

HALVERGATE PARISH COUNCIL

Minutes of the Meeting of Halvergate Parish Council Meeting held on Wednesday 2nd February 2022, 7.00 pm at Halvergate Village Hall.

Present:	Charles Reader	Chairman
	Stuart Hannant	
	Tom Carter	
	Carol Hannant	
	Steve James	
	Jessica Jennings	Clerk
	Grant Nurden	District Councillor

1. To Consider Apologies for Absence:

Robert More, Michael Mallett

2. To Receive Declarations of Interest on the Agenda:

None

3. To Adjourn the Meeting to allow Public Participation:

Charles Reader adjourned the meeting to allow the following Public Participation:

3.1 Grant Nurden, District Councillor

- There is an 18 month lead-in time for getting vehicles for food waste but should be in place from October.
- Housing policy will be renewed annually.
- He strongly encouraged local clubs & organisations to participate in the Community at Heart Lottery as it is a good way of raising much needed funds. An organisation can still sign up for it – all details are on the BDC website.

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

Resolved to accept the Minutes of December 1st as a true account.

4.1 Matters Arising from the Minutes:

None.

4.2 Clerk's Report:

The Clerk reported:

- Clerk had contacted Highways England regarding the defective lighting on the Acle Straight/A47, asking for an update and why a sign had been put in place to say all lighting had been switched off for 'safety' reasons. She also contacted Caroline Donald, Service Manager, via email detailing the PC's concerns and reminding them of how dangerous the Halvergate junction is and how much traffic uses it, as it is a main access point on to the A47 for several villages. She asked why it had taken so long to be sorted out.
- Order for second SAM2 has been put in with Westcotec with a request for manual download capabilities. No Apple products are compatible with the SAM2.
- Descriptive signposts for Halvergate – this has still not progressed, as no reply from NCC. Clerk to make contact again.
- Stone Road – Clerk had reported the overgrowth of brambles & undergrowth on the bend on Stone Road on the 26th November 2021. On 6th January, received email from Highways to say this had been done and the problem resolved. However, Tom Carter said although the job had been done, it was not a good job and would need further work to improve it. Clerk to inform Highways.

- Mr Debbage had provided a quote for the grass cutting in the churchyards at Halvergate and Tunstall, which is £1,700 for both churches for 2022. This is the same as the last 2 years. All councillors agreed to accept the quote.
- Clerk has reported the following issues to Highways:
Potholes on Squires Road
Large pothole on Moulton / Halvergate Road
Pothole and flooding on Marsh Road, Tunstall
Potholes in the laybys along Moulton / Halvergate Road

5. Correspondence of Note:

Email from Citizens Advice asking if the Parish Council would like to make a donation	Forwarded to Councillors for information / participation. Councillors voted to make a donation of £50 (4 in favour, 1 against)
Email from John Fleetwood, Tree Warden for BDC. Tree Network is offering a standard Oak tree to each Parish for the Queen's Jubilee (but must be planted on publicly owned land)	Forwarded to Councillors for consideration. Councillors agreed that they would like to accept a tree, if they are still available.

6. Finance:

Balance as at 09.12.21 **£18,126.11**

Payments:

Jessica Jennings	Zoom License Fee (December)	£ 7.20
Jessica Jennings	Clerk's Fees (December)	£ 387.90
Jessica Jennings	Zoom License Fee (January)	£ 7.20
Jessica Jennings	Clerk's Fees (January)	£ 387.90

Total: £ 942.20

Balance as at 31.01.22 **£17,335.91**

Outstanding Payments:

Halvergate Village Hall	Hire for Meeting (June to Feb)	£ 60.00
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Projected Balance: **£17,275.91**

7. Planning Applications:

None but the following was received between meetings:

20211856 – Marsh Bungalow, Marsh Road, Halvergate – change of use from residential to holiday let.

No objections were raised by Councillors.

8. Items for Discussion:

8.1 Village Questionnaire and Neighbourhood Plan – to review ideas for a Village Questionnaire and the possible implementation of a Neighbourhood Plan.

Steve James put forward that Broadland DC's Local Plan has no allocated sites for development in Halvergate and Tunstall which, for the moment, means that there is nothing to protect. He suggested that the village could propose sites that might be preferred or suitable sites for development. Neighbourhood Plans give consideration to future development plans and are guided by BDC. They also carry legal weight in any planning issues that may arise.

Charles Reader adjourned the meeting for Grant Nurden to speak:

Grant asked if a Neighbourhood Plan was a good thing for Halvergate? The Greater Norwich Local Plan which is due out later in the year makes provisions for Clusters. At the moment, Halvergate could only have affordable homes granted, whereas Clusters can have 'normal' development permitted. If Halvergate was to be part of a Cluster, it would be likely be able to have some normal development too. A Neighbourhood Plan sets out the kind of development a village would be prepared to have. There is the possibility of combining with another parish and producing a combined Neighbourhood Plan. He suggested contacting BDC for clear advice regarding method and process. Funding is available for Neighbourhood Plans and can be used to get consultants who have experience who can deal with what needs to be done. Also, it is possible to use existing Neighbourhood Plans as a template, which can be adapted to suit Halvergate & Tunstall.

Charles Reader reconvened the meeting.

Stuart Hannant suggested getting a questionnaire put out around the village to see what the village would actually like see happen.

Parish Plan

There are still issues raised in the Parish Plan that have not yet been properly addressed or resolved such as Wickhampton Road and Branch Road. More focus needs to be put on these issues. Grant suggested contacting Jerome Mayhew MP as he gets involved and is very supportive.

Councillors decided that they would like to invite Richard Squires (Neighbourhood Plan Officer at BDC) to a separate meeting, which should be publicised so that Parishioners can come along too. Clerk to arrange.

8.2 Housing Needs Survey

Saffron Housing is proposing to carry out a survey for Housing Needs.

8.3 Village Hall – to be updated on the Village Hall's current status

Councillors agreed to ask Michael Mallett for the last 2 years Accounts for the Village Hall for review.

Concerns were raised about what would happen to the Village Hall if it folded and had to be sold. Charles Reader had looked at the Deed of Conveyance and associated letters and said that if the PC ever had to sell the Village Hall, the Church and Diocesan Board of Finance might have a legal claim over the funds.

8.4 Queen's Platinum Jubilee – to discuss any potential village celebrations and the PC's role in these.

The Playing Field Association is planning to organise an event and will be holding an Open Meeting.

All Councillors were in favour of making a donation towards whatever is needed. Carol Hannant will report back to the PC with more details and ideas of what might be needed.

8.5 Lighting on A47 – to discuss the issue of lighting at the Halvergate Junction.

Councillors would like to see continued contact with Highways England about the lighting situation and also the removal of the 40mph speed signs. They would like to involve Jerome Mayhew. Clerk to draft an email to Jerome Mayhew and send to Councillors for approval.

8.6 Halvergate and Tunstall Conservation Area Review – to discuss the email received from Broads Authority and to find some provisional dates to meet with representative.

Tom Carter and Charles Reader would both like to be included in the meeting.
Date put forward was 1st March.

8.7 Highways Issues – specific Highways issues that can be collated and sent to Highways:

Sandhole Corner – banks on opposite side of the road from the paths. Soil is encroaching on road as a result of digging out drainage ditches, as it washes on to road when it rains. It is gradually reducing the width of the road.

Grips – road sweepers result in piles of leaves in front of the grips which block the drainage capabilities of the grips.

Trees on The Street, The Rookery – Clerk to send letter to request trees trimmed back as there are low overhanging branches which are causing an obstruction to some vehicles.

Tree on corner of Squires Road and Marsh Road – Clerk to ask owner if it could be trimmed back.

8.8 Parish Council Laptop – to discuss the purchase of a PC laptop, to be in line with other Parish Councils. Also to discuss security and back-up methods.

Clerk explained that she is currently using her own, personal, laptop for PC work and has done since 2012. She requested that the Parish Council consider purchasing a laptop purely for PC work.

Files are currently stored on a portable hard drive and USB stick as backup to the laptop.
Clerk to investigate Insurance cover for a laptop and if it would be covered by existing policy or if it would need to be added.

All Councillors agreed to the purchase of a new laptop. Steve James offered to help find a suitable one and forward information to the Clerk.

8.9 Airmen's Memorial – to update the Parish Council

Charles Reader updated the meeting with the following:

- 3 quotes have been obtained:
Nick Hindle - £4,500 + VAT
Kevin Durrant - £10,000
Paul Miles - £7 – 8,000
- Black granite, which is what will be used, is currently in short supply so needs to be ordered well in advance as it could take a few months before it arrives.
- The Memorial will weigh half a tonne and will need to be put onto a concrete plinth.

Councillors agreed to go with Nick Hindle's quote.

Planning permission will be needed, so a planning application to be drawn up. Councillors agreed to ask Keith Powelley in Limpenhoe to complete the form on the PC's behalf.

Clerk to find out if the VAT can be reclaimed.

9 Items for Next Agenda / Items of Interest:

- Tom Carter – the Willows on Branch Road need cutting. Clerk to confirm with Highways when next cut due. He also said the ivy bushes, over the bridge, are encroaching onto the road and asked if they could be done at the same time.
- Stuart Hannant – would like anti-dog fouling posters put up round village. Clerk to put some posters up and also on the Facebook page and the Website.
- Carol Hannant – would like the barriers that are near the Chevrons on the corner of Branch and Marsh Roads put on the next Agenda.
- Charles Reader – would like the local Deer population put on the next Agenda.

Before the meeting was closed, the Parish Councillors acknowledged the death of Tony Baxter, a long standing member of the village community.

10 Date and Time of Next Parish Council Meeting:

The next Parish Council Meeting will be held on Wednesday 30th March, 7.00 pm at the Village Hall.

The meeting was closed at 8.50 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**