



**Minutes of the meeting of Hoveton Parish Council  
Monday 6<sup>th</sup> September 2021 at 7:00pm  
Meeting held in the room above the old Annette Collins shop in  
Church Road, courtesy of Norfolk Broads Direct.**

**Present:** Cllrs Greg Eade, Alex Howe, Peter Howe (Chair), Russell Reeve, Gerard Mancini-Boyle (also NNDC councillor), Chris Marshall.

**In attendance:** Mr Ben Bethell (Parish Clerk)

**Members of the Public:** Seven, plus County and District Cllr Nigel Dixon

**1 ATTENDANCE**

Apologies received from Cllrs Rob Henson and Ann Rogers. Also Linda Owen and Rachel Flack.

**2 DECLARATIONS OF INTEREST**

None noted.

**3 MINUTES OF PREVIOUS MEETING**

The minutes of the full council meeting held on 26<sup>th</sup> July 2021 were AGREED and were signed by the Chair.

**4 CO-OPTION OF NEW COUNCILLORS**

Two applications for co-option have been noted. Some paperwork is still outstanding and the applicants are unable to join the meeting this evening. The Chairman asked if there were any issues that should be noted and none were raised. This item will be added to the next agenda.

## **5 PUBLIC FORUM**

- 5.1 District Councillor Mancini-Boyle addressed the Council and began by mentioning the Afgan migrant crisis. Norfolk will be resettling families. Difficulties with the NNDC Planning team were noted and there are efforts to improve the situation by improving communication and providing training. The Parish Partnership was raised again, but (as noted by Cllr Alex Howe) there have been no projects identified that would meet the criteria of the scheme.
- 5.2 County & District Councillor Dixon addressed the Council and briefly mentioned the forthcoming meeting about foul and surface water drainage issues in the area. He is optimistic that the meeting will be attended by all key stakeholders and will move the situation forwards.
- 5.3 No Police report has been received.
- 5.4 The adoption of Brook Park was raised by a member of the public. It was noted that it's been two years without resolution and that this issue must be pursued. A question was raised about the bird feed stands on the staithe and where the donations from these would be spent. It had been suggested that tables and chairs would be bought for the staithe. The Chairman noted that there has been no decision made about how the donations should be spent, but that furniture for the staithe was one possibility, as was restoration of the village sign. Cllr Dixon was asked about minutes for the meeting about flooding. It was noted that no minutes are taken, but actions and outcomes are recorded. Nick Walmsley provided some interesting history to the village sign. He is still researching and will continue to be engaged. There is an item about the village sign later in the agenda.

## **6 PLANNING**

- 6.1 Planning applications received for comment:
- 6.1.1 PF/21/2119. This application has been seen before and the Council previously supported the application. This is clarification of some elements. No objections were raised about the application and no further updates are required.

## **7 ADMINISTRATION**

- 7.1 The Clerk's report was noted.
- 7.2 Cllr Alex Howe asked about the use of the HPC Facebook page. Is it appropriate to 'like' a comment? The suggestion is that comments should be avoided. Liking a comment seems appropriate.
- 7.3 Mr Eade gave a brief update about the feed stalls. There have been donations received by HPC which total £1247.80 for the 6 weeks over the summer holidays. It was suggested that the donations could be used to restore the village sign, though the Council had originally thought to use any funds for tables on the Staithe. Further thought and discussion is needed in a future meeting.  
It was noted that there are bait stations near the feed stands on Granary Staithe and the Kings Head land. There is a separate problem on the boardwalk under the railway line where people are leaving large amounts of bird seed which will attract rats. (The Boardwalk is under the ownership of the broads Authority).
- 7.4 Cllr Alex Howe gave a summary of progress with litter bin collections. Various discussions and visits have taken place with NNDC and Serco. An additional 8:30pm collection has been initiated and is already making a positive difference. It was noted that some disruption to the service should be expected as the contractor struggles with staff shortages.
- 7.5 The Chairman ran through the current situation with benches. The two benches on Pocket Park are the responsibility of the Lions. Five benches are required to replace damaged or missing items. One will be paid for by a local resident. The Council AGREED to purchase four new benches at a cost of around £500 for each unit. Installation will also be needed.
- 7.6 The Village Sign was discussed and it was noted that there is an overwhelming desire from parishioners to renovate the sign rather than renewing it. Councillors AGREED that the sign should be renovated and that options should be investigated. Nick Walmsley agreed to remain involved and the Council thanked him for his efforts and input. It was also agreed that Nick should be nominated as Historic Advisor to the Council.
- 7.7 There has been no recent meeting of the Hoveton and Wroxham Alliance but one is scheduled soon. One point of discussion will be the movement of traffic through the villages and options available to help this.

## **8 USE OF S.106 FUNDS**

- 8.1 The Council has S.106 funds available but it's not clear what is held by NNDC and what these sums relate to. The first action is to understand this and then develop projects and a plan to utilise available funds. ACTION –Clerk to investigate.

## **9 FOOTPATHS**

- 9.1 The signing of footpaths was discussed. The Council has been working with the Open Spaces Society to understand the current issues and agree an approach going forwards. It was AGREED that the section of Footpath 1 cannot be signed and that NCC should be given a year to rectify the entry on the definitive map. It was AGREED that small signs were appropriate for the footpaths along the river (part of Footpath 1 and Footpath 12) and that the pedestrian bridge (Footpath 13) did not require a sign.

## 10 HOVETON GREAT BROAD

- 10.1 The Chairman ran through the basics of the consultation. The Council is being asked to comment on the impact of works on flood risk. It was AGREED that the Council would not object to the project on the basis of flood risk, though it was noted that concerns remained in other areas.

## 11 ITEMS FOR THE BRIDGE

- 11.1 Areas noted were:  
Village Sign  
HPC Mascot  
Hoveton History  
Income from the bird seed stand  
Offshore Transmission Network  
Thanks to Broads Direct for use of the room

## 12 FINANCE

- 12.1 The Budget Monitoring Statement was NOTED.  
12.2 The Schedule of payment for August and the updated sheet for July were APPROVED.  
12.3 No changes are now required to the Hoveton Village Hall Finance Policy.

## 13 CORRESPONDENCE

- 13.1 The email about the Offshore Transmission Network was discussed and it was AGREED to join with those parish councils seeking an offshore ring main alternative to the currently proposed cable routes.  
13.2 The email from the Cinnamon Trust was NOTED and a response suggesting that they approach Community Action Norfolk and link with good neighbours schemes was agreed.  
13.3 The email from Taylor Made Property was NOTED.

## 14 ITEMS FOR NEXT AGENDA

- 14.1 I.T. Provision will be included. Council and Public welcomed the use of a projector.

**The meeting closed at 21:00.**

**Signed**.....

**Date**.....

**Name**.....

Ben Bethell, Parish Clerk & RFO  
Tel: 07572 349600  
Email: [clerk@hoveton-pc.org.uk](mailto:clerk@hoveton-pc.org.uk)

**Schedule of Payments (Items of Expenditure)**  
**Monday 6<sup>th</sup> September 2021**

Payee	Method	Description	Total
1&1 IONOS Ltd	DD	HPC Email Addresses	-£2.39
Norfolk County Council	EBP	Norfolk Pension Fund (LGPS) August 2021	
HMRC	EBP	HMRC Tax	
J Nash	EBP	Litter Picker Salary August 2021	
B Bethell	EBP	B Bethell Clerk Salary August 2021	-£2067.29
			<b>-£2069.68</b>
DONATIONS FROM GREG EADE - BIRDSEED			£958.55

\*Payment of pay to be made less any tax, national insurance and workplace pension contributions.

INITIALLED:

**KEY**  
DD = Direct Debit  
EBP = Electronic Bill Payment

Item Of Expenditure #	Budgeted Expenditure	Actual Expenditure	Committed Expenditure	Balance Available To
Clerk's Salary	16,048.00	6,000.95	0.00	10,047.05
LGPS (Employer and Employee Contributions)	5,675.00	2,475.30	0.00	3,199.70
Clerk's Mileage and Other Expenses	0.00	0.00	0.00	0.00
Postage/Telephone/Stationery	380.00	6.85	0.00	373.15
Litter Picker's Salary	4,143.00	2,501.80	0.00	1,641.20
Tax and NIC (Employer and Employee Contributions)	3,574.00	3,104.99	0.00	469.01
Insurance	980.00	974.55	0.00	5.45
Audit/Legal Fees/Fees and Charges	1,010.00	110.00	0.00	900.00
Subscriptions (NALC/SLCC/CAN, etc)	660.00	454.52	0.00	205.48
Hire of Premises (Jubilee Room/HVH)	200.00	0.00	0.00	200.00
Chairman's Expenses	100.00	0.00	0.00	100.00
Councillor/Clerk Training	600.00	80.00	0.00	520.00
Office Equipment	150.00	25.00	0.00	125.00
Work Clothing/Safety Equipment	130.00	0.00	0.00	130.00
Election Costs	0.00	0.00	0.00	0.00
Events	0.00	0.00	0.00	0.00
Website	60.00	31.91	0.00	28.09
Granary Staithe (Loan Repayments)	8,809.00	8,808.54	4,404.27	-4,403.81
Granary Staithe Capital Expenditure	0.00	0.00	0.00	0.00
Granary Staithe Maintenance (excl Capital Works)	1,100.00	363.04	0.00	736.96
Street Lights (including Energy Charges)	1,300.00	438.55	0.00	861.45
Street Furniture (Benches, Signage, Bus Shelters, etc)	500.00	0.00	0.00	500.00
Litter Bins/Dog Waste Bins	2,900.00	2,743.00	0.00	157.00
Landscaping/Flower Beds	400.00	47.08	0.00	352.92
Allotments	250.00	100.00	0.00	150.00
Riverside and Pocket Parks	2,000.00	1,443.33	0.00	556.67
Delegated Services (Urban Grass Cutting)	3,416.00	844.24	0.00	2,571.76
Special Projects	6,000.00	0.00	0.00	6,000.00
Hoveton Village Hall LG(MP)A 1976 s19	1,000.00	0.00	0.00	1,000.00
Village Playing Field Grass Cutting LG(MP)A 1976 s19	1,320.00	0.00	0.00	1,320.00
Hoveton St. John P.C.C. Churchyard LGA 1972 s137	350.00	0.00	0.00	350.00
Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137	350.00	0.00	0.00	350.00
British Legion Wreath Donation LGA 1972 s137	60.00	0.00	0.00	60.00
Miscellaneous Grants and Donations LGA 1972 s137	1,000.00	0.00	0.00	1,000.00
Contingency	3,000.00	0.00	0.00	3,000.00
<b>Totals</b>	<b>67,465.00</b>	<b>30,553.65</b>	<b>4,404.27</b>	<b>32,507.08</b>

Cumulative Figures		Amount
Detail		
Amount Carried Forward From Previous Year		33,163.05
Precept Received April 2021		28,157.00
Precept Received September 2021		28,157.00
Grants Received		
Delegated Service Payments (Expected May 2021)		3,457.41
Interest / Other Income		
<b>Total Income and Reserves</b>		<b>92,934.46</b>
<b>Less</b>		
Actual Expenditure		30,553.65
Committed Expenditure		4,404.27
General Reserve		15,000.00
Repairs and Renewals Fund		13,500.00
<b>Sub-Total</b>		<b>63,457.92</b>
<b>AVAILABLE BALANCE</b>		<b>29,476.54</b>
<hr/>		
<b>Total Income and Reserves 21/22</b>		<b>£ 92,934.46</b>
<b>Total Predicted Budget 21/22</b>	<i>minus</i>	<b>£ 67,465.00</b>
<b>Repairs + Renewals Fund 21/22</b>	<i>minus</i>	<b>£ 13,500.00</b>
<b>General Reserve</b>	<i>equals</i>	<b>£ 11,969.46</b>

DRAFT