

# **HOVETON PARISH COUNCIL**

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## **Minutes of the Parish Council Meeting held on 18th July 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: 4 Residents (Not all present throughout the meeting)  
Councillor N Dixon (District and County Councillor)

The Chair thanked everyone for attending. Councillor M Poulton was absent from the meeting on Unavoidable business from 9.00 p.m. and returned at 9.15pm.

### **1 APOLOGIES**

Apologies were received and accepted from Councillor A Petch.

### **2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3 MINUTES OF PREVIOUS MEETING**

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

- 3.1 20<sup>th</sup> June 2011, after deleting the words “Lions Club” in item 7. The Chair then signed the file copy.
- 3.2 28<sup>th</sup> March 2011. The Chair of the Human Resources Committee (Councillor M Poulton) then signed the file copy.

### **4 PUBLIC SPEAKING**

4.1 Cllr Dixon (NCC and NNDC) reported:

(a) In relation to the planning application referred to at item 8.3 the Council did not have to submit responses by 21<sup>st</sup> July 2011 and these were needed by 19<sup>th</sup> August 2011.

(b) The problem with vehicles mounting the kerb in Church Road was being progressed by the Highways Surveyor. Residents were to be consulted.

(c) The concerns expressed by a resident over the sale of 10 Littlewood Lane had been discussed with the resident. The matter raised wider concerns over the sale of properties by Victory Housing Trust which was to be progressed further.

(d) There was to be a meeting with Norman Lamb MP regarding the condition the buildings on Station Road on 25<sup>th</sup> July 2011.

(e) The litter bin on the bridge between Hoveton and Wroxham had been removed by Highways. Councillor Mrs C Williams expressed her thanks for this having been completed.

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

4.3 No matters were raised by members of the public.

### **5 CORRESPONDENCE**

5.1 No actions to be taken regarding the nomination of Officers and resolution for debate of the Norfolk Association of Local Councils AGM 2011 Saturday 1<sup>st</sup> October 2011.

5.2 Councillor Mrs C Williams confirmed that the matter relating to the depositing of rubbish at Crabbetts Marsh had been referred to Horning Parish Council. It was agreed to email Ivan Sharp confirming that HPC relinquished responsibility for Crabbetts Marsh as from November 1981.

5.3 Regarding the Norfolk County Council circular Councillor Mrs C Williams asked Councillors to think about how Hoveton could celebrate the Diamond Jubilee celebrations in 2012 so that this matter could be considered further in the future.

5.4 The position set out in the letter from Chris Moffatt regarding houseboat Heather was noted.

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- 5.5 The position regarding the EfW Incinerator Kings Lynn was noted.
- 5.6 The letter from Norfolk Playing Fields Association regarding membership was noted.
- 5.7 It was agreed that the Clerk would progress the position regarding the NNDC mapping service.
- 5.8 The Green Build 2011 event at Felbrigg Hall Norfolk 10-11 September 2011 was noted.
- 5.9 Councillor C Williams reported on a complaint by the Broads Angling Strategy Group regarding mooring of Broads Authority boat Liana at Riverside Park using 3 angling places. It was resolved that Councillor C Williams would speak informally to the Broads Authority about this.
- 5.10 It was agreed that Councillor Mrs J Newey would attend the meeting regarding the condition of Station Road properties 2 p.m. 25<sup>th</sup> July on behalf of the Council.
- 5.11 It was **AGREED and RESOLVED** that the mandate forms returned by Barclays Bank PLC be further completed and signed and returned to the bank.

## 6 FINANCIAL MATTERS

6.1 It was **AGREED AND RESOLVED** that the following payments be made:

a) <b>CGM Landscaping</b> June 2011 (Grounds Maintenance)	£ 77.90
b) Renewal of annual subscription <b>Norfolk Association of Local Councils</b> 2011/2012	£ 273.37
c) A payment to <b>Gillian Sharpe</b>	£ 696.36
d) The payment to <b>Norfolk Association of Local Councils</b> for Norfolk Link Annual Subscription be paid for 6 sets for	£ 30.00

- 6.2 It was **AGREED AND RESOLVED** to pay the wages of the litter picker in the sum of £131.40 less any tax and National Insurance Contributions that might be due.
- 6.3 It was **AGREED AND RESOLVED** to pay Councillor Mrs J Newey the sum of £25.00 in respect of expenses incurred for the year 2010.
- 6.4 It was **AGREED AND RESOLVED** to pay Hoveton Village Hall the sum of £56.25 in respect of the hire of the Jubilee Room on April 18<sup>th</sup> May 16<sup>th</sup> and 18<sup>th</sup> and June 20<sup>th</sup>.
- 6.5 The Clerk confirmed that Hoveton Parish Council had now registered with HMRC under the PAYE scheme and he would progress this matter further.
- 6.6 It was **AGREED AND RESOLVED** to defer the review of the appointment of the internal auditor for 2011/12 until a further meeting.
- 6.7.No action was taken in respect of this item.

## 7. CELEBRATE HOVETON

Cllr Nicholson reported that:-

Matters were progressing well.

Stall holders had confirmed they had event insurance except the Veteran Boats Association.

Korky's the caterers would be attending.

Flyers for the event had been printed and distributed.

A logo for the event was distributed for observations.

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There would be an appearance on Radio Norfolk to advertise the event on the 20th July 2011.  
There would be a boat trail.  
There would be a fairground organ.  
There would a raffle for tickets for Bewilderwood.  
Councillor Mrs C Williams thanked Councillor A Nicholson for all his work over this event.

## 8. PLANNING

Cllr Mrs Newey reported on the following applications and decisions:

- 8.1 **Notice of Decision: (NNDC) PF/11/0439** Erection of conservatory 6, Three Acre Close Hoveton Norfolk. Approved.
- 8.2 **Notice of Decision: (NNDC) PF/11/0589** 9 Grange Close, Hoveton. Erection of covered swimming pool. Approved.
- 8.3 **Planning Application (NNDC) PF/11/0762** Erection of 120 dwellings, new vehicular access and creation of open space land off Stalham Road Hoveton. It was agreed that this matter be deferred for public consultation on 10<sup>th</sup> August 2011 and a further Council Planning Meeting to be held at The Jubilee Room Hoveton Village Hall.
- 8.4 **Planning Application (NNDC) PF/11/0739** Erection of two storey side extension and single storey front extension 12 Grange Close Hoveton NR12 8EA. This was dealt with at the meeting on 20<sup>th</sup> June 2011
- 8.5. **Planning Application (NNDC) PF/11/0761** Conversion and extension of garage to provide self contained flat at Donnybrook Horning Road West, Hoveton, NR12 8QH. It was **Agreed and Resolved** not to object to this application.
- 8.6. **Planning Application (NNDC) PF/11/0755** Two Saints Barn Tunstead Road Hoveton NR12 8QT. Change of Use of land from agricultural to residential curtilage and erection of four bay garage with storage in roof space. It was **Agreed and Resolved** not to object to this application.
- 8.7. **Planning Application (BA) 2011/0181/FUL** Plot 2 B AND 3 Brimbelow Road Hoveton. Proposed Boat shed and replacement quay heading. It was **Agreed and Resolved** not to object to this application
- 8.8 **Planning Application (BA) 2011/0203/FUL** Change of Use from tanning salon (D2) TO Hair and Beauty salon The Bridge Norwich Road Hoveton Norwich. Councillor Mrs J Newey has responded to this not to object to this application under delegated powers.
- 8.9. **Planning Application (BA) 2011/0191/FUL** Retrospective application for the erection of stair to existing flat roof. Cobwebs, Beech Road, Wroxham Norfolk maintenance. Councillor Mrs J Newey has responded to this not to object to the application under delegated powers.
- 8.10. Notification of any Planning matters received **since 11<sup>th</sup> July 2011** :
  - (a) Applications **(BA) 2010/0279/FUL and (BA) 2010/0280/FUL** to stabilise the structure and renovate the interior and restore the division between two properties and offer it for let were withdrawn.
  - (b) The terms of a letter from the Broads Authority dated 14<sup>th</sup> July 2011 relating to land at Granary Wharf regarding the use of a kiosk thereon was noted.

## 9. ADMINISTRATIVE PROPOSALS

- 9.1 It was agreed **Agreed and Resolved** that all manuscript minutes should be deposited with the Norfolk County Records Office and all typed minutes should remain at the Village Hall. Councillor Mrs C Williams confirmed she would make the appropriate arrangements in this respect.

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- 9.2 All Councillors present confirmed they had no objection to and consented to their telephone numbers and addresses being publicized. Councillor Mrs C Williams confirmed that she would seek a similar confirmation from Councillor A Petch.
- 9.3 It was **Agreed and Resolved** that effective from 5<sup>th</sup> September 2011 Parish Council meetings will take place on the first Monday of every month.
- 9.4 It was Agreed and Resolved that the responsibilities below would be assumed by the Councillors named:
- 9.4.1 Planning: Councillor Mrs J Newey
  - 9.4.2 Litter: Councillor Mrs A. Howe
  - 9.4.3 Register and maintenance of assets: Councillor P. Howe
  - 9.4.4 Riverside Park: Councillor A Nicholson
  - 9.4.5 Emergency Planning: Councillor M Poulton
  - 9.4.6 Maintenance of Assets (Park benches etc): Councillor P. Howe
  - 9.4.7 Footpaths/green spaces/flowerbeds: Councillor Mrs C Williams
  - 9.4.8 The Bridge magazine: Councillor A Nicholson
  - 9.4.9 Finance and Insurance Register: Councillor Mrs C Williams and Councillor M Russell.

## **10. STREET LIGHTING**

Councillor Mrs C Williams informed the meeting that she and the Clerk had met TT Jones Electrical Limited who had now supplied an estimate of £ 23,980.00 plus VAT for the replacement of 20 lamp posts this financial year. The plan was to replace a further 10 in the year 2011/2012. They would contain photo sensitive cells so that they would automatically turn off at midnight and turn back on at 5am. This would result in a 40% reduction in electricity costs. It was **Agreed and Resolved** as follows:

- 10.1 Councillor Mrs C Williams to obtain 2 further tenders for the replacement of the 20 lamp posts in this year.
- 10.2 The Clerk to obtain a quotation for the cost of some expert advice on the scheme to replace the lamp posts.

## **11. PARISH COMPUTER AND OTHER ITEMS**

Councillor M Russell explained that he had looked into the proposed provision of a laptop, carrying case, hard drive suitable computer software for use in conjunction with the Clerk's personal computer. He confirmed he had spoken to Broadland Computers the proposed supplier and was satisfied that the price proposed by them was very competitive. Councillor M Russell also demonstrated the new proposed Hoveton Parish Council website and the different web pages he had developed and how it worked. He also explained the proposed purchase of the Domain name of "hovetonpc.org.uk. It was **Agreed and Resolved** as follows:

- 11.1 To proceed with the purchase of the laptop, carrying case, software, hard drive and have this provided by Broadland Computers Limited at a total cost of £500.00 inclusive of VAT without obtaining any further price quotations from other suppliers.
- 11.2 to purchase and secure the domain name and "Hosting Package" of "hoveton-pc.org.uk" and for this to be used with appropriate prefixes for email addresses Hoveton Parish Council. The cost to be £4.99 per month (including the domain for the first two years). After 2 years the cost would be £2.99 per year plus VAT at current rates.
- 11.3 To proceed with the development of the Hoveton Parish Council website. Councillors were asked to inform Councillor M Russell of any views they had on documents and other matters that should go on the website. Similarly the proposed logos for the Council which he displayed at the meeting. The Clerk would investigate whether the payments for the Hosting package could be paid by direct debit.
- 11.4 The Clerk reported that he had now seen the accounts spreadsheet set up by the temporary clerk. The Clerk will make a final review over whether Quick Books should be retained and used by the Clerk. If it is not to be retained then it was **Agreed and Resolved** that Councillor M Russell should sell the Quick Books package on Ebay with a minimum sale price of £100.00.

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**12. POSTS OPPOSITE ST JOHNS**

It was **AGREED AND RESOLVED** to write to the appropriate officer at North Norfolk Police North Walsham requesting that the Police enforce the observance of the no parking prohibition outside the School. The Clerk to write an appropriate letter.

**13. NEW STANDING ORDERS**

It was agreed and resolved to defer this matter to a subsequent meeting.

**14. 10 LITTLEWOOD LANE**

It was agreed and resolved to defer this matter to a subsequent meeting.

**15. HEALTH OPPORTUNITIES EVENT 20 July 2011**

It was agreed and resolved to defer this matter to a subsequent meeting.

**16. MEMBERS MATTERS**

None were discussed

The meeting ended at 10.20 pm

**There will be a planning meeting of Hoveton Parish Council  
to be held in Hoveton Village Hall  
at 7.30pm  
Wednesday, 10<sup>th</sup> August 2011**

**The next main meeting of Hoveton Parish Council  
Will be held in Hoveton Village Hall  
at 7.30pm  
Monday, 15th August 2011**

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