

## **HOVETON PARISH COUNCIL**

### **Minutes of the Parish Council Meeting**

**Held on 9<sup>th</sup> November 2015, 6.30pm at Hoveton Village Hall**

Present:

Cr. Martin Richmond (Chair)

Cr. Peter Howe

Cr. Alex Howe

Cr. Chris Marshall

Cr. Kerry Walker

Officer: Cr. Martin Richmond - Acting Clerk

Visitors in Attendance:

Five Members of Public

Councillor N. Dixon (District & County Councillor)

### **1. APOLOGIES FOR ABSENCE, RESIGNATIONS CO-OPTIONS and ELECTIONS**

**1.1.** Absences: Jilly Gourlay, Karen Lincoln, Paul Keeble

**1.2.** Co-options: Kerry Walker proposed by Martin Richmond, seconded Chris Marshall

**AGREED & RESOLVED**

**1.3.** Resignations: None

### **2. QUESTIONS of the CLERK and CLERK'S REPORT**

**2.1.** Verbal report from the Clerk

Martin Richmond is doing essential tasks in the absence of a Town Clerk. There has been one expression of interest for position of Town Clerk.

Martin Richmond apologized on behalf of Hoveton for the miscommunication of councillors and the missing of the Remembrance church service and the laying of the HPC wreath. The British Legion also absent from wreath laying ceremony.

**2.2.** Councillors questions to the Clerk: None

### **3. DECLARATIONS OF INTEREST**

Members are invited to declare interests as required by the Hoveton Parish Council Code of Conduct adopted 2<sup>nd</sup> July 2012.

**Item 11.1** - Interest declared by Cr Peter Howe and Cr Alex Howe

### **4. MINUTES OF PREVIOUS MEETING**

Minutes of the Parish Council meetings held on 5<sup>th</sup> October 2015 were **CONFIRMED & ACCEPTED**

### **5. PUBLIC SPEAKING**

In respect of items 5.1 to 5.3 the meeting will be adjourned for up to 15 minutes for each speaker to speak for a maximum of 3 minutes.

**5.1.** A report from the County and the District Councillor Nigel Dixon was received.

Items discussed:

- Remembrance Service – ND attended Remembrance service and noted the absence of HPC and British Legion. HPC Chair further apologized on behalf of HPC's oversight.
- Pre Planning Application - Church Fields Car Park – ND reported the meeting between developers and St Johns Primary School. The meeting regarding the HPC proposal to situate car park from field opposite school to within the school playing field was received positively. St Johns Primary school agreed to idea in principle. Developers have taken proposal away to work on. The proposal is likely to cost more and is complicated by the separate arrangements for children's entrance to the school.

ND stated that the planning application for this development is still to come forward and there was a fair bit of work yet to do on the application.

- Brook Park – ND stated that there were the outstanding issues of lighting and a list of defect, which remained unfinished by Persimmon homes. ND to call Managing Director of Persimmon as emails remained unanswered.

#### **Action Item 5.1: HPC to follow up response from Persimmon with ND at December meeting**

- Planning Application Phase 2: Brook Park – ND reported that phase 2 of further development on Brook Park was stuck at board level with Persimmon. It was noted that the planning inspector turned down a similar development at Holt.
- NCC - Budget Cuts – ND reported that in ‘Your Norfolk’ residents had been advised of the process for having a say on the proposed budget cuts. However, the detail of how the cuts would affect the people of Norfolk could only be found on the website. ND stated that this approach was not inclusive and he would be following up accessibility issues.
- Service Sharing: North Norfolk & Great Yarmouth District Councils – Currently the Chief Officer and Head of Finance for NNDC were standing in for the CO and HoF for Great Yarmouth as an interim measure. However, while there is no question of mergers between the two councils there is the possibility of service sharing between the two councils to reduce costs.
- Google Drive – ND reported having continual monthly problems accessing HPC’s Google Drive.

#### **Action Item 5.1: Cr. Martin Richmond to solve IT issues with Google Drive access.**

**5.2.** To receive a report from Norfolk Police Community Support Officer  
Two reports received. No representative present. It was noted that two reports referred to criminal activity at the Hoveton Village Hall.

#### **Action Item 5.2: Cr. Martin Richmond to contact PCO and invite representative to HPC meetings.**

**5.3.** The public to submit questions relating to local issues: None

### **6. ACTIONS**

To consider the general actions list arising from the meeting of Hoveton Parish Council on 5<sup>th</sup> October 2015. Note: Action log not available

#### **Action Item 6: Cr. Martin Richmond to update October’s action log for December’s HPC meeting**

### **7. CORRESPONDENCE (received and to be discussed)**

**7.1.** Correspondence (x3) from Community Action Norfolk was noted, **AGREED and RESOLVED.**

**7.2.** A letter from Andrew Connors at NCC regarding bridge height restrictions signage was noted, **AGREED and RESOLVED.**

**7.3.** Email from Justin Le-May at NCC regarding a Highways inspection in Hoveton and was noted, **AGREED and RESOLVED.**

#### **Action Item 7.3: Cr. Peter Howe to contact Justin Le-May re the following:**

- **Vegetation issues between footbridge and road bridge**
- **Barriers on bridge - protecting broken railings**
- **Railings at double mini roundabout**

**7.4.** Email from Andy Bartlett regarding a damaged bench in Riverside Park considered,

**AGREED and RESOLVED.**

**Action Item 7.4: Cr. Peter Howe to contact Andy Bartlett**

**7.5.** An email from Kettlestone Parish Council dated 13<sup>th</sup> October regarding a Rights of Way and Bypass course were considered. The item was noted, **AGREED and RESOLVED**

**7.6.** An email from NNDC containing correspondence regarding Right to Bid nominations for the Village Hall and Recreation Ground and the area occupied by the bowling club was considered and noted. The item was **AGREED and RESOLVED**

Note: The items were accepted as community assets for 5 years by NNDC

**7.7.** A letter from Dr. Wendy Thomson of NCC regarding up coming strategic and financial planning consultation was considered. The item was **AGREED and RESOLVED.**

Note: Consultation closes 14<sup>th</sup> January. Chair requested that Councilors visit the website for a discussion on consultation feedback.

**Action Item 7.7: All Councillors to follow up call for consultation feedback on NCC website. HPC to discuss a submission to NCC at HPC's December meeting.**

**7.8.** A letter from Tony Brown at NNDC dated 22<sup>nd</sup> October regarding the 2016/17 precept and grant was considered. The item was **AGREED and RESOLVED.**

**Action Item 7.8: Martin Richmond to submit precept details after HPC's December meeting**

**7.9.** Correspondence received since 2<sup>nd</sup> November 2015: None

**8. CORRESPONDENCE (sent and to be noted and discussed if appropriate)**

**8.1.** Correspondence sent after 2<sup>nd</sup> November 2015: None sent

**9. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:-**

**9.1. Payment of £32.08** - Clerk pay and expenses for the period October 2015 comprising: 2 hours 20 minutes @ £13.75 per hour. Payment of pay to be made less any tax and national insurance contributions. **AGREED AND RESOLVED TO PAY**

**9.2. Payment of £314.00** – Litterpicker wages - (40 hours) payment of pay to be made less any tax and national insurance contributions. **AGREED AND RESOLVED TO PAY**

**9.3. Payment of £65.00** – Hoveton Village Hall for the hire of the Village Hall through July, August and September 2015 **AGREED AND RESOLVED TO PAY**

**9.4. Payment of £12.00** – Thinking Rural for the provision of payroll services September 2015. **AGREED AND RESOLVED TO PAY**

**9.5. Payment of £600.00** – Norfolk Broads Direct for repairs to benches and wooden fence. **AGREED AND RESOLVED TO PAY**

**9.6.** Requests for payment received since 2<sup>nd</sup> November 2015: None

**10. OTHER FINANCIAL MATTERS.**

**10.1.** The payment to EON of £131.32 in respect of electricity charges for October 2015 was noted, item **AGREED & RESOLVED.**

**10.2.** Correspondence from Barclays Bank confirming changes to HPC's mandate was noted. Item was **AGREED AND RESOLVED.**

[Bank signatories: Martin Richmond, Peter Howe & Chris Marshall]

**10.3.** An email from Linda Saville regarding work on Hoveton Bridle Path was considered.  
Item **AGREED and RESOLVED**

Note: It was agreed that valuable conservation work being done by organization. However, Linda Saville suggested donation/service charge for work from HPC for 175.00 needed to be clarified.

**Action Item 10.3: Cr. Peter Howe to explore the request in greater detail and report back to council**

**10.4.** Email from Hannah Roots of East Anglian Air Ambulance Trust was considered. The item was **AGREED and RESOLVED.**

HPC discussed item under budget debate and resolved not to offer donation. AAAT to be promoted in the Bridge parish magazine,

**10.5.** A remittance advice from NNDC regarding payment of HPC precept and grant was noted.

**10.6.** Correspondence from HMRC dated 25<sup>th</sup> September regarding Tax Liability was noted. Martin Richmond called HMRC on 12<sup>th</sup> October 2015 to discuss the amount which coincided with the same amount given as a refund as HMRC. HMRC acknowledged that liability demand was HMRC's error.

**10.7.** Revised insurance schedule from Zurich Insurance noted.

**Action Item 10.7: Martin Richmond to add to the assets register 4 new bins**

**10.8.** The monthly Cash Flow Report item was **AGREED and RESOLVED**

**10.9.** The draft Hoveton Parish Council budget for the year 2016/2017 was considered and **AGREED and RESOLVED.**

Cr. Peter Howe reported the following:

NNDC landscaping costs had increased dramatically since last years budget because HPC has allocated funds for taking over new areas of grass cutting. An estimated cost had been submitted and any additional service for grass cutting would have to be tailored to accord with HPC's budgeted amount.

There was a budgeted amount for Riverside & Pocket parks. The list of defined projects remained outstanding. Cr Kerry Walker is the new representative for park and will meet with Cr Peter Howe to identify the items for list.

It was noted that Tax and NIC was omitted last year in the budget but appears this year. The litter picker salary had also increased this year.

It was noted by council that the budget increase was based on justifiable reasons of increased services to the community.

The draft budget also aimed to defer the depreciation input for 12 months based on the potential cost of Neighbourhood Planning. The final decision on deferring depreciation is carried over to December meeting.

**Action Item 10.9: Cr Peter Howe and Kerry Walker to meet and define projects for Riverside & Pocket parks.**

**Action Item: Council carry forward draft budget decision on deferring depreciation input.**

## **11. PLANNING MATTERS**

To **AGREE and RESOLVE** upon the following:

**11.1.** Declaration of Interest by Cr Peter Howe and Cr Alex Howe declared. Planning Application BA/2015/0321/FUL Installation of cycle hire docking stations at 3 different locations inc. Station Road, Hoveton. **APPROVED.**

**11.2.** Planning Application BA/2015/0301/HOUSEH Extension to wet dock and alterations to boardwalk, Earlscroft, Brinbelow Road, Hoveton. **APPROVED**

**11.3.** To consider further the practicality of putting in place a Neighborhood Plan pursuant to the Localism Act 2011 and the Town and Country Planning Act 1990 and **AGREED and RESOLVE**]. Discussion supported by discussion document and annexe.

HPC agreed to undertake a consultation exercise with community for its feedback on Neighbourhood Planning. A discussion document considering HPC's information supporting position on Neighbourhood Planning would be drawn up for discussion by HPC at December meeting.

Nigel Dixon suggested that HPC run any Neighbourhood Plan alongside NNDC's Local Plan. Council considered the suggestion and agreed that potential issues identified in HPC's plan for Hoveton may not necessarily accord with NNDC's vision for Hoveton. Nigel Dixon further suggested that he invite Mark Ashwell speak to HPC about NNDC's emerging Local Plan. Council agreed that this would be beneficial. Council also agreed to invite a representative from Cringleford steering group to discuss the challenges this parish faced in Neighbourhood Planning

**Action Item 11.3: Cr Kerry Walker to prepare discussion document for community participation in the future decision of HPC's Neighbourhood Plan.**

**Action Item 11.3: Cr Nigel Dixon to invite Mark Ashwell to speak to HPC at the end of January**

**Action Item 11.3: Cr. Kerry Walker to contact Cringleford steering group to speak to HPC at separate meeting in January**

**11.4.** Emails regarding Brook Park Phase II consultation were noted. Refer Nigel Dixon report to HPC and action Item 5.1

**11.5.** Planning Applications received since 2<sup>nd</sup> November 2015: None

**11.6.** Planning Decision (NNDC) PF/15/0536 Demolition of existing redundant building and erection of extension to existing manufacturing facility, construction of new road and creation of new site junction onto the B1354 (Horning Road West) - **APPROVED**

**11.7.** Planning Decision (BA) BA/2015/0244/COND Removal of condition 5 from planning permission BA/2008/0266/FUL - **APPROVED**

**11.8.** Planning Decision (BA) BA/2015/0305/HOUSEH Two storey side extension, Half Acre, Horning Road - **APPROVED**

**11.9.** Tree Preservation Order (NNDC) TPO/15/0909, Crossways Business Centre, Stalham Road, Hoveton.

**11.10.** Correspondence dated 9<sup>th</sup> October from Deb Struthers, enforcement officer NNDC regarding unauthorised advertisement displayed at the junction of Horning Road and Tunstead Road, Hoveton is noted.

**11.11.** Planning Decisions and Appeals received since 2<sup>nd</sup> November 2015: None

## **12. GRANARY STAITHE, RIVERSIDE PARK, POCKET PARK and BROOK PARK**

**12.1.** To receive an update on Granary Staithe

Cr Peter advised that there had been a clean up of algae on the public notice board. Cr Howe acknowledged and thanked Caroline for the works on the staithe.

Cr Howe referred to the items in email circulated to all councilors regarding future potential

issues that will require attention on the staithe, in particular the subsidence and the condition of the Main key head.

**12.2.** To receive any update on Riverside Park and Pocket Park.

Cr Peter Howe advised that there was currently a rotting bench that was broken. Cost of replacement bench is 400 or repair at 250. The Old Mill sponsors the broken bench but the Mill is currently closed.

**Action Item 12.2: Cr Peter Howe to contact the Old Mill when it reopens**

**Action Item 12.2: Cr Martin Richmond to contact HPC's insurers**

**Item carried forward to December meeting**

**12.3.** To receive an up-date on Brook Park development: Refer item 5.1

**12.4.** To **AGREE and RESOLVE** any other matters in relation to Granary Staithe, Riverside Park, Pocket Park or Brook Park.

Cr Alex Howe reported a broken bench outside the Hoveton Village Hall. The bench was a danger to the parish and needed removal.

Cr Alex Howe also discussed a donation by the Women's Institute of 30 per annum which should have been credited to HPC for up keep of benches in Hoveton for the last 2-3 years.

**Action Item 12.4: Cr Peter Howe to investigate immediate removal of bench**

**Action Item 12.4: Cr Martin Richmond to investigate donation by Women's Institute**

**Action Item 12.5: Discussion of replacement costs to be carried over to December meeting**

### **13. MISCELLANEOUS**

**13.1.** An email from Margaret Osborne regarding street lights was noted, **AGREED and RESOLVED**

HPC stressed that the lack of lighting was a public safety issue and also at this time of year the amount of leaves compounded the public liability risks already existing.

**Action Item 13.1: HPC requested that this issue was added to Nigel Dixon's proposal under 5.1 - to ring Managing Director Persimmon Homes.**

**13.2.** Correspondence dated 7<sup>th</sup> October from Simon Briggs at NCC regarding the trod on Tunstead Road was noted.

**13.3.** To receive an update from Councillor Mrs. A Howe on litter collection, litter bins, etc.

Cr Alex Howe advised that litterbins at village hall playground were in a disgraceful state. The bins required removal. It was suggested that these bins be exchanged with double bins at the roundabout.

**Action Item 13.3: Cr Alex Howe to approach Gareth regarding bin removal and/or exchange in conjunction with bench removal under item 12.2. Item carried forward to December meeting.**

**13.4.** To discuss and consider options relating to Hoveton Parish Council archive and to **AGREE and RESOLVE** appropriately.

Norwich Record Office approached to archive and store HPC's historical records.

**Action Item: Cr Kerry Walker & Cr Alex Howe to meet in January and collate documents for NRO storage.**

**13.5.** To consider further the process for the appointment of a replacement Clerk/RFO and to **AGREE and RESOLVE** if appropriate

**Action Item 13.5: Cr Martin Richmond to follow up expression of interest for Town Clerk position.**

**Action Item 13.5: Cr Alex Howe to continue advert in the Bridge parish magazine**

**13.6.** To note email exchange with Mr. Ron Hunt regarding grass cutting in Hoveton and to **AGREE and RESOLVE** if appropriate  
HPC acknowledged Mr Hunt's complaints and Cr Martin Richmond had responded by email.

**Action Item 13.6 Cr Martin Richmond to obtain competitive quotes for grass cutting and report back to Council for approval.**

**13.7.** To receive an update from Councillor P. Howe regarding the Three Rivers Way. Public consultation at Wroxham and Horning moderately well attended. County Council member collected feedback from public and also on the options presented for construction at Horning Road West.

**13.8.** To consider an email from Jacky Battle at Voluntary Norfolk and to **AGREE and RESOLVE** if appropriate

**Action Item 13.8: Cr Alex Howe to give courtesy call to organisation to ensure that there was no overlap with existing service, if not conflict confirmed, service to be publicized in the Bridge.**

#### **14. MEMBERS MATTERS**

**14.1.** Any items for inclusion in the Bridge Magazine.

Advert for clerk, HPC update on neighbourhood plan, HPC's new position on grass cutting, introduction of flood warden.

**Action item 14.1: Cr Alex Howe to write NP update and circulate to councilors for feedback.**

**14.2.** For consideration at future meetings: Calendar for HPC meetings 2016

**Action Item 14.2 : Cr Kerry Walker to review last years calendar, rewrite and circulate to councilors. It was agreed that January meeting would be Monday 11<sup>th</sup> January 2016.**

**MEETING CLOSED 8.45pm**