



# **Minutes of the meeting of Hoveton Parish Council**

## **Monday 6th November 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, Barry Edwards, and Kerry Walker.

Apologies from Cllrs James Nash and Rob Henson. Also from Cllr Nigel Dixon.

In attendance: Ben Bethell (Parish Clerk), Cllr Gerard Mancini-Boyle, and 11 members of the public.

#### **2 DECLARATIONS OF INTEREST**

Cllr Kerry Walker – Item 9.5.

#### **3 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

The minutes of the meeting on October 2<sup>nd</sup> were AGREED.

#### **4 PUBLIC FORUM**

- 4.1 Cllr Dixon had sent apologies.
- 4.2 Cllr Mancini-Boyle had one item relating to the North Norfolk Community Grant fund, which is still open for applications.
- 4.3 It was NOTED that there is a new beat officer replacing Matt Pritty. No official notification has been received and it was agreed that the Clerk would write to ask why.
- 4.4 An offer of help for Community Speed Watch was received from a resident and gratefully accepted should others be forthcoming. It was noted that issues (particularly on Tunstead Road) remain.

A complaint was received about the condition of the pavement on Two Saints Close. The Clerk will ask the Parish Warden to take some photos so that it can be reported.

Concern was noted about the area around Ken's now that the rear walkway has been shut. With queues for the take-aways, the pavement is often congested and could cause an accident. The parking issue in the area continues. Bollards may be a solution to both problems.

It was noted that there is a high number of rats between the Waterside Rooms and the River. This should form part of the response to the Broads Authority and Greene King.

It was noted that the adoption of Brooke Park is (again) supposed to happen before the end of the year, though doubts remain.

Flooding has been a major concern for many over the past week or so. The sewers in Grange Close have (again) failed to cope, and raw sewerage has been coming up through manholes. The issue seems to stem from the issues with the pumping station which cannot cope during periods of heavy rain. This issue will be discussed under agenda item 6.7.

## **5 PLANNING**

- 5.1 PF/23/2260 – PF/23/2260 – Erection of single-storey rear extension - 32 Two Saints Close, Hoveton, Norwich, Norfolk, NR12 8QP – The Council has NO OBJECTION to this application.
- 5.2 BA/2023/0401/TPOA – Tree works (trees subject to TPO) - The Old Vicarage , Horning Road, Hoveton, Norfolk – The Council has NO OBJECTION to this application.

## **6 ADMINISTRATION**

- 6.1 The Clerk read his report. It was noted that communication is currently a focus (and is on the agenda) with an increase in time being spent with the Parish Warden. The Clerk's view is that, compared to many councils, communication is very good. However, it can (and should) be improved. The variety of Councillors, their styles, and views, make solutions more difficult, and it's imperative that this remains a focus. The Council should ensure that a balance continues to be found.  
The Clerk also noted the ongoing harassment on Facebook by previous Councillor, Greg Eade, who continues to make unfounded and untrue comments. The Clerk reiterated that he and the Council are transparent and happy to talk and answer questions. This makes the problem even more frustrating.
- 6.2 There were no questions for the Clerk.
- 6.3 The Warden's ongoing reports about various aspects were noted.
- 6.4 It was noted that the bin at the crossroads in the park has disappeared. It was AGREED that a new line bin could be installed in Pocket Park by the Parish Warden and that it would be the Warden's responsibility to empty it.
- 6.5 The Council RESOLVED to change its style to Community Council, being known as Hoveton Community Council going forwards. This will be adopted immediately, though it will take time to change everything over and a period of transition will be needed.

- 6.6 The Waterside Rooms situation remain a problem and it was AGREED to write to the Broads Authority again. This note should centre on two elements – why the previous McCarthy and Stone scheme was not progressed, and the rat problem now noted around the building. It was also AGREED that timescales from Cllr Dixon were needed in respect of meetings with stakeholders.
- 6.7 The flooding issue is a major concern and Councillors AGREED that work is needed to resolve. A member of the public with first-hand experience was asked (and agreed) to provide some initial points which could be used to form the basis of representation to Anglian Water and other parties.
- 6.8 It was AGREED that £150 should be allocated to but Christmas decorations. Cllr Peter Howe would work with the Parish Warden to sort this.
- 6.9 The meeting dates for 2024 were AGREED.
- 6.10 The issue of communication between meetings was discussed. Often, points raised in the Digest result in a need for further information and/or training. It was AGREED that a Zoom session would be held on Mondays when there was no formal meeting. This would allow questions to be raised and knowledge to be shared.
- 6.11 It was NOTED that the SAM2 sign is now being moved and downloaded by the Parish Warden. The Clerk's old laptop will soon be needed to get data from the unit.

## **7 2024/2025 BUDGET AND PRIORITIES**

- 7.1 A list of 'ranked' projects has been created from earlier sessions and now needs work to order and prioritise. It was AGREED that Councillors would give further thought to this before the December meeting and come back with proposals.
- 7.2 Three items were AGREED as priorities for the remainder of the financial year. These are:
- a new noticeboard costing up to £1300. It is hoped that this can be installed under the covered area on the north-east wall of the Roys department store.
  - a new ladder/platform for the Warden. This would cost around £135 and is to be used when moving the SAM2 sign primarily.
  - £20,000 of S106 monies for play equipment at HVH. This won't come from the cash held by Council, but was AGREED as the most suitable use of (some of) the remaining S106 funding.
- 7.3 The Clerk showed the current budget projection for 2024/25 and noted that there were some minor changes to staff costs following the conclusion of the pay review and the notification of Hoveton's tax base. The current precept increase is showing at 7.33% which will only cover inflation and increase household bills by 43p per month for a Band D home.

## **8 RISK ASSESSMENT**

- 8.1 Cllr Edwards and Cllr Walker have concluded the first draft of the Risk Assessment. They were thanked for their efforts and the document was AGREED. It was noted that the Risk elements appeared to reflect the Council's understanding and that work was needed to look at the remaining risk and actions to control this.

## **9 FINANCE**

- 9.1 The Schedule of Payments (below) was AGREED.
- 9.2 The Clerk showed the bank balances (current and as at October 31) and the Bank Reconciliation was AGREED with no discrepancy.
- 9.3 It was AGREED that the Clerk should purchase a version of MS Office and a USB C dock. The cost of this would be around £300.
- 9.4 It was AGREED that a donation of £60 would be made to the Royal British Legion.
- 9.5 It was AGREED that a donation of £250 would be made to Making Connections. Cllr Kerry Walker did not discuss or vote.

## **10 ITEMS FOR THE NEW BRIDGE AND FOR THE NEXT MEETING**

- 10.1 Items for the New Bridge to include the precept, flooding on Grange Close, the Waterside Rooms, and the North Norfolk Local Plan.

## **11 STAFFING**

- 11.1 Members of the public left at this point.  
The Parish Warden started on August 1st and has made steady progress. The contract has a three month probation period which can be extended. Owing to the ongoing work to conclude the role profile and to embed the Warden into the role it was AGREED that the probation period should be extended. This extension would be on a rolling month by month basis with the intention of ending probation as soon as possible. However, it was recognised that both the Council and the Parish Warden must be fully comfortable with the role profile before this would happen. The Clerk took actions to ensure that the Warden was fully supported.
- 11.2 It was AGREED that the Warden could claim £10 per month for use of personal office equipment (including a mobile phone) and home office costs.

Signed.....

Date.....

Name.....

Ben Bethell, Parish Clerk & RFO

Tel: 07572 349600

Email: [clerk@hoveton-pc.org.uk](mailto:clerk@hoveton-pc.org.uk)

**Schedule of Payments**

Date	Item	Regular?	Minute Book	Value
02/10/2023	1&1 INTERNET LTD	REGULAR	2022082	£33.58
11/10/2023	B BETHELL - MOBILE PHONE	REGULAR	2022082	£67.50
11/10/2023	GARDEN GUARDIAN	REGULAR	2022082	£1,788.30
11/10/2023	PKF LITTLEJOHN - EXTERNAL AUDIT		2023025	£378.00
11/10/2023	P HOWE - FENCE PAINTING MATERIALS		2023025	£48.93
11/10/2023	P HOWE - PLANTS		2023025	£198.19
11/10/2023	NNDC		2023025	£4,086.12
11/10/2023	C PHILLIPO - GRASS		2023025	£590.00
11/10/2023	B BETHELL - LAPTOP PURCHASE		2023025	£399.00
11/10/2023	B BETHELL - MILEAGE		2023025	£67.05
18/10/2023	NPOWER	REGULAR	2022082	£136.87
20/10/2023	OCTOBER WAGES, PENSION, AND HMRC	REGULAR	2022082	£2,888.82

To Note

PAY INCREASE - BACKDATED TO APRIL 2023     £1 per hour

To Approve

GARDEN GUARDIAN - SEP AND OCT     £1,192.20  
NALC - CONFERENCE     £125.00