

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 3rd October 2016 at the Jubilee Room, Hoveton Village Hall

Present: Councillor Martin Richmond (Chair of the Meeting)
Councillor Jilly Gourlay
Councillor Peter Howe
Councillor Christopher Marshall
Councillor Ann Rogers (after co-option)

Officer: Lisa Weller – Clerk

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

1. APOLOGIES, RESIGNATIONS, CO-OPTIONS and ELECTIONS

- 1.1. There were no apologies for absence.
- 1.2. Ann Rogers was unanimously co-opted as a Councillor and signed a Declaration of Acceptance of Office.
- 1.3. Resignations were received from Cllr Paul Keeble, Cllr Karen Lincoln, and Cllr Kerry Walker. Councillor Richmond thanked the departing councillors for their contributions to the work of the Council, in particular Councillor Walker's work regarding Hoveton Village Hall.

2. QUESTIONS OF THE CLERK and CLERK'S REPORT

- 2.1. There were no questions of the Clerk.
- 2.2. The Clerk reported she had been in touch with contractor Amey regarding HPC's free street light maintenance contract (which is due to expire in February 2017). Amey had advised the street lights would need electrical testing every six years, with the first test due February 2018, and HPC agreed it was important to ensure the street lights and lamp posts were safe and well maintained. It was agreed the Clerk should look into the costs and process of setting up a new service contract.
Action Item 1: Clerk to investigate the costs of street light maintenance service contracts.

3. DECLARATIONS OF INTEREST

There were no declarations of interest. Cllr Gourlay said that the Lawful Development Certificate referenced in item 11.6, relating to her property, had since been withdrawn, so there was nothing to declare.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 5th September 2016 were **AGREED and APPROVED**. The minutes were signed by Councillor Richmond.

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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 HPC on 5th September 2016 was considered. Cllr Howe said the bike advertisement on the corner of Tunstead Road was gone, as The Olive Branch restaurant had now closed. Cllr Howe showed HPC a mock-up of the design for the new sign for Granary Staithe. He reported the cost of the sign (to be printed and installed in an anti-vandalism board) would be approximately £650, and HPC agreed Cllr Howe should take this work forward. **Action Item 2: Cllr Howe to progress work on the new Granary Staithe sign.**

7. CORRESPONDENCE (received and to be discussed)

- 7.1. A letter from North Norfolk District Council (NNDC), regarding the casual vacancy that arose following Councillor Alex Howe's resignation, was noted. The vacancy is now open to the co-option process.
- 7.2. An email from Justin Le-May at Norfolk County Council (NCC) regarding a highway inspection of Hoveton was noted. HPC compiled a list of items to be brought to the attention of the highways team, to include: a blocked drain at Hoveton St. John; speed limit signs on Stalham Road being hidden by foliage; repairs needed to the Tunstead Road trod where it has been overrun by vehicles; four blocked drains on Stalham Road and one on Tunstead Road; the exposed road surface at the corner of Long Lane/Stalham Road which has led to the formation of large puddles in wet weather; the length of pavement outside the "forties row" (the last houses on the left as you exit Hoveton towards Stalham) needing resurfacing, extra grass cutting and hedge trimming; the stretch of Stalham Road from Long Lane down to Victory Housing needing attention in terms of its overgrown footpaths; the grass verge on Tunstead Road needing to be cut regularly; and concerns raised by a resident over the overgrown shrubbery in Stalham Road's central reservations (which may need to be dug up as they are very difficult to maintain). It might be possible for HPC to put in a bid to the Parish Partnership Scheme to obtain funding for these highways improvements, if NCC is unable to meet the costs involved. **Action Item 3: Clerk to send list of items to Justin Le-May.**
- 7.3. An email from Norfolk ALC was noted, regarding a consultation over proposals to introduce 'automatic precept referendums' where the government deems precept increases to be 'excessive' for local councils. HPC **AGREED** it should object to the proposals on the grounds that this would constrain the Council's ability to provide additional services to the parish (and HPC will always justify a decision to put the precept up). **Action Item 4: Cllr Richmond to respond to this consultation.**
- 7.4. Two items of correspondence received since 26th September 2016 were noted by HPC:

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- 7.4.1. An email from Chris Brown at NNDC, dated 28th September, regarding Local Plan workshop feedback summaries. NNDC's Local Plan bus tour was attended by Cllr Walker and Cllr Lincoln, but no feedback on the tour has been received by HPC. **Action Item 5: Clerk to contact Chris Brown, to request details of the key sites visited by the bus tour.**
- 7.4.2. An email from the Clerk of Horning Parish Council, dated 28th September, to advise HPC that allotments in Horning are now subject to a waiting list, and so cannot be made available to Hoveton residents at the present time.

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

- 8.1. Three emails sent by the Clerk, to accept quotes relating to Hoveton Village Hall, were noted (Clapham & Collinge, for related legal work; Crawley & Co, for a HVH building survey; SJB Safety Solutions, for health and safety risk assessments).
- 8.2. An email sent by the Clerk in reply to a local resident's query about allotments was noted. **Action Item 6: Clerk to update resident on allotment situation (as per agenda item 7.4.2).**
- 8.3. An email sent by Cllr Howe to NCC regarding landscaping along the Three Rivers Way route was noted. As reported by Cllr Dixon (agenda item 5.1), the concerns raised by a Hoveton resident are currently being dealt with. Cllr Howe stated that the Three Rivers Way AGM is due to take place on Wednesday 19th October at the Church Rooms, Ludham.
- 8.4. There were no items of correspondence sent since 26th September to be noted or discussed.

9. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:

- 9.1. Payment of £46.32 to HM Revenue & Customs – relating to tax and national insurance contributions (comprising of employee PAYE income tax of -£0.60, employee NIC of £22.08, and employer NIC of £24.84). **AGREED**
- 9.2. Payment of £1,054.15 – Clerk's pay and expenses for the period 30th August to 25th September 2016 – comprising of pay for the month £1,023.40 (85 hours @ £12.04 per hour) and expenses £30.75. Payment of pay to be made less any tax and national insurance contributions. **AGREED**
- 9.3. Payment of £320.00 – Litter Picker wages – 40 hours @ £8.00 per hour. Payment of pay to be made less any tax and national insurance contributions. **AGREED**
- 9.4. The following requests for payment, received since 26th September 2016, were **AGREED and RESOLVED** to be paid: payment of £24.00 to Thinking Rural CIC (for the provision of payroll services for August and September 2016); payment of £550.00 to Crawley & Co Chartered Surveyors (for a building survey carried out at Hoveton Village Hall/the production of a Condition Report); payment of £300.00 to SJB Safety Solutions (for the provision of fire/general risk assessments for HVH). The receipt of Precept (£21,150) and Grant Support (£1,754) from North Norfolk District Council was also noted by HPC (total amount received on 30th September 2016 was £22,904.00, and this payment was the second instalment of this year's precept).

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10. **OTHER FINANCIAL MATTERS**

- 10.1. The monthly Cash Flow Report was noted by HPC – no actions were required. Cllr Richmond will circulate a draft budget for 2017/2018 prior to the budget meeting scheduled for Monday 17th October.
- 10.2. HPC **APPROVED** the bank reconciliation for the period 1st July to 30th September 2016, and authorised the Chair to sign the document. Cllr Richmond then signed the bank reconciliation.
- 10.3. The completed VAT reclaim for the period 1st April 2016 to 30th September 2016 was noted by HPC.
- 10.4. HPC considered making several charitable grants, as proposed in the HPC budget for 2016/2017. It was **AGREED and RESOLVED** that HPC should make grants as follows: £350.00 to Hoveton St. Peter PCC (churchyard maintenance); £350.00 to Hoveton St. John PCC (churchyard maintenance); and £500.00 to Norfolk Citizens Advice. It was **AGREED and RESOLVED** HPC would make a "wreath donation" of £65.00 to The Royal British Legion, and the Clerk was instructed to write cheques for each of these donations. **Action Item 7: Cllr Gourlay to contact The Royal British Legion to organise HPC's wreath donation.**

11. **PLANNING MATTERS**

To AGREE and RESOLVE upon the following:

- 11.1. **Planning Application BA/2016/0313/COND** Variation of Condition 2 of permission BA/2015/0379/HOUSEH. Half Acre, Horning Road. **No objection.**
- 11.2. No planning applications had been received since 26th September 2016.
- 11.3. **Planning Decision BA/2015/0179/COND** Variation of Condition 2 of planning permission BA/2005/1570/HISTAP to vary approved plans. Bewilderwood, Horning Road, Hoveton – **APPROVED Noted**
- 11.4. One planning decision, received since 26th September 2016, was noted by HPC: **Planning Decision BA/2016/0228/COND** Variation of conditions 2, 3 and 19 and removal of conditions 7, 11, 12, 20, and 24 from planning permission BA/2014/0248/FUL. Haughs End Road, Lower Street, Hoveton – **APPROVED**
- 11.5. A letter from NNDC, dated 9th September 2016, containing an update on changes to planning services, was noted. Further correspondence to be considered by HPC will follow in due course.
- 11.6. HPC noted a letter from Roger Howe, at NNDC, regarding an application for a Lawful Development Certificate (LDC) relating to 140 Stalham Road, Hoveton (Ref: EF/16/1203). Cllr Gourlay confirmed this application has been withdrawn.
- 11.7. HPC noted an email and attachment dated 15th September 2016, sent by Julian Wells at FW Properties to Rob Parkinson at NNDC in response to HPC's objections to Planning Applications PF/16/0731 and PF/16/0733. These applications have not yet been scheduled for discussion by the NNDC planning committee. HPC could be re-consulted if significant changes are made to the applications, but this is now a matter for the NNDC planning committee to discuss, and there is nothing else for HPC to do at this time.

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

- 12.1. HPC received an update on Granary Staithe from Cllr Howe. Cllr Howe would like to tarmac the corner area of the Staithe (the gravel area near the seats) and has asked Wroxham Builders for a quote for the work. This will be a proposed item to include in HPC's 2017/2018 budget, along with the purchase of extra picnic tables.
- 12.2. HPC received an update on Riverside Park and Pocket Park from Cllr Marshall. The 'performance circle' remains very muddy and it would probably be cheaper to turn this area into a grassy area and put plants in, perhaps with a walkway through the planting and some extra picnic tables (as most people seem to use this as a picnic area). The wildflower area is filled with weeds but no flowers, so it was suggested Patrick Hannant could be asked to cut this area. **Action Item 8: Cllr Marshall to pursue putting together a proposal for Riverside Park and Pocket Park (to include quotes/ideas from landscape gardeners).**
- 12.3. HPC had already received an update on Brook Park from Cllr Dixon (agenda item 5.1) and had agreed and resolved on this matter as necessary.
- 12.4. There were no further matters relating to Granary Staithe, Riverside Park, Pocket Park or Brook Park to agree or resolve.

13. MISCELLANEOUS

- 13.1. As part of the process of doing its due diligence HPC considered further documents relating to Hoveton Village Hall and Playing Field, including: emails concerning the possible liability insurance costs for HVH; the building survey/condition report of HVH (including the Bowls Club/Football Club buildings) as prepared by Crawley & Co Chartered Surveyors; the document "Parish council help for village halls", and the advice within this document regarding funding and governance of village halls; health and safety/fire risk assessments prepared by SJB Safety Solutions (and the "Summary Of Actions" and "Terms and Conditions For Hirers" documents prepared by SJB Safety Solutions). Based on the condition report, which recommended that advice should be sought from a qualified asbestos consultant regarding HVH's roof and the asbestos found there (as well as the condition of the roof in general), HPC felt HVH would be a public liability risk, a financial risk due to the cost of replacing the whole roof, and an administrative risk in terms of the additional work involved for Councillors and the Clerk (HPC might need to employ an extra member of staff to cover this work). But although there was deemed to be significant risk involved in HPC becoming the 'sole trustee' of HVH, HVH would close if HPC did not take on this role. HPC then **AGREED and RESOLVED**, by a unanimous vote, that Hoveton Parish Council would become the 'sole trustee' of Hoveton Village Hall. The current HVH Management Committee needs to take action based on the recommendations of the condition report obtained by HPC, and it was also **AGREED and RESOLVED** that the HVH Management Committee should be asked to commission an asbestos survey for HVH (and the cost of this survey would be met from the HVH accounts). **Action Item 9: Clerk to email asbestos survey quotes already obtained by HPC to Sue Cobb of the HVH Management Committee, with instructions to arrange such a survey.** It was further **AGREED and RESOLVED** HPC should ask

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Henry Meiklejohn at Community Action Norfolk for advice on the next steps to be taken to progress HPC's decision to become the sole trustee of HVH. **Action Item 10: Clerk to contact Henry Meiklejohn to ask for advice.** HPC considered the minutes of a meeting between Michael Olmer of Clapham & Collinge and Councillor Walker. It was **AGREED** HPC would provide Clapham & Collinge with two forms of identification from Cllr Gourlay and two forms of identification from Cllr Richmond, as the chair of the Trust. The Clerk was authorised to instruct Clapham & Collinge to take the necessary steps to progress HPC's decision to become the sole trustee of HVH, as detailed in the above mentioned advice from Henry Meiklejohn.

- 13.2. Due to time constraints, HPC agreed to defer discussion of the Annual Parish Plan Review document to the budget meeting on 17th October.
- 13.3. HPC reviewed a document outlining proposed new signage for the Bittern Line (to and from Hoveton & Wroxham Station). Though HPC **AGREED** signage is required, especially at the station, it felt too many signs had been proposed here. Cllr Howe agreed to send a response to the Bittern Line Partnership on behalf of HPC, and he asked that any comments or feedback on individual signs be emailed to him within the next three weeks. **Action Item 11: Cllr Howe to contact the Bittern Line Partnership with HPC's feedback.**
- 13.4. HPC discussed the condition of the Waterside Rooms and considered a report from Cllr Walker on this subject. Cllr Dixon advised HPC that the Waterside Rooms is an active and confidential matter, currently with the enforcement board of the district council, but he is confident things are "on the move". Cllr Dixon agreed to pass on HPC's interest in the Waterside Rooms as a key site in Hoveton. **Action Item 12: Cllr Howe to contact Natalie Beal at the Broads Authority to update HPC's contact details for further correspondence on this matter.**
- 13.5. HPC discussed the possibility of arranging for a mural to be painted on the white hoarding at the old Broads Hotel site. Cllr Howe said this had been discussed at a meeting between himself, Cllr Walker, and Ed Roy. He felt Roys would be unlikely to fund this project, but he said Roys were happy for HPC to pursue this idea with a local high school/art college. Cllr Marshall suggested art therapy students from Barrington Farm (an independent day services centre) could be asked to create a design for the mural. **Action Item 13: Cllr Marshall to ask Barrington Farm if they could create a mural.**
- 13.6. HPC discussed the concerns raised by a local resident regarding the cash machine outside Roys. The cash machine has reportedly been out of use for some time, but Roys has said the machine is nothing to do with them. HPC **AGREED** this machine is a vital asset for the village and should be fixed (presumably this machine is also beneficial to Roys' sales). **Action Item 14: Clerk to write to Ed Roy to ask him to clarify Roys' position.**
- 13.7. HPC discussed concerns raised by a local resident regarding a lack of street lights in Brimbelow Road. The resident had asked HPC to consider installing extra street lights in Brimbelow Road but HPC felt most residents want to maintain the current 'low light' in the village and avoid light pollution. **Action Item 15: Cllr Richmond to contact resident to explain HPC's position on this matter.**

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- 13.8. HPC **AGREED and RESOLVED** 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 13.9 and item number 13.10 on the grounds that these items involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended). Members of the public were then thanked for their attendance by Cllr Richmond and excluded from the meeting.
- 13.9. HPC considered the Clerk's report and recommendations regarding her hours/job description, and proposed changes to the Clerk's contract of employment. Due to time constraints, it was agreed these matters would be discussed further by HPC, and decisions made, at the 17th October budget meeting. However, HPC **AGREED** that former councillor Mrs Alex Howe should continue to update HPC's website as long as she is happy to do so (until the Clerk has time to set up a new website for HPC), and that the Clerk should update the parish noticeboards, and write/submit HPC's reports for The Bridge.
- 13.10. Due to time constraints, HPC agreed to defer consideration of the Workplace Pensions Summary Report prepared by the Clerk (and all related decisions) until the 17th October budget meeting.

14. MEMBERS MATTERS

- 14.1. The Clerk was asked to write the report for the November issue of The Bridge with items to include: an update on HVH to be written by Cllr Gourlay (to include HPC's decision; information about the new HVH Management Committee, and a 'call out' to see if anyone else would like to get involved with the committee; and thanks to Cllr Walker for all of her hard work in getting HPC to this stage); a request for new councillors to join HPC; an update on current highways issues (including work with NCC to improve the Three Rivers Way embankment); an update on the out of use cash machine outside Roys (HPC aware of the problem, and is looking into it); and the proposal to create a mural at the old Broads Hotel site.
- 14.2. There were no items put forward for consideration at future meetings.

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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:

- Persimmon has been in touch today with a response, but while their email reported progress on some points, it did not address all of the points raised so far, and some significant matters were not included. There are plans to carry out further work and Cllr Dixon senses Persimmon is trying to make progress, so HPC will need to form its own view over whether this is the right time to expose this matter to the media. Cllr Dixon has suggested an on-site meeting between Persimmon and the district council, but this hasn't happened yet (Cllr Dixon noted that NNDC has worked hard on these problems in the past, but has not been able to make any progress with Persimmon). HPC felt Persimmon's response had once again been sent at the last minute and was not in-depth. HPC then **AGREED and RESOLVED** to send a letter to Persimmon and to take this matter to the press. The letter will highlight the agreed actions that have not yet taken place and the amount of time it has taken Persimmon to resolve minor issues (with some issues reportedly running for years). **Action Item 16: Councillor Richmond to consult with Brook Park residents, draft a letter to Persimmon, and circulate the letter to HPC for comments/approval.**
- Cllr Dixon has received a letter from Highways (NCC) regarding the embankment on Horning Road, which was damaged during construction of the Three Rivers Way. Two proposals have been put forward for repairing the embankment – the first involves a mix of grass and wildflowers, and the second involves planting. Planting with shrubs will require more ongoing maintenance and HPC will probably be expected to pay for this. There will also be logistical problems with ongoing maintenance due to the high embankment and the fence at the top of the slope, which may move if the ground is disturbed (as it would be with shrub planting). Cllr Dixon therefore plans to suggest the embankment should be put back as it was, with grass but no shrubs.
- HPC has recently received reports that the public toilets near the Tourist Information Centre have been shut because of vandalism. This has already been reported via the proper channels, but Cllr Dixon agreed to follow up on this matter and report back to HPC.

5.2 To receive a report from a Norfolk Police Community Support Officer


The report from the PCSO was noted. It advised of four reported crimes since the last HPC meeting: on 6th September, a Public Order offence on St Peter's Lane (resolved by Police); on 6th September, an assault on Stalham Road (resolved by Police); on 10th September, a theft which is currently being investigated; and on 14th September, a theft from a train. In comparison, in the same time period last year, there were six reported crimes: one assault, three thefts, one criminal damage, and one burglary other than dwelling. HPC noted that a more detailed monthly report used to be available from the Police, and that this may be of interest to the public. It was agreed the PCSO's report could be publicised on HPC's website in the future.

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5.3 The public to submit questions relating to local issues

- There were no questions from the public relating to local issues. However, Councillor Gourlay introduced a number of members of the public in attendance at the meeting who had agreed to join the new Hoveton Village Hall Management Committee. Terry (not in attendance at the meeting) is an accountant and has agreed to be named as HVH's new treasurer. Melissa will research possible grants and sources of funding for HVH, assisted by former councillor Kerry Walker (not part of the HVH committee, but assisting with funding matters). Sue Cobb will remain as HVH's secretary, and will be the only member of the existing committee to continue in her role. Emily and Pauline will assist Cllr Gourlay with running fundraising events for HVH. Margaret Cannon will continue to act as HVH's caretaker and lettings agent. Rod, the coach of the Football Club (Hoveton Wherryman F.C.), would also like to get involved and perhaps stage a fundraising football tournament (the Football Club needs new facilities). Cllr Gourlay reported Mark Lawrence is still interested in running a gym at HVH, but he has been told he cannot leave equipment out (a meeting is scheduled for this Friday to discuss this). Cllr Howe advised a "Terms of Reference" still needs to be created for the new HVH Management Committee.

Signed  Date 7/11/16

Name MARTIN MCHOOD