

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL  
HELD ON 7<sup>th</sup> JULY 2020 AT THE VILLAGE HALL**

**Present:**

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

**Parishioners: 9**

**In attendance:** County Cllr D Roper  
District Cllr J Neesam  
Rev M McPhee

**1. APOLOGIES**

Apologies were received from Councillors I Nickalls and T Palmer.

**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> March 2020 were agreed by all and signed by the Chairman.

*The Chairman wanted to record a note of thanks to all who provided assistance to those within the community who needed it during the lockdown but specifically the Hevingivers for being so quick to get things organised.*

**4. MATTERS ARISING**

- The Clerk advised the medals for the children for the VE Day celebrations have been bought and paid for but were not given out due to lockdown. A resident commented that the middle of the medal can be changed if we want to use them for another occasion. All agreed the Chairman should contact the School this week and see if he can deliver them as they are, so they can still be given out to those who would have received them as a VE Day commemoration.
- Cllr D Holmes stated the Wellbeing Event scheduled for June had to be postponed but they are looking to reschedule for later in the year. The Hevingivers will be linking in to help too.
- Cllr D Holmes advised he has not yet spoken to the owners of the fence on the A140 due to lockdown but will pursue this as soon as possible.

**5. PUBLIC PARTICIPATION**

The Secretary of the Hevingham Laurel Club spoke on the uncertainty of the future of the club as the current management committee prepare to retire at the end of the year. To date no-one has come forward to take on the roles required despite several adverts in the village magazine.

The Chairman suggested that should the group have to close down, any funds could be passed to the Hevingivers so the money is kept for use in the village and perhaps the funds from the Hot Meals Service could be given to the Parish Council for them to organise meals. It was agreed the situation should be reviewed later in the year as someone may still come forward.

**6. MATTERS FOR DISCUSSION AND DECISION**

**a. Grant application from the Church**

The Vicar explained the situation regarding some of the trees in the Churchyard and the Church's financial position. Due to this the Church are seeking a grant from the Parish Council to cover the cost of urgent works which are required to keep the Churchyard open to the public. Four quotes have been received and circulated to Councillors. All agreed to cover the cost based on the cheaper quote from a local contractor. The Clerk advised the contractor could invoice the Council directly to help the Church with cashflow.

**b. Grass cutting at Church**

The Vicar explained that the grant given of £2625.00 will not cover the cuts required to the end of the season. Currently they have reduced the number of cuts to preserve funds but already people are commenting on the difference. It was agreed the position should be reviewed again in September.

**c. Herbert Phillip Fund**

*Under 5's*

The Clerk has received correspondence from the Head explaining that costs have come in higher than previously expected and so the funding for the roofing and coating has reached the total NCC said they would match 50%. The increase is explained by general inflation and an increase in costs due to Covid-19. As a result, the figure agreed by the Parish Council will not meet the expected final cost for all the work required. Following discussions, it was agreed that upon receipt of detailed invoices from the contractors, the Parish Council would cover the £6250.00 originally agreed but they are not prepared to increase the grant any further. Should further works be required the Parish Council are happy to negotiate with local tradesmen to get better value for money.

**d. Finance**

i) The following account had already been paid and was approved:

Monk Plant Hire (Hardcore for farmers allotments entrance) £288.00

The following accounts were presented for payment and were approved:

E-on (Electricity)	£93.67
Norse Eastern Ltd (Magazine printing)	£253.00
P H Collins (Grass cutting in June)	£387.50
F C Hambling (Bus shelter cleaning)	£40.00
David Seppings (Works completed at Village Hall)	£108.00
Hevingham PCC (Grass cutting)	£225.00
Mrs K Medler (Expenses)	£71.31
HMR&C (PAYE x3)	£117.60

The Clerks standing order was paid on the 5<sup>th</sup> July. (A letter was signed to amend this so the Clerk is paid more accurately).

The following receipts were noted:

Allotment water keys	£15.00
Bank interest (Barclays reserve)	£3.00

Balance at the bank now stands at £42,605.49.

- ii) Several payments were agreed during lockdown and these are detailed on the attached sheet.
- iii) The internal audit was again completed as previously agreed, by Mr S Carrick, and all is in order.
- iv) The accounts for the year ending 31<sup>st</sup> March 2020 were agreed.
- v) It was agreed the Council could be exempt from External Audit again this year and the Chairman and Clerk signed the certificate.
- vi) The Annual Governance Statement for 2019/20 was approved and signed.
- vii) The Statement of Accounts for 2019/20 was approved and signed.
- viii) The dates for Electors Rights were agreed as 3<sup>rd</sup> August to 11<sup>th</sup> September.

**e. Allotments***Updates*

- i) All allotments are now taken with a few changes to tenants too.
- ii) There were signs of 'mares tail' growing on spare ground within the site which Cllr M Williamson and his son have sprayed. We will need to keep an eye on this.
- iii) The water tap was left on overnight on the 22<sup>nd</sup> May which we believe to be down to the fact the water was cut off by Anglian Water whilst the tap was in use and then forgotten. Until a bill is received, we will not know what effect this will have had on costs. Tenants have been reminded to be more vigilant in future.
- iv) A complaint was received regarding children running around on the allotments and tenants have been reminded of the allotment rules and of abiding by the current Government guidelines on social distancing.
- v) The additional hardcore for the farmers allotments has now been delivered. Thanks again to Mr M Williamson for levelling that.
- vi) Cllr S Howes confirmed he has now obtained a quote from the local plumber, who installed the first water tap, for £349.00 and suggests it is positioned on the lower section of the site (near plots 23-28) for ease of installation. The quote is to duplicate what is already in place for the first tap. All agreed this work should be authorised and an adaptor should also be installed on the first tap so two people can use at once.

*New issues*

- i) Plot 14 is beginning to look rather untidy and there is currently a waiting list (of one) for a plot. Would the Council be happy to clear the plot and rent it out? All agreed they would and Cllr M Williamson will see if his son will clear.
- ii) Plot 28 would like to install a small sunken container / liner in the corner of their plot no bigger than one metre square and quite shallow, to create a small wildlife pond. Is this acceptable? All agreed it would be as long as it is child safe.
- iii) The Clerk asked if the Community Plot is to be free every year or was that just a one-off? All agreed it should continue to be free to encourage people to get involved.

**f. Village Hall Play Area**

Following discussions, it was agreed the play area should be re-opened once appropriate signage has been installed. Cllr D Holmes will work with the Clerk to organise as a matter of urgency.

It was also agreed, even though David Seppings is not actually an employee, he will be provided with gloves for when he is inspecting or working in the area.

The Clerk gave an update on work which has been completed in the area during closure.

Two incidents of vandalism have occurred: Breakage of the lock to gain entry to the play area (one even before it could be officially opened). A further incident regarding damage to the dog bin has been reported to the Police.

## **g. Planning**

Applications considered during lockdown:

- i) 20200781 – 50 Brick Kiln Road – Demolition of existing and erection of new building - No objections. Now approved.
- ii) 20200807 – 3 Churchill Close – Loft conversion - No objections. Now approved.
- iii) 20201053 – Corbiere, 15 The Turn – Garage conversion to ancillary accommodation – No objections providing the garage cannot be sold as a separate dwelling in the future.

Outcome of previous applications

- i) 20200181 – 45 Cromer Road – Approved.
- ii) 20200179 – Cobble Acre Park, Brick Kiln Road – Approved.

New applications

Haveringland Parish Council have highlighted an application for 280 holiday units at Haveringland Hall Country Park and are asking surrounding villages to consider commenting on it. All agreed it would not have an impact on Hevingham and therefore no comment was necessary.

## **h. Financial Regulations**

The Clerk had previously circulated a revised document for consideration and all agreed to accept.

### **i) Wellbeing Initiative**

As a lot more information is being emailed concerning this, the organisers have asked for two Councillors to be nominated for specific areas to take the burden from the Clerk. Cllr S Ward agreed to cover 'Joining the Dots' and Cllr D Holmes agreed to cover 'Norfolk Parish Councils' Climate Safeguard Project'.

## **7. MATTERS TO REPORT**

### **a. Correspondence**

Two requests for donations have been received: NARS and Priscilla Bacon Hospice. All agreed to send £50.00 to both.

### **b. Clerks Report**

The Clerk provided figures from the SAM sign for May to June - full details will be printed in the Hevingham News. Unfortunately, the Radar in the unit failed in February so there are no figures available between February and April. The Clerk has been looking into switching electricity supplier for the village but as we are on an unmetered supply contract no-one is interested in taking us on.

The Laurel Club secretary has said as the VE Day lunch had to be cancelled, the funds agreed of £300.00 to cover the lunches are not required and can remain in the Parish Council's own funds.

### **c. John Hall Charity Report**

(This is usually given at the Annual Parish Meeting but as that had to be cancelled, it is being reported now).

There has not been much change in the year and bank balances remain healthy. Uniform grant requests were lower than anticipated. The Charity is currently trying to register its land on the A140 with the Land Registry for completeness. The Clerk is stepping down in September but someone has already come forward to take over.

### **d. Report from Cllr D Holmes on training attended**

New Councillor training was completed virtually and was excellent – would recommend.

Finance training has been rescheduled for September.

### **e. Village Hall Report**

Next meeting is due to take place this Thursday.

The Treasurer was present and said this is the first time the Hall has been used since lockdown. There are still more signs to go up and a full risk assessment to be completed. Lots of hand sanitiser has been purchased. Finances are currently at an acceptable level as not too many bills have come in whilst they have been closed although they did have to pay for a repair to the roof and front door lock. The solar panels have helped save the Hall as lack of use during lockdown has meant they have gained from the electricity generated. The Hall is now available to hire under current guidelines.

### **f. Police Report**

The new Beat Manager PC925 Lucas Ward has provided the Clerk with some statistics on speeding along the A140. There are concerns at the numbers still exceeding the 40mph limit and as a result the Safety Camera Team will be attending to monitor.

## **g. District and County Reports**

### *District*

Cllr J Neesam would like to reiterate the Chairman's thanks to all those who helped the community during lockdown – she was very impressed with all that happened. BDC's Help Hub was very busy but enquiries are now down to a more normal level.

There is still time to nominate a Community Hero through the website but the deadline is the 17<sup>th</sup> July.

Three Council meetings were held via 'Zoom' during lockdown and these can be viewed on YouTube.

The Budget is still the main topic of discussion and it is estimated lost revenue will be in the region of £2.4 million.

£1.3million has been received from Government and reserves are currently sitting at £14 million.

The Waste Services review is still ongoing.

*County*

Again, thanks to all those involved in helping the community during lockdown.

Money is a big talking point right now. NCC have received £43million from Government which covers most of the costs associated with Covid -19 but not all. There is likely to be a deficit of £20million.

The West of the County seems to have been affected with Covid-19 more than anywhere else with Great Yarmouth coming in second and then Broadland. Norwich was last on the list for recorded instances.

Much work has been done around Children's Services and School transport needs consideration before they return fully in September. It is hoped fines will not have to be necessary to encourage children back to School.

Libraries have re-opened this week and Recycling Centres have been open for a while.

The planning application for the new recycling centre just outside St Faiths has now been approved and it is hoped it will be open at the end of 2021.

In answer to questions directed to Cllr Roper:

Provision for Mental Health Services was not great before Covid -19 so extra provision now is unlikely but Cllr D Roper shares peoples concerns about this.

Schools will be utilising the Track and Trace system.

There are no facilities in Hevingham or the surrounding area for young carers – can something be put in place? Cllr Roper asked the resident to email him directly on that matter.

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

Laurel Club position and grass cutting at the Church.

Next meeting is on the 1<sup>st</sup> September 2020 at 7:30pm in the village hall.

**The meeting closed at 21:20**