

HOVETON PARISH COUNCIL

1056

Minutes of the Parish Council Meeting held on 20 June 2011 at Hoveton Village Hall

Present: Councillor Mrs J Newey – (Vice-Chair)
Councillor A Petch
Councillor A Nicholson
Councillor M Poulton
Councillor M Russell

Officer: Mrs G Sharpe – Temporary Clerk

Visitors in Attendance 1 Resident
Councillor N Dixon (District and County Councillor)

The Chair thanked everyone for attending and welcomed Cllr Russell to his first meeting.

1 APOLOGIES

Apologies were received and accepted, from Cllr Mrs Williams, Cllr Mrs Howe and Cllr Howe.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF PREVIOUS MEETING

It was **AGREED AND RESOLVED** to confirm the minutes of the meeting of 16 May 2011, after altering item 7.f. by amending “gratuity” to “payment”. The Chair then signed the file copy.

4 PUBLIC SPEAKING

- 4.1 Cllr Dixon (NCC and NNDC) reported he had been contacted regarding the sale of 10 Littlewoods Lane by Victory Housing but, as this subject was on the agenda he had informed the Vice Chair and Clerk of the concerns.
He also reported that NNDC and Persimmon have been in positive discussions and there were still design issues to be resolved. It was expected that this would delay the September start date.
- 4.2 There was no report from Stalham SNT
- 4.3 There were no matters raised by the public.

5 CORRESPONDENCE

- 5.1 The invitation to the NNDC event “Health Opportunities”, on 20 July 2011, was read and Cllr Russell expressed an interest in attending. Clerk to email him details.
- 5.2 The Clerk confirmed that a copy of the deed and plan for the Pocket Park has been sent to NNDC for their records. It was also agreed the Clerk send the same information to the Broads Authority.
- 5.3 a) It was **AGREED AND RESOLVED** that Cllr Russell would make an informal approach to the Victory Housing Trust to enquire about the position regarding the covenant thought to be in the deeds of 10 Littlewoods Lane.
- b) A letter had been received from Mark Webster, Norfolk Walkout Project Officer, regarding cutting encroaching vegetation on the Bridle Path, Hoveton. He aims to schedule a Workout session there either on Friday, 21st or Friday, 28th October 2011, or any Friday in November. He also added that he would be keen for Councillors and other local people to have the opportunity to be involved. Cllr Williams to contact to arrange one of the dates.
- c) The Clerk reported that a cheque for £782.56 had been received from Allianz Insurance for the street light claim “in full and final settlement”. As this was only about half the claim, it was **AGREED AND RESOLVED** not to pay it in until the balance had been investigated.
(Note: On Tuesday 21 June, a further cheque was received for £749.76 which satisfied the rest of the claim. After consulting with the Vice Chair, both cheques were then paid into the Councils current account)

6 FINANCIAL MATTERS

- 6.1 It was **AGREED AND RESOLVED** to adopt the 2010/2011 final accounts and Internal Auditor's report in the Annual Return.
- 6.2 It was **AGREED AND RESOLVED** to adopt the accounts and bank reconciliation for the period 01 April 2010 to 31 March 2011.
- 6.3 a Section 1 of the Annual Return had been corrected twice. After consultation with Norfolk ALC it was decided to cross the wrong figures out on the original, and put a new sheet in for this section to give clarity. It was **AGREED AND RESOLVED** to sign both of these submitted sheets for Section 1 of the 2010/11 Annual Return, which is to go to the External Auditor (Mazars). It was signed by the Chair and Responsible Finance Officer (RFO) - Temporary Clerk.
- b Members went through the questions of the second section and after completion of this, the Section 2 of the 2010/11 Annual Return, for the external auditors (Mazars LLP), it was **AGREED AND RESOLVED** this could be signed by the Chair and RFO - Temporary Clerk and the completed Return sent to Mazaars LLP.
- 6.4 The bank mandate for new signatories was completed pending the signature of Cllr Mrs Williams. This will then be submitted to the bank together with new contact details of the RFO.
- 6.5 It was **AGREED AND RESOLVED** that cheques for the payments due for signing at this meeting would be signed by the Chair at the meeting, and countersigned by Cllr Mrs Williams outside the meeting, when she returns from holiday.
- 6.6 It was **AGREED AND RESOLVED** that Cllr Mrs Williams be authorised to investigate the provision of a council laptop and software to the value of £500. It was recommended that this should be done with the new clerk and Cllr Russell, who has some expertise in this field, offered to assist.
- 6.7 The Clerk confirmed that the "Quick Books" accounting software had been returned.
- 6.8 It was **AGREED AND RESOLVED** that the following payments be made:
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| a) TT Jones Invoice no. 7794 (Street Lighting) | £1581.54 |
| b) CGM Landscaping April and May 2011 (Grounds Maintenance) | £ 155.80 |
| c) NNDC – an amended invoice for Collection of Litter Bins | £1507.56 |
- (Note:- re c) Bank unable to honour cheque issued in May. Invoice subsequently amended by NNDC to reflect an overcharge)
- 6.9 It was **AGREED AND RESOLVED** that the following payments be made for invoices received since the printing of the Agenda:
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|---------------------------------------|---------|
| a) Internal Audit - Mr G Kimberley | £ 60.00 |
| b) Clerical Services - Mrs K Norstead | £152.14 |
| c) Litter Picking – Mr Nash | £177.39 |
- As the rate for litter picking was not known at the meeting, it was **AGREED AND RESOLVED** to pay £5.92 per hour and adjust at a later date.
(Note: However, after the meeting, the Clerk found the full agreed rate to be £6.57 per hour and has paid Mr Nash accordingly).
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| d) Full and Final Payment to Mr P Fyans. | £420.74 |
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- 6.10 It was **AGREED AND RESOLVED** to defer the review of the appointment of the internal auditor for 2011/12 until the meeting in July 2011.

- 6.11 The Clerk reported that she had submitted the VAT claim for 2010/2011.
- 6.12 The Chair reported that Mr Mervyn Watson could obtain a plaque for the village sign in brushed stainless steel. Mr Watson was willing to obtain and pay for this and the refurbishment, a total of £260. It was **AGREED AND RESOLVED** to accept the proposal.
- 6.13 Cllr Russell outlined his options for the website. It was **AGREED AND RESOLVED** that he should develop the corporate option and costing and present a mock up at the next meeting.
- 6.14 Cllr Poulton reported that HMRC recommended that the Council registers for PAYE as soon as the new Clerk is in Post.

7 CELEBRATE HOVETON

Cllr Nicholson reported that:-

He will confirm with Roy's about selling goods at Riverside Park

Has distributed insurance letters to stallholders

The Kings Head will hold a BBQ on their premises

Lions Club caterers will go on the Pocket Park (Note: check it does not infringe deeds)

Adverts will be placed in The Bridge (in both the Parish Council section and the News)

The Council's insurers will be contacted to inform them of the Council's involvement and a risk assessment written

Direction signs will be mounted

The idea of a pennant will be deferred until early next year.

8 PLANNING

Cllr Mrs Newey reported on the following applications:

- 8.1 Notice of Decision. **PF/11/0209 St Peter's Barn, Tunstead Road**. Permission had been granted for change of use from holiday to permanent residence.
- 8.2 Notice of Decision **BA/2011/0088/EXT8W Broads Hotel Annex, Station Road**. Planning permission had been extended but the Councils wish for security fencing had been ignored.
- 8.3 Planning Application **BA/2010/0280/LBC Green Gates, New Lane** – refurbishment of cottage. It was **AGREED AND RESOLVED** to support the application.
- 8.4 Planning Application (NND) **PF/11/11/0728 Grange Farm, Long Lane** – erection of two story extension. It was **AGREED AND RESOLVED** to support the application.
- 8.5 Planning Applications received since the agenda was printed were as follows:-
- 1 **PF/11/0739 12 Grange Close** – erection of single story front extension and two story side extension. It was **AGREED AND RESOLVED** to support the application as it was a similar development at that on the adjacent property.
 - 2 **HE Bates, Horning Road West**. Internal modifications to industrial unit. It was **AGREED AND RESOLVED** to support the application.
 - 3 Cllr Mrs Newey reported on the reception at BeWILDerwood. Present were Simon Eagan, Cally Smith, Nigel Dixon, Rosanne (new manager), four members of Horning PC and two members of Wroxham PC. Simon Eagan outlined the season's progress and that it had been good, so far. They hope to open a theme park at Tatton Park this summer, but had hit snags. He confirmed that no cars would be allowed to park at the Long Lane entrance from 19 May. Mike Shipp (Specialist Education Services (SES) and the Prince's Trust) then spoke. SES works with young people with difficulties and it would like to start up allotments near the Long Lane entrance, with portable classrooms. The young people would be bussed to the site, during term time only, from 9.30am to 3.00pm, approximately. The young people would not be allowed onto the complex. The vegetables grown could be used in the complex's kitchen. At present it is in the idea stage.

9 STREET LIGHTING

It was **AGREED AND RESOLVED** that Cllr C Williams and the Clerk, should have discussions with TT Jones Electrical to develop an action plan for replacement of street light columns and report to Council.

10 BENCH REPLACEMENT

It was **AGREED AND RESOLVED** not to replace the dilapidated bench, on the corner of Grange Close, at this stage but would review at a later date. Cllr Petch volunteered to remove the remains.

11 POSTS OPPOSITE ST JOHNS

It was **AGREED AND RESOLVED** to write to NCC Highways Maintenance asking that the missing verge marker posts be replaced and to inquire if they had any proposals for a final solution.

12 NEW STANDING ORDERS

It was **agreed and resolved** that the Temporary Clerk should order the new Standing Orders Part 1 and 2 from NorfolkALC and Standing Orders, to the new model, be presented at the September meeting.

13 GRANARY STAITHE

Cllr Mrs Newey reported that the amusement arcade was now running a restaurant service not the doughnut kiosk. As this was contrary to their planning approval, she had approached the Broads Authority.

14 MEADOW DRIVE HOUSE NUMBERS

Cllr Poulton said that the First Responders (FRs) would put an article in the Bridge to gauge public concern about house numbers in the whole of Hoveton, as they frequently had difficulty finding addresses without house numbers.

15 MEMBERS MATTERS

To be added to the next agenda:-

Cllr Russell - Corporate Identity and website presentation

16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE MEMBERS OF THE PUBLIC

It was **AGREED AND RESOLVED** to exclude the press and public from the next part of the meeting.

17 PERSONNEL MATTERS

The following items are confidential and recorded for Councillors information only.

- a) Cllrs Petch and Poulton confirmed that, at the meeting with Mr Fyans, in March 2011, the agreed full and final payment to him was as follows;
Salary/Holiday Pay £288.00,
Use of Home as Office £150.00
less £17.26 overpayment;
Total £420.74.
It was **AGREED AND RESOLVED** that the Chair, Cllr Mrs C Williams, should write a "full and final payment" letter and enclose a cheque for £420.74. It was **AGREED AND RESOLVED** that the cheque would be signed by Cllr Mrs Newey at the meeting and Cllr Williams could sign outside the Council meeting.
- b) Cllr Petch reported that the interviews for a new clerk had gone well. The Panel had agreed to recommend Mr Clive Gardiner because of his CV and interview, although Cllr Poulton had some reservations, initially. It was unanimously **AGREED AND RESOLVED** to appoint Mr Clive Gardiner to the post.

The meeting ended at 10.35pm

**The next meeting of Hoveton Parish Council
Will be held in Hoveton Village Hall
at 7.30pm
Monday, 18 July 2011**