

HALVERGATE PARISH COUNCIL

Minutes of a meeting of Halvergate Parish Council held in the Pavilion at the QEII Playing Field on Wednesday 21st August 2024 at 6.05 pm

Present: James (Chair) Reader, Frosdick, C Hannant, S Hannant, More (Vice Chair), Collins

In attendance: P Stone (Parish Clerk) District Cllr Nurden, 5 members of the public.

AGENDA

The Chair to welcome, members of the public, Borough and County Councilor's

1. To receive apologies for absence.

All Cllrs in attendance.

2. To receive declarations of interest on matters on the agenda.

Cllr More item (6 F) (family member)

3. To adjourn the Meeting to allow for:

- a. Public Participation Forum:** An opportunity for the public to address the council 10 minutes.

Verbal questions raised by a parishioner in the public session: Clerks verbal replies and subsequent council formal replies quoted: (replies quoted at the discretion of the clerk at the request of the parishioner raising the questions.) Formal replies not normally being quoted in minutes.

ITEM: 1 — On the County Councillor

Question: 1. When was the last time the County Councillor elected to represent people in the villages attended a meeting of the parish council?

Clerk Verbal Reply: November 2022 Subsequent formal reply November 2022.

Question: 2: Does that elected representative attend the parish council meetings in any of our cluster of parishes?

Clerk verbal reply: I don't believe so

Subsequent Formal written reply: Unable to confirm please direct your question to the elected member or the appropriate parish councils.

ITEM: 2 — On Village Gateways

Question: 1. APPROVED-MINUTES-20TH-SEPTEMBER-2023-PS.docx

Item 6a — Verbal report received re the benefits, proposed, seconded, agreed clerk to investigate suppliers, cost, funding and process for agreeing on location and to report back to council. Unable to locate the subsequent report on these?

Subsequent Formal written reply: The minutes of the 17th April 2024 deal with the question of village gateways and the agreed course of action by council.

(Minute extract) 6. Items for Discussion and or Resolution a. Village Gateways (Cllr Frosdick) (written report already received by council) Verbal report and recommendation received in respect of a gateway in and one out of the village, concern for cost and precept implications raised by Cllrs, agreed to park the question of gateways until the clerk can source appropriate funding either match or full to minimise the potential costs. Cllr Frosdick thanked

for his hard work and input.

Question: 2. APPROVED-MINUTES-1ST-NOVEMBER-2023-PS.docx

Item 5b — *County Councillor Hempsall has agreed to match fund a parish council application done under the partnership bid for gateways from her County Councillor allowance.* Unable to find anything in subsequent minutes about what happened to execute that agreement.

Clerk reply given: No further action was taken as a result of the funding window closing in November for match funding and council yet to agree number of gateways and locations required and the same to be approved by highways.

Question: 3. APPROVED-MINUTES-HALVERGATE-13TH-DECEMBER-2023-PS.docx

Item 6c — Clerk was to request prices and report back. As far as I can see there is no report back on cost in subsequent minutes.

Formal reply: No further action was taken as no agreement on designs was communicated to clerk or agreement reached on location to enable formal quotes to be obtained. (Original prices and designs having previously communicated to council, therefore no subsequent report produced.

Question: 4. APPROVED-MINUTES-20TH-SEPTEMBER-2023-PS.docx

Item 5b — unanimously agreed to be fully discussed at the next meeting, according to the minutes of the subsequent meeting, it wasn't.

Subsequent Formal Council reply: It wasn't as it did not make the subsequent Agenda but was discussed at the council meeting of 17th April 2024.

Question: 5. HALVERGATE-DRAFT-MINUTES-10TH-JULY-2024-PS.pdf

Nothing.

Formal reply: Draft minutes remain on the website in the appropriate place.

Question: 6. APPROVED-MINUTES-6th-MARCH-2024-PS.pdf

Recorded that it was to be put on the agenda for next meeting.

Formal reply: It was and discussed under item 6 of the agenda of the meeting of 17th April 2024.

Question: 7. APPROVED-MINUTES-HALVERGATE-17th-APRIL-2024-PS-2.pdf

Recorded in Item 6a — Parked, clerk seeking funding.

Formal reply: Until such time as the clerk can obtain appropriate funding either match or full to minimise the potential costs. (No such funding has currently been identified)

Question; 8. APPROVED-MINUTES-MAY-29th-HALVERGATE-PC-MEETING-1.docx

There are a number of documents referenced in the minutes — internal auditors report for instance — which appear to be unavailable to parishioners. Can they be made available on the website?

Formal reply: Internal auditors report 2024 on website under finance. Any other documents are available at request following submission of the yearly AGA form for a period of one month.

Item 3:

The 29th May minutes record.

1. *Calendar of dates and times of Parish Council meetings*

Proposed to accept suggested calendar of dates, seconded, unanimously resolved.

Would it be possible to publish those dates? I can't find anything on the web giving those dates. In fact the menu on the web page headed "Meeting Dates / 2024" only contains a single a URL (<https://halvergateparishcouncil.norfolkparishes.gov.uk/wp-content/uploads/2023/05/DRAFT-MINUTES-Annual-Village-Open-Meeting-18th-May-PS.odt>) pointing to draft minutes of the 2023 May village open meeting.

Formal reply: Calendar of meeting dates clearly shows meetings for this year excluding December on the website. The inappropriate link has been removed.

b. County Councillor Report Lana Hemsall (5 minutes).

Not in attendance, no report received. District Cllr Nurden confirmed he had been told she was suffering long covid and hoped to be attending council meetings from Septemebr.

c. District Councillor Report Grant Nurden (5minutes). (Posted under separate cover)

4. To approve the Minutes of the last Parish Council Meeting of 10th July 2024

Proposed to approve, seconded unanimously resolved.

5. Clerk report matters to note and arising from previous minutes

1. Chapel Road Hedges

All work completed and half of the effected residents have made payment for the cutting work arranged via Cllr More.

2. Planning Enforcement Chapel Road

Enforcement action has ceased (outbuilding was being used as temporary accommodation whilst works to main house were completed all works now completed.)

3. Bleed Kit

Joe Dix Foundation in attendance, bleed kit presented to Cllr James on behalf of the parish council. Thanks given to the Foundation.

4. Website

Website update completed, minor issues identified in respect of content raised by Cllr Collins, which will be communicated to the clerk to allow appropriate alteration.

5. AGAR return and external audit

Return submitted, and questions raised by external auditor dealt with.

6. Laptop

New lap top sauced following loss in car fire at not cost to council, cost for setting

up lap top for use £72 with Broadland Computers and new battery required, council.

Items for Discussion and or Resolution

a. Inventory village Hall

Previously circulated, noted, proposed before disposal of any items that they are offered to the playing field and church at no cost, seconded, unanimously resolved, clerk to action.

b. Highways

Verbal report from Cllr Frosdick with ongoing issues and attempts to get action from highways, Cllr Frosdick will continue with requests to highways and will revert to clerk if responses obtained.

c. Bleed kit

Proposed to place in defib cabinet at playing field, seconded, unanimously resolved. (It was noted that it was not the ideal location but most effective in the short term).

d. Clerk laptop

Proposed to pay cost of setting up lap top of £72 to Broadland Computers and the cost of a new battery, cost to be confirmed, seconded, unanimously resolved.

e. Burial ground planting, maintenance, gate and posts (£165 each)

Proposed to authorise purchase of 2 hardwood posts and the installation of the posts and gate(to be dealt with via Cllr More in conjunction with Cllr Frosdick including the installation of the gate by a separate contractor) seconded, unanimously resolved. Any costs incurred by Cllr More to be referred to clerk for settlement in respect of the same.

f. Planning

BA/2024/0139/FUL

Proposal : Convert barns to 5 residential holiday units & communal use

spaces Address : Low Farm , Low Farm Road, Tunstall, NR13 3PU

Applicant : Mr Will More

Cllr More left the meeting 7.30pm

Representation received on behalf of applicant. Matter discussed, proposed to support application 5 in favor 1 abstention.

6. Update Harefest (Cllr James)

All arrangements completed request for payment of the councils contribution towards the event will come to the clerk in the form of a separate account from the playing field.

7. Approval of monthly payment sheet.

Proposed to approve, seconded, unanimously resolved.

8. ITEMS FOR FUTURE AGENDAS

Philip Stone (Parish Clerk)

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