

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 3rd 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)
Julie Chance, Liz Whittingham and Liz Boatman (North
Norfolk Town & Parish Forum)
Twenty-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

There were no declarations of interest. A query had been raised with Hoveton Parish Council (HPC) regarding a possible conflict of interest concerning Cllrs Alex and Peter Howe and the Church Field planning application (agenda item 10.1) despite Cllr Peter Howe previously stating at HPC's 19th June meeting that he did not have interests to declare with regard to this application. Cllr Richmond advised he had spoken to North Norfolk District Council's monitoring and compliance officer, who had confirmed there was no conflict of interest as Cllrs Alex and Peter Howe have no pecuniary interests in the application to be discussed and would not benefit in any way from this application. Cllr Marshall asked for it to be noted that his daughter works at Barrington Farm (item 9.5).

4. MINUTES OF PREVIOUS MEETINGS

The minutes of the Parish Council meeting held on 5th June 2017 and the Extraordinary Parish Council Meeting of 19th June 2017 were **AGREED and APPROVED**. The minutes were signed by Cllr Richmond.

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5. PUBLIC SPEAKING

5.1 To receive a report from Julie Chance, Liz Whittingham, and Liz Boatman of the North Norfolk Town and Parish Forum, regarding second homes council tax. Liz Whittingham, who is a councillor with Sheringham Town Council, explained that the Forum started in February 2015 and is run by an executive committee that is comprised of councillors and clerks (all in a voluntary capacity). The Forum’s aim is to encourage town and parish councils across the whole of North Norfolk to work together, to find solutions to common problems. Some of the main issues raised so far are second homes council tax, affordable homes, and neighbourhood plans. The Forum is concentrating on ‘second homes council tax’ at the moment. A percentage of funds raised from second homes council tax are allocated to the Big Society Fund (BSF). Parish councils can apply to the BSF for grants. However, when these grants are awarded, there is no weighting given to those parishes more adversely affected by second homes. There are 22 second homes in Hoveton (above average), though this figure only includes homes registered for council tax and not properties subject to business rates. The Forum is concerned that funds collected from ‘second homes council tax’ is not being allocated to parishes with the highest proportion of second homes (this may be because the parishes are too small, and lack resources needed to apply for funding). Of the total grants given out by the BSF, 90% are believed to have gone to parishes with a below average number of second homes. Hoveton and Horning have received none of this money so far. HPC is encouraged to apply to the BSF, as it is in the best position to identify what the community needs (HPC intends to make an application this year). HPC was asked to consider resolving to become a member of the Forum and to support its work. The more parishes the Forum has on board, the more power it will have to get things done. The date of the Forum’s next meeting is Wednesday 4th October, 10am, at Cromer Town Hall.

5.2 To receive a report from the County and the District Councillor Nigel Dixon. Councillor Dixon kept his report brief, but said he was open to questions relating to the Church Field application or the problems with parking on Tunstead Road. A recent email from Persimmon suggested Persimmon had not been honest in telling residents of Brook Park it had to obtain approval for all drainage remedial works to public open space areas before it could undertake drainage remedial works elsewhere on the site.

5.3 The public to submit questions relating to local issues. A resident of Two Saints Close reported she had written to Norman Lamb MP about the ongoing problems with parking outside the school on Tunstead Road. Mr Lamb has now written to Mr Tom McCabe, Executive Director of Community & Environmental Services at Norfolk County Council (NCC), and is awaiting his reply.

All other comments made concerned the Church Field planning application (item 10.1), as follows:

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- A resident of Church Road said she had submitted an objection to North Norfolk District Council (NNDC) citing concerns about traffic congestion, flooding, undue pressure on facilities (the medical centre and school), the site's proximity to the church (a listed building), overcrowding, and the need to protect the ecosystem and local wildlife.
- A resident of Meadow Drive stated he had already raised his objections in writing and at the 19th June meeting of HPC, but he reminded HPC that it had objected to the original application for this area on the grounds of the use of agricultural land and road safety issues, and that these concerns remained. Cllr Richmond advised the resident that though HPC had objected to the original application, and though there are similarities between the two, HPC has a duty to consider and judge this revised application on its own merits.
- A resident of Church Road expressed concern that the related car park application had been withdrawn, and that this might lead to an increase in traffic/parked cars on Church Road during the 'school run'. There is already a problem with speeding on Church Road, particularly near the school.
- A resident of Church Road raised concerns about flooding and parking outside the school, and flooding problems at the corner of the road just past the school in the direction of Horning (Cllr Peter Howe advised that flooding problems at the corner had temporarily been solved with new soakaways).
- A resident of Waveney Drive questioned whether Hoveton needed 25 more homes in addition to the homes already built at Brook Park.
- In response to concerns raised by several members of the public, Cllr Richmond advised there was no 'planning link' between this application and the commercial /industrial development for this area.

There were no further comments from members of the public, so the 'public speaking' section of the meeting was closed at this point. Members of the public were reminded that HPC is still in need of new councillors. At present, there are only six councillors to deal with all of the issues that are being raised, but there should be twelve councillors.

6. ACTIONS

The actions list arising from the meeting of Hoveton Parish Council on 5th June 2017 was considered. Cllr Marshall is waiting on advice from the police regarding the scooter to be removed from outside the Tourist Information Centre. The trees at the corner of Station Road/Horning Road West are now very overgrown, and need to be reported to Highways as an urgent matter.

7. CORRESPONDENCE

7.1. HPC noted a number of emails concerning the ongoing problems regarding parking on Tunstead Road (outside Broadland High School). Jon Winnett of Norfolk County Council (NCC) recently visited the site to assess the problem and met several local residents. HPC is awaiting Mr Winnett's report, but Cllr Alex Howe read out several proposals made by the residents (that staff should commence parking back on the

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school site immediately; increasing the school's yellow zig-zag markings; reducing the speed limit to 20mph; installing a zebra crossing). It was agreed that reducing the speed limit was a good idea, but that the primary issue to be addressed wasn't speeding, but parking outside the school. Cllr Alex Howe advised the new ruling at the school was imposed after a visit from Ofsted and that the Broadland Youth and Community Centre had been unable to offer the school parking spaces, but spaces were offered in the Hoveton Village Hall (HVH) car park only to be turned down as being 'too far' for the teachers to walk. **Action 1: Cllr Gourlay to email Malcolm Kemp, the Chair of Governors, to ask for the HVH offer to be made to staff again.** Cllr Alex Howe will continue to liaise with Jon Winnett regarding Highways' recommendations.

- 7.2. HPC discussed a number of emails concerning problems with speeding on Horning Road, particularly near St John's Primary School, and with 'surface water' flooding at the crossing near the school. HPC has asked that the police include speeding on Horning Road as one of their policing priorities, and the new SAM2 sign HPC hopes to purchase could be placed on Horning Road as one of its moveable locations. Cllr Marshall advised the drain at this crossing is higher than the crossing itself, which causes flooding in this area. The crossing is simply not useable when it floods, but this problem should be fixable. It was **AGREED** these flooding problems should be added to the list of ongoing items to be pursued with NCC's highways department.
- 7.3. HPC noted an email from NCC's Highway Inspector, dated 19th June, regarding the Parish Council's highway maintenance requests. Some progress had been made in terms of the items reported to NCC. Cllr Marshall reported the pavement/potholes at the junction of Tunstead Road and Tunstead Lane had been fixed (though there is still a section of the pavement there that needs work). However, blocked drains that were supposed to have been reviewed during the inspection had not yet been cleared. Cllr Dixon offered to chase up these matters with NCC and suggested HPC copy him into any relevant emails. **Action 2: Cllr Marshall to request a second inspection, this time with HPC in attendance.**
- 7.4. No correspondence had been received or sent since 27th June 2017.

8. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:

- 8.1. Payment of £189.30 to HM Revenue & Customs – tax and national insurance contributions (employee PAYE income tax of £57.20, employee NIC of £61.44, employer NIC of £70.66). **AGREED**
- 8.2. Payment of £1,084.72 to Garden Guardian Limited – urban grass cutting for Hoveton for March, April & May 2017 (£903.93 plus £180.79 VAT). **AGREED**
- 8.3. Payment of £564.00 to Millennium Pest Control Ltd – rat riddance programme at Granary Staithe and the purchase of six metal bait stations. **AGREED**
- 8.4. Payment of £47.50 to Hoveton Village Hall – hire of the Jubilee Room for April to June 2017 (9.5 hours @ £5.00 per hour). **AGREED**
- 8.5. Payment of £360.00 to Target Trees – tree inspection reports (Riverside & Pocket Park). **AGREED**

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- 8.6. Payment of £1,296.65 – Clerk’s pay and expenses for the period 29th May to 26th June 2017 – comprising of pay for the month £1,281.12 (102 hours @ £12.56 per hour), plus expenses £15.53. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
- 8.7. Payment of £345.90 to the Norfolk Pension Fund – June 2017 LGPS workplace pension contributions (comprising of employee contribution of £70.46 or 5.5% of pensionable pay, plus employer contribution of £275.44 or 21.5% of pensionable pay, based on the June 2017 pensionable pay of £1,281.12). **AGREED**
- 8.8. Payment of £371.80 – Litter Picker wages (June 2017) – 44 hours @ £8.45 per hour. **AGREED**
- 8.9. One request for payment had been received since 27th June 2017: payment of £81.52 to Amey LG Limited – street light repair (Two Saints Close). **AGREED**

9. OTHER FINANCIAL MATTERS

- 9.1. The monthly Cash Flow Report was noted by HPC. No actions were required.
- 9.2. The bank reconciliation for the period 1st April 2017 to 30th June 2017 was noted, **APPROVED**, and authorised to be signed. The bank reconciliation was signed by Cllr Richmond.
- 9.3. HPC considered a quotation for maintenance work at Hoveton Village Hall (HVH) and considered releasing funds earmarked for HVH, as discussed at the 5th June 2017 meeting of Hoveton Parish Council as sole trustee of Hoveton Village Hall & Recreation Ground. £5,000 has been earmarked in HPC’s budget this year to help support HVH, but the HVH Management Committee cannot spend a large amount of money without first obtaining the trustee’s authorisation. It was agreed that at its 31st July meeting, HPC would consider making a grant of funds to HVH, and at the next meeting of Hoveton Parish Council as sole trustee of Hoveton Village Hall & Recreation Ground (31st July, immediately following the main HPC meeting) the Council acting as trustee would approve spending by the Management Committee.
Action 3: Cllr Gourlay to obtain three quotes to be considered at next HPC meeting.
- 9.4. HPC received an update from Cllr Alex Howe regarding her research into the SAM2 (speed awareness message) signs. The cost of purchasing a sign will be £3,281 (+ VAT). SAM2 records speeds and gathers data, so HPC could use the sign to gather evidence to support requests for changes to be made to problem roads, and it will also help with road safety. The sign must be moved every four weeks. It would be a good idea to put the sign on Horning Road, in addition to the suggested sites on Tunstead Road, but a location for the sign would first need to be agreed with NCC. Cllr Alex Howe and Cllr Richmond will move the sign between the agreed locations and gather data until a Community Speed Watch team can be formed (volunteers were encouraged to come forward to form a Community Speed Watch team). HPC **AGREED** a SAM2 sign should be purchased at a cost of £3,281 (+VAT). **Action 4: Cllr Alex Howe and Cllr Richmond to finalise list of sites for the SAM2 sign (Memorandum of Understanding with NCC to be signed at next meeting).**

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9.5. HPC considered Barrington Farm’s cost proposal/budget for painting a mural to be attached to the old Broads Hotel site’s hoardings. It looks like these hoardings are likely to be taken down by Roys as part of their development plans, but the mural could be moved and put elsewhere in the village. Approval for the mural has been given in principle by Ed Roy, but HPC would need to seek his formal approval. HPC agreed Barrington Farm is an important social enterprise, and is worth supporting. HPC **AGREED** in principle to the proposed expenditure of £1,207.04 (Cllr Marshall abstained from voting on this matter), pending approval by Ed Roy. **Action 5: Cllr Peter Howe/Cllr Marshall to seek Ed Roy’s formal approval for the project.**

10. PLANNING MATTERS

To AGREE and RESOLVE upon the following:

10.1. **Planning Application (NNDC) PF/17/0696** Erection of 25 dwellings with associated roads and landscaping, extension to church graveyard and off-site highways works. Church Field, Hoveton, NR12 8NY. **Objection.**

In relation to Planning Application (NNDC) PF/17/0696, HPC discussed the following:

- An extraordinary meeting was held on 19th June 2017, at which initial discussions took place about this planning application. The meeting was well-attended, and all correspondence received from members of the public had been circulated for HPC’s consideration.
- Based on feedback received and his own observations, Cllr Marshall had compiled a list of key points for HPC to consider (and some brief background information about the Church Field site), which he read out loud.
- The only traffic calming measure proposed is an intention to move the 30mph speed limit sign from the top of the hill to the bottom of the hill.
- Anglian Water believes the foul sewer in Meadow Drive can cope with the extra level of water, but Meadow Drive residents have reported this sewer regularly blocks, so it seems unlikely the existing sewer will be able to cope. What would Anglian Water do to make sure the sewer can cope?
- The size and type of development proposed could be good for Hoveton – one benefit would be the addition of affordable housing, which people have been waiting for. But there are too many things wrong with the proposal and too many concerns that have not been addressed.

Hoveton Parish Council **AGREED**, by a unanimous vote, to OBJECT to Planning Application (NNDC) PF/17/0696. HPC **AGREED** to base its objection on the following material planning considerations: outside of development area; use of agricultural land; sewage capacity and drainage concerns; site access/road safety concerns. Further concerns to be raised by HPC include the site’s close proximity to two listed structures (the church and farmhouse); light pollution from vehicles entering the development; and noise pollution/other disturbances to existing residents of the area.

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All but five members of the public (and Cllr Dixon) left the meeting following the conclusion of agenda item 10.1.

- 10.2. **Planning Application BA/2017/0197/COND** Variation of condition 2: approved plans of permission BA/2005/1264/HISTAP. Plot Adj 5 The Rhond, Hoveton. **No objection.**
- 10.3. **Planning Application BA/2017/0181/FUL** Replacement windows. The Old Mill, Norwich Road, Hoveton. **No objection.**
- 10.4. One planning application had been received since 27th June 2017: **Planning Application (NNDC) PF/17/1021** Erection of single storey rear extension and rear extension to detached garage. Treedona, Tunstead Road. **No objection.**
- 10.5. **Planning Decision BA/2017/0157/NONMAT** Alteration from rebated feather edge profile cladding fixed horizontally to tongue and groove/shiplap profile fixed vertically, non-material amendment to previous permission BA/2015/0425/HOUSEH. Little Crabbetts, Horning Road, Hoveton – APPROVED **Noted**
- 10.6. **Planning Decision (NNDC) PF/17/0640** Subdivision of dwelling to form a one bedroom studio apartment for holiday letting. Camberley, 28 Church Road, Hoveton – APPROVED **Noted**
- 10.7. No planning decisions or appeals had been received since 27th June 2017.
- 10.8. HPC reviewed its procedures for dealing with planning applications. The Clerk had prepared two draft planning protocols for HPC’s consideration setting out how HPC could consider planning matters moving forward, based on the new planning rules and advice received from the Planning Authority. It was agreed that requesting an extension on time sensitive planning applications should be the first step, but HPC wanted more time to consider what to do in the event an extension is not granted. **Action 6: Cllr Richmond to draft a revised planning protocol.** It was agreed that until a revised protocol is agreed, the Clerk should ask for extensions for time sensitive planning applications. If an extension is not given, the Chair will decide if an extraordinary meeting is needed and how HPC should deal with the application.

11. MISCELLANEOUS

- 11.1. HPC considered a tree inspection report carried out at Riverside and Pocket Park. Cllr Marshall has now obtained a map which shows some of the trees included in the report are not included within the parks’ boundaries. The oak tree mentioned as needing urgent work is on brewery land, and has been referred to the general manager at The King’s Head for action. Remedial work is scheduled to take place on the willow tree behind the butchers. It doesn’t look like any of the other trees mentioned in the report have TPOs. Target Trees have given permission for their report to be shared with the Broads Authority. **Action 7: Cllr Marshall to share report with the Broads Authority and agree the work to be done and how costs will be met.**
- 11.2. HPC received an update on Granary Staithe from Cllr Peter Howe. Millennium Pest Control (MPC) has visited the site and installed boxes to deal with the rat problem. HPC is awaiting their report. It is not clear if MPC has spoken to the neighbouring

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food outlets yet, but it was agreed it would be a good idea if HPC did so. **Action 8: Cllr Richmond to speak to food outlets about pest control measures.**

- 11.3. HPC discussed concerns raised by a local resident regarding an overgrown hedge on Tunstead Road (at a property opposite the footpath to Stalham Road) which is restricting pavement access and use. **Action 9: Cllr Alex Howe to liaise with residents.**
- 11.4. Cllr Alex Howe, Cllr Gourlay and Cllr Marshall have attended Clapham & Collinge's Charity Trustee Induction and Training Session, and all found it to be very helpful. HPC has been advised to register for Charity Commission alerts, which are a good source of information and also provide updates on charity law and procedures. Cllr Howe was advised it is important she mention her role with the Broadland Youth & Community Centre as a potential conflict of interest at every trustee meeting. HPC has also been advised that the trust should have its own Code of Conduct (a good example to follow is 'the 7 principles of public life' or the 'Nolan principles'). It was AGREED it would be a good idea for the other councillors to attend this course too. **Action 10: Cllr Alex Howe to find out about future course dates.**
- 11.5. HPC recently held a joint parish surgery with Wroxham Parish Council at Wroxham Library. No members of the public showed up on the day, but it was agreed a joint surgery was a good idea and that this should continue. The Wroxham and Hoveton Joint Action Group was recently formed between the two parish councils to discuss issues of interest to both communities, to share ideas and to work together. HPC's representatives will be Cllr Richmond and Cllr Marshall, but other councillors would be welcome to attend the action group meetings too.
- 11.6. HPC reviewed the Council's current priorities in terms of the Clerk's workload and councillors' responsibilities. It was **AGREED** that councillors, and the Council as a whole, should take a stronger lead in dealing with the Council's work and thereby reduce the Clerk's workload. Additional councillors' responsibilities were allocated as follows: highways and drains (Cllrs Alex and Peter Howe); Riverside and Pocket Park (Cllr Marshall); Council assets/maintenance (Cllr Peter Howe); schools liaison (Cllr Gourlay); police liaison (Cllr Rogers); FOI (Cllr Richmond to lead with support of the Clerk); business and neighbourhood planning (Cllr Richmond); grass cutting /landscaping (Cllr Marshall). It was agreed that the Clerk should pass on any work or queries relating to these responsibilities to the relevant named councillor, with the Clerk supporting the councillors with gathering information or taking action if required. **Action 11: Cllr Alex Howe to update website with new councillor responsibilities.** It was agreed that the Clerk should create a 'Key Contacts' list for HPC's shared drive for ease of reference. **Action 12: Clerk to create a 'Key Contacts' list.**
- 11.7. HPC considered a proposal that councillors and council employees could be given ID badges (to help with identification when talking to people in the village) and it was **AGREED** this was a good idea. **Action 13: Cllr Peter Howe to investigate cost of ID badges.** It was also **AGREED** that councillors should use a 'standard' email signature to show they are writing on behalf of the Council. **Action 14: Cllr Richmond to create standard email signature for councillors.**

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11.8. The Clerk's request to take annual leave from Sunday 6th August to Sunday 20th August inclusive (40 hours of leave approximately) was **APPROVED** by HPC.

12. MEMBERS MATTERS

12.1. The Clerk was asked to prepare the report for the August issue of The Bridge. It was agreed Cllr Peter Howe's interview should be resubmitted as, due to a likely printing error, only half of this interview was included in July's issue. It was also agreed to include an update on actions being taken by HPC to address speeding and parking problems; an update on councillors' new responsibilities and how to report problems to HPC; and a report on the Wroxham and Hoveton Joint Action Group (Cllr Richmond to write).

12.2. Speeding on Church Road was put forward as an item for consideration at future meetings.

The meeting closed at 9pm.

Signed Date

Name