**HALVERGATE PARISH COUNCIL**

Draft Minutes of a meeting of Halvergate Parish Council held at the QEII playing field pavilion on Wednesday 13th December 2023 at 6 pm.

Present: Councillors: S Hannant, C Hannant, Williams, Frosdick, Reader, More (vice chair)

In attendance: Parish Clerk P Stone

District Councillor Nurden (late)

3 members of the public

# AGENDA

**The Chair welcomed the 2 members of the public.**

**Chairman's introductory address:**

Asked councillors to keep their reports brief and members of the public their questions succinct to enable the meeting to take no longer than an hour, enabling interaction with the public following the meeting and the sharing of a mince pie.

The chairman has received a complaint from a member of the public concerning mud on Chapel Road and damaged banks, Cllr More apologised and confirmed the damage had been caused by contractors working at Crows Farm on behalf of his farming company, the contractors being forced onto the bank because of the uncut hedge and trees owned by the Red Lion pub. Cllr More will contact the pub regarding the removal of the overgrown hedges and tree boughs.

Cllr More confirmed as vice chair and councillor James as chair of the council are concerned about the high volume of emails being circulated to the clerk and the parish council as a whole in between meetings and respectfully requested that emails are kept to a minimum, unless of an urgent nature that cannot be deferred until the next meeting or have a timeline attached which requires action before the next meeting such as planning replies.

Confirmed he was delighted to start the meeting at 6pm as later meetings are much less welcome after a full day's work.

# To receive apologies for absence.

# Cllr James (previous commitment).

1. **To receive declarations of interest on matters on the agenda.**

None received.

# To adjourn the Meeting to allow for:

# Meeting adjourned

* 1. **Public Participation Forum**:

Squires Road, Marsh Road, Tunstall Road, flooding, no maintenance of ditches and vegetation encroachment to road surface. (clerk to follow up with highways)

* 1. **County Councillor Report**

Lana Hempsall (Not in attendance).

* 1. **District Councillor Report**

Grant Nurden (Not in attendance)

Meeting reconvened

# To approve the Minutes of the last Parish Council Meeting of 1st November 2023

# Proposed to accept, seconded, unanimously resolved.

1. **Clerk report matters to note and arising from previous minutes**

**Burial ground consecrated areas**

Await hearing from the vicar with an agreed meeting date to discuss and confirm.

# To receive councillor REPORTS:

* 1. Drainage Board meeting 7th December

(Cllr More) circulated copies of his written report of the meeting and then read the report to the meeting (copies of the report available from the clerk)

* 1. Burial Ground (Cllr S Hannant)

Cllr More thanked Cllr Hannant for his lead on the various works that have been carried out at the burial ground aided by Cllr Frosdick.

Cllr Hannant confirmed all works for this year had been completed and that jobs for spring would be grass and wildflower seeding.

Growing concern for drainage issues and graves being under water following heavy rainfall, indicating a need for increased drainage measures.

* 1. Proposed location Parish Gateways (Cllrs Williams & Frosdick)

Recommendations, Branch Road as main entrance 600 mill one side and 1000 the other (email report already provided to councillors).

Clerk confirmed that the Parish Partnership funding has closed for this year. Clerk to request prices from a supplier and report back.

* 1. Sam 2 proposed location (Cllr William & Frosdick)

Cllr Williams email report noted, verbal summary given, also suggested that a speed watch could be a good idea. Cllr More thanked Cllr Williams for his work and the information provided.

A third member of the public joined the meeting at 6.38 pm.

1. **Items for Discussion:**
   1. Draft Budget 2024-2025

Proposed adoption without amendment Cllr S Hannant, seconded Cllr C Hannant. Cllr Frosdick requested a recorded vote. Cllrs More, S & C Hannant in favour, Cllr Williams against, Cllr Frosdick abstained, motion carried.

Cllr Williams contrary to the councils code of conduct showed inappropriate conduct in his manner tone and comments (respect) towards the council and the clerk.

The clerk warned Cllr Williams that his conduct was inappropriate to the councils code of conduct.

Outstanding queries raised by Cllr Williams by email prior to the meeting to the clerk to be dealt with as soon as practical.

* 1. Halvergate Day (deferred, Cllr James to report)

# Items for resolution and noting

# Meeting dates 2024

# Proposed dates received by email from Cllr Williams, noted. Clerk to deal directly with the playing field representative Cllr C Hannant in respect of confirming dates for council meetings for 2024.

# Monthly payment sheet

# Proposed to approve, seconded, one abstention, resolved.

# 6.56 pm Cllr Reader joined the meeting and gave his apologies for late attendance.

# 6.58 pm District Cllr grant Nurden joined the meeting.

* 1. Planning

BA/2023/0434/House Proposal: Installation sliding doors with catslide dormer and Juliet balcony Address: Mill reach Farm Acle New Road Halvergate Applicant: Mr & Mrs Farrell

**Proposed no objection, seconded, resolved**.

2023/3437 Location: 1 Chapel Road Halvergate Norfolk NR13 3QA  
Proposal: Removal of single-storey rear extension. Proposed two-storey side extension and single-storey rear extension Applicant: Mr O Carr

**Proposed to object on the grounds of size, boundary treatment (hedge) and inappropriate development within the conservation area adversely affecting the street scene, seconded, resolved**.

2023/8485 Planning enforcement Address: Chapel Road Halvergate Use: Metal workshop converted to dwellinghouse without permission.

**Noted.**

1. **(c) District Councillor Report received:**

Grant Nurden: Gave Christmas greetings to all and confirmed that there are currently 2 grants available via Broadland and South Norfolk District Council 1. Winter pressures grant 2. Clean up and in Bloom Grant.

The chair on behalf of the council thanked Grant for his attendance, dedication and support throughout the year.

1. **To consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the item to be discussed.**

Salary increases as of right with annual national pay award and 1 year service to £13.75 per hour.

Proposed Cllr More following discussion with the Chair Cllr James to increase the clerk's salary to SCP 18 £15.21 to acknowledge the effort and dedication shown. Seconded and unanimously resolved.

Items suggested for next agenda:

1. Tree warden
2. Next meeting 24th January 6pm
3. Road’s action
4. Village Hall (update)
5. Social media pages

Meeting closed 7.16pm

# Philip Stone (Parish Clerk)

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