



Minutes of the meeting of Hoveton Parish Council Tuesday 6th April 2021 at 6:30pm (Remove meeting held via zoom)

Present: Cllrs Peter Howe (Chair), Greg Eade (part), Jilly Gourlay, Robert Henson (part), Alex Howe, Chris Marshall, Russell Reeve, Ann Rogers.

In attendance: Miss Lolly Dawson (Parish Clerk)

1. ATTENDANCE

Apology accepted for Cllr Ana Croft.

2. CO-OPTION

It was RESOLVED to co-opt to the Council Mr Robert Henson and Mr Greg Eade. Mr Henson and Mr Eade signed the declaration of acceptance of office and joined the meeting.

3. DECLARATIONS OF INTEREST

Item 9.2 Cllr Eade did not comment or vote on this item.

Item 8.6, 11.1, 11.2 & 11.3 Cllr Reeve did not comment or vote on these items.

Item 7 Cllr Mancini-Boyle did not comment or vote on this item.

4. MINUTES OF PREVIOUS MEETING

The minutes of the full council meeting held on Monday 1st March 2021 were AGREED and will be signed by the Chair in due course.

5. PUBLIC FORUM

5.1 District Cllr Mancini-Boyle addressed Council regarding some current schemes. These will be published on the Council website.

No other reports were received and no members of public addressed Council.

6. UPDATE ON MATTERS FROM PREVIOUS MEETINGS

6.1 It was NOTED that letters have been sent to Broads Authority and North Norfolk District Council in regards to Station Road and a response was received from Broads Authority.

7. PLANNING

7.1 Planning applications received for comment:

7.1.1 PF/21/0667 – Erection of single storey rear extension. 72 Two Saints Close, Hoveton, NR12 8QR. NO OBJECTION.

7.1.2 RV/21/0503 Variation of condition 7 (opening hours) of planning permission PF/19/2115 to allow change in opening hours to 8:00 until 22:00 Mon – Sat & 8:00 until 18:00 Sun. Lurista House, NR12 8DZ. NO COMMENT.

7.1.3 PF/21/0687 Extensions to side and rear of dwelling; detached two bay garage to front. The Potting Shed, Tunstead Road, NR12 8QN. NO DECISION due to insufficient information and detail to be able to make a decision, particularly in respect of the garage design.

7.1.4 BA/2021/0099/FUL Replacement boatshed, Barnes Brinkcraft. NO OBJECTION.

7.2 Planning decisions NOTED:

7.2.1 BA/2020/0448/FUL – Replacement quayheading at Hoveton Great Broad Nature Trail Moorings and renovate woodchip pathway. Approve Subject to Conditions.

8. FINANCE

8.1 The monthly Budget Monitoring Statement was NOTED.

8.2 The items of expenditure were APPROVED.

Payee	Description	Total
1&1 IONOS Ltd	HPC Email Addresses	£2.39
Patrick Hannant	Invoice 4857 Annual Maintenance of Parks 2020-2021	£1235.00
Staff Costs	Staff Wages March 2021	£2034.64*
<i>*Payment of pay to be made less any tax, national insurance and workplace pension contributions.</i>		

8.3 The quote for £385.00 + VAT for Clapham & Collinge to review and update the resolution document in regards to Hoveton Village Hall was RESOLVED.

8.4 The quote of £70.00 for Roger Canwell to carry out the Internal Audit was RESOLVED.

8.5 The installation of antivirus software on the parish council laptop at a cost of £20 per year was RESOLVED.

8.6 The renewal of the NALC annual membership at a cost of £404.52 + VAT was RESOLVED.

8.7 The quote of £1245.00 for the annual contract with Patrick Hannant to maintain Riverside & Pocket Parks from 1 April 2021 until March 2022 was RESOLVED.

8.8 The expenses of up to £300 for the maintenance of Granary Staithe was RESOLVED.

8.9 The estimate from Target Trees of £208.33 + VAT for the Tree Condition Report at Riverside and Pocket Park was RESOLVED.

9. ADMINISTRATION

- 9.1 Facebook Statistics for the last 28 days were NOTED.
- 9.2 It was AGREED to bring the payroll 'in-house' and terminate the contract with Debit & Credit Ltd.
- 9.3 It was AGREED to move the meeting time to 7pm from 6:30pm.
- 9.4 The items for the Bridge article were NOTED.

10. SERVICES AND AMENITIES

- 10.1 Works were carried out at Granary Staithe 27/03/2021, the benches were painted, new gravel was laid. It was AGREED that the Wroxham Rotary would finish any further works as well as maintain the flowerbed.
- 10.2 The plan for the Riverside and Pocket Parks for the next year including grass seed along the newly cleared banks. It was AGREED that the Clerk and Cllr Mancini-Boyle would look into potential hedging. It was AGREED that Cllr Howe and the Clerk would look into a plan and source quotes for replacement benches.
- 10.3 It was AGREED, subject to a draft including wording and size being received, that the Rotary Club could place permanent signage on the Granary Staithe.

11. TRAINING

- 11.1 It was AGREED Cllr A Howe to attend the NALC 'GDPR' Training course at a cost of £40.00.
- 11.2 It was AGREED the Clerk to attend NALC 'Effective Communications for Positive Outcomes' Training course at a cost of £40.00.
- 11.3 It was AGREED that the Clerk and Cllr P Howe to attend the 'How to get young people involved in local councils' NALC training at a cost of £30.00 per person.

12. CORRESPONDENCE

Email	Broads Authority adopted a guide to development on peat. Available on: https://www.broads-authority.gov.uk/planning/planning-permission/design-guides	NOTED
Email	Anglian Water Position Statement regarding New Development and Anglian Water Services.	NOTED

13. ITEMS FOR NEXT MEETING AGENDA - None

The Chair excluded the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during the discussion of the following agenda items because of the confidential nature of the business to be discussed all Councillors present confirmed that they were alone in the room and the session was not recorded seen or overheard.

Lolly Dawson left the meeting at 19:37.

14. STAFFING

- 14.1 It was AGREED to proceed with the salary increment increase for the Clerk at 1st April 2021.

- 14.2 It was NOTED that the Clerk will carry over 16 hours annual leave accrued between 1st February 2021 and 31st March 2021.
- 14.3 It was RESOLVED that Hoveton Parish Council would fund the employer costs for a Clerk to Hoveton Village Hall for 4 hours per week.

The meeting closed at 19:55 by Cllr P Howe.

Signed.....

Date.....

Name.....

Lolly Dawson, Parish Clerk & RFO
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