

**MINUTES OF THE MEETING OF HEVINGHAM PARISH COUNCIL
HELD ON 5th SEPTEMBER 2023 IN THE VILLAGE HALL**

Present:

Cllr S Ward (Chairman)
Cllr T Palmer
Cllr I Nickalls
Cllr A Bunn
Cllr A Ramsbottom
Cllr M Williamson
Cllr V Johnson
Cllr C Alpe
Cllr S Ward
Cllr E Mills
Mrs K Medler (Clerk via Skype)

Parishioners: 4

In attendance: District Cllr S Ward

1. APOLOGIES

Apologies were noted from Councillor D Holmes and County Councillor D Roper.

2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were seven declarations of interest: Cllrs M Williamson and T Palmer in relation to the Farmers Allotments, Cllrs V Johnson, E Mills, M Williamson and T Palmer in relation to a planning application for Kempton Park Farm and Cllr M Williamson in relation to a planning application for 32 The Heath.

Two dispensation requests were submitted: Cllrs M Williamson and T Palmer for the farmers allotments. It was agreed these would be granted for the period of serving on the Council, but not exceeding four years, to allow them to participate and vote in general discussions concerning the allotments but excluding any rent discussions.

3. MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 4th July 2023 were agreed by all.

4. MATTERS ARISING

- It was confirmed the painting of the telephone box on Pound Road was delayed whilst the children were on holiday and a volunteer is still required to paint the telephone box on The Heath.
- The village sign is still being looked into.

5. PUBLIC PARTICIPATION

Nothing was raised.

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 (Expenses for August)	£95.75
Community Action Norfolk (Training)	£60.00
Anglian Water (Water on the allotments)	£11.97
P H Collins (Grass cutting in July)	£448.00
Npower (Electricity)	£129.51

The following accounts were presented for payment and were approved:

P H Collins (Grass cutting in August)	£448.00
Mrs K Medler (Expenses)	£99.95
TT Jones Electrical (Street lighting maintenance)	£27.00
F C Hambling (Bus shelter cleaning)	£40.00
Community Heartbeat Trust (Defibrillator maintenance)	£324.00

The Clerk's standing order was paid on the 5th August and today.

The following receipts were noted:

Farmers allotment rent	£305.00
VAT refund	£1550.16

Balance at the bank at the end of August was £17,564.38.

ii) Electricity supplier

The Clerk had previously circulated information regarding the Council's current supplier and two alternatives. Following discussions, it was agreed the Clerk should change supplier to SSE who are offering a more competitive rate.

b. Allotments

i) Updates

The Chairman advised there are 3 options with the fencing:

- Repair for around £1000, which would be a false economy as further repairs would be likely next year.
- Replace the fencing in its entirety for around £3000, which would last another 5 years.
- Remove and dispose of all fencing, except where there is hedging, for a cost of £800.

Following discussions, it was agreed removal was the best option, although a further quote will be required, to comply with Financial regulations. Cllr Sharon Ward will deal with obtaining a second quote.

ii) New issues

- The inspection in July noted that the main gate is difficult to lock and has to be pushed down as the post is loose. It was agreed the Clerk will ask the handyman to attend to this.
- A local resident has asked when the hedge which runs between the allotment path and adjoining property will be cut. Zak Branch was appointed last year to attend to this annually and has already contacted the Clerk to say it is on his list to do.
- The last two inspections have raised concerns regarding weeds and bindweed. The Clerk has contacted all tenants whose plots have been highlighted and these are now being dealt with.
- It was noted that one of the taps was left unlocked. Tenants will be reminded of the importance of locking the taps once finished with when the rent requests are issued.
- It was noted that one of the taps seems to be leaking. It was agreed Cllr E Mills should speak to Ed Robinson to see if he can look at this.

iii) Review of allotment documents

The Clerk had previously circulated amendments based on model document recommendations. These were all agreed except for the change to the notice period, which currently stands at 12 months. All agreed this should be reduced to six months rather than the suggested one month, unless there is a waiting list with someone prepared to take over the tenancy sooner. The revised documents will come into effect from the new allotment season.

iv) Rent reviews (Cllrs M Williamson, T Palmer and E Mills left the room)

- Following discussions it was agreed the farmers rents should be increased to a minimum of £55.00 per half acre for the 2023/2024 season with a review again next year. (The 3 Cllrs named above returned to the room).
- Following discussions and a vote it was agreed to increase the village allotment rent to £40.00 per plot with effect from the end of September 2023. (Vote recorded: 3 to increase by £5 / 7 to increase by £10).

c. Planning

i) New applications (Cllrs E Mills, V Johnson, T Palmer and M Williamson left the room)

2023/0649 – Kempton Park Farm, Church Lane – Amended application

Following discussions, it was agreed the Council would continue to 'object' to the application as amended on the grounds of noise and traffic. (All Cllrs named above returned to the room, except for Cllr M Williamson).

Cllr C Alpe left the meeting at 20:25

2023/1766 – Heathfield, 32 The Heath – Single storey side extension

The Council agreed to 'support' this application. (Cllr M Williamson returned to the room)

ii) Applications considered in between meetings

2023/1932 – Baileys of Norfolk, 50 Brick Kiln Road – Variation of condition: Neutral, no objections.

2023/1944 - Land encompassing Sunlea, 10 Cromer Road – Outline permission for 6 dwellings: Neutral, no objections although concerns over pedestrian access.

iii) Outcomes of previous applications:

2023/1417 – 66 Nelson Way– Proposed cart lodge – Approved with conditions.

2023/1932 – Baileys of Norfolk, 50 Brick Kiln Road – Variation of condition: Approved with conditions.

d. Footpaths in the Village

- The Chairman advised Footpath 2 will soon be fitted with a kissing gate at the Westgate end and the path will be improved so it is clearly visible.
- The Forestry Commission do not currently employ anyone to maintain Footpath 5 so they are being pressed to do so.

e. Flooding on Westgate

It was confirmed that Anglian Water have now installed new chambers, the path has been raised and the tarmac re-laid. The lower drain at the end of the footpath has been cleared so hopefully all these measures will prevent further re-occurrences.

f. Village Hall play area

- The majority of the works required have now been completed.
- Cllr A Ramsbottom is still trying to confirm the supplier of the table tennis table so parts can be ordered.
- The Chairman proposed obtaining 2 quotes to repair the slide as a replacement will be costly and this was agreed.

- The Clerk has received a quote to re-paint the youth shelter but another will be required. Cllr Sharon Ward will deal with obtaining this.
- The roundabout suppliers advised due to the slope of the land they could not level the roundabout correctly. The Clerk has asked the handyman to see if he can make it compliant by adjusting the matting.

g. Handyman

The Chairman asked Councillors to consider whether any jobs should be set as routine to keep the village looking tidy. The handyman was asked to trim overhanging vegetation on the trod path recently to aid the children walking to School but this is something Highways should be doing. Following discussions, it was agreed all jobs should be kept on an 'as requested' basis to keep costs down.

h. SN&BDC Consultation (Public Spaces Protection Order)

The Chairman advised this is relating to anti-social car meets and recommends the Council support this. This was agreed.

7. MATTERS TO REPORT

a. Correspondence

The Clerk asked if anyone wished to attend the NPT&S Autumn Seminar as previously circulated. No-one wished to attend.

b. Clerks Report

The VAT claim was submitted and has already been repaid.

c. Report from Cllr E Mills on training attended

It was a privilege to attend this training and provided a great foundation on which to grow as a Councillor. Absolutely worth attending.

d. Village Hall Report

New signs have gone up and the notice boards are in the process of being updated. Next meeting is on the 19th September. The committee are currently looking into alternatives for the heating system as it is quite expensive to run. An Air Source Heat Pump was considered but at a cost of £66,000 was quickly discounted. The pump track is currently on hold as there do not seem to be any grants available at present.

e. Police Report

The Clerk does not have any information at present so will bring this to the October meeting.

f. District and County Councillor Reports

District

A Declaration of a Climate Emergency has been passed and the Council will be looking at how to reduce its carbon footprint.

County

The Clerk has been advised a decision regarding Mayton Wood will be made at the October cabinet meeting.

8. MATTERS FOR FUTURE DISCUSSION AND DATE OF NEXT MEETING

Matters for future discussion: Allotment fencing, youth shelter and slide.

Next meeting is on the 3rd October 2023 at the Village Hall.

The meeting ended at 21:12