

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 4th February 2013 at Hoveton Village Hall

Present: Councillor Mrs C. Williams (Chair of the meeting)
Councillor M. Russell.
Councillor Mrs J. Newey.
Councillor P. Howe.
Councillor Mrs A. Howe.
Councillor N. Searle-Jones.
Councillor D. Barnett.
Councillor Mrs S. Barnett.

Officer: Clive Gardner- Clerk

Visitors in Attendance: Councillor N Dixon (District and County Councillor)
(Not present throughout the meeting).

1. APOLOGIES FOR ABSENCE RESIGNATIONS AND CO-OPTIONS.

- 1.1 Councillor M. Richmond gave his apologies.
- 1.2 Councillor M. Richmond was unanimously elected as Vice Chair of the Council.
- 1.3 The resignation of Malcolm Russell was noted. The Council expressed their thanks for Malcolm Russell's hard work on behalf of the Council.

2. DECLARATIONS OF INTEREST

There were no specific additional declarations of interest.

3. MINUTES OF PREVIOUS MEETING

It was **AGREED** and **RESOLVED** to confirm and for Councillor Mrs C Williams to sign the minutes of the meeting held on the 7th January 2013.

4. QUESTIONS OF THE CLERK BY MEMBERS

- 4.4.1** Councillor Mrs A. Howe asked if the Clerk could send her a copy of the contacts sheet of Councillors to go up on the notice board. The Clerk agreed to do so.
- 4.4.2** Councillor Mrs A. Howe stated that Malcolm Russell needed a copy of the Minutes from 7th January 2013 Council meeting for the website. The Clerk agreed to send this to Malcolm Russell if he did not already have them.

5. PUBLIC SPEAKING

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

6. CORRESPONDENCE

- 6.1** An email from D. Fulcher dated 21st January 2013 was considered and it was **AGREED** and **RESOLVED** that Councillor Mrs A. Howe would contact D. Fulcher to discuss the matters raised and report back to the Council.
- 6.2** An email dated 17th January 2013 from Norfolk CAB was noted.
- 6.3** An email dated 2nd March 2013 from Caroline Jeffery NCC regarding the Norfolk Minerals Site Specific Allocations Development Document and Waste Site Specific Allocations LDD was noted.
- 6.4** A letter from NNDC dated 24th January 2013 regarding Planning Services Peer Challenge 13th February 2013 NNDC Cromer office was noted.
- 6.5** A letter from NNDC regarding Energy Box and Collective Switching Schemes was considered. It was **AGREED** and **RESOLVED** that when the folder for the Energy Box folder arrived the Council would approach the Library to see if they would hold the folder. That part of the letter relating to the Energy Switching Scheme was noted.

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6.6 Correspondence received since 28th January 2013:

6.6.1 An email advertising the Broads Outdoor Festival 2013 to be held between the 4th and 19th May 2013 was noted.

6.6.2 A further email regarding Parish Partnership scheme 2013/2014 was considered. It was **AGREED** and **RESOLVED** that the Clerk would make further enquiries regarding the possibility of obtaining funds towards constructing a trod that could link the footpath (where it emerges onto Tunstead Road) and Fiveways Crossroads and the replacement of the remaining footway lights.

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 January 2013 comprising pay for the month £383.00, mileage £8.37, postages £15.94, stationary £3.99, payment of pay to be made less any tax and national insurance contributions. **Total payment £411.30**
- 7.1.2 To pay Thinking Rural the amount of their charges for PAYE and NIC:
 - 7.1.2.1 The amount of their charges for PAYE and NIC in the sum of **£620.89**
 - 7.1.2.2 Being the shortfall on the account due for January 2013 **£ 60.44**
- 7.1.3 To pay the Litterpicker's pay for the period January 2013. Payment of pay to be made less any tax and national insurance contributions. **£ 149.00**
- 7.1.4 To pay to NNDC for the cost of a replacement Dog Bin inclusive of VAT **£ 132.00**
- 7.1.5 The cancellation of cheque number 101745 in the sum of £62.50 payable to Hoveton Village Hall was noted and it was **AGREED** and **RESOLVED** to issue a replacement cheque in the sum of: **£ 54.00**
- 7.1.6 To pay The Garden Guardian for grass cutting and maintenance Hoveton Village Hall Playing Field 2012/2013 including VAT. **£1300.80**

7.2 The payment for electricity to Eon in the sum of **£271.93** was noted.

7.3 There were no requests for payment received since 28th January 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 (BA) 2013/0023/FUL** Removal of quay heading and creation of two mooring basins land adjacent to River Bure Staitheway Road Wroxham. No objection.
- 8.1.2 Planning Applications received since 28th January 2013:
 - 8.1.2.1 **Planning Application (NNDC) PF/13/0096** Erection of one and half storey dwelling and garage Hawthorns, Tunstead Road Hoveton. No objection.

8.2 PLANNING DECISIONS

The following decisions were noted:

- 8.2.1 **Planning Decision (Approved) (NNDC) PF/12/1115** 135 Stalham Road Hoveton retention of Summerhouse. Noted.
- 8.2.2 **Planning Decision (Approved) (BA) 2012/0358/FUL** Quay heading Cellar Dyke Meadow Drive Hoveton. Stalham Road Hoveton. Noted.
- 8.2.3 **Planning Decision (Approved) (NNDC) PF/12/1169** Erection of two storey office building Financial House, Tilia House, Tunstead Road, Hoveton. Noted.
- 8.2.4 Planning Decisions received since 28th January 2013:
 - 8.2.4.1 **Planning Decision (Approved) (NNDC) NMA2/11/1364** to increase length of garage to the rear and revise door and window arrangement. 24 Waveney Drive Hoveton. Noted.

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9. GRANARY STAITHE

It was **Agreed and Resolved** that the press and public should not be excluded for this item.

9.1 The meeting was updated by Councillor P. Howe on the present position and particularly that the Working Group had met with the Council's solicitor and that no major concerns had been raised as a result of that meeting. It confirmed that the aim was to bring the whole matter to the full Council in March 2013 for consideration. Councillor P. Howe confirmed he had had discussions with Broads Tours and Broads Authority. Councillor P. Howe confirmed there were to be discussions with Hotel Wroxham.

9.2 The Clerk brought to the attention of the meeting an email from the Council's insurers which confirmed the additional premium and the need for signage to warn people of the water hazard and the danger to people of feeding birds and animals on the Staithe. It was confirmed that such signage would be needed to be erected on Granary Staithe from the date upon which contracts to purchase were exchanged and that the land would need to be inspected on a regular basis and a written record of such inspections kept. Councillor P. Howe confirmed that this matter would be discussed by the Working Group when it met next. Councillor P. Howe also confirmed that arrangements would have to be made to ensure birds did not escape onto the Highway.

10 MISCELLANEOUS

10.1 The HPC Policy Documents were reviewed and it was **AGREED** and **RESOLVED** as follows:

10.1.1 Standing Orders. To delete sub paragraphs 7 (c) and (d).

10.1.2 Financial Regulations. No amendment.

10.1.3 Complaints Procedure. No amendment.

10.1.4 Publication Scheme. To amend "Borrowing Approval" to confirm a copy is held by Clerk.

10.2 The Risk Assessment for Granary Staithe Hoveton was considered and subject to an amendment to include a risk of birds escaping from Granary Staithe and the need to maintain boundaries and to keep the gate closed it was approved.

10.3 The following Risk Assessments were reviewed and no amendments were considered necessary:

10.3.1 General Risk Assessment.

10.3.2 Financial Risk Assessment.

10.4 The revised asset register was considered and approved subject to an amendment to confirm that the embroidered map is in the Village Hall. .

10.5 In relation to the Annual Parish Meeting to be held on 17th May 2013 it was **AGREED** and **RESOLVED** that the meeting should consider an update on Granary Staithe and planning issues generally. It was further agreed that Richard Cook Civil Contingencies Manager NNDC should be invited to talk at the event. Councillor N. Searle-Jones agreed to invite him. Councillor Mrs C. Williams agreed to advertise the event in The Bridge and she confirmed she would not be able to attend the event.

10.6 The condition of land on Station Road to the side of the Waterside Rooms Station Road Hoveton was discussed and it was concluded that considerable work to clear the area was desirable. It was **AGREED** and **RESOLVED** that a working party would be organised possibly including Rotary and other volunteers. Councillor Mrs C. Williams agreed she would contact the owners Orchid Group to see if they would finance the hire of a skip and failing that approach Wroxham and Hoveton Lions Club. Councillor Mrs C. Williams also agreed to advertise the matter in The Bridge. The Clerk agreed to make enquiries regarding the insurance position of volunteers under the Council's insurance policy.

10.7 Councillor N. Searle-Jones reported upon his meeting with the BA Ranger at Riverside Park. The Ranger stated they were keen to dispose of a lease he said BA held the land under from Roys of Wroxham. The Ranger stated that HPC was a signatory to this lease. It was **AGREED** and **RESOLVED** that this lease needed to be reviewed. Councillor N. Searle-Jones confirmed he was to meet Patrick Hannant the contractor who maintained Riverside Park so that proposed works and an estimate for his charges for 2013 can be agreed/approved.

10.8 Councillor N. Searle-Jones reported upon Planning for Emergences event held on 28th January 2013 which he attended.

11 MEMBERS MATTERS

11.1 It was agreed to insert in the Bridge Magazine details relating to item mentioned above.

11.2 There were no matters for consideration at future meetings other than those already referred to in these minutes.

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The meeting closed at 9.30pm.

**The next meeting of Hoveton Parish Council
Will be held in the Jubilee Room Hoveton Village Hall
at 7.30pm Monday, 4th March 2013**

Signed Date.....

Chair: Mrs Carolyn Williams
Crabbetts, Horning Road,
Hoveton.
NR12 8JW
01692 630367

Addendum

5 PUBLIC SPEAKING

5.1 Councillor N. Dixon reported that:

5.1.1 There were funds available under the Parish Partnership scheme 2013/2014 which would apply to footway lights as well as other local highway improvements. He also mentioned that HPC may want to consider bidding for money towards a trod that could link the footpath (where it emerges onto Tunstead Road) and Fiveways Crossroads.

5.1.2 That NNDC had formed an "Enforcement Board" which would be looking at (inter alia) the progress in relation to the planning permission granted in relation The Broads Hotel Station Road Hoveton. He reported the Enforcement Board would be monitoring the failure to enter into the planning agreement under section 106 of the Planning Act 1990.

5.2 The PCSO Laura Bennett gave her report which was noted by the meeting.

5.3 There were no questions from members of the public.

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