

# **HALVERGATE PARISH COUNCIL**

Minutes of a meeting of Halvergate Parish Council held at the QEII Playing Field Pavilion on Wednesday 6<sup>th</sup> March 2024 at 6pm

**Present:** Cllrs James (Chair), More (Vice Chair,) S Hannant, C Hannant, Reader, Frostdick

**In attendance:** 4 members of the public and District Cllr Nurden

## **AGENDA**

**The Chair to welcomed, members of the public and District Councillor Nurden**

**1. To receive apologies for absence.**

N/A

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

None received

**3. Meeting adjourned to allow for:**

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

Member of the public confirmed Road sign Stone Road & Branch Road junction including Weavers Road sign had been hit and requiring repair and have been reported to highways and county as appropriate.

Member of the public asked for confirmation that grant application for PCC had been received. Clerk confirmed it had and would be determined at the meeting.

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

No report received. The clerk confirmed receipt of a grant from Count Councillor Hemsall for drainage works to burial ground of £3,705 in February.

**c. District Councillor Report** Grant Nurden (5 minutes).

The sum Broadland Council receives from the council tax has increased by £5 per year for a band D property.

Brown Bins cost increase Direct debit now £62 per annum otherwise £67

Pre-application planning advice has increased rounded up to the nearest £5.

Greater Norwich local plan now going before district councils for adoption.

**4. To approve the Minutes of the last Parish Council Meeting of 24<sup>th</sup> January 2024**

Proposed, seconded, unanimously resolved.

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

Including:

**a. Tree Warden**

Cllr Frostdick as appointed tree warden, currently waiting on formal training from the District Council.

**b. Fallen trees**

Thanks to Cllr Frostdick who recently cleared a fallen tree on the

Wickhampton Road at short notice.

**c. Village Hall**

The Council's surveyor has been provided with details of the PCC report and asked to liaise directly with the PCC representative and to report back once done.

**d. Highways**

Confirmed various scheduled works in and around the village had been completed. The council felt the works were welcome but numerous works remain outstanding. Clerk asked to compile a list via councillors of all outstanding works for review at the next meeting and submission to highways.

**e. Grant from County Councillor for drainage works burial ground.**

Confirmed receipt of grant from County Councillor Hemsall of £3,705 the full cost of the proposed works.

**f. Councillor Co-option**

Confirmed receipt of one application.

Applications are to be closed 1 week before the next scheduled meeting and the applications are considered. Any new councillor appointment to take place at the April meeting.

**g. Auditor**

Confirmed because income exceeded £25,000 for the financial year it would be necessary to have an external audit anticipated cost £300 via PKF Littlejohn (Noted).

**h. King Charles photo**

Clerk confirmed this was free to all local authorities and had been applied for.

**6. Items for Discussion and Resolution**

**a. Halvergate Day (Cllr James)**

Arrangements on going with Playingfield and potential acts. Cllr James to report next meeting.

**b. Burial ground recommended works. (Cllr S Hannant)**

Report given by Cllr Hannant. Proposed to authorise the drainage work subject to clarifying a satisfactory location for the soakaway, suggested this could be done by Cllr meeting on site (to be arranged) seconded, unanimously resolved.

Acknowledged receipt of grant application from PCC for cutting of Halvergate and Tunstall churchyards in the sum of £1,575 proposed to authorise the grant for the 2024-2025 year, such sum being payable after the 5<sup>th</sup> April 2024, seconded, unanimously resolved.

**c. Highways/ road remedial work.**

As per 5d of the Agenda

**d. Appointment of internal and external auditor**

Proposed Brenda Hoskins, seconded, unanimously resolved.

**e. Sam 2**

Cllr James confirmed he is unable to give sufficient time without assistance to moving the Sam2 or downloading the data. Proposed Sam 2 remains in the existing location. Seconded, unanimously resolved.

- f. Highway works  
As agreed agenda item 5d

7. Finance

- a. Approval of monthly payment sheet.  
Proposed approval, seconded, unanimously resolved.

|                                                                |                     |           |           |                   |
|----------------------------------------------------------------|---------------------|-----------|-----------|-------------------|
| <b>FEBRUARY RECEIPTS</b>                                       |                     |           |           |                   |
| NNC DRAINAGE GRANT                                             |                     | £3,705    |           |                   |
| FEBRUARY CONTRACTUAL PENSION PAYMENT DUE 11TH OF THE MONTH     | 911                 | 155.54    |           |                   |
|                                                                | RECONCILED 24.02.24 |           |           | <b>£20,308.31</b> |
| <b>FEBRUARY STANDARD PAYMENTS</b>                              |                     |           |           |                   |
| ELECTRIC VILLAGE HALL E.O.N NEXT                               | 912                 | £69.00    | est       |                   |
| ROOM HIRE                                                      | 913                 | £10.00    |           |                   |
| CLERK SALARY FEBRUARY                                          | 914                 | £396.45   |           |                   |
| TAX HMRC                                                       | 915                 | £99.20    |           |                   |
| CLERK PENSION NORFOLK PENSION FUND                             | 916                 | £155.54   |           |                   |
| WFH ALLOWANCE & INTERNET AND PHONE ALLOW £26 AND £18 PER MONTH | 917                 | £44.00    |           |                   |
| RE ISSUE UN RECEIVED CHEQUE 10.12.2023                         | 918                 | £71.74    |           |                   |
|                                                                |                     |           | £845.93   |                   |
| <b>MARCH PAYMENTS</b>                                          |                     |           |           | <b>£19,462.38</b> |
| ELECTRIC VILLAGE HALL E.O.N NEXT                               | 919                 | £34.50    |           |                   |
| CLERK SALARY MARCH                                             | 920                 | £396.45   |           |                   |
| TAX HMRC                                                       | 921                 | £99.20    |           |                   |
| CLERK PENSION NORFOLK PENSION FUND                             | 923                 | £155.54   |           |                   |
| WFH ALLOWANCE & INTERNET AND PHONE ALLOW £26 AND £18 PER MONTH | 924                 | £44.00    |           |                   |
| GRASS CUTTING GRANT HALVERGATE PCC                             | 925                 | £1,575.00 |           |                   |
|                                                                |                     |           | £2,304.69 |                   |
|                                                                |                     |           | BALANCE   | <b>£17,157.69</b> |

Item for next agenda

Village Gateways

Meeting closed 740 pm

Philip Stone (Parish Clerk)

Issued 22.03.2024

