



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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Record of Decisions/Actions Taken by Hoveton Parish Council in Accordance with its Coronavirus Contingency & Action Plan (Monday 18th May 2020)

Hoveton Parish Council (HPC) last met on Monday 2nd March 2020. Due to the Coronavirus pandemic and restrictions put in place by the UK Government, it was not possible for HPC to meet as scheduled on Monday 4th May 2020. This document serves as a public record of all decisions and actions taken by HPC between Wednesday 15th April (when the first record of decisions and actions was produced) and Monday 18th May 2020, in accordance with HPC's Coronavirus Contingency & Action Plan.

1. CORONAVIRUS CONTINGENCY & ACTION PLAN

HPC formally adopted its Coronavirus Contingency & Action Plan on 23rd March 2020. The plan, which will continue to be reviewed and updated to take account of the changing status of the Coronavirus pandemic, sets out the contingency measures HPC continues to follow in these unprecedented times. HPC has read and considered The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which came into force on 4th April 2020. In accordance with these regulations, HPC has resolved to cancel this year's annual parish council meeting (with all current appointments continuing until the next annual parish council meeting in May 2021) and to cancel this year's annual parish meeting. HPC has also agreed to investigate the possibility of holding remote parish council meetings (monthly meetings). It is hoped it will be possible for HPC to hold its first remote meeting in June using Zoom. Date and time of the meeting to be confirmed, but HPC will continue to provide three clear days' notice of all parish council meetings via its website/Facebook page. Meetings will be open to members of the public. HPC's Standing Orders will be updated accordingly to include details of remote meetings.

2. DECLARATIONS OF INTEREST

Parish councillors have been reminded that, as per agreed procedures at meetings of HPC, any councillor with a personal/pecuniary interest in a matter circulated for email consultation should declare such interests (as required by the HPC Code of Conduct adopted 2nd July 2012) and should not take part in the vote.

3. MINUTES OF PREVIOUS MEETING

Draft minutes of HPC's meeting of 2nd March 2020 have now been circulated to all members of HPC and published on HPC's website. To be approved/signed at the next available HPC meeting.

4. CORONAVIRUS COMMUNITY ASSISTANCE

Cllr Martin Richmond continues to represent HPC at meetings of Operation Good Neighbour Hoveton and Wroxham. The scheme has expanded to include a 'phone friend' service and it has produced and distributed a leaflet highlighting assistance available and delivery services operating for local residents. HPC is sharing as much information as possible concerning the local response to the Coronavirus pandemic via its website and Facebook page.

5. CLERK'S REPORT

The Clerk continues to provide HPC with regular updates concerning her workload, working hours, and any outstanding matters. The Clerk's workload has levelled out in recent weeks, but the volume of work received in March and April means there is still a two-week backlog of accounting and audit work to catch up on. The Clerk has returned to a working pattern of 20-25 hours per week, usually working three full days from Monday to Wednesday, but extra hours may still be needed in order to catch up on the backlog of work and to prepare HPC's accounts for audit.

6. MATTERS ARISING FROM PREVIOUS MEETINGS

HPC's general actions list has now been circulated and updated. Several actions have been completed while others are still in progress.

7. PLANNING

7.1. Planning applications received for comment (all planning applications were decided in accordance with Option 2 of HPC's Planning Protocol, whereby HPC's response was delegated to the Parish Clerk acting on the outcome of email consultations with Parish Councillors):

7.1a. PF/20/0587 – Construction of a single storey rear extension with flat and lantern roof; replacement of roof tiles in anthracite grey/black pantiles to main dwelling; installation of new windows and doors to main dwelling; re-rendering of main dwelling. Myross, 17 Church Road, Hoveton. **AGREED no objection.**

7.1b. PF/20/0619 – Demolition of garage and erection of front and side extensions, alterations and replacement roof including increase in height to allow for rooms in roofspace and dormer windows. 23 Stalham Road, Hoveton. **AGREED no objection.**

7.1c. PF/20/0316 – Change of use of Bowls Club kitchen (D2: Assembly and Leisure) to a Community Cafe (A3: Restaurants and Cafes) including installation of community fridge and erection of 2no. detached sheds (Men's Shed and Youth Club Shed). Hoveton Village Hall, Stalham Road, Hoveton. Application noted. No comment (due to HPC's position as sole trustee of the Hoveton Village Hall charity).

7.1d. PF/20/0680 – Single storey extension to side and rear. 21 Two Saints Close, Hoveton. **AGREED no objection.**

7.2. Notification of planning decisions:

7.2a. PF/20/0334 (Construction of single storey rear extension with flat roof. 16 Waveney Close, Hoveton) *Approved*

7.2b. PF/20/0401 (Construction of ground and first floor extensions to existing medical centre and dispensary. Hoveton and Wroxham Medical Centre, Stalham Road, Hoveton) *Approved*

7.3. Broads Authority planning documents consultation. Draft Residential Moorings Guide. Marketing & Viability Supplementary Planning Document. Deadline 5th June 2020. No comment from HPC.

8. FINANCE

8.1. Items of expenditure. The following payments from the approved Schedule of Cheque Payments have been checked against invoices, authorised and posted:

Thinking Rural CIC	Payroll Services (March 2020)	£12.00
HMRC	Tax & NIC (April 2020)	£466.96
Garden Guardian Ltd	Highway Grass Cutting (April 2020)	£496.66
Community Action Norfolk	CAN Silver Membership 2020-2021	£50.00
Norfolk Pension Fund	Workplace Pension Contributions (April 20)	£492.96
ICO	Data Protection Fee 2020-2021	£40.00

8.2. Items of expenditure. The following payments from the approved Schedule of Cheque Payments are pending (payment of pay to be made less any tax, national insurance, and workplace pension contributions):

Staff Costs	Litter Picker's Wages (April 2020)	£396.00
Staff Costs	Clerk's Wages & Expenses (April 2020)	£1,716.22

8.3. Items of expenditure. The following direct debit payments have been made and noted:

1&1 IONOS Ltd	HPC Email Addresses Monthly Fee (18 th April to 18 th May 2020)	£2.39
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8.4. Income. Receipt of precept payment from North Norfolk District Council (£27,074.00). First instalment for 2020-2021. Received via Direct Credit on 30th April 2020. Noted.

8.5. Income. Receipt of £3,416.42 from Norfolk County Council. Highway grass cutting delegated service payment. Received via BACS on 6th May 2020. Noted.

8.6. Bank reconciliation prepared by the RFO for the period 1st January 2020 to 31st March 2020 (year-end reconciliation). Noted. To be approved/signed at next available HPC meeting.

8.7. Receipt of HPC's Local Government Pension Scheme Year End Return for 2019-2020 by Norfolk Pension Fund. Noted.

8.8. Letter from Barclays. Changes to interest rates (HPC savings account). Noted.

8.9. Budget 2020-2021. The RFO amended the draft budget for 2020-2021 based on the 2019-2020 year-end position and the updated costs information available for 2020-21. The RFO has advised HPC that the budget is very tight and HPC will have to manage its spending carefully over the coming year. Non-essential spending not outlined in the budget should be avoided and the remaining contingency fund should only be used for emergency spending. The amended budget was circulated to HPC for approval. HPC

approved the document as a working budget. Formal approval/adoption of the revised budget will take place at the next available HPC meeting. See addendum.

- 8.10. Confirmation of the appointment of Mr Roger Canwell as HPC's Internal Auditor for the financial year 2019-2020. Estimated cost of £60. It is hoped the internal audit will take place in June, Coronavirus restrictions permitting.
- 8.11. PKF Littlejohn LLP (external auditor) update. Instructions for Annual Governance and Accountability Return (AGAR) for 2019-2020, issued in accordance with The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020. Under the new regulations, there is no requirement for a common period for the exercise of public rights (the 30-working day period should start on or before 1st September 2020). Deadline by which the AGAR must be published is now 30th November 2020. There has been no change to the requirement for 'wet signatures' on the AGAR. Submission deadline for the approved AGAR and supporting documentation to the external auditor is now 31st July 2020.

9. SERVICES AND AMENITIES

- 9.1. Litter picking. HPC's litter picker was asked to stop work as of 24th March 2020 due to the Coronavirus pandemic. However, following updates to the Government's guidance (specifically employees returning to work and unlimited outdoor exercise), HPC agreed the Litter Picker should return to work as of 18th May 2020. This decision was taken in consultation with the Litter Picker. The Litter Picker's Risk Assessment was updated to include COVID-19 Secure guidance and the Litter Picker was asked to let HPC know if any additional protective clothing or equipment was needed in order to safely carry out his work.
- 9.2. Granary Staithe. Following a complaint being received by NNDC concerning groups of people congregating on Granary Staithe to eat food during the Coronavirus lockdown, HPC agreed to temporarily remove the Staithe's picnic tables from use. The Staithe is currently closed for the safety of members of the public due to the specialist drainage works taking place on adjacent land owned by the Broads Centre. These works are an important precursor to the extensive refurbishment of the precinct, which is still due to take place.
- 9.3. Riverside Park and Pocket Park. HPC resolved to accept the quote of £1,235.00 from Patrick Hannant for parks maintenance (1st April 2020 to 31st March 2021), based on the existing schedule of works. Two benches were removed from Pocket Park by the Lions Club for maintenance but were deemed as being beyond economical repair. The old benches have been scrapped and the Lions Club has purchased two new benches which will be donated to HPC.
- 9.4. Grass cutting 2020. Delegated service agreement renewed by Norfolk County Council. Payment for 2020 season established at £3,416.42. Invoice issued for payment by the RFO has now been paid by NCC. Statement of expenditure has been prepared by the RFO and submitted to NCC.
- 9.5. Granary Staithe garden. Payment for HPC's 2019-2020 garden waste collection was made to NNDC on 8th April 2020 (see item 8.1, Record of Decisions/Actions dated 15th April 2020). The fee paid was £55.00 following advice received from NNDC. The Clerk was then advised by NNDC that £55.00 is the charge for the 2020-2021 garden waste collection and that HPC was only due to pay £52.00 for 2019-2020. NNDC has agreed

to process the £55.00 cheque as HPC's payment for 2020-2021. Outstanding payment of £52.00 now due to be paid to NNDC for HPC's 2019-2020 garden waste collection (NNDC has been advised this payment will likely be delayed due to the Coronavirus pandemic).

10. NOTABLE CORRESPONDENCE (FOR INFORMATION ONLY)

- 10.1. Parishioner concerns. Noticeable increase in local traffic during Coronavirus lockdown. Concerns raised with Norfolk Constabulary.
- 10.2. Broads Authority information request. Angling facilities. Response sent by Clerk.
- 10.3. Wroxham and Hoveton Lions Club. Cancellation of Hoveton Village Charity Fete 2020 due to Coronavirus pandemic. Noted.
- 10.4. The Local Government Boundary Commission. Update on Norfolk's electoral review. Implementation date for Norfolk's new electoral arrangements expected to be 2025, not 2021, due to Coronavirus pandemic. Further consultations to take place. Noted.
- 10.5. Letter to parish & town councils from the Secretary of State for Housing, Communities and Local Government, Robert Jenrick MP. Thank you for work being done to support communities throughout the Coronavirus crisis. Noted.
- 10.6. Norfolk ALC Wellbeing. Coronavirus testing for key workers update (NHS Norfolk and Waveney). Noted. Update published on HPC's website and Facebook page.
- 10.7. Norfolk ALC Wellbeing. Message from The Domestic Abuse & Sexual Violence Board. Two new live chat facilities. Noted. Update published on HPC's website and Facebook page.
- 10.8. NNDC North Norfolk Business Impact Survey. Noted. To be shared on HPC's website and Facebook page.
- 10.9. Parishioner concerns. Incidents at Granary Staithe (ongoing matter). Concerns noted and considered by HPC. HPC has been advised that no action is to be taken by the Broads Authority. HPC agreed that it has neither the resources nor any substantive grounds to pursue concerns raised any further at the present time. Parishioner advised accordingly.

Lisa Weller (Parish Clerk/RFO)
Monday 18th May 2020

Addendum (Monday 18th May 2020)

Hoveton Parish Council Final Budget 2020-2021 (Revised May 2020)

Item of Expenditure #	Original Budgeted Expenditure	Revised Budgeted Expenditure	Notes
Clerk's Salary	£ 15,219.00	£ 15,219.00	Based on 25 hours per week at £14.03 per hour (after deductions).
LGPS (Employer and Employee Contributions)	£ 5,253.00	£ 5,253.00	Based on 25 hours per week at £14.03 per hour. Parish Clerk only.
Clerk's Mileage and Other Expenses	£ -	£ -	
Postage/Telephone/Stationery	£ 400.00	£ 400.00	
Litter Picker's Salary	£ 4,212.00	£ 4,212.00	Based on 468 hours per year, at £9.00 per hour.
Tax and NIC (Employer and Employee Contributions)	£ 3,142.00	£ 3,800.00	Based on 2019-2020 expenditure and 2020-2021 estimated expenditure. All employees.
Insurance	£ 948.74	£ 963.94	Three-Year Long Term Agreement (Year 2).
Audit/Legal Fees/Fees and Charges	£ 600.00	£ 900.00	Internal & External Audit, Payroll, Data Protection Fee, HVH Registration of Title
Subscriptions (NALC/SLCC/CAN, etc)	£ 675.00	£ 660.00	NALC, SLCC, CAN, The Bridge Magazine, The Broads Society
Hire of Premises (Jubilee Room/HVH)	£ 230.00	£ 160.00	
Chairman's Expenses	£ 100.00	£ 100.00	
Councillor/Clerk Training	£ 400.00	£ 400.00	
Office Equipment	£ 100.00	£ 250.00	
Work Clothing/Safety Equipment	£ 100.00	£ 150.00	
Election Costs	£ -	£ -	
Events	£ 30.00	£ 10.00	Lions Club Summer Fete (August 2020).
Website	£ 70.00	£ 60.00	NALC Website Hosting & HPC Email Addresses
Granary Staithe (Loan Repayments)	£ 8,808.54	£ 8,808.54	
Granary Staithe Capital Expenditure	£ -	£ -	
Granary Staithe Maintenance (excl Capital Works)	£ 500.00	£ 600.00	Pest Control, Garden Expenses, Annual Brown Bin Collection Charges x2, General Repairs
Street Lights (including Energy Charges)	£ 1,300.00	£ 1,300.00	Electricity Charges & Street Light Repairs
Street Furniture (Benches, Signage, Bus Shelters, etc)	£ 2,000.00	£ 500.00	Village Seats Maintenance
Litter Bins/Dog Waste Bins	£ 2,800.00	£ 2,800.00	Based on 2019-2020 expenditure (plus estimated inflation).
Landscaping/Flower Beds	£ 750.00	£ 600.00	
Riverside and Pocket Parks	£ 2,000.00	£ 2,300.00	Yearly Maintenance (Horticultural), Tree Work, Skip Hire (Park Clearance)
Delegated Services (Urban Grass Cutting)	£ 3,334.52	£ 3,416.42	
Special Projects	£ -	£ -	
Hoveton Village Hall LG(MP)A 1976 s19	£ 4,000.00	£ 4,000.00	
Village Playing Field Grass Cutting LG(MP)A 1976 s19	£ 1,279.00	£ 1,279.00	Based on quote received for 2020.
Hoveton St. John P.C.C. Churchyard LGA 1972 s137	£ 350.00	£ 350.00	
Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137	£ 350.00	£ 350.00	
British Legion Wreath Donation LGA 1972 s137	£ 60.00	£ 60.00	
Miscellaneous Grants and Donations LGA 1972 s137	£ 500.00	£ 200.00	
Contingency	£ 3,000.00	£ 1,500.00	
Totals	£ 62,511.80	£ 60,601.90	
# All figures are exclusive of VAT on the assumption that HPC can reclaim all VAT expenditure.			
Cumulative Figures			
Detail			
Amount Carried Forward From Previous Year	£ 28,000.00	£ 25,995.61	
Precept To Be Received April 2020	£ 27,074.00	£ 27,074.00	Total Precept = £54,148 (£2,578 or 5% increase on 2019-2020)
Precept To Be Received September 2020	£ 27,074.00	£ 27,074.00	Confirmed 'Band D' Council Tax Charge = £65.71 (£2.65 or 4.2% increase on 2019-2020)
Grants Due	£ -	£ -	Local council tax support scheme grants discontinued.
Delegated Service Payments (May 2020)	£ 3,334.52	£ 3,416.42	
Interest / Other Income	£ 70.00	£ 70.00	WI Benches Donation (£30), Savings Account Interest
Total Income and Reserves	£ 85,552.52	£ 83,630.03	
Less			
Budgeted Expenditure	£ 62,511.80	£ 60,601.90	
General Reserve	£ 10,500.00	£ 10,500.00	
Repairs and Renewals Fund	£ 12,500.00	£ 12,500.00	
Sub Total	£ 85,511.80	£ 83,601.90	
Unallocated Funds	£ 40.72	£ 28.13	