

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL  
HELD ON 6<sup>th</sup> SEPTEMBER 2022 IN THE VILLAGE HALL**

**Present:**

Cllr S Ward (Chairman)  
Cllr S Benton (Vice Chair)  
Cllr T Palmer  
Cllr J Norton  
Cllr M Williamson  
Cllr A Bunn  
Cllr D Holmes  
Cllr A Ramsbottom  
Mrs K Medler (Clerk)

**Parishioners: 8**

**Present:** Cty Cllr D Roper  
Dist Cllr J Neesam

**1. APOLOGIES**

Apologies were noted from Councillors I Nickalls, S Howes and A Long.

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

There were no dispensation requests however Cllrs M Williamson, T Palmer and D Holmes declared interests in item 6dii.

**3. MINUTES OF THE LAST MEETING**

Minutes of the meeting held on the 5<sup>th</sup> July 2022 were agreed by all.

**4. MATTERS ARISING**

- The Clerk reported it appears the GNLP is currently being re-considered and so the consultation on this has been delayed.
- The Clerk reported Highways do not consider the grass growing in the new chippings as meeting Highways criteria for intervention and therefore no action is being taken. Tarmac who did the chippings have referred the potholes back to NCC Highways as they do not get involved in repairing potholes.
- The un-cut verge at the junction with New Road and Church Lane should have been cut by now but it was confirmed it hasn't been so the Clerk will chase.

**5. PUBLIC PARTICIPATION**

- The Farmers Fete / Auction went very well and raised £4066.03 for the proposed bike track at the Village Hall. Thanks to all who helped with that.
- The Hevingivers teamed up with the Tots for the recent garage sale and raised a total of £467.00 which will be shared equally.
- A quiz night is planned for the 30<sup>th</sup> September 2022 and tickets will be £6.00.
- A ploughing match is also being planned – further details to follow.
- To help raise further funds for the proposed bike track, 2 buckets are going to be superglued together and residents can purchase raffle tickets (£1.00 each) by putting money in the buckets. The buckets will be opened after the Parish Council meeting on the 6<sup>th</sup> December and filmed live. The winner will be given half the funds with the remaining half going to the proposed bike track.
- Cllr S Benton reported she was given £20.00 by BDC following a Litter Pick she arranged and received a further £200.00 as she was then entered into a draw. These funds are intended to be used in the community and so will be given to the Hevingivers.
- Cllr M Williamson asked if the Parish Council could have an update on the fence which remains on the beck bridge, as the owners were present but they declined to comment. The Chairman stated as this is a Highways issue, the Parish Council cannot get involved further.

**6. MATTERS TO REPORT**

**a. Finance**

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

Norse Eastern Ltd (Magazine printing)	£586.00
Anglian Water (Village allotments)	£18.55
Npower (Electricity)	£128.51

The following accounts were presented for payment and were approved:

Mrs K Medler (Expenses)	£33.78
P H Collins (Grass cutting as agreed for 2 months)	£896.00
The C.H.T Ltd (Annual defibrillator subscription)	£302.40
Zak Branch Ltd (Allotment hedge cutting as agreed)	£780.00
D Seppings (Work at Village Hall)	£40.00

Frank Martinez (Handyman work)	£945.00
Norwich Electrical Co Ltd (Magazine advert refund)	£72.00
PFK Littlejohn LLP (External audit fee)	£240.00

The Clerk's standing order was paid on the 5<sup>th</sup> August and 5<sup>th</sup> September 2022.

The following receipts were noted:

Magazine adverts	£33.00
E-on refund	£23.46
HMR&C vat refund	£770.71
Cambridge B/S interest	£0.11

Balance at the bank at the end of August was £23,620.61

The Clerk proposed transferring £5000.00 from the Cambridge B/S account to the current account as the next Precept payment is not due until mid October and this was agreed.

The Clerk also proposed that the handyman is asked to stop all further work until the budget is reviewed in October as his costs have now exceeded the budget figure set and this was agreed.

- ii) The External Auditors report has been received and all is in order with no concerns raised. The appropriate conclusion of audit notice is on the Parish Councils website with all other necessary documentation.
- iii) The five year auditor appointment has now expired and the Parish Council need to agree whether to continue as part of the SAAA sector led auditor appointment regime or opt-out. All agreed to continue in the SAAA regime.

#### **b. Village Magazine**

The Chairman advised following discussions in between meetings, it was agreed on a majority, that the magazine will be published online only beginning with the latest Autumn 2022 edition. It was not a decision that the Council wanted to make but printing costs were simply making it un-economical to continue.

There is still a vacancy for the editor's position and unless anyone comes forward, the magazine will cease completely as the Chairman is only continuing as editor until March 2023.

#### **c. Parish Partnership Scheme / Road Safety Community Fund**

The Clerk had previously circulated some figures to purchase 2 permanent SAM signs but following discussions, it was agreed the Council would not pursue this at this time.

#### **d. Allotments**

##### **i) Updates**

The hedge alongside the allotments has now been trimmed and thanks are passed on to the Parish Council by the adjoining property owner.

*Cllrs T Palmer, M Williamson and D Holmes then left the meeting*

##### **ii) Rents**

Following discussions, it was agreed to maintain all rents as they are for now and review again next year.

*Cllrs T Palmer, M Williamson and D Holmes then returned to the meeting*

##### **iii) Review of Policies**

the Clerk had previously circulated minor amendments to the Allotment Rules, Policy and Risk Assessment documents and these were agreed by all.

##### **iv) Future hedge cutting**

The Clerk has asked Zak Branch if he would be interested in cutting the hedge on an annual basis and he has provided an estimate of £350.00, depending on growth. No further quotes are required under Financial Regulations as this is under £500.00, unless Councillors would like further estimates obtained. All agreed to appoint Zak.

#### **e. Planning**

##### **i) No new plans to discuss.**

##### **ii) Applications considered in between meetings:**

20221045 – Davisons House, 17 Brick Kiln Road – Retention of car port. No objections.

20220640 – 15 Brick Kiln Road, re-consultation due to amendments. No additional comments made.

##### **iii) Outcomes of previous applications:**

20220674 – Ivy House, Buxton Road – Full approval.

20221045 – Davisons House, 17 Brick Kiln Road. Full approval.

#### **f. Village Hall handyman**

The current handyman feels he is no longer capable of keeping up with the maintenance etc but is prepared to continue until someone else can be found. It was agreed the Clerk will send a list of the duties performed to the Chairman, who will speak to the handyman to see how best to move forward.

#### **g. Anglian Water**

The Chairman proposed a complaint letter be sent to Anglian Water with regard to the many leaks that keep occurring in the village and ask why these keep happening and what they propose to do to prevent these continuing. All agreed.

#### **h. Fire Safety Officer**

As a result of the risk assessment for the Village Hall being reviewed, it has come to light that the Council should have a Fire Safety Officer as a regular user of the Hall. Cllr D Holmes agreed to take on the role and will arrange a fire drill at an appropriate time.

#### **i. BDC Consultation on table of fares for licensed hackney carriages**

All agreed no comments needed to be submitted.

#### **j. Norwich Western Link Pre-planning Consultation**

Following discussions around the suggested proposal to stop vehicles turning right out of Shortthorn Road onto the Holt Road, it was agreed the Chairman will attend an event on the 22<sup>nd</sup> September at Felthorpe Village Hall to see exactly what is proposed, before agreeing any response at the October meeting.

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

#### **a. Correspondence**

None.

#### **b. Report from Cllr D Holmes on Vattenfall meeting 21<sup>st</sup> July**

The meeting was to highlight funding of £100 million which will be coming available next year to local community groups to bid for, specifically with regards to green energy. Cllr Holmes will keep a watch on this as it seems it may be of benefit to the village generally but especially the Hall.

#### **c. Clerks Report**

- The clerk reported the latest SAM results which will be printed in the next magazine.
- The £100.00 grant advertised on the village Facebook pages was unfortunately all taken before the Clerk could submit a claim for the residents who came forward – those residents have been informed. Should a further fund be announced, the Clerk will advertise it again.
- The village hall handyman has now dealt with all items requiring attention on the play inspection report except the Daisy Rocker and Baby Swings as he is unable to deal with those. The Chairman will look at them and discuss with the handyman next week.

#### **d. Village Hall Report**

- The new bookings clerk is Tanya Wiseman.
- The AGM took place recently and there are a few new committee members.
- The roof has been repaired and the main hall redecorated.
- Bookings are still good despite having to raise prices slightly to cover some of the increased electricity costs. There is no cap for businesses so prices have gone up significantly but they are trying not to pass all of these onto hirers. The Hall still has some of the Covid grant available but they may run at a small loss temporarily.
- The committee have agreed to be the 'funding vehicle' for the Community Project so they can now apply for grants. As all items will be outside, it will fall to the Parish Council, once in place, to insure and maintain the items.

#### **e. Police Report**

The Clerk advised there were 3 crimes in the village during May: 1 x Violent and Sexual Offence (on or near Westgate), 1 x Criminal Damage and Arson (on or near Open Space) and 1 x Public Order (on or near The Turn) and there were 3 crimes in June: 3 x Violent and Sexual Offences (1 on or near The Turn and 2 on or near Pound Road). Further information can be accessed via [www.police.uk](http://www.police.uk).

#### **f.**

##### **i) District Councillors Report**

The third peer review took place in July but the report is still being awaited.

The building move is planned for January 2023.

Everyone should now have received a leaflet about the food waste collections which are due to start in October. If you run out of bags, you should be able to leave a note and more will be left for you.

## **ii) County Councillor Report**

A meeting has been arranged with the local Highways man for next week and Cllr Roper will be visiting the village with him. If you wish to add anything for discussion, please send to Cllr Roper. Cllr Roper is aware the white lines are still outstanding so that will be one of the things discussed.

Cllr Roper still has a small sum available should we have any small projects he can cover. The sign on the Holt Road will be covered by that.

The County Council have submitted a new bid to the Government for devolved powers but the outcome of that may depend on the new PM.

During the recent hot spells, the fire brigade took 800 calls a day in July and 1600 calls a day in August. Usually, they take 80-100 a day. A review is now underway for the future on how to manage hot seasons and it is hoped the fire brigade can work with farmers on that.

Cllr D Holmes asked if planning would be needed for the bike track at the hall – Cllr Roper will look into that.

Cllr J Norton asked if more deer signs were going up as there didn't seem to be very many – Cllr Roper will find out.

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

Village Hall Handyman, Norwich Western Link Consultation, Grass Cutting at the Church, Street Lighting Contract and Budget Review.

Next meeting is on the 4<sup>th</sup> October 2022 at the Village Hall.

The meeting ended at 20:45