

**HOVETON PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting  
held on 14<sup>th</sup> May 2012 at Hoveton Village Hall**

Present: Councillor Mrs C Williams. (Chair of the meeting)  
Councillor Mrs J Newey. (Vice Chair)  
Councillor P.Howe.  
Councillor Mrs A. Howe.  
Councillor M. Russell.  
Councillor M. Richmond.  
Councillor W. Dickson.  
Councillor N. Searle-Jones.

Officer: Clive Gardner–Clerk.

Visitors in Attendance: 3 members of the public

**1. ELECTIONS AND APPOINTMENTS**

- 1.1 Councillor Mrs C Williams was proposed, seconded and elected by a majority of 6 for and 1 against as Chair and she accepted office and signed an appropriate undertaking.
- 1.2 It was **AGREED** and **RESOLVED** that the election of Vice Chair would be adjourned to the meeting on 11<sup>th</sup> June 2012
- 1.3 The Clerk was appointed as Responsible Financial Officer.
- 1.4 It was **AGREED** and **RESOLVED** that the Allocation of Councillors' responsibilities and formation of any new sub-committees or working parties should be adjourned until the meeting on 11<sup>th</sup> June 2012.

**2. MINUTES OF PREVIOUS MEETING**

It was **AGREED** and **RESOLVED** to confirm and for Councillor Mrs C Williams to sign the minutes of the meeting held on 2nd April 2012.

**3. ADDITIONAL MATTERS**

It was **AGREED** and **RESOLVED** that consideration of those relevant matters (if any) contained in paragraphs (iii) to (ix) and (xi) to (xvii) of Paragraph k of Section 2 of Standing Orders be adjourned until the meeting on 11<sup>th</sup> June 2012.

**4. APOLOGIES**

Councillor N. Dixon gave his apologies.

**5. DECLARATIONS OF INTEREST**

The following Declarations of Interest were given none of which were considered prejudicial:

- 5.1 Councillor P.Howe declared an interest in item 10.3.
- 5.2 Councillor M.Russell declared an interest in item 10.8.
- 5.3 Councillor Mrs A.Howe declared an interest in items 10.3 and 7.2.
- 5.4 Councillor N.Searle-Jones declared an interest in item 10.8

**6. QUESTIONS OF THE CLERK BY MEMBERS**

There were no questions of the Clerk.

**7. PUBLIC SPEAKING**

- 7.1 See addendum.
- 7.2 See addendum.

**8. CORRESPONDENCE**

- 8.1 It was **AGREED** and **RESOLVED** to ask the Bridge Magazine to publish details of a letter dated 2<sup>nd</sup> April 2012 regarding Armed Forces Day.
- 8.2 The coffee and Chat event to be held NALC at Beach Rock Café Sea Palling 20<sup>th</sup> June 2012 10am to 12noon was noted.

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- 8.3 It was **AGREED** and **RESOLVED** that the Clerk should attend a free training event to help Town and Parish Clerks to answer questions about County Council services.
- 8.4 It was **AGREED** and **RESOLVED** that the Clerk should write to NCC Highways regarding an email from NCC Highways dated 12<sup>th</sup> April 2012 regarding NCC's Highway Inspector's scheduled routine highway safety inspection in Hoveton pointing out that the water lying on the road (after heavy rainfall) on certain parts of the Hoveton to Horning road A1062 and particularly the water lying in the dip between the junction of Church Road and St John's School needed attention.
- 8.5 The Clerk read out an email from BeWilderwood declining the Council's request that they fund/carry out some renovation works at the junction of Palmers Lane and Horning Road Hoveton.

### 9 FINANCIAL MATTERS

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|-----|--|---------|
| 9.1 | It was <b>AGREED</b> and <b>RESOLVED</b> that the following payments be made:  | £       |
|     | a) Clerks pay and expenses (subject to deduction of tax and NIC's)   | 655.34  |
|     | b) To pay <b>O.A. Chapman</b> being the cost of a valuation of Granary Staithe.  | 360.00  |
|     | c) <b>Thinking Rural</b> being the amount of their charges for PAYE and NIC.   | 892.32  |
|     | d) <b>TT Jones Electrical Limited</b> quarterly account.   | 536.10  |
| 9.2 | It was <b>AGREED</b> and <b>RESOLVED</b> to pay the wages of the litter picker (subject to deduction of tax and NIC's).  | 199.80. |
| 9.3 | The Clerk placed before Councillors a copy of the Parish Council's accounts for the year 2011/2012, a letter signed by Gillian Sharpe (Internal Auditor) dated 12 <sup>th</sup> April 2012 together with the Annual Return form to be submitted to the External Auditors Mazars LLP. The Clerk gave Councillors an explanation of the documents and in particular went through and explained the provisions of Section 2 -The Annual Governance Statement of the Annual Return which he pointed out was a statement by the Council addressed to the External Auditors and others. The Clerk pointed out that Councillors needed to be particularly satisfied that such statements in Section 2 were correct. It was <b>AGREED</b> and <b>RESOLVED</b> that the Annual Return form and the Parish Council's accounts be signed by the Chair and the Clerk (as Responsible Finance Officer) appropriately. |         |
| 9.4 | It was noted that the Clerk now has online access to the Council's bank accounts.  |         |
| 9.5 | A donation of £75.00 from Norfolk Farmers Lodge No 8393 regarding Granary Staithe was noted. Councillor M. Richmond undertook to write to Norfolk Farmers Lodge No 8393 to thank them for their generosity .   |         |
| 9.6 | It was noted that the Clerk was now a member of the Society of Local Clerks.   |         |
| 9.7 | The receipt of the first instalment of the annual Precept in the sum of £21248.00 was noted.   |         |
| 9.8 | The Council considered a paper prepared by the Clerk regarding 3 quotations for Parish Council Insurance for 2012/2013. It was <b>AGREED</b> and <b>RESOLVED</b> that the quotation from Zurich Municipal be accepted for the period 2012/2013 with an inclusive premium of £1572.89 and it was <b>AGREED</b> and <b>RESOLVED</b> that the payment of £1572.89 be authorised for payment.  |         |
| 9.9 | It was <b>AGREED</b> and <b>RESOLVED</b> that a payment of £60 be made to Gillian Sharpe being the cost of her fees for undertaking the Internal Audit.  |         |

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**10. PLANNING**

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

- 10.1. Planning Decision (Approval) (NNDC) A1/12/0153.** Unit 2a Station Road Business Park Station Road West Hoveton. Display of Illuminated sign was noted.
- 10.2. Planning Application (BA) 2012/0083/FUL.** Proposal to bring 10 Greengates back into use as a residential dwelling and associated renovation and associated refurbishments works was approved.
- 10.3. Planning Application (BA) 2012/0038/FUL.** Amendments to planning conditions included in permission BA/2005/1568/PF along with improvements to existing maintenance base, establishment of a new community education project including two classrooms and new compound to front of site at BeWilderwood Horning Road Hoveton was approved.
- 10.4. Planning Decision (Approval) (BA) 2011/0413/FUL** Proposed replacement dwelling and garage Beechcroft, Meadow Drive, Hoveton Norwich was noted.
- 10.5. Planning Application (NNDC) PO/12/0350** Demolition and erection of 17 apartments with car parking below Broads Hotel Station Road Hoveton. The Parking Statement was considered and approved. The draft Planning Obligations Statement was considered and Councillor Mrs J Newey agreed to investigate if the play area contribution could be made towards providing such facilities at Riverside Park. Councillor Mrs A. Howe agreed she would investigate why no affordable housing provision was required.
- 10.6 Planning Decision (Approved) (BA) 2012/0080/FUL.** Realignment and replacement of quay heading (retrospective) Barnes Brinkcraft Limited Riverside Road, Hoveton was noted.
- 10.7 Planning Decision Approval (NNDC) PF/12/0334** Variation of condition 2 planning application 11/1335 to permit erection of length of rear extension and revised door/window arrangement. Sunpatch 22 Church Road Hoveton was noted.
- 10.8 Planning Application (NNDC) PF/12/0515** Conversion of single storey dwelling to three self-contained supported living units and erection of outbuilding to provide offices/storage and formation of vehicular access the Gables Church Road Hoveton. This was approved although the Council asked that the Clerk bring to the attention of NNDC their view that risk assessments should be required due to the proximity of the development to St John's School.
- 10.9** A letter dated 3rd May 2012 and plan from NCC requesting comments and observations regarding proposals (in relation to shared footway/cycleway and amendment to existing speed restrictions) for the Stalham Road roundabout in conjunction with the related development was discussed and there were no comments.
- 10.10** There were no other planning matters received since 4th May 2012 which had not been discussed above.

**11. NORTHERN DISTRIBUTOR ROAD**

It was **AGREED** and **RESOLVED** that this matter to be adjourned to the meeting on 11<sup>th</sup> June 2012

**12. QUEEN'S JUBILEE**

Councillor M. Russell reported that the following events will take place:

**Sunday 3<sup>rd</sup> June 2012:**

- Around 14 stalls in precinct.
- Face painting.
- Information stands on Staithe.
- Scouts may be giving demonstrations.

**Monday 4<sup>th</sup> June 2012:**

- Approximately 14 boats will progress from Wroxham Broad to the viaduct moorings starting 11am.
- BA launch to be in/lead procession.
- BBQ in Riverside Park to follow procession. Food will not be sold but contributions will be invited.

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## Finances

Available	£1,200.00
Running Total	<u>£911.00</u>
Surplus/(shortfall)	<u><u>£289.00</u></u>

<u>Item</u>	<u>Day</u>	<u>Lead</u>	<u>Estimate</u>	<u>Notes</u>
Clown	Sun	Lions	£300.00	In the precinct
Face painter	Sun	Lions	£105.00	In the precinct
Band	Sun	Lions	£100.00	To play on the Staithe
Helium for balloons	Sun	Lions	£46.00	
St John's Ambulance	Both	Lions	£160.00	
Disco	Mon	Rotary	£100.00	Rough estimate only
BBQ Food	Mon	Rotary	£100.00	May be self-funding

Councillor Russell confirmed:

There would be an emergency station in the Lions shop.  
Lions will provide presence on Staithe during its use by them.  
Lions have produced risk assessment.  
Lions have child protection policy already in place

## 13. GRANARY STAITHE

- 13.1** Councillor M Richmond reported on the various grants that had been indicated as available from various parties. Some of these were conditional. He also reported upon the discussions that had taken place with various interested parties over the purchase of Granary Staithe.
- 13.2** It was **AGREED** and **RESOLVED** that (a) Councillor M. Richmond would approach NPS for more time to submit our bid (b) The working group would explore further negotiations with other interested parties in order to bring such negotiations to a conclusion whether positive or not (c) The working group would draft a bid for consideration (d) Councillor Mrs C Williams would activate a plan to raise funds locally.
- 13.3** It was **AGREED** and **RESOLVED** that the Supporting Information Form for the grant application to Norfolk Community Foundation be signed.
- 13.4** A proposal to designate Granary Staithe as a Community Green Spaces under the Localism Act 2011 was adjourned.

## 14. MISCELLANEOUS ITEMS

- 14.1** A letter from NNDC dated 25th April 2012 regarding the cost of litter bin emptying for 2012/2013 and the payment of **£3132.36.00 ( inclusive of VAT)** being the annual fee requested was discussed. It was **AGREED** and **RESOLVED** that the Clerk would write to N Baker Director NNDC requesting that such charges be kept at the same level as last year pending a review of the provision of litter bins in Hoveton. Councillor Mrs C Williams and Councillor Mrs A. Howe agreed they would undertake such a review in conjunction with NNDC.
- 14.2** It was **AGREED** and **RESOLVED** that the review of the role of Litterpicker be adjourned until the meeting on 11<sup>th</sup> June 2012.
- 14.3** In respect to the refurbishment of the Village Sign it was noted that a grant of £200.00 had been offered and that an estimate of the cost of refurbishment of £195.00 had been received. It was **AGREED** and **RESOLVED** that the grant be obtained and the work be proceeded with. There was to be a plaque on the sign to commemorate the mother and wife of the grant donor on the sign.

**15. MEMBERS MATTERS**

**15.1** No items for inclusion in the Bridge Magazine were needed other than those already discussed

**15.2** There were no other matters for consideration at future meetings except as stated above

The meeting ended at 10.15 pm

**The next an additional meeting of Hoveton Parish Council  
will held in the Jubilee Room Hoveton Village Hall  
at 7.30pm  
Monday 28<sup>th</sup> May 2012**

**There will be a meeting of Hoveton Parish Council  
held in Jubilee Room Hoveton Village Hall at 7.30pm on 11<sup>th</sup> June 2012.**

Signed ..... Date .....

**HOVETON PARISH COUNCIL**

Addendum

**7. PUBLIC SPEAKING**

- 7.1** The PCSO Laura Bennett gave her apologies for not attending the meeting and the Clerk read her report to the meeting.
- 7.2** Members of the public explained certain neighbourhood concerns. The Chair undertook to look into the matter and to get back to members of the public to assist further if she could.

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