



## **Minutes of the meeting of Hoveton Parish Council Monday 6th December 2021 at 7:15pm Meeting held at Hoveton Village Hall.**

**Present:** Cllrs, Peter Howe (Chair), Alex Howe, Ann Rogers, Russell Reeve.

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

**Members of the Public:** Cllr Dixon, PC Tom Gibbs, and two members of the public.

### **1 ATTENDANCE**

Apologies were received from Cllr Marshall and Cllr Mancini-Boyle.

### **2 DECLARATIONS OF INTEREST**

None

### **3 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**

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

There were no matter arising.

### **4 CO-OPTION OF NEW COUNCILLORS**

Two prospective new councillors are hoping to join the council but both had sent apologies. This agenda item will be moved to the January meeting. The council still needs to find additional councillors.

### **5 PUBLIC FORUM**

Councillor Dixon reported on various topics. The New Local Plan will begin consultation in mid-January with the development in Hoveton being Brook Park Phase Two. This will see around 120 homes and a care home built between Brook Park and Tunstead Road. The Highways response about the glamping application on Long Lane isn't as expected/hoped. Contrary to the previous approach, it appears that little objection will be raised by them. Section 215 enforcement action at the Waterside Rooms may not be pursued. An application is expected for development at some point, but it is unlikely to be soon. Councillors were

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concerned that this is still open-ended and that the site needs attention now despite any potential application. Action – Clerk to write to NNDC and request that the Section 215 notice is still served.

The highways actions as part of the Market Town Improvement Strategy still need to be progressed, but it's not an easy time with other more pressing tasks. Councillors requested that this action is not lost as the management of traffic through Hoveton and Wroxham is still a priority and needs addressing.

There has been work done to understand the current situation with drainage and surface water at Brook Park. Hopefully resolution is getting closer.

A member of the public raised the issue of rats around the Waterside Rooms and Pocket Park. This is an ongoing issue. Clerk to include in the note re Section 215 (see above). AH to pursue the Broads Authority via the existing contact.

A question was raised about the use of flood barriers. The feeling is that this part of the river will not be a priority. Broadland Futures are progressing matters and information has been circulated recently.

PC Gibbs gave a brief report and suggested that there are no significant crime issues or causes for concern. There has been a slight rise in anti-social behaviour and the public were asked to watch for it and report it. It was also noted that we often see an increase in burglaries in the run-up to Christmas and that residents should take the usual precautions.

## **6 PLANNING**

- 6.1 BA/2021/4038/HOUSEH – Councillors felt that this application was uncontentious and voted that they had no objection to the application.
- 6.2 RV/21/2874 – Councillors have an interest in this application as trustee of Hoveton Village Hall. As such, no further action was taken.

## **7 ADMINISTRATION**

- 7.1 The Clerk's Report was NOTED.
- 7.2 No questions were asked.
- 7.3 After a short discussion it was agreed that the Council needs to continue to look for a resident to manage the sign. In the short-term the Clerk will handover from Rob Henson and understand and record the process for downloading the data.
- 7.4 The planning application is not ready yet owing to some potential changes in the application process. The Council AGREED that the application could be delegated to the Trustee of HVH and agreed within the existing parameters at the Trustee meeting.

## **8 THE BRIDGE**

- 8.1 It was felt that the loss of The Bridge was a retrograde step and that it would be best if the publication could continue. Time and financial challenges are at the heart of the issue and further work is needed to understand how this can be resolved.

## **9 HOVETON FOOTPATH NETWORK**

- 9.1 The previously circulated footpath plan was shown by the Clerk. Councillors were asked whether the plan should be pursued. All AGREED.

## 10 CAPITAL PROJECTS

- 10.1 The application for a bus stop on Stalham Road was discussed. The Parish Partnership scheme will allow 50% of the cost to be recovered. Cllr Dixon offered £1000 from his allocated highways budget towards the cost of the Council's half. All AGREED that the application should be made. Clerk to progress to meet the deadline.
- 10.2 The village sign is likely to be the most significant remaining project for this financial year. A new noticeboard would be very useful if funds allow.

## 11 FINANCE

- 11.1 The annual subscription to Broads Society was added to the Schedule of Payments. The Schedule of payments for December was then APPROVED. The Budget Monitoring Statement was also shown and discussed alongside the bank statement for November. With the current projected expense for the remainder of 2021/22, it is expected that the Council's reserves will be approximately £40,000. This is some way short of the ideal figure, but does not leave the Council at risk.
- 11.2 The payment for the Clerks wages at Hoveton Village Hall was carried forward.
- 11.3 One change was made to the final draft budget (£1000 Hoveton Village Hall allocation to be moved to Special Projects) and the 2022/23 Budget was APPROVED. It was noted that reserves need to increase over time to allow for work at Granary Staithe when it's needed. This will need focus over the coming years.
- 11.4 The precept for 2022/23 will be raised by 5% to support the agreed budget. This represents a £3.36 annual increase for a Band D property.

## 12 ITEMS FOR THE NEXT MEETING

- 12.1 The next meeting of the Council will be on January 10<sup>th</sup> 2022. It will be held in the Village Hall at 7:15pm.

Signed.....

Date.....

Name.....

Ben Bethell, Parish Clerk & RFO

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## November payments

04/11/2021	IONOS	£2.39	Regular monthly payment for emails and website
05/11/2021	Projector	£459.99	Agreed in October 2021 meeting
08/11/2021	Mobile phone costs	£13.50	Regular monthly mobile phone costs
23/11/2021	Clerks expenses June to October	£119.60	Agreed in November 15th 2021 meeting
30/11/2021	Litter Picker Salary November 2021	£1,986.47	Regular mothly payment for wages and asociated costs.
30/11/2021	HMRC Month 8		
30/11/2021	Norfolk Pension Fund (LGPS) November 2021		
30/11/2021	B Bethell Clerk Salary November 2021		

£16 Broads Direct also noted and agreed for payment in December.

Item Of Expenditure #	Budgeted Expenditure	Actual Expenditure	Committed Expenditure	Balance Available To	Comments
Clerk's Salary	16,048.00	7,834.73	4,584.95	3,628.32	
LGPS (Employer and Employee Contributions)	5,675.00	3,224.26	1,872.40	578.34	
Clerk's Mileage and Other Expenses	0.00	119.60	200.00	-319.60	
Postage/Telephone/Stationery	380.00	20.35	67.50	292.15	
Litter Picker's Salary	4,143.00	3,288.56	1,620.90	-766.46	
Tax and NIC (Employer and Employee Contributions)	3,574.00	4,011.43	1,854.10	-2,291.53	
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/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	500.00	20.00	
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	35.89	11.95	12.16	
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	100.00	146.96	
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	500.00	0.00	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	1,247.94	4,535.07	216.99	Bus shelter and benches
Hoveton Village Hall LG(MP)A 1976 s19	1,000.00	0.00	1,000.00	0.00	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	1,000.00	0.00	Planning application and Joseph wages
Contingency	3,000.00	0.00	0.00	3,000.00	
<b>Totals</b>	<b>67,465.00</b>	<b>39,715.30</b>	<b>21,226.87</b>	<b>6,522.83</b>	

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