

HALVERGATE PARISH COUNCIL

Minutes of the Meeting of Halvergate Parish Council Meeting held on Wednesday 12th October 2022, 7.00 pm at Halvergate Village Hall.

Present:	Charles Reader	Chairman
	Robert More	Vice Chairman
	Stuart Hannant	
	Carol Hannant	
	Michael Mallett	
	Tom Carter	
	Steve James	
	Jessica Jennings	Clerk
	Grant Nurden	District Councillor
	Plus 1 Parishioner	Billy Frosdick

1. To Consider Apologies for Absence:

Lana Hemsall

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's Report

- Grant encouraged Parish Councillors to take part in the Town and Parish Council Forums as they are very informative and a good place to communicate issues. (Clerk confirmed that she has already sent the information to Councillors).
- The Horizon Building is now owned jointly by South Norfolk and Broadland District Council. Thorpe Lodge is on the Market at circa £450,000 over the cost of Broadland DC's share of the Horizon Building which equates to a net gain for Broadland DC.
- Circa £2.5 million saving was made on the purchase price of the Horizon Building. Annual savings on running costs will be approximately £300,000 per annum, which will be a positive effect on the Council's finances.
- On the 7th November 2022, South Norfolk House will be closing and staff will be moving to Thorpe Lodge, and then in the first quarter of 2023, the move over to the Horizon Building will take place.
- Food waste bins have now been rolled out to all households in Broadland, with collections carried out by Veolia. Grant asked for any feedback to come to him via the Clerk. Stuart Hannant reported that he had already had positive feedback from some parishioners.
- Replacement bin liners will be provided free of charge by Broadland DC by putting a note out with the bin requesting replacements.
- Some Ukranian refugees had been refused access to the foodbank in Acle but Grant confirmed that the issue had been sorted out and Ukranian refugees are just as entitled to use the foodbank in the same way as anyone else in the area.

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

Resolved to accept the Minutes of the meeting held on 16th August as a true account.

4.1 Matters Arising from the Minutes:

Highways issues identified at the site meeting with Paul Sellick have still not been rectified. Clerk asked to contact Lana Hempsall, as she had requested an update and will follow up with Paul Sellick on the Parish Council's behalf.

Availability of the SAM2 data was queried. Clerk & Tom Carter to chase up the SAM2 coordinators. Data to start being sent to the Police.

The footpath along the Rookery boundary needs to have the hedges cut back. Clerk to send letter.

5. **Correspondence of Note:**

Broadland District Council – Remittance Advice for 2 nd Precept Installment - £4,510 paid 28 th September.	For Information Only.
Office of Jerome Mayhew – response to letter from Parish Council.	Jerome actively engages with both Highways England and Norfolk County Council regarding Branch Road / Acle Straight junction. Asked for permission to share letter with Highways England to back-up his contact. Enforcement of speeding is devolved to the Local Authority who have the power to install speed cameras. Suggested speaking to Cllr Martin Wilby or Highways re fixed speed cameras being installed.

6. **Finance:**

Balance as at 30.09.22 **£15,352.66**

Payments:

Jessica Jennings	McAfee Security	£ 49.99
Finesse Consulting	Internal Audit	£ 150.00
Jessica Jennings	Clerk's Fees (Oct)	£ 402.87
HMRC	Income Tax (Oct)	£ 6.20
Mr C J Debbage	Churchyard Grass Cutting (Aug/Sept)	£ 500.00
Halvergate Village Hall	Meeting Hire (9 x meetings incl Oct)	£ 90.00
Jessica Jennings	Zoom License Fee (Sept)	£ 7.20

Total: £ 1,206.26

Balance as at 15.10.22 **£14,146.40**

Outstanding Payments:

Jessica Jennings	Zoom License Fee (Sept)	£ 7.20
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Projected Balance: **£14,139.92**

7. **Planning Applications:**

None

8. Items for Discussion:

8.1 Draft Budget 2023/24

The Clerk presented the Draft Budget to Councillors. Standard items remained unchanged (Insurance, Salaries, Audit charges, Donations, Grass Cutting, Subscriptions etc) but with expected increases. Potential but unconfirmed items of spend included Contingency Fund, Election Costs and Clerk's Pension which, if confirmed, would increase spend by approx. £2,500. With all possible costs, draft budget payments would equal £13,266.

Income is from the Precept and CIL money. The Clerk reminded the Parish Council that CIL money has specific spending criteria attached to it. She also reminded the Parish Council that £4,611 is currently earmarked funds as follows:

Youth Club Money	£1,609.45
CIL Money	£2,502.00 (21/22 - £1,405 + 22/23 - £1,097)
Grant Money (Refugees)	£ 500.00

The Clerk advised the Parish Council to consider increasing the Precept by a minimum of £1,000 which would equate to an approx. £4.50 increase per household for the year, which would equate to 8p a week. (This will depend on the Tax Base provided by BDC).

Councillors approved the Draft Budget but will discuss further at the next meeting and discuss the Precept in more detail.

8.2 Remembrance Sunday – To discuss arrangements

The Clerk informed the meeting that she has put in an application to close the roads for the annual village ceremony. She is waiting for confirmation from Highways that this has been approved. She also confirmed that Jason Brister has once again kindly offered to help by providing traffic cones and road closed signs to be put in place. 2 people will be needed to close the road and speak to motorists who are affected – Clerk and family usually do this but won't be available this year. Clerk to order 2 wreaths as usual at £30 each. Parish Council pays for one 'official' wreath and Councillors pay for a second one as a personal contribution / donation.. Charles Reader to arrange wreath layers.

As always, the usual protocol remains in relation to the weather.

8.3 Commemoration Tree for Queen Elizabeth II – to discuss options for planting a tree in the Queen's memory

Councillors discussed the idea of planting a tree in memory of HM the Queen. The main issue would be where to plant it, as the Parish Council does not own any open ground other than the Burial Ground which was not considered a suitable site. However, it was noted that the churchyard will be losing a lot of trees around the church (diseased / dangerous trees) and that perhaps a replacement tree could be planted in memory. Robert More and Charles Reader to raise it with the Parochial Church Council at their next meeting.

8.4 Parish Council Laptop & Printer / Scanner – to discuss instalment of Microsoft Office on to Laptop and possible purchase of printer / scanner.

With the departure of the existing clerk, who uses her own laptop and printer, suitable equipment needs to be provided for the new clerk. This would also bring the PC into line with other PC's who provide their own equipment to their clerks. The Parish Council has already purchased a laptop but it needs software installed. Steve James offered to look at the costs of combined printer / scanners and also to look at software installation. Michael Mallett also suggested a computer

specialist who would be able to do this for the Parish Council. This needs to be done by the end of October ideally.

9 Items for Next Agenda / Items of Interest:

- Carol Hannant – concerned about the state of the Village sign as it is looking unkempt. Tom Carter offered to sort it out.
- Carol Hannant – asked if it was the PC’s responsibility to draw attention to grave stones that are in bad condition. Charles Reader responded that it was the respective family’s responsibility.
- Stuart Hannant – commented on what a good job had been done with the hedge cutting at the Burial Ground. However, he expressed concerns over excess spoil (from grave digging) building up which needs to be cleared.
- Robert More – informed PC that pollarding work in the churchyard will commence on Thursday 13th October.
- Charles Reader – would like to invite a representative of Acle Medical Centre to a future PC meeting in order to be able to ask them about their aims and objectives as it is currently coming under a lot of criticism from patients.
- Charles Reader – he is looking into the sensitivities of including the name of the Irish airmen who died over Halvergate on to the Airmen’s Memorial as the Republic of Ireland was neutral in WWII.

10 Date and Time of Next Parish Council Meeting:

The next Parish Council Meeting will be held on Wednesday 23rd November, 7.00 pm at the Village Hall.

The meeting was closed at 8.00 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: _____ **Philip Stone, Clerk**