

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

**Present:**

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

**Parishioners: 3**

**In attendance:** County Councillor D Roper  
District Councillor J Neesam  
Rev M McPhee

**1. APOLOGIES**

None.

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

There were no dispensation requests, but Cllr M Williamson declared an interest in item 6e.

**3. MINUTES OF THE LAST MEETING**

Minutes of the meeting held on the 6<sup>th</sup> July 2021 were agreed by all.

**4. MATTERS ARISING**

- The verges along Church Lane have not yet been cut again. Cty Cllr D Roper will see if he can push for this to be done.
- The Clerk has now had a response from Highways regarding speed limits as follows: *At this time, we are not looking at reducing speed limits. When we look at speed limit changes, we have to look at the environment that has been requested. We also look at any changes that may have happened and now require a change. We also look at the accident data as well. Unfortunately, at this location it would not meet our requirements for a change at this time.*
- Cllr M Williamson advised he has spoken to the resident who raised the issue of the tree stump on The Heath and feels we should ask BDC to deal with it, as it is their responsibility. The Clerk will contact BDC.

**5. PUBLIC PARTICIPATION**

- There is a willow tree with brambles in at eye height, blocking the path, on the A140 just up from the bus stop, which means pedestrians have to walk on the road to avoid it. The Chairman will photograph and report to Highways.
- Highways worked on the drains on Westgate in July, when it was very hot, and have done a really good job. Now when it rains, the road does not flood. Please can we send a letter of thanks? Agreed. The Clerk will arrange.
- The hedging on Saffron Housing's land on Westgate is hanging over onto the path, causing a problem. The Clerk will contact Saffron Housing.
- The vicar wanted to make it known that the PCC are considering passing the management of the Church onto the Churches Trust as they do not have enough PCC members or Church Wardens to be able to maintain it themselves. This would also ease the burden on the small congregation. If this happens there would no longer be any regular services and the Churchyard would become a wildlife haven as the Trust would not be concerned with grass cutting. A leaflet will be going out to all households to explain this more fully and a decision will be made in November 2021. It is anticipated, that if this proceeds, the change would happen in September 2022. The vicar confirmed that the remains of the legacy given would still have the same restrictions for use on it and remain available and the Parish Council could still maintain the Churchyard, as they currently do, if they agreed a lease to do so with the Trust. If enough people come forward to keep the Church running, there will be no need to pass the Church over to the Trust.

**6. MATTERS FOR DISCUSSION AND DECISION**

**a. Finance**

i) The following account had already been paid and was agreed:

B Bambridge (Work at Church as agreed)	£1350.00
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The following accounts were presented for payment and were approved:

Anglian Water Business (National) Ltd (Village allotments)	£109.15
PKF Littlejohn LLP (Audit fee)	£240.00
Hevingham Village Hall (Wellbeing event)	£66.00
F Martinez (Handyman jobs)	£1085.00
Hevingham PCC (Grass cutting as agreed for July and August)	£906.25
Norse Eastern Ltd (Printing of magazine)	£321.00
P H Collins (Grass cutting as agreed for July and August)	£820.00
The Community Heartbeat Trust (Defib annual support cost)	£302.40
E-on (Electricity)	£93.67
D Seppings (Work at Village Hall and weed killer)	£131.00
Mrs K Medler (Expenses)	£22.80

The Clerk's standing order was paid on the 5<sup>th</sup> August and 5<sup>th</sup> September 2021.

Receipts noted of:

Magazine adverts	£90.00
Barclays (Bank interest)	£0.01

Balance at the bank now stands at £25,574.37.

ii) The External Audit has now been concluded and all is in order. The Clerk will prepare and display the necessary regulatory notice in due course.

#### **b. Village Hall Playing Field Community Project**

Cllr S Benton gave R Rolf's apologies and advised the fencing around the Community Garden has been completed and looks very smart. The water (with meter) will be done shortly if it has not already been done. A Pergola is being looked into as is a store for the mower and tools. An Open Day was held on the 29<sup>th</sup> August which 31 people attended – thanks to all of those for coming out and providing feedback on the plans. Monthly and smaller volunteer opportunities are being planned.

Cllr D Holmes advised he will now be pushing for further quotes for the track etc. New goal posts are also being considered, although thoughts on what size these should be, will be sought from parishioners, via a forum.

#### **c. Horses in the village**

The Chairman advised he has had discussions over this, and any signs will need to be on private land. Three landowners have agreed to have a sign (2 on Brick Kiln Road and 1 on The Heath) but one more is needed on The Heath. It was agreed the Parish Council will fund the signs and Cllr D Holmes will investigate some designs and costs and check if there are any specific rules which will need to be adhered to.

*Cllr M Williamson left the room at 20:00*

#### **d. Farmer's allotments.**

The Chairman opened the four bids received:

- 1 - £65.00 per plot was bid for plots 1 and 2, £76.00 per plot was bid for plots 3,4 and 5 and £77.00 was bid for plot 34.
- 2 - £65.50 per plot was bid for plots 1 and 2.
- 3 - £45.00 per plot was bid for plots 3, 4, 5 and 34.
- 4 - £62.50 per plot was bid for plots 1 and 2.

The plots were allocated to the highest bidders so plots 1 and 2 will go to bidder number 2 (Mr J Taylor) and the remainder to bidder 1 (Miss E Mills). The current farmers contract will be issued to the successful bidders for acceptance.

*Cllr M Williamson re-joined the meeting at 20:10*

#### **e. Village allotments**

##### *i) Updates and new issues*

- It was confirmed Plot 16 has now been re-let.
- There was concern over 'Mares Tail' growing near the allotments, but Cllr M Williamson has looked at this and confirmed there is only a minimal amount and the only way to get rid of it is to keep clearing it and it will eventually go.
- The land owned by Saffron Housing has not been cut since last year and has a lot of weed seed heads in. Tenants have asked Saffron to cut without response. The Clerk will contact them.

##### *ii) Application form and tenancy agreement*

Revisions to these had previously been circulated and were agreed.

##### *iii) Allotment Health & Risk Assessment document*

A small revision to this had previously been circulated and was agreed.

##### *iv) Allotment Rules & Regulations document*

A small revision to this had previously been circulated and was agreed.

##### *v) Allotment Policy*

Revisions to this had previously been circulated and were agreed.

##### *vi) Rent review*

It was agreed these will remain at £30.00 per plot.

#### **f. Planning**

i) The following planning applications were considered:

20211562 – 34 Brick Kiln Road – Conversion of detached barn & outbuildings - No objections.

20211568 – Stonedale, 17 Westgate – Replace bungalow pitched roof and pitch roof over garage – Object as this will block natural light to neighbouring property.

ii) Outcomes of previous applications:

20190448 – Mansom Plantation, Shortthorn Road – Temporary approval.

20211059 – Land at Shortthorn Road – Refused.

20211161 – Thomgrove, 6 Westgate – Full approval.

20211267 – Westgate House, 23 Westgate – Full approval.

#### **g. Records Management Policy**

Revisions to this had previously been circulated and were agreed.

#### **h. Equality & Diversity Policy**

This was reviewed and agreed that no amendments are required at present. This will be reviewed again in three years or earlier, if appropriate.

#### **i. Grant Application form**

A small revision to this had previously been circulated and was agreed.

#### **j. Village magazine**

The current editor is no longer able to continue. The Chairman will arrange the Winter magazine (missing Autumn this time) but there will then be a vacancy going forward. The Clerk will put a note on the village Facebook pages now and a 'situations vacant' will be put in the Winter edition. Cllr A Ramsbottom will arrange a thank you card and gift for the editor.

#### **k. Digging Up Norfolk**

Details of this had been previously circulated and all agreed the Parish Council should support this campaign.

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

#### **a. Correspondence**

None.

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

Electricity prices are rising again however being on an unmetered supply means the Council have no-one else to go to for their supply (the Clerk has looked into this before). As annual costs are relatively small, this is accepted. Most of the 'defects' in the play area have now been corrected with only minor issues still to be resolved.

#### **c. Report from the Chairman on the SN&B Community Forum attended**

This was mainly reporting on crime rates in Broadland and South Norfolk during July. The crimes you would expect to be high were actually quite small (car theft and thefts from cars) but assault and domestic violence crimes were over 100+. These meetings will now be a regular occurrence but more locally specific. The Chairman is happy to attend and report back and will see what information is available on rural crime.

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

Cllr D Holmes advised that R Rolf has now joined the committee. The Hall is in a healthy position financially and bookings are picking up. The builder who was going to do the roof has let them down, so they are now looking for someone else to help. If anyone can help, please get in touch.

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

The Clerk advised there was 1 crime in the village during June: 1 x Violent & sexual offence (on or near Bingles Turn) and 9 in July: 1 x Other (on or near The Turn), 2 x Criminal damage & arson (on or near Westgate and Town Corner), 3 x Anti-social behaviour (on or near Pound Close and Morgans Way) and 3 x Violent & sexual offence (on or near The Turn, Westgate and Morgans Way).

Further information can be accessed via [www.police.uk](http://www.police.uk).

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

##### *District*

An accommodation review is currently underway to BDC. The Lodge at Thorpe St Andrew will no longer be used. The Waste Review has been concluded but the outcome is still awaited.

Planning still have a backlog but have assured Councillors that they are catching up and it is under control.

##### *County*

The next waste amnesty days are the 23<sup>rd</sup>/24<sup>th</sup> October at the new site.

Cllr Roper was questioned about the bridge on the beck and the drainage issues. Highways have said that if the fence attached to the bridge railing is on private property, they will look at installation of a further gully to link into the culvert.

A new fund is being set up for road safety measures which Parish Council's will be able to bid on from April 2022.

There is also a new pothole fund with spending set at £10million over 4 years.

Cllr Roper was asked about line markings which are very worn where Brick Kiln Road joins The Street and Westgate Street joins Westgate Green. Cllr Roper will look at getting these renewed.

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

Future discussion: HM the Queens Platinum Jubilee and Online Banking.

Next meeting is on the 5<sup>th</sup> of October 2021 at 19:30.

The meeting ended at 20:45