

HOVETON PARISH COUNCIL

**Minutes of the Parish Council Meeting
held on 2nd December 2013 at Hoveton Village Hall**

Present: Councillor M. Richmond (Chair of the meeting).
Councillor P. Howe.
Councillor Mrs A. Howe.
Councillor Mrs C. Williams.
Councillor C. Robb.
Officer: Clive Gardner- Clerk.
Visitors in Attendance: Councillor N Dixon (District and County Councillor).
PCSO E. Dack and two members of the public.

1. APOLOGIES FOR ABSENCE RESIGNATIONS AND CO-OPTIONS.

- 1.1 Councillors D. Barnett, Mrs S. Barnett and Mrs J. Newey gave their 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 confirmed:
 - 2.2.1 That the advertisement on the bank at the junction of Horning Road and Stalham Road had now been removed by NCC Highways.
 - 2.2.2 He had attended the NALC conference held at the Visitors Centre Sandringham. This was a useful and informative event. In particular there was a session on the new amendments to the NALC model standing orders some of which it would be useful to incorporate into the HPC standing orders.
 - 2.2.3 That he had been asked to meet residents of the lower part of Tunstead Road nearest to Roy's Garden Centre regarding debris falling from the oak tree in Roy's car park, the obstruction of telephone wires by the same tree and the encroachment onto the public footpath. The Clerk confirmed he had met with residents and had written to Roys appropriately who had responded saying that they would look into the matter in the New Year
 - 2.2.3 That NCC had responded over the proposed Littlewood Lane speed limit confirming it was on a list for consideration in 2015/2016.
 - 2.2.4 The Clerk outlined that the bank required a fresh mandate as the Bank had lost the one completed in September 2013. The Bank had also confirmed (despite protest from the Clerk) that all signatories would need to produce identification at the bank before the matter could proceed. The Clerk would prepare all the papers.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETING

It was **AGREED** and **RESOLVED** to confirm and for Councillor M. Richmond to sign the minutes of the meeting held on the 4TH November 2013.

5. PUBLIC SPEAKING

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

6. CORRESPONDENCE

- 6.1 An email from NRCC dated 14th November 2013 regarding a meeting at Hoveton Village Hall on Wednesday 11th December 7.30pm to discuss a proposal to set up a Good Neighbour Scheme to cover Hoveton, Wroxham and Belaugh was noted. Councillor P. Howe confirmed he would attend this meeting.
- 6.2 An undated letter from the Rt Hon Don Foster MP regarding "Our Place" was noted.

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6.3 An email from T. Merry dated 10th October 2013 in relation to Granary Staithe and the mooring of a boat in the dyke was noted. Councillor P Howe confirmed he was due to have a discussion with the owner in due course.

6.4 Correspondence received since 25th November 2013 as follows:

6.4.1 An email from Paul Ingham NNDC quoting a cost of £2000.00 plus VAT for the maintenance of the flower beds in Hoveton during 2014/2015 was discussed and it was **AGREED** and **RESOLVED** that this quotation should be accepted and the Clerk was instructed to confirm this to Paul Ingham at NNDC. Further (and arising from the same email) Councillor Nigel Dixon agreed to liaise with NNDC and NCC over the removal of the damaged sign on the green opposite Hoveton Village Hall. The Clerk agreed to send Councillor Nigel Dixon the correspondence.

7. **FINANCIAL MATTERS**

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

7.1.1 To pay the Clerk pay and expenses for the period November 2013 comprising pay for the month £614.16, mileage £67.45, postages £9.30, Cartridges £9.37 and stationary £6.99. Payment of pay to be made less any tax and National insurance contributions.

Total payment **£ 707.27**

7.1.2 Litterpicker Wages **£ 153.00**

7.1.3 To pay Thinking Rural (inclusive of VAT) being their cost of administering the payroll **£ 12.00**

7.1.4 To reimburse the Clerk for the payment to 1&1 websites for maintenance of the Council's website. **£ 10.94**

7.2 **The following financial matters were considered:**

Precept

7.2.1 The Council considered a paper from the Clerk together with other supporting papers. The Council comprehensively and fully discussed the amount of the Precept and Grant to be requested from NNDC for the year 2014/2015.

Matters Decided:

- Councillor M. Richmond proposed and Councillor P. Howe seconded a proposal that HPC request a Precept in the sum of £39,427.00 together with a grant of £4744.00 making a total request of grant and Precept of £44171.00. This was on the basis that the Council would produce a business plan (which would be subject to consultation by the Village) for the next 5 years for projects suitable to be undertaken in the Village in respect of any surplus of income over expenditure.
- Councillor C. Robb proposed and Councillor Mrs C Williams seconded an amendment to the proposal above that HPC request a Precept in the sum of £37752.00 together with a grant of £4744.00 making a total request of grant and Precept of £42496 being the same total as requested for 2013/2014.
- A vote was taken on the amended proposal tabled by Councillor C. Robb and seconded by Councillor Mrs C Williams namely that HPC request a Precept in the sum of £37752.00 together with a grant of £4744.00 making a total request of grant and Precept of £42496. Councillor C. Robb and Councillor Mrs C Williams voted for the amended proposal and Councillor M. Richmond, Councillor P. Howe and Councillor Mrs A Howe voted against this proposal.

Decision: The amended proposal was defeated.

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- A vote was then taken upon the original proposal tabled by Councillor M. Richmond and Councillor Councillor P.Howe. This proposal was that HPC request a Precept in the sum of £39,427.00 together with a grant of £4744.00 making a total request of grant and Precept of £44171.00. Councillor M. Richmond, Councillor P. Howe and Councillor Mrs A Howe voted for the proposal and Councillor C. Robb and Councillor Mrs C Williams voted against the proposal.
Decision: The proposal was passed. The Council AGREED and RESOLVED that:
7.2.1.1 That HPC request to NNDC a Precept of £39,427.00 together with a grant of £4744.00 making a total request for payment of £44171.00 for the year of 2014/2015.
7.2.1.2 That the Precept and Grant request form be completed to request these monies and be signed by the Chair, two Councillors and the Clerk and returned to NNDC.
7.2.1.3 That there be prepared and considered by the Council (for the five years from 1st April 2014) a draft business plan for projects suitable to be undertaken in the Village in respect of any surplus of income over expenditure to be consulted upon by the Village before final consideration by the Council.
7.2.2 It was **AGREED** and **RESOLVED** that a grant of £150.00 be made to North Walsham Citizens Advice Bureau.
7.3 There were no requests for payment since 25th November 2013.

8. 8.1 PLANNING APPLICATIONS

In respect of the following applications it was **AGREED** and **RESOLVED** by the Council as stated below:

- 8.1.1 Planning Application (NNDC) DP/13/1342** Demolition of hotel building Broads Hotel, Station Road, Hoveton. No objection.
- 8.1.2** There were no planning applications received since 25th November 2013.

8.2 PLANNING DECISIONS and APPEALS

To note the following Planning Decisions:

- 8.2.1 Planning Decision (Approved) (NNDC) PF/13/1173** Installation of roof mounted solar photo voltaic power system Roys (Wroxham) Limited Stalham Road, Hoveton. Noted.
- 8.2.2** There were no Planning Decision received since 25th November 2013. It was noted that **Planning Application (BA) 2013/0326/FUL** single storey holiday bungalow on vacant site at the Firs, Brimbelow Road, Hoveton had been withdrawn. 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 HPC had been awarded a grant of £5000.00 from the Sustainable Development Fund administered by the BA towards the costs of the proposed works at Granary Staithe.
- 9.1.2** Councillor P. Howe presented an updated plan of the proposed works to the meeting. Councillor P. Howe also presented a revised outline budget for the works showing estimated essential works of £23,890.00. This is proposed to be funded by £7640.00 from Parish funds, £5000.00 from Lions Club (this money has already been received and is held by HPC) £6250.00 from businesses where pledges have been made but the money has not been received and the SDF grant which has not yet been received. There are additional works costs of £4150.00. This makes a possible proposed works costs of £28040.00 of which £12640 will come out of existing funds in the possession of HPC and £15400 which is to come from funds not yet received.
- 9.1.3** It was **AGREED** and **RESOLVED** to incur further fees of £1000.00 plus VAT (in addition to the £750.00 plus VAT already authorised and incurred) for the costs of Hale Allen and Jones to prepare and obtain tenders for the works referred to in item 9.1.2 above, assessing the tenders and supervising the works. It was noted that in the light of this proposed expenditure it may be necessary to recast the 2014/2015 budget not later than March 2014.

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9.2 RIVERSIDE PARK AND POCKET PARK

9.2.1 Councillor Robb confirmed that he and Councillors D. Barnett and Mrs S. Barnett had compiled a list of items for the parks' renovation and intended to convene a meeting between all stakeholders who had an interest in the footpath along the riverside.

9.2.2. This item awaits receipt of the report which was not available.

9.2.3 Councillor Robb undertook to contact Andy Bartlett (BA Ranger) in response to Andy Bartlett's email of 28th November 2013 requesting a meeting. The Clerk passed on comments received from Councillor Mrs J. Newey to the effect that in HPC minutes signed circa 2000 it was stated that BA had confirmed that they had repaired the ramp which connects the riverside footpath and The Old Mill Café and that BA were quoted in those minutes as saying that BA would henceforth repair and maintain the ramp.

10 MISCELLANEOUS

- 10.1** Councillor Mrs A Howe presented a list of litter bins throughout Hoveton Village which had been prepared by NNDC. It was not felt that the extra cost of emptying a further bin at Hoveton and Wroxham Station was necessarily cost effective. Councillor Mrs A Howe agreed to discuss the matter further with Rotary. Councillor Mrs A. Howe also agreed that she would obtain prices for the replacement of litter bins outside St John's School and Hoveton Village Hall for consideration at the next HPC meeting.
- 10.2** It was **AGREED** and **RESOLVED** and the dates for HPC meetings for 2014 were approved.
- 10.3** There was nothing further to note in respect of the works that had been carried out at Hoveton and Wroxham Station.
- 10.4** It was **AGREED** and **RESOLVED** to carry over the consideration of the draft business plan until the meeting on the 6th January 2014.
- 10.5** It was agreed that Councillor M. Richmond would send to the Clerk the email he sent to the police regarding the incident at the Broads Hotel on the 21st June 2013 and in respect he had had no response and the Clerk was asked to chase up a response.
- 10.6** A response from NCC Highways regarding the proposal for a trod between the end of the footpath on Tunstead Road and Five Ways corner was considered. The Clerk was asked to contact NCC Highways to ask them to carry out further work on the pricing of this scheme.
- 10.7** A verbal request by the owner of 4 Osprey Close Hoveton for the single footway light on Osprey Close to be on all night instead of being extinguished at 12 midnight was considered with information from PCSO Laura Bennett. It was **AGREED** and **RESOLVED** that the Clerk should write to the owner of the relevant property to advise that in all the circumstances HPC's view was that the lighting times for this footway light should not be changed citing environmental considerations.
- 10.8** It was advised that the Clerk's performance review had not taken place but was scheduled to take place before the next meeting.

11 MEMBERS MATTERS

11.1 There were no matters to go in the Bridge..

11.2 There were no further matters for consideration at future meetings.

The meeting closed at 10.05 pm.

Signed Date.....

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**The next meeting of Hoveton Parish Council
Will be held in the Jubilee Room Hoveton Village Hall
at 7.30pm Monday, 6th January 2014**

Addendum

5 PUBLIC SPEAKING

5.1 Councillor N. Dixon reported as follows:

5.1.1 That he had had a meeting with the owner of a property on Osprey Close, Hoveton regarding the matter at item 10.7 and the possible break in to her garage.

5.1.2 He confirmed that asbestos had been identified at the Broads Hotel and removal of this and demolition of the building would proceed in due course.

5.1.3 He drew the meetings attention to The Grow your Community Fair to be held at Hoveton Village Hall on Thursday 5th December 2013 from 10am to 2.30pm.

5.2 PCSO Laura Bennett gave her apologies for not attending the meeting and PCSO Esther Dack attended in her place and read the police report for the month. Various points were raise with PCSO Esther Dack in respect of the incident referred to at item10.7, and regarding graffiti in Hoveton both of which items The police were aware of. She drew to the meetings attention the holding of consultations that were held with the public on Sundays 3pm at Roys Café Hoveton.

5.3 Chris Moffatt raised a question over the covering of the mural at the station with the new pictures. Councillor M. Richmond explained that the new pictures and painting of the canopy had made a considerable improvement to the station environment and there had to be some trade off against existing art at the station. Councillor C. Robb remarked that there might be scope for some form of "original" art in the underpass in due course. Chris Moffatt also remarked that he hoped Granary Staithe would not be turned into a theme park. The meeting reassured him this was not the intention and it was intended that it would be renovated sympathetically.

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