

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL  
HELD ON 7<sup>TH</sup> DECEMBER 2021 IN THE VILLAGE HALL**

**Present:**

Cllr S Ward (Chairman)  
Cllr S Benton (Vice Chair)  
Cllr J Norton  
Cllr I Nickalls  
Cllr D Holmes  
Cllr A Ramsbottom  
Cllr M Williamson  
Cllr A Bunn  
Cllr T Palmer  
Mrs K Medler (Clerk) (via Skype)

**Parishioners: 1**

**In attendance:** County Councillor D Roper  
Rev M McPhee  
J Mayhew MP (via Skype)  
M Eva (from the office of JM via Skype)

**1. APOLOGIES**

Apologies were approved from Cllrs S Howes, A Long and District Cllr J Neesam.

**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 5<sup>th</sup> October 2021 were agreed by all.

**4. MATTERS ARISING**

- Cllr M Williamson commented that the wreath this year was very good and several more attended the memorial service than last year. It was noted that the 'Tommy' also arrived and been displayed. Next year, if a bugler is going to play, residents would like to be made aware so they can attend.
- Cllr M Williamson asked again about the fence on the beck but no comment could be made in Cllr D Roper's absence although the Clerk is aware he met with Highways on the 8<sup>th</sup> November. Mr M Eva suggested J Mayhew MP could be asked to help with this.
- The Clerk confirmed online banking is now up and running and Cllr D Holmes has replaced Cllr M Williamson as a signatory.
- Having checked the Council's Financial Regulations, the Clerk obtained two further quotes for the 'slow down' signs. Having circulated these, Red Dragon Media were still the preferred supplier and so were authorised to proceed. The signs are now ready, but fitting has not been agreed. The Chairman will provide Cllr D Holmes with the agreed locations for delivery. Some people have agreed to install themselves but if any are left the handyman will be asked to install.

**5. PUBLIC PARTICIPATION**

- Rev M McPhee commented that if anyone knows of any buglers for the Remembrance Service next year, she will happily take details.
- The PCC have unanimously agreed to pass the management of Hevingham Church over to the Churches Trust. The process will take around 9-10 months. All Parishes are currently being reviewed by the Diocese, but it is hoped this handover will be accepted. If enough people come forward to prevent this happening, the decision can be reversed. A minimum of six services a year will continue, and baptisms, weddings and funerals would count towards that number.

**6. MATTERS FOR DISCUSSION AND DECISION**

**a. Finance**

i) Half yearly accounts

These had been previously circulated and were agreed.

ii) Accounts for payment

The following account had already been paid to test online banking:

P H Collins (Grass cutting as agreed for October)	£410.00
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The Clerk's standing order was paid on the 5<sup>th</sup> November.

The following accounts were presented for payment and were approved:

Mrs K Medler (Expenses)	£38.64
E-on (Electricity)	£99.31
F Martinez (Handyman jobs)	£100.00
NPT&S (Training - Chairman)	£36.00
Hevingham PCC (Grass cutting Sept & Oct)	£431.25
B Bambridge (Tree work at Village Hall)	£1,000.00
(The Chairman had agreed an additional £100,00 for some extra works)	
Red Dragon Media (Slow down signs)	£1,050.00
Cllr A Ramsbottom (Hanging baskets)	£48.43

The Clerk's standing order was paid on the 5<sup>th</sup> December.

Receipts noted:	
BDC – 2 <sup>nd</sup> Precept instalment	£6,666.00
BDC – CIL payment	£1,756.11
Magazine adverts	£110.00
Allotment rent	£1,817.50

Balance at the bank now stands at £30,233.75.

#### iii) Grass cutting contract 2022

The Clerk has only been able to obtain one quote (from the current contractor) but that is more than double what we have been paying. Cllr I Nickalls may know someone who would be interested so the Clerk will forward the specification to him and will also try Norse.

*Cty Cllr D Roper joined the meeting at 19:50*

#### iv) Grass cutting at the Church 2022

Rev M McPhee explained that the PCC are legally responsible for appointing the contractor and have decided to re-appoint M Bedder for the 2022 season. Subject to the number of cuts required due to the weather, the quote ranges from £3040.00 to £3648.00. The Church have not had any complaints about damage etc since M Bedder has been on board and so they see no reason to go elsewhere. If the management of the Church does go to the Churches Trust, they will then be responsible for organising any contractor and the Parish Council can speak to them, at that time, about taking over responsibility if they wish. Whilst the Church has some funds for maintenance, they have lost some funding due to a decline in visitors because of Covid. The Church is completely independent and do not get any central support. Following discussions, it was agreed the Parish Council will contribute £3040.00, to be paid in June. If any further funds are required, these will be subject to negotiation.

*J Mayhew MP joined the meeting at 20:05 and item 7g was brought forward with the Chairman's agreement*

## 7. MATTERS TO REPORT

### g. District and County Reports

#### Questions

Cllr M Williamson raised the ongoing issue of the fence on the beck. Highways are still drawing up a scheme to prevent the flooding and the Boundaries Team are still looking into the boundary position. It was agreed the Clerk will send a summary of the problem to J Mayhew MP to see if he can assist with this.

#### County

The renewal of the white lines in the village has been programmed and will be paid for from Cllr Ropers local budget. If the Village Hall are interested in having an electric charging point at the Hall, let Cllr Roper know by the new year. The Budget Consultation is ongoing. A 3% rise in Council Tax is being consulted on even though 4% is recommended.

#### District (reported by Cllr D Roper)

There is still no news on the accommodation review.

BDC have a £900,000 underspend (savings have been made on the waste contract).

If anyone is in distress regarding housing etc, please contact BDC for help.

*Cty Cllr D Roper left the meeting at 20:10*

## 6. MATTERS FOR DISCUSSION AND DECISION

### a. Finance continued

#### v) Budget / Precept 2022/23

The Clerk had previously circulated some proposed figures and following discussions it was unanimously agreed the Precept should be increased to £15,000. In future, people coming to the Parish Council for funding, will be encouraged to fund raise in the first instance. The Parish Council will also look to engage more volunteers of work in the village.

### b. Village Hall Playing Field Community Project

The two 'community networking' events were successful. The Pergola is now up and there are lots of plants to be planted. It is hoped an official opening of the garden will take place on the 1<sup>st</sup> May. To clarify, the garden is there to help the community come together to learn, connect and relax and so aiding mental health and wellbeing.

*J Mayhew MP left the meeting at 20:25*

### c. Village allotments

It has been reported that the Community Plot (14) has rats under their shed. This is a tenant issue as likely to be down to seed / feed stored in the shed. Cllr D Holmes will speak to the main tenant and see what can be done.

### d. Planning

i) There were no new applications to consider.

ii) Application considered between meetings:

20211905 – Meadow View, 19 The Street – Rear extensions, alterations and annexe. Majority no objections. This has also now had full approval by BDC with conditions.

iii) Outcomes of previous applications:

20211568 – Stonedale, 17 Westgate – Full approval with garage roof remaining flat.

20211562 – 34 Brick Kiln Road – Full approval with conditions.

#### **e. Meeting Dates 2022**

The Clerk had previously circulated proposals and these were agreed.

#### **f. Publication Scheme**

The Clerk had previously circulated some minor amendments, and these were agreed.

#### **g. Trod Path**

The Chairman has met with Mr Seales to discuss the replacement hedging as two attempts have now been made to replace the hedging removed to make way for the trod path, without success. Mr Seales currently has a contractor working on site who he trusts to do a proper job and a quote has been provided for the necessary works. The Clerk has obtained a second quote, but this is higher and does not include any labour costs. Mr Seales has agreed to take over responsibility for looking after the hedge if his contractor completes the work. All agreed to authorise this.

#### **h. Magazine**

Following discussion, all agreed this needs to be retained if possible. The Chairman is the 'caretaker editor' at present but a permanent editor is needed. This is a volunteer role and was advertised in the latest magazine. Some changes are needed to deliveries, and it was agreed Cllr A Long will take over from Mrs Coldham and Mrs Holmes will replace Cllr M Williamson.

#### **i. Internet Banking Policy**

The Clerk had previously circulated a proposed policy, and this was agreed. It was also agreed the Clerk should set up the Chairman for online access too. (It was noted the Councils branch in Aylsham will be closing in January).

#### **j. Financial Regulations**

The Clerk had previously circulated some minor amendments, and these were agreed.

#### **k. Mother and Toddler Group**

Having read the information previously provided it was agreed the Council would not provide any funding as there had not been a grant request from a committed group of people with ongoing support. The Hevingivers could be approached or alternatively fund raising could be considered.

### **7. MATTERS TO REPORT**

#### **a. Plaque for Community Response to Covid**

The Chairman explained a memorial plaque had been given to Hevingham from the Lord Lieutenant Lady Dannatt to commemorate the resilience of the community during the pandemic. It was felt it should be placed at the Village Hall and so the Village Hall Committee will be given the decision as to where to display it.

#### **b. Correspondence**

None.

#### **c. Clerks Report**

Nothing to report.

#### **d. Report from the Chairman on finance training attended**

This was a really interesting topic and would recommend to others interested in how the Council's finances work etc.

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

Cllr D Holmes advised that bookings are picking up and a new sound system has been installed.

#### **f. Police Report**

The Clerk advised there was 1 crime in the village during September: 1 x Violent & sexual offence (on or near A140 Cromer Road) and 3 crimes during October: 3 x Violent & sexual offences (2 on or near Morgans Way and 1 on or near Park Land / Open Space). Further information can be accessed via [www.police.uk](http://www.police.uk).

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

Next meeting is on the 11<sup>th</sup> of January 2022 at 19:30.

The meeting ended at 21:00  
Happy Christmas!