

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

**Present:**

Cllr S Ward (Chairman)  
Cllr M Williamson  
Cllr S M Ward  
Cllr E Mills  
Cllr T Palmer  
Cllr A Ramsbottom  
Cllr C Alpe  
Cllr D Holmes  
Cllr A Bunn  
Cllr I Nickalls  
Mrs K Medler (Clerk)

**Parishioners: 4**

**In attendance:** District Cllr S Ward  
County Cllr D Roper

**1. APOLOGIES**

The absence of Cllr V Johnson was noted without contact.

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

Cllrs M Williamson, T Palmer and E Mills declared an interest in item 6b Farmers Allotments. There were no dispensation requests.

**3. MINUTES OF THE LAST MEETING**

Minutes of the meeting held on the 2<sup>nd</sup> July 2024 were agreed by all.

**4. MATTERS ARISING**

- Cllr S M Ward advised she has continued to keep in touch with the owner of the Grillz van and the van was eventually opened today and going forward will be open 5 days a week 8am to 2pm, subject to the owner's health.
- The herris fencing which was missing has now all been found.
- The 2 broken posts on the village green have been replaced by Mr D Seppings, free of charge. Thanks were extended to Mr Seppings for doing that.
- The pothole in the front of the Herbert Phillipo car park has been filled by Baileys, free of charge. Thanks were extended to them for that.

**5. PUBLIC PARTICIPATION**

- The Chairman advised he has been approached by a resident offering to build a book library in the telephone box on Pound Road. Following discussions a vote was taken with 2 in favour, 7 against and 1 abstention.
- The post holding the bin next to the telephone box is broken. The Clerk will ask the handyman to attend to that.
- The telephone box on The Heath has still not been painted and both the inside and outside need attention. Cllr C Alpe suggested her son may like to do that, if a small payment was offered. All agreed to offer the sum of £50.00.
- Cllr E Mills advised she was successful in winning £200.00 in connection with the Great Broadland Litter Pick and will be donating that to the pump track. In answer to questions, it was confirmed that the funding target of £102,000 is too much and so the team are re-thinking what to do with this. Grant funding is very hard to obtain. The fund currently stands at £8,000.

**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 June – paid by Direct Debit)	£58.88
Mrs K Medler (Expenses)	£17.05
TT Jones Electrical Ltd (Column re-straightening as agreed)	£158.71
Norse Eastern Ltd (Grass cutting July)	£279.97
Anglian Water (Water on the HP allotments)	£43.43
NPT&S (Training)	£48.00
Mr F J Martinex (Work on levelling roundabout)	£75.00
Mr D Seppings (Work at village hall)	£57.00

The following accounts were presented for payment and were approved:

SSE (Electricity for street lighting in July – paid by Direct Debit)	£60.85
Mrs K Medler (Expenses)	£10.16
TT Jones Electrical Ltd (Street lighting maintenance)	£30.65
Norse Eastern Ltd (Grass cutting August)	£279.97
Community Heartbeat Trust (Annual maintenance fee)	£324.00

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

The following receipt was noted:

Barclays Bank (Interest)

£31.25

Balance at the bank at the end of August was £20,235.98. The Clerk supplied Councillors with a breakdown of Receipts / Expenditure against the Budget for the year to date for reference.

It was noted that the Cambridge Building Society are decreasing the interest rate on the Councils savings account.

ii) Electricity contract from 1/10/24

The Clerk had previously circulated information from 2 suppliers and following discussions it was agreed to remain with the current supplier SSE for the next year.

*County Cllr D Roper joined the meeting at 20:00*

iii)

Village hall car park surface

This is to be carried forward to October.

#### **b. Farmers Allotments**

Cllr M Williamson said he would like to see all the tenants paying the same amount per half acre and when a plot or plots become available, tenants are decided on merit, not a tender process. Cllr T Palmer agreed.

*Cllrs M Williamson, T Palmer and E Mills left the meeting*

Following a lengthy discussion a vote was taken on whether to continue with the bidding process when plots become free. 3 were in favour of retaining the process and 4 were against so in future, new tenants will be decided on merit by the Parish Council, rather than through a bidding process.

It was then agreed that to bring rents in line with the highest currently being paid, lower rents will be increased by a minimum of £5.50 per half acre each year, until all are at the higher level. Any new tenants will automatically pay the higher rent. Once all rents are equal, they will be increased annually in line with inflation.

*Cllrs M Williamson, T Palmer and E Mills re-joined the meeting*

#### **c. Handyman**

Following discussions, it was agreed that the handyman will continue to be used for specific tasks as and when required only, to keep within the budget set, rather than going back to regular tasks.

#### **d. Urban grass cutting in the village**

Following discussions, it was agreed this should be carried forward to the October meeting to enable the Clerk to seek further information and look at obtaining quotes.

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

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

#### **e. County Councillors Report**

- As from November all recycling centres will be implementing a booking system and closing for one day a week. Further information on how this will work should be out later this month.
- The changes to the speed limit on the A140 Cromer Road have been held up as there was one objection. This will eventually be approved but additional processes now have to be followed to do this.
- The County Council are waiting on the Governments budget before moving forward however a vote was taken on the minimum income guarantee for disabled adults which will mean around 1000 adults in Norfolk will be £500.00 worse off.

*County Cllr D Roper left the meeting at 21:05*

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

#### **e. Flooding on Westgate**

It has been very difficult to get any contractors to look at and quote for any works relating to this, however a local contractor has now provided a specification and price which the resident who is affected by any flooding is happy to accept. It was agreed the resident should speak to the contractor and ask that 2 channel drains be installed instead of 1 to provide extra protection. The resident will negotiate with the contractor up to a specified price and ask them to provide an official quote to the Clerk, so the works can be authorised and completed before the Winter. The Clerk will also contact Saffron Housing and ask that they clear their ditch before the Winter too.

## **f. Allotments**

### i) Updates

Cllr D Holmes has recently inspected the village site and fouling by dogs is still an issue. It was agreed there is nothing more the Council can do, as it is down to the dog owners themselves to clear up after their dogs. Some plots still appear to be un-used and are overgrown. The Clerk will contact the necessary tenants.

### ii) New issues

- The Clerk has reviewed the Allotment Policy, Risk Assessment and Rules and Regulations Documents and no changes are required however, new rules are coming into force on the 1<sup>st</sup> October 2024 which requires 'backyard birdkeepers' to officially register their flock with Defra, regardless of the number of birds held and so Section 2 in the Rules and Regulations needs to have additional wording to cover this. All agreed the Clerk should add the appropriate wording.
- The Clerk has obtained 105 free tree saplings from The Woodland Trust, which can be used to supplement the orchard and surrounding area. These will consist of elder, hazel, blackthorn, crab apple and dog rose and will be delivered in November. Any spare can be donated to the Community Garden.

## **g. Planning**

### i) New applications:

2024/2431 – 4a The Heath – Side extension, new swimming pool structure and plant area. Support.

### ii) Outcomes of previous applications:

2024/1252 – Medway, 25 The Heath – Approved.

2024/1959 – Ellis House, 12 halls Corner Lane – Approved.

### iii) Carbon Plantations Woodland Project

The Chairman will attend this online meeting on behalf of the Council and report back in October.

## **h. Highway Matters**

Nothing raised.

## **i. Safety of Lithium-ion batteries, e-bikes and scooters campaign**

The Clerk has previously circulated information regarding this and all agreed to SUPPORT the campaign.

## **7. MATTERS TO REPORT**

### **a. Correspondence**

Marie Curie and Age UK are seeking donations. All agreed the budget set of £100.00 for Section 137 payments should be retained for the Royal British Legion and therefore a donation would not be made to either charity.

### **b. Clerks Report**

- The picture taken of the Council with HM The King picture is in The Clerk magazine and was circulated for Councillors to view.
- The Clerk received a Subject Access Request in July and has dealt with that.
- The Councils Records Management Policy has been reviewed with only minor changes to the appendices being required, as previously circulated to Councillors. This will now be updated and placed on the Councils website.
- The Data Protection Policy has been reviewed and no changes are required at this stage.
- The Clerk attended some Data Protection training in July and as a result is currently looking at whether the Council requires an additional policy which they don't currently have in place.

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

The new Chair is Damon Summers. Lots of new ideas are coming forward from the committee. There are 4 meetings held a year with others if required. Bookings are still good.

The Clerk advised Mr D Seppings has covered most of the small issues with the play equipment but quotes are still awaited for the re-painting needed and the swing basket parts.

### **d. Police Report**

The Clerk advised there was 1 crime recorded in the village during May: 1x Violent & sexual offence (on or near Bentons Way) and 1 during June: 1x Other theft (on or near Churchill Close). Further information can be accessed via [www.police.uk](http://www.police.uk).

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

There has been a revision of the Complaints Policy. Cllr S Ward has a members grant of £1000 which he can give to groups in his district and he has donated £500.00 of this to the Tots Group.

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

Next meeting is on 1<sup>st</sup> October 2024 at 7:30 in the Village Hall.

The meeting ended at 21:35