

HOVETON PARISH COUNCIL

1071

Minutes of the Parish Council Meeting held on 5th September 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 Russell.
Councillor M Richmond (After Item 2)

Officer: Clive Gardner –Clerk

Visitors in Attendance: 5 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 and Councillor M Poulton on the basis that both had tendered their resignations and which were accepted at items 6.7(a) and 6.1 respectively.

2 CO-OPTION

Martin Richmond confirmed details about his background and that he had resided in Hoveton for two years and he was unanimously co-opted as a Councillor. He immediately signed a Declaration of Acceptance of Office and then participated in the remainder of the meeting.

3 DECLARATIONS OF INTEREST

There were declarations of a personal interest as follows:

3.1 Councillor Mrs A. Howe declared an interest in relation to item 8.2 because of a possible conflict of interest with her employment.

3.2 Councillor P. Howe declared an interest in relation to item 8.1 because of his business interests

4 MINUTES OF PREVIOUS MEETING

It was **AGREED AND RESOLVED** to confirm the minutes of the meetings of 15th August 2011.
Councillor Mrs C Williams signed copies of the minutes.

5. PUBLIC SPEAKING

5.1 Councillor N. Dixon (NCC and NNDC) reported:

(a) The matter concerning the sale of 10 Littlewood Lane by Victory Housing Trust was now closed and their view that the property would be sold without a restriction being placed upon the title. However this did not rule out the possibility of further views being expressed to them over the subject of the sale of properties in the future.

(b) In a meeting that took place on the 16th August 2011 between representatives from Broadland District Council and Councillor Dixon, amongst others, in relation to their proposals in the Local Development Framework and its effect upon Hoveton and in particular traffic flows through the Village. He explained that it was intended that BDC and NNDC intended to work more closely over these matters. He said this may result in a forum being formed so that views on the matter can be shared. There were views that public transport should be more accessible with a possibility of further station stops created so that people made more use of the trains for commuting. He expressed the view that Hoveton Parish Council may want to become more involved in these discussion particularly with the Councils counterparts at Wroxham Parish Council.

5.2 There was no report from the Norfolk Police Community Support Officer.

5.3 Mr M. Grey (as a member of the public) spoke to complain that the letter sent to the Council on his

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behalf by his solicitors dated 10th August 2011 had not been fully answered by the Clerk's letter in reply dated 16th August 2011. It was pointed out that the minutes complained of had been referred to at item 6.8 (b) of the minutes dated 15th August 2011. Mr Grey was not satisfied with this. He appeared to want reassurance that other businesses in the vicinity of his business at Granary Wharf with outside seating areas also have the correct Planning Permission. The Clerk explained that he had not been instructed to comment on this aspect of his letter. He was advised that if he was still unhappy he should make a formal complaint.

6 CORRESPONDENCE

- 6.1 The resignation of Councillor M.Poulton was accepted and the Chair undertook to write to him to thank him for his service on the Council.
- 6.2 It was **Agreed and Resolved** to make donation of £200.00 to Wroxham and Hoveton First Responders.
- 6.3 An email from Highways NCC Paul Gallop regarding road closures in Coltishall and Belaugh was noted and the Clerk as instructed to email NCC to advise them that (if they had not done so already) they may wish to put a notice in "The Bridge" magazine regarding the road closures.
- 6.4 The Agenda for the AGM of Norfolk ALC to take place 1st October 2011 and Annual Report for 2010/2011 was noted.
- 6.5 Various training events organised by Norfolk ALC were noted and the Clerk was instructed to respond to Norfolk ALC to book a place for Councillor Mrs J.Newey to attend the Café Cluster on 13th September 2011 10 a.m. to 12 noon at High Street Coltishall.
- 6.6 A letter from the Broads Authority concerning their proposed amendments to Broads Authority Local Development Framework. This was noted but no further action was to be taken.
- 6.7 (a) An email from Councillor A Petch offering his resignation from the Council was received and accepted. The Chair undertook to write to him to thank him for his service on the Council.
 (b) A letter from Boyer Planning in response to the letter to NNDC objecting to the planning application at item 8.2 was noted.
 (c) Two emails from Norfolk RCC relating to training for Lottery Fund applications and offering a service for calculating pay roll matters were noted. The Clerk was instructed to respond to the latter without making any commitment.
 (d) A letter from the Broads Authority confirmed permission to reduce/pollard a Willow Tree at Viaduct Mooring Hoveton without a specific application being made due to its decay and condition

7 FINANCIAL MATTERS

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

	£
a) CGM Landscaping August 2011 (Grounds Maintenance)	77.90
b) Clerks pay and expenses	384.92
- 7.2 It was **AGREED AND RESOLVED** to pay the wages of the litter picker 78.84
- 7.3 It was **AGREED AND RESOLVED** to pay the following amounts in respect of the expenses relating to Picnic in the Park/Celebrate Hoveton :

(a) an additional sum of by way of expenses which have been vouched for in addition to the sum of £75.40 authorised at the meeting on 15 th August 2011.	46.25
(b) to make payments of £10 to each of Fairground Organ operator and the operator of the Fete Games subject to satisfactory receipts/invoices being produced to the Clerk.	20.00

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- 7.4 It was **AGREED AND RESOLVED** to pay to Councillor M Russell the costs incurred by him (as set out in an invoice from 1&1 Internet Limited dated 21/08/2011) for the cost of the Additional Domain £5.98 and Service set up fee £4.99 plus VAT 13.60
- 7.5 It was **AGREED AND RESOLVED** To pay to Broadland Computers Limited for the cost of supplying and setting up laptop synchronisation software, hard drive and printer. 544.00
- 7.6 It was **AGREED AND RESOLVED** that Councillor M Poulton and Councillor A Petch be removed as signatories and replaced by Councillor M Russell and Councillor P Howe as signatories and that further Bank Mandate forms be signed appropriately.
- 7.7 The Financial Statement showing current expenditure against budget were noted.
- 7.8 It was **AGREED AND RESOLVED** that the revised budget presented to the meeting for the financial year 2011/2012 be adopted.
- 7.9 The Clerk confirmed that Hoveton Parish Council had now registered with HMRC under the PAYE scheme and he would progress this matter further.

8. PLANNING

Councillor Mrs J. Newey reported on the following applications and decisions:

- 8.1. **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. This application had now been withdrawn
- 8.2. **Planning Application (NNDC) PF/11/0762** Erection of 120 dwellings, new vehicular access and creation of open space land off Stalham Road Hoveton. That a site meeting took place on 1ST September. Present were members from NNDC led by Tracy Armitage (Senior Planning Officer). Councillor Mrs J. Newey was allowed to speak and asked a number of questions with answers provided verbally by Tracy Armitage and which are summarised below:
 - She was told that NNDC will maintain the conservation area for 15 years with money passed over by the developer.
 - NCC will be responsible for maintaining the street lighting.
 - The Council will be consulted over the naming of the roads.
 - NNDC will discuss with the developer the design of bungalows which do not have back doors.
 - NNDC will discuss with the design of windows so that residents can sit down or be in bed and still see gardens and people passing by.
 - NNDC will discuss with the developer that six of the houses have ground floor studies that are not aesthetically pleasing.
 - Councillor N.Dixon made the point that he hoped there would be a restriction preventing building on open spaces.

Councillor Mrs J. Newey and Councillor N.Dixon also attended a meeting on the 31ST August 2011 with the Medical Centre when they were told that the landlords of the Medical Centre were not agreeable to the walkway from the estate passing through the Medical Centre car park.

It was **AGREED AND RESOLVED** that a letter be sent to Tracy Armitage at NNDC to confirm that the above bullet points had been agreed on site and to thank her for her efforts over this matter and to Highways NCC regarding his concerns over pedestrian access from the school to St John's School Hoveton.

- 8.3 **Planning Application (BA) 2011/0223/CU.** Change of use amusement arcade Norwich Road Hoveton from D2 Amusement to A3 Restaurant and Café plus A5 Hot Food take away.
 - It was **AGREED AND RESOLVED** that Councillor Mrs C. Williams will approach BA to ask for a site meeting before this matter is considered because of the importance of the use of the site to Hoveton.
 - It was **AGREED AND RESOLVED** that the Council should consider the position of the Council should NCC want to sell the Granary Wharf site. Councillor Mrs C. Williams will speak to Norfolk Property Services regarding the matter. The matter should be considered at future meetings once these investigations are complete.

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- 8.4 Planning Application (BA) 2011/0273/COND.** 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. It was **AGREED AND RESOLVED** to notify BA that this application was not objected to by the Council.
- 8.5 Decision Notice (BA) 2011/0181/FUL (Approved)** Plot 2 B and 3 Brimbelow Road Hoveton. Resubmission of BA/2010/0308/FUL Proposed boat shed and replacement quay heading storage shed and slipway was noted.
- 8.6 Decision Notice (BA) 2011/0203/FUL (Approved)** Change of Use from tanning salon (D2) TO Hair and Beauty salon The Bridge Norwich Road Hoveton Norwich was noted.
- 8.7 Decision Notices(NNDC) PF/11/0755, (NNDC) PF/11/0589 and (BA) 2011/0181/FUL (All Approved)** were all noted by the Council.

9. ADMINISTRATIVE PROPOSALS

The proposal to commence future Council meetings at 7p.m. was not approved.

10. STREET LIGHTING

The Council receive a report prepared by Councillor Mrs C Williams regarding the replacement of lamp posts in Hoveton and it was **AGREED AND RESOLVED** as follows:

- 10.1** The Council replaces, in this financial year, 30 of its streetlights with LED lantern streetlights.
- 10.2** Electric controllers to be included in the lanterns to switch off lights from midnight to 5 a.m. (except in any secluded footpaths)
- 10.3** Hoveton Parish Council accepts the quote (AD/NIS/3.970/0939/PN0625) of Amey LG Ltd in the sum of £25,222.05 + VAT for the installation of 30 streetlights. (Subject to scrutiny of technical details by Martyn Wegg NCC Streetlighting Manager)
- 10.4** Hoveton Parish Council includes finance in its budget over the next three years to replace the remaining 25 old-style streetlights.
- 10.5** That the above resolution under items **10.1** to **10.4** are conditional upon the Clerk receiving or seeing satisfactory response regarding enquiries being made regarding the recovery of VAT, that there is no need for the granting of planning permission for the erection of the streetlights, some legal advice on whether any other organisation can be required to take over the future maintenance of the streetlights. In this latter respect a negative answer would not mean that the order could not be placed and approval by NCC as to the form of the quotation at Item **10.3**. The commercial aspects of the documentation and service offered by Amey LG Limited.

11. PARISH COMPUTER AND OTHER ITEMS

- 11.1** It was noted that there has now been set up laptop, synchronisation software, hard drive and printer.
- 11.2** It was **AGREED AND RESOLVED** that in relation to the Council logo requests for suggestion from Parishioners should be sought by way of advertisement in the "The Bridge" magazine and by approaching schools in Hoveton. Councillor A. Nicholson undertook to do this.

12. MISCELLANEOUS

- 12.1** It was **AGREED AND RESOLVED** that a letter of appreciation be sent to the Hoveton Precinct Association for their flower display. The Clerk was instructed to do this.
- 12.2** It was **AGREED AND RESOLVED** to send a letter to Travel Lodge to request they consider The Broads Hotel as a possible site for their "Broadland Hotel" Station Road Hoveton. The Clerk was instructed to do this.
- 12.3** It was **AGREED AND RESOLVED** that the meeting relating to approval of the Budget and Precept for 2012/2013 be adjourned to a date in October 2011 such a date to be arranged by the Clerk.

13. CELEBRATE HOVETON

Councillor A Nicholson reported that he had been unable to meet with the Broads Authority to discuss any plans for this event for 2012 due to the person having left the organisation and being unable to make contact with any other person who was able to deal with it. It was **AGREED AND RESOLVED** the cost of a similar event be considered for 2012 and included in the budget for that year. The matter to be agreed at a further Council Meeting

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14. MEMBERS MATTERS

It was **AGREED AND RESOLVED** as follows:

14.1 Councillor A Nicholson undertook to place items in The Bridge Magazine in respect of how the Village may want to mark the Jubilee Celebrations in 2012 and further inviting suggestions for the format for the Parish Council Logo.

14.2 There were no other member matters put forward for consideration at future meetings.

15. EMPLOYMENT MATTERS

It was **AGREED AND RESOLVED** under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public because this matter involved decisions over personal employment contracts of Council employees. Further it was **AGREED AND RESOLVED** in the absence of the Clerk for item

15.1 and in relation to **item 15.2** the Litterpicker as follows:

15.1 To offer to the Litterpicker a contract of employment on the terms presented to the Council drafted by Norfolk ALC.

15.2 To offer to the Clerk a contract of employment on the terms presented to the Council drafted by Norfolk ALC.

The meeting ended at 10.30 pm

**The next main meeting of Hoveton Parish Council
Will be held in Hoveton Village Hall
at 7.30pm
Monday 3rd October 2011**

Signed Date

Chair: Mrs Carolyn Williams
Crabbetts, Horning Road,
Hoveton.
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