. R Rolf was advised to speak to a couple of people in the village to see if they can provide some. Any costs will be covered by the Parish Council. Cllr S Howes offered to assist with 'whacking' the hardcore down.

- R Rolf asked if any funds are available for 2 bench seats to go in the orchard area. It was agreed there was so types/prices will be investigated. County Cllr D Roper suggested BDC may be able to provide a grant for those.

- The Council were asked permission to install an L shaped storage box with a canopy over it, no bigger than the current sheds allowed, on plots 14 and 15. This was agreed.

h. Planning

All the following planning applications were considered in-between meetings:

20202110 – Chapel Corner Cottage, 47 The Street – Detached single storey hobby room - No objections but would want to see the room restricted to use for a hobby room to avoid use for living accommodation.

20202215 – Slate House Farm, 27 Halls Corner Lane – Conversion of existing barn and stables to 2 self-contained 2 bed holiday cottages – No objections.

20202245 – 47 Westgate Street – Erection of detached single storey cart shed – No objections.

20202288 – Kempton Park Farm, Church Lane – Erection of an agricultural livestock building – No objections but concerns about increase in traffic. (Cllr S Benton did not comment on these plans due to having an interest).

20202303 – 41 Brick Kiln Road – Single storey side extension – No objections.

i. Village Hall Playing Field Community Project

- The Clerk has obtained a copy of the conveyance and trust deed relating to the Village Hall which doesn't give much guidance in relation to this matter however the Clerk has spoken to Community Action Norfolk and circulated their advice to Councillors which was: As Custodian Trustees the Parish Council cannot do as they wish with the grounds – they have to work with the Village Hall Management Committee (VHMC) to make any changes. As Custodian Trustees the Parish Council simply hold the title deeds and do not have any responsibility for the management of the Charity - this is down to the VHMC. Any decisions about what the Charity does can only be made by the VHMC and they are responsible for those decisions. For the project to move forward it was recommended that 2 councillors and a member of the public volunteer to be on a sub-committee (of the VHMC) to investigate and carry out this project. The VHMC as a whole will need to have oversight of the project and make all decisions – this is not something the Parish Council can be involved in doing as Custodian Trustees. It was agreed Cllr S Benton should arrange a meeting with the Chair of the VHMC to discuss.

- In terms of moving the project forward Cllr D Holmes advised they would like to get the garden area up and running first. The plans for the bike track need to be formalised which is likely to cost in the region of £500.00 but this cost would be deducted from the final invoice. Costs will be in the region of £20,000.00 to £30,000.00 but this could be reduced by local tradesmen doing the groundwork. The 4 pieces of sports equipment will be £4,200.00 (fitted) plus flooring. The team are struggling to get feedback from the village at the moment but will press for some response.

- All agreed not to take out a membership of Community Action Norfolk for now.

j. Broadland District Council Overview and Scrutiny Committee

No-one had any topics to put forward for discussion.

k. Norfolk County Council Budget Consultation

No-one had any comments they wished to put forward.

l. Hevingham News

The editor had reported having some difficulties with delivery of the magazines to residents but the Chairman has since agreed, for the next edition, that they will be delivered to him and he will arrange distribution. This will be reviewed again in September because it is **all** Councillors responsibility to deliver the magazines as that was what was originally agreed.

m. Notice boards

The Clerk explained that the notice boards are deteriorating despite having had the Perspex replaced in them and she is now down to one key, which is rather soft. Some of the locks are stiff, despite being oiled and some are bent. The board on the allotments is also now broken.

Cllr D Holmes has obtained a quote to replace the boards and the Clerk has also circulated 2 other sets of prices. Following discussions, it was agreed Cllr D Holmes will arrange replacement of the 2 boards on The Turn and The Green only (slightly smaller than quoted for) and all others will be disposed of as they were not considered to be necessary. Cllr D Holmes will dispose of all the old boards. It was also agreed R Rolf can arrange a board for the allotment site which will be more user friendly for the tenants, with any costs to be met by the Parish Council. The Clerk will ask the Handyman to cut back the trees/hedging near the board on The Turn and add this is the general maintenance schedule going forward.

7. MATTERS TO REPORT

a. Correspondence

- A resident has suggested the Parish Council should contact Cadent and seek some compensation for the village for all the inconvenience surrounding the works which have been going on for several months now and are continuing. All agreed the Clerk should do this. The Chairman reported the signs now up suggest the road is going to be closed fully from the 14th January to allow for further works to be completed.

- The Clerk has received a complaint about the amount of litter in the village and Cllr S Benton explained that she recently went out collecting some of it and was disappointed at how much she found. Cllr S Benton intends to arrange another Litter Pick when restrictions are lifted as the last one had to be cancelled. The Clerk has reiterated the message about litter by putting up signs in the notice boards and also on social media. It seems that the litter is more likely to be coming from passers-by and visitors than actual residents.

b. Clerks Report

- The clerk provided the latest SAM results – full details will be printed in the Hevingham News. The camera will be left down for a while now to see what difference it makes.

- One of the farmers allotment tenants unfortunately passed away at the end of last year and so the Council will need to review what happens with the plots held at their March meeting. It was noted that the plots in question have become very run down and are not being used as intended.

c. Village Hall Report

Nothing to report.

d. Police Report

The Clerk advised she now has the recorded crime details from September to November:

There were 7 crimes in the village during September: 6 violent or sexual offence (2 on or near Park/Open space, 2 on or near Pound Road and 2 on or near Churchill Close) and 1 Criminal damage/Arson (on or near Westgate).

In October there were 2 crimes: 1 Public order offence (on or near Bentons Way) and 1 other theft (on or near Westgate Street).

In November there were 2 crimes: 1 drugs (on or near Cromer Road) and 1 Burglary (on or near Cromer Road).

Further information can be accessed via www.police.uk.

e. District and County Reports

District (given by County Cllr D Roper on behalf of District Cllr J Neesam)

- There is a Council meeting on Thursday 14th January to sign off the consultation for the GNLP. There are no sites included for Hevingham although there are several for Aylsham so it will be worth looking at to consider if traffic / services will be impacted.

- The earlier report published concerning the number of abandoned calls to BDC resulted in improvements being made and abandoned calls are now down to between 5-8%.

County

- Although the gas works are continuing, with a full closure of the road from Thursday, it seems the end may be in sight.

- The Holt Hall closure will be going ahead due to the loss per annum of £60,000.00.

- The Council's decision to make changes to the Minimum Income Guarantee for disabled adults has been overturned so many refunds are now being given.

- The Budget will be agreed in February. Council Tax is likely to increase between 4-5%.

- Unlike during the earlier lockdown, road maintenance is continuing and the recycling centres are staying open.

8. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

Next meeting is on the 2nd March 2021 at 7:30pm and will either be in the village hall or online, subject to restrictions in place at the time.

The meeting ended at 21:10

Cheque Payments

Already paid:

P H Collins (Grass cutting contract Oct)	£387.50
E-on (Electricity for street lighting)	£94.70
Hevingham PCC (Grass cutting at Church Oct)	£375.00
F Martinez (Handyman – reissued cqe as orig lost, net of bank fee to stop)	£1,292.50
Bank fee taken directly by bank	£12.50

To pay:

Mrs K Medler (Expenses)	£49.34
Norse Eastern Ltd (Magazine printing)	£321.00
Mr D Seppings (Works at Village Hall)	£75.00
Anglian Water (Water on allotments)	£186.32
Red Dragon Media Ltd (Signs at Village Hall)	£166.80
Cllr D Holmes (First aid kits for defibs)	£19.98
BDC (Dog bin emptying at Village Hall)	£187.20
E-on (Electricity for street lighting)	£94.70
HMR&C (PAYE x3)	£124.60

	£4,557.14

Receipts

Allotment rents	£735.00
Farmers allotments rents	£1,542.50
Cancelled cheque for handyman re-credited	£1,350.00
Magazine adverts	£135.00
Barclays Bank interest	£1.75
Cambridge B/S interest	£42.62

	£3,806.87