

## HOE & WORTHING CIVIL PARISH MEETING

### MINUTES OF THE PARISH MEETING HELD IN HOE VILLAGE HALL ON THURSDAY 24<sup>TH</sup> AUGUST 2023 AT 7.00 P.M. TO 9.00 P.M

Present: - Celia Daniel (Chairman) and Griselda Hubbard (Parish Clerk)

Worthing Attendees: - William Danson, Tracey Green, Clive Hough, Wendy Hough, Graham Lewis, Johanna Lewis, Sally Mullins

Hoe Attendees: - Margaret Barrett, Susan Malt, James Sayer, Jennifer Tuckwell, John Tuckwell, Carl Watling, Jane Whitcher, Philip Barrett

#### **1. Welcome and to accept apologies for absence**

The Chairman welcomed those present. Apologies for absence were received from: -

Worthing - Christine Danson, Penny Dunn, Mick Dunn, Alan Hughes, Michael Mullins

Hoe - Peter Fishwick, Richard Malt, Krystyna Stroulger, Philip Stroulger, Glenys Watling

#### **2. Minutes of the Annual Parish Meeting 10<sup>th</sup> May 2023 to be considered, agreed and signed off**

Those present agreed the minutes should be signed off as a true and accurate record of the meeting.

A resident commented that a letter was sent out on the subject of having 2 meetings a year, but this was not minuted. He was informed this subject would be discussed later in this meeting.

#### **3. How we administer Parish Finance**

The Chairman recalled last May, during our Annual General Parish Meeting, those present determined that, with nobody volunteering to take on the role of Parish Treasurer or a Minute Taker, it was determined that a Parish Clerk/Responsible Finance Officer would be appointed to service both functions. Currently, this is Griselda Hubbard who has been assisting since March. Our Independent Examiner for Parish Finance remains unchanged, and he is Graham Lewis. So consequently, with these changes and with the help of those present this evening, we ought to and need to decide on the best way forward on how we administer our Parish Finances.

The Chairman stated she wished to offer a number of things for consideration, for example:

Should the Parish stay with the current bank provider HSBC or look at other banking providers that do not charge fees, thus saving some money.

Consider the current mandate of spend set at £500, should this be increased?

Consider Updating our cheque signatories

To address these points and others, the Chairman suggested that the Parish Finance is moved to another bank – Co Operative, a current account they offer is a Community Directplus Account. Initially Barclays was mentioned but after having received Barclays information pack, it is now clear they offer 12 months free service only. With the Co Op, their tariff details list a free service. The information sheet has been circulated at the beginning of this meeting.

If people wonder how this change of accounts would be managed, it would not be difficult.

If those present agree to a change of accounts to another bank, it would be simple to transfer Parish monies by cheque into the new account. As at 15.08.2023, the Parish Balance to end of September would be approximately £3,963.87.00 subject to further bank charges from Barclays. This amount would set up

the new account. (incl £500 ring fenced re coronation). With increasing costs, particularly the Public Liability insurance,

which is £490.25, up until next August, it is likely that the Parish will top the £500 mandate level in the near future. So the Chairman suggested this be increased to £750.00.

Once the Parish has decided to stay with HSBC or the Co Op. which has been suggested, cheque signatories will need to be updated. For Parish Income & Expenditure, the Chairman shall remain as the main authorised signatory, the Parish Clerk will deal with day-to-day management of the account, and it will be necessary to put forward 2 other parishioners as signatories. Some preliminary work has been to ensure there are no conflict of interests and promote a separation of duties, the Chairman suggested Mick Dunn (Worthing) and Carl Watling (Hoe) who has informally expressed their willingness to accept this responsibility.

The Chairman then asked if anyone had any questions they wished to raise or comment.

Margaret Barrett – will there be two signatories required on a cheque? Yes

John Tuckwell – not happy with the proposal to increase mandate level to £750.

Graham Lewis – need to ensure no conflict of interests and must have separation of duties.

The Chairman then asked if somebody would propose that we move the Parish Income & Expenses account and open with Co-op Community Directplus account. The paperwork had been distributed earlier.

Wendy Hough proposed, seconded by Graham Lewis

All those in favour of this proposal was unanimous so the motion was carried.

However, meeting later agreed to remain with HSBC until further.

The Chairman then asked if somebody would propose that the Parish increases the current mandate of £500 to £600 per spending transaction.

John Tuckwell proposed, seconded by Margaret Barrett

All those in favour of this proposal was unanimous so the motion was carried.

The Chairman then asked whether the Parish Income & Expenses remains with HSBC or the Co-op, would somebody propose that Mick Dunn from Worthing and Carl Watling from Hoe be accepted as cheque signatories to this account.

Graham Lewis proposed, seconded by Danny Danson.

All those in favour of this proposal was unanimous so the motion was carried.

Carl Watling enquired if there were any specific terms of reference relating to being a cheque signatory and the Chairman offered to look into this,

The final point discussed relates to the ECCLESIASTICAL PARISH OF HOE and the Village Hall Income and Expenses. The HMG together with the Rector & Church Warden may wish to remain with HSBC or prefer to have their own account i.e. Community Directplus. As at 15.08.2023 the Hall balance is £2,725.62 but this will clearly increase whilst they reach a decision. But also, to mention their authorised signatories may change.

The meeting debated what would happen with the Village Hall Income & Expenses in the HSBC account. The hall is owned by The Diocese. Therefore, it is part of the ECCLESIASTICAL PARISH OF HOE and not the civil Parish.

Sue Malt stated she needs one year to discuss the situation with Hall Management Group (HMG,) James Keith – Church Warden and The Rector Rachel Dines. Consequently, no monies will be transferred into the Co Op Bank but remain with HSBC.

The Chairman is concerned that in 13/14 years the status of the hall still has not been settled. The AGM Hall report refers to a number of people within the HMG however, Sue Malt advised she is the only person on the Village Hall Committee.

The Chairman only has received an invitation to meet Councillors of Breckland DC in September. She agreed to raise with them the subject of the Village Hall income currently sitting in the Parish account. Our Parish must follow and comply with correct procedures when managing Village Hall income. She will be advised whether the money should be transferred into the Village Hall's own account.

The Hoe and Worthing Room Management Document is not a legal document. The document has not been signed off, so it cannot be legal. The only legal document, land registry, still states the Village Hall is owned by the Diocese of Norwich and St. Andrew's incumbent is responsible for the Hall. John Tuckwell mentioned The Hoe and Worthing Room Management Document had not been working. The Chairman stated she had not seen any signed off written documents that the Civil Parish is responsible for Hall.

The Chairman gave her views on the importance of the Parish managing its own finances and holding one bank account separately and the Village Hall controlling its own finances in their own account. It was of no importance to have the two accounts with different Banks, they could both be with the same bank but in different accounts. It is very good practice to have the monies separate.

The Chairman explained to those present that when the Parish finally appoints a Clerk/Responsible Finance Officer, she/he will only be expected to deal with Parish finances, not the finances of both the Parish and the Village Hall as currently.. The Village Hall will eventually need to agree how they manage their own finances.

#### **4. How we manage Parish Meetings / Group Discussions / Planning Committee Meetings**

The Chairman stated that it has been claimed that the Parish Meetings format has changed but questioned how? The only change since 2022 has been to alternate the venue giving both villages an opportunity to meet up and mingle better.

She stated, after the AGM in May and further to her correspondence to everyone on the 14<sup>th</sup> June and 8<sup>th</sup> August regarding Parish Meetings and Group Discussions / Working Parties, she invited feedback. To date she had received only two written notes. She invited those present to give their views on the Parish having just two official Parish Meetings and trialling two informal Group Discussions sessions.

With regards to Group discussions – there are number of areas that the Parish could improve on. To PROTECT OUR VILLAGES, we could review or examine the following:

Parish Website, content, layout – Draft Emergency / hardship Funding – Parish Archives – Permissible Footpaths – Highways Road Signage per village – Hoe Common (Stewardship)

Policy & Procedures review / set up? – Village Emergency Plan (Flood/Fire/Evacuation)

The Chairman has made it clear, there will be no voting or decisions reached during Group discussions. Whatever is reviewed will come back to Parish Meetings. Having Group discussions should encourage more togetherness and generate good working practices! She stated she appreciated the suggestion to trial a weekday afternoon may not suit everyone, but it could provide opportunities for those who would not normally come to an evening meeting to attend. The only concern she possibly could see that some parishioners may feel excluded. She assured those present she was not trying to exclude anyone. Johanne Lewis proposed the idea of Group discussions at least be tried out to see what can be achieved.

The Chairman also considered holding Group Discussions on a Saturday morning might be an option and then asked those present for the views.

Margaret Barrett did not feel there was any point to them.

John Tuckwell did not think there was any point for them if no minutes were going to be recorded.

Sue Malt suggested having a specialist person attend the Group Discussions as she thought it would be useful. Also the idea of having working parties to carry out remedial tasks was discussed.

The Chairman proposed two Official Parish Meetings from 7.00 p.m. to 9.00 p.m. Next meeting in October 2023, Worthing and May 2024 meeting in Hoe.

Two Trial Group Discussions say 10 a.m. to 12 noon. February in Hoe and August in Worthing each year.

All meetings to alternate between villages. An exception may arise if an EGM is required.

Johanne Lewis proposed this suggestion, seconded by Susan Malt

The motion was carried.

Planning Committee Meetings – Minutes of AGM 10.05.2023 Further to item 10 Committee

The Parish has determined a committee should be formed to address such matters on their behalf. Therefore, to fulfil their role and responsibilities, some members have requested, a preference to meet to discuss more complex planning issues and applications, in addition to email process for minor applications.

There are a number of benefits to holding planning meetings, not least to keep abreast of Local Authority Planning procedures and regulations.

Outstanding matters for members to review and kept under review:

1 – H & W Summary of how planning applications are dealt with.

2 – Breckland Local Plan ongoing, Correspondence to District Councillors Atterwill and Duffield a) Swanton Morley Developments b) Worthing Road T Junction with Station Rd/Nth Elmham after Worthing Bridge.

3 – Local Validation List (emailed 22.08.2023)

The Chairman invited comments.

Danny Danson – discuss at Parish Meetings, everybody still has a voice

Wendy Hough – committee work together rather than emails

Carl Watling – District Councillor Roger Atterwill last year raised concerns around emails only be used. The Parish needs to be safe, correct and legal.

## **5. Planning Applications as notified via Breckland District Council**

Meeting to either approve or receive objections. Listed below are current Breckland District Council status.

**3PL/2023/0575/HOU** – Five Cats Cottage, 15 Hall Road, Hoe – First floor rear extension, Planning Permission has been granted. Item 4 Condition in particular reads: Prior to the first use of the development hereby permitted space sufficient to the satisfaction of the local Planning Authority shall be provided within the site to enable two cars to park, turn and re-enter the highway in forward gear. This area shall be levelled, surfaced, drained and be maintained thereafter available for the specific use. Reason For Condition: To ensure the permanent availability of the parking/manoeuvring areas, in the interests of satisfactory development and highway safety in accordance with Policies TRO1 and TRO2 of the Breckland Local Plan (adopted 2019).

3PN/2022/0036/UC Worthing Barn, Church Road, Worthing – Prior Approval for change of use, decision extended to 2<sup>nd</sup> November 2023.

**6. Any other URGENT business.**

There was no further business to discuss.

**7. Date of next meeting**

26<sup>th</sup> October 2023 FINANCE IN WORTHING

29<sup>th</sup> February 2024 DISCUSSION GROUP

23<sup>rd</sup> May 2024 ANNUAL GENERAL MEETING IN HOE

**8. Agenda items for next meeting**

Parish Clerk/Responsible Finance Officer update following Breckland District Council/Councillors. Chairman meeting with General Purpose Committee on 25<sup>th</sup> September.

Bank Providers update on account(s)

Finance – half yearly budget review

Budget Setting for 2024/2025

Draft Emergency Fund document

Review requests received from charities for financial support – to be submitted NO LATER THAN 1<sup>ST</sup> OCTOBER 2023 IN WRITING TO CHAIRMAN. THERE WILL BE NO EXCEPTIONS FOR LATE SUBMISSIONS

Update on new and/or outstanding Planning Applications, Breckland Local Plan

There was no further business to discuss so the Chairman thanked everyone for attending and declared the meeting closed at 9.00 p.m.

Signed .....  .....  
Celia Daniel (Hoe & Worthing Parish Chairman)

Date: 26<sup>th</sup> October 2023