

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL  
HELD ON 1<sup>st</sup> APRIL 2025 IN THE VILLAGE HALL**

**Present:**

Cllr S Ward (Chair)  
Cllr A Bunn  
Cllr T Palmer  
Cllr I Nickalls  
Cllr D Holmes  
Cllr E Mills  
Cllr G Peruzzi  
Cllr T Bambridge  
Cllr C Alpe  
Mrs K Medler (Clerk) – via Skype

**Parishioners: 1**

Mr M Williamson briefly popped in to thank the Clerk and Councillors for their kind gifts following his resignation from the Council earlier in the year – they were much appreciated and will be enjoyed!

**1. APOLOGIES**

Apologies were accepted from Cllr S M Ward and noted from County Cllr D Roper.  
The Clerk advised Cllr A Ramsbottom has resigned with immediate effect on health grounds so BDC will be advised.

**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 4<sup>th</sup> March 2025 were agreed by all.

**4. MATTERS ARISING**

- Cllr S M Ward is speaking to the original founders of the village hall to agree a date on which to open the time capsule.
- Cllr E Mills is still looking for sponsors for the 20 mile sponsored walk she is completing on 6<sup>th</sup> April 2025. If anyone can sponsor Cllr Mills please contact her directly.
- A date for the BDC Big Litter Pick is still to be arranged but thanks are extended to local resident 'Jonquil' for collecting 3 bags of rubbish, just in walking from her home to the village hall recently. Cllr Mills also completed a litter pick herself recently along Church Lane and has subsequently reported some fly tipping to BDC. Thanks to all who try to keep our village free from rubbish.
- Lottery funding has now been received for the Monkey Challenge climbing wall and an installation date set for 6<sup>th</sup> May 2025. All agreed it should be sited near the basketball court and youth shelter. The Chairman will attend on the day to confirm the location to the contractor.

**5. PUBLIC PARTICIPATION**

- Cllr G Peruzzi advised that Footpath 2 could do with some better signage as the path is not completely obvious. Cllr Peruzzi will forward some suggestions to the Clerk for her to pass onto NCC.
- Cllr C Alpe wished to have it minuted that the access which is due to be going in opposite her property is still an ongoing issue and there are no historical records of an access being there between 1836 and 1988. Google maps back this up from 1988. The owner should therefore apply officially for a new access to stop enforcement action. (As this is not something the Parish Council have any power over it will need to be left to the relevant authorities to deal with).
- Cllr T Bambridge asked if the yellow zigzags outside the Primary School could be extended up to the Nursery now that the Nursery is part of the school. Cars park on the road outside the Nursery making it unsafe for those taking young children in. It was agreed the Clerk will speak to Highways.
- The Chairman asked if Councillors would have any objections to Public Participation being at the very beginning of the agenda, as strictly speaking it is not actually a part of the meeting and this would enable better control during meeting discussions as the public are there to listen, not join in. All agreed to this change from May.

**6. MATTERS FOR DISCUSSION AND DECISION**

**a. Finance**

- i) Accounts for payment

The following account had already been paid and was approved:

Mrs S Fisher (Allotment tap key deposit refund)	£5.00
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The following accounts were presented for payment and were approved:

SSE (Street lighting for February – paid by Direct Debit)	£58.63
Mrs K Medler (Expenses)	£38.78
TT Jones Electrical Ltd (Street lighting maintenance contract Apr-June)	£30.65
Mr F J Martinez (Painting of youth shelter ceiling as agreed)	£215.00
HMRC (PAYE)	£12.80
B.D.C. (Small business rates for HP car park – rate relief given)	£nil

The Clerk's standing order will be paid on the 5<sup>th</sup> April.

The following receipt was noted:

National Lottery (Funding for Monkey Challenge)	£6,750.00
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The Chairman noted that due to the Council being careful with its spending this year, the end of year accounts are looking healthier. The Clerk will now finalise the accounts to send to the same Internal Auditor as last year.

Balance at the bank at the end of March was £31,299.71. The Clerk supplied Councillors with a breakdown of Receipts / Expenditure against the Budget for the year to date for reference.

**ii) Website**

The Clerk advised despite her best efforts and having spoken to other Clerks, it is not within her capabilities to set up a new website from scratch and therefore this needs to be considered again. It seems the current Wix site can be upgraded so the '.gov' domain can be used with it and everything that is already on the site can remain. This will be a far less labour intensive and therefore cost effective solution. The minimum upgrade is currently £9.00 per month and will give 2GB of storage. All agreed the Clerk should proceed on this basis.

**b. Flooding on Westgate**

The Chairman outlined a proposed solution using a local contractor at a cost of £2250.00 +vat. Following discussions, all agreed the works should be authorised as this is a far better and cost effective solution than that proposed by Saffron's contractor. Cllr G Peruzzi will authorise the works as he has been dealing with the local contractor.

**c. Dog poo bins at Village Hall**

The Chairman advised he has been looking after the bins at the Hall whilst their handyman is off sick and has noticed that dog walkers have been putting their dog poo bags in the general waste bin. The Chairman has not been able to find out any information from BDC's website about dog poo and is liaising with them concerning this. Although the dog poo bin is supposed to be emptied weekly, it is filling up in 2/3 days. There is a possibility dog walkers are storing up waste at home and putting it in the dog bin at the Hall but all household waste is incinerated like the dog bin, so this is not necessary. The Clerk will speak to BDC to see if there is an option of a larger bin and what costs that would involve.

Cllr D Holmes asked about a dog bin being installed near the gate into The Heath as dog walkers are leaving bags by the gate, hanging on trees and in various other places, which is very unpleasant. The Clerk has asked before but was met with a resounding 'no' from the Charity that looks after The Heath. It was agreed the Clerk should ask again.

**d. Village allotments**

**i) Updates**

Noting to report.

**ii) New issues**

A recent inspection has still highlighted some plots which appear to be un-used but the Clerk is watching these. There are some 'runners' appearing through the gravel in the car park which need attention – Cllr G Peruzzi offered to deal with these.

**e. Standing Orders / Financial Regulations**

The Clerk had previously circulated some minor amendments due to Government changes concerning contracts and these were agreed by all.

**f. Planning**

**i) New applications:**

None.

**ii) Outcomes of previous applications:**

2023/3782 – Sun View, 6 The Turn – Change of use of land to plant training.

The appeal submitted on this has been dismissed meaning BDC's decision to refuse planning to operate for more than 28 days stands.

2024/3405 – Lilac Farm, 49 Brick Kiln Road – Demolish existing building and erect new self build.

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

## **g. Highway Matters**

Nothing to report.

## **h. APM Minutes 2024**

Minutes of the meeting held on the 2<sup>nd</sup> April 2024 were agreed by all.

## **7. MATTERS TO REPORT**

### **a. Correspondence**

A reminder about a Forum taking place on the 2<sup>nd</sup> April 2025 from 9am to 12pm at The Horizon Centre regarding Devolution for any Councillors wishing to attend. The Chairman confirmed he will be attending.

### **b. Clerks Report**

- The Clerk has reviewed the Asset Register as the Insurance Renewal is coming up and nothing needs changing now but the Monkey Challenge will be added once installed. Insurers have been made aware of this addition and have agreed to cover it free of charge until renewal.
- Following the last meeting, once the Public had left, it was agreed the Parish Council would award to Mr M Williamson, the highest honour a Parish Council can bestow, of 'Honorary Freeman of the Parish of Hevingham' in recognition of his 25 years of service to the village as a Parish Councillor, serving some time as the Chairman too and for his unwavering commitment to making sure things are done right for the village. Mr Williamson has confirmed his acceptance of the award so it is now intended that a presentation will be made officially at the opening of the time capsule as both will mark 25 years.
- The Clerk has completed the re-declaration required for The Pensions Regulator.

### **c. Village Hall Report**

- There are a few projects being considered at present with upgrades being looked at and more events being organised. Bookings remain good.
- Councillors asked about recent damage to the roof caused by objects being thrown onto it. Repairs are being looked at and Cllr G Peruzzi offered to assist. The culprits were seen on the CCTV and will be taking part in the Litter Pick in recompense. No further action is being taken.

### **d. Police Report**

The Clerk advised there were no crimes recorded in the village during January. There is no information for February or March yet. Further information can be accessed via [www.police.uk](http://www.police.uk).

### **e. Reports**

#### *District Councillor Report*

- BDC are continuing to purchase more houses for temporary accommodation and have saved ½ million on B&B and Hotels.
- Broadland Country Park in Horsford has now been given the go-ahead for a visitor centre with toilets.
- The Norfolk Warm Homes contract has been extended for another year which helps people with insulation etc.

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

For future discussion: New goalposts at the Village Hall.

Next meeting, which is the Annual Parish Council Meeting, is on 6<sup>th</sup> May 2025 at 7:30 in the Village Hall.

The meeting ended at 20:30