



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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Minutes of the Meeting of Hoveton Parish Council Monday 8th October 2018 at 6.30pm, Hoveton Village Hall

Present: Councillor Peter Howe (Chair of the Meeting)
Councillor Jilly Gourlay
Councillor Alex Howe
Councillor Christopher Marshall
Councillor Russell Reeve

In Attendance: Miss Lisa Weller (Parish Clerk)
Councillor Nigel Dixon (District and County Councillor)
Twelve members of the public

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Martin Richmond and Cllr Ann Rogers.

2. DECLARATIONS OF INTEREST

There were no declarations of interest or requests for dispensation.

3. MINUTES OF PREVIOUS MEETING

The minutes of Hoveton Parish Council's meeting of Wednesday 5th September 2018 were AGREED and APPROVED. The minutes were signed by Cllr Peter Howe.

4. PUBLIC FORUM

4.1. District/County Councillor. Cllr Dixon has met with Anglian Water and other relevant agencies to discuss Hoveton's sewer network problems. Notes from the meeting will be available soon and a meeting with Anglian Water's new planning and developments team has been requested. Cllr Dixon is chasing action by North Norfolk District Council (NNDC) regarding a 'flush problem' in the Station Road public toilets. Broadland High has installed a new security fence between the school playing field and the Tunstead Road footpath. Work on the second Roys car park has been delayed as the planning permission granted was only for a temporary three-year period and Roys would like at least a five-year period granted. This is now under review by the Broads Authority. The stakeholders' meeting concerning local traffic and transport networks was constructive. Vital feedback was given to Highways, letting them know changes are needed.

4.2. A written police report detailed recent speed enforcement work within the village. One motorist was caught travelling at 50mph on Tunstead Road during school time, while a number of other motorists had been warned by the police or reported for offences.

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- 4.3. Questions from members of the public relating to local issues. Hoveton Parish Council (HPC) was asked about a rumour concerning changes at Hoveton Police Station. HPC suggested the resident contact Hoveton's Beat Manager. The lack of school signs on Horning Road/Church Road was noted. HPC has asked Norfolk County Council (NCC) to replace the Horning Road school sign but this hasn't been done yet. HPC to chase (**Action Cllr A Howe**). A resident raised concerns about the poorly-lit footpath outside the railway station. To be discussed at next meeting. A resident of Brook Park reported the public open space isn't being tended to by Persimmon so weeds are growing back. This area was due to be re-seeded by the end of September, but the work has not yet been done (Cllr Dixon to chase). There are also problems with dog mess in the public open space. This has been reported to NNDC and HPC will support any action NNDC decides to take.

5. CLERK'S REPORT – The Clerk had nothing additional to report.

6. MATTERS ARISING FROM PREVIOUS MEETINGS



Use of SAM2 on Horning Road West and Station Road. Waiting on response from NCC, but HPC needs to identify a suitable lamppost on Station Road.

7. PLANNING

- 7.1. Planning applications received for comment since 2nd October 2018:
- 7.1a. PF/18/1806 – Erection of front single-storey extension. 51 Waveney Drive, Hoveton. AGREED **no objection** (proposed by Cllr Marshall, all in favour).
 - 7.1b. BA/2018/0371/FUL – Replace 80m of quayheading. Barnes Brinkcraft Ltd Launch Hire, Riverside Road, Hoveton. AGREED **no objection** (proposed by Cllr Marshall, all in favour).
- 7.2. Notification of planning application consultation response submitted by the Clerk, as per HPC's Planning Protocol. BA/2018/0325/FUL – Viewing platform. Hoveton Great Broad, Lower Street, Hoveton. NO OBJECTION.
- 7.3. Notification of planning decisions:
- 7.3a. BA/2018/0285/HOUSEH (New Boathouse; Brightside, Brimbelow Rd) *Approved*
 - 7.3b. PF/18/1339 (Change of use from shop/workshop (Class A1/B1) to gym (Class D2); Unit 5, Station Business Park, Horning Road West) *Approved*
- 7.4. HPC noted two Tree Preservation Orders, confirmed without modification:
- 7.4a. BA/2018/0003/TPO – Car Park Adj Station Cottages, Station Road, Hoveton.
 - 7.4b. BA/2018/0017/TPO – Bureside Lodge, 3 Bure Court, Marsh Road, Hoveton.
- 7.5. The Broads Centre landscaping improvements. No further updates. Waiting for sight of final plans.
- 7.6. Planning correspondence received since 2nd October 2018:
- 7.6a. BA/2018/0002/TPO – Meadow Drive. Tree Preservation Order. *Withdrawn*
 - 7.6b. BA/2018/0019/TPO – Meadow Drive. Tree Preservation Order. *Confirmed*

8. FINANCE

- 8.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.

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- 8.2. Items of expenditure. HPC RESOLVED to approve the following payments (proposed by Cllr Peter Howe, all in favour):


HMRC	Tax & NIC (September 2018)	£358.21
Thinking Rural	Payroll Services (September 2018)	£12.00
CIM Signs & Graphics	Granary Staithe Gate Sign	£12.00
Carl Bird Ltd	Skip Hire (Riverside Park Clearance Work)	£256.80
Staff Costs	Clerk's Wages & Expenses (September 2018)	£1,979.42*
Norfolk Pension Fund	Workplace Pension Contributions (Sept 2018)	£540.66
Staff Costs	Litter Picker's Wages (September 2018)	£385.00
Garden Guardian	Highway Grass Cutting (September 2018)	£465.83
E.on	Electricity Supply (Street Lighting)	£189.58

*Payment of pay to be made less any tax, national insurance, and workplace pension contributions.

- 8.3. Receipt of Precept (£23,547.00) and Grant Support (£1,451.00) from NNDC. Noted.
- 8.4. HPC RESOLVED to approve a bank reconciliation prepared by the RFO for the period 1st July 2018 to 30th September 2018 (proposed by Cllr Peter Howe, all in favour). The bank reconciliation was signed by Cllr Peter Howe.
- 8.5. HPC noted the completed VAT reclaim for the period 1st April 2018 to 30th September 2018 (total claim of £1,039.22).
- 8.6. Six-month budget review. To address an expected budget overspend, HPC AGREED and RESOLVED to make the following budget changes and virements:
- 8.6a. Virement of £1,800 from Contingency Fund to Clerk's Salary budget heading.
- 8.6b. Virement of £1,100 from Contingency Fund to LGPS budget heading.
- 8.6c. Virement of £200 from Councillor and Clerk Training budget heading to Litter Picker's Salary budget heading.
- 8.6d. Virements of £800 from Audit/Legal Fees/Fees and Charges budget heading, £350 from Riverside and Pocket Parks budget heading, and £450 from Special Projects budget heading (£1,600 in total) to Tax and NIC budget heading.
- 8.6e. Virement of £300 from Norfolk Citizens Advice budget heading to Miscellaneous Grants & Donations budget heading.
- HPC also RESOLVED to approve a request from the Litter Picker for new work boots, at a cost of £39.99.
- 8.7. HPC RESOLVED to make a grant of £200.00 to Wroxham-Hoveton-Belaugh Voluntary Community Care.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. Drains clearance is a work in progress. HPC to ask St John Ambulance to trim its overhanging trees, as the trees are making the corner of Station Road very dark (**Action Cllr A Howe & Cllr P Howe**).
- 9.2. Request from NCC. Erection of signposts for public footpaths. HPC AGREED signs in the locations indicated by NCC would be unnecessary. To advise NCC (**Action Clerk**). HPC to supply NCC with information on Hoveton Footpath No 1 (**Action Cllr P Howe**).

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- 9.3. Request by over twenty parishioners for a replacement bus stop (and new bus shelter) at Horning Road/Palmers Lane junction. HPC RESOLVED to ask NCC to put a stop in this location (**Action Clerk**). HPC to consider bus shelter request if bus stop request is successful.

10. GRANARY STAITHE


HPC AGREED the Granary Staithe Charity Day should be rearranged for 2019. New date to be agreed with local charities (**Action Cllr P Howe**).

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. The 'performance circle' needs attention. The Broads Authority is preparing a proposal for this area but the officer responsible has been difficult to get hold of. HPC to chase (**Action Cllr P Howe**).
- 11.2. Community Payback Unit work begins 9th October. Skip delivered today. Cllr Marshall to meet the CPU team each morning to direct the work. It is hoped the wildflower area will be re-seeded once the weeds have been removed.

12. SERVICES AND AMENITIES

- 12.1. HPC AGREED to add five benches to its asset register following its review of benches and picnic tables in the village. Of these five benches, two were not listed on the asset register at the time of purchase, one was moved following repairs and not relisted, and two were purchased by the Broads Authority but the Broads Authority has now passed responsibility for these benches to HPC. Due to the condition of the four low benches in the corner of Pocket Park, it was AGREED these benches should be removed and replaced with two new benches. HPC to seek the owner of a plaque attached to one of the benches. Four other benches need to be replaced or repaired, with quotes needed for this (**Action Cllr A Howe & Cllr P Howe**).
- 12.2. Waiting on NNDC report regarding ownership and maintenance of public litter bins.
- 12.3. Grit bins – provision for winter season/ownership of grit bins. Deferred to next meeting in order to clarify information provided by NCC.
- 12.4. Flower beds (planting and maintenance for 2019/2020 season):
- 12.4a. HPC AGREED that NNDC should complete all work scheduled until April 2019, including the 'spring planting' in December 2018.
- 12.4b. HPC considered the suggested planting plan prepared by HPC's volunteer, who was thanked for her ongoing hard work on this project. HPC was in favour of the proposals made in this plan and AGREED to do the following: request a copy of the planting schedule used by NNDC (already done, awaiting response); ask to be put on the waiting list for another brown bin (**Action Cllr A Howe & Cllr P Howe**); approach Roys for an introduction to their Highways Nurseries, to see if they will supply specific shrubs and plants (**Action Cllr P Howe**); consider other local businesses who might 'sponsor' a flowerbed; promote this project to local residents through The Bridge and social media (HPC's volunteer was also given permission to deliver leaflets asking for volunteers). Two volunteers have come forward to design and tend to the flower bed outside Hoveton Village Hall. All of

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the flower beds are big, so a low maintenance, dry garden plan is proposed with less colour but more interesting planting.

13. CORRESPONDENCE

- 13.1. Parishioner email. Request for speed monitoring on Horning Road. HPC to investigate whether SAM2 could be used on Horning Road (**Action Cllr A Howe**).
- 13.2. Norfolk Against Scams Partnership (NASP). HPC AGREED to join this partnership and to promote its work to local residents (**Action Clerk**).
- 13.3. The Broads Society. Invitation for HPC to become a member. Interests were declared by Cllr P Howe and Cllr A Howe (current and former members of The Broads Society). Deferred to next meeting as only three members able to vote due to declarations.
- 13.4. NNDC Centenary of WW1 Armistice letter. Invitation to sow Flanders Poppy Seeds. To plant seeds in Granary Staithe garden. Other locations to be confirmed.
- 13.5. Correspondence to be noted (for information only):
 - 13.5a. Parishioner email. Tommy silhouette. Response sent by Clerk.
 - 13.5b. WW1 commemorations – Lions Club correspondence.
 - 13.5c. Granary Staithe fence query. Response sent by Cllr Richmond.
- 13.6. Correspondence received or sent since 2nd October 2018. None to be noted by HPC.

14. COMMUNICATIONS

- 14.1. HPC Facebook page and redesigned HPC website have been launched. Old website to be cleared of content and domain name redirected (**Action Clerk**). Current domain name is part of a web hosting package which is due to be cancelled. HPC to transfer domain name from web hosting package if possible (**Action Cllr Richmond**).
- 14.2. HPC AGREED to appoint Cllr Alex Howe as a backup administrator and moderator for HPC's website and Facebook page.

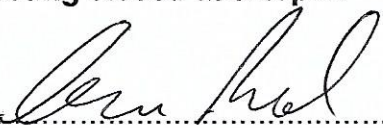
15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. HPC AGREED to pursue the idea of a Hoveton Christmas Tree. HPC to ask if Hoveton Hall may be willing to donate a tree (**Action Cllr A Howe**) and to ask local businesses for help with this project (**Action Cllr A Howe & Cllr P Howe**).
- 15.2. 'Transforming Our Children's Centres' consultation. Proposal to reduce the number of Children's Centres in Norfolk from 53 to 7, resulting in the likely departure of Action for Children from Hoveton. HPC to consider draft consultation response at next meeting (**Action Cllr A Howe & Cllr J Gourlay**).
- 15.3. Items for inclusion in The Bridge magazine (November edition): flower beds; Children's Centres consultation; bench name plaques ownership; Pocket Park clearance work.

16. ITEMS FOR NEXT AGENDA – WEDNESDAY 7TH NOVEMBER 2018

Grit bins. The Broads Society membership. Poorly-lit footpath outside railway station.

The meeting closed at 8.40pm.

Signed 

Date 7/11/18

Name MARTIN RICHMOND