

HOVETON PARISH COUNCIL

Minutes of the Hoveton Parish Council Meeting held on 1st June 2015 at Hoveton Village Hall

Present: Councillor M. Richmond (Chair of the Meeting).
Councillor C. Robb.
Councillor Mrs J. Gourlay (from 7.30p.m.)
Councillor C. Marshall.

Officer: Clive Gardner – Clerk

Visitors in Attendance: Councillor M. Budgen (Wroxham Parish Council)
Councillor N. Dixon (District and County Councillor).

1. APOLOGIES FOR ABSENCE RESIGNATIONS AND CO-OPTIONS

- 1.1 Councillor P. Howe and Councillor Mrs A. Howe gave their apologies.
- 1.2 There were no co-options.
- 1.3 There were no resignations.

2. OTHER MATTERS

2.1 There were no questions of the Clerk.

2.2 The Clerk reported as follows:

- As required by the Council he had reported the alleged breach of planning at the Ice Cream Parlour in Hoveton and the Broads Authority (BA) had responded to say they were looking into it.
- He had reported the disrepair of the footpath on Tunstead Lane and Norfolk County Council (NCC) had reported they were dealing with it.
- He reminded Councillors of the need to return the expenses return to NNDC.
- He reminded Councillors of the need to complete the Declaration of Interests form to the Clerk as soon as possible.
- Councillors confirmed that their contact details in the Contact List he had sent them were correct.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the Parish Council meeting held on the 18th May 2015 were **AGREED** and **APPROVED**. The minutes were signed by Councillor M. Richmond.

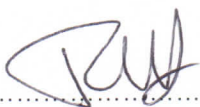
5. PUBLIC SPEAKING

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

6. ACTIONS

The actions lists arising from previous meetings were considered and updated.

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7. CORRESPONDENCE

7.1 Correspondence received and to be discussed.

7.1.1 An email dated 28th April 2015 from Kathryn Sault regarding the tree and other items at Granary Staithe was discussed. It was **AGREED** and **RESOLVED** that the Clerk should write to Kathryn Sault to say that the Council did not agree with her requests putting forward the reasons set out by Councillor P. Howe in his email.

7.1.2 An email from Tracy Bickle dated 30th April 2015 regarding traffic speeding on Tunstead Road and other correspondence relating thereto was discussed. It was **AGREED** and **RESOLVED** that the Clerk would contact Tracy Bickle to say there was little more the Council could do. The Clerk was asked to find out why the Road Defect/Improvement Notification dated 19th November 2014 was never acted upon by NCC.

7.1.3 An email dated 25th April 2015 from Andy Bartlett Broads Authority (BA) Ranger regarding signage at Granary Staithe was discussed. It was **AGREED** and **RESOLVED** that the Clerk would write to Andy Bartlett and advise him that the Council did not feel that "No feeding birds" notices on Granary Staithe were necessary or desirable and that the Council had now arranged for the Quay heading to be cleaned.

7.1.4 A letter dated 22nd April 2015 from John Packman BA Chief Executive regarding the Hoveton area was discussed. It was **AGREED** and **RESOLVED** that Councillor M. Richmond would seek to arrange a meeting with John Packman to discuss the matters raised in the letter.

7.1.5 An email dated 5th May 2015 from Natalie Beal BA Planning Policy Officer regarding nominating local properties as Assets of Community Value was discussed. The Clerk was asked to look into nominating Granary Staithe and the Village Hall and recreation ground as Assets of Community Value.

7.1.6 An email dated 6th May 2015 from Laurence Whitbread regarding the condition of the footpath on Church Road Hoveton and the response of the same date by Councillor P. Howe was discussed. An email dated 1st June 2015 from Rachel Line Highway Network Co-ordinator NCC was noted as it confirmed that NCC was to arrange for the repair of the footpath on Church Road Hoveton.

7.1.7 A letter from North Norfolk District Council (NNDC) dated 5th May 2015 regarding the Olive Branch advertisement at the junction of Tunstead Road and Horning Road Hoveton was noted.

7.1.8 An email dated 8th May 2015 from Roger Tomkins regarding the Horning Boat Show was noted.

7.1.9 An email dated 14th May 2015 from R. Hunt regarding grass cutting in Hoveton was discussed. Councillor M. Richmond undertook to seek an informal estimate of costs for grass cutting work in Hoveton generally and to be carried out by Hoveton Parish Council. The Clerk was asked to respond to R. Hunt.

7.1.10 Correspondence received since 23rd May 2015.

7.1.10.1 An email from Solar Together Norfolk was noted.

7.2 The following correspondence was sent and discussed:

7.2.1 The contents of a letter sent by Councillor P. Howe to the Heritage Lottery Fund regarding the funding of works at Hoveton Great Broad was noted.

7.2.2 There was no correspondence sent after 23rd May 2015 to discuss.

8. FINANCIAL MATTERS

8.1 Payments were **AGREED** and **RESOLVED** as follows:

8.1.1 The Clerk's pay and expenses for the period May 2015 comprising pay for the month £247.50, mileage £8.37 postage £10.94.

Payment of pay to be made less any tax and National Insurance Contributions. Total Payment.

£ 266.81

8.1.2 Litterpicker Wages

£ 314.00

8.1.3 Pay the Clerk (by way of reimbursement) for the payment to 1&1 Internet services for website services.

£ 10.94

8.1.4 Pay Thinking Rural payroll Services (two months)

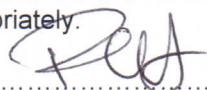
£ 24.00

8.2 Other Financial Matters.

8.2.1 The following were **AGREED** and **RESOLVED** upon:

8.2.1.1 The Annual Return for the year ended 31st March 2015 and the statements in Sections 1 and 2 of the Annual Return was approved and the Chair and Clerk were authorised to sign appropriately.

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8.2.1.2 The Explanation of Significant Variances was approved and the Clerk was authorised to sign the same.

8.2.1.3 The Annual Accounts for the year ended 31st March 2015 were approved and the Chair and the Clerk were authorised to sign the same.

8.2.1.4 A the letter from Roger Canwell dated 7th May 2015 concerning the internal audit for 2014/2015 was noted and approved.

8.1.2.5 The submission of the Annual Return, the Explanation of Significant Variances and Bank Reconciliation (previously approved and signed) were authorised to be submitted to Mazars LLP the external auditors.

8.2.2 The payment to Eon for electricity supplies of £95.32 was noted.

8.2.3 The receipt of the Precept and Grant Support in the sum of £22124.00 was noted.

8.2.4 The receipt of a VAT reclaim in the sum of £1193.00 was noted.

8.2.5 Consideration of the meeting of the Financial Working Group was **AGREED** and **RESOLVED** to be carried forward to the next meeting.

8.2.6 It was **AGREED** and **RESOLVED** that Councillor C. Robb and Councillor C. Marshall be appointed additional signatories to the Bank Mandate. The Clerk will action this.

8.2.7 It was **AGREED** and **RESOLVED** to carry forward consideration of making a grant to Hang Loose (Hoveton Youth Club) to the next meeting. In the meantime Councillor M. Richmond agreed to Investigate who was in charge and running Hang Loose.

8.3 The following requests for payment received since 23rd May 2015 were **AGREED** and **RESOLVED** to be paid:

8.3.1 To pay Councillor P. Howe £11.89 to reimburse him for the cost of purchasing cleaning equipment for the Litterpicker.

9. PLANNING

9.1 PLANNING APPLICATIONS

9.1.1 There were no planning applications received before 23rd May 2015 to consider.

9.1.2 The following planning applications received since 23rd May 2015 were considered:

9.1.2.1 Planning Application (BA)/2015/0174/NONMAT Non material amendment to amendment to PP/BA/2014/0348/HOUSEH for omission of patio area below balcony. Space to be incorporated into bedroom en-suite. Dingle Dell Horning Road Hoveton. No objection.

9.1.2.2 Planning Application (NND)PF/15/0654. Erection of replacement single storey rear extension and installation of 2 velux windows to roof slope on west elevation. Meadow Song 13 Two Saints Close Hoveton. No objection.

9.2 PLANNING DECISIONS and APPEALS

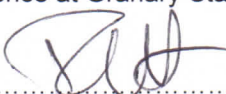
9.2.1 There were no planning decisions received before 23rd May 2015 to consider.

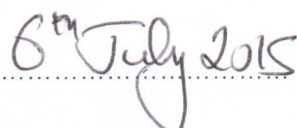
9.2.2 There were no decisions/appeals received since 23rd May 2015 to consider.

10. GRANARY STAITHE, RIVERSIDE PARK AND POCKET PARK

10.1 GRANARY STAITHE

10.1.1 Councillor P. Howe's written report was received. It was noted that the preparation of the information board was progressing. It was reported that there was a lot of rubbish and weeds behind the fence at Granary Staithe. Councillor M. Richmond agreed to speak to Malcolm Grey regarding this. Councillor P. Howe in his written report noted that trip hazards were reappearing and he was discussing with Kevan Wright the cost of remedial action. Councillor P. Howe confirmed that the corner of the tarmac between the riverfront and the dyke has been repaired and paid for by Paul Greasley. He stated that the result is very satisfactory. He also reported that the gate into the alleyway was seriously damaged by strong winds after it had been left un-locked. A repair has been carried out at no cost to the Council. He further reported that the vegetation between the footbridge and the road bridge has still not been dealt with by NCC and that Rotary have not yet stained the back fence at Granary Staithe.

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10.1.2 This matter to be adjourned to the next meeting.

10.1.3 The Clerk explained the progress he had made with investigating land ownership at Granary Staithe and that the investigations were continuing.

10.1.4 Councillor Mrs A. Howe in her report reported that 4 litter bins had been ordered from Wybone.

10.1.5 It was **AGREED** and **RESOLVED** that Councillor P. Howe proceed to instruct Kevan Wright to proceed to correct the trip hazards along the edge of all the tarmac areas and re-lay the black plastic membrane in the corner of Granary Staithe at a cost of £350.00. It was also agreed that Councillor P. Howe purchase 3 rolls of slip safety tape to go on the quay headings at a cost of £21.00 per roll. The Clerk was authorised to proceed to instruct Capron and Helliwell to complete the deeds relating to Granary Staithe.

10.2 Riverside Park and Pocket Park.

10.2.1 There was nothing to report on Riverside Park and Pocket Park.

10.3 Brook Park

10.3.1 There was nothing to report on Brook Park.

10.3.2 An email from Paul Keeble dated 7th May 2015 regarding vandalism at Brook Park was noted. Councillor C. Robb agreed to contact him and discuss the position with him.

11. MISCELLANEOUS

11.1 Councillor C. Robb reported that he had been informed that NCC would commence work on the trod on Tunstead Road in September 2015.

11.2 It was **AGREED** and **RESOLVED** to carry forward grass cutting in Hoveton to the next meeting.

11.3 It was reported that there were a number of community organisations that attended the event held in the Village Hall on 16th May 2015 but attendance by the general public was poor.

11.4 It was **AGREED** and **RESOLVED** to carry forward consideration of the co-options policy to the next meeting.

11.5 It was **AGREED** and **RESOLVED** to carry forward consideration of the The Power of Competence contained in the Localism Act 2011 to the next meeting.

11.6 A letter dated April 2015 from The Pension Regulator was noted. The Clerk was asked to look at this further as it seemed that the two employees of Hoveton Parish Council, although would not be entitled to be automatically enrolled, but they might have the right to request enrolment. The Clerk advised that it might be advisable to take some professional advice in due course.

11.7 Councillor Mrs J. Gourlay and Councillor C Marshall reported that they attended the AGM held by the management of the Village Hall. They stated it was a quiet affair. The Clerk was asked to contact NRCC regarding advice on the matters relating to the Village Hall.

11.8 A written report from Councillor Mrs A. Howe outlined what action she had taken in relation to moving the litter bin and seat at the bus stop on Stalham Road. She confirmed she had tried to make contact with Victory Housing Trust over moving the seat but has had no substantive response as yet. She also confirmed that she had been in touch with NNDC regarding the litter bin being moved. Discussions with NNDC were continuing. She confirmed that she would contact the person who complained about these matters, Mrs Hutchinson, to confirm progress to date.


11.9 Councillor Mrs J. Gourlay agreed to investigate further advertising and the state of the roundabout at the junction of Stalham Road and the Brook Park Estate.

11.10 Councillor Mrs A. Howe confirmed that she had asked the Litterpicker to carry out cleaning of the quay heading at Granary Staithe. This would be accommodated within his current hours per month.

12. POLICY AND DOCUMENT REVIEW

It was **AGREED** and **RESOLVED** to carry forward to the next meeting the review of the draft Standing Orders and the Financial Regulations.

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13. MEMBERS MATTERS


13.1 It was suggested that an article/piece on Solar Together Norfolk might be useful to go into the Bridge. Councillor M. Richmond confirmed that he would contact Councillor Mrs A. Howe.

13.2 It was agreed that items relating to the condition of the Hoveton Wroxham Station and relating social media should appear on the next agenda.

The meeting closed at 8.30 pm.

**The next meeting of Hoveton Parish Council
will be held in the Jubilee Room Hoveton Village Hall
at 6.30pm Monday, 6th July 2015.**

Signed



Date

6th JULY 2015

Name

PETER HOWE

Clerk: Clive Gardner
Pinewood Lodge, The Avenue
Horning
NR12 8LR
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Addendum

5. PUBLIC SPEAKING

5.1 Councillor N Dixon mentioned the following matters:

5.1.1 He mentioned that the deadline for making an entry to the Council to Protect Rural England award, (which might have been suitable for Granary Staithe to be entered as a project) had now passed.

5.1.2 He mentioned the damage to a tree reported by Paul Keeble and discussed at item 10.3.1. Councillor C. Robb confirmed he had agreed to speak to Paul Keeble and Councillor N Dixon confirmed he would take no further action over the matter.

5.1.3 He welcomed the proposal to work more closely with Wroxham Parish Council and he remarked that this would be particularly welcome in relation to planning matters.

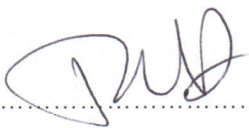
5.1.4 He referred to the proposed meeting with Persimmon Homes on Thursday which was to include Hoveton Parish Councillors. There was some confusion over whether Persimmon Homes were responsible for providing play equipment which would need to be clarified at the meeting.

5.1.5 He remarked that the proposal to impose a 20 mph speed limit in the Village had now been abandoned on the basis that there was no empirical evidence to impose the same but that Norfolk County Council were open to other road safety proposals and particularly imposing a no right turn for vehicles travelling from Norwich into Church Road.

5.2 The reports from the PCSO were noted.

5.3 There were no matters raised by the public.

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