

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 5th June 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)
Two 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 that problems had recently been experienced with the Council's website (due to a change made by the web host) but these had now been resolved by Cllr Alex Howe. The Clerk has begun work on the Council's new website and will continue to work on this project as and when time allows. The Clerk has contacted Target Trees to ask if the tree work booked to take place behind Massingham Bros Butchers could be done on a Monday, as this day suits Massinghams better. She is still chasing Amey's quote for a new street light for the Station Road/Horning Road West junction, though all repairs have now been completed by Amey. She has also chased Jon Winnett at Norfolk County Council regarding the outstanding delegated service payment for grass cutting. Wroxham Parish Council's report in 'The Bridge' suggests Wroxham Parish Council and Hoveton Parish Council will be sharing their parish surgeries from now on, but this hasn't been agreed by HPC. **Action 1: Cllr Richmond to discuss parish surgeries with Wroxham Parish Council.**

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 8th May 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 Ms Julie Chance and Ms Elizabeth Withington of North Norfolk Town and Parish Forum, regarding 'second homes council tax'. Apologies were received from Ms Chance and Ms Withington, who could not attend the meeting due to illness.

5.2 To receive a report from Mr Bob Oulds regarding crime figures for Hoveton and feedback from Norfolk Constabulary's public engagement meetings. Mr Oulds had been advised he should not discuss the public engagement meetings and so offered his apologies for the meeting. It was agreed HPC should ask the PCSO to attend future meetings whenever possible. Cllr Gourlay noted a new 'Beat Manager' would be in post soon and may be able to attend meetings. A scooter has been left outside the Tourist Information Centre and is believed to be abandoned as it's been there since March. **Action 2: Cllr Alex Howe to investigate scooter's removal.**

5.3 To receive a report from the County and the District Councillor Nigel Dixon
Councillor Nigel Dixon reported the following:

- There have been exchanges of information between Persimmon and North Norfolk District Council (NNDC) regarding the Brook Park development. Persimmon is due to come back to NNDC with further proposals for the public open space (to reduce the height of the hump, reprogramming swales, laying fresh top soil at a depth of 4-6 inches, and cultivating beneath the top soil to remove the buried debris). The proposals being considered involve significant work and so are unlikely to be done until the autumn. Trees already planted in this area will need to be taken out. The children's play equipment will not be put in place until these problems are solved. There is no timescale yet for putting in soakaways as a drainage solution. NNDC's drainage consultation only concerns the public open space area (the mound in the middle of the site). Residents reported they are still getting flooded, and they are awaiting Persimmon's response regarding drainage improvements for other areas of the site.
- HPC agreed the situation at Brook Park is unacceptable. Many problems have not been resolved after three years, and the Council feels Persimmon has shown little respect for the residents of Brook Park.
- Persimmon told a resident the grass on the development had been cut, but only a small section of the grass has been cut. Cllr Dixon advised that much of the grass on the development, including that on either side of the crossfield foot/cycle path, will likely be managed as wild meadows, with a mix of wild flowers and long grass encouraged and only a peripheral edge strip of grass cut regularly. A resident had also raised concerns about overgrown grass verges on either side of the Tunstead Road trod. HPC advised that this is part of the rural cutting schedule, managed by Highways at Norfolk County Council (NCC) and that it should be cut three times a year. Cllr Dixon will report the need for this area of grass to be cut to NCC.
- There was a late change in the proposals for Hoveton which were made as part of the electoral ward boundary review for North Norfolk. As of 2019, Hoveton will be

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grouped into the 'Hoveton & Tunstead' ward, which will be a two-councillor ward and vastly enlarged to include the parishes of Hoveton, Tunstead, Ashmanhaugh, Smallburgh, Neatishead, and Barton Turf. Cllr Dixon isn't in favour of this change.

5.4 The public to submit questions relating to local issues

There were no questions from members of the public.

6. ACTIONS

The actions list arising from the meeting of Hoveton Parish Council on 8th May 2017 was considered. Cllr Alex Howe has arranged a meeting with Westcotec, to discuss the SAM2 flashing speed limit signs (Friday at 3pm on Tunstead Road). The Clerk passed along an update from a local resident regarding parking outside the school on Tunstead Road. An article written by the resident had appeared in The Bridge, and the resident was waiting for a reply from the EDP. Cllr Alex Howe said the Broadland Youth & Community Centre was unhappy with some of the article's wording as it seemed to suggest the Community Centre was being obstructive, and preventing the school from parking on their grounds, when they could not offer the school parking spaces for practical reasons. Cllr Howe will write a correction for the next issue of The Bridge. Cllr Peter Howe reported that he had spoken to FW Properties about extending the permissive path – he was advised the best time to raise this matter would be when the residential planning application for this area came forward for consultation (Cllr Dixon said this application has been submitted but it doesn't appear to have been validated yet). The Parish Plan still needs updating. **Action 3: Cllr Richmond to send copy of the Parish Plan to Cllr Alex Howe for updating.** Cllr Marshall is waiting to hear from Barrington Farm regarding the cost of the mural for the old Broads Hotel hoardings. Cllr Richmond and Cllr Peter Howe are due to meet with Mr Ed Roy and his architect to discuss plans for the development of the old hotel site.

7. CORRESPONDENCE

- 7.1. HPC noted an exchange of emails between the Clerk and Jonathan Winnett at NCC regarding HPC's highway maintenance requests. Progress has been made on many issues raised, and Mr Winnett has offered to meet with HPC to discuss outstanding actions. **Action 4: Clerk to set up meeting with Jon Winnett.** Cllr Marshall had concerns that the grass had not yet been cut outside the Forty Row on Stalham Rd and suggested this might be because of vehicles parked on the grass verges which may prevent a cut taking place. **Action 5: Clerk to ask The Garden Guardian if parked cars are affecting grass cutting.**
- 7.2. An exchange of emails between the Clerk and Tim Vincent at NCC was noted. HPC feels the appearance of the Three Rivers Way embankment (near the double mini-roundabout) is unsatisfactory. A NCC Highway Engineer is due to inspect this area soon. **Action 6: Clerk to request update/action points from the inspection.**
- 7.3. Three items of correspondence had been received or sent since 29th May 2017:
 - 7.3.a. HPC noted an exchange of emails between the Clerk and Amey. The requested street light repair on Two Saints Close has now been completed. This street light is no longer covered by a free maintenance contract, so Amey will invoice HPC. Amey

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have provided a New Customer Account Form and have advised this form must be completed in order for an invoice to be sent. HPC raised concerns over the content of this form as it was essentially an application for credit with Amey, with the basic credit limit set at £10,000. HPC **APPROVED** this form (as completed by the Clerk) and authorised its submission to Amey, but asked the Clerk to find out more about how the information given on the form would be used and why HPC had not had to complete such a form before. **Action 7: Clerk to contact Amey with queries.**

7.3.b. HPC noted an exchange of emails between the Clerk, NNDC, and Millennium Pest Control regarding a possible rat problem on Granary Staithe. HPC asked the Clerk to check that any methods employed to remove the rats would be humane. HPC **AGREED and RESOLVED** that Millennium Pest Control should carry out the work necessary to remove the rats, pending confirmation of costs (a rough quote of £180-£220 had been provided) following a survey of the site. **Action 8: Clerk to circulate final quotation and riddance programme once received.**

7.3.c. HPC noted two emails from local residents regarding the grass cutting at the Tunstead Road trod and at the Brook Park development. The residents' concerns were raised during Cllr Dixon's report (item 5.3), and Cllr Dixon will respond with further information.

8. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:

- 8.1. Payment of £251.58 to HM Revenue & Customs – tax and national insurance contributions (employee PAYE income tax of £84.40, employee NIC of £77.76, employer NIC of £89.42). **AGREED**
- 8.2. Payment of £60.00 – Roger Canwell – relating to Mr Canwell's internal audit of Hoveton Parish Council's accounts for the financial year ended 31st March 2017. **AGREED**
- 8.3. Payment of £84.00 to Clapham & Collinge LLP – relating to Cllr Gourlay and Cllr Marshall's attendance at the Charity Trustee Induction & Training Session on 27th June. **AGREED**
- 8.4. Payment of £12.49 to Cllr Peter Howe – reimbursement for the purchase of a new brush for the Parish Council's litter picker. **AGREED**
- 8.5. Payment of £19.99 to the Clerk – reimbursement for items purchased relating to the organisation of HPC's physical files (lockable metal filing box). **AGREED**
- 8.6. Payment of £1,299.41 – Clerk's pay and expenses for the period 1st May to 28th May 2017 – comprising of pay for the month £1,262.28 (100.5 hours @ £12.56 per hour), plus expenses £37.13. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
- 8.7. Payment of £340.82 to the Norfolk Pension Fund – May 2017 LGPS workplace pension contributions (comprising of employee contribution of £69.43 or 5.5% of pensionable pay, plus employer contribution of £271.39 or 21.5% of pensionable pay, based on the May 2017 pensionable pay of £1,262.28). **AGREED**
- 8.8. Payment of £371.80 – Litter Picker wages (May 2017) – 44 hours @ £8.45 per hour. **AGREED**

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8.9. One request for payment had been received since 29th May 2017: Payment of £12.00 to Thinking Rural CIC – payroll services (May 2017). **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 of £28.76 to 1&1 Internet Ltd in relation to website costs (payment scheduled for 4th June 2017).
- 9.3. HPC noted the receipt of £750.00 from Norfolk County Council, via BACS on 17th May 2017, relating to the use of Granary Staithe.
- 9.4. The Annual Internal Audit Report for the financial year 2016-17 and the Internal Auditor's Letter (as completed by Roger Canwell) were considered and reviewed. The report and letter gave HPC a 'clean bill of health' with no concerns raised, so HPC **AGREED** the Council's internal controls were working well.
- 9.5. HPC considered the assertions in the Annual Governance Statement (Section 1 of the Annual Return). In each case, HPC **AGREED and RESOLVED** it could answer 'yes' to these assertions, except with assertion number 9, which related to HPC's responsibilities as sole managing trustee of a local trust (in this case the Hoveton Village Hall and Playing Field charity). HPC **AGREED** it could not assert it had met all of its accountancy responsibilities for the charity, and so HPC answered 'no' to this assertion. HPC noted it had only very recently become the sole trustee of the charity (as of November 2016) and while it had reviewed and revised the financial management of the charity, work was still underway on bringing this area of work up to date. This was a big job and an independent accountant is now helping with it. The Annual Governance Statement was completed by the Clerk and authorised to be signed by HPC. The Annual Governance Statement was signed by the Clerk/RFO and by Cllr Richmond.
- 9.6. Section 2 of the Annual Return (Accounting Statements for the financial year 2016-2017) was considered, **APPROVED**, and authorised to be signed. The Accounting Statements (Section 2) was signed by Councillor Richmond (Section 2 had already been signed by the Clerk/RFO).
- 9.7. The 'Explanation of Significant Variances in the Accounting Statements' document for the financial year 2016-2017 was noted by HPC and **AGREED** as being correct.
- 9.8. The Annual Accounts for the financial year 2016-17 were considered, **APPROVED**, and authorised to be signed by HPC. The Annual Accounts were then signed by the Clerk and Councillor Richmond. The Clerk was thanked for all of her work on these accounts.
- 9.9. The submission of the Annual Return for 2016-2017, the Explanation of Significant Variances in the Accounting Statements document, and the Bank Reconciliation for the financial year ended 31st March 2017 (as approved at the HPC meeting held on 3rd April 2017) to Mazars LLP, the external auditors, was **AGREED** and authorised.
- 9.10. As part of the external audit, HPC must inform the electorate of a 30 working day period (which must include the first ten working days of July) during which 'public rights' may be exercised. It was **AGREED and RESOLVED** that HPC's inspection period should start on Tuesday 13th June 2017 and end on Monday 24th July 2017.

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All procedures put in place last year for the external audit will remain in place (i.e. should a request be received for the inspection of accounts, this inspection should take place at Hoveton Village Hall, with two representatives of HPC present). The Clerk asked HPC if there were any potential conflicts of interest that might affect the external auditor's independence (e.g. if Mazars provides personal accountancy or tax advice to a councillor) but HPC confirmed there were no conflicts of interest. The necessary documents for external audit will be added to HPC's website and to the parish noticeboards on Monday 12th June. **Action 9: Clerk to inform Mazars of HPC's inspection period and to arrange publication of audit documents.**

10. **PLANNING MATTERS**

To AGREE and RESOLVE upon the following:

- 10.1. **Planning Application 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. **No objection.**
- 10.2. **Planning Application (NNDC) PF/17/0732** Conversion of detached workshop to self-contained residential annexe. Yew Trees, Long Lane. **No objection.**
- 10.3. **Planning Application (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. **No objection.**
- 10.4. **Planning Application BA/2017/0152/FUL** Alterations to shop front. 4 Riverside Centre, Norwich Road, Hoveton. **No objection.**
- 10.5. **Planning Application 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, Hoveton. **No objection.**
- 10.6. No planning applications had been received since 29th May 2017.
- 10.7. Two planning decisions had been received since 29th May 2017:
 - 10.7.a. **Planning Decision (NNDC) PF/17/0043** Change of use of office car park to a mixed use of car park, hand car wash and valeting service including erection of 2no. canopies and car sales. Lurista House, Stalham Road Industrial Estate, Littlewood Lane, Hoveton – APPROVED **Noted**
 - 10.7.b. **Decision (NNDC) EF/17/0550** Certificate of lawfulness for proposed single storey rear domestic extension. 27 Tunstead Road – REFUSED **Noted**

11. **MISCELLANEOUS**

- 11.1. HPC received an update on Granary Staithe from Cllr Peter Howe. Norfolk Broads Direct have replaced the capping (top) boards on the frontage. New boards have been put on top of old ones, which has improved the situation for now, but more work might need to be done on this at the end of the year. There has been more fly-tipping on the Staithe, with the top of an old iron incinerator and a rusty sign found yesterday. Cllr Howe will arrange for the removal of the rubbish. Cllr Howe thanked those who took part in the recent Granary Staithe work party. The picnic

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tables' varnish treatment has worn off, but the tables have now been cleaned up, so the varnish doesn't need replacing at the moment. Cllr Alex Howe provided an update on Pocket Park. A local volunteer litter picker has requested a litter bin at Pocket Park, which the volunteer offered to pay for (but HPC would need to meet the costs of emptying the bin). HPC considered this idea but **AGREED** it would be best not to pursue this. It was felt that the bin might be misused by boat users at the Park and would likely fill quickly, overflow, and develop into a problem.

11.2. HPC discussed a proposal to plant new trees along the footpath that runs between Waveney Drive and Horning Road. As objections to this idea were raised by a local resident at the previous meeting, HPC **AGREED** not to pursue the proposal.

12. MEMBERS MATTERS

12.1. The Clerk was asked to prepare the report for the July issue of The Bridge. It was agreed Cllr Peter Howe would write an 'interview' feature for the report (about his role as HPC's vice-chairman) and that Cllr Alex Howe would prepare a report about Hoveton's volunteer litter pickers and keeping Hoveton tidy. The report will include an update from Cllr Richmond and Cllr Peter Howe's meeting with Roys, regarding the old Broads Hotel site; photos from the recent clean-up of Granary Staithe; and details of HPC's end of year audit.

12.2. There were no items put forward for consideration at future meetings.

The meeting closed at 8.10pm.

Signed Date

Name