

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 5th February 2018 at the Jubilee Room, Hoveton Village Hall

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

Officer: Lisa Weller – Clerk

Visitors in Attendance: Seven members of the public

1. ATTENDANCE

Apologies for absence were received from Cllr Russell Reeve.

2. QUESTIONS OF THE CLERK and CLERK'S REPORT

- 2.1. Cllr Peter Howe asked the Clerk if the Clerk's email account was working okay, as he'd received a few bounce-back messages from the Clerk's address recently. The Clerk had been receiving emails okay and wasn't aware of any particular problems with the account, but said she would monitor the situation.
- 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 10th January 2018 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.

Apologies had been received from Cllr Dixon. Cllr Richmond has asked Cllr Dixon for an update on the situation regarding flooding in Meadow Drive so pressure can continue to be put on Anglian Water.

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

Apologies had been received from the PCSO. An update had been received from PC Tom Gibbs regarding the monitoring of speeding on Church Road. The data showed a 93.2% compliance rate (vehicles not exceeding the speed limit enough to warrant prosecution). The fastest average speed recorded during the period was 35.5mph. Enforcement action

Initials 

Date 7/3/18

can't be carried out in cases where compliance is above 90%, but PC Gibbs will continue to monitor the situation. HPC has also been monitoring vehicle speeds with the recently-installed SAM2 (speed awareness messaging) unit on Tunstead Road. The data gathered shows 10% of vehicles are travelling at 45-50mph. One vehicle was recorded at 85mph. So the SAM2 data suggests speeding may be more of a problem on Tunstead Road than on Church Road. **Action 1: Cllr Richmond to share SAM2 data with Police.** HPC will explore the idea of using the SAM2 on other roads in the parish, beginning with Horning Rd West. **Action 2: Cllr A Howe to query additional SAM2 sites with Jon Winnett.** **Action 3: Cllr A Howe to add North Norfolk Police newsletters to HPC's website.**

5.3 To receive questions from members of the public relating to local issues.

A resident of Stalham Road raised concerns about overgrown trees/hedges obstructing visibility on Stalham Road. Bus users alighting opposite the shelter (Grange Close stop) are finding it difficult to cross the road safely as they can't see the traffic coming out of Hoveton. HPC confirmed this item would be discussed later in the meeting as a resident had contacted HPC with similar concerns. The resident also reported two further hedges (on Stalham Road and Albion Way) that are overgrown and obstructing pavements, and blocked drains outside the industrial estate and on Tunstead Road. HPC confirmed a list of blocked drains and flooding hotspots has been given to Norfolk County Council (NCC) and that Cllr Dixon has made a portion of his Local Members' Highway Fund available to HPC to help tackle drainage issues. **Action 4: Cllr Alex Howe to visit the Albion Way property and advise of the need to cut their hedge.**

A resident of Two Saints Close requested an update on parking issues at Broadland High School. HPC reported that Cllr Ann Rogers had opened the gates early each morning, as agreed, for the parking trial at Hoveton Village Hall, but the car park was barely used by the school's staff, so the trial will be stopped as from half-term. It was reported that the school recently had a planning meeting and hopes to get funding to build a new car park on its grounds, ready for the new school year in September 2018. Hoveton Village Hall's car park has been offered as an alternative to parking in Tunstead Rd while the building work takes place.

A resident of Two Saints Close reported the trod (Tunstead Road) had been damaged by lorries mounting the verge and trod. HPC confirmed this had been reported to Highways and that remedial work had already been scheduled to fix the damage done.

A resident of Hoveton raised concerns about the amount of litter being discarded on the outskirts of the parish, particularly in the hedgerows on Tunstead Rd and routes leading to Ashmanhaugh. Bags of cans and dog waste bags have been seen dumped and people don't seem to have any respect for the area. HPC employs a litter picker, but he doesn't and can't cover the whole of the parish. HPC agreed to highlight the resident's concerns in its next report for The Bridge.

Initials M

Date 7/3/18

A resident of Horning Road raised concerns over the appearance of the garden attached to the old Horseshoes Pub/Waterside Rooms site on Station Road. Enforcement action is being taken in terms of the Waterside Rooms building, but the resident would like to see urgent action being taken to clear the garden before the 'tourist season'. The resident is planning to speak to the manager of The Kings Head to ask that urgent action be taken. HPC offered to support the resident in discussing this matter with the pub's manager.

6. MATTERS ARISING FROM PREVIOUS MEETINGS

- 6.1. The Clerk updated HPC on arrangements for 2018's grass cutting. Jon Winnett has agreed to include additional areas (the embankment at the junction of Stalham Rd and Horning Rd, and the grass verge alongside the Tunstead Road trod) as part of this year's cutting schedule and delegated service agreement. HPC was happy with the additions, but the schedule still needed clarification in places. **Action 5: Clerk to progress grass cutting arrangements with NCC/the Garden Guardian.**
- 6.2. The Clerk reported that electrical testing for Hoveton's street lights (first 30 units) was due to take place on 6th February. Amey will handle health and safety matters relating to the testing. One of the lights due to be tested was damaged as a result of a road traffic accident. The Clerk has asked Amey for an assessment of damage done and costs of repairs. The insurance company handling the accident have said liability is currently in dispute, but a quote from Amey might speed up the process of claiming once the dispute is resolved. The Clerk asked if HPC wanted to consult its own insurance company over this matter, but HPC agreed it would wait to hear from the insurance company handling the matter before taking any further action.
- 6.3. Cllr Peter Howe reported the contractor hired to replace the ramp adjacent to the Old Mill café did not have the necessary third party liability insurance, so the work has been given to another contractor who quoted £650 including extra strips. HPC **AGREED and RESOLVED** to proceed with this work at the revised price.
- 6.4. Cllr Alex Howe confirmed that NCC has been given a list of blocked drains/flooding hotspots. Cllr Howe has requested a map of the drains to help HPC with identifying and reporting drainage issues. NCC has followed up on the concerns raised by HPC by installing a new soakaway drain outside the railway station.
- 6.5. The general actions list arising from previous meetings of HPC was considered. Cllr Peter Howe reported he had not been able to see any problems with the footpaths at Blofeld Loke, so this item was closed. Cllr Marshall is waiting for an update from Barrington Farm regarding when the mural will be ready. Ed Roy is concerned that the hoardings are in a very poor condition following recent bad weather and might not be suitable for holding the mural. This will need to be checked once a date has been given. The Norfolk and Suffolk Community Rehabilitation Company is keen to handle the vegetation work in Riverside/Pocket Parks and has also offered to weed the wildlife garden, so it can be planted this year. HPC will need to arrange for the removal of any rubbish created, so a skip may be needed. The work is expected to take two days. Cllr Marshall has arranged another meeting in March to discuss the job. Cllr Alex Howe advised that she'd completed the second homes survey. It was agreed that Cllr Alex Howe and Cllr Peter Howe would continue to monitor the use

Initials 

Date 7/3/18

of advertising banners on railings. Councillors were reminded to update the action log once tasks had been completed.

7. PLANNING MATTERS

To AGREE and RESOLVE upon the following:

- 7.1. To note the planning consultation response submitted by the Clerk for **Planning Application BA/2018/0001/FUL** as per HPC's Planning Protocol. No objection to: Side extension. Number 14, Norwich Road, Hoveton. **Noted**
- 7.2. To note an email from the Broads Authority – updated Environmental Statement has been submitted for **Application BA/2017/0454/COND** (Hoveton Marshes, Horning Road, Hoveton). **No objection.** (Chris Bielby of the Hoveton Great Broad project will attend HPC's 7th March meeting to provide an update on this project.)
- 7.3. Two planning applications had been received since 30th January 2018:
 - 7.3.a. **Planning Application (NNDC) PF/18/0099** Change of use of part of Unit 2 from cafe (A3) to create mixed use of retail (A1) and workshop (B1c) for unit 2B (Unit 2, Station Road Business Park, Horning Road West). **No objection.**
 - 7.3.b. **Planning Application (NNDC) PF/18/0102** Change of use of part of unit 3 from mixed use of retail (A1) and storage/showroom (B8) to create new unit 4a for storage (B8) (Unit 4, Station Road Business Park, Horning Road West). **No objection.**
- 7.4. **Planning Decision BA/2017/0467/FUL** Replacement bay window canopy. Norwich & Peterborough Bldg Soc, Station Road, Hoveton – APPROVED **Noted**
- 7.5. No planning decisions or appeals had been received since 30th January 2018.

8. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:

- 8.1. Payment of £252.58 to HM Revenue & Customs – tax and national insurance contributions (employee PAYE income tax of £79.20, employee NIC of £80.64, employer NIC of £92.74). **AGREED**
- 8.2. Payment of £12.00 to Thinking Rural CIC – payroll service for January 2018 (£10.00 + £2.00 VAT). **AGREED**
- 8.3. Payment of £93.60 to Millennium Pest Control Ltd – pest control services for February, March, and April 2018 for Granary Staithe (£78 plus £15.60 VAT). **AGREED**
- 8.4. Payment of £31.05 to Norfolk County Council – refund of unspent funds paid to HPC for grass cutting, as per terms of delegated service agreement. **AGREED**
- 8.5. Payment of £1,153.00 – Clerk's pay and expenses for the period 3rd January to 28th January 2018 – comprising of pay for the month £1,130.40 (90 hours @ £12.56 per hour, inclusive of 25 hours annual leave), plus expenses £22.60. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
- 8.6. Payment of £305.21 to the Norfolk Pension Fund – January 2018 LGPS workplace pension contributions (comprising of employee contribution of £62.17 or 5.5% of pensionable pay, plus employer contribution of £243.04 or 21.5% of pensionable pay, based on the January 2018 pensionable pay of £1,130.40). **AGREED**

Initials 

Date 7/3/18

- 8.7. Payment of £287.30 – Litter Picker wages (January 2018) – 34 hours @ £8.45 per hour. **AGREED**
- 8.8. Payment of £25.00 to Norfolk Playing Fields Association – membership, April 2018 to March 2019. **NOT AGREED** (Since deciding to join the NPFA at its 10th January meeting, HPC had learned that Hoveton Village Hall was a member of the National Playing Fields Association. HPC agreed that membership of the NPFA was therefore unnecessary.)
- 8.9. One request for payment had been received since 30th January 2018: Payment of £52.50 to Hoveton Village Hall (room hire, October to December 2017). **AGREED**

9. OTHER FINANCIAL MATTERS

- 9.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.
- 9.2. HPC noted the direct debit payment of £166.80 to E.On, in relation to electricity supplies for street lighting (£158.86 +£7.94 VAT, debited on 12th January 2018).
- 9.3. HPC noted a letter from HMRC regarding credit on HPC's PAYE account. The Clerk has contacted HPC's payroll bureau and has confirmed HPC is in credit with HMRC though the credit quoted in the letter doesn't match that on HPC's online account.
Action 6: Clerk to contact HMRC to confirm the credit amount and find out how to claim.

10. CORRESPONDENCE

- 10.1. A letter from Norfolk County Council requesting support for the proposed Norwich Western Link (connecting the NDR from the A1067 to the A47 west of Norwich). A public consultation will be held soon and HPC agreed to consider its response. It is expected that the new link will bring more visitors to Hoveton, but it will also bring more traffic.
- 10.2. HPC noted a letter from a parishioner, raising concerns regarding the Church Field development. HPC noted the response sent by Cllr Richmond, and agreed this was an appropriate response.
- 10.3. HPC discussed an email from a parishioner, raising concerns over the vandalism of trees in Brook Park. HPC AGREED this was a police matter. The Clerk has reported the vandalism to the PCSO, who has advised that extra patrols will be carried out.
- 10.4. Six items of correspondence had been received since 30th January 2018:
 - 10.4.a. Email from James Wilson, Environmental Protection Manager at NNDC. NNDC has investigated reports of dog fouling on Grange Close, and spoken to those believed to be involved. They will continue to monitor this situation.
 - 10.4.b. Correspondence regarding the appearance of the Waterside Rooms site. This was discussed earlier in the meeting (item 5.3). HPC plans to work with WPC (Wroxham Parish Council) to put pressure on the parties involved, in order to encourage them to take action.
 - 10.4.c. Parishioner letter raising concerns about overhanging trees on Grange Close. The trees are located on land managed by Anglian Water. Cllr Alex Howe has reported the problem and Anglian Water has agreed to liaise directly with the resident affected.

Initials

Date 7/3/18

- 10.4.d. Parishioner letter raising concerns about overgrown trees/hedges on Stalham Rd (obstructing visibility for bus users crossing the road). This was discussed earlier in the meeting (item 5.3). **Action 7: Cllr A Howe to check on the ownership of the trees/hedges concerned.**
- 10.4.e. Parishioner email – concerns about damage done to grass verge on Waveney Drive (due to vehicles using the Albion Way/Waveney Drive junction to make U-turns). **Action 8: Cllr A Howe to report damage to NCC.**
- 10.4.f. Parishioner email. Concerns about overhanging shrubs on Horning Road. Has now been resolved.

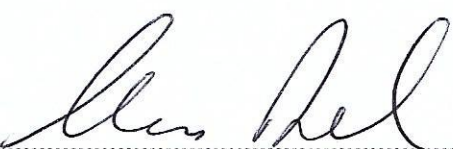
11. MISCELLANEOUS

- 11.1. There were no further updates on Granary Staithe, Riverside Park, or Pocket Park.
- 11.2. There were no updates available from the Wroxham & Hoveton Joint Action Group.
- 11.3. The Clerk's request to carry forward five days leave (37 hours) into her new leave year was **AGREED and APPROVED** by HPC.
- 11.4. The Clerk's request to take annual leave from Monday 26th March to Monday 2nd April inclusive (20 hours of leave approximately) was **AGREED and APPROVED** by HPC.

12. MEMBERS MATTERS

- 12.1. The Clerk was asked to prepare the report for the March issue of The Bridge. The following items were suggested: litter/dog mess (encouraging residents to report directly to NNDC); grass verge parking/damage; update on parking at Broadland High School; SAM2 data/speeding; highways update (new soakaway); Waterside Rooms and gardens; next HPC meeting – representative of 'Hoveton Great Broad project' will be attending.
- 12.2. Items for consideration at future meetings: SAM2 data; updates from the NNTPF (North Norfolk Town & Parish Forum); projector for HPC meetings; annual parish meeting arrangements.

The meeting closed at 8pm.

Signed  Date 7/3/18

Name MARTIN RICHMOND