



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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Minutes of the Meeting of Hoveton Parish Council Monday 6th August 2018 at 6.30pm, Hoveton Village Hall

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

In Attendance: Miss Lisa Weller (Parish Clerk)
Councillor Nigel Dixon (District and County Councillor)
Five members of the public

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

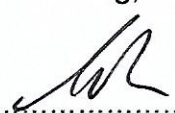
Cllr Jilly Gourlay and Cllr Ann Rogers declared a possible conflict of interest in agenda item 7.1a as a volunteer of the Hoveton Village Hall Management Committee in attendance at the meeting was due to raise objections to this planning application. HPC agreed this would not prevent Cllr Gourlay or Cllr Rogers from discussing or voting on this agenda item.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on Wednesday 4th July 2018 were AGREED and APPROVED. The minutes were signed by Cllr Richmond.

4. PUBLIC FORUM

4.1. District/County Councillor. Cllr Dixon alerted HPC to a public consultation concerning the governance of the Norfolk Fire and Rescue Service (A Case For Change). North Norfolk District Council (NNDC) has asked that the consultation deadline be extended until mid-September (HPC to consider at next meeting). Cllr Dixon attended an event at Oyster Yachts to hear about the company's expansion plans. He is impressed with the new owner's approach and feels confident the future of Oyster Yachts is in good hands (HPC to contact new owner; **Action Cllr Richmond**). A member of the public has raised concerns regarding the new Roys car park. Its Station Road border has no fencing, a steep incline, and no method of soil retention, meaning the soil could slide in

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bad weather. Long vehicles are overhanging the border, and the height of the car park and the lack of fencing allows headlights to beam across the road and distract passing drivers. Drivers have also been seen exiting the car park onto Station Road instead of following the one-way system. It is possible the car park's landscaping works have not been completed yet. Cllr Dixon will raise these concerns with Roys. Reports received from local residents prove the flooding problems on Meadow Drive are also affecting Brimbelow Road, Marsh Road, Church Road, and The Rhond. Anglian Water's flood risk assessment team is dealing with this matter. Cllr Dixon has also involved the flood authority, the planning authority, and environmental health. New advertising boards have appeared outside the Kings Head, apparently without planning permission. This has been queried with the planning authority. Norfolk County Council (NCC) will soon undertake a traffic/transport network study for Hoveton and Wroxham. Highways hope to hold a 'stakeholder meeting' for parish councils and businesses in mid-September. Once the study has been completed and reports are available, a public meeting can be held.

- 4.2. There was no police report this month.
- 4.3. Questions from members of the public relating to local issues. A member of the public reported that litter and fishing lines are being left under the bridge at Granary Staithe (item for The Bridge report). A member of the public outlined a number of objections to planning application BA/2018/0248/FUL (agenda item 7.1a), including concerns about the building line (and resulting loss of privacy and views for neighbours) and the height of the proposed new building.

5. CLERK'S REPORT

Waiting for a date from Amey for the Church Road street light repair works. Amey will invoice the insurance company for the cost of these works.

6. MATTERS ARISING FROM PREVIOUS MEETINGS

Cllr Alex Howe – has been using FixMyStreet to report potholes and other highway matters; the flowerbed outside St Helen's is maintained by the church (their gardener has recently planted a few shrubs); updating of seats/benches asset list is a work in progress but should be ready for next meeting.

7. PLANNING

7.1. Planning applications received for comment:

- 7.1a. BA/2018/0248/FUL – Replace cottage (new dwelling/holiday unit). Wilderness, Meadow Drive. Although pleased to see an investment being made in quality housing, HPC AGREED to **object** to this application due to concerns that the height of the proposed building would prove intrusive in terms of neighbouring properties and that a building of this height is not in keeping with the character of the local area (proposed by Cllr Richmond; six votes in favour, one against).
- 7.1b. BA/2018/0285/HOUSEH – New boathouse. Brightside, Brimbelow Rd, Hoveton. AGREED **no objection** (proposed by Cllr Richmond, all in favour).
- 7.1c. Applications received since 31st July 2018. No further applications received.

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- 7.2. Notification of planning application consultation responses submitted by the Clerk, as per HPC's Planning Protocol:
- 7.2a. BA/2018/0242/NONMAT – Change in material of quay heading. Ere quay, The Rhond. NO OBJECTION
 - 7.2b. BA/2018/0245/HOUSEH – Residential annex extension. Old Vicarage, Horning Road. NO OBJECTION
 - 7.2c. PF/18/1283 – Erection of single storey front and rear extensions. 53 Waveney Drive. NO OBJECTION
- 7.3. Notification of planning decisions:
- 7.3a. BA/2018/0174/FUL (Installation of parking meters; Kings Head Hotel, Station Road) *Approved*
- 7.4. IB/18/1101 – Premises licence to allow serving of a small amount of alcohol as part of hair and beauty package. Aspire Beauty Clinic and Hair Studio. Licensing Enforcement Officer's response noted. No further action to be taken.
- 7.5. PF/17/0043 – Car wash/valeting service. Lurista House, Stalham Rd Industrial Estate. Conditions relating to surface water and health and safety don't appear to have been discharged yet, so it seems a breach of the conditions specified in the decision notice may have occurred. NNDC's Enforcement Officer is looking into this. Cllr A Howe will continue to chase.
- 7.6. Business advertising – awaiting further comments from Planning Enforcement Officer, who is due to visit the site.
- 7.7. Norfolk Homes Ltd proposal. Response from Local Plan Working Party noted. HPC to monitor this situation.
- 7.8. NNDC Local Plan update events. 30th October or 1st November. Cllrs M Richmond, A Howe, R Reeve and C Marshall all interested in attending. HPC will ask NNDC if more than two representatives may attend (**Action Cllr A Howe**).
- 7.9. Wroxham Neighbourhood Plan consultation. HPC feedback already given to Wroxham PC via the Joint Action Group. Councillors encouraged to respond as individuals.
- 7.10. Broads Authority update. Article 4 Direction retained. Retail sales from moored vessels requires consent. Noted.
- 7.11. Planning correspondence received or sent since 31st July 2018. None.

8. FINANCE

- 8.1. The Budget Monitoring Statement was considered. Tax and NIC payments have been more than expected this year, despite the Clerk's additional hours. HPC to monitor this budget heading.
- 8.2. Items of expenditure. HPC RESOLVED to approve the following payments (proposed by Cllr Richmond, all in favour):

E.on	Electricity Charges (Street Lighting)	£185.54
HMRC	Tax & NIC (July 2018)	£562.53
Thinking Rural	Payroll Services (July 2018)	£12.00
Can You Just	Granary Staithe Maintenance Work	£560.00
Staff Costs	Clerk's Wages & Expenses (July 2018)	£2,060.34*

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Norfolk Pension Fund	Workplace Pension Contributions (July 2018)	£570.08
Staff Costs	Litter Picker's Wages (July 2018)	£385.00*
Garden Guardian	Highway Grass Cutting (July 2018)	£465.83

*Payment of pay to be made less any tax, national insurance, and workplace pension contributions.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. Potholes reported via FixMyStreet. Street sweeper was out of action for six weeks; concerns that some drains may have become blocked and will flood when it rains. Reports of blocked gullies on Stalham Road, near the new footpath. To be reported to Highways. **Action Cllr A Howe**
- 9.2. SAM2 data available again. No surprises in the data; drivers are still going too fast.
- 9.3. Highways public meeting, traffic capacity/congestion relief on the A1151. HPC is keen to press for a public meeting, but this must be done through the stakeholders' meeting (date and venue to be arranged by NCC).
- 9.4. NCC Market Town Network Improvement Strategy. The Joint Action Group was due to arrange traffic surveys, but should now be able to obtain this data from NCC once their traffic and transport network study of Hoveton and Wroxham is complete.
- 9.5. Stalham Road overgrown hedge obscuring bus stop. Highways has already contacted the residents concerned, but no action has been taken by the residents to resolve this problem. Highways to chase.
- 9.6. Parish Partnership Scheme Initiative 2019/20. HPC to consider sources of funding for this match funding scheme. Possible projects include new village signage.

10. GRANARY STAITHE

Update from Cllr P Howe. The Charity Day was cancelled due to a wet and windy weather forecast but Cllr Howe is hoping to rearrange this event for later in the year. He will contact the Wherry Yacht Charter to arrange a new date (**Action Cllr P Howe**). Maintenance work on the corner shingle area has been completed and Cllrs A and P Howe did some weeding, so the Staithe is looking much tidier. Cllr Howe has asked for a quote from Can You Just for clearing the area behind the fence. HPC's volunteer is doing an excellent job of looking after the garden and ensuring the flowerbed is watered regularly. The 'Royal Cypher' artwork on the fence still needs to be removed.

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Riverside Park and Pocket Park are now very dry, aside from the 'performance circle', which remains wet. This area has sunk and needs to be raised. This has been raised with the Broads Authority, along with other matters to be addressed. Cllr P Howe has been in contact with an officer at the Broads Authority who may be able to help get this work done. Thanks were given to the residents of Station Road who have watered the grass in the parks during the recent dry spell. A 'songs of praise' service is due to be held in Pocket Park later this month. The Broads Authority will advise on which areas of the park can be used for this service (**Action Cllrs A and P Howe**).

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- 11.2. The Service Level Agreement between HPC and the Community Payback Unit (CPU) for work in Riverside Park/Pocket Park was AGREED and signed. Work to take place 9th to 12th October.

12. SERVICES AND AMENITIES

- 12.1. Following concerns raised by several residents, Cllrs A and P Howe have emptied and removed a green litter bin from Brook Park. It is unclear who the bin belongs to, but it wasn't being emptied. The rubbish was collected from Cllrs A and P Howe by NNDC's excellent team. Cllr A Howe is trying to trace the owner of the bin. Cllr A Howe has met with NNDC to discuss the ownership and maintenance of Hoveton's public litter bins. NNDC has identified some bins which it believes belongs to HPC but which HPC is not being invoiced for at present. NNDC is looking into this and will do its best to keep any extra costs down.
- 12.2. HPC's volunteer is working on a proposal for the maintenance of Hoveton's flowerbeds and is keen to get involved.
- 12.3. New village signage is a work in progress.

13. CORRESPONDENCE


- 13.1. Parishioner concerns about new Roys car park/speeding traffic on Station Road. Car park concerns discussed earlier in the meeting (item 4.1). Cllr Dixon to contact Roys. HPC will seek permission from NCC to use its SAM2 on Station Road (and on Horning Road West, as this request is still outstanding). **Action Cllr A Howe**
- 13.2. Parishioner email. Speeding traffic/dangerous conditions on Tunstead Road. Noted. It is hoped the new Community Speed Watch team will provide a visible presence on the road and help keep speeds down.
- 13.3. Parishioner email. Concerns about 'chemical smell' from Oyster Yachts. Resolved by Oyster Yachts and the parishioner won't be taking this further at present.
- 13.4. NNDC Gambling Policy review. No formal response from HPC, though councillors may respond individually if they choose to do so.
- 13.5. Correspondence received/sent since 31st July. Request for funding from a Broadland High School pupil for an educational expedition. In return for sponsorship, the pupil will carry out a 'great Broads clean-up' campaign, removing litter from the local rivers and broads. A donation of £100 was agreed in principle (proposed by Cllr Richmond, all in favour) providing HPC can make such a donation under a relevant local council power. To be formally agreed and resolved at next meeting.

14. REPORTS AND UPDATES

- 14.1. North Norfolk Town & Parish Forum update. The Forum's new terms of reference were AGREED and APPROVED by HPC.
- 14.2. Wroxham and Hoveton Joint Action Group. Due to meet in the next few weeks.

15. ADMINISTRATION AND GOVERNANCE

- 15.1. Updated Standing Orders. APPROVED and ADOPTED
- 15.2. Updated Financial Regulations. Deferred. Not yet available.

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16. PARISH PLAN

No feedback received from residents yet. HPC to promote this consultation on new website and social media.

17. COMMUNICATIONS

- 17.1. HPC website refresh. A work in progress. The Clerk reminded councillors that photos of the local area are needed for the new site.
- 17.2. Proposal to launch a HPC Facebook page. AGREED (proposed by Cllr Richmond, all in favour).
- 17.3. Social Media and Electronic Communications Policy. Deferred. Not yet available.

18. ITEMS FOR THE BRIDGE MAGAZINE – SEPTEMBER EDITION

Norfolk Fire and Rescue Service consultation. Community Speed Watch team coming soon. Suggestions for SAM2 locations. Website/Facebook launch. Litter picking volunteers. Brook Park green bin. Litter/fishing lines under bridge. Traffic and transport network study. Great Broads Clean-Up campaign.

19. ITEMS FOR NEXT AGENDA – WEDNESDAY 5TH SEPTEMBER 2018

None put forward.

HPC AGREED to pass a resolution that, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting due to the confidential nature of the business to be discussed.

20. COUNCILLOR AND VOLUNTEER CONCERNS

HPC has received several reports of a member of the public being verbally abusive towards individuals connected to the Parish Council. This targeted intimidation, aimed at community volunteers, has caused considerable distress, and the individuals involved now feel anxious about going into the village in case they are approached by this man. The abusive individual has been identified and HPC AGREED to speak to him about his behaviour (**Action Cllr Richmond**). It was further AGREED that these incidents should be reported to the police. HPC to seek the agreement of those affected to report this matter to the police (**Action Cllr A Howe**).

The meeting closed at 9.15pm.

Signed 

Date 5/9/18

Name Mark Richmond