

**Minutes of the Parish Council Meeting  
held on 5<sup>th</sup> January 2015 at Hoveton Village Hall**

Present: Councillor M. Richmond (Chair of the Meeting).  
Councillor P. Howe.  
Councillor Mrs C. Williams.  
Councillor C. Robb.  
Councillor C. Marshall.  
Councillor Mrs J. Gourlay.

Officer: Clive Gardner – Clerk

Visitors in Attendance: Councillor N. Dixon (District and County Councillor).  
1 member of the public.

**1. APOLOGIES FOR ABSENCE RESIGNATIONS AND CO-OPTIONS**

- 1.1 Councillor D. Barnett, and Councillor Mrs S. Barnett 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 There was nothing for the Clerk to report.

**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 1<sup>st</sup> December 2014 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 the meeting on 1st December 2014 presented to the meeting were considered and updated.

**7. CORRESPONDENCE**

**7.1 Correspondence received and to be discussed.**

7.1.1 An email dated 5<sup>th</sup> December 2014 from Lottie Carlton Administrative Officer Broads Authority (BA) regarding the Broads Landscape Partnership was discussed. Councillor C. Robb agreed to respond commenting upon Hoveton and Wroxham station.

7.1.2 A run of emails of various dates between Tim Wass Investment Manager Spirit Pub Company the Clerk and Nick Baker Executive Director North Norfolk District Council (NNDC) regarding works at the Kings Head Hotel Station Road Hoveton were noted.

7.1.3 An email dated 3<sup>rd</sup> December 2014 from Norfolk County Council (NCC) regarding progress with the Northern Distributor Road was noted.

7.1.4 An undated letter and accompanying documentation from Norfolk Constabulary regarding match funding for PCSO's was discussed. Councillor M. Richmond agreed to respond to them.

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Clerk: Clive Gardner  
Pinewood Lodge. The Avenue  
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NR12 8LR  
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**7.1.5** A list of training events to be held by Norfolk Parish Training Partnership was discussed. It was **AGREED** and **RESOLVED** that each Councillor should consider attending the seminar on finance and possibly the seminar on elections. Councillors to let the Clerk know if they do or do not want to attend.

**7.1.6** An email dated 12<sup>th</sup> December 2014 from Marya Parker of Rowbottom Parker regarding a questionnaire relating to the proposed Hoveton Broad Restoration Project was discussed. Councillor Mrs C. Williams agreed to draft a response.

**7.1.7** An email dated 5<sup>th</sup> December 2014 from James Ashby Contaminated Land Officer NNDC regarding the removal of the air quality monitor on Norwich Road Hoveton was noted.

**7.1.8** A letter from Norfolk Campaign to Protect Rural England dated 4<sup>th</sup> December 2014 regarding light pollution and the completion of a questionnaire was discussed. It was **AGREED** and **RESOLVED** that the Clerk would complete the technical questions in the questionnaire and then pass to Councillor M. Richmond for him to complete and send back.

**7.1.9** A request in a letter from Norfolk Age UK dated 18<sup>th</sup> November 2014 requesting a grant was noted and it was **AGREED** and **RESOLVED** that no grant should be made.

**7.1.10** An email from Jackie Crisp dated 1<sup>st</sup> December 2014 in respect of Granary Staithe was noted.

**7.1.11** A letter from The Royal British Legion dated 11<sup>th</sup> December 2014 was noted.

**7.1.12** There was no correspondence received since 29<sup>th</sup> December 2014.

## **7.2 Correspondence sent and noted.**

**7.2.1** An email dated 3<sup>rd</sup> December 2014 from the Clerk to Andrea Long Director of Planning and Resources BA regarding Broads Community Forums was noted.

**7.2.2** There was no correspondence sent since 29<sup>th</sup> December 2014.

## **8. FINANCIAL MATTERS**

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

**8.1.1** The Clerks pay and expenses for the period December 2014 comprising:  
pay for the month £721.88, mileage £ 34.74 postage £ 10.24 and stationary £10.98.  
Payment of pay to be made less any tax and National Insurance  
Contributions. Total Payment.

£ 777.84

**8.1.2** Litterpicker Wages

£ 157.00

**8.1.3** To pay The Garden Guardian for grass cutting of the Village playing Field

£1300.80

**8.1.4** To pay Hoveton Village Hall for room hire

£ 43.75

**8.2.** The predicted cash flow 2015-2018 was considered. It was **AGREED** and **RESOLVED** that Councillor C. Robb would collate a list of special projects for discussion at the next meeting.

**8.3** It was **AGREED** and **RESOLVED** to appoint Richard Canwell as Internal Auditor for the year ended 2014/2015.

**8.4** The bank reconciliation dated 2nd January 2015 was approved and Councillor M. Richmond signed the same in order to indicate this approval.

**8.5** It was **AGREED** and **RESOLVED** that there be the establishment of a Financial Working Group comprised of the Clerk, Councillor M. Richmond, Councillor C. Robb and Councillor C. Marshall.

**8.6** It was **AGREED** and **RESOLVED** that the Clerk would arrange for a temporary Clerk to attend the Hoveton Parish Council meeting on 2<sup>nd</sup> February 2015.

**8.7** There was one requests for payment received since 29<sup>th</sup> December 2014 as follows:

**8.7.1** To pay Councillor P. Howe by way of reimbursement for the cost of purchasing the Litterpickers gloves £10.79.

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## 9. PLANNING

### 9.1 PLANNING APPLICATIONS

**9.1.1 Planning Application (BA) 2014/0409/FUL** Replacement of existing ATM through bank front glazing for new DDA height ATM Riverside Centre Norwich Road Hoveton. No objection.

**9.1.2 Planning Application (BA) 2014/0407/FUL** New vehicular access from the A1062 Horning Road, car park, timber equipment store, temporary equipment store, temporary toilet facilities, footpath and canoe slipway at Pound End; landing stage, boardwalk and viewing platform at Great Hoveton Board; and temporary de-watering lagoon on The Haugh, Horning Road Hoveton Estate. No objection although the Clerk was asked to comment to BA that this would (albeit in a small way) result in increased traffic flows through Hoveton and Wroxham.

**9.1.3** There was the following planning application received since 29<sup>th</sup> December 2014:

**Planning Application (BA) 2014/0387/ADV** The erection of 9 signs at Granary Staithe Hoveton. No objection.

### 9.2 PLANNING DECISIONS and APPEALS

**9.2.1 Planning Decision (Approved) (BA) 2014/0344/FUL** Resubmission of withdrawn application BA/2013/0326/FUL for a proposed two bedroom holiday chalet. The Firs, Brimbelow Road, Hoveton. Noted.

**9.2.2 Planning Decision (Approved) (NNDC) PF/14/1335** Erection of single storey side extension. Nortons, Meadow Drive, Hoveton. Noted.

**9.2.3** There were no planning decisions/appeals received since 29<sup>th</sup> December 2014.

## 10. GRANARY STAITHE, RIVERSIDE PARK AND POCKET PARK

### 10.1 GRANARY STAITHE

**10.1.1** Councillor P. Howe made the point that the benches by the riverside were badly soiled with bird excrement.

**10.1.2** Councillor M. Richmond explained that there were monies still owing to Paul Thain for the work carried out at Granary Staithe. These were being retained pending rectification work. He confirmed he had considered the email from Councillor P. Howe and recommended that estimates be obtained for the rectification work and the cost deducted from the monies retained even though dealing with the matter in this way presented some risk to the Council. Councillor P. Howe agreed to obtain the estimates that were needed.

**10.1.3** It was **AGREED** and **RESOLVED** to purchase five brown reconstituted plastic benches for Granary Staithe. These to be those being sold by Glasdon black base with brown slats at the best price possible. The Clerk would place the order.

**10.1.4** An email dated 11<sup>th</sup> December 2014 from Councillor P Howe to Justin Le May NCC Highway Support Engineer and Justin Le May's response was discussed. It was **AGREED** and **RESOLVED** that no further action be taken. Councillor M. Richmond agreed to chase up BA over the proposed lease to BA of Granary Staithe.

**10.1.5** It was **AGREED** and **RESOLVED** not to secure the seating and picnic benches to the ground at Granary Staithe contrary to the recommendation in the Health and Safety report. The Clerk commented that if the Council ignored a recommendation in the report then there should be good reasons for departing from its recommendations.

### 10.2 Riverside Park and Pocket Park.

**10.2.1** It was **AGREED** and **RESOLVED** not to secure the seating to the ground in Riverside Park and Pocket Park contrary to the recommendation in the Health and Safety report. The Clerk commented that if the Council ignored a recommendation in the report then there should be good reasons for departing from its recommendations.

**10.2.2** It was **AGREED** and **RESOLVED** to purchase one brown reconstituted plastic bench for Granary Staithe. This to be that being sold by Glasdon black base with brown slats at the best price possible. The Clerk would place the order.

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**10.2.3** A letter from Lesley Marsden Landscape Officer BA dated 25<sup>th</sup> November 2014 regarding Riverside Park and adjoining area was noted.

## **10.3 Brook Park**

**10.3.1** There was nothing to report in relation to Brook Park.

## **11. MISCELLANEOUS**

**11.1** The provision of a trod on Tunstead Road and an application for part funding under the Parish Partnership Scheme was considered. Councillor C. Robb confirmed that he had not been able to obtain satisfactory costings from NCC and he would attempt to obtain more satisfactory costings from them and try to obtain an extension of time for submitting a bid to Parish Partnership Scheme.

**11.2** The Clerk reported upon a meeting he had with Community Payback Unit in respect of them carrying out work in Hoveton. It was **AGREED** and **RESOLVED** that the Clerk would contact Community Payback Unit and liaise with Councillor C. Robb over them carrying out work at Riverside Park and Pocket Park.

**11.3** Grass cutting in Hoveton generally was to be carried forward to the next meeting.

**11.4** Councillors noted the requirements to be considered in relation to the Parish Council elections scheduled to take place on the 7<sup>th</sup> May 2015 and acknowledged that it was not the Clerk's role to co-ordinate individual Councillors nomination papers.

**11.5** Councillor Mrs C. Williams agreed to draft a letter regarding access to Great Hoveton Broad and Hudson's Bay that connects therewith.

**11.6** The consultation paper issued by BA named "Branding the Broads" and the draft response prepared by Councillor P Howe was considered. It was **AGREED** and **RESOLVED** that Councillor P Howe would redraft the response taking into account Brian Wilkins comments and recirculate it to Councillors for approval before responding to BA.

**11.7** Councillor M. Richmond explained his suggestions for the Annual Village meeting including holding it on a Saturday morning, and including activities such as cake stalls, face painting, and other proposals. The Clerk will explore with Hoveton Village Hall whether there will be any availability to use the hall on a Saturday in May 2015.

**11.8** It was **AGREED** and **RESOLVED** that future meetings of Hoveton Parish Council would commence at 6.30pm subject to the Jubilee Room being available.

## **12. POLICY AND DOCUMENT REVIEW AND REVIEW OF MAINTENANCE CONTRACTS**

**12.1** It was **AGREED** and **RESOLVED** that the following documents had been reviewed and approved without amendment:

- Employees Complaints Procedures.
- Employees Disciplinary Procedure.
- Code of Conduct.
- Complaints Procedure.
- Terms of reference Granary Staithe Working Party.
- Terms of reference Riverside Park and Pocket Park Working Party.

It was **AGREED** and **RESOLVED** that the Clerk would revise the Model Publication Scheme and that Councillor M. Richmond would review Standing Orders and Financial Regulations against the current precedent drafts issued by the National Association of Local Councils.

**12.2** It was **AGREED** and **RESOLVED** that the following risk assessments/Inspection records as amended/drafted by the Clerk were approved:

- Litterpicker Risk Assessment.
- Granary Staithe Risk Assessment.
- General Risk Assessment.
- Financial Risk Assessment.
- The preparation of a risk assessment for Riverside Park and Pocket Park.
- Inspection record for Riverside Park/Pocket Park.

A draft of the Inspection record for Granary Staithe prepared by Councillor P. Howe was approved.

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**12.3** The following maintenance contracts were reviewed:

- The contract for the maintenance of flower beds in Hoveton with NNDC.
- The contract for the maintenance of Riverside Park and Pocket Park with Patrick Hannant.
- Payroll Norfolk Association of Local Councils.

The Clerk to obtain quotations for the renewal of the contracts for the maintenance of flower beds and the maintenance of Riverside Park and Pocket Park. The contract for the payroll at £10 per month with Norfolk Rural Community Council was approved.

### **13. MEMBERS MATTERS**


**13.1** It was confirmed that Councillor A. Howe proposed to submit an article to the Bridge about the Litterpicker.

**13.2** There were no other matters to mention at future meetings except those mentioned above in these minutes.

**The meeting closed at 10.15 pm.**

**The next meeting of Hoveton Parish Council  
will be held in the Jubilee Room Hoveton Village Hall  
at 6.30pm Monday, 2nd February 2015**

Signed



Date

2<sup>nd</sup> Feb 2015

Name

MARTIN RICHMOND

# HOVETON PARISH COUNCIL

## Addendum

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### 5. PUBLIC SPEAKING

5.1 Councillor N Dixon mentioned the following matters:

5.1.1 Councillor N Dixon commented that he noted from the report of PCSO Laura Bennett that reported crime had increased. He commented that the report did not reflect gravity of the situation at Brook Park Hoveton where he knew of somebody who had sold their house because of the position over anti-social behaviour. He thought it would be helpful if PCSO Laura Bennett could attend the next meeting of the Council.

5.1.2 Councillor N Dixon remarked upon the surface of the footpath between Tunstead Road and Stalham Road which appeared slippery. Councillor M. Richmond commented that this matter had been raised with either NCC or Persimmon before who had stated that the surface had been laid in accordance with NCC's specification. The Clerk agreed to forward the email correspondence to Councillor N Dixon if he could locate it.

5.2 The report of PCSO Laura Bennett was noted.

5.3 Brian Wilkins, a committee member of the Norfolk and Suffolk Boating Association (NSBA), spoke regarding the proposal by the BA to rebrand the organisation as a National Park. The NSBA opposed this on the basis that such a rebranding might be the first step towards trying to change the status of the BA to a National Park which would make a fundamental difference to the BA's priorities giving priority to conservation over navigation. NSBA were seeking a statement from BA that they would not as a result of the rebranding, and at a later date, seek to become a National Park.

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