

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL  
HELD ON 4<sup>th</sup> SEPTEMBER 2018 AT THE VILLAGE HALL**

**Present:**

Cllr D Bunn (Chairman)  
Cllr A Coldham  
Cllr A Bunn  
Cllr S Medler  
Cllr M Williamson  
Cllr A Ramsbottom  
Cllr T Palmer  
Cllr G Crane  
Cllr J Norton  
Cllr P Carrick (District & Parish Cllr)  
K Medler (Clerk)

**Parishioners:** 8

**In attendance:** County Cllr D Roper

**1. APOLOGIES**

Apologies were received from Cllr D Fox-Willis.

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

There were no declarations of interest or dispensation requests.

**3. MINUTES OF THE LAST MEETING**

Minutes of the meeting held on the 3<sup>rd</sup> July 2018 were agreed by all and signed by the Chairman.

**4. MATTERS ARISING**

Cllr A Ramsbottom advised it is thought that the Youth Group came second in the Tesco blue coin scheme which means the Group should receive around £2000.00 but she cannot confirm this until the counting is complete.

**5. PUBLIC PARTICIPATION**

It was reported that some of the kerbing on the corner of The Street as you come in from the A140 is loose and needs attention. The Clerk will report to Highways.

Cllr A Coldham reported that she has contacted both the Chair and Clerk of Buxton Parish Council regarding the sign for the 'Buxton Bash' as it was still in place a long time after the event was over but has not received any response. The sign is now down but still on the ground. Residents present also thought it was an eyesore and that really permission should have been sought from Hevingham before putting it up. It was generally felt that NCC Highways were responsible for granting permission for signs as it was put up on Highway land and therefore no further action could be taken.

**6. MATTERS FOR DISCUSSION AND DECISION**

**a. Finance**

*i) Accounts for payment*

The following account had already been paid:

AKS Skip Hire (Skip for the allotments)	£162.00
(This had been authorised by the Chairman and Clerk)	

The following accounts were presented for payment and were approved:

Zak Branch (Hedge cutting)	£300.00
P H Collins (5 <sup>th</sup> and 6 <sup>th</sup> instalments for grass cutting)	£760.00
Anglian Water Business Ltd (National) (Water on allotments)	£96.47
PKF Littlejohn LLP (External auditor fee)	240.00
Mrs K Medler (Expenses)	£84.64*
Hevingham PCC (Grass cutting July)	£315.00
E-on (Electricity)	£75.06

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

\* The Clerk asked if the Parish Council would be prepared to contribute £15.00 towards the purchase of a new shredder as the Clerk had burnt her own out, shredding many old papers from the village hall, and this was agreed.

The annual subscription for C.A.N. is now due again. All agreed not to renew this time as it does not benefit the Council or village to be a member.

The following receipts were noted:

HMR&C (VAT refund)	£1546.13
Barclays Bank (Interest)	£8.54

Balance at the bank now stands at £47,899.79.

*ii) External Auditors Report*

All is in order and there are no matters requiring attention. The necessary notices have been prepared and put on the notice boards and website.

*iii) Report from TT Jones*

As part of the annual clean and inspection programme it has been identified that the cover is missing from the light on The Street. Replacement will cost £48.96 + VAT. All agreed these works should be authorised.

*iv) Notice board on The Street*

The Clerk advised the Perspex has been damaged, which is allowing the weather to get in and damage the internal boarding. Cost to repair is £110.00 +VAT. All agreed repairs should be authorised.

**b. Herbert Phillipo Fund**

Nothing further to report. Highways were chased today for a start date on the Trod Path.

**c. Herbert Phillipo Allotments**

Cllr G Crane advised that having met recently to review the current position of the site, the committee feel the rents should remain the same for the next year and are currently looking at ways to promote the 'spare' plots. They would like to purchase a notice board specifically for the allotments which both the committee and tenants could use. Following discussion and consideration of estimates provided by the Clerk, it was agreed an aluminium board should be purchased and Cllr G Crane will source the necessary posts. The board will be positioned near the water tap with the key inside the tap, for easy access.

The committee also felt it would be beneficial if they had perhaps a polo shirt or gilet with HPCAC on it, so when they were on site tenants would be easily able to identify them. Following discussions, it was agreed high visibility waistcoats would be a better option so the Clerk will obtain some prices for the next meeting.

The committee have agreed several documents which are required but need full council approval to put them in place. These had all been circulated prior to the meeting and were agreed: Addition to the Risk Assessment document, Allotment Health and Risk Assessment, Allotment Policy and Allotment Rules and Regulations – all of which tie in with the Tenancy Agreements already in place.

**d. Allotment Rents**

All agreed both the Herbert Phillipo and Half Acre rents should remain unchanged.

**e. Planning**

i) The following plans were considered:

- 20181251 – Plot 1, Brick Kiln Road – No objections.
- 20181252 – Plot 2, Brick Kiln Road – No objections.
- 20181330 – Lefere, Low Lane – No objections.
- 20181284 – Cobbleacre Park, Brick Kiln Road – No objections.

(The Clerk was asked to find out if the shop will be open to local residents to use)

ii) The Clerk provided the following updates:

- 20180441 – The Gables, Low Lane – Full approval.
- 20180942 – Southview, 29 Westgate Green – Full approval. (This application was amended to remove the cart shed, which now comes under Permitted Development Rights and therefore no longer needs permission).
- 20181050 – 34 Brick Kiln Road – Full approval.

County Cllr D Roper joined the meeting at 20:00

**f. Hevingham Music Fest**

It was noted that two complaints had been received regarding the noise levels. The organiser of the event was present and explained that the bands had finished by 23:15. Regrettably, there was some disturbance off the premises, which is out of the organisers control but the minor trouble which occurred at the end of the event was dealt with by the Police. For next year, there will be more security and the event will finish at 22:30. The Police have recommended an on-site bar only, so attendees will not be able to bring in their own alcohol which should help curb any excessive drinking. Security will also guard the fencing, which this year was tampered with. The organiser is also considering having wristbands to confirm valid entry. There is a 'banned list' in place for next year as well.

In the five years this annual event has occurred, they have raised over £26,000.00 for Charity. This year they raised just over £4,000.00 which has been split between Dementia UK, MIND and Feline Care Cat Rescue.

All agreed appropriate steps are being taken to prevent future concerns and congratulated the organiser for the superb job she does in organising such a major event in the village, which the Parish Council fully support.

(Cllr P Carrick suggested 'Break' as one of the charity recipients for next year).

**g. Additional SAM location**

The Clerk has spoken to Highways who are happy for the Parish Council to trial the sign on Westgate, on the 20mph sign on the left-hand side as you head away from the School. If that does not prove suitable the Council can purchase another post to go elsewhere. The Clerk will purchase an additional bracket to enable the sign to be fixed. Cllr S Medler agreed to be responsible for the sign in this location.

## **h. Magazine printing**

The Clerk had obtained three quotes and all agreed to remain with the current printers.

It was suggested that the front cover this time could have a 20mph sign on it as a reminder of the limits within the village.

## **i. Parish Partnership Bid**

Cllr A Coldham suggested the Parish Council bid for a bus shelter to go on the Norwich to Aylsham side of the A140. Many said Highways have always said 'no' to this as there is not enough room. Cllr S Medler advised he has measured the gap between the current bus stop post and the kerb and it is only 3ft. It was agreed that the Clerk should contact Highways to see what they will allow, if anything, before the Council agree to submit a bid.

## **7. MATTERS TO REPORT**

### **a. Correspondence**

Councillors are invited to The Norfolk Playing Fields Association Annual General Meeting on 17<sup>th</sup> October 2018. No-one was able to attend. NPFA are also currently recruiting Board Members but no-one wished to apply.

### **b. Clerks Report**

The Clerk provided details of the latest set of results from the SAM sign which will be printed in the next magazine.

Overall the sign seems to be effective.

Despite 'rumours' going around, the Clerk has been informed that the Vicar is not leaving Hevingham Church and works to the roof will be proceeding, hopefully by the end of October / beginning of November, but this has been delayed by the presence of bats.

The Clerk reported that the footpath by the allotments is looking very untidy and needs clearing and weed killing. The Chairman will attend to the weed killing. Cllr A Coldham advised she has tried to clear some of the vegetation but broke her equipment in doing so

### **c. Youth Advocate Report**

The group has not met over the Summer but will open again on the 13<sup>th</sup> September 2018 with £1000.00 worth of new equipment to use. It has been noticed that the swings are missing – does the hall need any help with fundraising to replace these as the group do use the play area? It was confirmed that it is just one of the posts which has rotten and is in the process of being replaced so specific fund raising is not required. The swings have been removed as a temporary measure for safety. Cllr M Williamson proposed the Parish Council cover the cost of the repairs and this was seconded by Cllr A Ramsbottom. It was therefore agreed the village hall should inform the Council of the costs once known for further consideration.

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

Nothing to really report as the swings have already been covered. All is running smoothly. ROSPA have completed the annual inspection of the play area and a copy of the report will be sent to the Clerk for insurance purposes. Cllr T Palmer pointed out that the hedges around the hall grounds really need cutting back – this will be raised at the next village hall meeting on the 24<sup>th</sup> September 2018 as it is unclear who is responsible for them.

### **e. Police Report**

The Clerk advised there were 2 crimes in the village during May: 1 violent or sexual offence (on or near Pound Road) and 1 vehicle crime (on or near Cromer Road).

In June there were 6 crimes: 1 burglary (on or near Town Corner), 1 other theft (on or near Pound Close), 1 anti-social behaviour (on or near open space near Brick Kiln Road) and 3 violent or sexual offences (on or near open space near Brick Kiln Road). Further information can be accessed via [www.police.uk](http://www.police.uk).

## **f. Reports**

### **District Councillor Report**

Nothing to report specifically for Hevingham but be assured BDC are not running out of money like some other Councils. The BDC and South Norfolk collaboration will happen seamlessly.

### **County Councillor Report**

A traffic order will be printed in the EDP on the 7<sup>th</sup> September 2018 concerning the reduction in the speed limit on the A140 Cromer Road. The consultation on this will run until the 2<sup>nd</sup> October 2018 which will complete the legal process required, prior to implementation.

The County Council are still looking at making cuts with the mobile library service possibly facing cuts of 40%. It is likely Council Tax will increase next year by 3%. Cllr D Roper is keen to keep the bus subsidies and will continue to push for this.

Fly tipping has increased since April 2018 by 22% with a noticeable increase in the weights of green bins also. The Council were looking at scrapping / suspending the new waste disposal charges at their meeting in July but this was voted down by the Council as a whole.

Cllr D Roper is continuing to push for more safety audits on the roundabouts on the NDR. Whilst some minor works have been completed there is still much outstanding. In answer to questions, Cllr D Roper advised: Extra lighting is unlikely to be installed; the NDR is being well used and has been completed to the specification set out; the lane markings are part of the safety audit being pushed for.

The Police and Fire consultation closes tomorrow.

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

High visibility waist coats for the allotment committee and Parish Partnership Bid.  
Next meeting is on the 2<sup>nd</sup> October 2018 at 7:30pm in the Village Hall.

**The meeting closed at 20:50**