

# **HOVETON PARISH COUNCIL**

## **Minutes of the Annual Parish Council Meeting held at 7.30pm on Wednesday 2<sup>nd</sup> May 2018 at Hoveton Village Hall**

Present: Councillor Martin Richmond (Chair of the Meeting)  
Councillor Jilly Gourlay  
Councillor Alex Howe  
Councillor Peter Howe  
Councillor Christopher Marshall  
Councillor Russell Reeve  
Councillor Ann Rogers

Officer: Lisa Weller – Clerk

Visitors in Attendance: Six members of the public

### **1. ELECTIONS**

- 1.1. Councillor Martin Richmond was unanimously elected as Chair of the Council and he signed a Declaration of Acceptance of Office.
- 1.2. Councillor Peter Howe was unanimously elected as Vice-Chair of the Council.

### **2. ATTENDANCE**

There were no apologies for absence.

### **3. QUESTIONS OF THE CLERK and CLERK'S REPORT**

- 3.1. There were no questions of the Clerk.
- 3.2. The Clerk reported that the Parish Council's internal auditor was due to begin his audit on 8<sup>th</sup> May. The Annual Governance & Accountability Return for 2017-2018 should be ready for review and approval at the Parish Council's next meeting.

### **4. DECLARATIONS OF INTEREST**

Cllr Reeve declared an interest in item 9.3 in terms of his employment with Norfolk ALC. Cllr Alex Howe and Cllr Peter Howe declared an interest in items 8.1, 8.5a, and 8.5b as these items concerned planning applications made by close friends. It was AGREED the councillors concerned would not take part in the discussion of these items.

### **5. MINUTES OF PREVIOUS MEETING**

The minutes of the Hoveton Parish Council (HPC) meeting held on 9<sup>th</sup> April 2018 were **AGREED and APPROVED**. The minutes were signed by Cllr Richmond.

### **6. PUBLIC SPEAKING**

#### **6.1 To receive a report from the County and the District Councillor Nigel Dixon.**

Cllr Dixon had already given a report as part of the Annual Parish Meeting, held at 6pm.

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**6.2 To receive questions from members of the public relating to local issues.**

A local business owner queried their request to HPC to remove a panel of the Granary Staithe fence to allow for greater visibility of a business sign. Cllr Richmond confirmed the request had been received and would be discussed later in the meeting. The owner raised concerns about the sign being blocked by the fence when other business adverts are being allowed on the Staithe. HPC explained that, under the terms of purchase, the Staithe must not be used for commercial activity (with the exception of the bridge pilot, whose operation is subject to a formal legal licence, granted during negotiations for the purchase of the Staithe). One business in particular has persisted in leaving advertising boards on or near the Staithe, but that business has been informally asked not to do so by HPC on several occasions. Councillors try to move the boards when able to do so and these boards are not permitted by HPC, however it seems further action may need to be taken on this.

A resident of Brook Park advised he had been in touch with Persimmon and a few items had now been addressed (the drains have been cleared and grass cutting is due to take place next week).

**7. MATTERS ARISING FROM PREVIOUS MEETINGS**

- 7.1. Cllr Alex Howe accompanied Norfolk County Council’s Streetscene Inspector on a walk around the village, to identify and discuss highway maintenance issues. The walk was very informative and various blocked gullies were reported. Cllr Howe is currently investigating reports of another blocked drain on Stalham Road, outside Roys. **Action 1: Cllr Alex Howe to report blocked drain to Highways.**
- 7.2. There were no updates from the actions list arising from previous meetings of the Council.

**8. PLANNING MATTERS**

- 8.1. Planning Application (NNDC) PF/18/0656 Erection of conservatory to front and side elevations. Nevin, Tunstead Road, Hoveton. **No objection.**
- 8.2. Planning Application BA/2018/0141/FUL Replacement dwelling. Rivers End, The Rhond, Hoveton. **No objection.**
- 8.3. Planning Application BA/2018/0139/FUL Rebuilding of Bure Court House. Bure Court House, Marsh Road, Hoveton. **No objection.**
- 8.4. Planning Application (NNDC) PF/18/0728 Erection of single storey front and rear extensions. 53 Waveney Drive, Hoveton. **No objection.**
- 8.5. Two planning applications had been received since 26<sup>th</sup> April 2018:
  - 8.5.a. Planning Application (NNDC) PF/18/0739 Erection of two storey front extension and car port. 25 Two Saints Close, Hoveton. **No objection.**
  - 8.5.b. Planning Application (NNDC) PF/18/0760 Erection of front extension and introduction of hipped roof over existing flat roof. High Gables, Tunstead Rd, Hoveton. **No objection.**
- 8.6. Planning Decision BA/2018/0018/TPOA Works to trees subject to a TPO. T1: oak, crown lift to 3m. Crabbetts, Horning Road, Hoveton – APPROVED **Noted**

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- 8.7. Planning Decision BA/2018/0031/FUL Fascia signs/blinds illuminated by LED lamps. New entrance door. Fudge Factory, 1 Riverside Centre, Norwich Road, Hoveton – APPROVED **Noted**
- 8.8. Planning Decision BA/2018/0094/ADV Replacement sign. Barnes Brinkcraft Ltd, Riverside Road, Hoveton – APPROVED **Noted**
- 8.9. Planning Decision BA/2018/0095/TCAA Works to trees in a Conservation Area. T1: oak, fell. Kings Head Hotel, Station Road, Hoveton – APPROVED **Noted**
- 8.10. A number of planning decisions had been received since 26<sup>th</sup> April 2018. The Clerk reported that, due to a problem with Public Access, decision notices 8.10a – 8.10n were not received when originally issued by North Norfolk District Council (NNDC). The problem is ongoing and is currently being investigated by NNDC. It was noted that item 8.10n related to the Church Field application that was received last June and not the resubmitted application of November 2017 (PF/17/1802), which is still listed on Public Access as 'awaiting decision'. **Action 2: Clerk to query status of PF/17/1802 with NNDC Public Access team.** The following planning decisions were noted by HPC:
- 8.10.a. PF/17/1021 – Single storey rear extension and rear extension to detached garage. Treedona, Tunstead Road, Hoveton. APPROVED
- 8.10.b. PF/17/1060 – Single storey rear extension. Rose Cottage, Grange Close, Hoveton. APPROVED
- 8.10.c. PF/17/1078 – Single storey side extension; alterations to doors and windows. 50 Waveney Drive, Hoveton. APPROVED
- 8.10.d. PF/17/1270 – Two-storey rear extension to retail store and change of use of former Broads Hotel site to provide car-parking. Forge House, Stalham Road, Hoveton. APPROVED
- 8.10.e. PF/17/1556 – Change of use from part of showroom to estate agents (Class A2). 3A Station Rd Business Park, Horning Road West, Hoveton. APPROVED
- 8.10.f. PF/17/1612 – Change of use from part of showroom & office to hairdressers (A1). Unit 3, Station Road Business Park, Horning Road West. APPROVED
- 8.10.g. PF/17/1636 – Single storey rear extension, changes to dwelling's roof profile and height, demolition of existing detached garage, erection of replacement garage. Windborne, 21 Stalham Road, Hoveton. APPROVED
- 8.10.h. PF/17/1907 – Demolition of greenhouse & erection of timber outbuilding. The Coach House, Stone Lane, Ashmanhaugh. APPROVED
- 8.10.i. PF/17/1999 – Single storey extension to garage with new pitched roof, alterations to fenestration on all elevations of bungalow, rendering over existing brickwork on all elevations. 50 Waveney Drive, Hoveton. APPROVED
- 8.10.j. PF/17/2046 – Single-storey side extension. Broadland Products Ltd, Stalham Road Industrial Estate, Littlewood Lane, Hoveton. APPROVED
- 8.10.k. PF/18/0022 – Two storey side extension and single storey rear extension following demolition of existing garage and single storey extension; porch to front elevation. Two Saints Cottage, Tunstead Road, Hoveton. APPROVED

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- 8.10.l. PF/18/0099 – Change of use of part of Unit 2 from cafe (A3) to create additional mixed use of retail (A1) and workshop (B1c) for unit 2B. Unit 2, Station Road Business Park, Horning Road West, Hoveton. APPROVED
- 8.10.m. PF/18/0102 – Change of use of part of unit 3 from mixed use of retail (A1) and storage/showroom (B8) to create new unit 4a for storage (B8). Unit 4, Station Road Business Park, Horning Road West, Hoveton. APPROVED
- 8.10.n. PF/17/0696 – 25 dwellings with associated roads and landscaping, extension to church graveyard, off-site highways works. Church Field, Hoveton, NR12 8NY. REFUSED
- 8.10.o. BA/2018/0081/ADV – Installation of trough light to previously approved advertisement. Helliwell House, Station Road, Hoveton. APPROVED
- 8.11. BA/2018/0003/TPO – Car Park Adj Station Cottages, Station Road, Hoveton. Tree Preservation Order. **Noted** (The Broads Authority has advised this is a renewal of the existing TPO for the area and no changes have been made to its content.) Cllr Marshall reported that the Broads Authority has not dealt with the trees in Pocket/Riverside Park as per the work outlined in the tree condition survey and as agreed previously with HPC. **Action 3: Cllr Marshall/Cllr Peter Howe to discuss TPOs and tree work with the Broads Authority.**
- 8.12. BA/2018/0017/TPO – Bureside Lodge, 3 Bure Court, Marsh Road, Hoveton. Tree Preservation Order. **Noted**
- 8.13. BA/2018/0019/TPO – Meadow Drive, Hoveton. Tree Preservation Order. **Noted**

**9. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:**

- 9.1. Payment of £415.40 to HM Revenue & Customs – tax and national insurance contributions (employee PAYE income tax of £149.40, employee NIC of £123.72, employer NIC of £142.28). **AGREED**
- 9.2. Payment of £12.00 to Thinking Rural CIC – payroll service for April 2018 (£10.00 + £2.00 VAT). **AGREED**
- 9.3. Payment of £386.45 to Norfolk Association of Local Councils – Norfolk ALC subscription for 2018-2019 (inclusive of annual website hosting fee of £30). **AGREED**
- 9.4. Payment of £465.83 to Garden Guardian Limited – highway grass cutting for Hoveton for March 2018 (£388.19 plus £77.64 VAT). **AGREED**
- 9.5. Payment of £100.00 to A. Dale (Rackheath Paving & Fencing) – urgent repairs to Granary Staithe fence. **AGREED**
- 9.6. Payment of £1,488.28 – Clerk’s pay and expenses for the period 2<sup>nd</sup> April to 25<sup>th</sup> April 2018 – comprising of pay for the month £1,461.92 (110.5 hours @ £13.23 per hour) plus expenses £26.36. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED** (A correction to agenda item 9.6 was agreed by HPC due to updated information on the Clerk’s new hourly rate of pay.)
- 9.7. Payment of £406.41 to the Norfolk Pension Fund – April 2018 LGPS workplace pension contributions (comprising of employee contribution of £84.79 or 5.80% of pensionable pay, plus employer contribution of £321.62 or 22.0% of pensionable

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pay, based on the April 2018 pensionable pay of £1,461.92). **AGREED** (Again, a correction to agenda item 9.7 was agreed by HPC due to updated information on the Clerk's new hourly rate of pay.)

- 9.8. Payment of £371.80 – Litter Picker wages (April 2018) – 44 hours @ £8.45 per hour. **AGREED**
- 9.9. Four requests for payment had been received since 26<sup>th</sup> April 2018:
- 9.9.a. Payment of £625.00 to Richard Womack – repair of access ramp outside Old Mill Café. **AGREED**
- 9.9.b. Payment of £41.91 to Cllr Peter Howe – reimbursement of cost of wood stain and brushes for painting of the Granary Staithe picket fence. **AGREED**
- 9.9.c. Payment of £50.00 to Community Action Norfolk – CAN membership 2018-19 (silver membership). **AGREED**
- 9.9.d. Payment of £465.83 to Garden Guardian Limited – highway grass cutting for Hoveton for April 2018 (£388.19 plus £77.64 VAT). **AGREED**

## **10. OTHER FINANCIAL MATTERS**

- 10.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.
- 10.2. Direct debit payment (on 12<sup>th</sup> April) of £163.18 to E.On, in relation to electricity supplies for street lighting. £155.41 plus £7.77 VAT. **Noted**
- 10.3. Donation of £30.00 from Hoveton & District W.I. towards the upkeep of village benches (cheque deposited 10<sup>th</sup> April 2018 at Barclays Bank, Hoveton). **Noted**
- 10.4. Receipt of Precept (£23,548) and Grant Support (£1,452) from North Norfolk District Council. Total amount received = £25,000. **Noted**
- 10.5. HPC noted the outstanding balance of £41,859.93 due to the Public Works Loans Board (PWLb) in relation to the loan in respect of Granary Staithe.
- 10.6. Norfolk Pension Fund's receipt of the Local Government Pension Scheme Year End Return for 2017-2018. **Noted**
- 10.7. Correspondence from HMRC regarding changes to VAT reclaims. HMRC has sent HPC a new reference number to use for VAT reclaims as from 1<sup>st</sup> February 2018. Unfortunately, the letter was not sent out by HMRC until 10<sup>th</sup> April, so HPC's VAT reclaim for 1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018 had already been submitted with HPC's old reference number. **Action 4: Clerk to resubmit claim if necessary.**
- 10.8. HPC considered its insurance renewal quotation from Inspire, plus two additional quotations provided by Came & Company Local Council Insurance. The cheapest quote was for £1,016.93 from Inspire; this was also the quote Came & Company recommended. HPC **AGREED and RESOLVED** to accept Inspire's quotation, and to renew its insurance policy with Inspire, via Came & Company. The payment of £1,066.93 (inclusive of Came & Company's £50 administration fee) was **AGREED and RESOLVED**. **Action 5: Clerk to instruct Came & Company to renew the Council's insurance policy with Inspire.**

## **11. CORRESPONDENCE**

- 11.1. NNDC – confirmation of changes to ward boundaries from May 2019. **Noted**

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11.2. Crude Apache Theatre Company – performance of outdoor show in Riverside Park. No objection from HPC but the theatre company would need to contact the Broads Authority for permission and they must have appropriate public liability insurance.

**Action 6: Cllr Richmond to respond to theatre company.**

11.3. Four items of correspondence had been received or sent since 26<sup>th</sup> April 2018:

11.3.a. Email from a local business owner, requesting the removal of a section of the Granary Staithe fence and raising concerns about business advertising on the Staithe. HPC noted that the Staithe fence was originally erected at full height, but HPC paid for the end panel to be reduced to half-height to allow for better visibility for the business behind the fence (which was agreed to be a suitable compromise at the time). HPC agreed that if this fence panel was removed, it would most likely lead to customers of the business queuing on the Staithe or across the entrance to the Staithe, which would not be appropriate. The fence provides an important barrier to ensure the Staithe is not used for commercial purposes and so HPC **AGREED and RESOLVED** that the end fence panel must remain in place. HPC noted the correspondent's concerns about other business advertising on/near the Staithe and **AGREED and RESOLVED** it would now be appropriate to take more formal action on this matter, and that HPC should try to be more vigilant where advertising is concerned. **Action 7: Cllr Richmond to write to Hotel Wroxham to remind them that advertising boards are not permitted on the Staithe.** It was noted that advertising boards are also being left on the pavement around the area of the Staithe, the bridge, and the precinct. **Action 8: Cllr Peter Howe to ask NNDC to take the appropriate enforcement action against non-approved advertising in this area.** The business owner had also raised concerns about a HPC volunteer. HPC **AGREED** that these concerns should be investigated further. **Action 9: Cllr Alex Howe to discuss the matter with the HPC volunteer. Action 10: Cllr Richmond to advise the business owner of the action to be taken by HPC.**

11.3.b. Email from Clerk to Scott Martin at NNDC. The 2017-2018 landscaping invoice has been requested and should arrive soon. NNDC has advised that there is no existing written agreement for landscaping work. The work is done by Kier and NNDC's maintenance contract with Kier ends in 2020, so NNDC is encouraging parish councils to take on responsibility for all maintenance work. NNDC would be happy for HPC to take over the landscaping work as from 2019-20 and HPC will be free to decide upon its own schedule of works. HPC will need to compile a list of flower beds in the village and a brief of the planting/maintenance work involved. The landscaping work could be included with grass cutting, as part of a joint contract. **Action 11: Cllr Alex Howe to ask if Mrs C Williams would be willing to compile a flower bed list/advise on work to be done.**

11.3.c. SLCC Norfolk – Norfolk Local Councils 2018 Conference, 15<sup>th</sup> June at Carrow Road. It was **AGREED** that Cllr Alex Howe would attend this conference and the cost of £49.50 per delegate was **AGREED and RESOLVED**.

11.3.d. PC Tom Gibbs – update on speeding issues – the Safety Camera Partnership hasn't offered any form of coverage for Tunstead Road, but PC Gibbs and SC

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Hollingshead will continue to offer enforcement action on Tunstead Road and Stalham Road. HPC is still trying to recruit enough volunteers for Community Speed Watch. Cllr Alex Howe reported that she is pursuing permission for the siting of the SAM2 on Horning Road West.

## **12. REPORTS and UPDATES**

- 12.1. There were no updates concerning Granary Staithe.
- 12.2. Cllr Marshall reported that the Community Payback work at Pocket Park can't take place until September due to restrictions within the Wildlife & Countryside Act, but the necessary paperwork is underway and HPC will be sent a draft agreement and a plan of work to be done. HPC will be responsible for the removal of rubbish (skip hire) and for providing the necessary insurance covers. It will also need to provide toilets and a parking area, but the work will be done free of charge. Further advice on this could be sought from Wroxham Parish Council as WPC currently works with the Community Payback team. Cllr Peter Howe reported that the ramp outside the Old Mill Café has been replaced. The 24-hour moorings are looking good. The quay heading has been replaced and the drainage sorted, but there are two outstanding issues: large areas of bare soil which should be grass; access through the car park next to the TIC is currently blocked due to an electrical cable problem. **Action 12: Cllr Peter Howe to contact the Broads Authority to progress solutions.**
- 12.3. There had been no response to HPC's letter to NNDC concerning ongoing problems at Brook Park. **Action 13: Cllr Peter Howe to chase response from NNDC.**
- 12.4. There were no updates available from the Wroxham & Hoveton Joint Action Group. A meeting of the group is due to be arranged soon.
- 12.5. There were no updates available from the North Norfolk Town & Parish Forum.

## **13. ADMINISTRATIVE MATTERS**

- 13.1. HPC's standing orders and financial regulations are currently under review as new model standing orders have just been released. Updates to HPC's standing orders are also needed due to the GDPR. **Action 14: Clerk to amend model standing orders and financial regulations ready for review/adoption by HPC.**
- 13.2. HPC's asset register has been updated as of April 2018. Cllrs Alex and Peter Howe are in the process of checking on the condition of seats/benches and bins to see if there are any in need of maintenance or replacement. They are also reviewing the location of several litter bins. **Action 15: Cllrs A & P Howe to update benches and bins lists.** It was AGREED it would be a good idea to update the street lights list and include it with the asset register for future reference. **Action 16: Clerk to check and update street lights list.**
- 13.3. HPC's delegation arrangements to committees and sub-committees, staff and local authorities were considered, particularly HPC's Planning Protocol. The Protocol has worked well since its adoption last year but it may now need some minor updates. **Action 17: Clerk to amend Planning Protocol for HPC to review.**
- 13.4. HPC's delegation arrangements with other local authorities were considered. Grass cutting is going well and the schedule of works has been expanded this year and is

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hopefully now complete, meaning less work in future years. A letter was received today from NCC to confirm the conditions under which grass cutting will continue for 2018. The delegated service payment for 2018 will be £3,216.17, slightly less than NCC's estimated payment of £3,246.85. The schedule supplied is as agreed, so the lower payment is likely due to changes made to the retail price index. This will need to be checked, but HPC **AGREED and RESOLVED** to extend the current delegated grass cutting agreement. **Action 18: Clerk to confirm payment rate and extended agreement with Jon Winnett.**

- 13.5. Due to time constraints caused by the overrun of the Annual Parish Meeting, HPC agreed to defer its review of committees and working groups (terms of reference, appointment of members and appointment of new committees and groups) and of councillors' responsibilities to a future meeting.
- 13.6. Representation on or work with external bodies. Arrangements for reporting back. Due to time constraints this item was deferred to a future meeting.
- 13.7. Complaints procedure. To be reviewed alongside new model standing orders.
- 13.8. Procedures for handling freedom of information and data protection requests. Under review as part of HPC's GDPR work.
- 13.9. HPC's press and media policy. Under review alongside new model standing orders.
- 13.10. Council/staff subscriptions to other bodies. HPC currently subscribes to the Society of Local Council Clerks, the Norfolk Association of Local Councils (and the National Association of Local Councils through Norfolk ALC) and Community Action Norfolk.
- 13.11. HPC **AGREED and RESOLVED** that the full council meetings schedule for the year ahead should continue as already scheduled (alternating between the first Monday of the month and the first Wednesday of the month).

#### **14. GENERAL DATA PROTECTION REGULATION (GDPR)**

- 14.1. It was **AGREED and RESOLVED** that as part of its GDPR compliance HPC should register with the Information Commissioner's Office and pay a data protection fee of £40.00. **Action 19: Clerk to progress registration/payment of fee.**
- 14.2. NALC has advised that an amendment to the Data Protection Bill means all parish councils will be exempt from the requirement to appoint a Data Protection Officer (DPO) under the GDPR. Norfolk ALC has been looking into providing a DPO service to town and parish councils in Norfolk. It was agreed it would be preferable for the DPO work to be handled by a group of people, rather than by one person.
- 14.3. There were no further updates concerning the General Data Protection Regulation.

#### **15. STAFF MATTERS**

- 15.1. The new pay scales from the National Joint Council for Local Government Services were noted. These have been confirmed by NALC, and are applicable from 1<sup>st</sup> April 2018. NALC has also confirmed the correct calculation for working out hourly rates for part-time staff. These pay scales are applicable to the Clerk's post only and the Clerk's new rate of pay is £13.23 an hour.
- 15.2. HPC noted changes to employer and employee pension contribution rates (Norfolk Pension Fund, LGPS) as from 1<sup>st</sup> April 2018. HPC's employer contribution is 22.0%

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as of 1<sup>st</sup> April (this is a fixed figure, and was noted at HPC's meeting of 13<sup>th</sup> March 2017). HPC had already AGREED via email that the Clerk's employee contribution rate should increase to 5.80% as from 1<sup>st</sup> April and this increase was confirmed by HPC. **Action 20: Cllr Richmond to write to Clerk to confirm change of rates.**

- 15.3. All members of the public had already left the meeting prior to this agenda item so HPC didn't need to pass a resolution to exclude the press and public for item 15.4.
- 15.4. HPC considered the outcome of employee appraisal meetings for the Clerk and the Litter Picker. Following a successful appraisal, HPC **AGREED and RESOLVED** that the Litter Picker's hourly rate of pay should be increased as from 1<sup>st</sup> April to match the current Living Wage. This will involve the payment of 'back pay' for April 2018 (as the Litter Picker's April wages were already agreed at the existing hourly rate).

**16. MEMBERS MATTERS**

- 16.1. The Clerk was asked to prepare the report for the June issue of The Bridge. Items suggested for inclusion: report on a successful Annual Parish Meeting; request for volunteers to help with Hoveton Village Hall, and new councillors for HPC; success of grass cutting and possible addition of landscaping works.
- 16.2. Cllr Gourlay is trying to recruit volunteers to help at Hoveton's WW1 remembrance event, but the Lions Club and Rotary Club have other commitments at that time of year. Funding is also needed for the event (£1,000 approx) and Cllr Gourlay would like HPC to review its budget to see if HPC could fund the event as Hoveton Village Hall's funds are extremely tight. Funds are needed for a new boiler and new tables and chairs, amongst other items.

**The meeting closed at 9.30pm.**

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

Name .....