



Minutes of the Meeting of Hoveton Parish Council Monday 1st March 2021, 6.30pm (Remote Meeting Held Via Zoom)

Present: Cllrs Peter Howe (Chair), Jilly Gourlay, Alex Howe, Chris Marshall, Russell Reeve and Ann Rogers, Ana Croft (part)

In Attendance: Miss Lolly Dawson (Parish Clerk), Councillor Nigel Dixon (District & County Cllr), and two members of the public.

1. ATTENDANCE

Apologies received and accepted from Cllr Mancini-Boyle due to technical issues.

2. CO-OPTION

Anastasia Croft was co-opted to the council. PROPOSED Cllr Reeve seconded Cllr Gourlay. Cllr Croft signed a declaration of acceptance of office and joined the meeting.

3. DECLARATIONS OF INTEREST

None

4. MINUTES OF PREVIOUS MEETING

The minutes of the HPC meeting held on Monday 1st February 2021 were AGREED as a true and correct record and will be signed by the chair in due course.

5. PUBLIC FORUM

- 5.1. Cllr Dixon addressed council regarding the local flooding issues.
- 5.2. No police report received
- 5.3. No members of public addressed council.

6. MATTERS ARISING FROM PREVIOUS MEETINGS

- 6.1. It was noted that the previously paid CiLCA registration fees will be transferred by SLCC to the current clerk.
- 6.2. It was noted that the bank signatory changes are in progress.

7. PLANNING

- 7.1. Planning applications received for comment:
 - 7.1.1. BA/2021/0033/FUL – Erequay, The Rhond, NR12 8UE. NO OBJECTION.

7.1.2. PF/21/0217 – Units 4B and 4C, Station Business Park, NR12 8QJ. NO OBJECTION.

7.2. There were no planning decisions to note.

8. FINANCE

8.1. The Budget Monitoring Statement was noted.

8.2. Items of expenditure were APPROVED.

Payee	Description	Total
Westcotec	Additional bracket set	£50.00
1&1 IONOS Ltd	HPC Email Addresses	£2.39
Winchester Tree Services	Scrub Clearance at Riverside Park	£295.00
Staff Costs	Staff Wages February 2021	£2437.38*
<i>*Payment of pay to be made less any tax, national insurance and workplace pension contributions.</i>		

8.3. It was noted that the S137 limit for 2021/22 is £8.41 per elector.

8.4. It was RESOLVED that £200.00 grant be sent to Norfolk Citizens Advice. PROPOSED Cllr P Howe seconded Cllr Reeve.

8.5. It was AGREED that the parish council laptop would be upgraded by Broadland Computers at a cost of £82.00 including VAT.

8.6. Finance Committee.

8.6.1 The Terms of Reference for the Finance Committee were APPROVED as presented.

8.6.2 It was AGREED that Cllrs Reeve, Croft, Marshall and P Howe would form the Finance Committee.

8.6.3 It was AGREED that the chair would be elected at the first meeting of the Finance Committee.

9. ADMINISTRATION

9.1. The Facebook statistics were noted.

9.2. It was noted that the remote meetings protocol is currently due to end on 7th May 2021.

9.3. The meetings dates were reviewed and it was AGREED that the meetings on the 29/03/2021 and 17/05/2021 would be cancelled, an additional meeting was scheduled 5/05/2021 which would now be the Annual Parish and Annual Parish Council Meeting and an additional meeting was scheduled for 06/04/2021. Updated meeting dates will be published on the Facebook page, website and noticeboards.

10. HIGHWAYS AND ROAD SAFETY

10.1. It was noted that the issues on Stalham Road have been reported to Highways.

10.2. It was noted that all highways and road safety issues can be sent to either the Clerk or Cllr A Howe to report online. Clerk to liaise with county officers.

10.3. It was AGREED that the Clerk would send a letter on behalf of the council to highways in respect of the problems on Horning Road.

- 10.4. It was noted that Wroxham Bridge will be closed between 9th and 12th March from 18:30 in the evening to 6:00 in the morning only, the footpaths will remain open through-out.
- 10.5. The highways report was received.

11. SERVICES AND AMENITIES

- 11.1. The quote for £295.00 for scrub clearance at Riverside Park was APPROVED.
- 11.2. The allotment agreement with Horning Parish Council was AGREED, clerk to sign and return. An Annual administration fee of £200 to reserve 10 plots for Hoveton residents. £10 deduction of annual administration fee for each plot rented. Horning Parish Council to manage all administration.
- 11.3. The minutes from the Hoveton Wroxham Alliance Group were received.
 - 11.3.1 It was AGREED that a letter would be sent by the clerk to both NNDC and Broads Authority in regards to Station Road.
- 11.4. Cllr A Howe reported that the volunteers would continue to manage the community flowerbeds.
- 11.5. It was AGREED that a maintenance plan would be required at Pocket Park including grass cutting. Cllr P Howe to provide quotes at the next council meeting.
- 11.6. Cllr P Howe addressed council with a report on the Broads Authority Development plan of Riverside Park.

12. STAFFING

- 12.1. The clerks hours were APPROVED at 20 hours per week.
- 12.2. Staffing Committee
 - 12.2.1 The Terms of Reference for the Staffing Committee were APPROVED as presented.
 - 12.2.2 It was AGREED that the members of the Staffing Committee would be Cllrs A Howe, Reeve and Mancini-Boyle.
 - 12.2.3 It was AGREED that Cllr A Howe would chair the Staffing Committee.

13. ITEMS FOR THE BRIDGE

- 13.1. Items to be included in the next article for 'The Bridge' were discussed and agreed.

14. ITEMS FOR NEXT MEETING AGENDA – Tuesday 6th April 2021 – None

The meeting closed at 8.02pm by Cllr P Howe.

Signed.....

Date.....

Name.....

Lolly Dawson, Parish Clerk & RFO
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