

**MINUTES OF THE ANNUAL MEETING OF HEVINGHAM PARISH COUNCIL
HELD ON 6th May 2025 IN THE VILLAGE HALL**

Present:

Cllr S Ward (Chair)
Cllr T Palmer
Cllr I Nickalls
Cllr E Mills
Cllr S M Ward
Cllr G Peruzzi
Cllr T Bambridge
Cllr C Alpe
Mrs K Medler (Clerk)

Parishioners: 2

1. ELECTION OF CHAIR

Cllr G Peruzzi proposed Cllr S Ward continue as Chairman which was seconded by Cllr I Nickalls and agreed by all. Cllr S Ward accepted office.

2. OPEN FORUM FOR PUBLIC PARTICIPATION

- It was reported that the footpath which goes from The Heath through to the Primary School is overgrown with nettles at the School end. The Clerk will report to N.C.C.
- A resident has asked if some seating can be put on the Village Hall playing field. This will need some consideration so will be put on the next agenda for discussion.
- It was noted that A Ramsbottom served on the Parish Council for 10 years and was responsible for setting up and running the youth group and looking after the telephone box on the corner of The Street / Pound Road. Councillors would like to record a note of thanks for all Anitas work.
- Cllr G Peruzzi reported that there are 3 posts on the village green which need replacing and suggested the 2 removeable posts are secured in post holders to stop them becoming loose once replaced. New posts are required for the bins on the green and the wood around the raised bed on the triangle is rotten and needs replacing. Cllr Peruzzi will make enquiries into replacing all the items mentioned.
- Cllr T Palmer advised the 'Tomy' was put up today to mark VE Day.

3. ELECTION OF VICE CHAIR

This will be deferred to the June meeting.

4. APOLOGIES

Apologies were accepted from Cllrs D Holmes and A Bunn and noted from County Cllr D Roper.

5. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

6. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 1st April 2025 were agreed by all.

7. MATTERS ARISING

- A date has not yet been agreed on which to open the time capsule.
- Cllr E Mills completed her 20 mile sponsored walk in 7.5 hours and raised a total of £1365.00. Thanks to all who sponsored her.
- A litter pick has been arranged for Sunday 11th May 2025 starting at 10am from the village green. All are welcome to join in.
- Signage for Footpath 2 is still a work in progress.
- The Clerk contacted Highways regarding the yellow zigzag lines but has yet to receive a reply.
- The website has now been upgraded and will shortly be connected to the Councils new '.gov' domain.
- The Clerk contacted the fuel allotments committee regarding the dog poo bin but has yet to receive a reply.

8. APPOINTMENT OF VILLAGE HALL REPRESENTATIVE

This will be deferred to the June meeting.

9. APPOINTMENT OF ALLOTMENT COMMITTEE

Cllrs I Nickalls and E Mills confirmed they were happy to continue in this role and all agreed. The Clerk will check with Cllr D Holmes if he is happy to continue too.

10. APPOINTMENT OF INTERNAL CONTROL OFFICER

Cllr S M Ward advised she is happy to continue in this role and all agreed.

11. MATTERS FOR DISCUSSION AND DECISION

a. Finance

i) Accounts for payment

The following accounts were presented for payment and were approved:

| | |
|---|-----------|
| SSE (Street lighting for March – paid by Direct Debit) | £64.92 |
| Mrs K Medler (Expenses including website upgrade) | £164.78 |
| Norse Eastern Ltd (Grass cutting for March and April as agreed) | £593.54 |
| Hiscox Insurance Co Ltd (Annual insurance) | £1,467.73 |
| Miss S Blythe (Internal audit fee) | £120.00 |
| S.L.C.C. (Annual subscription) | £150.00 |
| Finding Fitness Ltd (Monkey challenge installation) | £8,100.00 |

The Clerk's standing order was paid on the 5th May.

Woods landscaping have not yet sent in their invoice but it was agreed this should be paid once received, up to the sum agreed.

The following receipt was noted:

| | |
|-----------------------------------|-----------|
| B.D.C. (First Precept instalment) | £9,500.00 |
|-----------------------------------|-----------|

Balance at the bank at the end of April was £39,927.56. The Clerk supplied Councillors with a breakdown of Receipts / Expenditure against the Budget for the year to date for reference.

ii) Accounts for year ending 31st March 2025

These had been previously circulated and were agreed by all.

iii) Internal Audit Report for year ending 31st March 2025

The Clerk advised the Internal Audit Report has been carried out and all is in order. There was a query raised regarding the fidelity insurance but the Clerk has checked this and all is correct. A minor point for action – the Councils Risk Assessment needs to be reviewed within each financial year.

iv) Annual Return and Excise of Public Rights

Sections 1 and 2 of the AGAR form were reviewed and agreed. The dates set for the Excise of Public Rights are 1st July 2025 to 11th August 2025.

v) Internal Control Report

This will be deferred to the June meeting.

vi) Bank signatories

It was agreed these would remain as they are.

b. Village allotments

i) Updates

The works to the footpath have now been completed. The gate which was at the Westgate end is no longer required but should be retained as a 'spare' in case any of the others fail. Cllr T Palmer kindly agreed to store the gate at his property. Whilst it was noted the Westgate end of the footpath is no longer wheelchair friendly, the allotments can still be accessed by a wheelchair user from the New Road end.

ii) New issues

- It was noted that some vandalism occurred on the evening of the 13th April 2025. The damaged fencing has been repaired by the tenants themselves. The blackboard will not be replaced as it was being subjected to graffiti so no longer used anyway. B Rolf has replaced the broken water tap lock and does not require reimbursement. Thanks are sent to Becky for that. There is no way of telling how much water was lost as Anglian Water only read the meter once a year in January and the last reading the Parish Council took was in February then again after this incident so any loss will simply have to be borne by the Council. All agreed no further action was required for now but should this happen again, the situation will be reviewed.

- The Clerk received a complaint about plot 17 and the tenant has now decided to hand back the plot as they do not have the time needed to make use of it. This will now be advertised along with plot 1 which is also vacant. If tenants are not found soon these plots will need strimming or weed killing.

c. Dog poo bin at Village Hall

The Chairman advised the bin has been monitored and he doesn't think an extra bin or additional emptying will be required at present. The bin was being used to dispose of nappies which is not what they are there for. The situation will continue to be monitored for the time being and all agreed to leave things as they are for now.

d. Monkey Challenge climbing wall

This was installed today and has already had visitors. Thanks to the National Lottery for funding this project. A photo will be posted on the Parish Councils Facebook page in due course.

e. New goal posts at the village hall

It appears there is quite a demand for these and Cllr G Peruzzi said he has spoken to a few mums who would be prepared to fundraise to secure these. These would benefit the village generally and would make a good addition with all the other new things now in place. Cllr Peruzzi will look into costs etc and possible positioning for further discussion at the June meeting.

Cllr C Alpe asked if the pump track was ever going to happen as this needs to be considered with the positioning of the goal posts and if not, could those funds be redirected into goal posts. Cllr S M Ward advised the project team for the pump track haven't met lately so that has stalled but will suggest a meeting so that can be discussed. The village would also need to be asked as residents and businesses have put money in for the pump track. The Clerk will speak to Norse to see how goal posts would affect the grass cutting.

f. Planning

i) New applications:

2025/0885 – 23a Westgate – Replace windows/doors. Support.

(Cllr G Peruzzi declared an interest as a neighbour so did not take part in the response decision).

ii) Outcomes of previous applications:

2024/3812 – Land adj 9 The Heath – Single storey side extension to existing agricultural storage.

Approved with conditions which can be viewed online via BDC's website.

g. Highway Matters

Nothing to report.

In answer to a question, the Clerk confirmed she has not received any further updates regarding the fence on the beck. All agreed an update should be requested 6 months after the last was received.

h. Public Spaces Protection Order (dog fouling) renewal consultation

This had been previously circulated. No-one had any comments they wished to put forward.

12. MATTERS TO REPORT

a. Correspondence

None.

b. Clerks Report

- If an election is not called by the 9th May 2025, the Parish Council will be able to advertise the current vacancy and co-opt at their meeting in June.
- The Clerk has received notification that the annual play area inspection for the village hall will take place in June 2025. The Chairman advised he spoke to the village hall handyman recently and he is unsure if he will return. Cllr C Alpe agreed to take on the weekly play area checks in his absence.

c. Village Hall Report

The recent reggae night was very successful. There may be another bingo night soon. The committee are looking at changing the heaters in the main room as they are beginning to fail. Pat testing has recently been completed. The Fire Inspection is due to be carried out soon and the Electrical Inspection is scheduled for July. Cllr C Alpe has done a lot of work re-planting the tubs at the hall and disposed of the waste herself. Thanks were extended to Cllr Alpe for her work on that.

d. Police Report

The Clerk advised there was 1 crime recorded in the village during February: Criminal damage and arson at Hevingham Village Hall. This was the attempted theft of the lead flashing on the roof. There is no information for March or April yet. Further information can be accessed via www.police.uk.

e. Reports

District Councillor Report

- BDC are looking at purchasing more houses for temporary accommodation which has been approved by cabinet.
- There is an Overview and Scrutiny Meeting taking place this evening.
- Cllr S Ward again has a fund of £1000.00 which he can give to local community groups in his area this year.

f. Annual John Hall Charity Report

- The John Hall Charity awarded 9 uniform grants to pupils leaving Hevingham Primary School and going onto High School in September 2024. The amount awarded was increased by £10.00 from £75.00 the previous year to £85.00, making a total awarded of £765.00. One letter of thanks was received from a grateful parent.
- Despite the increased promotion of the Charity only six students applied for a further education grant. The grant was increased to £175.00, a rise of £25.00 on the previous year of £150.00, making a total of £1050.00 awarded. The number of applicants was again a disappointment.
- A total of £1815.00 was awarded in Grants for the period 2024/2025. It is hoped that the rate of awards will be maintained for the coming year despite the low rate of interest paid on investments.
- We welcomed Sharon Ward onto the board of Trustees in March 2025, this was due to the resignation of Jeff Clarke. We would like to thank Jeff for his work as Trustee and Chair of the Charity over the last 18 years.

- Historical documents relating to the John Hall Charity will shortly be going to the Norfolk Records Office if anyone is interested in looking at them.

13. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

For future discussion: Seating on the Village Hall playing field, posts on the village green and raised bed, election of vice chair and village hall representative, internal control report and new goalposts at the Village Hall.
Next meeting is on 3rd June 2025 at 7:30 in the Village Hall.

The meeting ended at 21:00