



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
Email: clerk@hoveton-pc.org.uk Tel: 07572 349600

NOTICE OF MEETING AND SUMMONS TO ATTEND

To – All Members of Hoveton Parish Council (Press and Public Welcome)

Dear Councillor,

You are hereby summoned to attend a meeting of Hoveton Parish Council, in the Jubilee Room at Hoveton Village Hall, on **Monday 3rd December 2018 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 27th November 2018

AGENDA

1. APOLOGIES FOR ABSENCE

To receive, and consider for approval, apologies for absence and reasons given.

2. CO-OPTIONS

To consider an application for co-option to Hoveton Parish Council and to agree and resolve appropriately.

3. DECLARATIONS OF INTEREST

Members are reminded to declare personal and/or pecuniary interests in any items on the agenda in accordance with Hoveton Parish Council's Code of Conduct. The Council is asked to consider any requests for dispensation.

4. MINUTES OF PREVIOUS MEETING

To approve and sign the minutes of the meeting held on Wednesday 7th November 2018.

5. PUBLIC FORUM

- 5.1. To receive a report from the District/County Councillor.
- 5.2. To receive a police report.
- 5.3. To receive questions and representations from members of the public relating to local issues. (In line with HPC's standing orders, public participation shall not exceed fifteen

minutes unless directed by the Chairman, and each member of the public may speak for a maximum of three minutes.)

6. CLERK'S REPORT

To receive a report from the Parish Clerk outlining actions taken following the meeting of 7th November 2018 and matters arising since the agenda was issued. For information only.

7. MATTERS ARISING FROM PREVIOUS MEETINGS

For information only. Updates from the general actions list arising from previous meetings of Hoveton Parish Council (HPC).

8. PLANNING

8.1. To consider planning applications received for comment:

8.1a. BA/2018/0461/FUL – Two storey extension to bar including first floor bedrooms. Replace cellar entrance with ramped stairs. Replace service entrance with extension. Replace shed and bin store with seating area. Hotel Wroxham, Riverside Centre, Norwich Road, Hoveton.

8.1b. PF/18/2107 – Two storey extension to industrial unit. Beardshaw Brothers Ltd, Stalham Road Industrial Estate, Littlewood Lane, Hoveton.

8.1c. Planning applications received since 27th November 2018.

8.2. To note planning application consultation responses submitted by the Parish Clerk, as per HPC's Planning Protocol:

8.2a. PF/18/2082 – Change of use of loft storage area of detached garage to a unit of holiday accommodation; dormer extension; additional rooflight to west elevation. Two Saints Barn, Tunstead Road, Hoveton. NO OBJECTION

8.2b. BA/2018/0248/FUL – revised application; amended/additional plans – Replace cottage with new dwelling and holiday unit. Wilderness, Meadow Drive, Hoveton. NO OBJECTION (including a suggested condition of approval that the additional holiday unit should only be permitted to be built after Anglian Water has solved ongoing sewerage overflow problems occurring in the Meadow Drive area)

8.3. To receive notification of planning decisions. (Planning Decisions List, Circulated)

8.4. To consider proposed landscaping improvements for The Broads Centre and Granary Staithe.

8.5. Wroxham Neighbourhood Plan. Statutory consultation on submitted plan by Broadland District Council and Broads Authority. Deadline 21st December 2018.

8.6. Planning correspondence received since 27th November 2018. For information only.

9. FINANCE

9.1. To consider the monthly Budget Monitoring Statement.

9.2. To review and approve items of expenditure. (Schedule of Payments, Circulated)

9.3. To review and approve the draft HPC budget for 2019/2020.

9.4. To note an email from North Norfolk District Council regarding the parish precept and the local council tax support scheme grant for 2019/20.

9.4a. To confirm HPC's acceptance of the local council tax support scheme grant of £2,642.00.

- 9.4b. To agree and resolve upon the amount of precept to be requested for 2019/20. As per draft budget, precept suggested is £51,570 (£4,475 or 9.5% increase on 2018/19, with an estimated 'Band D' council tax charge of £63.06).
- 9.4c. To authorise the completion of the precept request form (including the signing of the form by the Chairman and the Clerk).

10. HIGHWAYS AND ROAD SAFETY

- 10.1. Highways and drains maintenance requests. *Cllr A Howe*
- 10.2. Highway Rangers visit. To identify highway maintenance work for attention. Deadline 28th December 2018.
- 10.3. SAM2 additional sites update. *Cllr A Howe*
- 10.4. Community Speed Watch update. *Cllr M Richmond*
- 10.5. Village centre sign post. To note Parish Partnership Scheme application. *Cllr P Howe*

11. GRANARY STAITHE

- 11.1. Granary Staithe update. *Cllr P Howe*
- 11.2. Granary Staithe Charity Day update. *Cllr P Howe*

12. RIVERSIDE PARK AND POCKET PARK

- 12.1. Riverside Park/Pocket Park update. *Cllr C Marshall & Cllr P Howe*
- 12.2. Community Payback Unit. Update on further work. *Cllr C Marshall*

13. SERVICES AND AMENITIES

- 13.1. Bench maintenance/replacement benches. To consider purchasing four new benches from the Repairs and Renewals Fund. *Cllr P Howe*
- 13.2. Street light faults/repairs – Waveney Close and Blofeld Loke. *Clerk*
- 13.3. Grit bins. To consider advice received from Norfolk County Council.
- 13.4. Flower beds update. Planting/maintenance for 2019/20 season. *Cllr P Howe*

14. CORRESPONDENCE

- 14.1. Parishioner email. Suggestions regarding signage and sales of waterbird food.
- 14.2. Tommy silhouette. To note decision taken by Wroxham & Hoveton Lions Club.
- 14.3. Hoveton & Wroxham Medical Centre. Update from new Practice Manager.
- 14.4. North Norfolk District Council. Information regarding the 2019 parish elections.
- 14.5. North Norfolk District Council. Review of polling districts and places. Comments by 31st December 2018.
- 14.6. Norfolk Against Scams Partnership. Update on membership requirements.
- 14.7. Norwich Western Link Options public consultation. Comments by 18th January 2019.
- 14.8. Correspondence received or sent since 27th November 2018. For information only.

15. REPORTS AND UPDATES

- 15.1. Hoveton & Wroxham railway station. Signage project. *Cllr P Howe*
- 15.2. Hoveton & Wroxham railway station. Proposal for station waiting room. *Cllr P Howe*
- 15.3. North Norfolk Town & Parish Forum – 16th October meeting update. *Cllr A Howe*
- 15.4. Celebration of 1,000 years of St Benet's Abbey. *Cllr A Howe*

16. COMMUNICATIONS

- 16.1. Parish Plan. To consider consultation responses received so far/next steps to be taken in the preparation of a new Parish Plan.
- 16.2. 1&1 account update – web hosting, domain, and council email addresses. To consider options.

17. ITEMS FOR CONSIDERATION AND DECISION

- 17.1. Christmas tree project 2018. To review plans and costs.
- 17.2. To consider the arrangement of external health and safety inspection assessments of Granary Staithe, Riverside Park and Pocket Park (biennial inspections, last carried out on 1st February 2017).
- 17.3. To consider the draft 2019 HPC monthly meeting dates schedule (revised schedule).
- 17.4. To consider the Clerk's request to attend an SLCC training webinar – Managing Local Council Elections, 6th February 2019 (£60 + VAT).

18. ITEMS FOR NEXT AGENDA – WEDNESDAY 9th JANUARY 2019