

# **HOVETON PARISH COUNCIL**

## **Minutes of the Extraordinary Parish Council Meeting held on 13<sup>th</sup> March 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)  
Two 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 6<sup>th</sup> February 2017 were **AGREED and APPROVED**. The minutes were signed by Cllr Martin Richmond.

### **5. PUBLIC SPEAKING**

- 5.1. See addendum.
- 5.2. See addendum.
- 5.3. See addendum.

### **6. ACTIONS**

The actions list arising from the meeting of Hoveton Parish Council on 6<sup>th</sup> February 2017 was considered. There were no further updates on the outstanding items on the list. Cllr Richmond noted that HPC should try to ensure a more discerning approach to allocating tasks at meetings. For instance, official correspondence must be dealt with by the Clerk,

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but any general correspondence and emails can be sent by councillors. This should help to manage the Clerk's workload.

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

- 7.1. HPC noted an exchange of emails between several Hoveton residents and Norfolk County Council (NCC) regarding problems with speeding traffic on Tunstead Road and with dangerous parking on Tunstead Rd. As reported earlier, Cllr Dixon is due to meet with the head of Broadland High School to discuss the problems with staff parking. HPC's offer of the use of Hoveton Village Hall's car park is still open to the school's staff to help ease this problem (approx. 30 spaces are available). HPC has contacted Highways at NCC about road safety improvements for Tunstead Rd, but highways investment is targeted at accident hotspots, and this doesn't apply here. **Action Item 1: Cllr A Howe to investigate the cost of purchasing a flashing speed limit sign.** Cllr Richmond hopes to attend the next 'Safer Neighbourhood' meeting, to raise concerns about Tunstead Rd, and information about Community Speed Watch schemes will be included in the report for The Bridge (six volunteers are needed for Community Speed Watch).
- 7.2. HPC noted emails dated 14<sup>th</sup> and 21<sup>st</sup> February 2017 from Mr Stephen Littleboy at NCC, regarding street lighting at the junction of Station Road/Horning Road West, and street lighting on Summer Drive. HPC understands the light on Summer Drive was taken down when Persimmon widened the footpath. This is a private drive, so the landowner and residents should have the right to say if they do/don't want the light. It is believed the landowners/residents requested the permanent removal of this light, though this will need to be clarified with Persimmon. Persimmon should be asked to replace this light if appropriate, as this is not a HPC or an NCC matter. **Action Item 2: Cllr A Howe to advise resident to contact Persimmon.** NCC doesn't consider Station Rd a priority for funding as this isn't an accident hotspot, but HPC agreed this junction is very dark, particularly the far side of Station Road as you exit the station and cross the road as an overgrown tree is further blocking out any light (HPC noted this tree needs cutting back, and should be added to the list of items for the next highways inspection). **Action Item 3: Clerk to request site inspection and quote from Amey for a new street light at the junction.**
- 7.3. HPC noted emails from Shaun Dean at NCC, dated 28<sup>th</sup> February/1<sup>st</sup> March 2017, regarding HPC's request for compensation for NCC's use of Granary Staithe, and damage to vegetation at the bridge. Compensation has been agreed and NCC will raise an order for £750, which the Clerk can invoice against. Mr Dean believes the cost of carrying out work to the vegetation will be approximately £3,000, but this could be undertaken as a Parish Partnership Scheme project. Cllr Peter Howe has contacted Paul Donnachie about this and is waiting for more information on costs. **Action Item 4: Cllr Peter Howe to ask Paul Donnachie to confirm the cost of this project.**
- 7.4. HPC noted a letter from E.on regarding increases to Deemed Contract rates from 1<sup>st</sup> April 2017. The letter did not set out the new rates so HPC agreed not to take

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any action at this time, but to monitor this and review the contract if costs go up.

**Action Item 5: Clerk to update HPC's supply address with E.on.**

- 7.5. HPC noted an email from a local resident dated 2<sup>nd</sup> March 2017, regarding storm damage to trees in Riverside and Pocket Park. HPC had advised the resident that the Broads Authority was responsible for the maintenance of trees in these parks, but the Broads Authority had advised the resident that HPC has responsibility for the trees in this area. Cllr Peter Howe has spoken to the resident and to Angie at the Broads Authority and it was agreed by HPC that Pocket Park (where the trees causing concern are located) is HPC's responsibility. However, HPC felt there was a difference between being 'responsible for maintenance' and being liable for any damage. In the Pocket Park deed of trust, certain responsibilities were agreed for HPC and North Norfolk District Council (NNDC), and HPC believes it is responsible for maintenance only, while the land is owned by the Norwich Brewery Co Limited (the deed names HPC, NNDC, and the brewery). **Action Item 6: Cllr Richmond to ask NNDC to take out liability insurance for Pocket Park (if not already in place) and to contact the Broads Authority to advise that NNDC should have insurance liability.** The resident had noted that a tree in Pocket Park had been damaged by the storm and could be dangerous, and HPC agreed this should be dealt with as soon as possible by discussing the problem with a member of the Broads Authority's maintenance team (due to visit Pocket Park this week to repair the decking). **Action Item 7: Cllr Marshall to meet with Broads Authority to assess tree and decide on course of action.**
- 7.6. HPC considered a letter from NNDC regarding a textile recycling collection service. HPC agreed that any collection service it set up would compete with those already in place elsewhere in the parish, or with those services already applied for, so HPC agreed not to pursue this matter.
- 7.7. HPC considered a request for funding from North Norfolk Community Transport. It was stated that four people in Hoveton currently use this scheme, but HPC agreed that while this was a worthy cause, it was unable to offer funding on this occasion.
- 7.8. Four items of correspondence had been received since 6<sup>th</sup> March 2017:
- 7.8.a. HPC noted an email from a resident of Hoveton, dated 7<sup>th</sup> March, which raised a number of concerns about Brook Park. As noted in his report, Cllr Dixon is aware of the vandalised trees, and will follow up on this matter. The resident has already been advised to contact Cllr Dixon and Persimmon directly, but HPC advised that a number of items raised were likely police matters. **Action Item 8: Clerk to bring police matters to the attention of the PCSO.**
- 7.8.b. HPC noted an email from a local resident, dated 10<sup>th</sup> March, requesting three new bus stops for Hoveton (First route 12). Buses currently tend to stop opposite Barclays Bank, most likely because passengers request this, but HPC believes the buses should stop at the bus stop in Roys car park. It was agreed a bus stop near the station would be a good idea, but it was unclear exactly where the buses have been told to stop by First. **Action Item 9: Cllr Alex Howe to contact First Bus to clarify route and designated stops.**

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- 7.8.c. HPC considered an email/attached letter from CPRE Norfolk, dated 9<sup>th</sup> March, regarding a housing allocation pledge. HPC agreed the aim of the pledge was too generalised and so HPC decided not to sign the pledge.
- 7.8.d. HPC noted a letter from the Norfolk Pension Fund, dated 10<sup>th</sup> March, regarding changes to its LGPS employer contribution rates. **Action Item 10: Clerk to sign/ return form.**

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

- 8.1. HPC noted an email dated 11<sup>th</sup> February 2017, sent by the Clerk to Ian Hines at Amey, concerning the maintenance of street lights in Hoveton. No response had yet been received to this email, but the Clerk said she would chase this up when she contacted Amey about a new street light for Station Road (action item 3).
- 8.2. HPC noted an email sent by Cllr Alex Howe to John Kitt of Residential Management Group, dated 6<sup>th</sup> March, regarding disability parking bays (St. Margarets Gardens). Mr Kitt has provided Cllr Howe with statistics, to show why he believes the parking bays are needed. Cllr Howe consulted with Cllr Dixon on this matter and it was felt there was merit in applying for three disabled parking bays. Cllr Howe has sent off the initial request and is waiting to hear back from NNDC on this.
- 8.3. There were no items of correspondence sent since 6<sup>th</sup> March 2017 to be discussed.

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

- 9.1. Payment of £115.70 to HM Revenue & Customs – tax and national insurance contributions (employee PAYE income tax of £24.40, employee NIC of £42.72, employer NIC of £48.58). **AGREED**
- 9.2. Payment of £1,156.62 – Clerk's pay and expenses for the period 30<sup>th</sup> January 2017 to 26<sup>th</sup> February 2017 – comprising of pay for the month £1,143.80 (95 hours @ £12.04 per hour, inclusive of 20 hours annual leave), plus expenses £12.82. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
- 9.3. Payment of £303.11 to the Norfolk Pension Fund – February 2017 LGPS workplace pension contributions (comprising of employee contribution of £62.91 or 5.5% of pensionable pay, plus employer contribution of £240.20 or 21% of pensionable pay, based on the February 2017 pensionable pay of £1,143.80). **AGREED**
- 9.4. 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**
- 9.5. Payment of £62.19 – Mrs Carolyn Williams – relating to plants purchased for the Granary Staithe Garden (for the period April 2016 to March 2017). **AGREED**
- 9.6. Payment of £12.00 to Thinking Rural CIC – payroll services (for February 2017). **AGREED**
- 9.7. Payment of £1,120.00 – Patrick Hannant – maintenance of Riverside Park from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 (quote agreed at Hoveton Parish Council's meeting of 4<sup>th</sup> April 2016). **AGREED**
- 9.8. No requests for payment had been received since 6<sup>th</sup> March 2017.

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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. The donation of £30.00 from Hoveton & District W.I. towards upkeep of benches was noted (cheque deposited 7<sup>th</sup> February 2017 at Barclays Bank). **Action Item 11: Clerk to email Sue Cobb to thank the W.I. for its donation.**
- 10.3. HPC noted the direct debit payment of £10.94 to 1&1 Internet Ltd, in relation to HPC's website costs.
- 10.4. HPC noted the direct debit payment of £4,404.27 to the Public Works Loans Board in relation to the repayment of capital and interest in relation to loan in respect of Granary Staithe (payment scheduled for 27<sup>th</sup> March 2017).
- 10.5. HPC considered appointing an Internal Auditor for the financial year 2016/17. The Clerk advised that last year's auditor, Mr Roger Canwell, was available to carry out HPC's audit again this year if required, with the cost roughly the same as last year (£70). HPC **AGREED and RESOLVED** to re-appoint Mr Canwell as internal auditor for 2016/17. **Action Item 12: Clerk to contact Roger Canwell, to confirm his appointment.**
- 10.6. HPC noted correspondence between the Clerk and Justin Le-May at NCC regarding grass cutting. It also noted the signed service delegation agreement between NCC and HPC for grass cutting services for 2017, as returned by NCC, including revised schedule of works (Appendix B) and payment information (clause 7.1), as detailed in the correspondence mentioned above. HPC **AGREED** that both the schedule and the price quoted by NCC looked okay and that everything had been included in the agreement as requested.
- 10.7. HPC considered the draft service agreement for 2017 grass cutting between HPC and the Garden Guardian, and the Garden Guardian's revised quote of £2,410.51 + VAT based on a revised cut size of 11,489 square metres (as per the amended schedule of works). HPC **AGREED and RESOLVED** that everything was okay with the service agreement and quote, though it was agreed that after the first cut had taken place (late March) a check should be carried out to ensure all areas of grass had been included, in case additions were needed to the agreed schedule of works (in particular, to ensure that grass along the footpath between Waveney Drive and Horning Road is cut). The service agreement was **APPROVED**, and was authorised to be signed, and it was signed by Cllr Richmond, Cllr Marshall, and the Clerk.
- 10.8. A quote of £1,222.00 from Patrick Hannant, relating to maintenance of Riverside Park from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018, was considered by HPC. There was a small price rise from last year, but this was considered a reasonable amount. HPC therefore **AGREED and RESOLVED** to accept this quote. **Action Item 13: Clerk to write to Patrick Hannant to accept the quote and to request paperwork.**

## 11. **PLANNING MATTERS**

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

- 11.1. **Planning Application BA/2017/0042/HOUSEH** Garage. Mistletoe Creek, Meadow Drive. **No objection.** (Cllr Marshall had already responded on HPC's behalf.)

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- 11.2. **Application BA/2017/0058/TPOA** Application for Works to Trees Subject to a TPO (T1: Lime & T2: Lime). Gransden House, Meadow Drive. **No objection.** (Cllr Marshall had already responded on HPC's behalf. Comment on this application as follows: these large, mature lime trees could be nearing the point where they will outgrow the site and may need replacing in the not too distant future.)
- 11.3. **Planning Application (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. **No objection.**
- 11.4. **Planning Application (NNDC) PF/17/0043** Change of use of office car park to a mixed use of car park, hand car wash and valeting service, including erection of 2 no. canopies and car sales. Lurista House, Stalham Road Industrial Estate, Littlewood Lane, Hoveton. **No objection.**
- 11.5. **Planning Application (NNDC) PF/17/0302** Erection of double bay car port to front of dwelling. 25 Two Saints Close, Hoveton. **No objection.**
- 11.6. No planning applications had been received since 6<sup>th</sup> March 2017.
- 11.7. **Planning Decision BA/2016/0449/FUL** Replacement window frames. Broads Authority Information Centre, Station Road, Hoveton – APPROVED **Noted**
- 11.8. **Planning Decision BA/2017/0005/DEM** Demolition of single storey corrugated iron boat storage shed. Barnes Brinkcraft, Riverside Road – PRIOR APPROVAL NOT REQUIRED **Noted**
- 11.9. **Planning Decision BA/2016/0408/FUL** Demolition of two existing buildings and erection of new detached dwelling. Erequay, The Rhond – APPROVED **Noted**
- 11.10. **Planning Decision (NNDC) PF/16/1759** Erection of detached double garage. 4 Malthouse Drive, Hoveton – APPROVED **Noted**
- 11.11. **Decision BA/2017/0004/TPOA** Application for Works to Trees Subject to a TPO (T1: Willow). Paston, Meadow Drive, Hoveton – APPROVED **Noted**
- 11.12. No planning decisions or appeals had been received since 6<sup>th</sup> March 2017.
- 11.13. HPC noted a letter from the Broads Authority, dated 20<sup>th</sup> February, concerning BA/2016/0030/TPO (Tree Preservation Order, Gardens Rear Of Properties From Blackhorse Lodge To Dingle Dell, Horning Road). This order has been confirmed without modification.
- 12. GRANARY STAITHE, RIVERSIDE PARK, POCKET PARK and BROOK PARK**
- 12.1. HPC considered Mrs Carolyn Williams' request that HPC purchase a brown bin for the Granary Staithe garden. HPC **AGREED and RESOLVED** to purchase a bin, to be kept behind the back fence. **Action Item 14: Cllr Peter Howe to check the cost of the bin and arrangements for collecting it.** Some wooden pallets had been fly-tipped on the Staithe, but these have been removed by a local volunteer.
- 12.2. HPC received an update on Riverside Park and Pocket Park from Cllr Marshall. Cllr Marshall has emailed the Broads Authority about the state of the decking, and the Broads Authority is sending someone out to look at this. The Broads Authority will also advise HPC on plans for the 'performance circle' (still very wet). Cllr Marshall is waiting to hear back on this.

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- 12.3. HPC noted the reports arising from the 1<sup>st</sup> February health and safety inspections carried out at Granary Staithe, Riverside Park and Pocket Park by Robert Sneesby. The Staithe report noted cracks in the tarmac and damage to the timber edging in the riverside/bird feeding area. **Action Item 15: Cllr Peter Howe to liaise with Paul Greasley (Norfolk Broads Direct) on these items.** The report also noted a few less urgent maintenance tasks, but HPC has a maintenance budget set aside for the Staithe. **Action Item 16: Cllr Peter Howe to arrange for maintenance work to be done, with emphasis on P1 tasks.** The Riverside Park report noted cracks in the decking. This has already been raised with the Broads Authority, and someone is due to attend the site this week to take a look. The Broads Authority is also actively looking for ways to correct the flooding problem in Pocket Park (there were no recommendations on flooding in the Pocket Park report).
- 12.4. An update on the Brook Park development was received earlier in the meeting as part of Cllr Dixon's report (see item 5.1).
- 12.5. 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 considered safety concerns raised by a Hoveton resident regarding the Three Rivers Way cycle path (specifically cyclists speeding down this path, and concerns surrounding where the footpath from Waveney Drive opens onto Horning Rd). HPC noted the resident's suggestion of installing two signs near the footpath's entrance to warn pedestrians leaving the path to be aware of cyclists and to warn cyclists to be aware of pedestrians and **AGREED** this was a good idea. **Action Item 17: Cllr Peter Howe to contact the Three Rivers Way engineer to ask about signs.**
- 13.2. The arrangements for Parish Council surgeries to be held in March and April 2017 were discussed. The surgeries are due to take place in Roys café (note change of venue) on Friday 31<sup>st</sup> March and Thursday 6<sup>th</sup> April from 4pm to 7pm. Cllr Rogers and Cllr Richmond will attend on 31<sup>st</sup> March and Cllr Marshall and Cllr Gourlay will attend on 6<sup>th</sup> April. Cllr Peter Howe and Cllr Alex Howe also hope to attend. Items suggested for the surgery 'table' included a copy of the parish plan (**Action Item 18: Cllr Richmond to update parish plan**); UK Power Networks' Priority Service Register leaflets; leaflets about becoming a parish councillor; Hoveton Village Hall information; and a notebook to take the details of those attending.
- 13.3. HPC **AGREED and RESOLVED** to ask the Bure Valley Conservation Group to carry out maintenance work on the Hoveton bridle path on 26<sup>th</sup> July 2017. **Action Item 19: Cllr Peter Howe to contact the BVCG to arrange this.**
- 13.4. HPC **AGREED and RESOLVED** to register to take part in "WWI Beacons of Light" on 11<sup>th</sup> November 2018. Cllr Richmond agreed to be the 'beacon co-ordinator' for Hoveton. **Action Item 20: Clerk to register HPC's beacon with organisers.**
- 13.5. 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 number 13.6 on the grounds that this item involves the

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likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

- 13.6. HPC received an update from Cllr Alex Howe on the outcome of the Litter Picker's appraisal meeting. A number of proposals were put forward, including revisions to the Litter Picker's contract of employment (changes to salary and hours, as agreed with the Litter Picker at his appraisal meeting; previously agreed pension changes; changes to some annual leave sub-clauses, based on the Litter Picker's feedback), revisions to the Litter Picker's monthly time sheet (to accommodate any claims for annual leave), and updates to the Litter Picker's annual leave record. All proposals were **AGREED and APPROVED** by HPC, and HPC also **APPROVED** a request for a new hi-vis vest and a new pair of boots for the Litter Picker. **Action Item 21: Cllr Alex Howe to email HPC with prices of hi-vis vest and boots.** Cllr Richmond told HPC the Clerk's appraisal had also been held recently (this was also attended by Cllr P Howe). **Action Item 22: Cllr Richmond to prepare Clerk's appraisal notes for HPC's April meeting.**

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

- 14.1. The Clerk had prepared a draft of the report for the April issue of The Bridge, and this draft was approved by HPC.
- 14.2. There were no items for consideration at future meetings.

**The meeting closed at 8.35pm.**

#### **Addendum**

#### **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 heard nothing further from Persimmon since HPC's last meeting. There has been an incident of criminal damage on the site (three trees snapped off at stems) but he doesn't think this has yet been reported to the police, so he will report this.
- A number of local residents have contacted him regarding the parking problems on Tunstead Rd. He is due to meet with the headteacher of Broadland High School this week and will report back on this at HPC's next meeting.
- There have been reports from residents of speeding on Church Road. This has been happening while cars are parked on the road. Cllr Dixon will follow up on this.
- Cllr Dixon updated HPC on the progress made at Scottow Enterprise Park. Since the business park opened, 295 new jobs have been generated, 80 businesses now have tenancies there (78% of the total available floor space is being used), and 100% of the businesses are still based there a year after opening, including 11 new start-up businesses. NCC invested a lot of money in renewing the infrastructure on this site, but this is beginning to pay off. When asked by Cllr Alex Howe about the Pedal Park proposal, Cllr Dixon said this proposal was thought to be incompatible with the idea

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of a secure business park, and there were concerns it would impact on the existing tenants.

### **5.2 To receive a report from a Norfolk Police Community Support Officer (PCSO)**

The March 2017 ward newsletter for Scottow, Hoveton & St. Benet was noted. Though the newsletter didn't include detailed crime updates, it was noted that the number of incidents hadn't risen, despite the crime report covering a larger area than before. Cllr Richmond and Cllr Alex Howe said they hoped to attend the next Safer Neighbourhood meeting, to discuss the problems with speeding and parking on Tunstead Road.

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

A local resident asked Cllr Dixon about the Church Field planning applications and what the next steps would be with these applications. Cllr Dixon replied that NNDC had looked at the applications and decided they didn't need to be linked – that the industrial application could proceed on its own, so the industrial application is moving forward. The car park application met with a number of concerns. It was eventually decided the proposal was not viable, and the application was withdrawn. The housing application is due to be resubmitted (in revised form, which is expected to be for just 22 houses, situated further back from the road). The resident raised concerns that NNDC would feel obliged to permit the housing application as the industrial application had already been approved, but Cllr Dixon advised that NNDC had 'broken the link' between the applications, and so the two applications would have to stand alone.

A local resident advised HPC that the grass along the footpath that runs between Waveney Drive and Horning Road was only cut once last year. The resident asked HPC to ensure the footpath was included on the schedule of works for 2017.

Signed  Date 3/4/17

Name MALDEN RICHMOND