



Minutes of the meeting of Hoveton Parish Council Monday 26th June 2023 at 18:45. Meeting held in the Jubilee Room at Hoveton Village Hall.

1 ATTENDANCE

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

Apologies from Cllrs Rob Henson and Barry Edwards

In attendance: Ben Bethell (Parish Clerk), Cllr Nigel Dixon, Cllr Mancini-Boyle, and two members of the public.

2 DECLARATIONS OF INTEREST

None.

3 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The minutes of the meeting on June 5th were signed as a true record. There were no matters arising.

4 PUBLIC FORUM

4.1 Cllr Dixon began with a Brooke Park update. Persimmon has re-engaged with NNDC and is aiming for the site to be at an adoptable standard by the end of this year. There are a number of issues which still require attention.

Work on Forties Row has finished and the result of this second attempt is improved.

Speeding issues on Stalham Road continue. Measures to slow traffic are a challenge given the nature of the road.

The Local Walking and Cycling Plan issue remains. Persimmon recently hosted a separate event on Brook Park about transport links, but no output has yet been seen.

The noise issues with late night music appear to have ceased. This was possibly a one-off.

The Tilia factory extension requires that old entrances are closed. Cllr Dixon is pressing this.

4.2 Cllr Mancini-Boyle mentioned that the 2030 decarbonisation target remains a concern as there is still a lack of detail about how this can be achieved.

Cllr Mancini-Boyle now sits on three committees – Development, Licensing, and NNDC's Grant Funding panel.

4.3 No police report has been received.

4.4 There were no questions or representations from the public.

5 PLANNING

5.1 The submission of the North Norfolk Local Plan was NOTED.

5.2 The extension of hours at Bewilderwood gives concern in respect of loudspeakers and light pollution. Control is needed to ensure continued protection of nocturnal wildlife.

5.3 No objection

5.4 No objection

5.5 No objection to the specific plans but continued concern about the wider site and associated buildings owned by Greene King including the Waterside Rooms.

It was AGREED that a combined response with Wroxham Parish Council about the Waterside Rooms should be submitted to the Broads Authority and NNDC.

6 ADMINISTRATION

6.1 A positive response has been received about the idea of new benches on Granary Staithe being purchased from S106 monies. It was AGREED that the clerk will submit the forms. It was also AGREED that the bike shelter at the Village Hall should be investigated as another (already agreed) idea. It may be that S106 could be used for this too.

6.2 Warden applications are now closed and the next steps are interviews, job specification, and contract of employment. The Council is keen to fill the vacancy but remains clear that the right person is required.

6.3 The pedestrian crossing on Horning Road West was discussed. Cllr Dixon has asked that the line painting is refreshed. Cllr Henson would be asked to liaise with the police over the incident. It was also AGREED that the Local Walking and Cycling Plan response should be amended to clearly cite the crossing as an important part of the local infrastructure.

6.4 It was AGREED to pay the £140 for the Allotments in Horning which are available to Hoveton residents. It was also AGREED that the availability should be noted in The New Bridge.

6.5 The process for Subject Access Requests was discussed and it was AGREED that a charge would be made for any complex or excessive requests. The charge would be used to cover overtime for the Clerk.

6.6 The note from the Friends of Hoveton Village Hall noting that they planned to have a stall on Pocket Park was discussed. It was NOTED that there is no enthusiasm for stalls in the park and disappointment that there was no discussion on this matter.

- 6.7 It was AGREED that a revised agreement with the Broads Authority about Riverside Park should be drawn up and circulated to Councillors for comment/amendment before being sent to the Broads Authority.
- 6.8 Cllr Peter Howe will revise the response to the Local Walking and Cycling Plan (previously circulated to councillors) to include the Horning Road West crossing issues. This draft will then be sent to Wroxham Parish Council for them to discuss before responses from both councils being sent in parallel.
- 6.9 It was AGREED to pay the Clerk overtime as required to complete the grassing of the area around the village sign. It will still be considerably cheaper than the quotes obtained for the work. Timings are to be agreed, but a more damp period of weather is needed to give the new grass a good chance.
- 6.10 Cllr Alex Howe gave a brief update about the flowerbeds and thanked the team (Susan, Lindsay, and Trevor) for their help. Watering of the flowerbeds remains a challenge. As previously noted, the flowerbed on Stalham Road is being handed back as resource is still a problem.

7 FINANCE

- 7.1 The Schedule of Payments (below) was AGREED.
- 7.2 The Budget Variances (below) and Bank Reconciliation was AGREED.
The bank balances on June 1st 2023 were £48,360.92 (Current) and £18,546 (Savings).
These figures agree with the cash book as at June 1st 2023 with no discrepancy.
- 7.3 The Annual Internal Audit Report was NOTED and the auditor thanked for her diligence.
- 7.4 Each of the assertions in Section 1 of the Annual Governance & Accountability Return was read out and considered. It was AGREED that the Council could answer Yes to every one.
- 7.5 Section 2 of the Annual Governance & Accountability Return was discussed and AGREED.
- 7.6 The Explanation of Significant variances was discussed and AGREED.

8 ITEMS FOR THE NEW BRIDGE AND FOR THE NEXT MEETING

The list of items for The New Bridge will include a selection of updates from the recent meetings, a note about Councillors vacancies, and the availability of allotments in Horning.

Signed.....

Date.....

Name.....

Ben Bethell, Parish Clerk & RFO

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Schedule of Payments

Date	Item	Regular?	Minute Book	Value
01/06/2023	1&1 Internet	Regular	2022082	£6.60
12/06/2023	Norfolk ALC		2023003	£526.73
12/06/2023	Westcotec - SAM2 brackets		2023007	£28.80
12/06/2023	B Bethell - ICO renewal		2023003	£40.00
12/06/2023	B Bethell - Mileage		2023007	£75.60
12/06/2023	WHB Community Transport		2022081	£200.00
19/06/2023	Npower	Regular	2022082	£102.71

To Note

None

To Approve

Insurance - BHIB	£1,020.53
S Blythe - Internal Audit	£90.00
Garden Guardian - Grass	£596.10
Chris Phillipo -Riverside and Pocket Park	£720.00

TOTAL STAFF COSTS	£30,035.00	£4,086.44	£30,500.00	£4,551.44	TOTAL STAFF COSTS
Clerk's Mileage and Other Expenses	£370.00	£0.00	£370.00	£0.00	
Postage/Telephone/Stationery	£300.00	£81.00	£300.00	£81.00	
Insurance	£1,043.00	£0.00	£1,020.53	£22.47	
Audit/Legal Fees/Fees and Charges	£400.00	£0.00	£0.00	£400.00	
Subscriptions (NALC/SLCC/CAN, etc)	£500.00	£0.00	£526.73	£26.73	
Hire of Premises (Jubilee Room/HVH)	£300.00	£0.00	£0.00	£300.00	Likely to be zero
Chairman's Expenses	£100.00	£0.00	£100.00	£0.00	
Councillor/Clerk Training	£600.00	£0.00	£600.00	£0.00	
Office Equipment	£150.00	£0.00	£150.00	£0.00	
Work Clothing/Safety Equipment	£0.00	£0.00	£0.00	£0.00	
Election Costs	£0.00	£0.00	£0.00	£0.00	
Events	£0.00	£0.00	£0.00	£0.00	
Website	£60.00	£14.95	£45.05	£0.00	
Granary Staithe (Loan Repayments)	£0.00	£0.00	£0.00	£0.00	
Granary Staithe Capital Expenditure	£0.00	£0.00	£0.00	£0.00	
Granary Staithe Maintenance (excl Capital Works)	£1,100.00	£0.00	£0.00	£1,100.00	
Street Lights (including Energy Charges)	£2,500.00	£114.84	£2,385.16	£0.00	
Street Furniture (Benches, Signage, Bus Shelters, etc)	£650.00	£0.00	£0.00	£650.00	
Litter Bins/Dog Waste Bins	£3,190.00	£0.00	£3,190.00	£0.00	
Landscaping/Flower Beds	£400.00	£16.15	£0.00	£383.85	
Allotments	£100.00	£0.00	£160.00	£60.00	
Riverside and Pocket Parks	£4,000.00	£130.00	£1,000.00	£2,870.00	
Delegated Services (Urban Grass Cutting)	£3,600.00	£993.50	£2,980.50	£374.00	
Special Projects	£5,000.00	£0.00	£0.00	£5,000.00	
Hoveton Village Hall LG(MP)A 1976 s19	£0.00	£0.00	£0.00	£0.00	
Village Playing Field Grass Cutting LG(MP)A 1976 s19	£1,600.00	£0.00	£0.00	£1,600.00	Likely to be zero
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	£750.00	£0.00	£0.00	£750.00	
Contingency	£500.00	£0.00	£0.00	£500.00	
Movement to reserves	£9,000.00	£0.00		£9,000.00	
Totals	£67,008.00	£5,436.88	£44,087.97	£17,483.15	