



Minutes of the Annual General Meeting of Hoveton Parish Council - Monday 9th May 2022. Meeting held in the Jubilee Room at Hoveton Village Hall.

Present: Cllrs, Peter Howe, Ann Rogers, Russell Reeve, Chris Marshall, Barry Edwards, Alex Howe, Gerard Mancini-Boyle.

In attendance: Mr Ben Bethell (Parish Clerk), Cllr Nigel Dixon (NNDC), three members of the public including Mr Greg Eade.

1 ELECTION OF OFFICERS

1.1 Cllr Peter Howe had previously stated that he would not continue as Chairman. Cllr Russell Reeve was nominated and elected as Chairman. Cllr Reeve took the Chair for the remainder of the meeting.

1.2 Cllr Peter Howe was nominated and elected as Vice Chairman.

Cllr Reeve thanked Cllr Howe for being an excellent Chairman and working tirelessly for the Council and Hoveton residents.

2 ATTENDANCE

No apologies received.

3 DECLARATIONS OF INTEREST

None.

4 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

Minutes for March 7th, April 4th, and April 25th were AGREED and signed by the Chair.

5 CO-OPTION OF COUNCILLOR

Mr Greg Eade signed his Declaration of Acceptance of Office and was welcomed to the Council.

6 COUNCILLOR ROLES AND RESPONSIBILITIES

Roles and responsibilities were discussed and AGREED as follows:

Finance Committee - Cllrs R Reeve, P Howe, B Edwards, & G Eade
Staffing Committee - Cllrs R Reeve, G Mancini-Boyle, A Howe, B Edwards
Hoveton Village Hall Sub-Committee – Cllrs G Mancini-Boyle, A Rogers & G Eade
Risk Register Champion – Cllr B Edwards
Community Flowerbeds - Cllr A Howe
Riverside & Pocket Parks & the Granary Staithe - Cllrs C Marshall & P Howe
Highways and SAM2 - Cllr B Edwards
Planning - Cllr C Marshall
Patient Participation Group - Cllr A Howe
North Norfolk Town & Parish Forum representatives – Cllrs R Reeve & A Howe
Wroxham & Hoveton Good Neighbourhood scheme representative – Not agreed
Police Liaison representative - Cllr A Rogers
Items for the New Bridge magazine - Cllr A Howe
Asset Management - Cllr P Howe

7 PUBLIC FORUM

7.1 Cllr Nigel Dixon began by thanking Cllr Peter Howe for his efforts as Chairman and the good working relationship which he fostered.
It was noted that the issue of rewilding needed consideration and that discussion was required to move the subject on. It was noted that the agenda allows time for this at 10.2.
Norfolk County Council's Hardship Assistance Scheme did not provide luncheon vouchers during the recent holidays. The fund is agreed at £7.7m and will be backdated to cover the Easter period. The fund will run until October and will include enhanced payments through the summer holidays. It was noted that there is no expected progress on Nutrient Neutrality for the next 6/9 months. 96 emergency discharges had been made from the Belough outfall in 2021 and Anglian Water has been summoned to North Norfolk District Council to discuss the issue.
The New Bridge was noted as a success and Cllr Peter Howe and team were thanked for their efforts

7.2 Cllr Gerard Mancini-Boyle noted that the energy rebate is now being processed and paid to households.
The tree planting at the Village Hall and on Pocket Park is now complete. Thanks were noted for the assistance given by the Men's Shed.

It was noted that a Jubilee flag would be raised on the flagpole at Hoveton Village Hall.

7.3 The Police Engagement Survey was noted. PC Tom Gibbs will retire in the summer and his position will be taken by PC Matt Pritty. A Police report was read by PC Tom Gibbs.

7.4 There were no issues raised by the public.

8 PLANNING

8.1 PF/22/0978 - Erection of one-and-a-half storey dwelling - North-West Side Of / Next To 106 Grange Close, Hoveton.

The Council noted the previous application and the concerns raised. It was AGREED that there were no objections to the application but that some access/highways concerns remained.

8.2 BA/2022/0145/HOUSEH - Renew and extend quay heading. Remove existing jetty and replace with a timber platform. - Courtlands, Marsh Road, Hoveton, Norfolk

It was AGREED to support the application.

9 ADMINISTRATION

9.1 The Clerk's report was NOTED.

9.2 A brief discussion took place about the possible use of Granary Staithe by Highways contractors working on the bridge. This now appears unlikely.

9.3 An update about progress on the village sign was given by the Clerk. It was noted that all existing plaques would remain, either on the timber, or the new plinth. The hope is still to officially unveil the renewed sign over the Jubilee weekend. The offer of financial assistance from the precinct towards the cost of renovation/renewal needs following up. It was agreed that any contributions would be noted in a future edition of the New Bridge.

It was AGREED that a decision about the capping on the plinth could be made after a site meeting with the contractor. The Clerk will email the Council with the agreement with time to raise any issues before work on the capping is started.

9.4 The Station Road street scene remains a concern. The former Waterside Rooms have had scrub cleared, but the state of the building is still entirely unacceptable. There is another meeting with the Broads Authority on Friday 13th May and the issue will be pushed again.

Cllr Eade noted that Greene King are considering the development of the site themselves. The previous information suggested that McCarthy and Stone were hoping to buy the site.

9.5 It was noted that the removal of advertising signage around the village has gone well, but that new adverts had already begun to appear. Work will continue to remove unauthorised signage.

9.6 Granary Staithe has a bench with a broken seat. The replacement seat has been ordered. Three new benches have been installed.

The previous piling report was noted as it is now around 10 years old. ACTION – Clerk to investigate costs for a renewed piling report.

The slipped fence panel has been repaired and the next job is to fix the gate post between Grays and the fence.

New fishing line bins are due be installed by the BASG shortly.

9.7 There was little to note about Highways, but the junction at the end of Littlewood Lane remains a concern. Cllr Alex Howe, Cllr Edwards, and the Clerk will pursue this with Highways.

9.8 The Council AGREED to formally revert to the previous set of Standing Orders. These were revised to allow Zoom meetings during Lockdown, but meetings cannot now be remote. The Asset Register was AGREED and Cllr Peter Howe will continue to review this with the Clerk. No changes were immediately required to the Risk Assessments, Financial Regulations, or the

Councillor Code of Conduct, but it was noted that these would all require some work in coming months.

9.9 Items for The New Bridge were AGREED as follows:

New Councillors, updated roles and responsibilities, the village sign, benches, the Go Go Mammoth (coming to Granary Staithe), and rewilding.

10 RIVERSIDE AND POCKET PARK

10.1 The Council AGREED to ask C P Agricultural to cut the grass ten times over the season at a cost of £160 per cut.

Cllrs Peter Howe and Russell Reeve will be meeting the Broads Authority shortly to discuss Riverside Park and agree plans for the coming period.

Rewilding will be a future agenda item, but it was noted that the balance between recreation and wildlife needs careful consideration.

The station was mentioned as the site borders Riverside Park. There may be a wider scheme for rewilding/green corridors which would include the station.

10.2 The Council NOTED the new boat bins and that they have been a long time coming. It was mentioned that litter has been an issue and that things will take time to bed in. There was concern that elements of the overuse were due to the bins being used for non-boat refuse.

11 BUS SHELTER

11.1 The clerk gave a brief overview of the project and noted that the intended contractor had ceased trading. Westcotec had been approached on the suggestion of Norfolk County Council and had provided a quote for the works. The new quote was higher though the 50% payment from Norfolk County Council has been agreed on the revised figure. The Council will discuss again once the position with Cllr Dixon's funding is clear.

12 CORRESPONDENCE

12.1 The Council had received a note about bus stops on Stalham Road to the north of Horning Road. ACTION – Clerk to investigate and respond to the resident.

12.2 A further email from the Wroxham, Hoveton, and Belaugh Voluntary Care Group had been received about funding. It was AGREED that the Council still wanted to fund something specific, not just provide funds. It was suggested that advertising space in The New Bridge may be an option. Cllr Peter Howe will respond and discuss.

13 FINANCE

13.1 All items of expenditure (noted below) were AGREED. John Burton's bill was £1305.00.

13.2 It was AGREED that the appointment of Cllr Edwards as Risk Register Champion was a sensible first step. Cllr Edwards will work with the Clerk to agreed appropriate controls to protect the Council in respect of Hoveton Village Hall and other risks.

13.3 The Council reviewed the draft AGAR figures prepared by the Clerk. These will be presented to the internal auditor and reviewed, along with all other AGAR statements, in the June meeting.

13.4 The Council discussed reserves. At the end of the last financial year, reserves stood at £40,331.51. It was AGREED to allocate an additional £1500 to Repairs and Renewals (Earmarked) Reserves, leaving the remainder as General Reserves.
It was noted that loan repayments for Granary Staithe end in March 2023. The funds currently used to pay the loan could be diverted to begin building a reserve for larger projects such as quay heading repair/renewal on the staithe.

14 ITEMS FOR THE NEXT AGENDA

14.1 Items noted were noticeboards, Rewilding, and the AGAR.

The meeting closed at 21:30

Signed.....

Date.....

Name.....

Ben Bethell, Parish Clerk & RFO

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Email: clerk@hoveton-pc.org.uk

April Payments

06/04/2022	1&1 Internet	Regular	2022013	£2.39
19/04/2022	NPower Streetlamps	Regular	2022013	£383.75
29/04/2022	HMRC PAYE and NIC	Regular	2022013	£2,376.22
29/04/2022	J Nash Salary	Regular	2022013	
29/04/2022	Norfolk Pension Fund	Regular	2022013	
29/04/2022	B Bethell Salary	Regular	2022013	
05/04/2022	ICO Renewal 2021 (paid by B Bethell)	RETROSPECTIVE		
29/04/2022	NNDC BGC Precept	INCOME		£29,857.00

To Approve

Carl Bird Skips - Pocket Park	£288.00
AGAR Training - Clerk	£30.00
Granary Staithe Bench Repair	£85.00
Clerks Milage	£56.70
John Burton - Village Sign	TBC

To note

Garden Gardian March	£541.96 Regular payment
Garden Gardian April	£541.96 Regular payment
Mobile Phone Costs (Feb, Mar, Apr)	£40.50 Regular payment