

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL
HELD ON 2nd September 2025 IN THE VILLAGE HALL**

Present:

Cllr S Ward (Chair)
Cllr T Palmer
Cllr T Bambridge
Cllr A Bunn
Cllr D Holmes
Cllr E Mills
Cllr I Nickalls
Cllr S M Ward
Cllr H Cox
Mrs K Medler (Clerk via Teams)

Parishioners: 1

In attendance:

1. OPEN FORUM FOR PUBLIC PARTICIPATION

A village allotment tenant came to speak on behalf of R Rolf and raised the following points:

- Would it be possible to have an Allotment Representative on the Council who tenants could go to directly for queries etc. Cllr D Holmes advised he is already part of the allotment WhatsApp group so would pick up anything flagged on there however if Cllrs E Mills and I Nickalls were also on there, all members of the Allotment Committee would be able to see and pick up. Strictly speaking the Clerk is the main contact and all queries should go through her however Councillors on the Allotment Committee confirmed they would be happy to cover any queries raised through the WhatsApp group.
- Is any of the fencing that was removed being replaced. The Chairman advised this was discussed previously and it was agreed the fencing would not be replaced as it was not economically viable to do so. This is all detailed in previous minutes.
- What happened to the trees that were going to be planted. The Chairman advised the allotment area did not suit many of the trees received so they were put elsewhere but many have died.
- Can the Allotment Committee let tenants know when they are going to do their inspection so tenants can be there to raise any questions. Councillors on the committee advised they do the inspection when they can fit it around work so could put it on the WhatsApp group when they know they are going but may not be able to give much notice.
- The tenants have had a few 'get togethers' on the community plots this year and would like to hold an end of season barbecue on the 14th September at 2pm. They would like to put a pagoda up in the orchard area and would have a first aider on site and safeguarding in place. They would not anticipate any fires but there would be hoses on hand just in case. Councillors would also be welcome to attend. It was agreed this would be acceptable as long as the area was cleared afterwards and a proper risk assessment is carried out by those organising.
- One of the tenants does a lot on the allotments completely free of charge, using his own equipment etc. Would the Council consider letting him have his plot for free in recognition of this. This was agreed.
- Is it possible to have a 'no parking' sign on the entrance gate as many of the School visitors park in front of it, restricting access. The School have been asked to advise visitors to keep the entrance clear. The Clerk advised there should already be signs in place but these may now be obscured by the hedging however Cllr D Holmes already has this in hand to rectify.

This member of the public left the meeting at 19:54

- Cllr E Mills advised her litter picking group was entered into BDC's prize draw along with 29 other groups and they won again so the £200.00 prize fund is being donated to the pump track project.

2. APOLOGIES

Apologies were accepted from Cllrs G Peruzzi and C Alpe and noted from County Cllr D Roper.

3. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

4. MINUTES OF THE LAST MEETING

Minutes of the meetings held on the 1st and 15th July 2025 were agreed by all.

5. MATTERS ARISING

- An Open Day is being planned for residents to view the contents of the time capsule and this will be held at the Village Hall on the 12th October 2025, probably between 10am and 4pm.
- The Clerk has now had confirmation from Highways that works have been programmed to install new 'School Keep Clear' road markings outside the Nursery but they are unable to give a timeframe.
- The sign for The Turn has been repaired.

- It has been confirmed that the bark in the play area is of the correct size and content and it does appear to be the same as the old bark.
- The Clerk asked if the outdoor seating purchased for the Hall has been installed yet. A gentleman came forward to do this but nothing more has been heard. The Clerk will forward the details to the Chairman again for contact.

6.MATTERS FOR DISCUSSION AND DECISION

a. Finance

i) Accounts for payment

The following accounts had already been paid and were approved:

SSE (Street lighting for June – paid by Direct Debit)	£62.79
Anglian Water Business (Water on the HP allotments)	£200.35
Mrs K Medler (Expenses)	£37.15
Norse Eastern Ltd (Grass cutting for July as agreed)	£296.77
NBB Outdoors (Picnic benches x2 as agreed)	£1242.00
M H Goals (Football posts as agreed)	£882.00

The following accounts were presented for payment and were approved:

PKF Littlejohn LLP (External audit fee)	£252.00
Mrs K Medler (Expenses and backdated salary)	£101.67
Norse Eastern Ltd (Grass cutting for August as agreed)	£296.77
Woods Fencing & Landscaping Ltd (Works at HP allotments as agreed)	£2,580.00

The Clerk's standing order was paid on the 5th August and will be paid again on the 5th September.

It was noted that the certificate presented under Freedom of the Parish was provided by Red Dragon Media free of charge – thanks were given for that.

The following receipt was noted:

HMR&C (VAT refund)	£901.86
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Balance at the bank at the end of August was £21,008.04. The Clerk supplied Councillors with a breakdown of Receipts / Expenditure against the Budget for the year to date for reference.

It was noted that the interest rates on the Cambridge and Barclays savings accounts will be decreasing again on the 5th September and 11th November respectively.

ii) External Audit Report

This has now been received and all is in order with nothing highlighted for action. The Certificate and Notice of Completion of Audit have been published as required.

iii) Replacement of SAM sign batteries

These are still the original batteries and are failing quite soon after use so really need replacing. Cllr G Peruzzi has obtained one quote of £171.80 to replace both. Cllr I Nickalls will try to get a second quote for comparison.

iv) Electricity contract renewal

The current supplier contract expires on 30th September. The Clerk has obtained two quotes but has been unable to get a third as the Council have an unmetered supply which is unusual. All agreed to remain with the current supplier as they are offering the better deal.

v) Replacement of Defibrillators

Following discussions, it was agreed the Clerk should order two new defibrillators with cabinets (Zoll AED 3).

These will be paid for from the HP Fund the same as the current defibrillators, which are now nearing their recommended lifespan. Cllr D Holmes advised he can arrange some free training for residents through the EAAA once the new defibrillators are in place. The Village Hall committee will be asked to cover the cost of the hall hire.

vi) Replacement of the small swings at the Village Hall

The Clerk provided three quotations for consideration. Following discussions, it was agreed this will be 'parked' for now as the costs are quite considerable and the Council has several other things requiring funding at present. The swings are quite safe so are not requiring immediate replacement anyway.

vii) Clerks' salary increase

It was noted and accepted that the Clerk's salary has been increased in accordance with NALC/NJC scales to be backdated to 1st April 2025.

b. Village allotments

i) Updates

- It was suggested that to stop cyclists continuing to ride down the slope next to the allotment steps and onto the road, that a post could be concreted into the gap. The existing sign relating to dogs being kept on leads (which is still on the gate at present) could then be fixed to this. The Clerk will speak to Cllr G Peruzzi to see if he can help.

ii) New issues

- The hedge around the car park needs cutting again. The Clerk will ask Mr Gaskin to attend to this.
- The hedge around the allotment path also needs cutting again, including the shorter hedge which runs alongside the car park. The Clerk will ask Mr Branch if he could do this in October to allow residents time to pick the sloes.
- Complaints have been received that the allotment site is being used for bike riding, football and as a general play area and there has also been a suggestion of drug taking in the orchard. The Clerk has sent a note to all tenants reminding them what the allotment is for to hopefully stop any of the above however it is accepted that this may not actually have anything to do with any of the tenants but children coming in of their own accord. The allotment committee will monitor during their inspections but any drug taking should be reported to the Police.
- Inspections have highlighted that several plots appear to be un-used and are causing a nuisance to other tenants. The Clerk will contact those concerned and see if they wish to continue next season. Any continuing will need to give assurances of use but if they continue to be neglected Notices to Quit will be issued.

iii) Rent review

The Clerk had previously circulated Income and Expenditure throughout the term of the site for information. Following discussions, it was agreed the rent will remain at £40.00 for the coming season.

c. Village Hall play area inspection

It has now been confirmed that the Village Hall handyman, who usually deals with anything raised in the annual inspection, will not be returning so the Council need to find someone else to cover this. A previous suggestion has proven unfruitful. The Clerk will contact Norse to see if they can cover any minor repairs etc. and speak to other villages to see what they do.

d. Outdoor maintenance at Village Hall

No-one has come forward from the village to offer any help. The Clerk has obtained a quote from Norse but this is quite substantial and has not been budgeted for. The Clerk will put together a full specification of the work required and put out to the village again and speak to nearby villages to see who they use.

e. Installation of barrier at Village Hall.

KKL Fabrications in the village will be manufacturing this for us but no timescale is available at present.

f. Goal posts at Village Hall

The pitch has been marked out and the goals delivered to the Hall.

Refreshing of the pitch lines needs to be considered as Norse say they need refreshing fortnightly to keep them visible. Councillors felt once a month would probably be sufficient, depending on the time of year and use. Cllr A Bunn will provide the Clerk with a contact who may be able to provide a refreshing service at a lesser cost than Norse.

An installer is now required to fit the posts but they need to be concreted in. This is more of an involved job than first thought so it was agreed the Clerk will ask Norse if they would be prepared to fit them. Providing costs are below £500.00, the Clerk is authorised to instruct Norse to go ahead. The Chairman will need to be contacted for access to the posts.

g. Replace posts and raised bed on Village Green / Triangle

Cllr T Bambridge advised her husband has replaced the posts free of charge – thanks were extended to him for doing that.

Mr Bambridge is also prepared to replace the sleepers on the triangle for a total sum of £350.00. Cllr D Holmes has not had a chance to look at the planters yet but said they will definitely be far more than that. All agreed if the Clerk is sent an official quote by Mr Bambridge that the work could be authorised.

h. Planning

i) New applications:

Nothing to consider.

ii) Applications considered in between meetings:

2025/2024 – Lake View Cottage, 39 Brick Kiln Road – Proposed single storey rear extension. Support.

iii) Outcomes of previous applications:

20220335 – Raynham Lodge, 20 The Turn - Approved with conditions.

20222014 – Land off The Street – Approved with conditions.

2025/1606 – 34 Nelson Way – Approved with conditions.

2025/1685 – The Cottage, 17 Halls Corner Lane – Approved with conditions.

2025/2024 – Lake View Cottage, 39 Brick Kiln Road – Approved with conditions.

All applications and details of the conditions applied can be viewed on BDC's website.

i. Highway Matters

Cllr T Palmer asked if yellow lines could be requested on The Street on the left hand side as you head to the A140 Cromer Road as cars park along there and cause an obstruction. Cars turning into The Street are met with vehicles on their side of the road as they pull round the obstructions. The Clerk will refer to Highways.

7. MATTERS TO REPORT

a. Correspondence

None.

b. Clerks Report

The Clerk has reviewed the Councils Internal Control Policy, Data Protection Policy, Allotment Health and Risk Assessment, Allotment Policy and Allotment Rules and Regulation and all are up to date so require no changes.

c. Village Hall Report

The 5 year electrical upgrade was completed last week. The annual electrical and fire checks have been carried out. There have been a few weddings at the Hall and several more enquiries. A SEN group are also interested in making a regular booking.

d. Police Report

The Clerk advised there were 3 crimes recorded in the village during May: 3x Violent and sexual offences (on or near Morgans Way, Halls Corner and The Turn) and 3 during June: 1x Criminal damage/arson (on or near Westgate Green), 1x Burglary (on or near Town Corner), 1x Violent and sexual offence (on or near Low Lane). There is no information available yet for July or August. Further information can be accessed via www.police.uk.

e. Reports

District Councillor Report

Cllr S Ward attended the Town and Parish Council Forum today which generally focused on devolution and Government reforms however it seems following this that the Local Plan may need updating sooner rather than later. It is unlikely that a decision will be made on devolution until Spring 2026. BDC will be meeting on the 18th September to discuss this further. There is a high chance we will have a mayor in May 2026.

County Councillor Report

Cllr D Roper is meeting with the Area Highways Manager on 5th September if there is anything in particular the Council would like him to raise. Nothing was put forward.

Hazardous Waste Days are taking place at the Norwich North Recycling Centre on the 28th and 29th November. Online booking will be available one week in advance.

8. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

Next meeting is on 7th October 2025 at 7:30 in the Village Hall.

The meeting ended at 21:05