



Minutes of the meeting of Hoveton Parish Council

Monday 13th March 2023 at 18:45.

Meeting held in the Jubilee Room at Hoveton Village Hall.

Present: Cllrs Peter Howe (Vice Chair – acting Chair), Ann Rogers, Barry Edwards, Greg Eade, Gerard Mancini-Boyle.

In attendance: Ben Bethell (Parish Clerk), Cllr Nigel Dixon, and three members of the public.

1 ATTENDANCE

Apologies were received from Cllrs Alex Howe, Rob Henson, and Russell Reeve.

It was noted that Chris Marshall had tendered his resignation. The Council extended their thanks to Chris for all that he has done over many years and wished him well.

2 DECLARATIONS OF INTEREST

None

3 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The minutes of the full council meeting held on 6th February 2023 were AGREED and signed by the Chairman.

4 PUBLIC FORUM

- 4.1 Cllr Dixon began by noting that the confusion surrounding the cost of NNDC using the Village Hall as a polling station has now been sorted and an agreement reached for the polling station to remain at the village hall for the elections on May 5th.

The situation with the street scene on Station Road continues to be a concern. Ongoing discussions with the Broads Authority and Greene King is required in order to press for an acceptable resolution.

The Cycling and Walking Improvement Plan being pushed by Norfolk County Council and Broadland District Council has been developing, but Hoveton (and indeed Wroxham) appear not to have been engaged. The process has now been 'reset' and consultation will follow.

The New Local Plan has now been approved by NNDC and will now be put forward to the Planning Inspectorate for them to review and consult on. Brook Park Phase Two is included in the plan, with a plan for 150 dwellings and 75 spaces for those living with extra care.

- 4.2 Cllr Mancini-Boyle noted that Mundesley have been given additional funding for shore/sea defences.

It was also noted that the North Walsham Heritage Action Zone is nearly complete.

A meeting has been arranged with Hayley Cawthorne at NNDC about the use of S106 funds to understand more about the situation.

- 4.3 No Police Report had been received. It was noted that the police had visited the Craft Fayre recently to check on the traffic situation.

- 4.4 A member of the public raised a point about the works outside 40 Row. It was acknowledged that the verge has become a mess and that some form of remedial work is required. Vehicles parking/driving on the verge has made the area very muddy. It was agreed that HPC will chase Highways and push for a resolution.

5 PARISH WARDEN

- 5.1 The role of Parish Warden was discussed and an initial job specification was reviewed. It was noted that a few minor changes were required to the wording, and that the inclusion of an element of responsibility for a flood incident, and maybe some basic park maintenance could be included.

It was also noted that the Village Hall would require a new staff member soon and that consultation of the Trustee to ascertain whether there is a combined approach would be sensible.

6 ADMINISTRATION

- 6.1 The Clerk's Report was NOTED.

- 6.2 A comment was made about incorrect information floating about on social media again. It was also noted that the reason for the lack of a Coronation event was a shortage of assistance, rather than anything else.

It was noted that the new S106 Monitoring Officer is Hayley Cawthorne.

- 6.3 The Clerk set out the current situation with grass cutting. Garden Guardian has given a cost for the 2023 season which was AGREED. It was also AGREED that Chris Phillipo would be used for the grass in the parks so long as his quote was circulation to Councillors ahead of work starting and showed an acceptable level of increase on last year's costs. It was AGREED that a tender process should be undertaken at the end of the 2023 season.

- 6.4 It was noted that the Clerk was working on behalf of the Council as Trustee of Hoveton Village Hall. Until recently, this time spend had been limited but, more recently, there had been more time required.

It was AGREED that the Clerk should continue to spend time as required to ensure that the Council (as Trustee) is protected. The Clerk's hours will not change and there is no additional cost. In the short-term a balance is required and a long-term solution is required.

- 6.5 The Council noted that the boundary between the butcher's car park and the park (along the back of the mound) was very unclear and needs to be defined. It was AGREED that a basic post and rail fence be installed with a cost of no more than £300.
- 6.6 The process of the May election is underway. In terms of the Parish Council, it was noted that a ballot is unlikely as there would not appear to be enough interest to fill the seats available. Councillors are required to submit details to NNDC which register their interest in retaining a seat into the next term.

7 FINANCE

- 7.1 The Schedule of Payments (attached below) was AGREED. An additional item to note is the mobile phone costs.
- 7.2 The Schedule of Regular payments was reviewed and discussed. Updates will be made as necessary and the revised version will be circulated to Councillors by the Clerk. It was AGREED that the items were still appropriate but that some changes are required to include updated figures.
- 7.3 The bank account statements were circulated and reviewed by Councillors. The balances were reconciled against the 2022/23 accounts and AGREED. A brief review of the budget variances was completed with the overall variance being less than £400 across the period. It was AGREED to pay the two grass cutting grants to the churches.

8 ITEMS FOR THE NEW BRIDGE AND FOR THE NEXT MEETING

- 8.1 It was AGREED that a short statement about Council finances would be a good thing to include in the New Bridge report.
It was also AGREED that the issue of streetlamps and their associated costs should be added to the next agenda.

Signed.....

Date.....

Name.....

Ben Bethell, Parish Clerk & RFO

Tel: 07572 349600

Email: clerk@hoveton-pc.org.uk

Schedule of Payments

Date	Item	Regular?	Minute Book	Value
06/02/2023	1&1 Internet	Regular	2022013	£5.39
17/02/2023	NPower	Regular	2022013	£84.26
28/02/2023	B Bethell Salary	Regular	2022013	£1,328.44
28/02/2023	HMRC	Regular	2022013	£256.43
28/02/2023	Norfolk Pension Fund	Regular	2022013	£466.17
28/02/2023	B Bethell - Zoom Licence		2022074	£143.88
28/02/2023	Millenium Pest Control	Regular	2022013	£288.00
28/02/2023	Garden Guardian - Sep, Oct, and HVH field	Regular	2022013	£2,759.12
28/02/2023	Westcotec Limited		2022034	£7,914.00

To Note	Income from Delegated Services Payment	£3,785.66
	Income for Bus Shelter	£5,297.50
	Final payment to PWLB for Granary Staithe	£4,404.19

To Approve	CAN - Trustee Training	£150.00
	Toner Cartridge	£116.55
	B Bethell - Mileage	£143.10
	Skip. 1/4 share	£76.50