



Minutes of the meeting of Hoveton Parish Council Monday 4th October 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, Alex Howe, Rob Henson, Peter Howe (Chair), Russell Reeve, Ann Rogers, Gerard Mancini-Boyle (also NNDC councillor), Chris Marshall. Also Linda Owen and Rachel Flack.

In attendance: Mr Ben Bethell (Parish Clerk)

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

1 ATTENDANCE

Apologies received from Cllrs Greg Eade. It was noted that Anna Croft had stood down as councillor.

2 DECLARATIONS OF INTEREST

Cllr Russell Reeve - 9.1

3 MINUTES OF PREVIOUS MEETING

The minutes of the full council meeting held on 6th September 2021 were AGREED and were signed by the Chair.

4 CO-OPTION OF NEW COUNCILLORS

Two applications for co-option have been received and both individuals were present at the meeting. Paperwork has been completed and passed to the Clerk.

It was AGREED that both Linda Owen and Rachel Flack be welcomed as co-opted Parish Councillors.

5 PUBLIC FORUM

- 5.1 County & District Councillor Dixon addressed the Council and began by noting the ongoing challenges at Brook Park. Anglian Water, North Norfolk District Council, and Norfolk County Council District all have concerns which still need resolution. Cllr Dixon noted that the Riverside Rooms need a considerable tidy-up. This topic is to be discussed later in the agenda.
- Problems with the Hoveton bus stops may require some thought and resolution. The narrow footpath for the Norwich-bound stop was a particular concern. Maybe Newey's Way could be used to provide a safer alternative.
- The previously mentioned Anglian Water meeting has taken place, though much of the time was spent discussing a single private issue. Progress remains slow on foul and surface water flooding issues and therefore no improvements are expected before the winter. Some work has been done already, but the effectiveness will only be seen if a significant weather event is experienced.
- 5.2 Councillor Mancini-Boyle addressed the Council, reiterating the changes with NNDC's Planning team.
- The Green Build Show will be a virtual event this year and COP26 is an ongoing topic. The Norfolk Assistance Scheme for fuel poverty is available to residents with a helpline and some potential (minor) financial assistance.
- Norfolk has 15 houses ready for 15 Afgan families. However, at this stage it looks unlikely they will be needed for this purpose and none are filled.
- Cllr Peter Howe asked about the need for a food bank again this winter. Maybe the Village Hall could be involved.
- Cllr Alex Howe reminded the meeting that a halogen heater remains available to any parishioner who needs additional heating during problems with their own central heating system..
- 5.3 No Police report has been received.
- 5.4 Brook Park was again raised by a member of the public. It is an ongoing frustration which needs resolution. Nothing appears to be happening. Cllr Peter Howe suggested that the issue could be added to a future agenda.
- 5.5 A member of the public asked why the existing litter bin on Granary Staithe that had been replaced with a new 'big belly' bin could not have been retained. It was explained that the old bin was the property of NNDC and had been redeployed. It was agreed that the new bin was an improvement.

6 PLANNING

- 6.1 BA/2021/0198/COND - Changes to design of barriers, variation of conditions 2, 11 & 12 of permission BA/2016/0228/COND - Haughs End Road, Lower Street, Hoveton, Norfolk NR12 8QN – It was RESOLVED to respond with 'no comment' from the Council but note that the barriers must be removed in 10 years.
- 6.2 BA/2021/0348/HOUSEH - Erection of garden arbour - Aquarius, Meadow Drive, Hoveton, Norfolk – It was RESOLVED to respond with 'no comment'.
- 6.3 BA/2021/0356/HOUSEH - Replacement windows and doors - Waters Edge Cottage , Meadow Drive, Hoveton, NR12 8UN – It was RESOLVED to respond with no objection.
- 6.4 PF/21/1701 – Re-consultation for two detached dwellings - 64 Two Saints Close, Hoveton, Norfolk, NR12 8QR – It was RESOLVED to respond with an objection. The same concerns remain, with the exception of the parking. The Council would like to ask that the title of the application is amended to change 'two dwellings, to 'one dwelling'.

7 ADMINISTRATION

- 7.1 The Council RESOLVED to allow a Planning Committee to determine application responses where timescales do not allow discussions to take place in a full Council meeting. The Planning Committee will meet formally, in much the same way as a full Council meeting, but with a more specific agenda. Where responses can be delayed to allow applications to be discussed at a full Council meeting, they will be. It was AGREED that the Planning Committee will be constituted of Cllrs Chris Marshall, Rob Henson, and Alex Howe. All Councillors will be notified of meetings and will be welcome to attend. Meetings will be advertised as normal and the public can be involved in the same way as with full Council meetings.

8 ADMINISTRATION

- 8.1 The Clerk's report was noted.
- 8.2 Grateful thanks were extended to Greg Eade for his efforts selling bird seed over the summer. It was noted that some of the 'hardware' remains and needs removal.
- 8.3 Cllr Alex Howe gave a brief report about some highways issues which had been successfully resolved with (now) happy residents. The SAM2 sign must be moved to a different location every four weeks. Alan Scott was thanked for his assistance with the sign and Cllr Rob Henson will now coordinate with assistance from Cllr Mancini-Boyle. Cllr Alex Howe will continue to oversee all highways issues including the sign. It was noted that there are speed limit signs on both Tunstead Road and Stalham Road which require attention. Cllr Alex Howe and the Clerk will address these.
- 8.4 Cllr Alex Howe asked the Council to release further funds for planting in the Parish. These funds are budgeted and allocated already and the Council willingly AGREED to allow up to a further £200 to be spent of hard-wearing, drought resistant plants.
- 8.5 Cllr Peter Howe updated the meeting about the recent Hoveton and Wroxham Alliance meeting. The dilapidated state of properties along Station Road remains a serious concern to both councils. NNDC and the Broads Authority have been chased for responses to earlier emails calling for a new Section 215 order to be considered. Traffic issues remain a concern and the Network Improvement Strategy which was produced by NCC appears unhelpful in remedying any of the ongoing problems. The sad situation with The Bridge had been noted but the Church should be responsible for progressing the future of the magazine. It was felt that the publication was valuable to residents and should continue. Wroxham is pushing for additional railway parking. Options are available, but not without challenge. A site meeting has been arranged to move this forwards. Remembrance Day was discussed. Hoveton Parish Council will need a new wreath. The budget allows for this and Cllr Ann Rogers will arrange.

9 BUDGET 2022/23

9.1 The Council discussed the Draft Budget which has been produced. Much of the budget is familiar, with many sections seeing nominal increases to cover inflation. Wages are a large proportion of Council spend but should reduce in 2022/23. Concerns remain around the levels of reserving, and the Council noted that these need to increase over coming years.

There were no significant challenges raised. Further consideration will be given to the budget before the next full Council meeting where it will be added to the agenda.

10 FOOTPATHS

10.1 The Clerk gave an overview of some work which has been done to identify 'lost' footpaths in the parish. Several of these footpaths would be very useful in providing safe walking for residents and visitors.

It was AGREED that the Clerk should continue with the work and that the topic should be raised with parishioners to ensure their understanding and encourage feedback.

11 IT AND EQUIPMENT

11.1 The Clerk had provided a list of equipment which included a mobile phone and monitor. It was AGREED that the equipment which was costed at £356.66 could be purchased. It was also AGREED that a projector, costed at £459 could be purchased.

12 FINANCE

12.1 The Budget Monitoring Statement was NOTED.

12.2 The Schedule of payments for September was APPROVED.

13 CORRESPONDENCE

None.

14 ITEMS FOR NEXT AGENDA

14.1 The next meeting is on November 8th. Finances including a 2022/23 budget to be included. Venue to be arranged.

The meeting closed at 21:00.

Signed.....

Date.....

Name.....

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

**Schedule of Payments (Items of Expenditure)
Monday 4th October 2021**

Payee	Method	Description	Total
1&1 IONOS Ltd	DD	HPC Email Addresses and web address	-£26.36
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	-£2,067.29
Public works Loan	DD	Granary Staithe repayment	-£4,404.27
P Howe	EBP	Postage (Barclays)	-£6.85
			-£6,504.77
DONATIONS FROM GREG EADE - BIRDSEED			£335.40
PRECEPT PAYMENT NNDC			£28,157.00

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	6,000.95	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	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	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	Possible works to the surface
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	
Totals	67,465.00	30,553.65	4,404.27	32,507.08	

Cumulative Figures			
Detail		Amount	
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			
Total Income and Reserves		92,934.46	
Less			
Actual Expenditure		30,553.65	
Committed Expenditure		4,404.27	
General Reserve		15,000.00	
Repairs and Renewals Fund		13,500.00	
Sub-Total		63,457.92	
AVAILABLE BALANCE		29,476.54	
Total Income and Reserves 21/22		£ 92,934.46	
Total Predicted Budget 21/22	<i>minus</i>	£ 67,465.00	
Repairs + Renewals Fund 21/22	<i>minus</i>	£ 13,500.00	
General Reserve	<i>equals</i>	£ 11,969.46	