



Minutes of the meeting of Hoveton Parish Council Monday 15th November 2021 at 7:00pm Meeting held at the Community Cafe.

Present: Cllrs, Peter Howe (Chair), Alex Howe, Ann Rogers, Gerard Mancini-Boyle (also NNDC councillor), Chris Marshall.

In attendance: Mr Ben Bethell (Parish Clerk)

Members of the Public: None

1 ATTENDANCE

Apologies were received from Cllr Reeve.

It was noted that Cllr Greg Eade has now resigned.

2 DECLARATIONS OF INTEREST

Clerk – item 8.3

3 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

The minutes of the full council meeting held on 4th October 2021 were AGREED and signed by the Chair.

The minutes of the full council meeting held on 8th November 2021 were AGREED and signed by the Chair.

There were no matter arising.

4 APPROVAL OF DECISIONS FROM MEETING NOVEMBER 8th 2021

The Council reviewed each item discussed at the meeting on November 8th. All points discussed were AGREED on the basis of the published minutes.

The application for planning permission for traders at Hoveton Village Hall was AGREED with a figure of £240 noted.

The Terms of Reference for the Planning Committee was AGREED as discussed.

The Volunteers Policy was AGREED as discussed.

Finance items were discussed under Item 8.

5 PUBLIC FORUM

There were no public present and no reports to receive.

6 PLANNING

- 6.1 PF/21/2644 – Councillors discussed the application at length. The agreed response was as follows:
“Hoveton Parish Council strongly objects to the application owing to the unsuitable nature of the access along Long Lane. The Transport Statement submitted with the application suggests a possible 25% increase in traffic flows along a rural lane which is well used by pedestrians and cyclists, including those from cycle hire facilities on the Bewilderwood site. The mix of vehicles will also change, with an increase in commercial and service vehicles accessing the site. The Council feels that the highway infrastructure is highly unsuitable and threatens the use of Long Lane for recreation by local residents.”
- 6.2 PF/21/2561 – Councillors SUPPORT this application.

7 ACCESSIBLE PLAY EQUIPMENT

- 7.1 The application was AGREED by councillors. It was noted that the additional funds (beyond those available from the grant) need to be found, hopefully from S106 monies, and that there is nothing budgeted for this from the Parish Council finances.

8 FINANCE

- 8.1 The items of expenditure (as noted in the Schedule of payments issued for the meeting on November 8th) were AGREED.
- 8.2 Councillors discussed the payment of wages for the Clerk of Hoveton Village Hall. It was unclear what had been agreed previously about the intended total spend for this, as the minutes of the meeting where the item was discussed don't record this. It was agreed that the Village Hall Sub-Committee should discuss the matter again and come back to the Parish Council with a proposal.
- 8.3 The Clerk's expenses (mileage) were AGREED.

9 ITEMS FOR THE NEXT MEETING

- 9.1 The next meeting of the Council will be on December 6th 2021. It will be held in the Village Hall at 7:15pm.

Signed.....

Date.....

Name.....

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

Schedule of Payments (Items of Expenditure)
Monday 8th November 2021

| Payee | Method | Description | Total |
|-------------------------|--------|---|--------------------|
| 1&1 IONOS Ltd | DD | HPC Email Addresses and web address | -£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 | -£2,294.27 |
| NNDC | EBP | Bin Collection | -£3,291.60 |
| Shane Emerson | EBP | Granary Staithe membrane replacement | -£250.00 |
| Amazon (via B Bethell) | EBP | Office equipment | -£354.64 |
| Paul Brister | EBP | Men's shed Electricity | -£864.62 |
| EON | EBP | Streetlamp electricity | -£245.45 |
| PFK Littlejohn | EBP | Audit fee | -£360.00 |
| Garden Guardian | EBP | Grass May to September | -£2532.75 |
| Millennium Pest Control | EBP | Bait boxes | -£288.00 |
| | | | -£10,483.72 |

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INITIALLED:

KEY
DD = Direct Debit
EBP = Electronic Bill Payment

| Item Of Expenditure # | Budgeted Expenditure | Actual Expenditure | Committed Expenditure | Balance Available To | Comments |
|--|----------------------|--------------------|-----------------------|----------------------|-----------------------------------|
| Clerk's Salary | 16,048.00 | 6,917.74 | 6,456.65 | 2,673.61 | |
| LGPS (Employer and Employee Contributions) | 5,675.00 | 2,849.78 | 1,517.31 | 1,307.91 | |
| 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 | 2,964.38 | 1,575.90 | -397.28 | |
| Tax and NIC (Employer and Employee Contributions) | 3,574.00 | 3,645.41 | 891.02 | -962.43 | |
| Insurance | 980.00 | 974.55 | 0.00 | 5.45 | |
| Audit/Legal Fees/Fees and Charges | 1,010.00 | 410.00 | 0.00 | 600.00 | |
| Subscriptions (NALC/SLCC/CAN, etc) | 660.00 | 454.52 | 200.00 | 5.48 | |
| Hire of Premises (Jubilee Room/HV/H) | 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 | 379.64 | 0.00 | -229.64 | Need for updated office equipment |
| 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 | 33.90 | 0.00 | 26.10 | |
| Granary Staithe (Loan Repayments) | 8,809.00 | 8,808.54 | 0.00 | 0.46 | |
| Granary Staithe Capital Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | |
| Granary Staithe Maintenance (excl Capital Works) | 1,100.00 | 853.04 | 0.00 | 246.96 | |
| Street Lights (including Energy Charges) | 1,300.00 | 684.00 | 900.00 | -284.00 | Energy price increases |
| Street Furniture (Benches, Signage, Bus Shelters, etc) | 500.00 | 0.00 | 0.00 | 500.00 | See special projects |
| Litter Bins/Dog Waste Bins | 2,900.00 | 2,743.00 | 0.00 | 157.00 | |
| Landscaping/Flower Beds | 400.00 | 47.08 | 200.00 | 152.92 | |
| 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 | 2,954.84 | 0.00 | 461.16 | |
| Special Projects | 6,000.00 | 864.62 | 4,000.00 | 1,135.38 | Projector and benches |
| Hoveton Village Hall LG(MP)A 1976 s19 | 1,000.00 | 0.00 | 1,500.00 | -500.00 | Joseph wages |
| Village Playing Field Grass Cutting LG(MP)A 1976 s19 | 1,320.00 | 0.00 | 1,320.00 | 0.00 | |
| Hoveton St. John P.C.C. Churchyard LGA 1972 s137 | 350.00 | 0.00 | 350.00 | 0.00 | |
| Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137 | 350.00 | 0.00 | 350.00 | 0.00 | |
| British Legion Wreath Donation LGA 1972 s137 | 60.00 | 0.00 | 60.00 | 0.00 | |
| Miscellaneous Grants and Donations LGA 1972 s137 | 1,000.00 | 0.00 | 240.00 | 760.00 | Planning application |
| Contingency | 3,000.00 | 0.00 | 0.00 | 3,000.00 | |
| Totals | 67,465.00 | 37,215.22 | 19,560.88 | 10,688.90 | |