



**Minutes of the meeting of Hoveton Parish Council
Monday 8th November 2021 at 7:00pm
Meeting held on Zoom.**

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

In attendance: Mr Ben Bethell (Parish Clerk)

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

1 ATTENDANCE

No apologies received. It was noted that Rob Henson, Linda Owen and Rachel Flack had stood down as councillors.

It was noted that, as this meeting was being held on Zoom, any decisions would require ratification at a full Council meeting before any action could be taken. It was noted that the next meeting was likely to be on Monday 15th November.

2 DECLARATIONS OF INTEREST

None

3 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

The minutes of the full council meeting held on 4th October 2021 were AGREED but will need to be signed by the Chair at a full Council meeting.

There were no matter arising.

4 PUBLIC FORUM

- 4.1 County & District Councillor Dixon addressed the Council. Nigel had come from a Stalham Town Council meeting where the police had noted that the link to Hoveton needs reinstatement. Action – Clerk to follow-up.
Nigel noted the ongoing Norfolk County Council budget challenge – there is a gap to close. He also mentioned that the Highways funding is still available (including

qualifying tree planting schemes) and that North Norfolk District Council is moving to the next phase of the New Local Plan (consultation stage).

- 4.2 Councillor Mancini-Boyle addressed the Council, starting with some comments about tree and hedge planting. A scheme for Pocket park (hedging), the area behind the Men's Shed, and the land at Brook Park have been considered as possible options. The Brook Park land is not owned or controlled by HPC so this would need to be understood.

The Green Build initiative has been a huge success. It I hoped that a video will be produced detailing how facilities can be made more sustainable.

Lastly, the new big belly bins were noted as a success. They should help with the litter issues, particularly during the summer months.

- 4.3 No Police report has been received. Noted above for action.

- 4.4 A member of the public noted concerns about the conduct of individuals on and around Granary Staithe. Whilst this is not a recent issue, the Council agreed to help understand how best to resolve the problems which started during some volunteering sessions. Clerk, Cllr Peter Howe, and Cllr Russell Reeve to action.

A question was raised about street lamps and one which isn't working. The Clerk has been in contact with Amey and the contractor has been noted on site, so it's not clear why the problem hasn't been resolved. Clerk to follow-up with Amey.

It was noted that there is resistance to the planning application on Long Lane owing to potential traffic challenges. The Council will be discussing this at the next meeting and the comments were noted.

It was reported that the bird seed stand on Granary Staithe has now been removed but that the stand on Pocket Park remains. Greg Eade is currently unwell but will remove that stand shortly.

There was a question raised over whether other traders were allowed to use Pocket Park. Action – Clerk to investigate.

5 PLANNING FOR TRADERS ON THE HVH CAR PARK

- 5.1 There is a need for planning permission to allow traders to use the Village Hall car park and field. This includes the car boot sales. The proposal is that the Parish Council applies for the permission as they are entitled to a 50% reduction in fees. It was agreed that this was a sensible and pragmatic approach which made best use of available funds.

6 PLANNING PROCESS

- 6.1 The proposed Terms of Reference for the Planning Committee was noted and agreed.

7 ADMINISTRATION

- 7.1 The Clerk's report was noted.
- 7.2 There were no questions to the Clerk.
- 7.3 A brief update on highways noted that the SAM2 sign is currently being administered by Rob Henson. Action – clerk to determine who will do this going forwards.
- 7.4 As in previous years, the Lions have offered to put a Christmas tree on Granary Staithe. The Council agreed that they would like to see this and thanked the Lions for their help. It was also suggested that a tree could be put in the base of the village sign. All agreed.
- 7.5 There is ongoing dialogue with the Broads Authority about possible sites for the boat waste facilities. No decision has been made and there are several possible outcomes.
- 7.6 A proposed Volunteers Policy was presented and discussed. The intention of the policy is to ensure that volunteers are clear about their situation and are kept safe. The policy was agreed.

8 BUDGET 2022/23

- 8.1 The next iteration of the draft budget was shown and explained by the Clerk. Several updates have been made owing to changes in wage structure, inflation, and precept information. Councillors were comfortable with the current proposal and will agree the budget and necessary precept at the December meeting.

9 CAPITAL PROJECTS

- 9.1 The Council discussed possible expenditure for the remainder of 2021/22. The benches will be purchased, and there is need for a new noticeboard. No further capital projects using 2021/22 budgeted funds were noted.
- 9.2 Plans for additional play equipment were explained by Cllr Mancini-Boyle. The intention is to provide accessible equipment to compliment the existing items. The cost is £20,798, and it is hoped that a grant for £15,000 can be secured. Councillors asked if the remaining money could be taken from the S106 pot which is held by North Norfolk District Council. Cllr Mancini-Boyle will investigate.
- 9.3 As discussed above, it may be possible to use some of the funding to complete the project to provide accessible equipment. There are some other noted S106 amounts, including an allocation for air-pollution, which need to be understood. Action – Clerk to investigate.
- 9.4 The Council has received communication about beacons being lit to celebrate the Queen's Jubilee. The cost of a beacon is likely to be £700/800 and there is a challenge around the siting of the beacon. Further thought is needed and a further discussion will be required.

10 FINANCE

- 10.1 The Budget Monitoring Statement was noted.
- 10.2 The Schedule of payments for September was agreed. It was noted that payments included on the schedule include payments that are historically agreed (wages, electricity, etc) and that it may be prudent to revise the process to ensure those items that require Council approval are completely clear.
- 10.3 No objection was raised in respect of paying Hoveton Village Hall’s Clerk’s wages as this had been agreed previously. However, it needs to be clarified what was agreed in terms of duration and budget.
- 10.4 The Clerk’s expenses (mileage) were noted with no objections.
- 10.5 The Council noted the change to Living wage and the potential impact of those changes. It was also noted that 10 hours of Litter Picker pay had been missed in April and this has now been paid along with interest for the period between April and the payment date.

11 CORRESPONDENCE

- 11.1 An email from Monzu which detailed the problems they have had and asks that the Council helps to resolve them, was noted. The planning requirement had been discussed (and agreed) under item 5.
- 11.2 An email about the ongoing presence of bird seed stands on Granary Staithe and Pocket Park was noted. This issue had been brought by a member of the public during the Public Forum and resolution is imminent.

12 ITEMS FOR NEXT AGENDA

- 12.1 The next meeting is on November 15th 2021. The ratification of ALL points discussed during this meeting must be included.

The meeting closed at 21:00.

Signed.....

Date.....

Name.....

Ben Bethell, Parish Clerk & RFO
 Tel: 07572 349600
 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	