MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL HELD ON 1st SEPTEMBER 2026 IN THE VILLAGE HALL

Present:

Cllr S Ward (Chair)
Cllr G Peruzzi
Cllr T Bambridge
Cllr A Bunn
Cllr H Cox
Cllr I Nickalls
Cllr T Palmer
Cllr D Holmes
Cllr R Daniels
Mrs K Medler (Clerk)

Parishioners: 7

In attendance: Rev M McPhee

1. OPEN FORUM FOR PUBLIC PARTICIPATION

Reverend Margaret McPhee informed the Parish Council:

- The field at the east end of the Churchyard was left for use by the Church should they ever need to expand. That time has now come and so a planning application is being submitted to change the use of the field to a Churchyard – until now it has been tenanted. The Church will also be applying to close the existing Churchyard. Any plots already reserved will be honoured. The Parish Council will be able to take over the maintenance of the closed Churchyard should they wish.
- A thanksgiving service is being held on the 4th October at the Church for the completion of major electrical works.
- Details of the remembrance service to be held on the 8th November will be sent to the Clerk in due course.

2. CO-OPTION OF COUNCILLOR TO REPLACE C ALPE

Two applications were received and the Council heard from both applicants. Following a secret ballot Roslyn Daniels was co-opted onto the Parish Council and signed the Declaration of Acceptance of Office.

The Chairman stated this is only a temporary co-option as elections are due to take place in May 2027 when everyone will have to stand again should they wish to continue.

(Rev M McPhee and 1 member of the public left at 7:40)

3. APOLOGIES

Apologies were accepted from Cllrs S M Ward and E Mills. Apologies were also received from County Cllr D Thomas.

4. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Cllr G Peruzzi declared an interest in items 8aiii and 8di. There were no dispensation requests.

5. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 7th July 2026 were agreed by all.

6. MATTERS ARISING

- The barriers and gate have now been installed at the Village Hall and look really good. Norse have been given the lock code to access for cutting the grass. A big thanks was extended to Cllr G Peruzzi for all the work he has put into getting this organised.
- The Multiplay has been cleaned for the £250.00 agreed and is looking a lot better.
- The Village Hall committee have agreed to contribute 50% to the outdoor maintenance costs and the Clerk will invoice them at the end of each financial year.
- Saffron's hedge has been cut.
- The Clerk has not been able to find anyone to repair the village sign as yet.
- The loose post on the triangle will be fixed once the ground is softer.

7. TO APPOINT VILLAGE HALL REPRESENTATIVE

All agreed as Cllrs S Ward and S M Ward are already on the committee it was not necessary to appoint another Councillor.

8. MATTERS FOR DISCUSSION AND DECISION

a. Finance

i) Accounts for payment

The following accounts had already been paid and were approved:

SSE (Electricity for June – paid by Direct Debit)	£69.46
Norse Eastern Ltd (Grass cutting for July as agreed)	£362.90
Mrs K Medler (Expenses)	£54.33
S Lord (Cleaning of play equipment as agreed)	£250.00
SSE (Electricity for July – paid by Direct Debit)	£73.44

The following accounts were presented for payment and were approved:

Norse Eastern Ltd (Grass cutting for August as agreed)	£362.90
Mrs K Medler (Expenses)	£128.12
PKF Littlejohn LLP (External audit fee)	£252.00
R Wichall (Works at village hall as agreed)	£40.00
Woods Fencing & Landscaping Ltd (Barriers and gate at village hall as agreed)	£3,972.00
G Norton (Works at village hall as agreed)	£80.00

The Clerk's standing order was paid on the 5th August and will be paid again on the 5th September 2026.

Balance at the bank at the end of August was £22,778.91. The Clerk supplied Councillors with a breakdown of Receipts / Expenditure against the Budget for the year to date for reference.

The Clerk advised the Parish Council are currently in credit with Anglian Water due to a previously estimated read.

The Clerk advised of a salary increase in accordance with NALC/NJC pay scales to be backdated to 1st April 2026 which was agreed. In conjunction with this the Clerk asked that the monthly Standing Order be increased and this was agreed.

ii) SAM sign

The Clerk had previously circulated both repair and replacements costs. Initially it was agreed the cost to repair or replace was prohibitive at present so the sign should be returned from the supplier and kept in case things changed in the future. Cllr D Holmes then offered to collect the sign to save some costs and see if one of the people he works with could repair it. Cllr Holmes also knows the supplier so will speak to them to see if anything could be done on the repair cost.

iii) Review of village allotment rents (Cllr G Peruzzi left the room for this item)

Following discussions, it was agreed the rents will remain at £40.00 per annum.

iv) Advertising boards in new barriers at the village hall

This was proposed previously to help pay for the installation of the gate and barriers and initial investigations suggest businesses could either have a 2m x 600mm advert on their own or share the space and have a 1m x 600mm advert each. The sign is likely to be a Foamex 10mm hard board which is lightweight but sturdy. First installation will be more costly at around £200.00 per board plus artwork but re-use later would be around £85.00. The boards would be single sided facing into the car park. Those less visible could be offered a discount. It was suggested businesses could be offered a 2 year space for around £300.00 (full board) and £150.00 (half board). Costs are not set as yet so are only a rough estimate. It was agreed the Clerk should put a post out on social media to gauge interest for the October meeting whilst final costs are being firmed up.

v) External Auditors report

The Clerk confirmed this has been completed and all is in order. A slight amendment had to be made to question 11 on Section 2 of the return as the auditor required a different response to that given, however the Clerk has given feedback to the auditor on this for next year as she disagreed with the amendment required. The appropriate notices have been displayed on the village notice boards and Parish Council website.

b. Village allotments

i) Monthly report and updates

The inspection for August was not completed but Cllr D Holmes agreed to do this tomorrow (2/9/26) and also take a water meter reading. Cllr T Palmer said some of the plots do look a mess and action needs taking. The Clerk advised she did contact the tenants of the untidy plots last time so will see if those numbers still come up this time. As a result of the last contact plot 25 is now free and available. The trees mentioned previously will be dealt with by one of the tenants.

ii) New issues

None.

c. Review of Policies

The Clerk had previously circulated minor revisions to the Records Management Policy and these were agreed by all. The Clerk has also reviewed the Internal Control Policy, Allotment Health & Risk Assessment, Allotment Rules & Regulations, Allotment Policy, Equality & Diversity Policy and Grant Policy – none of which require any changes.

d. Planning

i) New applications:
2026/2243 – Land adj 55 The Street – New dwelling, garage and access (Cllr G Peruzzi left the room for this item)
Neighbours were present and raised various concerns over the application.
In keeping with the Parish Councils biodiversity action plan the Clerk asked if new hedging / trees were being planted to compensate for the hedge removal at the front and this was confirmed.
Following lengthy discussions, it was agreed the Parish Council would support the application but as neighbour concerns were raised regarding road safety and positioning of the property and garage, the Council will ask SN&BDC that neighbour concerns are taken into account when determining the application.
Residents were also encouraged to submit their objections / comments to SN&BDV directly as they will be the ones making the final decision.
The Chairman agreed to speak to County Cllr D Thomas and ask if Highways will attend the junction to see if safety can be improved.

ii) Outcomes of previous applications:
2026/0074 – Cobble Acre Park, Brick Kiln Road – Approved with 7 conditions.
2026/1747 – Apple Blossom Barn, 2b The Turn – Approved with standard conditions.
All applications and details of any conditions applied can be viewed on BDC's website.

e. Highway Matters

i) Gritter lorry turning around in the Herbert Phillipo car park
Highways have agreed to extend the gritting route to outside Hevingham Primary School but will need permission to turn around in the car park. All agreed as long as they grit the car park too.
ii)New issues
None.

9. MATTERS TO REPORT

a. Correspondence

The Clerk has received an email from the Clerk of the John Hall Charity asking if the Parish Council have any suggestions or recommendations for a new Trustee for the Charity as they are having trouble filling the vacancy. Cllr H Cox said she would be interested in finding out more about this so the Clerk will forward her email. Other than that, Councillors could not offer any names.

(4 members of the public left the meeting at 7:45)

b. Clerks Report

- Just a reminder of the defibrillator training taking place on Wednesday 9th September 2026 at 7pm in the village hall. This is a FREE event and all parishioners are welcome to attend.
- The play area inspection has highlighted one or two minor things which the Clerk will ask the gardener to deal with but the gates are being left open and should be closed. Cllr D Holmes will arrange some signage. The new goals are missing cable ties and tent pegs – again Cllr D Holmes agreed to deal with those. The Monkey Challenge needs some attention but the supplier will be dealing with that during September.

c. Village Hall Report

- The new permanent stage will be installed in September.

d. Police Report

There were 4 crimes recorded in the village during May: 1x Violent & Sexual Offence (on or near Town Corner), 1x Vehicle Crime (on or near Park / Open Space) and 2x Other Theft (on or near Low Lane and The Heath).
There were 7 crimes recorded in the village during June: 1x Vehicle Crime (on or near The Turn), 2x Violent & Sexual Offence (on or near Pound Road and Low Lane) and 4x Public Order (1x on or near Park / Open Space and 3 x on or near Low Lane).
There is no information available yet for July or August. Further information can be accessed via www.police.uk.

e. Reports

District Councillor Report

- Nothing to report. Next Full Council meeting is in October.

County Councillor Report

In his absence the Clerk read Cllr D Thomas's report:

- Since the last meeting I've had residents contact me re the Anglian Water work but there wasn't a huge amount I could do.
- Speeding has come up around The Street where it joins with Brick Kiln, it's a 20 and I don't know if there is a community group that does speed monitoring? (Cllr Thomas has now been advised of the SAM sign although the Parish Council do not have permission to site it in that particular area).
- NCC: The County Council is going to trial a new piece of JCP pothole pro equipment, it's a free trial but I don't believe it lends itself to built up areas with smell, noise and other issues.
- LGR: You'll have seen in the news the Reform administration has stepped away from the consultant's scheme for LGR and will be using in house staff to pick up the work. LGR is still happening as it stands and we don't expect it to halt or be scrapped but watch this space.
- GNLP: The consultation is open for the GNLP sites that have been put forward. There aren't any proposed sites in Hevingham as far as I can see, on the interactive map, but anyone is allowed to comment on the scheme thus far.
- The National Planning and Policy Framework has been updated, so any Council or individual feedback or objections on planning applications needs to ensure it contains the most up to date references and citations from the new document.
- There are also new rules for Planning committees and the planning process within local authorities. Essentially planning officers will have more input / decision making on what is termed as a Schedule 1 application and Schedule 2. Also, the ability to call in an application is now much trickier for a District Councillor, there is a key set of gateway tests to follow. This all goes live from the 31st October.

10. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

Next meeting is on 6th October 2026 in the Village Hall.

The meeting ended at 21:08