

(Draft)

**MINUTES OF THE ANNUAL MEETING OF HEVINGHAM PARISH COUNCIL
HELD ON 7TH MAY 2019 AT THE VILLAGE HALL**

Present:

Cllr P Carrick (Chairman)
Cllr I Nickalls
Cllr A Bunn
Cllr S Ward
Cllr M Williamson
Cllr A Ramsbottom
Cllr T Palmer
Cllr J Norton
Cllr S Benton
Cllr S Howes
Cllr D Holmes
K Medler (Clerk)

Parishioners: 12

In attendance: County Cllr D Roper
District Cllr J Neesam
PC P Magee

1. APOLOGIES

No apologies were necessary as all present.

2. APPOINTMENTS

- a. Cllr M Williamson proposed Cllr P Carrick for Chairman which was seconded by Cllr S Ward and agreed by all.
Cllr P Carrick accepted office.
- b. The Chairman proposed Cllr S Ward for Vice Chairman which was seconded by Cllr J Norton and agreed by all.
- c. Cllr M Williamson confirmed he was happy to continue as Village Hall Representative and this was agreed by all.
- d. Cllrs A Bunn and M Williamson confirmed they were happy to continue on the Allotment Committee and Cllrs S Howes, I Nickalls and D Holmes also put themselves forward which was agreed by all.
- e. Cllr A Ramsbottom confirmed she was happy to continue as Youth Advocate and this was agreed by all.
- f. All Councillors signed the Acceptance of Office and Code of Conduct.

Item 7f was brought forward at this point

7. MATTERS FOR DISCUSSION AND DECISION

f. SAM sign

Cllr M Williamson confirmed he was happy to continue to look after the sign on The Heath and Cllrs I Nickalls and S Howes agreed to cover the remaining sites.

The Chairman then highlighted the role of the John Hall Charity as Cllr S Benton is the Clerk and whilst it is not a Parish Council 'role' it is still of interest to the Parish Council. Cllr S Benton gave a brief explanation of the Charity and what it does, for those present.

3. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

Item 8e was brought forward at this point

8. MATTERS TO REPORT

e. Annual Police Report

PC P Magee introduced himself to the meeting before giving the annual figures for 1/4/18 – 31/3/19 which cover the Hevingham Ward and so includes Hainford and Stratton Strawless.

During the period a total of 494 calls were received by the Police although only 111 related to Hevingham specifically. Of these 111, only 39 actual crimes were recorded. The main offences were 'assaults' in varying categories. These figures do not give cause for concern.

At present the Police are concerned with gangs (known to be eastern european travellers) who are targeting rural communities and especially farmers so they suggest everyone reviews their security and if you see anything suspicious report it: The non- emergency number is 101 and for emergencies call 999.

PC P Magee left the meeting at 7:53pm

4. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 2nd April 2019 were agreed by all and signed by the Chairman.

5. MATTERS ARISING

The Clerk advised:

- Following the last meeting the Hevinghivers have kindly agreed to pay the VAT element of the new swings so the Parish Council's contribution will now be £760.00 instead of £1182.00.
- Having contacted the vicar, she has received a note of thanks for the Parish Council's continued support. Costs for this year will be the same as last and the vicar will ensure she contacts the Clerk before proceeding next year.

5. PUBLIC PARTICIPATION

- A Coldham asked for a Councillor to take over responsibility for the defibrillator at the Village Hall (a resident covers The Heath) and Cllr D Holmes agreed to do this with the Clerk remaining as deputy for both units.
- A Coldham advised she has re-done the triangle near the Village Green but the hanging baskets are yet to be done. Can someone agree to water these over the Summer on a rota basis? Cllrs J Norton and T Palmer agreed to assist.
- Complaints were received regarding the footpath which runs to the back of the School, being blocked by horses. The Chairman will speak to the owner.
- An allotment holder asked when the second water tap is going to be fitted. The new allotment committee will look at what needs doing and arrange.
- Complaints were received regarding Japanese Knotweed on The Street. The Clerk will check her records on this and see what, if anything, can be done.
- A resident thanked all those involved with the Trod Path and Speed Limit Reduction saying the Trod Path is a delight to use and the Speed Limit Reduction has definitely had a good effect.

7. MATTERS FOR DISCUSSION AND DECISION

a. Planning

20190448 – Mansom Plantation, Shorthorn Road, Stratton Strawless: These plans were previously circulated due to the timescale for response and the Parish Council's objection lodged.

b. Finance

Accounts for payment

The following accounts were presented for payment and were approved:

Mrs K Medler (Expenses)	£56.45
Anglian Water (Allotments)	£18.66
Mrs A Coldham (Flowers on the Village Green)	£32.50
P H Collins (Grass cutting)	£388.00
E-on (Street light electricity)	£88.73
Hevingham Village Hall (Hire for defibrillator training)	£22.00
Came & Company (Insurance)	£632.68
SLCC (Subscription)	£106.00
Hevingham PCC (Church grass cutting)	£360.00

The Clerks standing order was paid on the 5th May.

The following receipts were noted:

BDC (1 st instalment of Precept)	£5,050.00
Allotment water tap key deposit	£5.00
Magazine adverts	£57.50
HMR&C (VAT refund)	£208.94

Balance at the bank now stands at £50,937.48.

Internal Audit

This has now been completed and all is in order.

Accounts for year ending 31st March 2019

These were circulated and agreed.

External Audit and AGAR

The Clerk advised that due to the gross income and expenditure figures for the year both falling below £25,000 the Council can exempt themselves from an external audit this year although the Council will still need to publish all the relevant information required. This was agreed and the necessary form signed.

The Annual Governance Statement was agreed and signed followed by the Accounting Statements.

The dates for the Notice of Public Rights were agreed as 17th June 2019 to 26th July 2019.

New cheque signatory

All agreed Cllr S Ward should replace Mr D Bunn as a signatory on the bank accounts.

c. Herbert Phillip Fund

The Trod is now complete and the Clerk is just awaiting details of the final costs however the Council need to replace the hedging which had to be removed along Mr Seales land. A Coldham has put some plants in but several more will be required. The Clerk has applied for some free hedging from the Woodland Trust but hasn't heard if the bid has been successful yet. If successful, the hedging will be delivered in November. All agreed to await the outcome of the bid and if it is not successful, the Council will purchase some hedging although planting should not be done until November time anyway. The Clerk will make Mr Seales aware of the position.

d. John Hall Charity

Cllr S Benton advised the figures for the Charity to the 31st March 2019: Income £2,654.92, Expenditure £1,710.00, Balance at the Bank £5,999.67. The Charity are currently registering their land with Land Registry.

e. Village Magazine

A new distribution list was agreed. The editor will also be taking over the Hevingham Parish News and Hevingham Folk Facebook pages.

g. Village Green

The Clerk advised 3 posts need replacing. All agreed Cllr J Norton will speak to her husband to arrange as he supplied and fitted the originals.

It was also mentioned that horses and motor vehicles have been seen on the Green. All agreed Cllr D Holmes would source 3 signs to be fixed onto the posts stating 'No horses or motor vehicles'.

8. MATTERS TO REPORT

a. Correspondence

Councillors are invited to the Church on the 26th May for a special service to celebrate the completion of the Church roof. Cllrs S Benton, S Ward and P Carrick will attend.

Councillors are invited to a Parish Paths Seminar on the 29th May but no-one was able to attend.

b. Clerks Report

The Clerk provided details of the latest set of SAM sign results which will be printed in the magazine. Cty Cllr D Roper mentioned that a new version of the Sam sign can actually record registrations. The Clerk will contact Westcotec to see if the current sign can be upgraded or traded in against one of the new signs, as some of the speeds being recorded are concerning.

The Clerk asked if one of the new Councillors would be able to move the cycle rack down on the side of the bus stop and Cllr I Nickalls agreed to look at this.

The Clerk reported that the noticeboard on The Street has been vandalised again and so has been removed for repair.

c. Youth Advocate Report

Nothing to report other than the group has still not re-opened due to illness but with numbers and volunteers declining Cllr A Ramsbottom is looking at other ways of working with the children.

The Chairman highlighted the closing of the Under 5's later in the month and said the School are looking at possibly taking it over but it could take a while to get that confirmed and set up.

d. Village Hall Report

Two new people have come forward to join the committee and the booking clerk may be staying on, but in another role, although that has not yet been confirmed. The AGM will take place on the 17th June.

The new swings are going in and should be ready for use next week.

Can the grass be cut 4/5 days before the Music Fest on the 27th July please? The Clerk will speak to the contractor.

e. Police Report

The Clerk advised there were 6 crimes recorded in the village during February: 2 x violent/sexual offence (on or near The Turn and Pound Close), 1 x anti-social behaviour (on or near Pound Road), 1 x criminal damage and arson (on or near Morgans Way) and 2 x burglary (on or near Open Space/Park). Further information can be accessed via www.police.uk.

f. Reports

County Councillor

There is now a new model in place for running the County Council. Cllr D Roper is still continuing to chase 'issues' on the NDR and will speak to the new member for Children's Services regarding the Under 5's.

The Children's Centres will now be run by Action for Children although full details are not yet known.

District Councillor

Cllr J Neesam introduced herself as the new district councillor and said she is looking forward to starting her new role.

9. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

Next meeting is on the 4th June 2019 at 7:30pm in the village hall.

The meeting closed at 21.08