



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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Minutes of the Meeting of Hoveton Parish Council Wednesday 5th September 2018 at 6.30pm, 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

In Attendance: Miss Lisa Weller (Parish Clerk)
Councillor Nigel Dixon (District and County Councillor)
Five members of the public

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest or requests for dispensation.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on Monday 6th August 2018 were AGREED and APPROVED. The minutes were signed by Cllr Richmond.

4. PUBLIC FORUM

4.1. Update from Building Plans Ltd. Improvements to The Broads Centre (precinct area). Looking at a phased plan for how this area can be improved. Phase one includes hard and soft landscaping. Plans to include Granary Staithe in phase one improvements as it provides a key entrance to the Centre. Proposals include resurfacing the area with a brick weave; replacement of old street furniture; trees and planters; removing parking areas near the hotel; new signage; replacement of Staithe's timber fence with wrought iron 'reed effect' fence; new street furniture for the Staithe; replacing Staithe's gravel with resin surface, etc. Seeking HPC's permission to extend improvement work to the Staithe, with the Staithe keeping its own distinct identity. Could also extend irrigation of the new landscaping to include the Staithe garden. Currently receiving pre-application advice from the Broads Authority for phase one. Hope to begin work in the new year if

application successful. Phase two will focus on shop fronts, roofs, signs, and exteriors of buildings (expected to take a few years).

- 4.2. District/County Councillor. On 14th September, Cllr Dixon will meet with Anglian Water and officers from Norfolk County Council (lead flood authority, surface water flooding) and North Norfolk District Council (environmental health and planning) to discuss local sewer flooding and to clarify responsibilities. HPC should be able to attend the meeting (Cllr Dixon to send details to Cllr Richmond). The advertising boards on the old Station Road cottage are being dealt with by planning enforcement officers. The stakeholders' meeting to discuss highway/transport network matters (including short-term measures to reduce congestion) will take place 27th September, 2pm. A public meeting will come later.
- 4.3. There was no police report this month.
- 4.4. Questions from members of the public relating to local issues. A request for funding was received from Wroxham-Hoveton-Belaugh Voluntary Community Care, a medical appointments community car scheme. To be considered at next meeting. HPC heard from a local resident who is applying for co-option to the Council (co-option due to be considered at November meeting). Residents have experienced problems flushing the toilets in the Station Road ladies public toilets. To refer to Cllr Dixon for action by North Norfolk District Council (**Action Cllr Rogers**).

5. CLERK'S REPORT

Confirmation of the completion of HPC's external audit for 2017-18 was received today from PKF Littlejohn. No concerns were raised in the external auditor report. Notice of Conclusion of Audit to be completed/published alongside relevant documents (**Action Clerk**). The Clerk was thanked for her work in ensuring a successful audit.

6. MATTERS ARISING FROM PREVIOUS MEETINGS

No updates were received. To check permissions on Google Drive to ensure all councillors can access and update the actions list (**Action Cllr Richmond**).

7. PLANNING

- 7.1. Planning applications received for comment since 30th August 2018:
 - 7.1a. PM/18/1580 – Erection of 3 no. commercial units (Buildings B, C and D) total floorspace 860sqm within B1 and B8 uses classes (office/light industrial/storage/distribution): Reserved Matters relating to Access, Layout, Scale, Appearance, and Landscaping, pursuant to outline planning permission ref PF/16/0733. Unit 29, Stalham Road Industrial Estate, Littlewood Lane, Hoveton. **AGREED no objection** (proposed by Cllr Richmond, all in favour).
 - 7.1b. Street Name Consultation relating to PM/18/1580 (see item 7.1a). **AGREED** to support the proposal to call the new street Greengates Lane, Way or Road, with a preference for Greengates Way (proposed by Cllr Richmond, all in favour).
- 7.2. Notification of planning application consultation response submitted by the Clerk, as per HPC's Planning Protocol. PF/18/1339 – Change of use from shop (Class A1) to gym (Class D2). Unit 5, Station Business Park, Horning Road West. **NO OBJECTION**.

- 7.3. Notification of planning decisions:
 - 7.3a. PF/18/1146 (Erection of single-storey side and rear extension & replacement of existing flat roof to pitched; Two Saints Farmhouse, Tunstead Road) *Approved*
 - 7.3b. BA/2018/0242/NONMAT (Change in material of quay heading, non-material amendment to previous permission; Erequay, The Rhond) *Approved*
- 7.4. BA/2018/0021/TPO. Tree Preservation Order; Old Vicarage, Horning Road. **AGREED no objection** (proposed by Cllr Richmond, all in favour).
- 7.5. Former Waterside Rooms, Station Road. Update on enforcement action by the Broads Authority. Noted. HPC to monitor progress and offer support where appropriate.
- 7.6. The Broads Centre improvement plans, including proposals made for Granary Staithe. **AGREED** to advise Building Plans Ltd that HPC is supportive of this scheme and the initial proposals made. HPC looks forward to working with The Broads Centre to make improvements to Granary Staithe (HPC awaits further consultation on the finer details).
Action Cllr P Howe
- 7.7. NNDC Local Plan update events. Cllr Richmond and Cllr Alex Howe to attend on 30th October. Cllr Marshall and Cllr Reeve to attend on 1st November.
- 7.8. Planning correspondence received/sent since 30th August 2018. None.

8. FINANCE

- 8.1. The Budget Monitoring Statement was considered. Budget virements may be required in the near future. It was **AGREED** to conduct a six-month 'budget review' at the next meeting. Councillors to send budget revision proposals to the Clerk. Clerk to compile.
Action Clerk
- 8.2. Items of expenditure. HPC **RESOLVED** to approve the following payments (proposed by Cllr Richmond, seconded by Cllr P Howe, all in favour):

1&1 Internet Ltd	HPC Website Hosting Charges	£28.76
HMRC	Tax & NIC (August 2018)	£500.20
Thinking Rural	Payroll Services (August 2018)	£12.00
Hoveton Village Hall	Hire of Jubilee Room for HPC Meetings	£81.00
Great Broads Clean-Up	Grant Payment LGA 1972 s137	£100.00
Staff Costs	Clerk's Wages & Expenses (August 2018)	£1,736.80*
Norfolk Pension Fund	Workplace Pension Contributions (Aug 2018)	£474.46
Staff Costs	Litter Picker's Wages (August 2018)	£385.00
PWLB	Granary Staithe Loan and Interest Repayment	£4,404.27
Garden Guardian	Highway Grass Cutting (August 2018)	£465.83
PKF Littlejohn LLP	External Audit Fees 2017-2018	£360.00

*Payment of pay to be made less any tax, national insurance, and workplace pension contributions.

- 8.3. Method of preparation of the HPC budget for the year 2019/2020. Councillors to hold informal budget discussions on Wednesday 24th October at 6.30pm following budget review at October meeting. Public budget consultation in The Bridge, on HPC website

and Facebook page. Draft budget to be considered at November meeting, approved at December meeting.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. Drains cleared on Littlewood Lane and at the junction of the industrial estate as part of Highways' scheduled maintenance work. Recently-reported blocked gullies on Stalham Road are still waiting to be cleared. List to be updated (**Action Cllr A Howe**).
- 9.2. SAM2 to be moved later this week. Cllr Alex Howe is pursuing permission for SAM2 to be used on Horning Road West.
- 9.3. Parish Partnership Scheme Initiative 2019/2020. Deadline 7th December 2018.
 - 9.3a. HPC considered three quotes/designs for a new pedestrian-focused sign post. AGREED to accept quote of £748 + VAT from CIM Signs & Graphics (proposed by Cllr P Howe, seconded by Cllr Richmond, all in favour). To advise resident who requested sign post of progress made (**Action Cllr A Howe**).
 - 9.3b. HPC AGREED to submit a bid for parish partnership funding for the pedestrian-focused sign post (proposed by Cllr P Howe, all in favour). **Action Cllr P Howe**
 - 9.3c. HPC AGREED to ask the Bure Valley Railway for a contribution toward the cost of the pedestrian-focused sign post, once the sign's design has been finalised (**Action Cllr Richmond**).

10. GRANARY STAITHE

- 10.1. There were no updates on Granary Staithe.
- 10.2. Request to use Granary Staithe for RNLI Community Responder Training Day on 11th September. HPC AGREED to this request (proposed by Cllr Richmond, all in favour).

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Waiting for further news from the Broads Authority regarding plans for Riverside Park. It was agreed to invite a Broads Authority representative to HPC's next meeting to give an update (**Action Cllr P Howe**).
- 11.2. Community Payback Unit maintenance work. Signed SLA has been returned. Waiting for confirmation of when this work will be done, as CPU numbers are low. HPC would like the work done in early 2019 at the latest. To arrange dates with CPU (**Action Cllr C Marshall**). Multiple skip quotes have been requested, but only one quote provided (£256.80 including VAT from Carl Bird Ltd). Need to check on extra charges that might apply if a 'skip swap' is required partway through the work (**Action Cllr C Marshall**).

12. SERVICES AND AMENITIES

- 12.1. Church Road street light repair. Work completed. Amey has sent the invoice directly to the insurance company for payment.
- 12.2. Public litter bins (ownership and maintenance responsibilities). Awaiting further update from NNDC.
- 12.3. Review of benches and picnic tables. Cllr Alex Howe is trying to establish ownership of four benches that don't appear on HPC's asset register (two on Granary Staithe, two in

Riverside Park). It is believed these benches might belong to the Broads Authority. To seek advice from Broads Authority/former HPC councillor (**Action Cllr A Howe**). Many of the benches need repairs/cleaning and some need to be replaced. Recycled plastic was agreed as the best option for new benches. It was AGREED Cllrs Alex and Peter Howe should finalise maintenance needs and the number of new benches needed and obtain quotes (**Action Cllr A Howe & Cllr P Howe**).

12.4. Flower beds. Cllr Alex Howe has shared HPC's feedback on the flower bed proposals with HPC's volunteer, who is now preparing a plan for HPC's consideration.

13. CORRESPONDENCE

13.1. Parishioner email. Concerns about traffic problems. Response sent by Cllr Richmond. Noted.

13.2. Parishioner email. Concerns about criminal activity. Response sent by Cllr Richmond. Noted.

13.3. Wroxham & Hoveton Lions Club. Proposal to purchase a six-foot Tommy silhouette as part of WW1 commemorations, to be placed on Granary Staithe (to be funded by Lions Club). HPC AGREED this was a good idea but felt the silhouette was not appropriate for the Staithe and should be put in a quieter location. Location and installation details to be discussed with Lions Club (**Action Cllr Richmond**).

13.4. Broads Parish Forum (19th September) and Broads Engage Workshop (6th November) invitations. Cllr P Howe will attend Broads Engage Workshop.

13.5. Correspondence received or sent since 30th August. Invitation to attend stakeholders' meeting to discuss transport network matters. Thursday 27th September, 2pm to 4pm, at Wroxham Church Hall. Wroxham PC is seeking HPC's support for its proposal for better cycle access through the villages (HPC supports this proposal). The meeting will consider options for reducing local traffic congestion. At least one representative from HPC will attend.

14. ADMINISTRATION AND GOVERNANCE

14.1. Updated Financial Regulations. APPROVED and ADOPTED

14.2. Social Media and Electronic Communications Policy. APPROVED and ADOPTED

14.3. Consent To Hold and Share Contact Information form. APPROVED and ADOPTED

14.4. Information and Data Protection Policy (revised). APPROVED and ADOPTED

14.5. General Privacy Notice (revised); Email Contact Privacy Notice (revised). APPROVED and ADOPTED

15. PARISH PLAN

As part of this year's budget discussions, HPC will consider a three-to-five-year budget to be included in the new Parish Plan. Items to be considered include services offered at Hoveton Village Hall.

16. COMMUNICATIONS

HPC's new Facebook page is nearly ready to launch. HPC's new website will hopefully be ready by mid-to-late September. It was agreed that both will be launched at the same time.

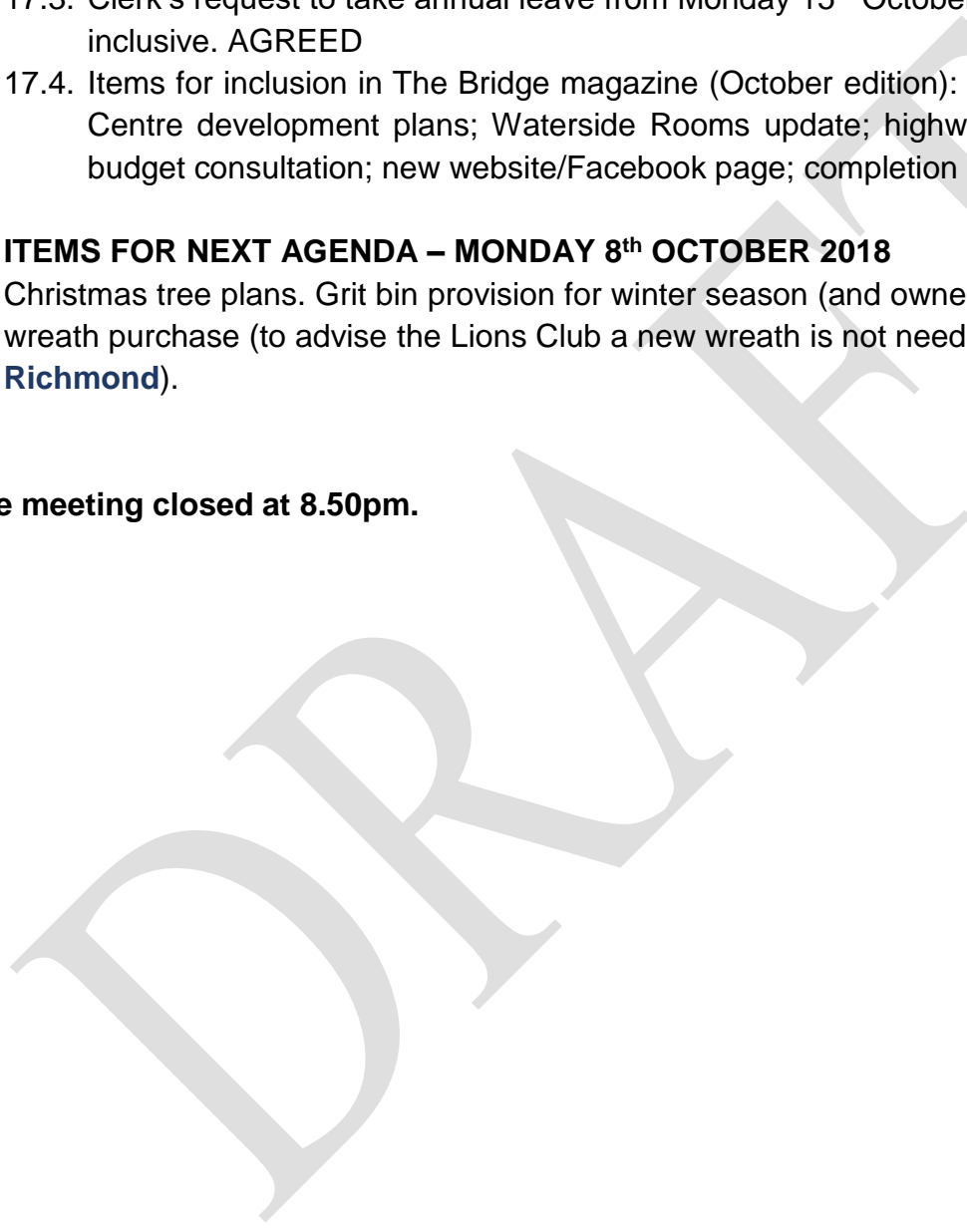
17. ITEMS FOR CONSIDERATION AND DECISION

- 17.1. Norfolk Fire and Rescue Service governance consultation. Deadline 5th September (extension not granted). Councillors encouraged to respond individually if they wish to do so.
- 17.2. Updates from the Wroxham & Hoveton Joint Action Group. Moving ahead with training for joint Community Speed Watch team.
- 17.3. Clerk’s request to take annual leave from Monday 15th October to Sunday 28th October inclusive. AGREED
- 17.4. Items for inclusion in The Bridge magazine (October edition): SAM2 data; The Broads Centre development plans; Waterside Rooms update; highways/traffic consultations; budget consultation; new website/Facebook page; completion of audit.

18. ITEMS FOR NEXT AGENDA – MONDAY 8th OCTOBER 2018

Christmas tree plans. Grit bin provision for winter season (and ownership of grit bins). Poppy wreath purchase (to advise the Lions Club a new wreath is not needed this year; **Action Cllr Richmond**).

The meeting closed at 8.50pm.



Signed

Date

Name