

**Minutes of the Parish Council Meeting  
held on 1st September 2014 at Hoveton Village Hall**

Present: Councillor P. Howe. (Chair of the Meeting).  
Councillor Mrs A. Howe.  
Councillor Mrs C. Williams.  
Councillor D. Barnett.  
Councillor Mrs S. Barnett.  
Councillor C. Robb.  
Councillor Mrs J. Gourlay.  
Councillor C. Marshall.

Officer: Clive Gardner – Clerk

Visitors in Attendance: Councillor N. Dixon (District and County Councillor) after 8.55p.m.  
3 members of the public.

**1. APOLOGIES FOR ABSENCE RESIGNATIONS AND CO-OPTIONS**

- 1.1 Councillor M. Richmond gave his apologies.
- 1.2 There were no co-options.
- 1.3 There were no resignations.

**2. OTHER MATTERS**

- 2.1 There were no questions of the Clerk.
- 2.2 The Clerk mentioned the following matters:
  - 2.2.1 After consultation with the Vice Chair the Clerk had not written to Natural England pending the discussion at this meeting of the planning application at item 8.1.1.
  - 2.2.2 That Capron and Helliwell had confirmed that they were progressing the legal work on the release and re-grant of rights in relation to Granary Staithe (GS) but the Clerk had not received any recent update of progress.
  - 2.2.3 That the Clerk had received confirmation that Hoveton Parish Council (HPC) had a clear external audit report and the matter would be on the agenda for next month.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the Parish Council meeting held on the 4<sup>th</sup> August 2014 were **AGREED** and **APPROVED** and were signed by Councillor P. Howe.

**5. PUBLIC SPEAKING**

- 5.1 See addendum
- 5.2 See addendum
- 5.3 See addendum

Initials .....Date .....

# HOVETON PARISH COUNCIL

1252

## 6. CORRESPONDENCE

- 6.1 The email from Nick Baker Director North Norfolk District Council (NNDC) dated 18th August 2014 regarding the demolition of the Waterfront Rooms was noted.
- 6.2 The letter dated 18<sup>th</sup> August 2014 from Mrs P.J. Keens regarding Granary Staithe was noted.
- 6.3 the letter dated 11<sup>th</sup> August 2014 from Lydia Hall Electoral Services Assistant NNDC regarding the change in the way eligible voters register to vote was noted.
- 6.4 The email from the Clerk to PCSO Laura Bennett dated 11<sup>th</sup> August 2014 regarding her reports and her response dated 26<sup>th</sup> August 2014 regarding items in her reports was noted.
- 6.5 The email from the Clerk to Ms Oxenham Valuation Office dated 14<sup>th</sup> August 2014 regarding the business rating of Granary Staithe was noted. The Clerk commented that he had not yet received an acknowledgement to this email but was pursuing it.
- 6.6 The email from the Clerk to Julian Wells dated 14<sup>th</sup> August 2014 regarding the planning pre-application submission for the land at Horning Road Hoveton was noted.
- 6.7 The email from the Clerk to Mark Ashwell dated 14<sup>th</sup> August 2014 regarding the Local Development Framework and possible planning applications to develop in Hoveton was noted. The Clerk read out the response he had received from Mark Ashwell dated 1<sup>st</sup> September 2014.
- 6.8 The email from Ally Burgess Operational Business Support Assistant North Walsham Police regarding the Safer Neighbourhood Open Meeting Stalham Town Hall 24<sup>th</sup> September 2014 6.30pm was noted. Councillor Mrs C. Williams confirmed that she would attend the meeting.
- 6.9 The email dated 4<sup>th</sup> August 2014 from Kayleigh Wood Planning Officer Broads Authority (BA) and Student of The College of Estate Management and The University of Reading regarding The Broads-Understanding our Built Heritage- Waterside Chalets was considered. The draft replies to the Waterside Chalets Questionnaire was considered and approved and the Clerk was authorised to return it to her as drafted.
- 6.10 The email from Henry Meiklejohn Norfolk Rural Community Council (NRCC) Development Officer regarding Wroxham & Hoveton Good Neighbour Scheme was noted and Councillor Mrs A. Howe agreed to put an entry in The Bridge regarding this.
- 6.11 The undated letter from Sarah Tomkins regarding the Christmas Tree Festival Wroxham, Hoveton and Belaugh Churches was noted and Councillor Mrs C. Williams agreed to contact Sarah Tomkins accordingly.
- 6.12 There was no correspondence received since 24<sup>th</sup> August 2014.

## 7. FINANCIAL MATTERS

7.1 Payments were **AGREED** and **RESOLVED** as follows

7.1.1 The Clerks pay and expenses for the period August 2014 comprising:

pay for the month £517.91, mileage £5.54 and postage £9.44.

Payment of pay to be made less any tax and National Insurance Contributions. Total Payment.

**£ 532.89**

7.1.2 Litterpicker Wages

**£ 229.50**

7.1.3 The proposed payment of £1342.38 to Paul Thain being the balance of the monies arising from the Granary Staithe works was adjourned pending clarification of remedial works to be undertaken by him.

7.2 **The following additional Financial Matters were considered:-**

7.2.1 It was **AGREED** and **RESOLVED** that Councillors Mrs A. Howe, Mrs J. Gourlay and C. Marshall should attend the Introductory Training to be run by Norfolk Association of Local Councils (NALC) at a total cost of **£135.00** which was **AGREED** and **RESOLVED** to be paid for by the Council

Initials .....Date .....

**7.2.2** It was **AGREED** and **RESOLVED** that the Clerk should attend the NALC autumn conference to be held at Knights Hill Hotel, King’s Lynn on 19 November 2014 at a cost of £45 plus expenses. It was **AGREED** and **RESOLVED** that this cost be met and authorised to be paid by the Council.

**7.2.3** It was **AGREED** and **RESOLVED** to discuss with the litter picker James Nash an additional 10 hours work per month in the summer months. Councillor Mrs A. Howe agreed she would discuss this with James Nash and report back to the Council. It was noted that the extra cost of this based upon current rates would be £76.50 per month.

**7.2.4** It was **AGREED** and **RESOLVED** that Councillors C. Robb, Mrs C. Williams and C. Marshall would meet as a working group with the Clerk to start to look at formulating the budget for 2014/2015.

**7.3** There was one request for a payment received since 28<sup>th</sup> July 2014 namely a payment to Mazars LLP for the cost of carrying out the internal audit for 2013/2014. A payment of £360.00 inclusive of VAT was **AGREED** and **RESOLVED** to be paid.

**8.1 PLANNING APPLICATIONS**

**8.1.1 Planning Application Broads Authority (BA) 2014/0248/FUL** Creation of reed beds by pumping lake sediment into geotextile bags to create bunds, backfilling the areas behind with more sediment and planting these areas with locally sourced fen vegetation, together with the construction of temporary fish barriers Haugh’s End Road, Lower Street Hoveton. This application was extensively discussed. It was **AGREED** and **RESOLVED** to recommend BA to adjourn their decision until further more extensive public consultation had been carried out their being a concern that although the required statutory publication may have been carried out this was not sufficient for an application of this importance. There were also concerns expressed over the extent of the apparent lack of site notices displayed. It was further **AGREED** and **RESOLVED** that the Council advise/recommend to BA as follows:

- That the sinking of fish barriers (gabions filled with rocks) may become a permanent obstruction to the entrances to the Broad and that a legally enforceable mechanism should be put in place so that there was an enforceable obligation to remove these at completion of the project.
- That there were concerns over the lack of public access to the Broad bearing in mind the amount of public money involved in this project. BA to be asked to include a condition on the planning permission (if granted) to require extensive public consultation over the project and for a public access plan to be prepared and agreed by BA before implementation of the planning permission.

The Clerk was asked to write to BA on the above terms.

**8.1.2** There were no planning applications received since 24<sup>th</sup> August 2014.

**8.2 PLANNING DECISIONS and APPEALS**

**The following Planning Appeals/Decisions were noted:**

**8.2.1 Planning Decision (Approved) (NNDC) PF/14/0539** Erection of attached two storey dwelling 28 Waveney Drive, Hoveton. Noted

**8.2.2** The following planning decision/appeal was received since 24<sup>th</sup> August 2014: **(Approved) BA/2014/0252/NORMAT** Siting oil tank The School House Lower Street Hoveton. Noted.

**9. GRANARY STAITHE, RIVERSIDE PARK AND POCKET PARK**

**9.1 GRANARY STAITHE**

**9.1.1** Councillor P Howe updated the meeting. He confirmed that the pic-nic tables should arrive next week. The gate between the fence on the North-East and adjoining premises has been installed. The fence panel has not been lowered yet. .

**9.1.2** There were no details available for signage yet. However the twinning sign was approved.

Initials .....Date .....

**9.1.3** Councillor P. Howe presented an email to the meeting dated 1<sup>st</sup> September 2014 regarding insurance which was approved by the Council and which the Clerk will action.

**9.1.4** An opening event for Granary Staithe was agreed to take place on 21st September 2014 between 1 and 3 p.m. It was **AGREED** and **RESOLVED** that £300 should be committed to this event in respect of an advertising flyer and postage and the provision of a band for the event,

**9.1.5** There was no note of Granary Staithe Working Party meetings available.

**9.1.6** Consideration of the Health and Safety reports for Granary Staithe, Riverside Park and Pocket Park to be carried over to the next meeting.

**9.1.7** Councillor C. Robb agreed he would approach P. Hannant regarding the spraying of weeds growing in the passage between the North-Eastern boundary of Granary Staithe and the adjoining building.

**9.1.8** It was **AGREED** and **RESOLVED** that the emptying of litter bins on Granary Staithe November to March in each year be reduced from 7 times a week to 3 times a week. The Clerk to action this.

**9.2 Riverside Park and Pocket Park.**

**9.2.1** There was nothing to report generally regarding Pocket Park and Riverside Park.

**9.2.2** The planting plan presented to the meeting was approved and it was **AGREED** and **RESOLVED** that £450.35 be committed to this project. Councillor C. Robb confirmed there was to be a working party on Wednesday 10<sup>th</sup> September 2014 1-4 p.m. at Pocket Park and Riverside Park. Councillor Mrs J. Gourlay confirmed that she would ask Rotary if they were prepared to assist.

**9.2.3** The email from Paul Kotrys Orchid Group dated 21st August 2014 and the email from the Clerk to Graham Kelly Spirit Pub Company dated 21<sup>st</sup> August 2014 was noted.

**9.2.4** The letter from the Clerk to Lesley Marsden dated 12<sup>th</sup> August 2014 regarding Riverside Park and Pocket Park was noted. It was further noted that there had been no response as yet.

**10. MISCELLANEOUS**

An email and attachments from Justin Le-May Highway Support Engineer NCC dated 11<sup>th</sup> August 2014 regarding grass cutting in Hoveton was considered. It was **AGREED** and **RESOLVED** that the Clerk would contact Justin Le-May asking that the grass verges along Stalham Road up to Long Lane be regarded as an "Urban Area" and therefore due to have the grass cut more frequently.

**11. MEMBERS MATTERS**

**11.1** Councillor Mrs A. Howe agreed to place an article on The Bridge Magazine regarding the Planning Application for Great Hoveton Broad and and Wroxham & Hoveton Good Neighbour Scheme.

**11.2** Councillor C. Robb requested that there should in the future be an item on the agenda in respect of Brooke Park.

**The meeting closed at 10.00 pm.**

**The next meeting of Hoveton Parish Council  
will be held in the Jubilee Room Hoveton Village Hall  
at 7.30pm Monday, 6<sup>th</sup> October 2014**

Signed .....Date .....

Name .....

Clerk: Clive Gardner  
Pinewood Lodge, The Avenue  
Horning  
NR12 8LR  
01692 631047

# HOVETON PARISH COUNCIL

1255

## Addendum

### 5. PUBLIC SPEAKING

5.1 Councillor N Dixon mentioned that NCC were now dealing with setting the budget for the next three years and needed to make saving of approximately £210 million. The Council are considering Council Tax Hypothecation.

5.2 The Clerk read out the report of PCSO Laura Bennett which was noted.

5.3 Mike Barker asked whether the toilets near to the Precinct could be brought back into use. Access to the public toilets on Station Road could be inconvenient to some people and in particular disabled people if they were not in the vicinity of Station Road. Councillor P. Howe explained that provision of public toilets was normally a District Council function and he did not think that HPC had the resources to provide and run these toilets. Councillor P. Howe said that it was a subject the Council will consider further if appropriate.

5.4. The Action List for August was not considered.

Initials .....Date .....

Clerk: Clive Gardner  
Pinewood Lodge, The Avenue  
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