

Haveringland Parish Meeting

Nigel Boldero, Chair
The Old School, Haveringland.

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Sue Hackett, Parish Clerk
Grand Barn One, Brandiston

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Meeting to be held at 7p.m. on Thursday 16th May 2024 at Cawston Bowls Club, off Norwich Road Cawston

Agenda

1. Welcome, introductions and apologies for absence

2. Election of Officers- Nominations for

- a) Clerk
- b) Chair
- c) Vice Chair

3. Minutes of the Parish Meeting on 28th September 2023 (attached)

- a) To agree as a true record
- b) Matters arising not covered on the main agenda

4. Election of Parish Planning Committee- *would existing Committee members wishing to continue in their role please attend this meeting.*

5. Finance

- a) Finance Report year ending 31st March 2024 (attached)
- b) Approval of *Annual Governance and Accountability Return* (1 page attached)
- c) To consider proposals for the repair of the Village sign (verbal report)
- d) To note the Budget forecast for 2024/25 (attached)

6. Planning Update (verbal report)

- a) Former Spread works, Church Lane, Brandiston
- b) Locks Farm, School Road, Haveringland
- c) Stump Cross Farm, Norwich Road, Brandiston/Haveringland
- d) Moat Island Glamping site, Haveringland
- e) Other planning applications/matters considered since the last meeting (see attached)

7. Community Matters

- a) Church Repairs, improvements and heritage activities (verbal update)
- b) Biodiversity duty- to consider response (see attached)
- c) Haveringland Together (verbal update)
- d) Windfarm developments (verbal update)

8. Reports from District and County Councillors (verbal)

9. Any Other Business (*please notify the Clerk in advance of the meeting*)

10. Date of next meeting – 7p.m. 10th October 2024, venue to be confirmed

Agenda item 3:

Haveringland Parish Meeting

Nigel Boldero, Chair
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Minutes of the meeting- 7pm Thursday 28th September 2023 at St Peter's Church

1. Welcome, introductions and apologies for absence

The Chair welcomed those present and opened the meeting.

Apologies had been received from Mrs. D. Boldero, Mr. and Mrs. A. Korolus, Mrs. A. Excell, Ms. Z. Tooze, Mrs. S. Eglinton, Councillor P. Bulman

Present: N. Boldero (Chair), Mr. and Mrs. N. Phillips, Mr. N. Walter, Ms. M. McNulty, Mr. D. Reid.

2. Parish Clerk – to approve nomination of Sue Hackett.

The Chair explained that Sue Hackett had agreed to be nominated as Parish Clerk. She has recently retired to the area and is qualified accountant with considerable experience of Clerking parish and Town Councils in Shropshire. **The meeting unanimously approved Sue Hackett's appointment as Clerk. The Chair would be arranging a hand over in the next few weeks.**

3. Minutes of the Parish Meeting on 25th May 2023 (attached)

a) These were agreed as a true record

b) Matters arising:

- **Litter Pick**- the Chair advised that a further litter pick would be arranged for February next year.
- **Right of way to the Church**- little progress had been made on this, but the timing of any application was sensitive, and so the matter can be deferred for a while.

4. Finance

a) **Finance Update** – the Chair ran through the position up to September, and forecast for the rest of the year, which showed a net balance at the end of March of £668.17

b) **Budget Forecast for 2024-25** – the Chair summarised the budget proposed for the coming year and explained that we needed to agree a precept for the Parish which would go forward to Broadland council for inclusion in the Council Tax levy for the year beginning next April. The forecast Budget would result in an end of year balance of £515.17 **The budget was unanimously approved by the meeting.**

c) **Confirmation of Parish Precept for 2024-25 – this was unanimously approved at £450**

d) **Appointment of internal auditor** – The Chair explained that the Vice Chair, Andre Korolus, had been our auditor to date and because he took no part in day today financial matters was able to take an objective view of the Parish financial affairs. **The Chair proposed that Andre be approved as our Auditor and this was unanimously agreed by the meeting.**

5. Planning

The meeting noted that the Planning Committee had commented on two minor planning applications since the last meeting. The Chair confirmed that the date of the public inquiry into enforcement action at Haveringland Hall Country Park is awaited. It was noted that the Park is apparently up for sale.

In discussion the progress of development work at the former 'Spread' site off Norwich Road was noted and questions raised about the approved plans. Ms. Mc Nulty reported that she had spotted that a number

of agreements needed to be in place before work had commenced, such as traffic routing etc.. It was also apparent that work was being undertaken on the site opposite the main site on Church Lane, involving some of the former Airfield buildings, and those present asked what was planned. **The Chair agreed to follow these queries up with Broadland planning officers and would report back to those present in due course.**

6. Community Matters

- a) **Haveringland St Peter's Church-** the Chair outlined the progress on the repair and improvement project. Stage 1 works have now been tendered and the lowest tender is somewhat above the funding currently available. Work is progressing to review the content and priorities in the project with a view to seeking additional funding from the National Lottery or seeking other funding. Some aspects of the project would most likely need to be reduced or changed so as to meet the funding that could be available. However, he reported some further funding success for stage 2 of the project- the installation of a WC and kitchen/servery. A sum of £48,000 had been secured from the government's *Community Ownership Fund* and this, with funds already raised, would mean that we probably have sufficient funds to progress this element of the project. It seems likely that the works will begin in the New Year and may last until late Summer/early Autumn 2024.

- b) **Celebrating the 80th anniversary of D Day 6th June 2024** – The Chair noted that celebrations at national and local levels were being planned and wondered if we might put on something locally, but bearing in mind that the church would be under works, this would not be available as a venue. An idea of possibly hiring a marquee and putting on a 'Forties in the Field' event utilising the field opposite the church was put forward and **the Chair agreed to put this forward for discussion at the next meeting of the Haveringland Together group.**

7. Reports from District and County Councillors

No reports had been received

8. Any other business previously notified

There was no other business raised.

9. Date of next meeting: Thursday 16th May 2024, 7pm, venue to be confirmed

This was noted- the meeting may be relocated to the Bowls club in Cawston .

The Chair thanked those attending for their support and closed the meeting at 8pm

N. Boldero September 29th 2023

Confirmed as accurate:..... Date: 16/5/2024

Chair of Haveringland Parish Meeting

Agenda item 5 a):

HAVERINGLAND PARISH MEETING ANNUAL ACCOUNTS: 1/4/23 TO 31/3/24

	£	£	£	£
				Prev Year
Opening Balance			3,870.53	3,869.95
Receipts:				
Precept	450.00			450.00
Donation to St Peter's Renovation Project	20.00			-
Interest	3.89			-
Total Receipts		473.89		450.00
Payments:				
Newsletters; (3 editions)	222.34			81.42
Insurance	168.00			168.00
Administration Clerking Costs	150.00			150.00
Annual Subscription - NALC	33.30			30.00
Meeting room hire	20.00			-
Remembrance Wreath	-			20.00
Total Payments		593.64		449.42
Deficit for the year			- 119.75	0.58
Closing Balance			3,750.78	3,870.53

Balances at the NatWest Bank Accounts as at 31/3/24:

Current Business Account		331.89		3,870.53
Less unrepresented cheque issued 25/3/24; No 152		85.00		
			246.89	
Business Reserve Account			3,503.89	-
			3,750.78	3,870.53

Represented By Following Funds as at 31/3/24:

Parish General Fund			442.31	730.30
Donation to St Peter's Renovation Project	20.00			
Donation to St Peter's Renovation Project	148.24			
CIL Funds committed to St Peter's Renov	2,000.00			2,000.00
CIL Funds committed to St peter's Renov	100.00			500.00
CIL Funds committed to St Peter's Renov Sept'23	1,040.23			640.23
Total committed funds to St Peter's Renov			3,308.47	
			3,750.78	3,870.53

Section 106 Funds - held separately by BDC as at 31/3/24

Opening Balance 1/4/23			12,896.94	15,896.94
Plus interest			1,303.64	
Committed previously to St Peter's Renov Project May'23 & Sept'23			14,200.58	- 3,000.00
Closing Balance reported by BDC			14,200.58	12,896.94

Agenda item 5 b): Annual Governance and Accountability Return (extracts)

Form 2PM Section 2 – Accounting Statements 2023/24 for

ENT Haveringland Parish Meeting NG

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	3,869	3,870	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept	450	450	<i>Total amount of precept received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	0	24	<i>Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received.</i>
4. (-) Staff costs	0	0	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the Parish Meeting's borrowings (if any).</i>
6. (-) All other payments	449	594	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	3,870	3,750	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	3,870	3,751	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments	0	0	<i>"The value of all the property the Parish Meeting owns – it is made up of all its fixed assets and long term investments as at 31 March."</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in *Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices* and present fairly the financial position of this Parish Meeting.

Signed by the Chair before being presented to the Parish Meeting for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this Parish Meeting on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

5b) AGAR- Risk assessment 2024-25

The Village Sign; located on the village green adjacent to the stocks. The sign is insured against accidental damage.

CONDITION : Sign requires a major refurbishment due to wear and tear.

The Stocks: A Grade 2 listed monument, located on the village green.

CONDITION : Fair.

Notice Boards: one located near St Peter’s was jointly provided by the Parish and Church, and the other is opposite the village green.

CONDITION : The one near the church is in poor condition and is likely to be replaced by the Church with the Parish having the right to use half of the 2 display panels. The other one is in fair condition, but requires regular maintenance.

The Well: located on the village green, the responsibility of three houses which have the right to draw water from the well. **Not a parish asset.**

Petty Cash: The Parish Meeting has no petty cash.

Employees: None; the Clerk to the Parish Meeting receives a contribution to administration expenses only; no contract or salary as such is paid.

Banking Expenditure : Requires Clerk & Chairman’s signatures & online authorization.

Parish Meeting Records: Hard copies held by Chairman & Clerk; electronic copies uploaded to Parish website. Electronic correspondence held by Chairman & Clerk, password controlled.

Data Protection Policy: the Parish Meeting has adopted the policy; which all officers are aware of. The Clerk acts as Data Protection Officer.

ASSET REGISTER 2024-25

2 Notice Boards; one located near St Peter’s & one at the village green. 1 village sign. These are covered by Zurich Insurance; which also provides public liability cover.

Confirmed Adopted by Parish Meeting 16/5/2024

Agenda item 6 e): Other Planning Applications received since last meeting in September 2023

Plan Ref	Description	Comments made by Parish
2023/3675	Breck Farm, Holt Road Side & rear pitched roof extensions & relocate existing conservatory.	None
2023/3737	Haveringland Hall Park Felling of 3 dead trees, deemed a risk to public.	None
2024/0489&491	Haveringland Hall Park Feeling of 2 willow trees, deemed a risk to the public.	None
2024/0857	Key West Abbey Lane, Haveringland Single storey extension replacing existing conservatory.	None

NOTE: 2023/8096 Haveringland Hall Country Park- Secretary of State Planning Appeal Inquiry held on 1/4/2024, at time of compilation of this list, outcome had not been published DCLG Ref: APP/K2610/C23/3322357. The Parish made no representation.

Agenda item 5 d): Revised Budget forecast 2024-25

HAVERINGLAND PARISH MEETING BUDGET FORECAST 24/25	2023/24	REVISED BUDGET 24/25	Notes
	ACTUAL		
	£	£	
Opening Balance	3,870.53	442.31	Budget shows Parish Account only
Receipts:			
Precept	450.00	450.00	
Donation to St Peter's Project	20.00		
Interest	3.89	20.00	Election may affect interest earning accounts and balance reduces as CIL spent in 24/25
Total Receipts	473.89	470.00	
Payments:			
Newsletters; (3 editions)	222.34	225.00	
Insurance	168.00	168.00	
Administration Clerking Costs	150.00	150.00	
Annual Subscription - NALC	33.30	34.75	
Meeting room hire	20.00	50.00	
Wreath	-	-	
Total Payments	593.64	627.75	
Total Receipts less Total Payments	- 119.75	- 157.75	
Closing Balance	3,750.78	284.56	
Balances at the NatWest Bank			
Accounts:	31/03/2024	31/03/2025	
Current Business Account	331.89		
Unpresented cheque No 152	85.00		
	246.89		
Business Reserve Account	3,503.89		
Total Funds	3,750.78	284.56	
Represented By Following Funds:			
Parish General Fund	442.31	284.56	
Donation to St Peter's Project	168.24	- 168.24	Includes £148.24 + £20.00
CIL Funds committed to St Peter's Renov	3,140.23	- 1,140.23	If proposal agreed, reduction in commitment
CIL Funds committed to Sign Restoration		- 2,000.00	Any unspent funds to be retained in Parish Fund
	3,750.78	284.56	Presume all CIL Funds spent
Section 106 Funds - held separately by BDC	31/03/2024	31/03/2025	
Opening Balance 1/4/23	12,896.94	14,200.58	
Plus interest as reported by BDC	1,303.64	?	Interst unknown
Closing Balance 31/3/24	14,200.58	Unknown	
Committed to St Peter's Renov Project May	14,200.58	- 14,200.58	Plus interest earnt during the year
Closing Balance reported by BDC	14,200.58	Nil Balance	

Vice Chairman to propose the reallocation of funds at May'24 meeting

30 October 2023

INTRODUCTION - STATUTORY DUTY

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:

- consider what they can do to conserve and enhance biodiversity.
- agree policies and specific objectives based on their consideration.
- act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the [Government guidance](#) requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and must reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- have biodiversity as an agenda item for a meeting before the end of 2023.
- note what action they are already taking to conserve and enhance biodiversity.
- agree what further steps they should take to conserve and enhance biodiversity.

Such steps may include:

- reviewing what biodiversity or nature recovery plans are already in place from other local authorities, e.g. potential for jointly-supported wildlife corridors.
- making contact with local voluntary groups working on nature conservation.
- carrying out a biodiversity audit of council landholdings and/or the whole council area, potentially involving residents in a [“BioBlitz”](#)
- gathering expert advice on possible actions in support of biodiversity, such as from [Caring for God's Acre](#) and the [Eco Church initiative](#) in respect of churchyards
- drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy Guidance for town and parish councils on developing a [local nature action plan](#) has been published by South Gloucestershire Council, as well as a [field guide](#) for those with little or no ecological background.