

HOVETON PARISH COUNCIL

1067

Minutes of the Parish Council Meeting held on 15th August 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 A Nicholson.
Councillor M Poulton.
Councillor M Russell.

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)

The Chair thanked everyone for attending.

1 APOLOGIES

Apologies were received and accepted from Councillor A Petch.

2 CO-OPTION

Martin Richmond was unable to attend the meeting.

3 DECLARATIONS OF INTEREST

There were declarations of interest as follows:

3.1 Councillor M Russell declared an interest in relation to item 6.6 because of his residence on Church Road Hoveton and withdrew from the meeting to speak as a member of the public.

3.2 Councillor Mrs A. Howe and Councillor P.Howe declared interests in relation to items 9.1 and 9.2 Because of their business interests at Bewilderwood Hoveton.

3.3 Councillor M Poulton declared an interest in relation to item 6.4.

4 MINUTES OF PREVIOUS MEETING

It was **AGREED AND RESOLVED** to confirm the minutes of the meetings of:

4.1 18th July 2011.

4.2 10th August 2011.

Councillor C Williams signed copies of the minutes.

5. PUBLIC SPEAKING

5.1 Cllr Dixon (NCC and NNDC) reported:

(a) Residents had been consulted over parking restrictions on Church Road Hoveton. The Parish Council are to be consulted over the proposal.

(b) The concerns expressed by a resident over the sale of 10 Littlewood Lane had been discussed with the resident. Victory Housing Trust had reported that there was no restriction on resale affecting the property and to impose such a restriction was not appropriate. Victory Housing Trust as a Charity was obliged to seek the best price possible for the sale of the property. Victory Housing Trust intended to use the proceeds of sale to construct a further dwelling which would be more energy efficient and fit for purpose.

5.2 There was an email report from Stalham SNT which was read by Councillors. The PCSO gave her apologies for not attending.

5.3 Councillor M Russell (in his capacity as a member of the public) expressed the view that the parking proposals for Church Road were inadequate. The problem was vehicles parking along the road forcing travelling vehicles onto the pavement. His view was a prohibition upon parking along Church Road was the solution as there was adequate parking elsewhere in Hoveton.

Intials..... Date.....

HOVETON PARISH COUNCIL

1068

6 CORRESPONDENCE

- 6.1 Councillor Mrs C Williams and Councillor Mrs J Newey agreed they would attend Planning Parish Forum on Wednesday 28th September 2011 at Dragonfly House Norwich. The Clerk was instructed to respond to the Broads Authority booking two places for them.
- 6.2 It was **Agreed and Resolved** to renew the Norfolk RCC annual subscription and a payment of £25 was agreed.
- 6.3 The Correspondence regarding parking at frontage of St John's School Hoveton was noted.
- 6.4 The letter from Wroxham and Hoveton Community First Responders was noted. The Council instructed the Clerk to write to them requesting further information before the matter could be considered further.
- 6.5 The correspondence relating to Nominations for North Norfolk Community Heroes promoted by Victory Housing Trust was noted. Any nominations to be notified to the Clerk.
- 6.6 The matter relating to parking restrictions on Church Road was not discussed further and the Council are to await consultation from NCC.
- 6.7 The correspondence with Judith Ford regarding the use of Riverside Park by vessel "Liana" was noted.
- 6.8 (a) The letter and documents from NNDC regarding the review of Polling Places and Polling Districts was noted but no action was necessary.
- (b) A letter from Hayes and Storrs Solicitors and Notaries dated 10th August 2011 had already been circulated to Councillors. The letter complained that a statement made in the minutes of a meeting dates 20th June 2011 item 13 was incorrect and asking for this to be removed from public display. It was confirmed that this had been removed from public display and the Clerk was to write to Hayes and Storrs appropriately. It was acknowledged by Councillor Mrs J Newey that Mr M Grey had an A5 approved use for the food kiosk, but as she had been present at the Broads Authority planning meeting when the permission had been granted when Mr Grey was interviewed by the Planning Committee he only talked about hot donuts. No other hot food had been mentioned. Councillor Mrs J Newey contacted the Broads Authority to make sure that hot meals were also included in the Planning Permission.

7 FINANCIAL MATTERS

- 7.1 It was **AGREED AND RESOLVED** that the following payments be made:
- | | £ |
|----------------------------------------------------|--------|
| a) CGM Landscaping June 2011 (Grounds Maintenance) | 77.90 |
| b) Clerks pay and expenses | 430.65 |
- 7.2 It was **AGREED AND RESOLVED** to pay the wages of the litter picker 170.82
- 7.3 It was **AGREED AND RESOLVED** to pay the invoices of TT Jones Electrical Limited as follows:
- | | |
|------------------|---------|
| (a) Invoice 7743 | 783.16 |
| (b) Invoice 7942 | 1181.27 |
- 7.4 Subject to the production of appropriate invoices the expenses incurred in relation to Celebrate Hoveton event were **Agreed and Resolved** to be paid in the sum of: 582.40
- 7.5 It was **Agreed and Resolved** that the draft budget for 2012/2013 be considered and discussed on 29th September 2011 and to be adopted on the 3rd October 2011. All suggested budget items to be notified to the Clerk by 31st August 2011.
- 7.6 It was **AGREED AND RESOLVED** that Invoice number 7874 of TT Jones Electrical Limited be paid in the sum of: 1,581.54
- 7.7 The Clerk confirmed that Hoveton Parish Council had now registered with HMRC under the PAYE scheme and he would progress this matter further.

Initials Date

HOVETON PARISH COUNCIL

8. CELEBRATE HOVETON

Cllr Nicholson reported that the event was successful. He presented a written report to the Council. It was agreed and resolved that the proposals for any similar event for 2012 should be considered at the meeting in September 2011. Councillor A. Nicholson to have discussions with Broads Authority in advance of the meeting in September 2011 about the possible format for the event in 2012.

9. PLANNING

Cllr Mrs Newey reported on the following applications and decisions:

- 9.1. **Planning Application (BA) 2011/0234/FUL** Amendments to planning conditions to Planning Permission (BA) 2005/1568/PF along with retention of and improvements to existing maintenance base and the establishment of a new community education project including two mobile classrooms Bewilderwood Horning Road Hoveton. It was **Agreed and Resolved** that Councillor Mrs J Newey would seek an onsite meeting with the Broads Authority.
- 9.2. **Planning Application (BA) 2011/0044/FUL** Application for works to trees within a Conservation Area at Bewilderwood Horning Road Hoveton. It was noted that Councillor Mrs J Newey had notified the Broads Authority under her delegated powers that the Council had no objection to this application.
- 9.3. (a) **Decision Notice (NNDC) PF/11/0728 (APPROVED)** Grange Farm Long Lane Hoveton Norwich NR12 8RP. Erection of two storey extension was noted.
- (b) **Decision notices PF/11/0360, PF/11/0740 and PF/11/0761 (APPROVED)** received since 8th August 2011 were noted.

10. ADMINISTRATIVE PROPOSALS

It was agreed **Agreed and Resolved** that the following documents be reviewed or created for adoption by the Council so that they are available for inspection and reference by Councillors, Clerk and the Council's Internal Auditor:

- 10.1 Standing Orders
- 10.2 Financial Regulations
- 10.3 Financial Risk Assessment
- 10.4 Complaints Procedure
- 10.5 Code of Conduct
- 10.6 Training Plan/Policy
- 10.7 Model Publication Scheme
- 10.8 Asset Register
- 10.10 Councillor Register of Interests
- 10.11 Councillor Attendance Register

11. STREET LIGHTING

Councillor Mrs C Williams informed the meeting that she had now contacted 3 contractors regarding tenders for the work of replacement of lamp posts. She reported that she had been in contact with Martin Wegg at NCC and it was hoped to accept an offer by him to meet to review the tenders and the project as the Clerk had been unable to identify an expert who could advise further on the matter. A full proposal on the matter together with a revised budget (a draft of which was presented to the meeting) would be brought back to the Council for agreement and resolution.

12. PARISH COMPUTER AND OTHER ITEMS

12.1 Councillor M Russell reported that the expected cost of the website hosting was £2.99 plus VAT per month with the first 3 months free. The domain name to cost approximately £4.00 plus VAT every two years. Payments could not be arranged as a direct payment from the Council because of the difficulties of setting up a direct debit over the internet. It was **Agreed and Resolved** after taking advice from NALC that the payment could be made by Councillor M Russell and reimbursed by the Council to him. This was on the basis that Councillor M Russell would not profit from the arrangement. It was **Agreed and Resolved** to proceed on this basis and that Councillor A Nicholson would assist and act as stand in for Councillor M Russell where necessary.

12.2 It was **Agreed and Resolved** that an Epsom printer would be provided and purchased for use by the Clerk on Council business at a cost of £80. It was to be provided by Broadland Computers without further quotations being obtained on the basis that this was a competitive price and because of the personal nature of the work being provided to the Clerk.

Initials Date

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

12.3 The Parish logo was further considered but not decided upon further investigations are to be made in this respect.

13. PROPERTIES ON STATION ROAD HOVETON

Councillor Mrs J Newey reported upon this meeting which took place on 25th July 2011. The meeting was to discuss the poor state of the buildings on Station Road Hoveton. Also present were N Lamb M.P., N Dixon District Councillor, S Blatch Planning NNDC, Dr J Packman CEO Broads Authority, C Smith Broads Authority Head of Development, Rita Massingham and Councillor P Howe. The buildings were viewed and their condition noted. S Blatch stated that the buildings were not in such a condition as would justify NNDC taking legal action forcing remediation of their condition. The view was expressed that more liaison between NNDC and the Broads Authority would be appropriate. N Lamb M.P. dictated letters to the owners of the buildings in the hope that a resolution of the position could be achieved.

14. 10 LITTLEWOOD LANE

It was Agreed and Resolved and no further action to be taken.

15. HEALTH OPPORTUNITIES EVENT 20 July 2011

Councillor M Russell reported that he attended this event. Although the event was attended by a number of Parish Council representatives it had limited relevance to Parish Councils. It centred upon assisting upon setting up initiatives in the community.

16. MEMBERS MATTERS

Two matter were mentioned by Councillor Mrs J Newey which will included on the agenda for the meeting on 5th September 2011.

The meeting ended at 10 pm

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

Signed Date