



Minutes of the meeting of Hoveton Parish Council Monday 4th December 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, Kerry Walker, and Rob Henson.

Apologies from Cllr James Nash.

In attendance: Ben Bethell (Parish Clerk), Cllr Nigel Dixon, 2 prospective co-option candidates, and 3 members of the public.

2 DECLARATIONS OF INTEREST

None.

3 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The minutes of the meeting on November 6th were discussed. A correction was made to reflect that the Council had not agreed the Risk Assessment, but had agreed to bring them back to the next meeting for further discussion and approval. The minutes were amended and then AGREED.

4 CO-OPTION OF NEW COUNCILLORS

Two prospective new councillors had sent applications to the Council. Each gave a brief overview of themselves. The Council AGREED the co-option of both, relevant forms were signed, and Andrew Parker and Richard Stowe joined the Council.

5 PUBLIC FORUM

- 5.1 Cllr Dixon talked first about the recent flooding in Hoveton. It has been a high priority with problems in Grange Close and Lower Hoveton specifically. It was noted that a solution to the Grange Close problem was likely the simpler of the two.

A question was raised about the progress of the planned revisions to the pumping infrastructure. It was noted that many problems remain, particularly the prevention of the ingress of river water during times of flood. Cllr Dixon stated that a new pipeline to Belaugh is planned to relieve the system.

The Local Plan was referenced in respect of the sewer infrastructure issues. Concerns were raised about the use of S106 to provide the necessary sewerage infrastructure. Cllr Dixon confirmed that Anglian Water has made it clear that a new or heavily revised system would be needed if any development is to be progressed.

Bin collection performance appears to be improving, though there is certainly still room for improvement. Garden waste collection is coming shortly.

Geoff Lyon (NNDC) has responded about the current situation with Brook Park Phase 1. Discussions will now resume with Persimmon.

A question was asked in respect of support for young people in the area. It was agreed that the Clerk would ask the question of Norfolk County Council..

5.2 Cllr Mancini-Boyle was not present.

5.3 A note had been received from PC Matt Pritty. He is still the beat manager for the area and will provide updates going forwards. He has also committed to join a meeting in the new year.

5.4 Matthew Taylor, one of Duncan Baker MP's team was in attendance to talk about the Barclays Bank situation. It was stated that the main aim whilst dealing with this was to maintain a service for local communities.

The ATM is to be retained (in addition to the machine in the Post Office) and it had been hoped that the existing location would remain. However, this was removed without notice on Friday. There is currently no firm plan for where and when the new machine would appear.

There was some concern around the room that no application for a new ATM had been received and that it may be because the location would be in Broadland going forwards. The banking hub moving to Wroxham has been an unpopular decision and is not understood.

There was a discussion (prompted by a resident question) about the outstanding issues on Brooke Park. Previously, ten points had needed resolution. It was agreed that this would be discussed during Item 8.1.

Flooding on Grange Close was noted and a resident gave an update on works undertaken and outstanding. A meeting between stakeholders was requested. This issue will be raised as an agenda item in the January meeting.

6 PLANNING

6.1 PF/23/2520 - Single storey rear extension – 69 Two Saints Close, Hoveton, Norwich, Norfolk, NR12 8QR – No Objections

7 LOCAL PLAN

- 7.1 The Council AGREED that it would respond to the Examiner's questions. It was AGREED that the Council would ask to speak at the hearings. It was AGREED that the Council would respond to questions and include representation on sewerage and surface water issues, the designation of Hoveton as a small town, the allocation of land for development, how this is determined and the number of houses allocated, and the provision of facilities. It was AGREED that the response would be collated and sent by Cllr Reeve, Cllr Walker, Cllr Parker, and the Clerk.
- It was AGREED that the document to be submitted would be sent to Cllr Dixon and his support would be requested.

8 BROOKE PARK PHASE ONE

- 8.1 It was AGREED that the Council would continue to pursue NNDC about the current situation with the adoption of Brooke Park. The ten points which were outstanding at the last update, and the progress towards these, needs to be understood. Cllr Walker will write again to Geoff Lyon at NNDC.

9 ADMINISTRATION

- 9.1 The Clerk's Report was NOTED. Much of the work of the Council goes unseen - a good example being the Risk Assessment which has taken a great deal of time but is now a very credible document. The improvements in communication which have resulted from more time being spent informally are helping Councillors (and Clerk).
- 9.2 There were no questions to the Clerk.
- 9.3 The Clerk read a short report from the Parish Warden. It was noted that he has now divided the parish into areas to ensure that he can cover all parts over the course of a month.
- 9.4 The update from Matthew Taylor during the Public Forum was NOTED and a question was raised about whether the ATM could go back to Roys in the previous position.
- 9.5 An update on flooding at Granary Staithe was received. There has been evidence of sewage in one corner which is currently being investigated. The path at the end of the dyke appears to have sunk further. It was AGREED to contact the precinct to determine next steps for the sunken path. It was also AGREED to contact the owner of the manhole which is causing the sewage issue.
- 9.6 The repair for the streetlamp on Tunstead Road was AGREED. The Clerk will continue to chase for a price for a maintenance contract and further prices will be obtained.
- 9.7 The next steps for moving the Parish Council to the style of a Community Council were discussed. It was suggested that up to £150 may be needed to create a new logo. This was AGREED.

- 9.8 The local gardening club has now folded and there is approximately £230 left in the account. The Council has been asked to consider an appropriate use for these funds and will do so over the coming weeks. It was NOTED that it would be nice if the item could be dedicated to the gardening club.
- 9.9 It was AGREED that the Council should pay to upgrade its cloud storage. Whilst investigation will continue as to the best option, an annual budget of around £50 was considered appropriate if needed.
- 9.10 Cllr Walker had created a Sign Policy aimed at capturing what the Council can/should do with signage erected along the highway. The policy was AGREED.
- 9.11 Cllr Peter Howe gave an update about the ongoing works in Riverside Park. The next meeting will take place on December 18th and it is hoped that more meaningful progress will then be made.

10 2024/25 BUDGET AND PRIORITIES

- 10.1 It was AGREED that S106 funds should be requested to revamp the play area at the Village Hall. The current estimate is a little over £20,000 once VAT is recovered. It was NOTED that the applications for Parish Partnership monies will close soon. The Tunstead Road trod and the zebra crossing on Horning Road West were noted as possible projects, but these are likely to need to wait until the next round of funding.
- 10.2 The next version of the 2024/25 budget was presented by the Clerk. It was AGREED to ask for a precept of £68,572.34

11 RISK ASSESSMENT

- 11.1 Cllr Edwards, Cllr Walker, and the Clerk had updated the Risk Assessment and presented the new version. It was AGREED that the document should be adopted. Cllr Edwards, Cllr Walker and the Clerk will be Risk Champions and will review the Risk Assessment at least every quarter with updates to the Council.

12 FINANCE

- 12.1 The Schedule of Payments (below) was AGREED. It was noted that the Christmas lights were actually £104.86, and not £155.79.

13 ITEMS FOR THE NEXT MEETING

- 13.1 Items for the next meeting will include Projects, NNDC Local Plan, grass cutting, Waterside rooms, update on S106, update on flooding, and an update on progress with Brooke Park.

Signed.....

Date.....

Name.....

Ben Bethell, Parish Clerk & RFO

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Schedule of Payments

Date	Item	Regular?	Minute Book	Value
01/11/2023	1&1 INTERNET LTD	REGULAR	2022082	£9.60
20/11/2023	NPOWER	REGULAR	2022082	£159.88
27/11/2023	GARDEN GUARDIAN	REGULAR	2022082	£1,192.20
27/11/2023	NORFOLK ALC		2023030	£125.00
27/11/2023	B BETHELL - USB HUB		2023030	£8.49
27/11/2023	B BETHELL - LAPTOP POWER SUPPLY		2023030	£39.79
27/11/2023	B BETHELL - MS OFFICE		2023030	£190.00
30/11/2023	1&1 INTERNET LTD	REGULAR	2022082	£9.60
30/11/2023	NOVEMBER WAGES, PENSION, AND HMRC	REGULAR	2022082	£3,840.80

To Note

NOVEMBER'S PAY FIGURE INCLUDED THE BACKDATED PAY AWARD
PAYMENT TO MAKING CONNECTIONS £250.00

To Approve

VAT FOR PLAY EQUIPMENT TO HVH	£1,688.90
CLERK'S MILEAGE OCT/NOV	£77.40
MOBILE PHONE OCT/NOV	£27.00
THE BROADS SOCIETY	£16.00
CHRIS PHILLIPO - PARK GRASS SEPTEMBER	£130.00
NNDC - ELECTION COSTS	£51.17
P HOWE - CHRISTMAS LIGHTS	£155.79
