

**Minutes of the Parish Council Meeting
held on 18 April 2011 at Hoveton Village Hall**

Present: Councillors Councillor C Williams - Chair
Councillor M Mannings
Councillor Mrs J Newey
Councillor T Duckett
Councillor A Nicholson
Councillor A Royall
Councillor A Petch

Officer Mrs G Sharpe – Acting Clerk

Visitors in Attendance 3 Residents
Councillor N Dixon (District and County Councillor)

1 WELCOME AND APOLOGIES

The Chair welcomed Councillors, Visitors and Mrs G Sharpe who is Acting Clerk until a new Clerk can be appointed.
Apologies were received from Cllr M Poulton.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF THE PREVIOUS THREE MEETINGS

To approve the draft Minutes of the following three Meetings held on:-

1 07 March 2011 - Extraordinary Meeting

It was agreed and resolved to adopt and sign these minutes

2 21 March 2011 – Parish Council Meeting

As the Clerk had not prepared the minutes and refused so to do, the Chair approached Norfolk Association of Local Council (Norfolk ALC) for advice. She was told that, with the assistance of Councillors, a draft copy could be presented for comments.

It was agreed and resolved to defer the adoption of these minutes until the May Parish Council meeting

3 04 April 2011 – Extraordinary Planning Meeting

It was agreed and resolved to adopt and sign these minutes

4 MATTERS ARISING

a Bridle Path

Mark Webster from North Norfolk District Council had informed the Chair that Volunteers would be available to help clear the Bridle Path for three hours during the Autumn of 2011.

The Chair had also spoken to Sir John Blofeld who said he was quite happy for the Bridle path to be opened up and used and for any 'arisings' from the clearance could be burned on his land, provided there were no crops. He also said that it would be better for the Council to deal with the three conifers which had been planted across the Right of Way. The proposal for a new dog waste bin or the moving of the current one nearby was rejected due to cost.

5 PUBLIC PARTICIPATION

A resident asked why the Precept had been increased in spite of the Government announcing that Council Tax should be frozen. Councillor Manning responded that the Government instruction only applied to County and District Councils, Precept raising Councils (Parish and Town) were specifically exempt. The reason for the increase was:-

- 1 The need to commence a Street Lighting replacement programme
- 2 The Maintenance of Riverside Park.

Street Lighting costs was due to the age of the units and the Park Maintenance as a result of the end of the dowry funding. No allowance for these programmes had been made in previous budgets.

A resident expressed his pleasure at the return of the Litter Picker who does an excellent job.

Councillor Dixon said that he would not be commenting in view of 'Purdah' however, if the Council decided to commission its own Traffic Survey the results would not have any effect on the development of Stalham Road.

6 PLANNING

PF/11/0439 – 6 Three Acre Close, Hoveton / erection of Conservatory

Cllr Mrs Newey reported that the Planning Committee found no objection to the application. **It was agreed and resolved** to support the application.

BA/2011/0088/EXT8W - The Broads Hotel Cottage, Station Road, Hoveton Extension of existing time limit of previous application PP BA.2008/0197/F

It was agreed and resolved to again approve the application but with the comment that a security fence should be erected round the building, excluding the car park, as it was subject to continuing vandalism.

7 PLANNING CORRESPONDENCE AND DECISIONS

PF/10/1398 Wroxham Barns The Chair reported that the application for the change of use of land and the erection of shelters and building had been approved by North Norfolk District Council.

8 POCKET PARK/RIVERSIDE WALK

Cllr Mrs Newey reported that she had found the Deed of Dedication for the Pocket Park. This showed the limits of the land and the Councils responsibilities and duties towards it. The duties are to cut the grass, maintain the hedges and keep the area tidy. Cllr Manning was handed the Deed for photocopying and/or scanning. After this, the documents will be kept in the locked filing cabinet in the Village Hall.

The footpath between the Pocket Park and the river is the responsibility of the Broads Authority.

The footpath to the South of the Hotels is the property of the Brewery. However, it is lent to the Parish Council which is responsible for weeding. The Broads Authority has agreed to repair and maintain the slope to the café.

The Riverside Park is owned by Roy's of Wroxham but leased to the Broads Authority. The Parish Council has a responsibility for keeping the area tidy, cutting grass and pruning the bushes adjacent to Roy's car park.

9 CORRESPONDENCE

- a NNDC Mapping Agreement with Ordnance Survey. **It agreed and resolved** to defer the matter until the new Clerk was in post.

- b The Chair had received a letter from Norman Lamb MP with a copy of a letter from Maureen D Connolly regarding the Parish Precept increase.
It was agreed and resolved that the Council would respond to Mrs Connolly with a copy to Norman Lamb MP.
- c Active Norfolk Village Games. The correspondence was noted.
- d Broads Authority Development Framework. A CD and document had been received for information.
- e NNDC Local Development Framework. It was noted that the LDF Core Strategy Policy (H09) for the Conversion and Re-use of Rural Buildings as dwellings had been adopted.
- f Health Opportunities – An event for Parish and Town Councils to explore the opportunities for Councils to become more involved in the wider health agenda on behalf of your local community. The email from Jeanette Wilson at NNDC was noted.
- g Norfolk ALC - Future of Audit. Communities and Local Government have published a consultation document which is available to download. Details were passed to Cllr Manning for comment.
- h BeWILDerwood. An invitation had been received to an informal get together with the managers of beWILDerwood on the 19th or 20th May 2011. Cllr Mrs Newey volunteered to attend and said she would contact and make the arrangements.
- i The Chair reported that she had received an email from Cally Smith (Broads Authority) concerning the condition of the empty Horseshoes Public House, on Station Road. She felt that whilst unsightly, the buildings were not in such a state of neglect or untidiness as to warrant a formal notice as this could not be justified. It was **agreed and resolved** that the Chair should write to Orchid (the owners) to express the Councils concerns over the state of the property.

10 APPOINTMENT OF NEW PARISH CLERK

- (a) Plan. It **was agreed and resolved** to form a panel of three people to assess and interview candidates. These would be Cllrs M Poulton (Chair); A. Petch and M. Manning.
It was **agreed and resolved** that the interview date will be Wednesday 18th May 2011. (Chair to finalise the arrangements) and the Chair will advertise the post in the 'Bridge', NorfolkALC, North Norfolk News and on the Notice board.
- (b) Interim arrangements. It was **agreed and resolved** that Councillors would deal with the day to day running of the Council and Mrs G Sharpe would attend the next meeting of the Council to record the minutes.
- (c) It **was agreed and resolved** that the next meeting of the Parish Council will be held on Monday 16th May 2011. This will be the Annual Parish Council meeting.
It was further **agreed and resolved** that any decision on changing the Council meeting dates would be deferred to the new Council at its' June meeting.

11 REPORTS TO CONSIDER AND AGREE

- (i) **Finance**
Councillor Manning reported that the Photocopier was beyond economic repair; that he had attended the Norfolk ALC PAYE course and Year End accounts had not been completed by the Clerk.
It **was agreed and resolved** that the photocopier was to be replaced.
It **was agreed and resolved** that Cllr Manning would continue with the development of a PAYE system for the Council
The Chair and Cllr Manning said that they had spoken to Kirsten Norfield about the accounts and she had agreed to complete the necessary work subject to the Councils approval. It **was agreed and resolved** that Kirsten Norfield should be commissioned to complete and finalise the 2010/11 Accounts and prepare the Annual Return for the external auditors, Mazars.
- (ii) **Street Lighting**
Cllr Manning reported that the street lights were over 30 years old and would have to be replaced. He proposed that six lights, at approximately £1500 each, should be replaced in 2011/12. Some have been identified in the 2011/12 budget for this purpose. He further said that there should be a continuing programme of replacement. It **was agreed and resolved** to replace six units and to prepare a programme of replacement.

(iii) Litter

Mr Nash, has agreed to continue in the post of litter picker and has agreed to carry out 30 hours per week in the summer and 20 hours per week in the winter. He reported that considerable litter was being blown through the fence from the St Johns Primary School. It **was agreed and resolved** that the Chair would contact the Head Teacher with a view to the school carrying out litter clearance along the fence line.

(iv) Riverside Park and Staithe

Cllr Mrs Newey reported that the Bridge had been repaired and vegetation pruned.

(v) Celebrate Hoveton event

It **was agreed and resolved** to review this as plans developed.

(vi) Village seats and Benches

The Chair reported that she had completed a survey of the 13 benches owned by the Council. Those on the Precinct are maintained by the Precinct owners, those on Riverside/Pocket Park by the Scouts and Broads Authority. The remainder can be repaired by Mr Buck, at a cost of £35 each excluding materials. Cllr Manning said that provision had been made for seat repairs in the 2011/12 budget.

It **was agreed and resolved** that Mr Buck should be commissioned to carry out the works.

(vii) Village Sign

The Chair received an offer from Mervyn Watson to repair the village sign, in the sum of £200. It **was agreed and resolved** that Mervyn Watson be commissioned to carry out the repairs.

12 PAYMENTS

| | | |
|----------|---|---------|
| a | It was agreed and resolved to pay Glasdon for 2 Dog Waste Bins | £354.00 |
| b | It was agreed and resolved to pay Mr Nash (Litter picking) | £164.24 |
| c | It was agreed and resolved to pay Peter Fyans (ex Clerk) | £295.52 |
| d | It was agreed and resolved to pay JA Garden Maintenance (Riverside Park) | £250.00 |
| e | It was agreed and resolved to pay CGM Maintenance (Playing field) | £77.90 |
| f | It was agreed and resolved to pay NNDC (emptying Dog waste bins) 01/04/11 – 31/03/12 | £611.52 |
| g | It was agreed and resolved to pay Hoveton Village Hall rent | £54.00 |
| h | It was agreed and resolved to pay EON | £465.35 |

13 ITEMS FOR THE NEXT AGENDA

Meadow Drive house numbers.

14 NEXT MEETING

The Chair announced that the next meeting would be the **Annual Parish Council Meeting** and will be held on at 7.30pm on **Monday 16th May 2011** in the Jubilee Room, Hoveton Village Hall.

She also took the opportunity to propose a vote of thanks to Cllrs A. Royall; T. Duckett and C. Moffatt who were not standing for election this year.

The meeting closed at 9.45pm.

Acting Clerk Mrs G Sharpe