

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 6th August 2012 at Hoveton Village Hall

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

Officer: Clive Gardner—Clerk.

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

1. APOLOGIES RESIGNATIONS AND ELECTIONS

1.1 There were no apologies.

1.2 The resignation of Councillor Bill Dickson was noted and accepted.

1.3 Councillor M. Russell was elected as vice chair.

1.4 It was **AGREED** and **RESOLVED** that Councillor M. Russell be part of the Granary Staithe Working Party.

2. DECLARATIONS OF INTEREST

Councillor P. Howe and Councillor Mrs A. Howe declared an interest in item 8.6.2.

3. 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 July 2012.

4. QUESTIONS OF THE CLERK BY MEMBERS

There were no questions of the Clerk.

5. PUBLIC SPEAKING

5.1 See addendum.

5.2 See addendum.

5.3 See addendum.

6. CORRESPONDENCE

6.1 A letter from D.J.Easom requesting information regarding War Memorials within the parish was Noted. It was reported that all War Memorials were situated within churches. Councillor M. Richmond undertook to complete the questionnaire and return it.

6.2 Emails regarding the pet shop sign were considered. Councillor Mrs J. Newey confirmed that enquiries had been put in hand with BA as to whether the sign needed planning permission and if so whether appropriate planning permission had been given.

6.3 An email from NNDC dated 16th July 2012 regarding house numbering was noted.

6.4 An email from NALC regarding Pride in Norfolk was noted.

6.5 Councillor P Howe undertook to complete the BA Parish Council Consultation Survey and to circulate to members for approval at the next meeting.

6.6.1 It was **AGREED** and **RESOLVED** that a poster advertising a proposed Village Tour by N Lamb MP be put up on the Parish Council Notice Board.

6.6.2 It was **AGREED** and **RESOLVED** that the Clerk write to Cromer Town Council in response to their letter supporting their appeal to the Ambulance Trust objecting to a reduction in services in Norfolk.

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7. FINANCIAL MATTERS

- 7.1 It was **AGREED** and **RESOLVED** as follows:
- a) To pay the Clerk pay and expenses for the period July 2012 comprising pay **£327.81** mileage **£2.75**, postages **£11.68**, Stationary **£7.98**, Payment of pay to be made less any tax and national insurance contributions. Total payment **£350.22**
 - b) To pay **Thinking Rural** being the amount of their charges for PAYE and NIC for April 2012 in the sum of **£510.82**
 - c) To pay the Litterpicker pay for the period July 2012. Payment of pay to be made less any tax and national insurance contributions. **£199.80**
- 7.2
- 7.2.1 To pay Keith E.R Buck for work undertaken **£350.00**
 - 7.2.2 To pay the invoice of NNDC for the emptying of dog litter bins for 2012/2013 **£529.62**
 - 7.2.3 The invoice from Traffic Watch for the road survey was approved. The Council preferred that no payment be made until the survey was completed. The Clerk was authorised to pay the invoice on such terms as he could negotiate. **£330.00**
- 7.3 The Bank Reconciliation dated 13th July 2012 was noted.
- 7.4 The Direct Debit payment to Eon in the sum of **£ 268.98** including VAT was noted.

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 (BA) 2012/0083/FUL**. Proposal to bring No 10 Greengates Hoveton back into use as a residential dwelling and associated renovation and refurbishment works together with **(BA) 2012/0084/LBC** renovation of building but basic structure and layout to remain the same. Roof to be re-thatched. No objection.
- 8.2 **Planning Application (NNDC) PF/12/0739** Erection of sectional garage 81 Stalham Road Hoveton. No objection.
- 8.3 **Planning Application (NNDC) PF/12/0746** Erection of front Porch 130 Stalham Road Hoveton. No objection.
- 8.4 **Planning Decision (Approved) (BA) 2012/0166/FUL** Erection of Photovoltaic Modules Rivermead. Marsh Road Hoveton. Noted.
- 8.5 **Planning Decision (Approved) (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. Noted.
- 8.6 Planning matters received since 23rd July 2012:
 - 8.6.1 **Planning Decision (Approved) PP/Y/1/2012/1006** Broadland High School, Tunstead Road, Hoveton, Norwich, NR12 8QN. Installation of a Heating/Ventilation/Air Conditioning Unit (HVAC) with 3m high security fencing to the eastern elevation of the existing swimming pool building. Creation of a temporary construction access from the rear of the Stalham Road youth and community centre. Noted.
 - 8.6.2 **Planning Application (BA) 2012/0227/FUL**. Erection of two masts for wind monitoring one to be situated in the front car park and one in rear maintenance compound BeWilderwood Horning Road Hoveton. No Objection.

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Chair: Mrs Carolyn Williams
Crabbetts, Horning Road,
Hoveton.
NR12 8JW
01692 630367

9. LITTER

Councillor Mrs A. Howe reported upon her meeting with the Litterpicker. She confirmed that he works early in the mornings in the areas required. The Litterpicker requested he be provided with a trolley and shovel and Councillor Mrs A. Howe said she would look into this in due course. It was recommended that his employment continue. This recommendation was accepted by the Council. Councillor Mrs A. Howe agreed that when she had time she would accompany the Litterpicker on one of his round. Councillor Mrs A Howe confirmed that as and when time permitted she would undertake the survey of litter bins.

10. STREET LIGHTING

The Council considered the two further estimates received from Amey LG which followed up on the tender exercise held in 2012. It was considered that provided the works were invoiced to the Council after April 2013 then there would be sufficient funds to undertake the replacement of all remaining 35 lamp posts at a cost of £31,017.35 plus VAT. It was **AGREED** and **RESOLVED** that the Clerk was to negotiate with Amey LG as to how this could be achieved and if the above instructions could be agreed with Amey LG then the Clerk was authorised to proceed on that basis and to enter into an agreement between Amey LG and the Council to proceed with the work at that price.

11. GRANARY STAITHE

It was AGREED and RESOLVED under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public on the basis that the discussion may involve sensitive business matters.

11.1 Councillor M. Richmond updated the meeting.

11.2 It was reported that there had been collected to date £8009.50 together with other pledges.

11.3 A draft of the proposed offer to purchase was presented to the meeting. The Chair proposed that of the three options in the paper presented to the meeting there would be an initial vote to decide which option was preferred and if necessary a second vote would be made on any two remaining options to agree the option to go forward. No other proposals as to a method of selection was proposed and this method was **AGREED** and **RESOLVED**.

There was considerable debate about the options to be selected. It became apparent that there were financial details relating to the bid that the Clerk/Responsible Finance Officer was not aware of.

The Clerk made it entirely clear in respect in respect of three matters (two paragraphs (b) and (c) below had already been advised in writing prior to the meeting) as follows:

(a) It was not helpful for the Clerk/RFO not to be aware of matters relating to financial matters until these were revealed accidentally at a meeting;

(b) The Clerk advised against making a monetary offer that was not justifiable by valuation advice;

(c) That any monetary offer ought to be supported by unconditional funds being available.

The Clerk added as a piece of information that if the Council wished to pursue a course other than advised he would be unable to continue as Clerk/RFO. The matter was decided by a vote and it was **AGREED** and **RESOLVED** that subject to small consequential amendments the bid be submitted making an offer in the form presented in the paper to the meeting adopting option1 proposing the Council purchase for no consideration or if not at no consideration a payment of £30,000.00.

11.4 Councillor M. Richmond explained that he would finalise the offer to purchase document and would ask a Councillor to submit the same whilst he was away on leave.

12. CLERKS APPRAISAL AND PAY REVIEW

It was **AGREED** and **RESOLVED** under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public on the basis that the discussion may involve sensitive employment matters.

The Clerk's appraisal and his pay for the period from 1st July 2012 was considered it was **AGREED** and **RESOLVED** that the forms presented to the meeting for completion on the appraisal be approved and that

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Councillor Mrs C. Williams, Councillor M. Richmond and the Clerk to meet on 23rd August 2012 to conduct the appraisal.

13. MISCELANEOUS

13.1 Councillor Mrs C. Williams confirmed the work to the Village sign had been completed and the cost of the work had been paid for by Mervyn Watson a parishioner.

13.2 The matter relating to the Traffic Count was dealt with under item 7.2.3.

13.3 It was **AGREED** and **RESOLVED** road naming of the roads on the Stalham Road Hoveton Development had been determined by Councillor P. Howe and Councillor N. Searle-Jones. Councillor P. Howe agreed to pass the information onto the Clerk who would respond to NNDC.

13.4 It was confirmed that the clearing of vegetation on Tunstead Road/Summer Drive footpath had been undertaken.

13.5 It was **AGREED** and **RESOLVED** that an entry into the Christmas Tree Festival be made. Councillor Mrs C. Williams undertook to arrange this.

13.6 It was agreed that Councillor M. Russell will undertake the display of notices on the Precinct notice board.

13. MEMBERS MATTERS

13.1 There were no items for inclusion in the Bridge Magazine other than those already discussed.

13.2 There were no items for consideration at future meetings other than those already discussed.

The meeting ended at 10.00 pm

**The next meeting of Hoveton Parish Council
Will be held in the Jubilee Room Hoveton Village Hall
at 7.30pm Monday 3rd September 2012**

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

Addendum

5. PUBLIC SPEAKING

- 5.1 Councillor N Dixon mentioned that he did not think he had heard in response to the inspection by the Parish Council of the buildings on Station Road to the work carried out by the Orchid Group. Councillor Mrs C. Williams said she would forward the correspondence to him. Councillor Mrs J Newey asked what stage the purchase of RAF Coltishall by NCC had reached. Councillor N Dixon said he thought completion might be expected in August/September 2012. He did not know whether exchange of agreements had taken place.
- 5.2 The PCSO Laura Bennett gave her apologies for not attending the meeting and her report was read to the meeting.
- 5.3 There were no questions from the public.

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