

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 1st November 2017 at the Jubilee Room, Hoveton Village Hall

Present: Councillor Martin Richmond (Chair of the Meeting)
Councillor Peter Howe
Councillor Christopher Marshall
Councillor Russell Reeve
Councillor Ann Rogers

Officer: Lisa Weller – Clerk

Visitors in Attendance: Councillor Nigel Dixon (District and County Councillor)
Four members of the public

1. ATTENDANCE

Apologies for absence were received from Cllr Jilly Gourlay and Cllr Alex Howe.

2. QUESTIONS OF THE CLERK and CLERK'S REPORT

- 2.1. There were no questions of the Clerk.
- 2.2. The Clerk reported that a fee of £300 was still outstanding in relation to Clapham & Collinge's legal advice on Hoveton Village Hall. Clapham & Collinge have not yet supplied an invoice for the outstanding amount or the relevant paperwork. **Action 1: Clerk to query this payment with Michael Olmer at Clapham & Collinge.**

3. DECLARATIONS OF INTEREST

Cllr Reeve declared an interest in agenda item 13.4 in terms of his current employment with Norfolk ALC. It was agreed that Cllr Reeve would not take part in the discussion of this item.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on 2nd October 2017 were **AGREED and APPROVED**. The minutes were signed by Cllr Martin Richmond.

5. PUBLIC SPEAKING

5.1 To receive a report from the County and the District Councillor Nigel Dixon.

Cllr Dixon reported that budget preparations have begun at Norfolk County Council (NCC) and North Norfolk District Council (NNDC). NCC has a £125 million gap to fill between 2017 and 2020, spread over a four-year period. A consultation will be held on proposals that haven't yet been in the public domain. A 4.8% increase in council tax is expected (3% adult social services, the rest for other budgets and shortfalls). The situation at NNDC is better. NNDC hasn't raised council tax for approximately 5 years, though it's likely there will be some kind of council tax increase at NNDC this

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year in order to ensure there isn't a funding gap by 2020 (when the support grant from central government will be phased out). It's unclear what the increase will be at the moment, but HPC should expect increases in council tax from both NCC and NNDC and bear this in mind when setting its own budget for next year. In terms of Brook Park, Cllr Dixon is not aware of any further progress at the moment (work is due to be scheduled in). For the Three Rivers Way embankment, two options have been put forward – grass turf and bulbs, or more extensive ground cover planting. Planting will take longer, though some trailing plants may soften the appearance of the concrete slabs. The general consensus seems to be that grass turf and bulbs is the preferred option as this can be done quickly (Highways have also said they can meet the cost for turf and bulbs but anything above that would need a contribution from HPC). Cllr Dixon's view is that NCC should meet all costs in case there are any problems.

5.2 To receive a report from a Police Community Support Officer (PCSO).

Apologies had been received from the PCSO. Cllr Rogers attended the recent SNAP (Safer Neighbourhood Action Panel) meeting. It was reported at the SNAP meeting that 150 PCSOs are to be made redundant (though 96 Police Officer posts are being created so some PCSOs may be made Police Officers if they pass the training). Two items were raised at the meeting as concerns for Hoveton: 1) parking on both sides of the road on Grange Close causing obstructions as you turn in and turn left (to be investigated by PC Tom Gibbs); 2) reports of laughing gas canisters being used and discarded in the car park behind the post office (to be investigated by PC Gibbs).

5.3 The public to submit questions relating to local issues.

Two members of the public raised concerns about worsening problems with parking outside Broadland High School (BHS). This was to be discussed further by HPC (see item 6.1).

6. MATTERS ARISING FROM PREVIOUS MEETINGS

- 6.1. Cllr Richmond has met with Aron Whiles (Headteacher) and Malcolm Kemp (Chair of Governors) to discuss the parking situation outside Broadland High School. The school has offloaded its health and safety problem onto the road outside and onto the local community. Mr Whiles said he would talk to the bus companies again, to ask them to wait elsewhere. Mr Whiles is not convinced that Hoveton Village Hall's offer of parking will work, as the school's staff cannot be forced to park there. The school has concerns about committing funds to a solution that might not work. Mr Whiles would therefore like to try out this solution on a one-month trial basis, with a suggested annual payment of £750-£1,000 to be made from the school funds to Hoveton Village Hall (HVH) if the idea works. HVH would like to be paid more, but this may be a reasonable compromise. A solution must be found because the work to allow staff to park on the school grounds will be expensive, and so will not likely take place in the near future. The HVH Management Committee is to consider this proposal at its next meeting before the proposal is taken forward for consideration

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at the next meeting of HPC as Sole Trustee of HVH (6th December). **Action 2: Cllr Richmond to write to the HVH Management Committee with full details of the proposal.** Cllr Dixon suggested that HPC also revisit the idea of working with the police to use legal powers to stop unreasonable parking outside the school (in case the trial period is not considered a success and the offer of parking at HVH is not taken up).

- 6.2. The Clerk said the remaining Pocket Park tree maintenance work had been booked with Target Trees for 7th November. The Kings Head did not respond to the Clerk's email regarding their urgent tree work, and when Cllr Marshall visited the pub and spoke to the general manager, he was advised the manager could not approve the expenditure for the work, and so the request would have to be passed to the pub's head office. **Action 3: Clerk to write to Greene King's head office/legal dept to raise public health and safety concerns.** Cllr Marshall has requested quotes from local businesses for work to the Pocket Park vegetation but he hasn't yet had any response. **Action 4: Cllr Marshall to ask if Norfolk & Suffolk Community Rehabilitation Company (NSCRC) could help with the vegetation work.**
- 6.3. As per Cllr Dixon's report, two options have been put forward for the Three Rivers Way embankment – grass turf and bulbs or more extensive ground cover planting and shrubs. HPC **AGREED and RESOLVED** that grass turf and bulbs was the best option (with the cost to be met by NCC), though it was noted that it might now be too late to plant bulbs for the spring, and that, once turfed over, the embankment will need to be added to HPC's urban grass cutting schedule. **Action 5: Cllr Peter Howe to update Jon Winnett.**
- 6.4. The overgrown hedge on Waveney Drive has been cut right back. The Stalham Rd hedge has been cut around the bus stop, so the sign is now visible, but the hedge is still overhanging the pavement. No further action to be taken at this time.
- 6.5. Jon Winnett has advised that the 'school' sign at the Hoveton end of Horning Road was removed during construction of the Three Rivers Way. The sign was supposed to have been replaced once the work was completed, but this didn't happen. Amey has now been asked by NCC to replace the sign and this should be done soon.
- 6.6. The overhanging tree at the junction of Station Road/Horning Road West has been cut back, which has made a difference to visibility. HPC has been advised to report the broken buttons on the pedestrian crossing boxes outside Roys as a traffic light fault. **Action 6: Cllr Peter Howe to report the fault via NCC's online system.**
- 6.7. HPC discussed a number of proof designs for its new ID badges. The quote was for photo ID cards, but there was no space for photos in the designs, while HPC's logo looked very fuzzy as HPC had not been able to supply a high-resolution logo to the designer. The designer has quoted an additional £30 to recreate HPC's logo, and it was **AGREED** this quote should be accepted as HPC needs a higher resolution logo in any case. **Action 7: Cllr Peter Howe to give feedback to ID card designer.**
- 6.8. HPC considered the general actions list arising from previous meetings. A mock-up design of the Barrington Farm hoardings mural was considered. Removable boards will be used for the mural, so even if the hoardings come down the artwork can be used elsewhere. **Action 8: Cllr Peter Howe to show the mock-up image to Ed**

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Roy. Cllr Peter Howe has obtained one quote for a replacement ramp. He hopes to get a second quote, but three quotes might not be possible as there has been little interest shown in this job. HPC **AGREED and RESOLVED** to allocate no more than £500 expenditure to the ramp and it was **AGREED** Cllr Howe should accept one of the quotes according to this condition. **Action 9: Cllr Howe to order new ramp.**

7. CORRESPONDENCE

- 7.1. HPC discussed updates from Norfolk Constabulary and UNISON Norfolk regarding Norfolk Constabulary's recent Police Structure Review. HPC asked if the proposed changes might be positive for some (e.g. giving PCSOs the chance to become full Police Officers). It was **AGREED** that HPC should support its local PCSOs and that the best way to do this would be to find out what support is needed by asking the PCSOs for their views on these changes. **Action 10: Cllr Rogers to discuss the changes with Hoveton's PCSOs.**
- 7.2. HPC discussed an email from a parishioner requesting an access only sign outside a property on Stalham Road. HPC has been advised that there are no funds in the Highways budget to pay for such a sign and HPC is unable to meet the cost of this sign. Cllr Dixon advised that HPC could perhaps assist the resident with putting up a sign if the resident was willing to pay for a private sign (as residents with access problems elsewhere tend to do). **Action 11: Cllr Alex Howe to advise resident.**
- 7.3. HPC discussed an email from a parishioner concerning signage to the public toilets in Station Road. The sign on the Wroxham side of the bridge points the wrong way and directs people to the closed toilets in Riverside Road, while the resident thinks further signage to the toilets is required at the corner of Station Road. **Action 12: Cllr Richmond to discuss Wroxham sign with Wroxham and Hoveton Joint Action Group. Action 13: Cllr Peter Howe to investigate cost/placement of a new sign for Hoveton.**
- 7.4. HPC discussed an email from a parishioner raising concerns about the grass verge cutting along the Tunstead Road trod and the path running from Tunstead Road to Summer Drive. The verge along the trod is the responsibility of NCC and though it was cut last week, some of the grass was missed. Cllr Dixon has advised NCC that the cut was not of a good enough standard. **Action 14: Cllr Marshall to find out costs involved in adding the grass verge along the trod to HPC's schedule of cuts with the Garden Guardian.** The grass alongside the path from Tunstead Rd to Summer Drive is the responsibility of Persimmon. Cllr Dixon has advised the resident accordingly.
- 7.5. HPC considered a funding request from the Women's Section Royal British Legion (Wroxham, Hoveton and District Branch) for a 2018 Remembrance tour to France. HPC **AGREED and RESOLVED** to make a donation of £100. **Action 15: Clerk to request payment details and arrange donation.**
- 7.6. HPC noted that a number of letters had been received at the start of the meeting from residents of Church Road concerning problems with speeding and parking, in particular at school drop-off and pick-up times. **Action 16: Clerk to scan letters, circulate them to HPC and send letter of acknowledgement.** It was **AGREED**

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that many of the concerns raised would likely be police matters and so should be brought to the attention of the PCSO. **Action 17: Clerk to inform PCSO of the concerns raised.**

8. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:

- 8.1. Payment of £88.54 to HM Revenue and Customs – tax and national insurance contributions (employee PAYE income tax of £13.20, employee NIC of £35.04, employer NIC of £40.30). **AGREED**
- 8.2. Payment of £93.60 to Millennium Pest Control Ltd – pest control services for November/December 2017 and for January 2018 (£78.00 plus £15.60 VAT). **AGREED**
- 8.3. Payment of £361.57 to Garden Guardian Limited – highway grass cutting for Hoveton for July 2017 (£301.31 plus £60.26 VAT). **AGREED**
- 8.4. Payment of £361.57 to Garden Guardian Limited – highway grass cutting for Hoveton for August 2017 (£301.31 plus £60.26 VAT). **AGREED**
- 8.5. Payment of £361.57 to Garden Guardian Limited – highway grass cutting for Hoveton for September 2017 (£301.31 plus £60.26 VAT). **AGREED**
- 8.6. Payment of £12.00 to Thinking Rural CIC – payroll services for October 2017 (£10.00 plus £2.00 VAT). **AGREED**
- 8.7. Payment of £1,097.97 – Clerk's pay and expenses for the period 26th September to 25th October 2017 – comprising of pay for the month £1,067.60 (85 hours @ £12.56 per hour), plus expenses £30.37. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
- 8.8. Payment of £288.25 to the Norfolk Pension Fund – October 2017 LGPS workplace pension contributions (comprising of employee contribution of £58.72 or 5.5% of pensionable pay, plus employer contribution of £229.53 or 21.5% of pensionable pay, based on the October 2017 pensionable pay of £1,067.60). **AGREED**
- 8.9. Payment of £287.30 – Litter Picker wages (October 2017) – 34 hours @ £8.45 per hour. **AGREED** (It was AGREED that payment of pay was to be made less any tax and national insurance contributions.)
- 8.10. Two requests for payment had been received since 26th October:
 - 8.10.a. £163.03 to Amey LG Ltd – street light repairs on Waveney Drive and Horning Road. HPC agreed to defer this payment request to its December meeting as not all of the work had been carried out successfully. **Action 18: Clerk to follow up with Amey.**
 - 8.10.b. £22.50 to Hoveton Village Hall – room bookings for July to September 2017. **AGREED** (It was noted that HPC had been undercharged in terms of time but in order to avoid delays in payment, the invoice should be paid.) **Action 19: Clerk to advise Margaret Cannon of undercharge.**

9. OTHER FINANCIAL MATTERS

- 9.1. The monthly Cash Flow Report was noted by HPC. HPC considered the up-to-date budget review figures prepared by the Clerk, including estimates of figures for the rest of this financial year. The review indicated an estimated budget overspend of

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£3,466.52 by the end of this financial year. It was **AGREED and RESOLVED** that HPC would commit this year's contingency fund of £3,000 to address any potential overspend and that some items should be funded from the depreciation fund (e.g. the cost of a replacement HPC laptop). Other items would be managed to avoid an overspend where possible. The findings of the review will be considered when next year's budget is discussed.

- 9.2. HPC noted a direct debit payment (12th October) of £166.80 to E.On, in relation to electricity supplies for Hoveton's street lighting.
- 9.3. HPC noted the receipt of £1,863.19 from HM Revenue & Customs via direct credit on 23rd October – VAT reclaim/repayment (1st April 2017 to 30th September 2017).
- 9.4. HPC considered a number of quotations for a replacement laptop, plus associated software and equipment. A variety of different options had been quoted for, but it was **AGREED and RESOLVED** that HPC should accept a quotation from Wroxham Computer Services for a HP 250 G5 laptop (£500), plus Microsoft Office Home and Business 2016 (£240), a laptop carry case (£15), and a wireless mouse (quoted at £18). It was thought that the printers quoted for were higher-spec (and therefore more expensive) than what was needed, so it was **AGREED** that the purchase of a replacement printer should be deferred. The Clerk was asked to query if the laptop chosen could be supplied with Windows 10 Pro rather than Windows 10 Home. The Clerk was authorised to take these purchases forward. **Action 20: Clerk to order laptop and arrange payment.**
- 9.5. One response had been received to HPC's budget consultation for the 2018-2019 financial year and this suggested the funding of new football nets for the Hoveton Village Hall playing field. It was **AGREED** that this was a good suggestion and that it would be taken forward to HPC's budget meeting and also passed on to the HVH Management Committee.

10. **PLANNING MATTERS**

To AGREE and RESOLVE upon the following:

- 10.1. To note the planning consultation response submitted by the Clerk for **Planning Application PF/17/1556** as per Hoveton Parish Council's Planning Protocol. No objection to: Change of use from showroom to estate agents (Class A2). Unit 3A, Station Business Park, Horning Road West. **Noted**
- 10.2. To note the planning consultation response submitted by the Clerk for **Planning Application PF/17/1612** as per Hoveton Parish Council's Planning Protocol. No objection to: Change of use from showroom & office to hairdressers (A1). Unit 3, Station Road Business Park, Horning Road West. **Noted**
- 10.3. To note the planning consultation response submitted by the Clerk for **Planning Application PF/17/1636** as per Hoveton Parish Council's Planning Protocol. No objection to: Erection of single storey rear extension, changes to roof profile/height and demolition of existing garage, and erection of garage with annexe accommodation at first floor. Windborne, 21 Stalham Road. **Noted**
- 10.4. No planning applications had been received since 26th October 2017.

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- 10.5. **Planning Decision PF/17/1293** Erection of two-storey side extension following demolition of garage. Two Saints Cottage, Tunstead Road – WITHDRAWN **Noted**
- 10.6. No planning decisions or appeals had been received since 26th October 2017.

11. REPORTS and CONSULTATIONS

- 11.1. Millennium Pest Control – Granary Staithe routine inspection report (18th October). A good report, with no actions to be taken. Thanks to Carolyn Williams for tidying up the vegetation.
- 11.2. HPC noted the response to a precept consultation submitted by Cllr Reeve (agreed first with HPC). Cllr Reeve was thanked for writing the response.
- 11.3. HPC noted the Right Homes consultation but agreed it could not make an informed response to the consultation, as the Council did not have enough understanding of the issues involved.
- 11.4. Councillor Disqualification Consultation. Noted. No need for a response from HPC.
- 11.5. No reports/consultation requests had been received since 26th October 2017. The Broads Local Plan Consultation is still pending.

12. NORTH NORFOLK TOWN AND PARISH FORUM

- 12.1. HPC noted an update from the Chair of the Forum. Also noted were two motions soon to be proposed to Norfolk Association of Local Councils and the Department for Communities and Local Government (DCLG).
- 12.2. HPC considered the Forum's query, concerning reporting issues to NNDC. Though HPC hasn't experienced any particular problems with reporting issues to NNDC, it was agreed that it would be useful for parish councils to be given named contacts within all relevant NNDC departments to help improve communication. **Action 21: Cllr Alex Howe to give feedback to the Forum.**
- 12.3. HPC considered setting guidelines for Cllr Alex Howe's participation in the Forum's executive committee. It was agreed that if the Forum requests the opinion of HPC as a Council, this opinion will need to be sought by Cllr Howe at a HPC meeting (or via email consultation for urgent matters).

13. MISCELLANEOUS

- 13.1. Cllr Peter Howe reported that he has been trying to locate all of the official deeds and documents relating to HPC's responsibilities for Riverside and Pocket Parks as a number of matters still aren't clear. Cllr Richmond noted that HPC tried to clarify these matters a few years ago with no end result from many hours of work for the Clerk. It was AGREED that HPC should move forward by strengthening its working relationship with the Broads Authority and improving communications between the two parties to ensure that all necessary work is carried out and that HPC is kept in the loop. Cllr Howe also reported that the new picnic table had been delivered and put up on Granary Staithe. Thanks to the Wroxham & Hoveton Lions Club for their help with this activity and to Grey's Fish & Chips for providing a power supply. The Lions Club has agreed to make a donation towards the cost of the picnic table, and

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Cllr Howe is investigating the purchase of a suitable plaque for the table. A garden bin is now in place for use in the Granary Staithe garden. An open day is due to be held next summer, featuring a number of charities. It was agreed it would be good to be able to use the dyke more for such events (e.g. visits from the Wherry Yacht Charter).

- 13.2. No meetings of the Wroxham and Hoveton Joint Action Group had been held since the last HPC meeting.
- 13.3. HPC noted a street light repair (Light 15T, Horning Rd, outside St John's Church) requested by the Clerk on 16th October. This repair was still outstanding.
- 13.4. It was **AGREED** that Cllr Alex Howe should be able to attend WordPress Training (£55 + VAT with Norfolk ALC) if she would like to do so. The Clerk has requested further details of the training. It was **AGREED** that any HPC councillor who would like to attend Norfolk ALC's Budgeting Workshop should do so, with the cost to be met from the training budget. Councillors were asked to let the Clerk know if they would like to attend. **Action 22: Clerk to book Budgeting Workshop for HPC.**
- 13.5. The Clerk's request to take annual leave (50 hours of leave, approximately) from Monday 18th December 2017 to Tuesday 2nd January 2018 inclusive was **AGREED and APPROVED** by HPC.
- 13.6. HPC **AGREED** to hold its first meeting of 2018 on Wednesday 10th January. It was also **AGREED and RESOLVED** that HPC's 2018 monthly meetings would alternate between the first Wednesday of the month and the first Monday of the month. The meetings of HPC as Sole Trustee of HVH would be held after the Monday meetings (to be confirmed at next trustees' meeting). **Action 23: Clerk to circulate list of draft meeting dates for 2018.**

14. MEMBERS MATTERS

- 14.1. The Clerk was asked to prepare the report for the December/January issue of The Bridge. It was agreed that Cllr Rogers would write the councillor interview feature this month, and the other items to be included were: meeting dates for 2018; the new Granary Staithe picnic table; a festive greeting to residents.
- 14.2. There were no items put forward for consideration at future meetings.

The meeting closed at 8.35pm.

Signed  Date 6/12/17

Name MARTIN RICHMOND