

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 31st July 2017 at the Jubilee Room, Hoveton Village Hall

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

Officer: Lisa Weller – Clerk

Visitors in Attendance: Councillor Nigel Dixon (District and County Councillor)
PC Tom Gibbs, Safer Neighbourhood Team Beat Manager
Mr Russell Reeve (observer pending co-option to Council)
Five 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 reported she was continuing to chase up the overdue delegated service payment for urban grass cutting from Norfolk County Council (NCC). She has also been chasing Amey for the quote for a new street light for the Station Rd/Horning Rd West junction. Hopefully, both matters will be resolved by HPC's 4th September meeting.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on 3rd July 2017 were **AGREED and APPROVED**. The minutes were signed by Cllr Richmond.

5. PUBLIC SPEAKING

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

Cllr Dixon said he had information to share with HPC regarding a new budget allocation relating to his role as County Councillor, as well as an update on Brook Park. He said he was open to questions relating to the ongoing problems with parking on Tunstead Road.

Initials Date

5.2 To meet PC Tom Gibbs, the new Safer Neighbourhood Team Beat Manager, and to discuss crime figures for Hoveton.

PC Tom Gibbs (formerly DC Tom Gibbs) introduced himself. He is the new Beat Manager (neighbourhood officer) for the area and he is based at Hoveton Police Station. The 'C24 area' includes Hoveton, Stalham, Horning, Ludham, Ingham, Horsey, Sea Palling, Potter Heigham, and all of the villages in between. Wroxham is not included in the C24 area as it is covered by the Sprowston Safer Neighbourhood Team but PC Gibbs intends to work with the Wroxham Beat Manager on issues of joint concern. He recognises that crime in Hoveton affects Wroxham and vice versa, and so his work doesn't stop at the bridge. He lives locally, so Hoveton is his local community. His primary role as Beat Manager will be to deal with local and neighbourhood issues. Along with the PCSOs, he hopes to get 'out and about' to meet local people, talk to the community, and give public reassurance. He works shifts but he will be around as much as possible. Cllr Ann Rogers is his main point of contact with HPC. The police are no longer allowed to give crime reports for individual villages and towns, but the latest newsletter for the target area shows low crime figures overall. PC Gibbs will attend HPC meetings when he is able to do so, and will give a brief summary of local crime news. Recent crimes reported include three attempted break-ins to business premises in the village (an arrest has been made and the matter is currently under investigation) and a few house burglaries (arrests have been made). There is also a small problem with social/recreational drugs. PC Gibbs wants to be a 'visible presence' in the village, and he would be happy for HPC to introduce him to local residents via The Bridge.

5.3 The public to submit questions relating to local issues.

A resident of Two Saints Close raised concerns over overgrown hedges and verges along the Tunstead Road trod, and overgrown grass along the foot/cycleway between Summer Drive and Tunstead Road. The resident was advised that maintenance of the cycleway is the responsibility of Persimmon and that NCC's Highways is responsible for cutting grass verges along the trod, as this forms part of the rural grass cutting schedule. Highways is aware the trod needs attention (it has already been reported to them by Cllr Dixon), but HPC will chase this up.

A local resident asked who is responsible for maintenance of the footpaths and car park at Blofeld Loke, as these are in poor repair and action needs to be taken. Responsibility was thought to lie with either NCC (Highways) or Victory Housing. **Action 1: Cllr Peter Howe to contact Highways and Victory Housing for advice.**

A local resident said he feels more signs are needed to alert motorists to the location of St John's Primary School, and to warn them to slow down as they approach. There is no school sign on Church Road or on Stalham Road turning left towards Horning. There are no signs at all on the Hoveton side of the school. HPC agreed a school sign is needed at the Hoveton end of Horning Road. **Action 2: Cllr Alex Howe to pursue this with Jon Winnett (Highways).**

Initials

Date

Mr Russell Reeve, who was observing the meeting after submitting a co-option request, introduced himself to the Council. He has lived in Hoveton for a year and though he has limited time to give due to the fact he works full-time, he would like to become a parish councillor as he has lots of experience in the public sector (he currently works as County Officer for Norfolk Association of Local Councils), a good knowledge of the local area and family ties to the area. He would like to contribute to the local community by joining the Parish Council. Cllr Richmond confirmed that Mr Reeve's application would be considered at the next meeting of the Council.

All other comments made concerned ongoing problems with parking on Tunstead Road (item 6.1), as follows:

- PC Gibbs advised there are no parking restrictions in the area of concern, and so no offence is being committed. He doesn't believe this is an unlawful obstruction of the highway.
- Cllr Richmond feels the most dangerous part of this situation is when buses park outside the school and therefore narrow the road for motorists trying to get past.
- There is a long-term plan for providing parking on the school grounds, but based on feedback from NCC, this work won't be funded for a long time.
- Residents report they are being given a different reason for the school's decision every time they write, and that the school's parking facilities aren't mentioned in its Ofsted report.
- Cllr Dixon is conscious that progress is not being made on this issue. He believes this is 'unnecessary parking' that is causing an inconvenience and is also a safety hazard for users of Tunstead Road. He accepts vehicles cannot park on the school grounds, but believes the parking problem shouldn't be shifted to Tunstead Road. HPC has offered a solution to this problem (use of the car park at Hoveton Village Hall) and Cllr Dixon believes this solution is a good one, but the headteacher says he can't enforce this solution, as his staff are not parking illegally. Cllr Dixon feels this is down to interpretation of the law and the situation is different in cities than in towns and villages. There shouldn't be a raising of tolerance levels over what is considered acceptable parking and what isn't. There must be a way to negotiate a solution.
- It was **AGREED and RESOLVED** that HPC would organise a meeting between the headteacher of Broadland High School, Cllr Dixon, PC Gibbs, and members of HPC to try to resolve the problem.

6. MATTERS ARISING FROM PREVIOUS MEETINGS

- 6.1. HPC had already discussed Broadland High School/parking on Tunstead Road (see item 5.3).
- 6.2. HPC received an update on the recent meeting with Jon Winnett of Norfolk County Council, and HPC's highway maintenance requests. Highways has advised they will not fund any highway changes outside Broadland High School as the problem is of the school's own making, and the statistics do not show this to be an accident 'hot

Initials Date

spot'. PC Gibbs encouraged residents of Tunstead Road to report any problems to him (concerning near misses on Tunstead Road, or problems getting in and out of driveways) as this would act as evidence that the situation is dangerous, whether there has been an accident or not. The yellow zig-zag markings outside the school can only be 44 metres in length. Cllr Alex Howe is going to check on the length of the markings, but believes they are already the maximum regulation length. TROs (Traffic Regulation Orders) cost approximately £6,000-£8,000, and just one minor objection can mean the process has to be repeated at the same cost. Jon Winnett has advised the Highways budget is severely compromised at the moment and so it is difficult to fund work (the Parish Partnership scheme is one possible solution). Mr Winnett is happy to receive photos of any problems HPC is particularly worried about and he'll see what he can do (budget permitting). Highways has looked into the problems with surface water flooding at the pedestrian crossing near St John's Primary School. The drains have been checked and are level with the carriageway. The gullies will be cleaned in the next maintenance cycle (six weeks). The blocked drains at the mini roundabout will also be cleared and their lids will be replaced as these were jammed. The trip hazards on the trod are not felt by Highways to be a problem. It was **AGREED** HPC should join the highway inspection every quarter to raise any issues. **Action 3: Cllr Marshall to chase pending items on highway maintenance requests list and to arrange HPC's attendance at inspection.**

- 6.3. HPC finalised the Memorandum of Understanding between Norfolk County Council and HPC concerning the use of the temporary Speed Awareness Messaging (SAM2 sign). Three locations on Tunstead Road were agreed upon as 'authorised sites' for the SAM2 (there is already a flashing sign on Horning Road). Data collected will be shared with NCC Highways. The Memorandum of Understanding was signed by Cllr Richmond. **Action 4: Cllr Alex Howe to ask Jon Winnett to sign the MoU and to order the SAM2 from Westcotec (purchase agreed at 3rd July meeting).**
- 6.4. HPC discussed actions to be taken regarding speeding on Horning Road, Tunstead Road and Church Road. Particular problems have been reported late at night, or in the early hours of the morning. PC Gibbs is happy to consider speeding in Hoveton as a new policing priority and he will raise this matter at the next SNAP meeting.
- 6.5. There were no updates available regarding the tree inspection report carried out at Riverside and Pocket Park. Cllr Marshall suggested that the Kings Head should be chased, to check they have dealt with the dangerous oak tree HPC reported to them. **Action 5: Cllr Marshall to send tree report to the Broads Authority.**
- 6.6. The proposal to paint a mural on the old Broads Hotel site's hoardings is pending a decision by Roys.
- 6.7. The actions list arising from the meeting of 3rd July was considered. There were no further updates.

7. CORRESPONDENCE

- 7.1. HPC discussed an email from North Norfolk District Council (NNDC), dated 4th July, regarding Local Green Space (LGS) Designations. It was **AGREED** that HPC should nominate the following: Riverside & Pocket Park, Granary Staithe, Hoveton Village

Initials Date

Hall's grounds, the open space by the doctors (outside Brook Park). **Action 6: Cllr Marshall/Cllr Alex Howe to prepare consultation response, by 11th August.**

- 7.2. Two items of correspondence to be discussed had been received since 24th July:
- 7.2.a. An email from a resident of Hoveton, dated 27th July, regarding areas for dog walking. Cllr Gourlay has advised the resident that dogs cannot be walked on Hoveton Village Hall's park, and has suggested alternative safe areas. **Action 7: Clerk to email resident to confirm HPC's further suggestions.**
- 7.2.b. HPC noted a letter from Mazars LLP, dated 26th July, confirming completion of the audit for the financial year ended 31st March 2017. HPC noted the audited Annual Return for the financial year 2016-2017 (including the External Auditor Report and Certificate) and HPC authorised the Clerk to complete the Notice of Conclusion of Audit for 2016-17 and to publish the audited accounts. The Clerk was thanked for her work and she confirmed no requests had been received for the inspection of accounts.

8. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:

- 8.1. Payment of £197.86 to HM Revenue & Customs – tax and national insurance contributions (employee PAYE income tax of £60.60, employee NIC of £63.84, employer NIC of £73.42). **AGREED**
- 8.2. Payment of £1,400 to Target Trees – Pocket Park tree work (full crown pollard of willow tree behind Massingham Bros), as per quote accepted at 8th May meeting. **AGREED**
- 8.3. Payment of £12.00 to Thinking Rural CIC – payroll services (June 2017). **AGREED**
- 8.4. Payment of £1,413.80 – Clerk's pay and expenses for the period 27th June to 23rd July 2017 – comprising of pay for the month £1,381.60 (110 hours @ £12.56 per hour), plus expenses £32.20. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
- 8.5. Payment of £373.03 to the Norfolk Pension Fund – July 2017 LGPS workplace pension contributions (comprising of employee contribution of £75.99 or 5.5% of pensionable pay, plus employer contribution of £297.04 or 21.5% of pensionable pay, based on the July 2017 pensionable pay of £1,381.60). **AGREED**
- 8.6. Payment of £371.80 – Litter Picker wages (July 2017) – 44 hours @ £8.45 per hour. **AGREED**
- 8.7. Two requests for payment had been received since 24th July 2017:
- 8.7.a. Payment of £240.00 to Mazars LLP – external audit work undertaken on behalf of the Audit Commission for the year ended 31st March 2017. **AGREED**
- 8.7.b. Payment of £3,035.28 to North Norfolk District Council – litter bins/dog waste bins emptying (1st April 2017 to 31st March 2018) (£2,529.40 + £505.88 VAT). **AGREED**

9. OTHER FINANCIAL MATTERS

- 9.1. The monthly Cash Flow Report was noted by HPC. No actions were required.
- 9.2. HPC noted the direct debit payment (11th July 2017) of £164.99 to E.On in relation to electricity supplies (street lighting).

Initials Date

- 9.3. HPC considered three quotations for maintenance work at Hoveton Village Hall. It was **AGREED and RESOLVED** that HPC should make a donation of £5,000 to the Hoveton Village Hall and Recreation Ground charity (as per HPC's agreed budget) on the understanding that the funds shall be used to pay for maintenance work at Hoveton Village Hall (painting and decorating, floor varnishing, etc), as outlined in the quotes submitted by the charity. Donation – Local Government (Miscellaneous Provisions) Act 1976, s19.
- 9.4. HPC discussed the purchase of a new picnic table for Granary Staithe, considering several options. HPC **AGREED** a wooden table should be ordered from Sustainable Furniture, to match those already on the site (estimated cost £390.00). **Action 8: Cllr Peter Howe to order picnic table.** Picnic tables ordered for other sites (e.g. Pocket Park) if such purchases should be agreed in the future would be made from recycled plastic (maintenance-free).
- 9.5. HPC noted the automatic renewal (direct debit payment due on 19th August) of its domain 'hoveton-pc.org.uk' at £13.99 + VAT (plus ICANN fee of £0.11 +VAT) with 1&1 Internet Ltd.

10. **PLANNING MATTERS**

To AGREE and RESOLVE upon the following:

- 10.1. **Planning Application PF/17/1060** Erection of single storey rear extension. Rose Cottage, Grange Close, Hoveton. **No objection.**
- 10.2. **Planning Application PF/17/1078** Erection of single storey side extension and alterations to doors and windows. 50 Waveney Drive, Hoveton. **No objection.**
- 10.3. One planning application had been received since 24th July: **Planning Application BA/2017/0243/HOUSEH** Replace handrails. The Haven, Marsh Road, Hoveton. **No objection.**
- 10.4. **Planning Decision BA/2017/0152/FUL** Alterations to shop front. 4 Riverside Centre, Norwich Road, Hoveton – APPROVED **Noted**
- 10.5. **Planning Decision BA/2017/0155/FUL** Replace 158m quayheading, removal of 280 square metres of land, installation of pontoon, widening of access track and removal of storage shed. Barnes Brinkcraft, Riverside Road – APPROVED **Noted**
- 10.6. **Planning Decision BA/2017/0165/FUL** Replacement play equipment. Bewilderwood, Horning Road, Hoveton – APPROVED **Noted**
- 10.7. **Planning Decision (NNDC) PF/17/0732** Conversion of detached workshop to self-contained residential annexe. Yew Trees, Long Lane – APPROVED **Noted**
- 10.8. **Planning Decision (NNDC) PF/17/0738** Change of use from B8 (Storage & Distribution) to B2 (General Industrial steel fabrication). Beardshaw Brothers Ltd, Stalham Road Industrial Estate, Littlewood Lane, Hoveton – APPROVED **Noted**
- 10.9. **Planning Decision (NNDC) ADV/17/0895** Display of replacement illuminated fascia signs and; illuminated projecting sign to north-west elevation. McDonalds Restaurant, Stalham Road, Hoveton – APPROVED **Noted**
- 10.10. One planning decision had been received since 24th July 2017: **Planning Decision (NNDC) PF/17/0868** Erection of single storey side/rear extension. 27 Tunstead Road, Hoveton – APPROVED **Noted**

Initials

Date

- 10.11. HPC discussed Planning Application BA/2016/0408/FUL (Demolition of two existing buildings and erection of a new detached dwelling. Erequay, The Rhond, Hoveton). Concerns were raised that the building is significantly larger than was shown in the plans and that it would have an adverse impact on the area as it looks higher than those buildings previously built. Cllr Marshall advised that the building looks bigger than it actually is at the moment, due to the scaffolding. An amendment was made to the original plans to raise the height of the plinth to comply with regulations but the building is actually no higher than the buildings around it. HPC noted there is a need to consider the overall 'look' of the area when considering plans on paper.
- 10.12. HPC reviewed its procedures for dealing with planning applications and considered three draft planning protocols. The Clerk explained the different options presented in the protocols, and HPC **AGREED and RESOLVED** to adopt the third protocol, as revised by Cllr Richmond.

11. MISCELLANEOUS

- 11.1. Cllr Gourlay raised concerns about overflowing, industrial-sized rubbish bins in the Hotel Wroxham car park which may contribute to vermin problems on the Granary Staithe as the bins are not locked. **Action 9: Cllr Peter Howe to investigate/to talk to Hotel Wroxham if required.** Cllr Peter Howe reported he is working with NCC and the local landowner to arrange for hedges to be trimmed along the Three Rivers Way.
- 11.2. Cllr Richmond updated HPC on the Wroxham and Hoveton Joint Action Group. Cllr Richmond has been contacted by a local radio station which is interested in doing a follow-up to the piece recently published in the EDP. The big issue for Wroxham Parish Council at the moment is the volume of traffic using the main road through the villages. Wroxham Parish Council is thinking of revisiting the idea of a bypass, but HPC agreed it wouldn't encourage this idea as it was felt this could be counter-productive in terms of slowing development at both ends of the village. The Group is also looking into problems with air pollution caused by the traffic, and would like to carry out another Air Quality Survey and a Traffic Survey. NNDC could be asked to supply an air quality monitoring station. **Action 10: Cllr Richmond to contact NNDC regarding Air Quality/Traffic Surveys.** There have been some problems with reporting crime 'over the bridge' so it's good to hear PC Gibbs will be working to tackle crime on both sides of the river. It was agreed it would be useful for both PC Gibbs and Wroxham's Beat Manager to be invited to attend the next meeting of the Joint Action Group. **Action 11: Cllr Richmond to email PC Gibbs with date of the next meeting.**
- 11.3. Following a presentation at its 3rd July meeting, HPC **AGREED and RESOLVED** to support the work of the North Norfolk Parish and Town Council Forum (and also in doing so to become a member of the Forum). Cllr Alex Howe expressed interest in attending the next meeting of the Forum's executive committee to find out more.
- 11.4. HPC **AGREED** to pass a resolution that, in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for item number 11.5 on the grounds that this item involves the

Initials Date

likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

- 11.5. HPC noted the outcome of the Clerk's appraisal meeting. It was **AGREED** that the Clerk's appraisal report should be signed. HPC **AGREED** the Clerk should continue her professional development training and complete activities two and three of the Introduction to Local Council Administration course. The Clerk updated HPC on her current workload and priorities, including continuing with the audit/organisation of HPC's physical and electronic files, and beginning work on the new HPC website.

12. MEMBERS MATTERS

- 12.1. The Clerk was asked to prepare the report for the September issue of The Bridge. It was agreed Cllr Alex Howe would write an 'interview' feature for the report and that the other items to be included were an update on the Wroxham and Hoveton Joint Action Group, and an introduction to PC Gibbs, Hoveton's new Beat Manager.
- 12.2. There were no items put forward for consideration at future meetings.

The meeting closed at 8.30pm.

Signed Date

Name