

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 2nd October 2015 at the Jubilee Room Hoveton Village Hall

Present: Councillor Peter Howe (Chair of the Meeting).
Councillor Mrs Alex Howe.
Councillor Mrs Jill Gourlay (Minute taker)
Councillor Christopher Marshall

Visitors in Attendance: Councillor N. Dixon (District and County Councillor)
Kerry Walker – Observer

1. APOLOGIES, RESIGNATIONS, CO-OPTIONS, AND ELECTIONS

- 1.1 Councillors Martin Richmond, Paul Keeble, and Karen Lincoln gave their apologies.
- 1.2 There were no co-options
- 1.3 There were no resignations.

2. QUESTIONS OF THE CLERK AND CLERK'S REPORT

- 2.1 A vacancy still existed for the position of Clerk so there were no questions
- 2.2 and no report.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Parish Council Meeting on 7th September were **AGREED** and would be signed by Councillor Martin Richmond prior to the next meeting.

5. PUBLIC SPEAKING

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

6. ACTIONS

To consider the general actions list arising from the meeting of Hoveton Parish Council on 15th September 2015:

- (7.1.4 – Toilets by the Information Centre)** – Councillor Alex Howe had contacted Gareth Jones at Kier in respect of extending the closing time and had received confirmation to this effect.
- (7.1.8 – Coastal flooding)** – Councillor Paul Keeble still awaiting information.
- (7.1.11.3 – The Trod, Tunstead Road)** – Councillor Peter Howe had been advised that the work would start around mid-October.
- (10.1.2 – Memorial Bench for Councillor Joan Newey)** - Councillor Alex Howe had ordered the bench from Wybone and the invoice would be sent to Steve Newey as the family were covering the cost.
- (11.2 – McDonalds sponsorship for bin on Granary Staithe)** – Councillor Alex Howe still awaiting a response from the local Manager.
- (11.5 – Brook Park Roundabout)** – Councillor Gourlay still awaiting a response from Simon Briggs at Norfolk Council.
- (11.8 – Right to Bid)** – Councillor Richmond to follow this up.
- (11.9 – Councillor Newey's paperwork)** – See item 13.5.
- (11.10)** - Councillor Richmond to ask about a play area at Hoveton St. John.

7. CORRESPONDENCE (received and to be discussed)

- 7.1 An email from Andrea Long, Director of Planning and Resources, Broads Authority, advising of a meeting on 26th October about the Hickling Broad Advancement project, was noted.
- 7.2 A letter from Rita Massingham at Hoveton Village Hall dated 16th September 2015 (and the Clerk's response 7.2.1) was noted. Councillors Gourlay and Howe to follow up the 3 items highlighted by Mrs. Massingham.
- 7.3 A letter from Gemma Faircloth, Public Protection Manager at NNDC, dated 15th September 2015 regarding Gambling and Licensing Policy reviews was note.

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7.4 An email from Heather Icke dated 25th September 2015 regarding street lights not working on the footpath alongside Brook Park, was noted. Councillor Dixon has reported the problem to NNDC but was advised that the problem currently remains with Persimmon. Councillor Alex Howe to advise Councillors Keeble and Lincoln of this.

7.5 A co-option from received from Kerry Walker of the Old Vicarage, Horning Road, was noted.

7.6 Correspondence regarding the NALC Autumn Conference was noted. Councillor Marshall to attend. Councillor Howe to fill in the form on his behalf.

7.7 Correspondence received since 28th September 2015

7.7.1 Three items had been received from FW Properties regarding the Horning Road development. HPC awaits applications.

Councillor Gourlay had put forward an alternative suggestion in respect of the siting of the car park, which she thought would be better placed on the end of the school playing field and open to the general public and parents. The school security gates could be moved back to allow the school to remain secure at all times, with secure fencing to be installed at the back of the car park. All work to be carried out and the Parish for allotments. **IT WAS AGREED AND RESOLVED** that Councillor Gourlay would discuss her idea with Councillor Richmond and that she would also contact the School.

Councillor Alex Howe pointed out that FW's plans state Littlewoods Lane whereas it should be Littlewood. She had contacted Julian Wells with the information and he was looking in to it.

7.7.2 Notification from NNDC of intention to prepare a new Local Plan (Regulation 18). Due to the resignation of the Clerk HPC had not received this notification in time for the consultation deadline of 9th October to be noted. NNDC to be asked if an extension to the deadline could be granted..

7.7.3 Notification of NALC's 67th AGM at the Norwich Football Club on 17th October 2015 was noted.

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

8.1 To note correspondence with Simon Briggs at NCC regarding litter bin consents (forms included as 8.1.1 – 8.1.3 – Clerk's response at 8.1.4). No confirmation yet received from Simon Briggs. Needs chasing up. Councillor Alex Howe had previously spoken to NCC and been advised that the consents were 'just a formality'.

8.2 An email dated 10th September 2015 from the Clerk to Steve Pinnington at Bure Valley Conservation regarding the Hoveton bridle path was noted.

8.3 An email dated 11th September 2015 to Graham Kelly at the Spirit Pub Company regarding the Kings Head was noted.

8.4 Correspondence sent after 28th September 2015

None

9. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS

9.1 Clerk's pay and expenses for the period September 2015 comprising: pay for the month £552.29 (40 hours 10 minutes @ £13.75 per hour); mileage £11.93; postages £10.94; home allowance contribution to cover the period 1st April to 28th September 2015 £75. Payment of pay to be made less any tax and national insurance contributions. Agreed. **£650.16**

9.2 Litter Picker's wages (40 hours) payment of wages to be made less any tax and national insurance contributions. Agreed. **£314.00**

9.3 Wroxham Builders for works on Granary Staithe comprising tarmac repairs and laying of a new walkway. Agreed. **£4,274.40**

10. OTHER FINANCIAL MATTERS

10.1 It was **AGREED AND RESOLVED** to accept the Bank Reconciliation as at 22nd September 2015. Councillor Peter Howe expressed the view that a financial spread-sheet should be available at every meeting.

10.2 HPC's banking arrangements were considered following the resignation of Councillor Colin Robb, and the Clerk. It was **AGREED AND RESOLVED** that three signatories were enough for the Mandate arrangements; these were Councillors Richmond, Peter Howe, and Marshall. Councillor Richmond to contact Barclays regarding the deletion of Clive Gardener and Colin Robb.

10.3 The monthly Cash Flow Report was noted and agreed.

10.4 It was **AGREED AND RESOLVED** that Councillor Richmond would draft the budget as soon as possible and that a meeting be held on Wednesday 28th October 2015 to discuss same.

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10.5 The residual payments to Mr. Clive Gardner, former Clerk and RFO, regarding handover activities were noted.

10.6 Requests for payments received since 28th September 2015

Payment of an invoice from LFCC in respect of advert on their web site for position of Clerk was agreed. **£210.00**

11. PLANNING MATTERS

To AGREE AND RESOLVE upon the following:

11.1 Planning Application BA/2015/0238/COND

Variation of condition 2 of Planning Permission BA/2009/0250/FUL to vary the approved plans Bewilderwood, Horning Road, Hoveton. No objection.

11.2 Planning Application BA/2015/0239/COND

Variation of condition 2 of Planning Permission BA/2011/0067/FUL to vary the approved plans Bewilderwood, Horning Road, Hoveton. No objection.

11.3 Planning Application BA/2015/0240/COND

Variation of conditions 2 (approved plans) and 7 (Long Lane access) of planning permission BA/2012/0038/FUL Bewilderwood, Horning Road, Hoveton. Draft response included as 11.3.1. Objection.

11.4 Planning Application BA/2015/0244/COND

Removal of condition 5 from planning permission BA/2008/0266/FUL Barnes Brinkcraft, Staithe Way Road, Wroxham. No objection.

11.5 Planning Application BA/2015/0307/HOUSEH

Erection of Double Garage, Cornerways, Meadow Drive, Hoveton. No objection.

11.6 Planning Application BA/2015/0305/HOUSEH

Two storey side extension, Half Acre, Horning Road, Hoveton. No objection.

11.7 Planning Application BA/2015/0316/FUL

182m replacement of quay heading, Barnes Brinkcraft, Riverside Road, Hoveton. No objection.

11.8 Planning Decision (North Norfolk District Council (NNDC) PF/15/1046

Erection of extension to Police Station. Approved.

11.9 To note email correspondence with the Broads Authority regarding shop canopies in Hoveton. The BA has acknowledged our email of 11th September expressing concern and will keep the PC informed of any progress.

11.10 To consider further the practicality of putting in place a Neighbourhood Plan pursuant to the Localism Act 2011 and the Town and Country Planning Act 1990 and to report on the meeting at the Jubilee Room, Village Hall, Hoveton at 7pm Monday 28th September 2015 and **AGREE AND RESOLVE** appropriately. Approved. Councillor Gourlay to contact Shaun Vincent in respect of the price and funding arrangements. Councillor Richmond to contact Wroxham Parish Council.

11.11 Planning Applications received since 28th September 2015.

None received.

11.12 Planning Decisions and Appeals received since 28th September 2015.

None received.

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

12.1 HPC had received £200 for winning NNDC's Environmental Award and it was suggested that the money could be spent on a community notice board to be erected on the Staithe. Councillor Peter Howe to look in to this. Councillor Howe also suggested that an on-going maintenance budget be agreed for items such as the quay heading etc.

12.2 This had been reported on under item 6.


12.3 The bench in the Riverside/Pocket Park area needs repair. Councillor Marshall has asked ex-Councillor Colin Robb for the contact details of his contractors.

12.4 There was no report concerning Brook Park as both relevant Councillors were absent.

12.5 There were no issues to agree or resolve.

13. MISCELLANEOUS

13.1 The run of correspondence (including items 13.1.1 & 13.1.2) between the ex-Clerk, Martin Green Estates, and the Valuation Manager at NNDC was noted. The matter was now with NNDC and HPC awaited agreement regarding the addition of the area occupied by the bowling club for the Right to Bid nomination for the Village Hall and the Recreation Ground.

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13.2 Quotations were still awaited in respect of grass cutting in Hoveton. Councillor Richmond to continue to pursue this issue.

13.3 Councillor Gourlay to provide a written report on a meeting with Henry Meiklejohn on 1st October regarding the future of the Village Hall.

13.4 Councillor Alex Howe reported that the bench which had been damaged by the contractors during work on Granary Staithe had now been repaired and relocated close by the bus stop at the top end of Stalham Road. The memorial bench for Councillor Newey would go on to the Staithe to fill the gap left by the damaged bench. The litter bin which had been moved away from the bus shelter back to its original position had remained in place.

13.5 Councillor Alex Howe reported that there was no room in the Village Hall's storage area for a third filing cabinet. It was decided to defer the matter to another meeting but in the meantime Councillor Howe to contact the Archive Department at County Hall.

13.6 Councillor Dixon stated that NNDC is mandated to place (and maintain) play equipment on Brook Park, on the central area near Malthouse Drive. Councillor Dixon also to enquire about the position of HPC in respect of community bins in the light of some archive notes discovered by Councillor Alex Howe, in which it was stated that community bins should be paid for by NDC.

13.7 An advert had been placed regarding the position of a Clerk for HPC (see item 10.6). No applications had been received as at the date of this meeting.

14. MEMBERS MATTERS

14.1 Councillor Alex Howe to write the report for October issue of The Bridge.

14.2 No suggestions were put forward for consideration.

ADDENDUM

5. PUBLIC SPEAKING

5.1 Councillor Dixon raised the following points:

5.1.1 He had been informed that the Konect Bus Service number 53, as from 2nd November, will stop in the village instead of going on to the roundabout at Brook Park. Councillor Dixon would be asking NCC to contact Konect Buses and he asked HPC to also write to Konect Buses. Councillor Gourlay to do this, and to copy her letter to Councillor Alex Howe for putting on HPC's web site. Councillor Dixon was asked to contact Norman Lamb MP for further support. A conversation about this issue had been started on 'Street Life' by a local resident.

5.1.2 Bewilderwood application for relaxing access along Long Lane – Councillor Dixon had objected as had HPC.

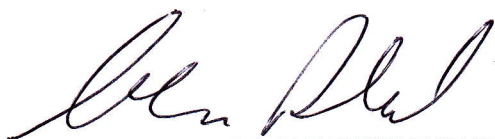
5.1.3 Councillor Dixon highlighted a training workshop for Parish Councillors at Neatishead Village Hall on 30th November.

5.1.4 Councillor Dixon highlighted the intention of NNDC to prepare a new Local Plan in accordance with Regulation 18 and it was agreed that this would be complimentary to the Neighbourhood Plan. It would be a parallel process and the Neighbourhood Plan would run until 2036 whereas the Local Plan, the work on which commenced in 2012, would run for 24 years.

5.2 No report had been received from Norfolk Police, and there had been no reply from PCSO Laura Bennett about her last report.

5.3 There were no questions from members of the public.

Signed



Date

9.11.2015

Name

Martin Richmond