



AGENDA – Hoveton Parish Council
Meeting to be held on Monday 6th November 2023 at 18:45
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

Tuesday 31st October 2023

1 ATTENDANCE

To note those present and to consider apologies for absence.

2 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.

3 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

To approve the minutes of the full council meeting held on 2nd October 2023, and to note any matters arising.

4 PUBLIC FORUM

- 4.1 To receive a report from County and District Councillor Dixon.
- 4.2 To receive a report from District Councillor Mancini-Boyle.
- 4.3 To receive a police report.
- 4.4 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.

5 PLANNING

- 5.1 PF/23/2260 – Erection of single-storey rear extension - 32 Two Saints Close, Hoveton, Norwich, Norfolk, NR12 8QP
- 5.2 BA/2023/0401/TPOA – Tree works (trees subject to TPO) - The Old Vicarage , Horning Road, Hoveton, Norfolk

6 ADMINISTRATION

- 6.1 To receive the Clerk's Report.
- 6.2 Questions to the Clerk.
- 6.3 To receive an update from the Parish Warden.
- 6.4 To consider the installation of an additional fishing line bin at Pocket Park.
- 6.5 To consider a change of 'style' to Community Council, or similar.
- 6.6 To receive an update about the Waterside Rooms and agree next steps.
- 6.7 To note the flooding issues on Grange Close and consider any action required.
- 6.8 To consider Christmas decorations for the parish.
- 6.9 To agree meeting dates for 2024.
- 6.10 To consider options to improve communication between meetings.
- 6.11 To note any highways issues and note any updates about the SAM2 sign.

7 2024/25 BUDGET AND PRIORITIES

- 7.1 To consider possible projects (short-term and beyond).
- 7.2 To agree project spending for the remainder of the current financial period.
- 7.3 To consider the 2024/25 budget with consideration to project spend and the impact on the precept.

8 RISK ASSESSMENT

- 8.1 To review and approve the new Risk Assessment document.

9 FINANCE

- 9.1 To review and approve items of expenditure (Schedule of payments, circulated).
- 9.2 To review the budget variances and note the bank reconciliation to October 31st.
- 9.3 To agree expenditure for IT items for the Clerk's laptop.
- 9.4 To consider a donation to the Royal British Legion.
- 9.5 To consider a donation to Making Connections.

10 ITEMS FOR THE NEW BRIDGE AND FOR THE NEXT MEETING

- 10.1 To note the meeting date, any items for the next agenda, and any items for The New Bridge magazine.

11 STAFFING (CONFIDENTIAL ITEM – PUBLIC AND PRESS TO LEAVE)

- 11.1 To receive an update about the Parish Warden and agree any action needed.
- 11.2 To consider paying expenses to the Parish Warden for use of a personal mobile phone and home office.

Ben Bethell, Parish Clerk & RFO
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