

HALVERGATE PARISH COUNCIL

Minutes of the Meeting of Halvergate Parish Council Meeting held on Tuesday 27th April 2021, 7.00 pm via Zoom.

Present: Charles Reader Chairman
Robert More
Stuart Hannant
Tom Carter
Carol Hannant
Carol Simpson
Jessica Jennings Clerk
Brian Iles County Councillor
Grant Nurden District Councillor

Plus 1 Parishioner

1. To Consider Apologies for Absence:

Michael Mallett

2. To Receive Declarations of Interest on the Agenda:

None

3. To Adjourn the Meeting to allow Public Participation:

Mr C. Reader adjourned the meeting to allow the following Public Participation:

3.1 Brian Iles, County Councillor

- In Purdah until the Election on 6th May
- Ongoing problems with County Farms. Committed to maintain 16,000 acres for future tenant farmers but the excess acreage is being sold off, including barns and various parcels of land.
- Highways continues to deal with flooding, grips and potholes, which are a constant problem.
- Brian explained that during his long time as County Councillor, he has represented Norfolk in Europe and, as a result, has secured many grants, some of which will have benefitted Halvergate. He expressed his fondness for Halvergate and will miss being involved.
- Charles Reader thanked Brian for all he has done for Halvergate over the years.

3.2 Grant Nurden, District Councillor

- Broadland DC has launched their Pleased To See You campaign which is supporting local businesses. There are a variety of posters to encourage customers back in and reminding them of the importance of social distancing, mask wearing etc.
- There is a Covid-safe certificate that can be found on the BDC website for businesses to download which can be displayed.
- Re-start grants are available which are one-off grants of varying amounts. Information can be found on the BDC website.
- There will be a new e'mail address for Grant to reflect the amalgamation of BDC and SNC.

4. To Approve the Minutes of the last Parish Council Meeting:

Resolved to accept the Minutes of March 16th as a true account

4.1 Matters Arising from the Minutes:

None

4.2 Clerk's Report:

The Clerk reported:

- The Norfolk ALC subscription of £179.31 was paid by Bank Transfer on 26th April.
- The large hole in Staithe Road, Tunstall, just beyond Staithe Farm was reported on 24th March and Highways have acknowledged it needs repair but it could take up to 6 weeks.
- 4 other dips/potholes close to the hole have also been reported on 26th April.
- The Planning Application for the subdivision of plot and erection of a bungalow at Mill View, Pockthorpe was refused by Broadland DC.
- Oaklands Close Sign – broken legs and backboard of sign reported to BDC on 23rd March. Not sure if it has been mended so will chase it up. Clerk also informed at meeting that the Marsh Road sign near the Chevrons in Halvergate has also broken and needs repairing. Clerk to report it.
- Insurance renewal fee of £575.41 is due. Clerk to check documents and arrange payment.
- Armed Forces Covenant. Paper work filled in but needs signature from Chairman.
- Community Infrastructure Levy (CIL) money of £1,404.93 is due to Parish Council, which is 15% of the levy collected by BDC from the building of the new house at Sunny South, The City, Halvergate. Clerk explained that there are strict conditions for the spending of CIL money which are: Provision, improvement, replacement, operation or maintenance of infrastructure OR: anything else that is concerned with addressing the demands that the development places on an area. The PC has up to 5 years to spend it, otherwise it gets returned to BDC.
- The campervan reported as being parked near the junction of Bakers Road with Marsh Road and causing a visual obstruction has been resolved.
- The Audit papers have/are being prepared and the accounts are currently with the Internal Auditor. The Certificate of Exemption needs to be acknowledged and signed. All other related paperwork to be signed off at next meeting and displayed on Website.
- The book of condolence for HRH Prince Philip, Duke of Edinburgh was signed by 4 people.
- The Parish Council noticeboard lock is jammed. Tom Carter to have a look at it.

5. Correspondence of Note:

Norfolk ALC Bulleting – Government not intending to extend the Remote Meeting option for Parish Council meetings beyond 6 th May. National ALC putting in a legal application for an extension. Outcome should be known by end of April.	Forwarded to Councillors for information and acknowledgement.
Zurich Municipal – Insurance Policy due for renewal. Premium is £575.41	For information only.
Broadland Futures Progress Newsletter & Interim Survey Results	Forwarded to Councillors for information.

6. Finance:

Balance as at 22.02.21

£15,557.73

Payments:

Viking Direct	Stationery Order	£ 169.84 (Bank Transfer)
Viking Direct	Stationery Order	£ 63.98 (Bank Transfer)
Jessica Jennings	Zoom Licence Fee (March)	£ 7.20 (Standing Order)
Beighton Builders	Village Hall Roof Repair	£ 899.10 (Bank Transfer)
Jessica Jennings	Clerk's Fees (Feb/March)	£ 775.80 (Bank Transfer)
Jessica Jennings	Zoom Licence Fee (April)	£ 7.20 (Standing Order)
Norfolk ALC	Subscription Renewal	£ 179.31 (Bank Transfer)
CAN	Subscription Renewal	£ 60.00 (Bank Transfer)

Total: £2,162.43

Credits:

Beighton Parish Council	Stationery Reimbursement	£ 31.99
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Balance as at 29.04.21 **£13,427.29**

Outstanding Payments:

ICO	Subscription Fee	£ 35.00
Zurich Insurance	Insurance Renewal	£ 575.41

Projected Balance: **£12,816.88**

7. Planning Applications: None

8. Items for Discussion:

8.1 Certificate of Exemption for External Audit

Clerk explained that the Parish Council is exempt from a limited assurance review as its income and expenditure doesn't exceed £25,000. The PC's income for 2020-21 was £9,041 and expenditure was £8,601.

8.2 Village Open Meeting

The draft Agenda provided by the Clerk was agreed. The meeting will be very much shorter than normal years with a much reduced Agenda content, due to the effects of Covid-19. Clerk to advertise the meeting on Facebook and the Website and invite people to contact her by e-mail for the Zoom link. Brian Iles confirmed that he will not be attending as he will have retired by then but he has provided a detailed report to be read out at the meeting.

The Parish Council AGM will be held before the Open Meeting at 6.30, also via Zoom.

8.3 Printing & Paper Costs – Agendas & Minutes

The need for printed Agendas and Minutes was discussed and whether they could be accessed as a soft copy at meetings to save printing costs. There was a mixed view on preference. It was decided that hard copies would continue to be printed off for Carol Hannant, Stuart Hannant and Michael Mallett and all other Councillors would access them via a screen.

8.4 Tree Work in Village

Charles Reader informed the meeting that he was having some tree work done on his trees on Squires Road. The small Oak tree at the end of Squires Road near the bus stop has branches hanging low over the road which need pruning. Charles to approach land owner to see if he would be agreeable to his tree surgeon cutting them back. It was also agreed to ask Michael Mallett if he would like to continue as Tree Warden or pass the position on to someone else. Charles Reader explained that the post was about keeping an eye on trees in the village, understanding the need for permission to carry out work on trees and also to have a level of interaction with Broadland District Council.

9 Items for Next Agenda / Items of Interest:

- Chevrons at bottom of Branch Road / Marsh Road. Brian updated the meeting to say that Paul Sellick, Highways, was going to send someone to look at them but had stated that they were not adequate from a safety point of view.
- The bags from the Cannabis flytip at Stone Road are still in the dyke. Clerk to chase up with Broadland DC / Environment Agency.
- The dog poo bin on Mill Road needs to have the support post mended as it's currently leaning at a sharp angle. Tom Carter volunteered to mend it.

- The Asbestos water tank on Mill Road, near the White House, is still in the grass, having been dumped there last year. Clerk confirmed that she had reported this last year. She will report again and chase the original report.
- Paper / Printing Costs – is there a need for printed Agendas and Minutes? To go on next Agenda.

10 Date and Time of Next Parish Council Meeting:

The next Parish Council Meeting will be the AGM on Wednesday 5th April, 6.30 pm – Zoom, with the Annual Village Open Meeting starting at 7.30 pm on Zoom.

The meeting was closed at 7.50 pm

Any persons wishing to speak at the Public Forum at the beginning of the Meeting, please contact Jessica Jennings, Parish Clerk at pcclerk.halvergate@gmail.com or on 701901

Signed: _____ **Charles Reader, Chairman**

Signed: _____ **Jessica Jennings, Clerk**

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