

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL  
HELD ON 3<sup>rd</sup> DECEMBER 2024 IN THE VILLAGE HALL**

**Present:**

Cllr S Ward (Chair)  
Cllr D Holmes  
Cllr A Bunn  
Cllr S M Ward  
Cllr T Palmer  
Cllr C Alpe  
Cllr I Nickalls  
Cllr E Mills  
Cllr A Ramsbottom  
Mrs K Medler (Clerk – via Skype)

**Parishioners: 8**

**In attendance:** County Cllr D Roper  
PC Lucas Ward

**1. APOLOGIES**

Apologies were accepted from Cllr M Williamson. The resignation of Cllr V Johnson was recorded and having given the appropriate notice of a Casual Vacancy, BDC have confirmed the Parish Council can now co-opt to fill the vacancy. The Clerk will advertise this for co-option to take place at the January meeting.

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

Cllrs E Mills and T Palmer declared an interest in item 6k (Farmers Allotments) and Cllr A Ramsbottom declared an interest in item 6c (Village Allotments). There were no dispensation requests.

**3. MINUTES OF THE LAST MEETING**

Minutes of the meeting held on the 1<sup>st</sup> October 2024 were agreed by all.

**4. MATTERS ARISING**

- The Clerk contacted Highways concerning the banks on Church Lane and they have replied saying '*No immediate action required, we will monitor via routine inspections*'.
- Repairs are scheduled for the area of the water leak on The Turn.
- The Clerk contacted Highways, as requested, concerning the fence on The Beck and after chasing was sent the following note: *I apologise that it appears that you may not have been kept up to date by my Highway Engineer, Richard, however following a conversation today I am aware he has been busy trying to achieve a resolution with the landowner which has proved difficult. As you are aware this has been passed to our Legal team to investigate and consider what the next step will need to be. I have chased this today and asked for an update when one is available. When I know more either Richard or myself will come back to you with information. I understand this has been ongoing for quite some time now and I thank you for your patience whilst the Legal team explore all avenues to get the matter resolved.*
- The crushed gravel on the Village Hall car park has not yet been scattered but the Chair will chase the volunteer who has agreed to do this.

**5. PUBLIC PARTICIPATION**

- Cllr E Mills advised during the most recent litter pick, 7.5 bags of rubbish were collected.

*The next item was moved up the agenda with the Chairmans permission*

**7. MATTERS TO REPORT**

**d. Police Report**

PC Lucas Ward advised over the last 28 days including today, there were 7 calls to the Police with 1 crime being recorded. The Police are currently monitoring the use of e-scooters in the village but generally speaking Hevingham is a safe place to live. At the last Priority Setting meeting, concerns were raised in Marsham regarding people having sex in public. It is not actually illegal to do this unless it is offensive to the viewer.

*PC Lucas Ward left the meeting at 19:40*

The Clerk advised there were 4 crimes recorded in the village during August: 1x Violent & Sexual Offence (on or near Morgans Way), 1x Vehicle Crime (on or near Morgans Way), 1x Criminal Damage & Arson (on or near Open Space) and 1x Drugs (on or near Low Lane). There were 2 crimes recorded in September: 2x Violent & Sexual Offence (1 on or near Morgans Way and 1 on or near Low Lane) and 3 crimes recorded in October: 1x Burglary (on or near Town Corner), 1x Other Theft (on or near Westgate Street) and 1x Other Crime (on or near Westgate Street). Further information can be accessed via [www.police.uk](http://www.police.uk).

## 6. MATTERS FOR DISCUSSION AND DECISION

### a. Finance

#### i) Accounts for payment

The following accounts had already been paid and were approved:

SSE (Electricity for street lighting in September – paid by Direct Debit)	£58.88
Mrs K Medler (RBL wreath and donation – S137 payment)	£100.00
Mrs K Medler (Expenses and backdated salary)	£139.04
Norse Eastern Ltd (Grass cutting October)	£279.97
Mr D Seppings (Work at Village Hall July-October)	£93.00
Anglian Water (Water on HP allotments)	£66.85

The following accounts were presented for payment and were approved:

SSE (Electricity for street lighting in October – paid by Direct Debit)	£4.93
Mrs K Medler (Expenses)	£39.98
T T Jones Electrical Ltd (Street lighting maintenance)	£30.65
Caloo Limited (Play equipment repair at Village Hall)	£687.60
B.D.C (Emptying of dog bin at Village Hall)	£287.04

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

The Clerk had previously circulated details concerning an increase in her salary in accordance with NALC/NJC payscales to be backdated to 1<sup>st</sup> April 2024, which was accepted.

The following receipts were noted:

Allotment rents	£2,901.50
Barclays (Interest)	£25.32

It was noted that the interest rate on the Councils reserve account will be decreasing to 1.4% on 19<sup>th</sup> December.

Balance at the bank at the end of November was £28,426.29. The Clerk supplied Councillors with a breakdown of Receipts / Expenditure against the Budget for the year to date for reference.

#### ii) Grass cutting contract for 2025/26 season

The Clerk had previously circulated 3 quotations and all agreed Norse should be appointed again.

#### iii) Church grass cutting donation for 2025/26 season

The Clerk had previously circulated an email from the vicar with a quote for the coming year from their usual contractor. There is no increase from last year. All agreed to cover 50% again.

#### iv) Multiplay at Village Hall

The handyman has provided a quote for the necessary repairs at £350.00. All agreed this should be authorised.

#### v) Budget/Precept for 2025/26

The Clerk had previously circulated proposals and following discussions it was agreed the Precept should be increased to £19,000 - a rise of 4.6%. This equates to a rise of £1.90 on a Band D property for the year.

#### vi) Internal control report

Cllr S M Ward confirmed she has carried out the necessary checks and all is in order.

### b. Flooding on Westgate

The Clerk had previously circulated information from Saffron which included a quote for works their contractor felt the Parish Council should complete to help alleviate the issue.

Following discussions, with the effected resident included, it was agreed Saffron should be asked to complete their works first to see what impact they have. In the meantime, the Parish Council will consider what other action they can take separately, as they do not have the funds to cover the works proposed by Saffron's contractor.

### c. Village allotments

#### i) Updates

The monthly inspection has been completed and all is ok. There are still a couple of untidy plots but the Clerk has been assured these will be tidied.

#### ii) New issues

There has been some flooding on the top path nearest the car park but it was just wet when inspected last. A French drain was installed along this stretch at the rear of the plots when the site was first set up. This will be monitored for now.

#### iii) Trees

The Clerk has 105 saplings made up of elder, hazel, blackthorn, crab apple and dog rose. It was agreed the crab apple would be good in the orchard and others could be used to fill in any gaps in the hedging around the car park and pathways. Councillors will visit the site to see where they think other trees would be best placed.

#### **d. Changing to a .gov domain**

The Clerk had previously circulated information regarding this along with 3 quotations. Following discussions, it was agreed the Council should do this now, before it becomes mandatory, to take advantage of the grant available. All agreed to go with 'freethought'.

#### **e. Access to Information policy**

The Clerk had previously circulated a model policy and this was agreed by all.

#### **f. Planning**

i) New applications:

2024/3405 – Lilac Farm, 49 Brick Kiln Road – Demolish existing dwelling and erect replacement two-storey self-build dwelling. Support.

2024/2431 – 4a The Heath – New swimming pool structure and plant area (amended). Support.

ii) To note responses to applications considered between meetings

2024/2915 – 43 Brick Kiln Road – Single storey rear extension. No comments submitted.

2024/2996 – Heathfield, 32 The Heath – Variation of condition 2 of 2023/1766. No comments submitted.

iii) Outcomes of previous applications:

2024/2648 – Southview, 29 Westgate Green – Approved.

2024/2915 – 43 Brick Kiln Road – Approved.

#### **g. Highway Matters**

The road on The Turn was mentioned again but this is already in hand. Residents are in contact with Anglian Water concerning the ongoing water leak.

#### **h. Hainford climbing wall**

The Clerk had previously circulated an email from the supplier of this wall and all agreed it was worth investigating the possibility of getting one of the walls for the Village Hall if the cost could be covered by a grant. The Chairman will contact the supplier to discuss further.

#### **i. John Hall Charity**

The Trustees are asking if the Parish Council would consider relinquishing their interest in the appointment of 4 Trustees to the Charity. This is a detail in the constitution of the Charity but hasn't knowingly been done for many years. Norfolk County Council have agreed to relinquish their interest. All agreed this would be acceptable.

#### **j. Norfolk Minerals and Waste Plan consultation**

All agreed they did not wish to make any comments.

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

#### **a. Correspondence**

None.

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

Nothing.

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

The committee have a new Chair – Damon Summers – and they are currently looking into the possibility of having a New Years Eve party at the Hall. Everything is running smoothly with plenty of bookings coming in. Cllr C Alpe confirmed she will do the previously agreed planting in the Spring (along with the painting of the telephone box).

#### **e. District Councillor Report**

- BDC are keeping an eye on what happens with fly tipping now that the Norwich Recycling Centres are running their booking system as BDC are responsible for the costs of removing any fly tipping. Residents are encouraged to report any fly tipping they see.
- The nutrient neutrality project run by BDC to help builders buy credits is working well and has in fact been over-subscribed.

#### **County Councillor Report**

- NCC are also keeping an eye on how many visits are being made to the Norwich Recycling Centres and whether this will have any impact on what residents put in their green bins as BDC also pay to dispose of the rubbish in the green bins. It was confirmed in answer to a question, that the centres are not running on a 4-day week yet.
- In the current planning environment there is very little chance of getting planning on the remainder of the NDR. NCC are therefore looking to Government to bend the rules to approve the final sections. It is hoped a decision will be forthcoming in January.
- NCC are watching the outcome of the devolution discussions to see if they will become a Unitary Council with a mayor. There are several options being considered so watch this space!
- Every December (the last Friday before Christmas) the Government states what money is going to be allocated to Councils so this is being awaited with interest.

*Cllrs E Mills and T Palmer left the meeting at 21:00 along with 3 members of the public  
and Cllr D Holmes took over as Chair*

## **6. MATTERS FOR DISCUSSION AND DECISION**

### **k. Farmers allotments**

Cllr S Ward had previously circulated proposals to have a policy covering allocation of and rents on the farmers allotments, which would overrule the decisions made at the September meeting. After much discussion, it was agreed the decisions made at the September meeting would stand and a policy would not be required. (Cllr S Ward abstained from agreeing the rent increases which were previously agreed).

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

For future discussion: Nothing proposed.

Next meeting is on 14<sup>th</sup> January 2025 at 7:30 in the Village Hall.

The meeting ended at 21:35