

# HEVINGHAM PARISH COUNCIL

Clerk: Mrs Karen Medler  
Oak House, 8 The Turn, Hevingham  
Telephone: 01603 754134 Email: [hevinghampc@live.co.uk](mailto:hevinghampc@live.co.uk)  
Parish Council website: [www.hevinghampc.wixsite.com/hevinghampc](http://www.hevinghampc.wixsite.com/hevinghampc)

## NOTICE OF MEETING and SUMMONS TO ATTEND

The next meeting of the Parish Council will be held on  
Tuesday 5<sup>th</sup> December 2023 at Hevingham Village Hall at 7:30 pm

## AGENDA

1. To approve apologies for absence (telephoned to the Clerk in advance)
2. To receive Declarations of Interest and consider any requests for Dispensation
3. To accept the minutes of the Council meeting held on 3<sup>rd</sup> October 2023
4. To report on matters arising from the previous meeting not on the agenda – for report only
5. Open forum for Public Participation
6. Matters for Discussion and Decision:
  - a) **Finance**
    - i) To agree accounts for payment and note salary increase for Clerk
    - ii) To discuss and agree grass cutting contract for the 2024 season
    - iii) To discuss photocopier at Village Hall and agree how best to dispose of
    - iv) To discuss and agree any action regarding the slide in the play area at the Village Hall
    - iv) To discuss and agree Budget / Precept for 2024/2025 (including Church grass cutting)
  - b) **Allotments**
    - i) To receive updates and agree any further action
    - ii) To consider any new 'issues' raised and agree the necessary action
  - c) **Planning**
    - i) To discuss any new applications:  
None at present
    - ii) To note outcomes of previous applications
  - d) **Village Hall Representative** – to note resignation of current representative and appoint new
  - e) **Publication Scheme** – to review and agree minor amendments
  - f) **Biodiversity Duty** – to note the Councils duty and agree initial steps
  - g) **Meeting Dates 2024** – to discuss and agree
  - h) **Woodland Creation Project Consultation** - to discuss and agree any response
  - i) **Broadland Tree Warden Network** - to discuss and agree any action
  - j) **Pride In Place Clean Up & Bloom** – to discuss and agree any action
7. Matters to report:
  - a) **Correspondence**
  - b) **Clerks report**
  - c) **Report from Cllr E Mills on training attended (19/9 & 16/11)**
  - d) **Report from the Chairman on training attended (9/11) and Parish Forum attended (9/10)**
  - e) **Village Hall Report**
  - f) **Police report**
  - g) **District and County Councillors reports**
8. Matters for future discussion and to note date of next meeting – to be agreed.