

# **HOVETON PARISH COUNCIL**

## **Minutes of the Parish Council Meeting held on 6<sup>th</sup> June 2016 at the Jubilee Room, Hoveton Village Hall**

Present: Councillor Martin Richmond (Chair of the Meeting)  
Councillor Jilly Gourlay  
Councillor Alex Howe  
Councillor Peter Howe  
Councillor Christopher Marshall  
Councillor Kerry Walker

Officer: Lisa Weller – Clerk

Visitors in Attendance: Henry Meiklejohn (Community Action Norfolk)  
Two members of the public

### **1. APOLOGIES, RESIGNATIONS, CO-OPTIONS and ELECTIONS**

- 1.1. Councillors Karen Lincoln and Paul Keeble gave their apologies.
- 1.2. There were no co-options.
- 1.3. There were no resignations.

### **2. QUESTIONS OF THE CLERK and CLERK'S REPORT**

- 2.1. There were no questions of the Clerk.
- 2.2. The Clerk had nothing to report.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

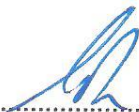
### **4. MINUTES OF PREVIOUS MEETING**

The minutes of the Hoveton Parish Council meeting held on 9<sup>th</sup> May 2016 were **AGREED and APPROVED**. The minutes were signed by Councillor Richmond.

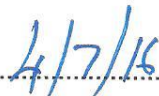
### **5. PUBLIC SPEAKING**

- 5.1. See addendum.
- 5.2. See addendum.
- 5.3. See addendum.
- 5.4. See addendum.

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## 6. ACTIONS

The actions list arising from the meeting of Hoveton Parish Council on 9<sup>th</sup> May 2016 was considered. Councillor Richmond reported he had written to the PCSO regarding the two matters noted on the actions list and was awaiting a reply. Councillor Alex Howe reported she and Councillor Walker had held an appraisal meeting with HPC's litter picker, at which the litter picker's revised contract of employment was agreed and signed. This contract of employment was then signed by Councillor Richmond.


## 7. CORRESPONDENCE (received and to be discussed)

- 7.1. A letter from Rita Massingham (Hoveton Village Hall Management Committee), dated 24<sup>th</sup> May 2016, regarding the election of a representative onto the HVH Management Committee, was noted. Hoveton Parish Council's next steps regarding the Village Hall were discussed, along with the report given by Henry Meiklejohn (see addendum). It was **AGREED** that HPC should seek formal legal advice regarding the HVH bowls club lease and any other matters of concern before making a final decision, and that HPC should aim to make its final decision about the Village Hall at the meeting scheduled for 1<sup>st</sup> August. **Action Item 1: Clerk to respond to Rita Massingham's letter, to advise her of HPC's intentions. Action Item 2: Councillor Richmond to draft a letter to the bowls club to open discussions with them about a possible new lease (this letter to be prepared within the next few days, and distributed to HPC for approval).** The costs of obtaining legal advice were discussed. It was noted that HPC's budget includes a contingency/reserve for situations such as this. It might also be possible to ask the HVH Management Committee to contribute to legal costs. **Action Item 3: Councillor Walker/Councillor Alex Howe to research possible sources of legal advice for HPC and the costs involved, and to report back to HPC at the 4<sup>th</sup> July meeting.**
- 7.2. A document received from Norfolk Association of Local Councils, dated May 2016, regarding new pay scales for Parish Clerks, was noted.
- 7.3. There was one item of correspondence received since 31<sup>st</sup> May 2016 to be noted and discussed. An email and attached letter received from Norfolk County Council, dated 3<sup>rd</sup> June 2016, regarding the Parish Partnership Scheme Initiative 2017-18, was read and considered. The Parish Partnership Scheme Initiative recently helped to fund the Tunstead Road trod, so getting funding from this scheme might not be possible again this year. The deadline for applications is December 2016. It was **AGREED** that ideas for applications should be sent to Councillor Peter Howe. **Action Item 4: Councillor Peter Howe to research possible applications to the scheme.**

## 8. CORRESPONDENCE (sent and to be noted and discussed if appropriate)

- 8.1. An email from the Clerk to Zurich Insurance dated 18<sup>th</sup> May 2016, regarding the non-renewal of HPC's insurance policy with Zurich, was noted.
- 8.2. There was no correspondence sent after 31<sup>st</sup> May 2016 to note, agree or resolve.

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**9. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:**

- 9.1. Payment of £12.00 – Thinking Rural CIC – relating to the provision of payroll services for April 2016. **AGREED**
- 9.2. Payment of £12.00 – Thinking Rural CIC – relating to the provision of payroll services for May 2016. **AGREED**
- 9.3. Payment of £242.06 to HM Revenue & Customs – in respect of tax and national insurance contributions (comprising of employee PAYE income tax of £74.40, employee NIC of £78.24, and employer NIC of £89.42). **AGREED**
- 9.4. Payment of £344.00 – Litter picker wages – comprising of pay for the month (40 hours @ £8.00 an hour) plus back pay of £24.00 (£0.15 an hour x 160 hours worked between December 2015 and April 2016 inclusive). Payment of pay to be made less any tax and national insurance contributions. **AGREED**
- 9.5. Payment of £1,326.43 – Clerk's pay and expenses for the period 29<sup>th</sup> April to 30<sup>th</sup> May 2016 – comprising of pay for the month £1,300.32 (108 hours @ £12.04 per hour), back pay of £11.64 (£0.12 an hour x 97 hours worked between 1<sup>st</sup> April and 28<sup>th</sup> April 2016 inclusive), and expenses £14.47. Payment of pay to be made less any tax and national insurance contributions. **AGREED**
- 9.6. The payment of £955.99 to Came & Company, as approved at the Parish Council meeting held on 9<sup>th</sup> May 2016, in relation to HPC's new insurance policy with Came & Company/Hiscox, was **NOTED**.
- 9.7. The direct debit payment of £10.94 to 1&1 Internet Ltd, in relation to HPC's website costs, was **NOTED**.
- 9.8. Payment of £2,907.24 – North Norfolk District Council – relating to the emptying of litter bins/dog waste bins for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017. **AGREED** (The Clerk reported she had requested a copy of the schedule of works mentioned in this invoice from NNDC, and she would check this schedule against the invoice when received.)
- 9.9. The following request for payment, received since 31<sup>st</sup> May 2016, was **AGREED and RESOLVED** to be paid: Payment of £70.00 – Roger Canwell (relating to Mr Canwell's audit of HPC's accounts for the financial year ended 31<sup>st</sup> March 2016). The following direct debit payment was **NOTED**: Payment of £129.90 to E.On, in relation to HPC's electricity supplies (street lighting).

**10. OTHER FINANCIAL MATTERS**

- 10.1. The monthly Cash Flow Report was considered. It was noted that the special projects budget could possibly be used for the Village Hall, and that HPC's reserve of £22,000 could also help to cover any costs related to the Village Hall. Overall, HPC's cash flow looked very good.
- 10.2. The renewal of HPC's membership with Community Action Norfolk was considered. It was **AGREED and RESOLVED** to authorise the Clerk to apply for silver membership,

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at a cost of £50. **Action Item 5: Clerk to apply for silver membership of CAN, and to ensure a cheque is signed for the correct amount.**

- 10.3. The schedule of work, service agreement, and contract for grass cutting in Hoveton was considered. The Garden Guardian has agreed to carry forward the prices quoted to HPC into next year. It was **AGREED and RESOLVED** to ask The Garden Guardian to provide extra cuts this year (12 cuts, already quoted for by The Garden Guardian) to supplement the cuts made by Norfolk County Council. **Action Item 6: Councillor Marshall to contact The Garden Guardian to ask if extra cuts this year would be possible.** It was **AGREED and RESOLVED** to authorise the Clerk/RFO to enter into a service agreement with NCC for the 2017 grass cutting contract. **Action Item 7: Clerk/RFO to arrange service agreement with NCC for 2017 grass cutting contract.**
- 10.4. The Annual Internal Audit Report for the financial year 2015-16, completed by Roger Canwell, and Mr Canwell's notes concerning HPC's internal audit were considered and discussed. The only concern raised by Mr Canwell was that VAT paid by HPC was not reclaimed in a consistently timely manner, but this was due to the resignation of the previous Clerk, and the situation had been rectified by the new Clerk. HPC's internal controls and the internal audit conclusions were reviewed, but there was nothing else of concern to note, so it was **AGREED** that HPC's internal controls were working well.
- 10.5. The assertions in the Annual Governance Statement (Section 1 of the Annual Return) were considered, one at a time. In each case, it was **AGREED** that HPC could answer 'yes' to these assertions. The Annual Governance Statement was then completed by the Clerk, and was authorised to be signed by the Chairman and the Clerk/RFO. The Annual Governance Statement was signed by the Clerk and by Councillor Richmond.
- 10.6. Section 2 of the Annual Return (Accounting Statements for the financial year 2015-16) was considered, **APPROVED**, and authorised to be signed by the Chairman. The Accounting Statements (Section 2) was then signed by Councillor Richmond (Section 2 had already been completed and signed by the Clerk/RFO).
- 10.7. The "Explanation of Significant Variances in the Accounting Statements" document for the financial year 2015-16 (signed by the Clerk) and the further "Explanation of Significant Variances (Box 9)" document prepared by the Clerk were noted by HPC, and **AGREED** as being correct.
- 10.8. The Annual Accounts for the financial year 2015-16 were considered, **APPROVED**, and authorised to be signed by the Chairman and Clerk. The Annual Accounts were signed by the Clerk and by Councillor Richmond.
- 10.9. The Clerk was thanked for her work in preparing the end of year accounts for 2015-16. The submission of the Annual Return, the Explanation of Significant Variances in the Accounting Statements, and the Bank Reconciliation for the financial year ended 31<sup>st</sup> March 2016 (which was previously approved and signed at the meeting held on 4<sup>th</sup> April 2016) to Mazars LLP, HPC's external auditors, was **AGREED** and authorised.

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- 10.10. The Clerk/RFO reported there were new procedures to be followed this year with regard to HPC's external audit process and the exercise of electors' rights. As part of this year's external audit, HPC must inform the electorate of a 30 working day period (which must include the first ten working days of July) during which electors' rights may be exercised. HPC must also appoint a date (any date at least one working day after the end of the inspection period) for the exercise of electors' rights. In previous years, HPC's external auditors set a date for the exercise of electors' rights on HPC's behalf, but this year HPC have to set this date. It was **AGREED and RESOLVED** that HPC's inspection period should start on 16<sup>th</sup> June, and end on 27<sup>th</sup> July, and the date appointed by HPC for the exercise of electors' rights should be 29<sup>th</sup> July 2016. It was also **AGREED and RESOLVED** that, should a request be received for the inspection of HPC's accounts, this inspection should take place at Hoveton Village Hall, with two representatives of HPC present. **Action Item 8: Clerk to inform Mazars LLP (the external auditors) of the dates chosen by HPC and to provide Councillor Alex Howe with the necessary audit/accounting documents, to be added to HPC's website on 15<sup>th</sup> June.**
- 10.11. The receipt of Precept (£21,150) and Grant Support (£1,754) from North Norfolk District Council was noted (the total amount received was £22,904.00).

## 11. **PLANNING MATTERS**

**To AGREE and RESOLVE upon the following:**

- 11.1. **Planning Application BA/2016/0184/FUL** Replacement of existing detached single storey bungalow with detached one and a half storey chalet bungalow. Mallards, Brimbelow Road, Hoveton. **No objection.**
- 11.2. **Planning Decision (NNDC) PF/16/0450** Erection of single storey rear extension. 27 Two Saints Close, Hoveton – APPROVED **Noted**
- 11.3. The following planning application, received since 31<sup>st</sup> May 2016, was **AGREED and RESOLVED: Planning Application BA/2016/0213/FUL** Replacement restaurant. The Bridge Restaurant, Norwich Road, Wroxham. **No objection.**
- 11.4. No planning decisions or appeals had been received since 31<sup>st</sup> May 2016.
- 11.5. HPC received a report from the Neighbourhood & Parish Planning Working Party. The NPPWP met on 26<sup>th</sup> May 2016, where it was **AGREED** a working relationship needed to be established between HPC and NNDC, in order to monitor NNDC's progress with the Neighbourhood Plan. The NPPWP has started to review the Parish Plan, to look at how HPC has performed against the Plan, and a report will be made to HPC once the work has been completed. The Parish Plan is the starting point for a Neighbourhood Plan, so the Parish Plan should be checked first. The Parish Plan contains the details of ex-Councillors, and needs to be updated. **Action Item 9: Councillor Richmond to supply Councillor Alex Howe with an electronic copy of the Parish Plan to be updated and placed on the HPC website.** NNDC will be holding a seminar for HPC on 30<sup>th</sup> June (a Local Plan workshop) and all Councillors are welcome to attend.

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- 11.6. A letter received from Roger Howe, Planning Legal Manager at NNDC, dated 25<sup>th</sup> May 2016, regarding an application for a Lawful Development Certificate (LDC) relating to Medina, Church Road (Ref: EF/16/0491), was noted. HPC had no objections to this.

**12. GRANARY STAITHE, RIVERSIDE PARK, POCKET PARK and BROOK PARK**

- 12.1. HPC received an update on Granary Staithe from Councillor Peter Howe. Councillor Howe reported the Staithe has been very busy. He has sent an email to Mrs Carolyn Williams to thank her for her work on the garden. Weeds are growing in the alleyway behind the fence and it was **AGREED** Councillor Howe would ask Patrick Hannant to weed-kill in this area. **Action Item 10: Councillor Peter Howe to contact Patrick Hannant to request weed-killing work.**
- 12.2. HPC received an update on Riverside Park and Pocket Park. Councillor Peter Howe reported he had arranged a meeting with Adrian Clarke from the Broads Authority, to talk about Riverside Park/the performance circle. Councillor Marshall will attend. Councillor Howe has also spoken to Roys regarding the riverside footpath, but Roys have advised him to talk to the Broads Authority about this, so he will follow up on this matter with Chris Green.
- 12.3. An exchange of emails between Councillor Nigel Dixon and Persimmon were noted. A list of outstanding issues relating to Brook Park was agreed between Councillor Dixon and Persimmon and Permission were due to provide an update on this list by the end of May, but at the time of the email exchanges Persimmon had not yet been in touch with an update. Also, ten items agreed verbally at a meeting between Cllr Dixon and Persimmon were not included on this list of issues. It was **AGREED and RESOLVED** that Councillor Alex Howe would discuss this matter informally with Lauren Cope (the Eastern Daily Press), and contact Councillor Dixon to ask how he would prefer HPC to proceed (writing to Persimmon, writing to NNDC, or raising the matter formally with the media). **Action Item 11: Councillor Alex Howe to contact Councillor Dixon to request further updates.**
- 12.4. There were no further matters relating to Granary Staithe, Riverside Park, Pocket Park or Brook Park to agree or resolve.

**13. MISCELLANEOUS**

- 13.1. HPC received an update from Councillor Alex Howe regarding her meeting with a potential flood resilience volunteer. Councillor Howe reported a local resident has shown interest in becoming a Flood Warden for Hoveton, and she has met with him to discuss the role. NNDC has sent Councillor Howe some documents for the resident to read, and the next step will be a meeting between Councillor Howe, Richard Cook at NNDC, and the volunteer, to discuss this role further. It was **AGREED** Councillor Howe should proceed with this meeting. **Action Item 12: Councillor Alex Howe to arrange a meeting with NNDC and the potential Flood Warden volunteer.**

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- 13.2. HPC's newly-drafted Press and Media Policy was considered and **APPROVED**. **Action Item 13: Clerk to finalise this document and add it to HPC's Google Drive.**
- 13.3. The Norfolk Association of Local Councils training calendar for Clerks and Councillors was noted. Councillor Alex Howe expressed interest in attending a WordPress course in order to prepare for possible changes to the HPC website, and it was **AGREED** she should do so (date of course to be decided). Councillor Peter Howe also expressed an interest in attending a WordPress course, but as a private individual, and covering all costs himself. The Clerk advised Councillor Howe to contact Norfolk ALC to find out if this would be possible. Councillor Marshall expressed interest in attending a Common Land course and a planning training course. Councillor Richmond advised the budget has provisions for Councillor training courses and Councillors were asked to send any training requests to the Clerk.

#### **14. MEMBERS MATTERS**

- 14.1. Councillor Alex Howe was asked to write the report for the July issue of The Bridge, with items to include: information about HPC's Councillors (as some local residents have mentioned not knowing who the Councillors are); grass cutting contracts/plans, if confirmed in time; the Tour de Broads event; local health and well-being statistics provided by NNDC.
- 14.2. There were no other matters for consideration.

#### **Addendum**

##### **5. PUBLIC SPEAKING**

##### **5.1 To receive a report from Henry Meiklejohn at Community Action Norfolk regarding Hoveton Village Hall**

Henry Meiklejohn reported that at the Hoveton Village Hall Management Committee AGM, all but two trustees confirmed they wished to resign their positions. However, these resignations cannot legally take place until other arrangements have been made for the Village Hall, so the existing Management Committee has agreed to carry on until HPC makes its decision over the future of the Hall. The two parochial church councils and HPC have been contacted regarding appointing a trustee to the Management Committee, but nobody has yet volunteered (though Councillor Alex Howe has expressed an interest in doing so), so if HPC don't take on the Hall, the charitable trust will have to be wound up. Mr Meiklejohn explained HVH's draft governing document includes a provision for setting up a sub-committee and the terms of reference for such a sub-committee. The document suggests that a sub-committee would need to comprise of a certain number of Councillors, plus representatives from HVH's user groups (listed in the document). Mr Meiklejohn said that setting up a sub-committee would be a good idea, as the sub-committee would then have responsibility for the day-to-day running of the Village Hall.

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The sub-committee could be set up under HPC's Standing Orders, under separate Standing Orders, or a combination of both, and the sub-committee would need to report back to HPC regularly (Mr Meiklejohn recommended a separate meeting be held for HVH business before each HPC meeting). Mr Meiklejohn's role is to advise the charity, so, if HPC was to take over as trustee of HVH, Mr Meiklejohn will advise HPC as trustee. Mr Meiklejohn agreed to email a copy of the HVH draft governing document to HPC and he advised HPC to obtain legal advice regarding the matter of the bowls club lease before taking on the trusteeship of HVH (as HPC could be liable if it continues with this lease and doesn't take legal advice). Rita Massingham has a copy of the bowls club lease and Mr Meiklejohn will request a copy for HPC. He advised HPC to look for a solicitor who specialises in charity law. The Village Hall itself and the playing field are covered by the HVH draft governing document, though there is a separate document which relates to a separate piece of land purchased as part of the playing field. Mr Meiklejohn will email both of these documents to HPC. Mr Meiklejohn also advised that the use of charity premises for business purposes is generally not allowed, unless the business could be classed as a social enterprise or profit-sharing scheme.

## **5.2 To receive a report from the County and the District Councillor Nigel Dixon**

Councillor Nigel Dixon gave his apologies for not being able to attend the meeting.

## **5.3 To receive a report from a Norfolk Police Community Support Officer**

The report from the PCSO was read and noted. It advised of four reported crimes since the last HPC meeting: on 12<sup>th</sup> May, a theft from shops (at Wroxham Barns), which is still being investigated; on 23<sup>rd</sup> May, an assault, which is still being investigated; on 31<sup>st</sup> May, a Public Order incident, for which the offender has been charged to Court; on 31<sup>st</sup> May, an assault, which is still being investigated. In comparison, in the same time period last year, there were eight reported crimes: three drug possessions, one criminal damage, two assaults, and two Public Orders.

## **5.4 The public to submit questions relating to local issues**

There were no questions from members of the public.

Signed  Date 4/7/16

Name MARTIN RICHMOND