

HOVETON PARISH COUNCIL

1049

Minutes of the Annual Parish Council Meeting held on 16 May 2011 at Hoveton Village Hall

Present: Councillor Mrs C Williams - Chair
Councillor Mrs J Newey – Vice-Chair
Councillor A Nicholson
Councillor M Poulton

Officer Mrs G Sharpe – Acting Clerk

Visitors in Attendance 6 Residents
Councillor N Dixon (District and County Councillor)

1 ELECTION OF CHAIR

It was unanimously **AGREED AND RESOLVED** to elect Cllr Mrs C Williams as Chair for the year 20011/12 who signed the Acceptance of Office which was witnessed by the Clerk.

2 ELECTION OF VICE-CHAIR

It was unanimously **AGREED AND RESOLVED** to elect Cllr Mrs J Newey as Vice-Chair for the year 20011/12 who signed the Acceptance of Office which was witnessed by the Clerk.

3 COUNCILLOR'S ACCEPTANCE OF OFFICE AND REGISTER OF INTERESTS

All Councillors signed their acceptance of Office and Register of Interest forms which were witnessed by the Clerk.

4 VACANCIES LEFT UNFILLED AT ELECTION BY REASON OF INSUFFICIENT NOMINATIONS

Applications for co-option were reported and noted. It was unanimously **AGREED AND RESOLVED** to co-opt Mrs Alex Howe, Mr Andrew Petch and Mr Peter Howe who all signed the Acceptance of Office, witnessed by the Clerk, and joined the meeting. It was agreed that they would complete their Register of Interest forms and return at the earliest opportunity.

5 APOLOGIES

Apologies were received and accepted, from Cllr M Russell.

6 MINUTES OF THE MEETING HELD ON 21 MARCH AND 18 APRIL 2011

It was **AGREED AND RESOLVED** the minutes of the meetings of 21 March and 18 April 2011 were a true record and they were duly signed by the Chair.

7 PUBLIC SPEAKING

Cllr N Dixon was invited to address the meeting. He suggested that the Council should inform NNDC and the Broads Authority that the Agreement for the Pocket Park and Riverside Gardens had been located as, particularly at NNDC, officers were still trying to locate a copy at Cromer.

He then said that on the new NNDC, he had two priorities.

One was the 120 new homes to be built off Stalham Road, where there was a wide range of issues raised to be managed through the planning application period.

The second was the redundant and derelict buildings on Station Road. There was an initiative between NNDC and the Broads Authority being developed to try to outline a range of uses for the area. Cllr Howe said that Broads Tourism would be interested in contributing to the group.

Mr Mannings returned the Agreement for the Pocket Park and Riverside Gardens, Hoveton, for safekeeping complete with a photocopy for general use. He reported that Kirsten Norfield was completing the 2010/11 accounts and they would be completed and ready for approval at the next Council meeting. He added that he was still available to help with the "Celebrate Hoveton" event. The Chair thanked him for this and his work as a Councillor.

8 DECLARATIONS OF INTEREST.

Cllr Mrs Howe declared a prejudicial interest in the agenda item 13, as she is a governor of Broadland High school.

9 MATTERS ARISING FROM THE PREVIOUS MINUTES

- a) It was confirmed that Cllrs Mrs Williams, Poulton and Petch would form the interview panel for the applicants for the post of parish Clerk and provide a written report for the next Parish Council meeting.
- b) The Village Sign. Prices had been obtained for the cost of the Plaque for the village sign. One in Plastic would cost £30 + VAT and one in Cast Iron between £170 and £230 + VAT. It was agreed the Chair should contact Mervyn Watson to allow him the choice of which plaque. This cost would be additional to the £200 for refurbishment already offered by him.
- c) The report on the Broads Authority LDF – Site Specific consultation document was tabled by Cllr Nicholson. A copy of which is attached to these minutes.

10 REVIEW OF REGISTER OF ASSETS

A schedule of assets had been prepared for insurance record. It was **AGREED AND RESOLVED** that the record should be made into a formal register to help the council:

- To know at any time what its assets and liabilities are and keep them under control: and
- Prepare the entries in the annual return as recommended in 'Governance and Accountability in Local Councils in England and Wales – A Practitioner's Guide'.

11 FINANCE

- a) 2010/2011 accounts are being finalised by Kirsten Norfield and would be presented at the next meeting for approval by the Council in time for submission to the External Auditor.
- b) It was **AGREED AND RESOLVED** that Cllr M Poulton should register the Council with HMRC, as an Employer, for PAYE.
- c) It was **AGREED AND RESOLVED** that signatories for signing cheques should be any two from Cllrs Mrs C Williams, Mrs J Newey, M Poulton and A Petch. The Chair will arrange for the bank mandate to be revised in accordance.
- d) The Chair reported that the first instalment of the precept had been received. £21,248.00
- e) It was **AGREED AND RESOLVED** that the Chair would submit the receipts for the two damaged street lights, to the insurers.
- f) It was **AGREED AND RESOLVED** to pay the following accounts.

1	NNDC collection of litter bins 1.4.11 – 31.3.12 (Number of bins to be checked)	£1,613.64
2	Jones Electrical for street lighting maintenance	£ 708.61
3	Norfolk Parish Training Partnership	£ 20.00
4	Payment to temporary clerk for services	£ 179.81
5	NNDC for clearing dog waste bins 1.4.11 – 31.3.12	£ 611.52
6	Peter Fyans - final salary payment to ex clerk It was AGREED AND RESOLVED that a letter be sent to Mr Fyans, asking him to return any Parish Council paperwork he has, when he collects his cheque.	£ 284.83
7	Litter Picking gratuity (James Nash)	£ 167.54

Accounts received since the notice of meeting

- 8 AON Insurance. Due to the substantial increase in cost, it was **AGREED AND RESOLVED** to review the insurance provider in January 2012. £1,990.61

12 CORRESPONDENCE

'First Time Councillor Training' a free course supplied by N.N.D.C. & Norfolk ALC.

It was **AGREED AND RESOLVED** that Cllrs Mrs A Howe, A Petch and P. Howe will complete the forms and apply for the training.

Norfolk ALC/SLCC Summer Conference. Council was informed of the Conference and £40 cost.

13 PLANNING: TO BE CONSIDERED

Application number **PP/Y/1/2011/1003** Broadland High School - single story extension to sports hall to provide changing rooms, ICT SUITE and the removal of existing link corridors.
It was **AGREED AND RESOLVED** to support the application.

Application number **PF/11/0589**. 9, Grange Close, Hoveton – Construction of Covered Swimming Pool.
It was **AGREED AND RESOLVED** to neither support nor object to the application with the following conditions:-

- 1 Proposals for the safe disposal of chemicals and waste water.
- 2 Concerns about possible change of use.

and powers were delegated to Cllr Mrs J Newey to respond.

14 PLANNING

- 1 Cllr Mrs J Newey reported that application **BA/2001/0067/FUL** – BeWildewood - proposed new site office -had been approved by NNDC.
- 2 NNDC. LDF Site Allocation document was noted.

15 RIVERSIDE PARK LANDSCAPING

The Chair reported that a number of plants, on the section under the Council's responsibility, have been killed during the winter. A quotation has been obtained to carry out the work of tidying up and removing dead material. It was **AGREED AND RESOLVED** that the quotation of £120 be accepted and the work commissioned. The contractor will also remove/kill the weeds on the northern approach to Wroxham Bridge. It was **AGREED AND RESOLVED** that the quotation of £15 be accepted and the work commissioned. Proposed by Cllr A Petch.

16 STREET LIGHTING

The Chair reported that, of the sixty-five columns owned by the Council, only eight were new. The Contractor, TT Jones, considers that the remaining fifty-seven (concrete) are condemned due to age (over twenty-five years) and condition. Therefore, a replacement programme is necessary at a greater rate than the six allowed for in the budget. As no provision has been made for this in any budget since installation, it may mean raising a loan through the Public Works Loan Board, to carry out the work. Tenders would need to be invited from qualified contractors (e.g. Amey, Pearce and Kemp).
It was **AGREED AND RESOLVED** that the Chair should speak to TT Jones and find out the exact condition of the stock and likely costs of replacement, as the first stage.

17 CELEBRATE HOVETON

It would appear that the Broads Authority is leading on this. The Parish Council knows that several stalls have been arranged, but information is scant. Cllr A Nicholson volunteered to meet Elena Whittaker-Slark (Broads Authority) to confirm the position and finalise arrangements. He will keep Mr M Mannings informed as he offered his continued support and assistance for this project.

18 WEBSITE

It was **AGREED AND RESOLVED** that Cllr M Russell be authorised to review the Council's website.

19 COMMITTEES

It was **AGREED AND RESOLVED** to defer the creation of committees until the July meeting when all Councillors will be present and the new Clerk in post.

20 MEMBERS MATTERS

There were no matters for future meetings.

The meeting ended at 9.55pm

**The next meeting of Hoveton Parish Council will be held on
Monday 20 June 2011 at 7.30pm
in the Jubilee Room, Hoveton Village Hall**