



AGENDA – ANNUAL GENERAL MEETING of Hoveton Parish Council

Meeting to be held on Monday 15th May 2023 at 6:45pm

Meeting to be held in the Jubilee Room at Hoveton Village Hall

Councillors are summoned to the above meeting; members of the public and press are invited.

Signed:

B Bethell

Ben Bethell, Clerk and Responsible Financial Officer to Hoveton Parish Council

Wednesday 10th May 2023

1 ELECTION OF OFFICERS

- 1.1 To elect the Chairman to the Council.
- 1.2 To elect the Vice-Chairman to the Council.

2 ATTENDANCE

To note those present and to consider apologies for absence.

3 DECLARATIONS OF INTEREST

Members are reminded to declare personal and/or pecuniary interests in any items on the agenda in accordance with Hoveton Parish Council's Code of Conduct. The Council is asked to consider any requests for dispensations.

4 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

To approve the minutes of the full council meeting held on 17th April 2023, and to note any matters arising.

5 PUBLIC FORUM

- 5.1 To receive a report from County and District Councillor Dixon.
- 5.2 To receive a report from District Councillor Mancini-Boyle.
- 5.3 To receive a police report
- 5.4 To receive questions and representations from members of the public relating to matters on the agenda. 15 minutes in total for this item, maximum 3 minutes per speaker.

6 COUNCILLOR ROLES AND RESPONSIBILITIES

To agree roles and responsibilities for councillors.

7 PLANNING

- 7.1 BA/2023/0160/HOUSEH - Single storey rear extension - 27 Horning Road, Hoveton, Norfolk, NR12 8JN
- 7.2 PF/23/0484 - Installation of external insulation with render finish to walls of dwelling – Medina, 27 Church Road, Hoveton, Norwich, Norfolk, NR12 8UG
- 7.3 PF/23/0856 - Proposed conservatory extension to front of bungalow - 80 Grange Close, Hoveton, Norwich, Norfolk, NR12 8EB
- 7.4 PF/23/0766 - Detached pool building to rear of dwelling - 7 St Johns Way, Hoveton, Norwich, Norfolk, NR12 8QB
- 7.5 To consider next steps with the conditions imposed by NNDC on the two planning applications for Hoveton Village Hall.

8 ADMINISTRATION

- 8.1 To note the Clerk's Report.
- 8.2 Questions to the Clerk.
- 8.3 To review policies and procedures inc. Standing Orders and Asset Register
- 8.4 To agree items for the New Bridge magazine
- 8.5 To note an email received from a parishioner about damage to property.
- 8.6 To receive an update about the flowerbeds near the village sign.
- 8.7 To discuss the Council having a stall at the Lions' fete on August 2023.
- 8.8 To note the Local Cycling and Walking Infrastructure Plan.
- 8.9 To consider a request from the Friends of Hoveton Village Hall to sell bird seed on Granary Staithe.

9 PARISH WARDEN

- 9.1 To agree the job specification, roles and responsibilities.
- 9.2 To agree a job advert, timescales, and process.

10 FINANCE

- 10.1 To review and approve items of expenditure (Schedule of payments, circulated)
- 10.2 To consider any steps necessary to ensure the Council continues to carry out its duty as Trustee to Hoveton Village Hall, particularly in respect of financial risk.
- 10.3 To review provisional AGAR figures and review internal controls
- 10.4 To review and agree reserves.

11 ITEMS FOR THE NEXT MEETING

- 11.1 To note the meeting date and any items for the agenda.

Ben Bethell, Parish Clerk & RFO
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