

HOVETON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 18th May 2015 at Hoveton Village Hall

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

Officer: Clive Gardner – Clerk

Visitors in Attendance: Councillor M. Budgen (Wroxham Parish Council)

1. APOLOGIES FOR ABSENCE RESIGNATIONS AND CO-OPTIONS

- 1.1 Councillor C. Robb was elected chair for the meeting. Councillor M. Richmond was unanimously elected as Chair of the Council.
- 1.2 Councillor P. Howe was unanimously elected as Vice Chair of the Council.
- 1.3 All Councillors signed their appropriate declaration of acceptance of office.
- 1.4 The Clerk (Clive Gardner) was appointed as Responsible Finance Officer.
- 1.5 Councillor M. Richmond gave his apologies.
- 1.6 There were no co-options.
- 1.7 There were no resignations.

2. OTHER MATTERS

2.1 The following duties for Councillors were agreed:

- Councillor M. Richmond - Granary Staithe and Finance.
- Councillor P. Howe - Granary Staithe and Footpaths.
- Councillor Mrs A. Howe - Litter and dog fouling, liaison with litter picker.
- Councillor C. Robb - Pocket and Riverside Parks, benches and seats, and Brooke Park liaison.
- Councillor C. Marshall - Planning, Pocket and Riverside Parks and Liaison with Wroxham Parish Council.
- Councillor Mrs J. Gourlay - Granary Staithe and Liaison with Wroxham Parish Council.
- Clerk general administration and footway lights.

2.2 The matters contained in paragraphs (iii) to (ix) and (xi) to (xvii) of Paragraph k of Section 2 of Standing Orders were considered. It was **AGREED** and **RESOLVED** that such matters did not require to be dealt with at this time and in so far as further consideration was needed these would be dealt with during the year except it was **AGREED** and **RESOLVED** that Councillor C. Marshall would become a member of The Riverside and Pocket Park Working Group and Councillor Mrs J. Gourlay would become a member of The Granary Staithe Working Group.

2.3 This item was adjourned until the next meeting.

2.4 This item was adjourned until the next meeting.

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 20th April 2015 were **AGREED** and **APPROVED**. The minutes were signed by Councillor C. Robb.

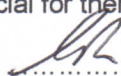
5. PUBLIC SPEAKING

5.1 Councillor N. Dixon gave his apologies for not being able to attend.

5.2 This item was adjourned until the next meeting.

5.3 Councillor M. Budgen (Wroxham Parish Council) expressed the view that it would be more beneficial for there to be more liaison between the two councils. Wroxham Parish Council holds

Initials



Date

1st June 2015

1301

HOVETON PARISH COUNCIL

meetings on the third Thursday every month and wondered whether it would be helpful for Councillors to attend in rotation each other's meetings. Councillors thought this was a good idea.

6. ACTIONS

Consideration of the actions lists were adjourned until the next meeting.

7. CORRESPONDENCE

7.1 Correspondence received and to be discussed.

Consideration of correspondence in items 7.1.1 to 7.1.8 were adjourned until the next meeting.

7.1.9 Correspondence received since 11th May 2015.

7.1.9.1 An email from Carolyn Williams dated 17th May 2015 regarding Heritage Lottery Funding for works at Hoveton Great Broad was considered along with a letter from Norfolk and Suffolk Boating Association dated 12th May 2015. It was **AGREED** and **RESOLVED** that Councillor P. Howe would draft a letter to be sent to Heritage Lottery Fund expressing the view that the funding should be conditional upon greater public access to the broad. Councillor P. Howe agreed to circulate a draft letter for consideration by Council members and then to send it to the Heritage Lottery Fund.

7.2 The following correspondence was sent and discussed:

There was no correspondence sent to be considered.

8. FINANCIAL MATTERS

8.1 Payments were AGREED and RESOLVED as follows:

8.1.1 The Clerk's pay and expenses for the period April 2015 comprising pay for the month £727.60, mileage £32.67 postage £10.89 and stationary £32.42.

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

Contributions. Total Payment.

£ 803.58

8.1.2 Litterpicker Wages

£ 314.00

8.1.3 Pay Robert Martin for the redecoration of benches on the river front

£ 448.33

8.1.4 Pay Patrick Hannant for two invoices for work carried out at Pocket Park and Riverside Park during 2014/2015 in the sums of £1116.00 and £300.00.

£1416.00

8.1.5 Pay (by way of reimbursement to Councillor P. Howe) for the cost of the public notice relating to the grant of rights at Granary Staithe in the The North Norfolk News.

£ 235.87

8.1.6 Pay K Wright for the refurbishment of 3 seating benches.

£ 360.00

8.2 Other Financial Matters.

Consideration of items 8.2.1.1 to 8.2.6 were adjourned until the next meeting.

8.2.7 It was **AGREED** and **RESOLVED** to accept the renewal of the Council's insurance with Zurich Municipal and it was further **AGREED** and **RESOLVED** to authorise the payment of the proposed premium of £1727.34.

8.2.8 Consideration of item 8.2.8 was adjourned until the next meeting.

8.3 The following requests for payment received since 11th May 2015 were **AGREED** and **RESOLVED** to be paid:

8.3.1 To pay Roger Canwell for carrying out the Internal Audit **£81.00**

8.3.2 To pay Councillor C. Robb (by way of reimbursement) for plants purchased for Riverside/Pocket Park **£125.84**.

8.3.3 To pay Councillor Mrs J. Gourlay (by way of reimbursement) for the production of a banner for the community event at Hoveton Village Hall **£35.70**.

Initials  Date 18 June 2015

1302

HOVETON PARISH COUNCIL

9. PLANNING

9.1 PLANNING APPLICATIONS

9.1.1 Planning Application (BA)/2015/0099/HOUSEH Demolish bathroom and conservatory, and extend side of house construct attached garage. Willow Cabin, Brimbelow Road, Hoveton. No objection.

9.1.2 The following planning applications received since 11th May 2015 were considered:

9.1.2.1 Planning Application (BA)/2015/0135/HOUSEH Proposed new slipway Little Crabbetts, Horning Road Hoveton. No objection.

9.1.2.2 Planning Application (BA)/2015/0139/HOUSEH Proposed demolition of garage and proposed alterations and extension of property in place of garage. Sunny Waters, Meadow Drive, Hoveton. No objection.

9.2 PLANNING DECISIONS and APPEALS

9.2.1 Planning Decision (Approved) (BA)/2015/0042/HOUSEH. To widen existing dock from 15 feet to 22 feet and quay head. Rambler, Brimbelow Road, Hoveton. Noted.

9.2.2 Planning Decision (Approved) (BA)/2015/0084/FUL Removal existing wooden interior frame and replace with softwood with hardwood sill with 4 liftout panels. Icecream Parlour, Norwich Road, Hoveton. Noted.

9.2.3 There was the following decisions/appeals received since 11th May 2015:

9.2.3.1 Planning Decision (Approved) (BA)/2015/0082/HOUSEH Proposed alterations and extension Tshukudu, Meadow Drive, Hoveton. Noted.

10. GRANARY STAITHE, RIVERSIDE PARK AND POCKET PARK

10.1 GRANARY STAITHE

Consideration of items 10.1.1 to 10.1.3 were adjourned until the next meeting.

10.1.4 This item is recorded under item 11.5.

10.1.5 There were no other matters to **AGREE** and **RESOLVE** in relation to Granary Staithe.

10.2 Riverside Park and Pocket Park.

10.2.1 This item was adjourned until the next meeting.

10.3 Brook Park

10.3.1 This item was adjourned until the next meeting.

10.3.2 Councillor C. Robb reported that he had seen an email concerning the completion of the landscaping on the estate after the Bank Holiday and roads and paths on the estate over the next 5 to 6 weeks.

11. MISCELLANEOUS

Consideration of items 11.1 to 11.4 were adjourned until the next meeting.

11.5 This item was dealt with in conjunction with item 10.1.4. Councillor Mrs A. Howe presented to the meeting a quotation from Wybone which gave the prices for the installation of the following litter bins:

- 1 large bin on Granary Staithe.
- 1 bin on Summer Drive.
- 1 bin on Long Lane.
- 1 bin on the roundabout at Brook Park/Stalham Road.

It was **AGREED** and **RESOLVED** that Councillor Mrs A. Howe should proceed to order these bins at a cost of £1167.05 plus VAT of £233.41 a total cost of £1400.46.

Consideration of items 11.6 to 11.9 were adjourned until the next meeting.

11.10 Councillor Mrs J. Gourlay and Councillor C. Marshall agreed that they would attend the Village Hall Management Committee AGM on 27th May 2015 7p.m. Jubilee Room Stalham Road Hoveton.

1303

Initials

Date

1st June 2015

HOVETON PARISH COUNCIL

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.

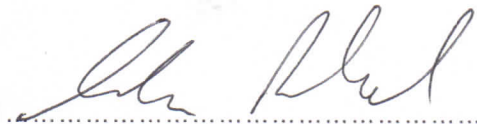
13. MEMBERS MATTERS

13.1 The article to go into The Bridge regarding Councillor responsibilities and other matters prepared and circulated by Councillor Mrs A. Howe was approved

13.2 Councillor Mrs A. Howe asked that an item regarding repositioning the litter bin at the bus shelter on Stalham Road and reinstating the bench should appear on the agenda for the next meeting.

The meeting closed at 7.35 pm.

The next meeting of Hoveton Parish Council
will be held in the Jubilee Room Hoveton Village Hall
at 6.30pm Monday, 1st June 2015.

Signed  Date 1st June 2015
Name MARTIN RICHMOND

1304