



Minutes of the meeting of Hoveton Parish Council Monday 17th April 2023 after the Annual Parish Meeting. Meeting held in the Jubilee Room at Hoveton Village Hall.

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

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

1 ATTENDANCE

Apologies were received from Cllrs Henson and Mancini-Boyle

2 DECLARATIONS OF INTEREST

None

3 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The minutes of the full council meeting held on 3rd April 2023 were AGREED and signed by the Chairman.

4 PUBLIC FORUM

- 4.1 Cllr Dixon gave an update on the highways work near Forty Row on Stalham Road. It had previously been mentioned that, whilst the pavements had been reinstated well, the verges left much to be desired. Cllr Dixon has been working with Highways on a solution and work will start on May 8th to install concrete lattice through which grass will grow. This lattice ensures that the verges retains its integrity despite possible vehicle movements.
- 4.2 Cllr Mancini-Boyle was not present.
- 4.3 There was no police report. It was noted that the police have moved away from attendance at Parish Council meetings as the current hierarchy believe that time can be better spent. Engagement is primarily through the SNAP meetings. This notion has been challenged by Cllr Dixon. Clerk to investigate whether there is an appropriate communication mechanism.

- 4.4 There is a missing timetable (number 12) at the new bus shelter. Clerk to resolve.
It was noted that the frequency of inspections on Granary Staithe will increase through the summer. One table has been removed as it is in need of repair and the others have been cleaned. There is a need for a longer-term plan on the staithe and it was suggested that local businesses may want to help.
It was noted that there is no Fire Exit sign in the Jubilee Room. This will be dealt with by the Trustee of HVH.

5 PARISH WARDEN

- 5.1 It was NOTED that the Trustee of Hoveton Village Hall was receptive to the idea of combined role which would encompass both the cleaning required at the hall and the Parish Warden role currently under discussion. Further work is now required to scope this role.

6 PLANNING

- 6.1 PF/23/0672 - Removal of existing conservatory, construction of new rear flat roofed kitchen extension including replacement of existing uninsulated flat roof – Regalis, Brimbelow Road, Hoveton, Norwich, Norfolk, NR12 8UJ

The Council AGREED that there was no objection to this application.

- 6.2 PF/23/0750 - Demolition of existing dwelling and erection of replacement dwelling - 4 Three Acre Close, Hoveton, Norwich, Norfolk, NR12 8QL

The Council AGREED that there was no objection to this application. It was NOTED that there appears to be a discrepancy in the boundary which should be noted.

7 ADMINISTRATION

- 7.1 The Clerk's Report was NOTED.

- 7.2 There was a brief discussion about the Friends of Hoveton Village Hall and their involvement. This will be discussed in full by the Trustee at a future meeting.

- 7.3 It was AGREED that Chris Phillipo should be asked to cut the grass at Pocket Park and Riverside Park. The Clerk and Cllr Peter Howe should control the frequency, but cuts will not be more than every fortnight. It was also AGREED that Chris could be asked to trim once if it is deemed necessary.

- 7.4 A £200 donation to the Wroxham Hoveton and Belaugh Voluntary Community Cars was AGREED. This can be paid once a financial statement showing the current situation is received.

- 7.5 It was AGREED that the Clerk should explore alternative insurance providers before renewal this year. The Council is happy with the current arrangements but wishes to 'sense check' these before agreeing a long-term (three year) arrangement with the current insurer.

- 7.6 It was NOTED that there are SIX Councillors returning in May. These are Cllrs Russell Reeve, Peter Howe, Alex Howe, Barry Edwards, Rob Henson, and Gerard Mancini-Boyle. There will be no ballot as there are still vacant seats.

8 FINANCE

- 8.1 The Schedule of Payments (attached) was AGREED.
It was also AGREED that two new (smaller) straps for the SAM2 sign be purchased from Westcotec for £22.
- 8.2 The Clerk showed the Schedule of Regular Payments which had been updated. It was AGREED that these regular payments be made without referral, though all payments will still appear retrospectively on the Schedule of Payments and be presented to the Council at the next meeting.
- 8.3 The Clerk showed the bank balances and the cash book. There is no discrepancy between the two and this was AGREED. A bank reconciliation sheet was signed by the Clerk and Chair.

9 ITEMS FOR THE NEW BRIDGE AND FOR THE NEXT MEETING

- 9.1 Items to include the composition of the Council from May, the challenges going forwards, gardens/flowerbeds, and the Coronation (lack of event).

10 CONFIDENTIAL ITEM – COMMUNICATION FROM A PREVIOUS COUNCILLOR

Members of the public were asked to leave at this point.

The Council has received an email from a previous Councillor which details harassment by a member of the public whilst they were a volunteer for the Council. The email suggests that more could/should have been done to protect the volunteer, and that they will be seeking compensation through the courts. The Council will await formal communication and respond accordingly.

Signed.....

Date.....

Name.....

Ben Bethell, Parish Clerk & RFO

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Schedule of regular payments - Hoveton Parish Council

ITEM	AMOUNT	PAYMENT FREQUENCY	REVIEW PERIOD
IONOS	£5.39	Monthly	If prices or contract change
Norfolk Pension Fund (LGPS)	As demanded	Monthly	If contribution percentages change
B Bethell Clerk Salary	Gross pay = As agreed	Monthly	At the point of any salary review
HMRC	As demanded	Monthly	Never (determined by salary)
Mobile phone costs	£13.50	Monthly	If prices change
Npower	As demanded	Quarterly	At the end of the contract or after a given time
IONOS - Domain renewal - hoveton-pc.org.uk	£19.98	Every 24 months	If prices change
Garden Guardian	As Contracted	Monthly through the season	At the end of each contract term
Millenium Pest Control	£144.00	Quarterly	If price changes or if another option is presented

To NOTE the schedule of regular payments and to AGREE the review period for each entry

Schedule of Payments

Date	Item	Regular?	Minute Book	Value
08/03/2023	1&1 Internet	Regular	2022013	£5.39
17/03/2023	NPower	Regular	2022013	£73.98
27/03/2023	Public Works Loan Board	Regular	2022013	£4,404.19
28/03/2023	HMRC	Regular	2022013	£256.63
28/03/2023	Norfolk Pension Fund	Regular	2022013	£466.17
28/03/2023	B Bethell - Mileage and Skip reimbursement		2022078	£219.60
28/03/2023	B Bethell - Toner Cartridge		2022078	£98.99
28/03/2023	Community Action Norfolk - Training		2022078	£150.00
28/03/2023	Hoveton St John - Churchyard		2022078	£350.00
28/03/2023	Hoveton St Peter - Churchyard		2022078	£350.00
28/03/2023	B Bethell - Salary	Regular	2022013	£1,328.24
To Note	NIL			
To Approve	NIL			