

(Draft)

MINUTES OF THE ANNUAL MEETING OF HEVINGHAM PARISH COUNCIL HELD ON 5th MAY 2026 IN THE VILLAGE HALL

Present:

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

Parishioners: None

In attendance: County Councillor Dan Roper

1. ELECTION OF CHAIR

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

2. OPEN FORUM FOR PUBLIC PARTICIPATION

No public present.

3. ELECTION OF VICE CHAIR

Cllr S Ward proposed Cllr D Holmes continue as Vice Chairman which was seconded by Cllr I Nickalls and agreed by all. Cllr D Holmes accepted the post.

4. APOLOGIES

Apologies were accepted from Cllrs E Mills, H Cox and A Bunn.

5. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Cllr G Peruzzi declared an interest in item 11b but is not required to leave the room when this is discussed as he has a dispensation which allows him to stay unless rents are being discussed.
There were no additional dispensation requests.

6. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 7th April 2026 were agreed by all.

7. MATTERS ARISING

- The Chairman reported that Cllr H Cox is keen to speak to the Ramblers Association (RA) but was away when this was discussed. The Clerk reminded Councillors that they decided against getting involved with the proposals put forward by the RA. All agreed Cllr H Cox could speak to the RA herself but should not do this under the guise of the Parish Council.
- The Clerk advised the Village Hall handyman will be replacing the post mentioned at the last meeting and dealing with the emptying of the bins when he is in the area.

8. APPOINTMENT OF VILLAGE HALL REPRESENTATIVE

Following discussions, Cllr C Alpe agreed to take on this role.

9. APPOINTMENT OF ALLOTMENT COMMITTEE

Cllrs I Nickalls, D Holmes and E Mills all confirmed they were happy to continue in this role.

10. APPOINTMENT OF INTERNAL CONTROL OFFICER

Cllr T Bambridge agreed to take on this role.

11. MATTERS FOR DISCUSSION AND DECISION

a. Finance

i) Accounts for payment

The following account had already been paid and was approved:

SSE (Electricity for March – paid by Direct Debit) £87.76

The following accounts were presented for payment and were approved:

Miss S Blythe (Internal audit fee as agreed) £120.00

Anglian Water Business (Water on HP allotments) £126.89

Mrs K Medler (Expenses) £127.84

The Clerk's standing order was paid on the 5th May 2026.

Following discussions, it was agreed the Clerk should appoint Clear Councils Insurance to cover the Parish Council, on a 3 year long term agreement at a cost of £1,256.01.

The following receipts were noted:

HMR&C (Half yearly VAT reclaim) £1,360.14

HP Allotment Rent (Pro-rated) £17.00

B.D.C. (First part of Precept) £10,000.00

Balance at the bank at the end of April was £31,486.64. The Clerk supplied Councillors with a breakdown of Receipts / Expenditure against the Budget for the year to date for reference.

ii) Barrier at Village Hall

This was discussed further and suggested that tractor and lorry access should be provided by means of a pair of lockable gates. Finding someone to install the barriers etc is still proving difficult. Cllr G Peruzzi will investigate quotes further so hopefully a decision can be made at the June meeting to get everything in place.

iii) Cleaning of play equipment at Village Hall

The Clerk has not yet heard back from the company approached but will chase this. It was agreed the Clerk can authorise up to £300.00 to get this moving ahead of the next meeting.

iv) Accounts for year ending 31st March 2026

These had been previously circulated and were agreed by all.

v) Internal Audit Report for year ending 31st March 2026

The Clerk advised the Internal Audit Report has been carried out and all is in order.

vi) Annual Governance Statement

Section 1 of the AGAR form was reviewed and agreed.

vii) Accounting Statement

Section 2 of the AGAR form was reviewed and agreed.

viii) Excise of Public Rights

The dates set for the Excise of Public Rights are 1st July 2026 to 11th August 2026.

ix) Internal Control Report

The Clerk advised the second six monthly check has been completed and all is in order.

x) Bank signatories

It was agreed these would remain as they are.

b. Village allotments

i) Inspection report and updates

The April inspection confirms all is in order although concern was raised that loose rat poison blocks have been put down without a box, which is not safe when there are children and dogs in the area. The Clerk will send a note to all tenants requesting that the bait is either removed or put inside an appropriate box.

ii) New issues – as above.

c. Planning

i) New applications: None.

ii) Outcomes of previous applications:

2025/1594 Land adj 33 The Heath: Outline planning for new self-build dwelling. Refused and dismissed on appeal.

2025/1577 37 The Heath: Change of use from agricultural to 6 dwellings. Approved with 14 conditions.

2025/3176 Kempton Park Farm: Various works. Approved with 9 conditions.

All applications and details of any conditions applied can be viewed on BDC's website.

d. Highway Matters

Nothing to raise.

12. MATTERS TO REPORT

a. Correspondence

None.

b. Clerks Report

The SAM sign has been up on The Street and of the 25,609 vehicles it recorded going past, 636 of these exceeded the 30mph limit (591@35mph, 42@40mph, 2@45mph and 1@50mph).

c. Village Hall Report

The lounge has now been refurbished. The committee are looking for a new cleaner so if anyone is interested in doing this, please get in touch.

d. Police Report

The Clerk advised there was 1 crime recorded in the village during February: 1x Drugs (on or near Nelson Way).

There were no crimes recorded in March. There is no information available yet for April. Further information can be accessed via www.police.uk.

e. Reports

District Councillor Report

Nothing to report due to the upcoming Election.

County Councillor Report

Nothing to report due to the upcoming Election but Cllr D Roper thanked the Council for being a steady force to work with over the last 13 years. Cllr Roper will no longer cover the Hevingham area due to boundary changes.

13. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

Cleaning of play equipment and installation of field barriers at the Village Hall.

Next meeting is on 2nd June 2026 in the Village Hall.

The meeting ended at 20:12