

**MINUTES OF THE ANNUAL MEETING OF HEVINGHAM PARISH COUNCIL
HELD ON 7TH MAY 2024 IN THE VILLAGE HALL**

Present:

Cllr S Ward (Chairman)
Cllr D Holmes
Cllr S M Ward
Cllr I Nickalls
Cllr E Mills
Cllr T Palmer
Cllr A Ramsbottom
Mrs K Medler (Clerk via Skype)

Parishioners: 2

In attendance: District Cllr S Ward

1. ELECTION OF CHAIRMAN

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

2. ELECTION OF VICE CHAIR

The Chairman proposed Cllr D Holmes continue as Vice Chair which was seconded by Cllr S M Ward and agreed by all.

3. APOLOGIES

Apologies were accepted from Cllrs M Williamson, A Bunn, V Johnson, C Alpe and noted from County Cllr D Roper.

4. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

5. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 2nd April 2024 were agreed by all.

6. MATTERS ARISING

- Cllr S M Ward confirmed she has spoken to the owner of the Grillz van who apologises for her lack of opening however, this is due to health issues which are being treated. The owner hopes to re-open on a Wednesday, Thursday and Friday from the 17th May 2024. The Clerk advised that following her contact with both Highways and BDC, neither are prepared to take any action as BDC have said they are only responsible for food safety and Highways do not feel it is a Highways issue. All agreed to see if things improve after the 17th May although it was noted that the Parish Council have no powers to change the situation.
- The Clerk has yet to receive any update regarding Camping Beck despite chasing. It was agreed the Clerk should now contact Graham Plant as the lack of response is completely unacceptable.
- Cllr E Mills advised the litter pick is still a work in progress but is hoping to set a date soon.
- The Chairman advised the dead hedge on the allotments is still being investigated.
- The Chairman advised the painting of the youth shelter and repair of the slide is still outstanding due to the weather.

7. APPOINTMENT OF VILLAGE HALL REPRESENTATIVE

Cllr D Holmes agreed to take on this role for the time being.

8. APPOINTMENT OF ALLOTMENT COMMITTEE

Cllrs D Holmes, E Mills and I Nickalls agreed to continue in this role.

9. APPOINTMENT OF INTERNAL CONTROL OFFICER

Cllr S M Ward agreed to take on this role.

10. PUBLIC PARTICIPATION

- A resident asked how often a Councillor can be absent from meetings before being challenged. The Chairman confirmed the period is 6 consecutive months.
- A resident asked who is responsible for the road outside the HP car park as there is quite a dip there now. It was confirmed as Highways so the Clerk will report. Cllr D Holmes will look at the car park entrance, which the Parish Council is responsible for, as that may also need attention.
- Cllr A Ramsbottom reported that the streetlight at the top of Pound Road has been out for several months. The Clerk will report to the lighting contractor.

11. MATTERS FOR DISCUSSION AND DECISION

a. Finance

i) Accounts for payment

The following accounts were presented for payment and were approved:	
SSE (Electricity for street lighting in March – paid by Direct Debit)	£60.85
SLCC (Annual subscription)	£112.00
Mrs K Medler (Expenses)	£19.64
Anglian Water (HP allotments)	£24.68
S Blythe (Internal audit fee)	£120.00
Norse Eastern Ltd (Grass cutting March & April)	£559.94

The Clerk's standing order was paid today.

The annual insurance renewal has not been received so will be carried forward to the next meeting.

The first Precept instalment of £9000.00 was received in April.

Balance at the bank at the end of April was £28,680.00. The Clerk supplied Councillors with a breakdown of Receipts / Expenditure against Budget for the year to date for reference.

ii) Accounts for year ending 31st March 2024

These had been previously circulated and were agreed by all.

iii) Internal Audit report for year ending 31st March 2024

The Clerk advised the Internal Audit has been carried out and all is in order. The report was circulated to Councillors ahead of the meeting and will be placed on the website.

iv) Annual Return

Sections 1 and 2 of the AGAR form were reviewed and agreed. It was also agreed the Council will be exempt from an External Audit this year, due to neither gross income nor gross expenditure exceeding £25,000. The dates set for the Excise of Public Rights are 3rd June to 12th July 2024. The Clerk will ensure the necessary documents are now put on the Councils website.

v) Internal Control Report

The necessary checks were completed by Cllrs I Nickalls and D Holmes and all is in order.

vi) Bank signatories

It was agreed the bank signatories would remain as they are.

b. Allotments

i) Updates

- The fencing is still being investigated.
- The Clerk has contacted the necessary tenants regarding weeds etc.
- Cllr D Holmes will check if the rotten fencing has been removed and if not, he will remove it.
- The Clerk has not yet organised a replacement lock but will do shortly.

ii) New issues

The Clerk asked if a previous tenant, who no longer falls within the allowed boundaries for plot allocation, could be granted an exception, allowing her to take the current plot which is available, as the 2 Hevingham residents on the waiting list do not wish to take the plot in question for differing reasons. All agreed an exception could be made on this occasion as it is better for the plot to be tenanted than left empty. This does not change the current rules in place for allocation going forward.

c. Planning

i) New applications

None.

ii) Outcomes of previous applications

Nothing to report.

d. Highway Matters

A resident asked what was happening regarding the proposed extension to the gypsy site on Brick Kiln Road. The Chairman advised it is part of the GNLP which has now been approved in principle but they will still need to obtain planning permission before going ahead with any expansion.

e. Flooding on Westgate

The Clerk advised she has not received any information from the handyman or the suggested contractors from the last meeting to be able to move this forward. The Clerk will chase.

12. MATTERS TO REPORT

a. Correspondence

None.

b. Clerks Report

Children numbers in the village

From the Census completed in 2021: 4% (119) of the population were aged 4 and under, 5% (145) were aged 5-9, 5.7% (165) were aged 10-14 and 5.4% (157) were aged 15-19. Just as a point of interest the biggest age range in the village at that time was 55-59. The overall population then was 2903, split as 1480 female and 1423 male.

Village population and Councillor numbers

BDC only hold electoral role numbers, not population numbers however the number of Councillors on a Parish Council is dependent on the electorate not the population and is set by the District Council when they complete their governance review. The village electorate currently stands at 983 and Councillor numbers are correct at 11.

Electrical testing

The village streetlights and telephone boxes need to be inspected, tested and certified every 5 years and this is now due to be carried out again. Our lighting contractor will be carrying this out at a cost of £15.00 +vat per asset and there are 7 assets in total.

Play area inspection

Notice has been given that the ROSPA inspection will be carried out sometime in June.

c. Village Hall Report

The AGM will take place in June and it is anticipated a new Chair will be voted in.

PAT testing has recently been completed and a Fire Officer has checked all the hydrants.

The Clerk asked if supplier details are available yet to enable her to order the replacement parts for the outside table tennis table, highlighted in last year's ROSPA inspection. Cllr A Ramsbottom will chase.

d. Police Report

The Clerk advised there were 2 crimes in the village during February: 1x Other (on or near Morgans Way) and 1x Violent & sexual offence (on or near Churchill Close). There were no crimes recorded for March. Further information can be accessed via www.police.uk.

e. District and County Councillor Reports

District

The next meeting will take place later this month.

The Benefit Housing Allocation system is about to change and instead of there being categories 1-4, these will become A-E. The consultation runs from the 9th May 2024 and can be accessed via BDC's website.

County

Absent.

8. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

Next meeting is on 4th June 2024 at 7:30 in the Village Hall.

The meeting ended at 20:25