

HALVERGATE PARISH COUNCIL

Minutes of a meeting of Halvergate Parish Council in the Pavilion at the QEII Playing Field Wednesday 13th November 2024 at 6pm

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

Attendance: Clerk P Stone, District Cllr Nurden, Perspective County Cllr Martin Murrell.

AGENDA

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

1. **To receive apologies for absence.**
None
2. **To receive declarations of interest on matters on the agenda.**
Cllr Reader item 8 (a) Member of PCC.
3. **To adjourn the Meeting to allow for:**
 - a. **Public Participation Forum:** An opportunity for the public to address the council 10 minutes (any one speaker 3 minutes).
No public present.
 - b. **District Councillor Report** Grant Nurden (5minutes).
 1. Ward grant spent awarded to Acle & Halvergate cricket club sum of £500.
 2. Business awards Broadland and South Norfolk, nominations open closing 13th December.
 3. Attended A47 start of works meeting with parish Cllr Collins. (separate report produced by Cllr Collins).
 4. Potential increase in car parking charges, proposal deferred.
4. **To approve the Minutes of the last Parish Council Meeting of 2nd October 2024.**
Proposed to approve seconded, unanimously resolved.
5. **Clerk report matters to note and arising from previous minutes**
 - a. Parochial church council informed Village Hall kettle and folding oblong tables, ready for collection. PCC liaising with Cllr More re collection.
 - b. Public liability insurance & Restorative Justice.
Clerk confirmed current insurance company will not cover Restorative Justice for public liability whilst carrying out works on behalf of the parish council.

Cllr James, proposed at time of renewal to see if alternative provider can be obtained on main policy, otherwise when restorative next required that a separate policy is obtained to cover them. Clerk confirmed policy's available in the region of £200. Seconded, unanimously resolved.
 - c. To note update in respect of Branch Road from highways. Noted, clerk requested to make enquiry of responsibility of maintenance of roadway going up to road bridge from Acle strait to Branch Road.
6. **Report Cllr Hannant burial ground works.**
Confirmed all remaining landscaping works for the time being have been completed by Restorative Justice. Fencing within the boundary hedge has been removed and currently sits on farmland, Cllr More confirmed he will deal with the removal and disposal.
7. **Items for Discussion and or Resolution**
 - a. To agree number of cuts for burial ground. Suggested by Cllr S Hannant 14 cuts, disagreement with recommendation from Cllr Frosdick suggesting that wildlife and wildflowers should be

encouraged by less cuts. Proposed Cllr S Hannant 14 cuts at a cost of £100 per occasion to include strimming each time as required seconded, 6 in favor, 1 against motion carried.

- b.** Approval of monthly payment sheet. Clerk asked council to note amendment of payment to Marcus Long £675 to £775. Proposed to approve, seconded, unanimously resolved.

PAYMENTS NOVEMBER		
PHILIP STONE CLERK SALARY OCT	982	£396.63
HMRC	983	£99.00
NORFOLK PENSION FUND OCT (DUE 15TH OF EACH MONTH)	985	£152.90
WFH & INTERNET ALLOWANCE	984	£44.00
E.O.N. NEXT ELECTRIC VILLAGE HALL	986	£31.00
PKF LITTLEJOHN EXTERNAL AUDITOR	987	£252.00
PHILIP STONE CLERK SALARY NOV £558.13 (back pay £246.83 from 1.04.24	988	£585.33
MARCUS LONG BURIAL GROUND CUTTING	989	£775.00
NORFOLK PENSION FUND OCT (DUE 15TH OF EACH MONTH)	990	£220.63
WFH & INTERNET ALLOWANCE	991	£44.00
E.O.N NEXT ELECTRIC VILLAGE HALL	992	£62.00
PRINTER INK REFUND CLERK	993	£29.00
TRAVEL NOV 23 TO NOV 24 11 MILES X 2= 22 X 15= 330 MILES X 0.45	994	£148.50
RJ MORE & PARTNERS GATE POSTS	995	£336.00
WREATH CHAIRMANS ALLOWANCE (Poppy Association) Jayne Smith	996	£25.00
PHILIP STONE CLERK SALARY DECEMBER	997	£420.02
HMRC	998	£104.80
CLERK PENSION DEC	999	£158.28
WFH & INTERNET ALLOWANCE	1000	£44.00

- c.** To note external auditors report. Noted.

- d.** To consider correspondence from NALCS president and the possibility of NALC ceasing to exist or not providing appropriate level of support. To appoint clerk to act on council's behalf.

Letter from the NALC president Professor Tim O' Riordan stating that the NALC with its current board members is not fit for purpose and requesting the Co-operative membership call an EGM requesting the removal of the board.

Proposed Cllr More to appoint the clerk to act on behalf of the council as its representative with NALC and to take such action as the clerk in consultation with the chair deems necessary and appropriate including but not limited to:

1. Requesting an EGM.
2. Obtaining a full list of members.
3. General proposal for the removal of the current NALC board and appointment of a new board to include Cllrs & Clerks

Seconded, Cllr James, 2 against Cllrs Hannant and Frosdick, 5 in favour motion carried.

- e.** To consider Norfolk Parish Training Support as an alternative provider of Local Authority Support premium 1% of precept. Proposed to appoint for the remainder of the financial year 2024-2025, at a proportionate cost of the yearly subscription, seconded unanimously resolved.
- f.** To consider defibrillator need in Tunstall. General discussion on need, cost £1,450 and suitability of the Tunstead phone box. Proposed clerk to investigate potential funding streams and to bring back to council for approval, seconded, unanimously resolved.
- g.** To consider approval of draft budget.
1. Clerk suggested amendment of figure for cutting of burial ground to allow for 14 cuts as opposed to 20.

2. Cllr More asked for the PC to confirm funding availability to PCC for their existing cutting schedule of 6 cuts at a cost of £1,575. Clerk confirmed appropriate allowance had been made in the budget to allow for 6 cuts in the sum of £1,575.
 3. Clerk confirmed notification from Lloyds bank that come 14th January monthly account charges would apply of £4.25 per month for having an account and 0.50p for each cheque made out. Alternative to charge for cheques being to bank online with dual authorisation to save the cheque charges. Proposed to make a budget alteration to allow for bank charges of £150 per year as cheques are more transparent and to keep the existing system of signed cheques as opposed to move to online banking, seconded, unanimously resolved.
 4. Proposed Cllr James to approve the budget including the non-increase in the precept, the precept being kept at £17,977 subject to the aforementioned amendments seconded, unanimously resolved.
- H. To consider procedure for carrying out manual work as a councillor on behalf of council. (Risk management). Clerk confirmed clarification received from insurance company confirming no age restriction for councillor's carrying out authorised work and the requirement for appropriate risk assessments to be undertaken.

DIRECT QUOTE FROM INSURANCE PROVIDER (Defining Authorised Work)

With regard to volunteers or Councillors freely carrying out work, there is a condition of the policy that states "The insured will comply with all regulations imposed by any competent authority and take all reasonable precautions to prevent or minimise accident, injury, loss or damage. In addition, the insured will comply with makers recommendations made in respect of plant and machinery wherever reasonably practicable."

Please bear the following in mind:

- This means that you must take all reasonable precautions to minimise an incident occurring.
- **No one should carry out any work/tasks without a relevant risk assessment completed or without the authority/approval by Council or Clerk** (or those with authority to do so).
- This will include ensuring that any volunteer has relevant qualifications, is fit and able to carry out the work and have plenty of experience in the job they are doing.
If any tools or machinery are used, they must be checked & maintained regularly by a qualified person.

Proposed bearing in mind the aforementioned that Cllr Frosdick should be allowed to complete the installation of gate and posts to the burial ground, seconded unanimously resolved.

- I To agree action to be taken in respect of trees and hedges around the village.
No action currently required.
 - J To consider and approve as appropriate policies for Planning, Equality & Diversity, Complaints, Grants and Remembrance Sunday Bad Weather.
Proposed Cllr S, Hannant to not adopt planning policy and to decide each and every planning application at either the main meeting time allowing or an extra ordinary meeting if not. Seconded, unanimously resolved.
 - K Parishioner correspondence.
Proposed clerk to respond in consultation with Chairman.
 - L To consider if Decembers meeting is required. General discussion agreed not needed,
proposed to not hold a December meeting seconded,unanimously resolved.
8. **To RESOLVE under the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded** during the discussion of the following items due to their confidential nature.

Proposed, seconded, unanimously resolved to excluded the press and public

- a. To receive marketing update and decide on appropriate further action in respect of the proposed sale of the Village Hall. Proposed to cease marketing property via current

agent, to re market property with new agent for sale at auction, to inform PCC of decision and to request removal of covenant prior to auction to allow property to be sold unencumbered. Seconded, unanimously resolved.

- b.** To consider yearly performance of clerk (not considered) and to note national pay award. Current salary scale SCP18 £15.21 pay award 2.5 rise plus yearly range increment to £16.10 SCP19. Noted.

Philip Stone (Parish Clerk)

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