

# **HOVETON PARISH COUNCIL**

## **Minutes of the Parish Council Meeting held on 3<sup>rd</sup> April 2017 at the Jubilee Room, Hoveton Village Hall**

Present: Councillor Martin Richmond (Chair of the Meeting)  
Councillor Peter Howe  
Councillor Alex Howe  
Councillor Jilly Gourlay  
Councillor Christopher Marshall  
Councillor Ann Rogers

Officer: Lisa Weller – Clerk

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

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

- 1.1. There were no apologies for absence.
- 1.2. There were no co-options.
- 1.3. There were no resignations.

### **2. QUESTIONS OF THE CLERK and CLERK'S REPORT**

- 2.1. There were no questions of the Clerk.
- 2.2. The Clerk had nothing to report.

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

There were no declarations of interest.

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

The minutes of the Hoveton Parish Council (HPC) meeting held on 13<sup>th</sup> March 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**

Councillor Nigel Dixon reported the following:

- He has met with the headteacher of Broadland High School to discuss problems with parking on Tunstead Road and the congestion being caused by the school's current parking arrangements. The school hopes to introduce an entrance and an exit to aid staff parking, a parking layby on school property to enable coaches to safely pick up and drop off on site, and a staff parking area. Due to the disruption this work will cause, it must be done during the school's summer break, but it is not yet known if this will be summer 2017 or summer 2018. If the work won't be done until 2018, other arrangements will need to be made for staff parking in the

Initials  .....

Date 8/5/17 .....



meantime. Parking at Hoveton Village Hall is available, though the headteacher could not force staff to park there rather than on the highway (the school would also need to book spaces if it wanted to use the HVH car park). The decision on when the work at the school will take place will be made by children's education planners at Norfolk County Council, who will determine if funding is available for the work to take place this year. Buses and coaches arriving early for pick-ups at the school will be asked to park elsewhere while they wait. The headteacher took the decision to stop staff parking on school grounds for health and safety reasons and for reasons of school security. If the work at the school isn't going to be done until 2018, Highways could be asked to put double yellow lines outside the school to stop staff parking there, but this would take time to arrange and would only be done if Highways agreed there was a road safety problem to be solved. However, this raises concerns that the yellow lines would only push the problem elsewhere, with cars parking in Two Saints Close or St. Margarets Gardens instead. HPC can encourage Norfolk County Council to fund the work at the school this summer or, if this isn't possible, HPC could ask the school's headteacher to revert to previous parking arrangements for now. **Action Item 1: Cllr Richmond to contact NCC to ask that funding for the work be made available this year.**

- Soil samples were taken from the open space area in the Brook Park development and these samples showed poor soil in the central area with a lot of debris, which means the area is not suitable for grass and won't support good tree growth. The current proposal is to remove the first 250mm of soil and replace it with a known quality topsoil. The work will need to be done this spring for things to grow in the near future. Trees planted in this area will need to be lifted, and engineering and excavation work will need to be done.

## 5.2 The public to submit questions relating to local issues

A member of the public expressed concern about the Brook Park development, feeling that little progress had been made with Persimmon over the past two years, with work promised but not carried out. HPC suggested the resident contact North Norfolk District Council (NNDC) directly to express their concerns, though Cllr Dixon advised that Brook Park is a private estate and so NNDC cannot force Persimmon to act. The resident could also consider forming a residents' association to feed back concerns to Persimmon and/or NNDC. A member of the public suggested that the resident contact Norman Lamb MP.

A member of the public asked Cllr Dixon about the recent planning application involving the narrowing of part of Tunstead Road (part of a larger planning application), as it was thought this might help with the problems of parking and speeding on Tunstead Rd. Cllr Dixon said planning permission has been granted, but the developer will decide if/when the work goes ahead, and as far as Cllr Dixon is aware no date has yet been set for this.

## 6. ACTIONS

The actions list arising from the meeting of Hoveton Parish Council on 13<sup>th</sup> March 2017 was considered. Cllr Peter Howe advised that Paul Greasley (Norfolk Broads Direct) will

Initials  .....

Date 8/5/17 .....



repair the broken boards on the Granary Staithe quay heading as part of Broads Tours' maintenance responsibility. Mr Greasley will put durable, non-slip, reflective screw-on grips along the Staithe's river frontage (Norfolk Broads Direct to pay for this) and he'll put extra grips along the dyke, at a cost to HPC of approximately £300. It was agreed this was a good idea.

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

- 7.1. HPC noted an exchange of emails between Cllr Alex Howe and FirstGroup relating to the #12 bus route through Hoveton. The #12 route does not include bus stops opposite Barclays Bank or near the station, so buses should not be stopping there. The #12 should turn left into Station Road, travel through the Roys car park, and terminate at the stop outside Roys Food Hall. **Action Item 2: Cllr Alex Howe to contact FirstGroup to ask that drivers be asked to stick to the designated route.** If HPC decides an extra stop is needed in Station Road and Norfolk County Council (NCC) agrees to this, FirstGroup would be happy to service it.
- 7.2. An exchange of emails between the Clerk and Ian Hines at Amey was noted. The quote for a new street light for the Station Road/Horning Road West junction was still pending, but Amey had provided their street light maintenance rates for 2017-18 and a quote for electrical testing in 2018/2019. HPC **AGREED and RESOLVED** to accept these rates, and to continue its street light maintenance agreement with Amey, and the quote for electrical testing was also agreed. **Action Item 3: Clerk to confirm acceptance of maintenance rates with Amey.** Before a new street light can be installed at the Station Road/Horning Road West junction, HPC thinks the trees at the junction will need cutting back. One tree will be reported to NCC's highway inspectors for action, but the other trees are the responsibility of St John Ambulance. **Action Item 4: Cllr Richmond to ask St John Ambulance to trim the trees.** A local resident had contacted HPC to express concern about the street lights on Church Road not being effective, but this was discussed at HPC's January meeting, and Amey advised HPC that nothing could be done to improve the lights. **Action Item 5: Cllr Alex Howe to reply to resident.**
- 7.3. HPC noted a letter from NCC dated 28<sup>th</sup> March regarding the reorganisation of the local highway maintenance teams. HPC discussed highway maintenance issues to be reported to NCC, with items to include the overgrown tree at the Station Road/Horning Road West Junction; damage to the Tunstead Road trod, possibly caused by lorries overrunning the path, with a collapsed kerb and trip hazards left behind; damage to kerbs and verges on Stalham Road, opposite Summer Drive; a number of previously reported problems on Stalham Road (including potholes and damage to pavements from tree roots) not yet fixed by NCC; trip hazards caused by raised ironwork (manhole covers) on the trod. **Action Item 6: Cllr Marshall to submit a list of highway maintenance items to NCC.**
- 7.4. Three items of correspondence had been received since 28<sup>th</sup> March 2017:
  - 7.4.a. An email from Tim Vincent at NCC dated 29<sup>th</sup> March 2017, regarding additional signage for the Three Rivers Way. No funding is available through the Three Rivers Way project, but this could be a Parish Partnerships Scheme project. **Action Item**

Initials   *LR*  

Date   8/5/17



**7: Cllr Peter Howe to contact Jon Winnett at NCC to ask about funding for additional signs.**

7.4.b. HPC noted an exchange of emails between Cllr Alex Howe and Jon Winnett at NCC regarding 'flashing speed limit' signs. These signs are portable and they also record traffic information. It was agreed purchasing a sign would be a good idea if the signs are not too expensive. The Parish Partnerships Scheme might be able to help with funding. **Action Item 8: Cllrs Alex and Peter Howe to research the cost of these signs.**

7.4.c. An exchange of emails between the Clerk and NNDC regarding the council tax charges for Hoveton. HPC had queried a decrease in the Tax Base with NNDC, and a resulting increase in the Band D charge. Cllr Dixon advised the Tax Base may go up or down depending on the number of people entitled to council tax benefits.

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

8.1. There were no items of correspondence sent since 28<sup>th</sup> March to be discussed.

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

- 9.1. Payment of £139.51 to HM Revenue & Customs – tax and national insurance contributions (employee PAYE income tax of £34.80, employee NIC of £48.96, employer NIC of £55.75). **AGREED**
- 9.2. Payment of £12.00 to Thinking Rural CIC – payroll services (March). **AGREED**
- 9.3. Payment of £630.00 to Crocus Contractors Ltd – health and safety inspections carried out at Granary Staithe, Pocket Park & Riverside Park by Robert Sneesby (quote of £525.00 + VAT agreed at HPC's meeting of 9<sup>th</sup> January 2017). **AGREED**
- 9.4. Payment of £139.00 to The Society of Local Council Clerks – Clerk's SLCC subscription for 2017/2018. **AGREED**
- 9.5. Payment of £540.00 (£450.00 + £90 VAT) to Clapham & Collinge LLP – provision of legal services in connection with the preparation of the Licence Agreement for Hoveton Bowls Club (fee as per quote accepted and agreed to be paid by HPC at its 5<sup>th</sup> September 2016 meeting). **AGREED**
- 9.6. Payment of £240.00 – Litter Picker wages – 30 hours @ £8.00 per hour. Payment of pay to be made less any tax and national insurance contributions. **AGREED**
- 9.7. Three requests for payment had been received since 28<sup>th</sup> March 2017:
  - 9.7.a. Payment of £41.93 – Cllr Alex Howe – relating to items purchased for use by HPC's Litter Picker (work boots at £39.99 and hi-vis vest at £1.94 as agreed at HPC's meeting of 13<sup>th</sup> March 2017). **AGREED**
  - 9.7.b. Payment of £1,597.43 – Clerk's pay and expenses for the period 27<sup>th</sup> February to 31<sup>st</sup> March 2017 – comprising of pay for the month £1,541.12 (128 hours @ £12.04 per hour), plus expenses £56.31. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
  - 9.7.c. Payment of £408.40 to Norfolk Pension Fund – March 2017 LGPS workplace pension contributions (employee contribution of £84.76 or 5.5% of pensionable pay, plus employer contribution of £323.64 or 21% of pensionable pay, based on the March 2017 pensionable pay of £1,541.12). **AGREED**

Initials 

Date 



## 10. OTHER FINANCIAL MATTERS

- 10.1. The monthly Cash Flow Report was noted. Based on the end of year figures, the Clerk had produced a list of suggested amendments to the 2017/18 budget. The Clerk was asked to circulate these amendments to HPC, for consideration before the May meeting. **Action Item 9: Clerk to send budget amendments to HPC.**
- 10.2. HPC noted the Business Rates bill for 2017-2018 for Granary Staithe (nothing to pay).
- 10.3. HPC noted a letter from NNDC regarding Small Business Rate Relief for Granary Staithe. It was **AGREED** HPC is eligible to continue to claim this relief. The Clerk was authorised to complete the application form on behalf of HPC. **Action Item 10: Clerk to complete Application Form for Small Business Rate Relief.**
- 10.4. HPC **APPROVED** the bank reconciliation for the period 1<sup>st</sup> January 2017 to 31<sup>st</sup> March 2017, and authorised the Chairman to sign the same by way of approval. Cllr Richmond signed the bank reconciliation.
- 10.5. HPC noted the completed VAT reclaim for the period 1<sup>st</sup> October 2016 to 31<sup>st</sup> March 2017.

## 11. PLANNING MATTERS

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

- 11.1. **Planning Application BA/2017/0087/COND** Variation of Condition 2: Amendment to Approved Plans BW-WC-Pathway-01 and BW-WC-Ramp-02, of pp BA/2016/0058/FUL. Bewilderwood, Horning Road, Hoveton. **No objection.**
- 11.2. Two planning applications had been received since 28<sup>th</sup> March 2017:
  - 11.2.a. **Planning Application BA/2017/0093/FUL** Alterations to the façade of existing shop front. National Westminster Bank, Station Road. **No objection.**
  - 11.2.b. **Planning Application BA/2017/0094/ADV** Display of 1 fascia and 1 hanging sign. National Westminster Bank, Station Road. **No objection.**
- 11.3. **Planning Decision (NNDC) PF/16/0733** Full details of two-storey commercial building for office/light industrial and ancillary storage use (sui generis mix of B1/B8 use classes) with access, parking and landscaping (Building A), with demolition of single-storey industrial building. Outline proposal for 3 no. additional units for office/light industrial/storage/distribution uses (B1/B8 use classes) (Buildings B, C, D), with all matters reserved. Unit 29, Stalham Road Industrial Estate, Littlewood Lane, Hoveton – **APPROVED Noted**

In relation to Planning Decision (NNDC) PF/16/0733, HPC also discussed the following:

- HPC had concerns over the number (and size) of HGVs speeding down Littlewood Lane. It was agreed that some road changes may be needed to prevent this, and Cllr Marshall was asked to add this matter to the list of concerns to be raised with the highway inspectors (see action item 6).
- The planning permission for PF/16/0733 includes a condition for the developer to create a 'permissive path' around the edge of the development. It was **AGREED** it would be a good idea if this path could be extended along Littlewood Lane, to join

Initials 

Date 2/5/17



up with the Three Rivers Way. **Action Item 11: Cllr Peter Howe to ask FW Properties if the permissive path can be extended.**

- 11.4. **Planning Decision (NNDC) PF/17/0103** Proposed replacement bungalow. 12 Three Acre Close, Hoveton – APPROVED **Noted**
- 11.5. **Decision BA/2017/0058/TPOA** Application for Works to Trees Subject to a TPO (T1: Lime, T2: Lime). Gransden House, Meadow Drive – APPROVED **Noted**
- 11.6. No planning decisions or appeals had been received since 28<sup>th</sup> March 2017.

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

- 12.1. HPC received an update on Granary Staithe from Cllr Peter Howe. There has been further fly-tipping on the Staithe, thought to be from a local shop, but HPC cannot act without evidence showing who is responsible for the fly-tipping. The vegetation between the bridges has been trimmed. The job wasn't finished, as the bridge was busy when the work took place and there were complaints about hold-ups, but the work will be finished soon at a less busy time.
- 12.2. HPC discussed actions to be taken regarding tree inspections for Pocket Park. The tree blown down in a recent storm was the responsibility of HPC, but another tree that is causing safety concerns is just outside the Pocket Park boundary. However, it was AGREED that irrespective of who is responsible for this tree, the tree should be checked. **Action Item 12: Cllr Marshall to arrange for two tree surgeons to inspect the tree.**
- 12.3. An update on the Brook Park development was received earlier in the meeting as part of Cllr Dixon's report (see item 5.1).
- 12.4. There were no further matters relating to Granary Staithe, Riverside Park, Pocket Park or Brook Park to agree or resolve.

**13. MISCELLANEOUS**

- 13.1. HPC received an update on the parish surgery held on 31<sup>st</sup> March. Unfortunately, not much interest was shown in the surgery, though a table and sign were set up and plenty of information was available on the day. It was thought the time of the surgery (4pm to 7pm) clashed with people coming home from work and that most people didn't have time to stop and talk. Wroxham Parish Council's surgeries take place at the library on Saturday mornings, so it was suggested HPC could ask WPC for feedback on how successful their parish surgeries have been. In the meantime, HPC will see how the next surgery goes (Thursday 6<sup>th</sup> April).
- 13.2. HPC **AGREED** to pass a resolution that, in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for item numbers 13.3 and 13.4 on the grounds that these items involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).
- 13.3. Cllr Richmond confirmed that the Clerk's appraisal meeting had been held, and his notes from the meeting had been sent to the Clerk and to Cllr Peter Howe for their comments. The appraisal report will be circulated to HPC once complete. Following

Initials  .....

Date 8/5/17 .....



a successful appraisal, HPC **AGREED** the Clerk should receive a salary increment, as per her contract of employment (clause 9.2). It was **AGREED and RESOLVED** that, as from 1<sup>st</sup> April 2017, the Clerk's pay would be £12.56 per hour (the current salary point 27 within the range SCP 26-29 in scale LC2).

- 13.4. HPC considered proposed changes to the Clerk's contract of employment, relating to pay, pensions, and contract dates. All changes were **AGREED and APPROVED** by HPC, and the revised contract of employment was signed by Cllr Richmond and the Clerk. Cllr Alex Howe confirmed she had met with HPC's Litter Picker to explain the changes to his contract of employment (changes approved at HPC's meeting of 13<sup>th</sup> March), and that the Litter Picker had signed the amended contract. The Litter Picker's revised contract of employment was then countersigned by Cllr Richmond.

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

- 14.1. The Clerk was asked to prepare the report for the May issue of The Bridge. It was agreed Cllr Richmond would write a feature about his role as HPC's chairman, and that Cllr Alex Howe would send the Clerk a short article about the Litter Picker.
- 14.2. There were two items for consideration at future meetings. Barrington Farm artists had submitted a proposal for painting a mural on the hoarding near the old Broads Hotel site. HPC would need to meet the costs of materials and make a donation to the Barrington Farm charity. It was agreed HPC would need to approve the design in advance, and that it would be a good idea to put up an information board about the artwork. **Action Item 13: Cllr Marshall to prepare cost proposal for next meeting.** Cllr Marshall and Cllr Alex Howe are keen to plant more trees along the footpath that runs between Waveney Drive and Horning Road, as there is only one tree left there. It was agreed this matter should be included on the agenda for the next meeting of HPC.

**The meeting closed at 8.10pm.**

Signed 

Date 8/5/17

Name MARTIN RICHMOND