

# **HOVETON PARISH COUNCIL**

## **Minutes of the Annual Parish Council Meeting held on 8<sup>th</sup> May 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 Ann Rogers

Officer: Lisa Weller – Clerk

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

### **1. ELECTIONS and ADMINISTRATIVE MATTERS**

- 1.1. Councillor Martin Richmond was unanimously elected as Chair of the Council and he signed a Declaration of Acceptance of Office.
- 1.2. Councillor Peter Howe was unanimously elected as Vice-Chair of the Council.
- 1.3. Councillors' responsibilities were reviewed. It was agreed that all responsibilities currently allocated to councillors should remain the same.
- 1.4. The matters contained in paragraphs (iii) to (ix) and (xi) to (xvi) of paragraph k of Section 2 of Standing Orders were considered. HPC agreed that all documents had been reviewed recently, were regularly updated, and were suitable for use in 2017-18. It was agreed Terms of Reference for all groups would remain the same. HPC also agreed that the Granary Staithe Working Party should be retained (led by Cllr Richmond and Cllr Peter Howe) in case work arises at the Staithe in the future.

### **2. APOLOGIES, CO-OPTIONS and RESIGNATIONS**

- 2.1. Apologies for absence were received from Cllr Christopher Marshall.
- 2.2. There were no co-options.
- 2.3. There were no resignations.

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

- 3.1. Cllr Alex Howe queried the status of a street light repair she'd requested for Two Saints Close. The Clerk told HPC the fault had been reported to Amey, who were due to fix it. The Clerk has chased this up with Amey and is waiting to hear back.
- 3.2. The Clerk reported HPC's internal auditor was due to collect the files for the audit later in the week and that the Annual Return and audit report should be available to be approved by HPC at the council's June meeting. The Clerk also said she had been contacted by a representative of Horning Sailing Club, with a request to put up banners on the railings near the double roundabouts. HPC agreed it would not encourage this, as it may prove a distraction to drivers, though Highways at NCC

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would need to give permission for the banners to go up. HPC agreed that Horning Sailing Club would be welcome to display their banner at Granary Staithe instead.  
**Action 1: Clerk to contact Horning Sailing Club to offer use of the Staithe.**

#### **4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **5. MINUTES OF PREVIOUS MEETING**

The minutes of the Hoveton Parish Council (HPC) meeting held on 3<sup>rd</sup> April 2017 were **AGREED and APPROVED**. The minutes were signed by Cllr Richmond.

#### **6. PUBLIC SPEAKING**

**6.1 To receive a report from the County and the District Councillor Nigel Dixon**  
Councillor Nigel Dixon reported the following:

- He has advised the headteacher of Broadland High School that discussions about using parking spaces at Hoveton Village Hall would need to be held with HPC. Cllr Gourlay confirmed the school had been offered 30+ parking spaces at HVH for £1 a day.
- A resident has raised concerns over safety on the Three Rivers Way, as it is being used by both pedestrians and cyclists, but as it is a mixed-use path Cllr Dixon felt there was no easy solution and that extra signage would be unlikely to help, even if Highways agreed to install this. Cllr Dixon advised that any accidents caused by users of the path would not be the responsibility of Norfolk County Council (NCC), but would be the responsibility of the cyclist/pedestrian who caused the accident.
- There is going to be an escalation of enforcement action by North Norfolk District Council (NNDC) regarding the Waterside Rooms.
- Roys has provided updates regarding the old Broads Hotel site. So far Roys hasn't found a scheme that would be financially viable for them but they are looking into intermediate solutions, which would allow the hoarding to be taken down. Matters are 'live' regarding the old cottage and car park on the other side of Station Road, and residential options may be progressed separately to the old hotel site.
- Talks are ongoing between Persimmon and the Conservation & Landscape Officer at NNDC regarding the public open space area at Brook Park.
- An alternative planning application (for approximately 25 smaller properties) has now been submitted by FW Properties for the land off of Horning Road. Cllr Peter Howe said FW Properties are insisting its recent industrial application for the area won't be viable unless the residential application goes ahead. Cllr Dixon said that from a planning viewpoint the two applications don't have to be linked, though it sounds like the developer may not go ahead if they don't get permission for both.

#### **6.2 The public to submit questions relating to local issues**

- A member of the public reported the grass had been cut at Brook Park and some work had been done on the mound. A contractor had done work on the path, but not on the drains. The contractor had said NCC Highways were to adopt the road,

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but Cllr Dixon advised this adoption would only apply to footways, cycleways and lighting, which is a separate matter from landscaping and the site as a whole.

- A local resident had contacted the headteacher of Broadland High School to raise concerns about the ongoing problems with staff parking on Tunstead Road. They were told school staff had been offered parking at Hoveton Village Hall but didn't want to walk that far. The school was hoping for parking spaces at the Broadland Youth and Community Centre, but the community centre's car park is needed for users of the centre.
- A member of the public raised concerns about the antisocial behaviour of groups of youths, particularly around the Waveney Drive area. They reported that young people had been seen scribbling on pavements and throwing stones. The resident felt a visible police presence (driving or walking around the parish) was needed to deter this intimidating behaviour. Though similar problems had been dealt with in Wroxham, they felt no progress had been made in tackling antisocial behaviour in Hoveton and that more should be done in terms of crime prevention. HPC advised the resident to contact the police directly (using the 101 non-emergency number) to report their concerns. The police also hold public engagement meetings, which give residents the chance to raise concerns. These concerns are considered when the policing priorities are set. **Action 2: Clerk to report resident's concerns to the PCSO.**

## **7. ACTIONS**

The actions list arising from the meeting of Hoveton Parish Council on 3<sup>rd</sup> April 2017 was considered. Cllr Alex Howe provided an update on her research into 'flashing speed limit' or 'SAM2' signs, acknowledging former councillor Kerry Walker's initial research into this topic last year. The cost of obtaining a sign including installation is just over £3,000 but the sign must be moved every month and its batteries charged so a 'responsible person' would need to be nominated. HPC could apply for a grant from NCC's Parish Partnership Scheme but this would delay purchase of the sign until 2018. Westcotec, who supply/fit the signs, have offered a free site visit to Tunstead Road to advise HPC further. HPC felt it would be a good idea to consult residents to see if they would support the purchase of a sign. **Action 3: Cllr Alex Howe to arrange a site visit with Westcotec.**

## **8. CORRESPONDENCE**

- 8.1. HPC noted an email from a resident of Hoveton, dated 25<sup>th</sup> April 2017, relating to the resident's correspondence with the headteacher of Broadland High School and with NCC regarding the ongoing problems with parking in Tunstead Road. HPC felt there was nothing it could legally do to enforce changes to the parking situation at the school, but that it could highlight these concerns in the Bridge magazine or via the local press if need be. HPC suggested that local residents might consider using social media to bring their concerns to the attention of the school and to give their concerns more visibility, perhaps using photos to show the extent of the problems, and how they have impacted on local residents. If this doesn't work, then HPC will consider involving the EDP.

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- 8.2. HPC noted a letter dated 11<sup>th</sup> April 2017, from the Local Government Boundary Commission for England, regarding the final recommendations for the Electoral Review of North Norfolk. As a result of the changes, Hoveton will be part of the Hoveton & Tunstead ward, which has two councillors. It's not yet clear how the ward will be divided up between the two councillors, but it shouldn't affect HPC.
- 8.3. HPC noted an email dated 28<sup>th</sup> April regarding the Broads Authority's Landscape & Landscaping Guide Consultation. It was felt there was no need for a response from HPC, but that councillors could reply individually if they wished to do so. There is a copy of the consultation in the Tourist Information Centre and in the library.
- 8.4. There were no items of correspondence received or sent since 2<sup>nd</sup> May 2017 to be discussed.

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

- 9.1. Payment of £309.81 to HM Revenue and Customs – tax and national insurance contributions (employee PAYE income tax of £109.60, employee NIC of £93.12 and employer NIC of £107.09). **AGREED**
- 9.2. Payment of £12.00 to Thinking Rural CIC – payroll services (April 2017). **AGREED**
- 9.3. Payment of £2,520.00 (£2,100 + £420 VAT) to North Norfolk District Council – planting and maintenance of annual bedding plants 2016-17. **AGREED**
- 9.4. Payment of £346.20 to Norfolk Association of Local Councils – Norfolk ALC subscription for 2017-18. **AGREED**
- 9.5. Payment of £42.00 to Clapham & Collinge LLP – relating to Cllr Alex Howe's attendance at the Charity Trustee Induction & Training Session on 14<sup>th</sup> June. **AGREED**
- 9.6. Payment of £41.05 to the Clerk – reimbursement for items purchased relating to the organisation of the Council's physical legacy files (ring binders etc). **AGREED**
- 9.7. Payment of £1,418.88 – Clerk's pay and expenses for the period 1<sup>st</sup> April to 30<sup>th</sup> April 2017 – comprising of pay for the month £1,406.72 (112 hours @ £12.56 per hour), plus expenses £12.16. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
- 9.8. Payment of £379.81 to the Norfolk Pension Fund – April 2017 LGPS workplace pension contributions (comprising of employee contribution of £77.37 or 5.5% of pensionable pay, plus employer contribution of £302.44 or 21.5% of pensionable pay, based on the April 2017 pensionable pay of £1,406.72). **AGREED**
- 9.9. Payment of £371.80 – Litter Picker wages (April 2017) – 44 hours @ £8.45 per hour. Payment of pay to be made less any tax/national insurance contributions. **AGREED**
- 9.10. Two requests for payment had been received since 2<sup>nd</sup> May 2017:
  - a) Payment of £50.00 to Community Action Norfolk – CAN membership 2017-18. **AGREED**
  - b) Payment of £42.50 to Hoveton Village Hall – room hire of the Jubilee Room for January to March 2017. **AGREED**

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## 10. **OTHER FINANCIAL MATTERS**

- 10.1. The monthly Cash Flow Report was noted. No actions were required at this time.
- 10.2. HPC noted the direct debit payment (11<sup>th</sup> April 2017) of £149.19 to E.On in relation to electricity supplies (street lighting).
- 10.3. HPC noted the receipt of £605.18 from HM Revenue & Customs, via direct credit on 27<sup>th</sup> April 2017, with regard to a VAT reclaim/repayment for 1<sup>st</sup> October 2016 to 31<sup>st</sup> March 2017.
- 10.4. HPC noted the receipt of the Precept (£22,208) and Grant Support (£1,561) from North Norfolk District Council (total amount received via direct credit on 28<sup>th</sup> April 2017 = £23,769.00). This was the first instalment of two payments due this year.
- 10.5. HPC noted the outstanding balance of £49,774.52 due to the Public Works Loans Board (PWLb) in relation to the loan in respect of Granary Staithe.
- 10.6. HPC noted an email from 1&1 Internet Ltd dated 12<sup>th</sup> April, regarding changes to HPC's web hosting package, and a resulting increase in direct debit charges. HPC **AGREED and RESOLVED** that it would not be worth changing this service at the current time, as HPC will be switching to a free website with the Norfolk Parishes Website Project in the near future.
- 10.7. HPC noted the Norfolk Pension Fund's receipt of HPC's Local Government Pension Scheme Year End Return for 2016-2017.
- 10.8. HPC noted a letter from NNDC regarding planting and maintenance of flower beds. HPC **AGREED and RESOLVED** that this work should continue in 2017-18, though it may prove cheaper if HPC arranges this service directly in 2018-19 as with grass cutting, or works on a joint landscaping contract for the area with Wroxham Parish Council. HPC might then be able to use its landscaping budget to do more, such as hanging baskets in the precinct or shrubbery on the playing field. **Action 4: Clerk to contact NNDC to confirm continuation of landscaping work in 2017-18.**
- 10.9. HPC considered its insurance renewal quotation from Hiscox Insurance along with two additional quotes provided by Came & Company Local Council Insurance. The cheapest quote was for £977.82 from Inspire and this was also the quote Came & Company recommended to HPC. HPC considered the recommendation and further details Came & Company had provided in response to queries raised by the Clerk. HPC then **AGREED and RESOLVED** to accept Inspire's insurance quotation and to renew its insurance policy with Inspire, via Came & Company. **Action 5: Clerk to contact Came & Company to arrange insurance renewal/make payment.**
- 10.10. HPC considered three quotations for remedial work to the tree located at the rear of Massingham Bros butchers in Station Road, along with recommendations made by Cllr Marshall. HPC **AGREED and RESOLVED** to accept a quotation from Target Trees for a full crown pollard, reducing the pollard knuckles height to approx 6-8m above ground level (£1,400 including VAT). **Action 6: Clerk to formally accept quote and arrange tree work. Action 7: Clerk to update Broads Authority. Action 8: Cllr Marshall to update Massingham Bros.**
- 10.11. HPC considered Cllr Marshall's proposal that it should commission a Tree Condition Report/Hazard Risk Assessment for trees within the parish. HPC **AGREED** this was a good idea, and that the assessment should cover all of the trees within Riverside

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and Pocket Park. HPC **AGREED and RESOLVED** to accept Target Trees' quotation of £360 for carrying out a tree condition report. **Action 9: Clerk to arrange Tree Condition Report with Target Trees.**

- 10.12. The invoice to be sent to Norfolk County Council in response to a purchase order raised by NCC relating to the use of Granary Staithe was **APPROVED** to be sent by HPC.
- 10.13. HPC considered the RFO's proposed amendments to the 2017/2018 budget. The amendments were **AGREED and APPROVED** by HPC. The RFO said the revised budget included budgeted funds for work to the tree located behind Massingham Bros butchers but not for the Tree Condition Report. HPC discussed the Council's financial reserves and depreciation fund. Cllr Richmond advised that the reserves fund would provide NNDC with the money to keep the Parish Council running (to pay staff, etc) should HPC fold. A decision had previously been made by HPC that 50% of the precept should be kept as a general reserve, in addition to the repairs and renewals (depreciation) fund. Cllr Richmond asked HPC to consider if some of the money put aside for reserves and a contingency fund could be used to further community projects. The RFO suggested HPC might consider keeping £5,000 as a contingency fund, and £15,000 as a general reserve, which would free up £5,200. The £5,200 could then be used to fund additional projects for the community. HPC **AGREED** the depreciation fund should be used this year to purchase a new laptop and two new parish noticeboards. It was also **AGREED** it would be a good idea to create a Reserves Policy. Further discussion about financial reserves was deferred until HPC's next meeting. **Action 10: Clerk to draft a Reserves Policy.**

## **11. PLANNING MATTERS**

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

- 11.1. **Planning Application (NNDC) PF/17/0640** Subdivision of dwelling to form a one bedroom studio apartment for holiday letting. Camberley, 28 Church Road, Hoveton. **No objection.**
- 11.2. No planning applications had been received since 2<sup>nd</sup> May 2017.
- 11.3. **Planning Decision BA/2017/0042/HOUSEH** Garage. Mistletoe Creek, Meadow Drive, Hoveton – APPROVED **Noted**
- 11.4. **Planning Decision 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 – APPROVED **Noted**
- 11.5. **Planning Decision (NNDC) PF/17/0279** Demolition of existing conservatory and erection of two-storey rear extension and insertion of new windows to east elevation (1 no.) and west elevation (2 no.). 10 St Margarets Gardens, Hoveton – APPROVED **Noted**
- 11.6. **Planning Application Update PF/17/0302** Erection of double bay car port to front of dwelling. 25 Two Saints Close, Hoveton – WITHDRAWN **Noted**
- 11.7. **Planning Application Update PF/16/0731** Erection of 31 dwellings plus associated roads, landscaping, public open space and extension to church graveyard. Land off Horning Road, Hoveton, NR12 8NY – WITHDRAWN **Noted**

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- 11.8. Two planning decisions had been received since 2<sup>nd</sup> May 2017 (both were **noted**):
- a) **Planning Decision BA/2017/0093/FUL** Alterations to the façade of existing shop front. National Westminster Bank Plc, Station Road, Hoveton – APPROVED
  - b) **Planning Decision BA/2017/0094/ADV** Display of 1 fascia and 1 hanging sign. National Westminster Bank Plc, Station Road, Hoveton – APPROVED

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

- 12.1. There were no further updates on Granary Staithe.
- 12.2. There were no further updates on Riverside Park and Pocket Park.
- 12.3. There were no further updates on the Brook Park development.

**13. MISCELLANEOUS**

- 13.1. HPC received an update on the Three Rivers Way from Cllr Peter Howe. A resident of Hoveton had contacted Cllr Howe and Cllr N Dixon to raise concerns over safety on the Three Rivers Way. As Cllr Dixon earlier reported (item 6.1), he had emailed the resident to advise that extra signage would be unlikely to help with addressing safety problems caused by users of the path. Cllr Howe emailed NCC regarding the appearance of the embankment at the start of the Three Rivers Way, but was told to allow more time for the wildflowers to grow in. HPC would like more information regarding what has been planted on the embankment, when it should appear, and who will deal with the weeds on the embankment, which is Highways land. **Action 11: Cllr Peter Howe to contact NCC to raise HPC's embankment queries.**
- 13.2. HPC discussed a number of concerns raised by local residents over grass verges in Waveney Drive and Grange Close, and parking problems in Grange Close. Cllr Alex Howe has been looking into the parking problems, and is liaising with the resident concerned. The Clerk has also answered one of the resident's questions relating to the precept charge. Cllr Alex Howe has also been liaising with a local resident who raised concerns over the quality of grass cutting in Waveney Drive. HPC discussed the concerns raised and Cllr Howe's recent observations of the area, and agreed to contact its grass cutting contractor to raise the concerns, though it was noted that the contract for grass cutting did not include landscaping (or strimming around the edges of the cut) and that HPC was very pleased with the grass cutting in general, as the service has been excellent and Hoveton is looking much tidier now. **Action 12: Clerk to contact The Garden Guardian with HPC's feedback/concerns.**
- 13.3. HPC discussed a proposal for artists from Barrington Farm to paint a mural on the hoarding near the old Broads Hotel site. As some of the artists have problems with mobility, it was suggested by Barrington Farm that the artists could work on large boards/panels in their studio which could then be taken to the site and attached to the hoardings (Cllr Dixon had reported the hoardings may be taken down soon, so HPC agreed this was a good idea, as the boards could be detached if the hoardings were removed). HPC was shown several design ideas. Barrington Farm staff are to measure up and provide costings to HPC. HPC has Roys' agreement in principle for the mural to go up, but HPC will arrange a meeting with Roys and Barrington Farm

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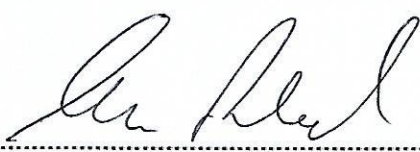
to discuss this. Barrington Farm will let HPC know once they are ready to progress this idea further.

- 13.4. HPC discussed a proposal to plant new trees along the footpath between Waveney Drive and Horning Road. It was agreed this would be discussed further at the next meeting of HPC, though resident feedback suggested that the existing trees on the footpath are overhanging gardens and not being cut back so new trees may not be welcomed here.
- 13.5. Clapham & Collinge's next Charity Trustee Training Session is due to take place on Tuesday 27<sup>th</sup> June. It was agreed that Cllr Gourlay and Cllr Marshall should attend, with HPC funding their attendance. **Action 13: Clerk to book places on course.**
- 13.6. HPC considered the Clerk's request to purchase a lockable file folder/storage case for the storage of HPC's employee files and confidential paperwork. The Clerk said the storage case would cost approximately £20, and HPC agreed to this purchase. **Action 14: Clerk to order lockable storage case.**

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

- 14.1. The Clerk was asked to prepare the report for the June issue of The Bridge. It was agreed Cllr Richmond would write a feature about his role as HPC's chairman (held back from last month's report) and a report highlighting the parking issues outside Broadland High School. Other items for inclusion in the report were the Barrington Farm mural, and concerns raised about antisocial behaviour and how to report this to the police.
- 14.2. There were no items for consideration at future meetings.

**The meeting closed at 8.30pm.**

Signed 

Date 5/6/12

Name Mr. Richmond