

HOVETON PARISH COUNCIL

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Minutes of the Parish Council Meeting held on 7th November 2011 at Hoveton Village Hall

Present: Councillor Mrs C Williams. (Chair)
Councillor Mrs J Newey. (Vice-Chair)
Councillor Mrs A. Howe.
Councillor P.Howe.
Councillor M Russell.
Councillor M Richmond
Councillor W Dickson
Officer: Clive Gardner –Clerk

Visitors in Attendance: 2 Residents (Not all present throughout the meeting)
Councillor N Dixon (District and County Councillor) (Not present throughout the meeting)

Please note the meeting was closed and reopened on several occasions to enable members of the public to speak. These occasions (apart from item 5) and the comments made have not been recorded except in so far as they form part of the discussions by members when the meeting re-opened.

The Chair thanked everyone for attending.

1 APOLOGIES

Councillor A Nicholson gave his apologies

2 CO-OPTION

The Clerk confirmed due to the resignation of two Councillors he had been obliged to notify the Returning Officer at NNDC of these casual vacancies and notices had been exhibited in the Parish advising the public that subject to certain conditions an election could be requested. No such election has been requested and further notices would be exhibited advertising vacancies for co-option.

3 DECLARATIONS OF INTEREST

Councillor Mrs A. Howe declared an interest in relation to item 6.5 because of a possible conflict of interest with her employment. Councillor Mrs A Howe absented herself from the meeting room throughout the discussion under item 6.5.

4 MINUTES OF PREVIOUS MEETING

It was **AGREED** and **RESOLVED** to confirm and for Councillor Mrs C Williams to sign the minutes of the meetings of :

4.1 3rd October 2011.

4.2 17th October 2011.

5. PUBLIC SPEAKING

5.1 Councillor N Dixon explained the purpose behind the proposal in the letter to the Clerk from Steve Blatch Strategic Director at NNDC dated 7th November 2011. Councillor N Dixon explained the proposal that there be set up a Planning Issues Forum between Hoveton Parish Council, Wroxham Parish Council, and interested District Councillors and County Councillors to discuss Broadland District Council's draft Proposed Site Allocations Development Plan Document. Councillor N Dixon also explained that the replacement of Highway Lights currently being carried out by Amey was part of a larger scheme covering Norfolk for the replacement of these lights which were now reaching the end of their useful life.

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- 5.2 There was an email report from Stalham SNT which was read by Councillors. The PCSO gave her apologies for not attending. The Clerk was asked to write to the PCSO asking if she could attend future Parish Council Meetings to give a verbal report.
- 5.3 There were no further comments or matters raised at this stage in the meeting by the public.

6 CORRESPONDENCE

- 6.1 It was **AGREED** and **RESOLVED** that a grant of £140 should be made to Citizens Advice North Norfolk in response to their letter 17th October 2011.
- 6.2 A letter from NCC Environment, Transport and Development dated 17th October 2011 was noted.
- 6.3 Councillor M Richmond agreed to respond to the PCSO regarding the parking outside St John's School Hoveton stating that the position had not improved and agreeing to meet with the PCSO about the matter.
- 6.4 Councillor Mrs C Williams explained that she had met with Michael Mannings regarding an email dated 18th October 2011 from Michael Mannings regarding the grant to Hoveton and Wroxham First Responders and he was now satisfied over the matter. The Clerk was instructed to write by email to Michael Mannings confirming the position.
- 6.5 A letter from Norman Lamb MP dated 14th October 2011 and received by the Clerk by email on the 27th October 2011 relating to a letter (not seen) from Maurice Grey to Norman Lamb was read out to the meeting in full. A draft letter in response to Norman Lamb MP was considered by the meeting. It was **AGREED** and **RESOLVED** that the letter be sent by the Clerk subject to the correction of one typographical error. Councillor Mrs A Howe was not present during the discussion of this item.
- 6.6 (a) A letter to the Clerk from Steve Blatch Strategic Director at NNDC dated 7th November 2011 was summarised to the meeting. It was **AGREED** and **RESOLVED** that Hoveton Parish Council did wish to meet with Wroxham Parish Council and others in a Planning Issues Forum so as to comment upon Broadland District Council's draft Proposed Site Allocations Development Plan Document. The Clerk was instructed to further the matter and co-ordinate over the agreeing of a date when Councillors could attend.
- (b) The Clerk was asked to contact the Norfolk Parking Partnership asking them to note the need for parking enforcement in Hoveton

7 FINANCIAL MATTERS

- 7.1 It was **AGREED AND RESOLVED** that the following payments be made:
- | | |
|--|--------|
| | £ |
| a) CGM Landscaping September 2011 (Grounds Maintenance) | 77.90 |
| b) Clerks pay and expenses | 594.83 |
| c) Mazars LLP external audit fees | 366.00 |
- 7.2 It was **AGREED** and **RESOLVED** to pay the wages of the litter picker 133.20
- 7.3 The external auditor's certificate and opinion were noted.
- 7.4 The terms of a letter dated 20th October 2011 from Barclays Bank PLC confirming the change of Mandate was noted.
- 7.5 It was **Agreed** and **Resolved** that the revised budget for 2012/2013 be approved and the Clerk, the Chair and two Council members to sign the form directing NNDC to pay Hoveton Parish Council the sum of £42496.00 in respect of the Precept for 2012/2013.
- 7.6 The Council noted and approved the bank reconciliation presented to the meeting dated 7th November 2011 prepared by the Clerk. The meeting also noted that HMRC had now reimbursed £1810.43 in VAT to the Parish Council.
- 7.7 There were no other requests for payment since the Agenda had been printed.

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8. PLANNING

Councillor Mrs J. Newey reported on the following applications and decisions and it was **AGREED** and **RESOLVED** by the Council as stated below :

- 8.1. **Planning Application (NNDC) PF/11/1263** Change of use from B8 (warehouse) to D1 (exhibition hall/museum) Unit 7 Station Road Business Park Horning Road West Hoveton. No objection.
- 8.2. **Planning Application (BA) 2011//0331/FUL** Replace existing garage/playroom with front/side extension at The Moorings Brimbelow Road Hoveton. No objection save that the Broads Authority should be asked to place a condition upon the permission requiring on-site parking spaces.
- 8.3. **Planning Application (NNDC) 2011/1226**. Erection side and rear extensions Casita 20 Church Road Hoveton. No objection.
- 8.4. **Planning Application (BA) 2011/0350/FUL** Proposed dormer extension to dwelling The Wilderness. Meadow Drive Hoveton. No objection.
- 8.5. **Decision Notice (BA) 2011/0223/CU.(Approved)** Change of use amusement arcade Norwich Road Hoveton from D2 Amusement to A3 Restaurant and Café plus A5 Hot Food take away. Noted.
- 8.6. **Decision Notice (NNDC) PF/11/1029 (Approved)** Application for the erection of a conservatory Pretty Corner Marsh Road Hoveton. Noted.
- 8.7. **Decision Notice (BA) 2011//0273/COND. (Approved)** Variation of condition to include a change in fenestration on East elevation, amendment to boardwalk on North Elevation amendment to proposed garage location at Mallards Brimbelow Road Hoveton. Noted.
- 8.8. Councillor Mrs J Newey reported she was waiting to hearing from the Broads Authority regarding progress on investigating the current planning use of The Sandwich Shop Norwich Road Hoveton.
- 8.9. (a) **Decision Notice (Approved) (BA) 2011/0293/FUL**. Extension to existing bungalow, increasing the roof pitch in order to allow two bedrooms in the loft space at Caracol Meadow Drive Hoveton. Noted.
(b) **Decision Notice (Approved) (NNDC) 2011/1226**. Erection side and rear extensions Casita 20 Church Road Hoveton. Noted.
(c) **Planning Application (NNDC) 2011/1335**. Erection single storey rear extensions and Detached garage Sunpatch Church Road Hoveton. No objection.

9. STREET LIGHTING

The Clerk reported that the order to replace the streetlights had now been placed and he was waiting for a response from the contractor.

10. PARISH LOGO

It was **AGREED** and **RESOLVED** that Councillor M Russell will seek costings for different designs for the logo.

11. MISCELLANEOUS

- 11.1 It was **AGREED** and **RESOLVED** that the Council should not participate in "Celebrate Hoveton/Picnic in the Park" event and should concentrate on an event for The Queen's Jubilee.
- 11.2 It was **AGREED** and **Resolved** that the working party set up under item 12 should liaise with The Bridge Magazine. The meeting on 5th December 2011 would consider who shall be responsible for liaison with The Bridge Magazine in the future.
- 11.3 It was confirmed in relation to the proposals by the Boundary Commission that it is proposed that Hoveton will remain in the Electoral District of North Norfolk.
- 11.4 It was **AGREED** and **Resolved** that Councillor M Russell would draft the proposed Standing Orders and Financial Regulations based upon the NALC current standard documentation. They would then be circulated for comment with the intention to have them approved at the meeting on 5th December 2011.
- 11.5 The Clerk was asked to write to the appropriate bus company asking them not to stop outside of The Kings Head public house Hoveton.

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12. GRANARY STAITHE

It was **AGREED** and **RESOLVED** that:

- 12.1** There be set up a working party to progress this matter further the members having considered a written report from Councillor M Richmond.
- 12.2** That the Clerk submit a pre-application planning enquiry for the site to Broads Authority.
- 12.3** That the working party engages with local businesses to see if they have any interest/synergy between them and the Council in relation to this site.
- 12.4** To submit the expression of interest to Norfolk County Council (without making any monetary offer to purchase) before the deadline for submission subject to approval by the Clerk. To arrange for public consultation in January 2012.

13. TREE PLANTING

The Clerk confirmed he had been in contact with Hoveton & Wroxham Lions regarding their offer to plant a tree in the village on the open space at the junction of the Stalham Road and the Horning Road. Hoveton & Wroxham Lions had confirmed they would be in contact with the Clerk over this in the Spring of 2012.

14. MEMBERS MATTERS

- 14.1** There were no further items for inclusion in the Bridge Magazine
- 14.2** The following matters to be discussed at future meetings:
 - (a) Disrepair to a fence outside Roys

The meeting ended at 10.38 pm

**The next meeting of Hoveton Parish Council
Will be held in Hoveton Village Hall
at 7.30pm
Monday 5th December 2011**

Signed Date