

(Draft)
MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL
HELD ON 2ND DECEMBER 2025 IN THE VILLAGE HALL

Present:

Cllr D Holmes (Chair)
Cllr T Palmer
Cllr T Bambridge
Cllr A Bunn
Cllr E Mills
Cllr I Nickalls
Cllr G Peruzzi
Cllr C Alpe
Mrs K Medler (Clerk)

Parishioners: 4

1. OPEN FORUM FOR PUBLIC PARTICIPATION

Nothing raised.

2. APOLOGIES

Apologies were accepted from Cllrs S Ward, S M Ward, H Cox and noted from County Cllr D Roper.

3. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Cllr E Mills declared an interest in item 6b and Cllr G Peruzzi declared an interest in item 6c. Cllr Peruzzi is not required to leave the room when 6c is discussed as he has a dispensation which allows him to stay unless rents are being discussed. There were no additional dispensation requests.

4. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 7th October 2025 were agreed by all.

5. MATTERS ARISING

Nothing to report.

6. MATTERS FOR DISCUSSION AND DECISION

a. Finance

i) Accounts for payment

The following accounts had already been paid and were approved:

Mrs K Medler (RBL wreath and donation as agreed – paid under S137)	£100.00
The Community Heartbeat Trust (New defibrillators as agreed)	£5,646.00
SSE (Electricity for July/Aug/Sept)	£136.68
Anglian Water (Village allotments)	£140.53
HMR&C (PAYE)	£39.06
Norse Eastern Ltd (Grass cutting for October as agreed)	£296.76
Norse Eastern Ltd (Setting of goal posts as agreed)	£451.12
S Lord (Replacement of sleepers on village green as agreed)	£200.00
P R Gaskin (Cutting of car park hedge on HP allotments as agreed)	£50.00
Mrs K Medler (Expenses)	£62.54
SSE (Electricity for Oct)	£92.02

The following accounts were presented for payment and were approved:

Norfolk Parish Training & Support (Assertion 10 training for Clerk)	£43.20
Mrs K Medler (Expenses)	£88.98
DMD Installations Ltd (Materials for village allotments and SAM batteries)	£202.56

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

The following receipts were noted:

Village allotment rents	£320.00
Farmers allotment rents	£813.00
VAT refund (6 months only)	£2,740.19

Balance at the bank at the end of November was £23,809.51. The Clerk supplied Councillors with a breakdown of Receipts / Expenditure against the Budget for the year to date for reference.

ii) Barrier at Village Hall

Cllr D Holmes confirmed the maximum the Village Hall are prepared to contribute is £1,000.00. All agreed further quotes should be sought due to the increase in cost and timescales and Cllr D Holmes agreed to investigate this.

iii) **Donation requests**

The Clerk had circulated 2 donation requests prior to the meeting. All agreed as the budget for donations had already been spent and additional costs had been incurred elsewhere this year, these requests would be declined.

iv) **Village Hall signs on A140**

NCC have confirmed they can supply and fit two new signs at a cost of £585.00 and can do this from funds available through Cty Cllr D Roper so the Parish Council will not have to cover this cost. All agreed this should be accepted.

v) **Budget/Precept for year ending 31 March 2027**

The Clerk had previously circulated a Budget proposal and this was agreed. Following discussions, it was then agreed the Precept should be increased to £20,000 – a rise of 3.8%. This equates to a rise of £1.67 on a Band D property for the year.

vi) **Internal controls**

Cllr S M Ward has carried out the six month check and confirmed all is in order.

b. Farmers allotments

Cllr E Mills left the room prior to discussions beginning.

The Council received five applications for the vacant plots and following discussions on how best to allocate these a vote was taken. Two options were considered with 4 in favour of option one, 1 against and 2 abstentions. Option two was then not needed. It was agreed that the rents should be pro-rated for this year as the year has already begun. Cllr E Mills returned to the meeting.

c. Village allotments

i) **Updates**

- Mr Gaskin has now completed the cutting of the car park hedge.
- Zak Branch will be cutting the footpath hedge on the 4th December.
- Cllr D Holmes advised he was not able to carry out the November inspection so will do this in December and deal with the signs mentioned previously at the same time.
- Cllr G Peruzzi confirmed the post has now been installed to stop cyclists riding out onto the road.

ii) **New issues**

None.

d. Village Hall play area repairs

The Clerk met with Mark Allen from Norse on the 27th November to discuss the repairs required but has not yet received their quotation. It is unclear at the moment whether the maintenance man (see below) will be able to do any of the minor repairs so it was agreed this will be carried forward to the January meeting.

e. Outdoor maintenance at Village Hall

Cllrs S Ward and T Palmer have found someone to take on this role and agreed one hour per week @ £20.00 per hour starting in December. The appropriate insurance is held. All agreed with the arrangement.

f. Goal posts at Village Hall

The posts have now been installed but without the nets as Norse have advised rabbits will eat them. All agreed they should be put in as without them, the goals are no better than jumpers on the floor. Cllrs D Holmes and G Peruzzi will fit these. Cllr D Holmes will source some 'anti climb' signs to go on the posts. The Clerk will now add these to the Councils insurance.

Despite chasing, the Clerk has still not received an invoice from the local resident for refreshing the pitch markings or a quote to do this going forward. Norse will charge £34.40 to refresh but if they are left too long, they will need to be done again from scratch at a cost of £105.91. Cllr A Bunn knows the resident concerned so will go and speak to him.

g. Meeting dates 2026

Proposals had been previously circulated and were agreed with one alteration.

h. Planning

i) **New applications:**

2025/1594 – land adj 33 The Heath – appeal on refusal

All agreed the Councils original comments still stood and nothing further needed to be added.

ii) **To note applications considered in between meetings:**

2025/3176 – Kempton Park Farm – Extension to existing muck pads, construction of covered canopies and provision of two underground storage tanks. This was supported.

The Clerk reminded Councillors of the importance of responding to planning applications as they are the voice of the village.

iii) **Outcomes of previous applications:**

Nothing to report. All applications and details of any conditions applied can be viewed on BDC's website.

i. Highway Matters

- The hedge on the left on Church Lane as you approach the A140 Cromer Road is overgrown and scratching vehicles so needs cutting back. It is believed this is owned by the Diocese so the Clerk will contact the vicar concerning that.
- There is a significant dip in the road outside Larkeys Farm on Brick Kiln Road. The Clerk will report to Highways.
- There are two potholes on New Road which need attention. Cllr D Holmes will check these and report to Highways.
- It was asked if the new zigzag lines outside the School could be chased as they have still not been done. The Clerk will chase.

j. Consultations

Joint draft supplementary planning documents (GNLP)

BDC/SNC Design code

Local Government reorganisation in Norfolk and Suffolk

All agreed they had no comments to put forward on any of these.

7. MATTERS TO REPORT

a. Correspondence

None.

b. Clerks Report

- The Clerk reported that she attended the NPT&S Autumn Seminar on the 9th October and as a result will be undertaking some training on the 5th December relating to new rules called Assertion 10 which will apply to the end of year audit in 2026. These rules are mandatory and the Council will need to be fully compliant.
- The Clerk has reviewed the Council's Publication Scheme and no changes are required other than to update the Clerks email address which has been done.
- The new defibrillators were due to be installed on the 24th November however that had to be cancelled due to the weather and they are now scheduled to be fitted on the 11th December.

c. Village Hall Report

The committee met yesterday. Bookings are down slightly but this is to be expected in the current climate. The committee are always looking for new members if anyone is interested. A New Years Eve party is being planned at a cost of £10 per person.

Comments were put forward regarding the quality of the cleaning in the Hall and the lack of hot water in the toilets. Cllr D Holmes will take these comments back to the committee.

d. Police Report

The Clerk advised there were 5 crimes recorded in the village during September: 3x Public order offences (on or near Nelson Way, Morgans Way and Pound Road), 1x Vehicle crime (on or near Low Lane) and 1x Other theft (on or near The Turn).

There is no information available yet for October or November. Further information can be accessed via www.police.uk.

e. Reports

District Councillor Report

Nothing to report. The Council are meeting tonight.

County Councillor Report

Nothing to report but just to remind people of the NCC budget consultation and the Local Government reorganisation in Norfolk and Suffolk consultation.

8. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

Barriers, play area repairs and pitch marking at the Village Hall.

Next meeting is on 13th January 2026 in the Village Hall.

The meeting ended at 20:35