

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 2nd October 2017 at the Jubilee Room, 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: Councillor Nigel Dixon (District and County Councillor)
Six members of the public

1. APOLOGIES, RESIGNATIONS, CO-OPTIONS and ELECTIONS

- 1.1. There were no apologies for absence.
- 1.2. There were no co-options.
- 1.3. There were no resignations.

2. QUESTIONS OF THE CLERK and CLERK'S REPORT

- 2.1. There were no questions of the Clerk.
- 2.2. The Clerk had nothing to report.

3. DECLARATIONS OF INTEREST

Cllr Reeve declared an interest in agenda item 10.5, but this was an item to be noted only, so no discussion was expected to take place concerning this agenda item.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on 4th September 2017 were **AGREED and APPROVED**. The minutes were signed by Cllr Martin Richmond.

5. PUBLIC SPEAKING

5.1 To receive a report from the County and the District Councillor Nigel Dixon.

Cllr Dixon reported that he'd met with PC Gibbs and a member of the Police Traffic Management team on 18th September, when they visited Tunstead Road at around 9.30am to assess the parking situation outside Broadland High School (BHS). Their view was that they did not want to pursue the matter of the law on this parking, so further discussions were held with the headteacher and it was agreed that the head would contact the Chairman of HPC to negotiate on the offer of parking at Hoveton Village Hall (HVH). Cllr Richmond said the head had not yet contacted him. **Action**

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1: Cllr Richmond to contact the headteacher. Cllr Dixon advised a member of the public that the head had already been reminded his 'duty of care' doesn't stop at the school gates; but the head's view is that, while he recognises this, his main duty of care is to the students and staff of the school. The head feels that because it is not illegal to park on the road, he can't force his staff to park elsewhere (or to pay parking charges). The head won't reverse his decision to install bollards, as he would then be liable if an accident occurred on school grounds. Cllr Alex Howe said the school gates are now on a timer to prevent coaches entering the grounds (this was as a result of a risk assessment conducted as part of an Ofsted report). It was agreed the head should be encouraged to lead by example and that the alternative parking proposal made by HVH should be explored as soon as possible.

5.2 To receive a report from Hoveton's Beat Manager, PC Tom Gibbs, or from a Police Community Support Officer. Apologies had been received from PC Gibbs and the PCSO. There was no police report available.

5.3 The public to submit questions relating to local issues.

A local resident raised concerns over the new sign outside Hoveton Village Hall. The resident was advised that this would be discussed by HPC as Trustee of HVH (in the meeting immediately following HPC's meeting). **Action 2: Cllr Alex Howe to keep the resident updated.**

6. MATTERS ARISING FROM PREVIOUS MEETINGS

- 6.1. Parking on Tunstead Rd had already been discussed as part of Cllr Dixon's report (see item 5.1). The next step will be for Cllr Richmond to arrange a meeting with the headteacher.
- 6.2. HPC noted an update and inspection report from Millennium Pest Control, re: the rat riddance programme at Granary Staithe. The report was positive and the next inspection is due in mid-October. Carolyn Williams has kindly agreed to prune the shrubs and to manually tackle the weeds along the perimeter fence.
- 6.3. Cllr Peter Howe and Cllr Chris Marshall reported that they had met with the Broads Authority regarding the tree inspection report carried out at Riverside/Pocket Park. The Broads Authority has claimed responsibility for some of the trees in the report and they have agreed to carry out work on these six trees over the winter. HPC is responsible for works on three of the trees in the report (and clearing wood debris away from Pocket Park). The total cost of this work, as quoted by Target Trees, is £250 including VAT. It was **AGREED and RESOLVED** that HPC should ask Target Trees to carry out this work. **Action 3: Clerk to book work with Target Trees.** Two of the trees on the report are located on brewery land, including the oak tree HPC asked the King's Head to deal with as an urgent matter (advising them of the duty of care they have for the public). No action has been taken regarding the oak tree so far, so it was **AGREED and RESOLVED** that HPC should write to the pub's general manager to chase this up and to emphasise the pub's duty of care. **Action 4: Clerk to write to the King's Head.** The overgrown shrubbery and vegetation

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in Pocket Park also needs attention, but the quote for coppicing work was thought to be quite high and the Broads Authority have said they have no money to spend on this. It was **AGREED and RESOLVED** to find out whether the local community rehabilitation company might be able to provide a working party to help with this.

Action 5: Cllr Alex Howe to look for community rehabilitation information.

- 6.4. HPC received an update on its highway maintenance requests. Cllr Dixon reported there have been no further updates regarding the Three Rivers Way embankment.

Action 6: Cllr Peter Howe to chase Jon Winnett. HPC agreed that an ordinary school sign without any flashing lights was needed for Horning Road (the Hoveton end). It was felt that this sign should be funded by NCC as it would replace a sign that was removed when the Three Rivers Way was introduced but wasn't replaced at the time. **Action 7: Cllr Alex Howe to advise Jon Winnett of HPC's views.**

There had been no further updates regarding the repair of the pedestrian crossing boxes on the traffic lights outside Roys, or the overgrown tree at the Station Road /Horning Road West junction. **Action 8: Clerk to chase outstanding items.**

- 6.5. HPC noted the Draft Norfolk Strategic Framework consultation response prepared by the Clerk (submitted as a draft response on 21st September). It was **AGREED and RESOLVED** that this response should be submitted as HPC's 'final response'.

Action 9: Clerk to submit final consultation response. Cllr Alex Howe raised concerns over developers building on the fragile Broads environment (and selling properties at a premium because of their location), while Cllr Marshall mentioned the Government intends to alter the law regarding compulsory purchase orders to make it easier to claim compensation.

- 6.6. HPC considered the general actions list arising from previous meetings. Cllr Peter Howe reported that BeWILDerwood was unable to assist with a replacement ramp for outside the Old Mill. **Action 10: Cllr Gourlay to give Cllr Howe the contact details of a carpenter.** Cllr Marshall showed HPC some sample artwork provided by Barrington Farm. Barrington Farm will create a mock-up of the final design, for HPC to send to Ed Roy for approval. They will make a dozen 4x4ft boards that can be screwed to the existing hoarding (Barrington Farm to install). They plan to hire an artist to spray paint their artist's design onto the boards (the display to include an information panel on Barrington Farm).

7. CORRESPONDENCE

- 7.1. HPC noted an email from Michael Rayner of the Campaign to Protect Rural England (CPRE) regarding CPRE Norfolk's 'Vision for Norfolk'. Cllr Alex Howe has obtained a hard copy of the Vision for Norfolk which she will circulate to HPC. It was **AGREED** that HPC would not be able to support the CPRE's vision until it had been read and discussed by the Council as a whole, but that it would be appropriate for Cllr Howe to sign up on Facebook to follow the debate on this matter.

- 7.2. HPC noted an email from Michael Rayner containing an invitation to the next CPRE Norfolk Alliance Meeting (7th November 2017). It was **AGREED** that Cllr Alex Howe and Cllr Peter Howe would attend this meeting.

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7.3. There were no items of correspondence received or sent since 26th September to be discussed.

8. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:

- 8.1. Payment of £235.10 to HM Revenue & Customs – tax and national insurance contributions (employee PAYE income tax of £77.20, employee NIC of £73.44, employer NIC of £84.46). **AGREED**
- 8.2. Payment of £12.00 to Thinking Rural CIC – payroll service (September 2017). **AGREED**
- 8.3. Payment of £93.60 to Millennium Pest Control Ltd – pest control services for August, September, October 2017 for Granary Staithe (£78 plus £15.60 VAT). **AGREED**
- 8.4. Payment of £3,780.00 to Westcotec Limited – purchase of SAM2 sign (agreed at HPC meeting of 3rd July 2017), including data collection unit and spare brackets (£3,150 + £630 VAT). **AGREED**
- 8.5. Payment of £1,065.06 – Clerk’s pay and expenses for the period 29th August to 25th September 2017 – comprising of pay for the month £1,029.92 (82 hours @ £12.56 per hour), plus expenses £35.14. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
- 8.6. Payment of £278.08 to Norfolk Pension Fund – September 2017 LGPS workplace pension contributions (comprising of employee contribution of £56.65 or 5.5% of pensionable pay, plus employer contribution of £221.43 or 21.5% of pensionable pay, based on the September 2017 pensionable pay of £1,029.92). **AGREED**
- 8.7. Payment of £371.80 – Litter Picker wages (September 2017) – 44 hours @ £8.45 per hour. **AGREED**
- 8.8. Payment of £350.00 – Hoveton St. John PCC – charitable grant/churchyard donation, as agreed in HPC's budget for 2017-2018 (LGA 1972 s137). **AGREED**
- 8.9. Payment of £350.00 – Hoveton St. Peter PCC – charitable grant/churchyard donation, as agreed in HPC's budget for 2017-2018 (LGA 1972 s137). **AGREED**
- 8.10. Payment of £500.00 – Norfolk Citizens Advice – charitable grant, as agreed in HPC's budget for 2017-2018 (LGA 1972 s137). **AGREED**
- 8.11. One request for payment had been received since 26th September – £21.00 to Kier Environmental Services Ltd (brown bin for Granary Staithe garden & garden waste collection service to March 2018, agreed at meeting of 13th March 2017). **AGREED**

9. OTHER FINANCIAL MATTERS

- 9.1. The monthly Cash Flow Report was noted by HPC. Minor adjustments may need to be made to certain budget heading allocations but the overall figures look healthy.
- 9.2. HPC noted receipt of £2,441.53 from Norfolk County Council – delegated service payment for urban grass cutting (payment received via BACS on 19th September).
- 9.3. HPC noted receipt of Precept (£22,207) and Grant Support (£1,561) from North Norfolk District Council (total amount received on 29th September 2017: £23,768).

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- 9.4. The bank reconciliation for the period 1st July to 30th September 2017 was noted, **APPROVED**, and authorised to be signed. The bank reconciliation was signed by Cllr Richmond.
- 9.5. The completed VAT reclaim for the period 1st April 2017 to 30th September 2017 was noted by HPC.
- 9.6. HPC considered making a charitable grant to The Royal British Legion, as agreed in the budget for 2017-2018. It was **AGREED and RESOLVED** to make a wreath donation of £50.00 (LGA 1972 s137), to be organised by Cllr Gourlay/Cllr Rogers (councillors to make donation and obtain receipt for reimbursement). **Action 11: Cllr Gourlay/Cllr Rogers to organise HPC's wreath donation.**

10. PLANNING MATTERS

To AGREE and RESOLVE upon the following:

- 10.1. **Planning Application PF/17/1270** Erection of two-storey rear extension to retail store and change of use of former Broads Hotel site to provide car-parking. Forge House, Stalham Road. **No objection.** (HPC **AGREED and RESOLVED** to comment on this application as follows – the car park plans would benefit from additional cycle parking spaces (provision of extra cycle parking spaces would be beneficial to the local community in terms of encouraging healthy travel options); HPC would like to see the bus layby extended in length, to allow more space for buses arriving early to safely park and/or wait without obstructing the highway.) **Action 12: Cllr Peter Howe to share HPC's comments with Ed Roy.**
- 10.2. **Planning Application BA/2017/0337/FUL** Change of use from A1 to A1/A3 mixed use, part retail/part restaurant. 4 Riverside Centre, Norwich Rd, Hoveton. **No objection.**
- 10.3. No planning applications had been received since 26th September 2017.
- 10.4. **Planning Decision BA/2017/0243/HOUSEH** Replace handrails. The Haven, Marsh Road, Hoveton – APPROVED **Noted**
- 10.5. **Planning Decision (NNDC) PF/17/0814** Change of use of first floor storage of detached garage to holiday accommodation, and insertion of dormer and balcony. Two Saints Barn, Tunstead Road, Hoveton – WITHDRAWN **Noted**
- 10.6. No planning decisions or appeals had been received since 26th September 2017.
- 10.7. HPC noted an update from the Broads Authority, dated 22nd September 2017. It was agreed that HPC's response to the upcoming Broads Local Plan consultation would be discussed further at HPC's November/December meetings.
- 10.8. It was **AGREED** that switching to electronic planning consultation with the Broads Authority was a good idea. **Action 13: Clerk to contact the Broads Authority.** Cllr Marshall suggested that HPC could invest in a projector/visual display set-up, to allow planning documents to be more easily seen at meetings. **Action 14: Cllr Richmond to investigate costs and options.**

11. MISCELLANEOUS

- 11.1. Cllr Peter Howe confirmed that the new picnic table had been ordered with a six-week delivery window, so it should be arriving soon. Volunteers will be needed to

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help get the table into place once it is delivered. Cllr Howe will organise another Granary Staithe working party soon. The Broads Authority is considering options for the maintenance of Riverside Park but it did not invite HPC to a meeting held to discuss this and it did not involve HPC in these discussions, though HPC asked to be consulted. Plans for the performance circle are also advancing without HPC being consulted. It was **AGREED and RESOLVED** that HPC should write a letter to John Packman at the Broads Authority (copied to Adrian Clarke) to express its disappointment at not being consulted and its desire to get involved in this work. **Action 15: Cllr Richmond to write to John Packman.** HPC has been informed by the Broads Authority, however, that work to the moorings area in Pocket Park will take place in January 2018. HPC is very pleased with the plan for Pocket Park.

- 11.2. Cllr Alex Howe reported she had contacted the bus company concerning the legal position regarding bus stops being obscured by overgrown hedges. Her query has been passed to a Mr Robert Pratt at Norfolk County Council, who will hopefully be able to advise further on this. Cllr Dixon advised that, if nothing is done after HPC makes 'first contact' with a resident regarding overgrown hedges, the established protocol would be for HPC to pass the matter over to Highways at NCC as there is a rule which says hedges should be cut back to the edge of the path, to help keep the pavement clear. Cllr Dixon advised that HPC contact Jon Winnett at Highways to ask for advice. HPC agreed the same protocol should be followed for all similar complaints, and it was agreed that recent concerns about two hedges would both be referred on to Highways. **Action 16: Cllr Alex Howe to contact Highways.**
- 11.3. Cllr Richmond provided HPC with an update from the Wroxham and Hoveton Joint Action Group. Wroxham Parish Council is very concerned about the proliferation of new housing and development on both sides of the river and the impact this might have on both villages. The Joint Action Group would therefore like to see both HPC and WPC working together to gather facts and figures to assess the possible effect of extra housing in the area. The first step will be to carry out a traffic survey with three 'trigger points' (where rubber strips will be placed to gather data). These will be: by the petrol station at the mini-roundabout as traffic enters Wroxham; at the bridge; at the top of Stalham Road as traffic leaves Hoveton. This should provide a snapshot of data on the percentage of traffic visiting the villages or simply passing through. The cost of the survey is approx £100 (WPC to pay half). It was **AGREED** the Easter holidays (once the NDR is open) will be the best time to run the survey. **Action 17: Cllr Alex Howe to obtain traffic survey contact details.** A new Air Quality Survey will also be run. **Action 18: Cllr Richmond to organise surveys.**
- 11.4. HPC **AGREED and RESOLVED** that Cllr Ann Rogers should be appointed as HPC's representative on the local Safer Neighbourhood Action Panel.
- 11.5. HPC discussed a proposal to temporarily change HPC's monthly meetings schedule so meetings will take place on the first Wednesday of the month. HPC **AGREED** on the following revised meeting dates: Wednesday 1st November and Wednesday 6th December. HPC's budget meeting will now take place on Wednesday 8th November (informal meeting). **Action 19: Clerk to book room for meetings.** HPC **AGREED** further discussion was needed regarding the dates of Hoveton Village Hall trustees

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meetings, as the secretary of the HVH management committee is unable to attend meetings on the first Wednesday of the month. It was AGREED that meeting dates should be kept under constant review and any resulting change in workload should be monitored.

12. MEMBERS MATTERS

- 12.1. The Clerk was asked to prepare the report for the November issue of The Bridge. It was agreed that Cllr Gourlay would write a 'councillor interview' feature for the report, and the other items to be included were: making sure residents are aware of the new camera-operated pay and display parking machine system in the small brewery-run car park next to the chemist; a collective heating oil buying scheme, run by Community Action Norfolk; and an update from the North Norfolk Parish & Town Council Forum (via Cllr Alex Howe).
- 12.2. There were no items put forward for consideration at future meetings.

The meeting closed at 8.45pm.

Signed Date

Name