

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL  
HELD ON 5<sup>th</sup> JUNE 2018 AT THE VILLAGE HALL**

**Present:**

Cllr D Bunn (Chairman)  
Cllr D Fox-Willis  
Cllr A Coldham  
Cllr A Bunn  
Cllr S Medler  
Cllr M Williamson  
Cllr A Ramsbottom  
Cllr T Palmer  
Cllr G Crane  
Cllr J Norton  
K Medler (Clerk)

**Parishioners: 4**

**1. APOLOGIES**

Apologies were received from Councillor P Carrick, County Councillor D Roper and the Police.

**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 1<sup>st</sup> May 2018 were agreed by all and signed by the Chairman.

**4. MATTERS ARISING**

Cllr M Williamson advised the Village Hall do charge for hire of the hall for the Hevingham Music Fest but after that any monies raised are given to Charities chosen by the organisers.

**5. PUBLIC PARTICIPATION**

- Residents raised concerns regarding the lack of verge cutting in the County generally. The Clerk will refer to County Councillor D Roper for comment.
- Could some rubble be put in front of the telephone box on The Heath as there is a dip in the road which holds water and then results in mud being splattered onto the box – as this houses the defibrillator it really needs attention. This has been raised with Highways previously so when the allotment committee put some stone on the allotments, they will put some here too.
- A resident handed in a small package containing suspected 'substance' residue. In the absence of the Police all agreed as several people had handled the package it should be suitably disposed of on this occasion. Should residents see any substance in use or find any further packages, these should be reported immediately to the Police as the Parish Council cannot deal with such matters.
- It was reported that the drain on Westgate Green is still blocked. The Clerk will refer to Highways.

**6. MATTERS FOR DISCUSSION AND DECISION**

**a. Finance**

*i) Accounts for payment*

The following accounts were presented for payment and were approved:

|  |         |
|--|---------|
| Miss E Medler (Summer magazine)                | £50.00  |
| P H Collins (3rd instalment for grass cutting) | £380.00 |
| Hevingham PCC (Grass cutting March and April)  | £495.00 |
| Hevingham PCC (Grass cutting May)              | £472.50 |
| Mrs K Medler (Expenses)                        | £22.77  |

The Clerks standing order was paid today.

The following receipts were noted:

|                          |        |
|--------------------------|--------|
| Barclays Bank (Interest) | £8.70  |
| Magazine adverts         | £10.00 |

Balance at the bank now stands at £50,500.68.

*ii) Audit*

The Internal Audit has now been completed and all is in order. The Chairman signed the necessary forms to be sent to the External Auditor and all agreed the Clerks proposed dates for the exercise of public rights.

**b. Herbert Phillip Fund**

Nothing further to report.

#### **c. Memorial Bench in Lay-by**

The Clerk detailed the advice she has been given by NPTS which basically suggests the Parish Council could take on the bench to be able to fulfil the conditions stipulated by NCC. Following discussions, it was felt that whilst the siting of a bench is a nice idea and the Parish Council do support it, the red tape imposed by NCC makes it too onerous for the Parish Council to take this on and apply for the licence. It was suggested the lady concerned could contact the owner of the adjoining field to see if they would allow a bench to be sited on their land instead.

#### **d. Financial Regulations**

These were reviewed and agreed without alteration.

#### **e. Proposed speed limit alteration on A140**

The Clerk has received a letter from NCC confirming the extent of the proposed 40mph limit and seeking the Parish Councils views before advertising the associated Traffic Regulation Order. All agreed a 'support' response should be sent.

#### **f. Norfolk Access Improvement Plan consultation**

All agreed no comments were required.

#### **g. Planning**

- i) There were no new plans to consider.
- ii) The clerk advised planning application 20180463 (August Farm, Brick Kiln Road) has been approved.

#### **h. GDPR Compliance Plan**

The clerk gave an update on the current position and advised she has had to make a slight amendment to the Privacy Notice and GDPR Policy, which the DPO has been made aware of, as 'legitimate interests' should have read 'public task'. Both documents are now on the new website. An amendment to the Risk Assessment Policy to comply with the new rules was proposed and agreed by all. New Standing Orders, a Records Management Policy, an Equality Policy and alterations to the Publication Scheme will now be circulated for agreement at the July meeting. Once these are agreed the Clerk believes the Parish Council will be fully compliant with the new rules.

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

#### **a. Correspondence**

NCC are running a roadshow in Cromer on the 12<sup>th</sup> June 2018 between 7pm and 9pm for residents to hear about the Council's suggestions for the future and to ask questions and offer ideas and aspirations for the County. No one present wished to attend.

#### **b. Clerks Report**

The Clerk provided details of the latest set of results from the SAM sign which will be printed in the magazine. The Summer and Autumn magazine's will be out slightly later than usual.

The Clerk has not been able to find anyone to cut a window in the bus shelter so it was agreed to leave it as it is.

#### **c. Youth Advocate Report**

The group are getting short of volunteers so if anyone can help, please can they contact Cllr A Ramsbottom.

#### **d. Village Hall Report**

Nothing to report.

#### **e. Police Report**

The Clerk advised there were 6 crimes in the village during April: 1 anti-social behaviour (on or near Pound Close), 2 'other' thefts (on or near Park/Open Space), 1 burglary (on or near Cromer Road), 1 vehicle crime (on or near Morgans Way) and 1 criminal damage or arson (on or near Halls Corner). Further information can be accessed via [www.police.uk](http://www.police.uk).

#### **f. District and County Councillors Reports**

None.

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

To agree new Standing Orders, a Records Management Policy, an Equality Policy and alterations to the Publication Scheme.

Next meeting is on the 3<sup>rd</sup> July 2018 at 7:30pm in the Village Hall.

**The meeting closed at 20:15**