

**MINUTES OF THE ANNUAL MEETING OF HEVINGHAM PARISH COUNCIL  
HELD ON 9<sup>th</sup> MAY 2023 IN THE VILLAGE HALL**

**Present:**

Cllr S Ward (Chairman)  
Cllr D Holmes  
Cllr I Nickalls  
Cllr A Bunn  
Cllr A Ramsbottom  
Cllr M Williamson  
Cllr E Mills  
Cllr V Johnson  
Mrs K Medler (Clerk via Skype)

**Parishioners: 4**

**In attendance:** District Cllr S Ward

The Chairman opened the meeting by welcoming the new Council and confirming how the agenda works.

**1. ELECTION OF CHAIRMAN**

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

**2. ELECTION OF VICE CHAIR**

Two nominations were proposed: Cllr D Holmes by Cllrs S Ward and M Williamson and Cllr V Johnson by Cllrs E Mills and A Ramsbottom. In a vote, Cllr D Holmes was elected (4:1 with 1 abstention) and accepted office.

**3. APOLOGIES**

Apologies were noted from Cllr T Palmer and County Cllr D Roper.

**4. CO-OPTION TO VACANT SEAT**

One candidate came forward and was agreed by all. Cllr C Alpe was welcomed onto the Council.

**5. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

There was one declaration of interest: Cllr D Holmes in relation to the Village Allotments. There were no dispensation requests.

**6. DECLARATIONS OF ACCEPTANCE OF OFFICE NOT RECEIVED**

All agreed, as Cllr T Palmer is currently unwell, to extend his signing of the acceptance of office to the next meeting. One elected officer has decided not to accept their election and so will not be signing the acceptance of office. A casual vacancy is therefore declared and the Clerk will inform BDC.

**7. MINUTES OF THE LAST MEETING**

Minutes of the meeting held on the 4<sup>th</sup> April 2023 were agreed by all.

**8. MATTERS ARISING**

- The handyman has looked at the matting for the roundabout and table tennis table and has suggested only 10sqm are required in total. The suppliers said between 31-42sqm would be required. The Chairman will assess with the handyman and advise the Clerk what to order.
- The bookmarks for the Coronation were ordered and delivered to the village hall booking clerk (at a discounted price) but it is unclear what has happened to them as the event at the Hall was cancelled. The Clerk will look into.

**9. APPOINTMENT OF VILLAGE HALL REPRESENTATIVE**

Cllr D Holmes advised he is happy to continue in this role and all agreed.

**10. APPOINTMENT OF ALLOTMENT COMMITTEE**

Cllrs I Nickalls, A Bunn, D Holmes and M Williamson all said they were happy to continue in this role and Cllr E Mills offered to replace outgoing Cllr S Howes. All agreed.

**11. PUBLIC PARTICIPATION**

- Cllr D Holmes raised the issue of flooding on Church Lane. It appears the ditch may have been filled in. Photos will be emailed to the Clerk to report to Highways.
- The Chairman reported that Brick Kiln Road is also an issue but if extra material is put in when it is re-surfaced, (which was due to be completed on the day of the Elections but was cancelled) that should solve the problem. The Clerk will contact Highways. As an aside, it was noted that the flooding which regularly occurred on New Road has improved.

## 11. PUBLIC PARTICIPATION cont/-

- The Chairman has received a letter from a resident on Town Corner complaining that vehicles are not keeping to the 40mph speed limit on the A140 Cromer Road. Is the SAM sign able to be positioned to check this? The Clerk advised SAM sign locations have to be agreed by Highways and believes they have previously said 'no' to putting it on the main road. The Clerk will look into and see if the Police will carry out some checks too.
- It was reported that the road surface near the bus shelter and The Fox PH is deteriorating. The Clerk will report to Highways.
- The phone box on The Heath is looking quite tatty now and the grass level is building. Cllr D Holmes will attend to the grass to ensure access is maintained and the Chairman will look into sourcing the paint.
- Can anything be done about the large number of red ants which have appeared on the Village Hall field. This isn't an issue which has been seen before and any treatment would need to be dog and person friendly. It was suggested that nematodes or grubs could be used. The situation will be monitored for now and in the meantime the Clerk will speak to the grass-cutting contractor to see if he has any suggestions.

## 12. MATTERS FOR DISCUSSION AND DECISION

### a. Finance

#### i) Accounts for payment

The following accounts had already been paid and were approved:

Mrs K Medler (Coronation bookmarks from Baker Ross) £67.70\*

(\*Section 137 payment approved at April meeting)

Norfolk Cement & Building Supplies Ltd (Asphalt for allotment roadway) £174.00

The following accounts were presented for payment and were approved:

P H Collins (Grass cutting)	£448.00
Mrs K Medler (Expenses)	£104.01
Miss S Blythe (Internal audit fee)	£55.00
Mr D Seppings (Work at Village Hall)	£50.00
Npower (Street light electricity)	£98.03
SLCC (Subscription)	£112.00
Anglian Water (Water for village allotments)	£18.55

The Clerk's standing order was paid on the 5<sup>th</sup> May 2023.

Insurance will be carried forward to the June meeting due to changes being required.

The first Precept instalment was noted as being received: £8500.00

Balance at the bank at the end of April 2023 was £25,120.54.

#### ii) Accounts for year ending 31<sup>st</sup> March 2023

- These had been previously circulated and were agreed by all.
- It was agreed, following discussion, to make the village allotment pot £NIL rather than negative, money would be re-allocated from the Herbert Phillip Fund (HPF), as this fund was used to set the allotments up initially. Additional costs were incurred this year with hedge cutting and rat treatment. Going forward the allotments need to be self-funding. A question was raised whether the HPF is the same as the John Hall Charity and it was confirmed it is not.
- The Clerk advised the Internal Audit has been carried out and all is in order. The External Audit will now be prepared for the AGAR to be agreed and signed at the June meeting.

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

### b. Allotments

#### i) Updates

- Cllr M Williamson has obtained a quote to replace 14 fence posts and 38 boards at a cost of £1700.00 – no VAT. A second quote has not been received. There is still the question of removing the bottom rails. Cllr M Williamson will speak to the contractor again to check that and see if it will make any difference.
- It was confirmed the majority of the rubble supplied has been moved onto the central roadway and has improved the situation. R Rolf will clear the remainder tomorrow and thanks were expressed to her for that.

#### ii) New issues

- The Community Garden was discussed at this point as R Rolf also manages that. R Rolf asked if the Council had any objections or concerns about a water butt being installed. Following discussions, it was agreed the Chairman would meet R Rolf on site tomorrow to consider further. R Rolf also gave a brief update on her role in the garden and allotments for the new Councillors. The Council thanked R Rolf for all she does in both areas.

**c. Planning****i) New applications**

2023/0847 – Model Farm, Brick Kiln Road – No comments to add.

2023/1059 – Barn Cottage, 56 Brick Kiln Road – No objections.

ii) Outcomes of previous applications: 20212125 - Mansom Plantation, Stratton Strawless – Refused.

**13. MATTERS TO REPORT****a. Correspondence**

None.

**b. Clerks Report**

Notification has been received that the play area at the Village Hall is due to be inspected in June.

**c. Village Hall Report**

A meeting has been held and a new committee elected with a treasurer, so the management of the Hall has been secured for the next year.

**d. Police Report**

The Clerk advised there were 6 crimes in the village during March 2023: 5x Violent & Sexual Offence (2x on or near Morgans Way, 2x on or near Brick Kiln Road and 1x on or near Churchill Close) and 1x Other (on or near Brick Kiln Road). Further information can be accessed via [www.police.uk](http://www.police.uk).

**e.****i) District Councillor Report**

The new District Councillor introduced himself – Shane Ward – and congratulations were given. The first District Council meeting will be on the 25<sup>th</sup> May so nothing to report other than the District Council is no longer Conservative lead and is classed as being under 'no overall control'.

**ii) County Councillors Report**

No report provided.

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

Next meeting is on the 6<sup>th</sup> June 2023 at the Village Hall.

The meeting ended at 20:40