



# HOVETON PARISH COUNCIL

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Parish Clerk: Miss Lisa Weller  
Email: clerk@hoveton-pc.org.uk Tel: 07572 349600

## **NOTICE OF MEETING AND SUMMONS TO ATTEND**

To – All Members of Hoveton Parish Council (Press and Public Welcome)

Dear Councillor,

You are hereby summoned to attend a meeting of Hoveton Parish Council (HPC), in the Jubilee Room at Hoveton Village Hall, on **Monday 4<sup>th</sup> February 2019 at 6.30pm**. The business to be transacted at the meeting is set out below.

A handwritten signature in black ink, appearing to be 'Lisa Weller', is written over a light blue horizontal line.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 29<sup>th</sup> January 2019

***As per Hoveton Parish Council's Standing Orders, anyone who attends a meeting of the Parish Council is permitted to report on the meeting whilst the meeting is open to the public. However, anyone wishing to do so should first read and note Hoveton Parish Council's Protocol For The Reporting Of Parish Council Meetings, available on the Parish Council's website or directly from the Parish Clerk.***

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive, and consider for approval, apologies for absence and reasons given.

### **2. DECLARATIONS OF INTEREST**

Members are reminded to declare personal and/or pecuniary interests in any items on the agenda in accordance with Hoveton Parish Council's Code of Conduct. The Council is asked to consider any requests for dispensation.

### **3. MINUTES OF PREVIOUS MEETING**

To approve and sign the minutes of the meeting held on Wednesday 9<sup>th</sup> January 2019.

### **4. PUBLIC FORUM**

4.1. To receive a report from the District/County Councillor.

4.2. To receive a police report.

4.3. To receive questions and representations from members of the public relating to local issues. (In line with HPC's standing orders, public participation shall not exceed fifteen

minutes unless directed by the Chairman, and each member of the public may speak for a maximum of three minutes.)

## **5. CLERK'S REPORT**

To receive a report from the Parish Clerk outlining actions taken following the meeting of 9<sup>th</sup> January 2019 and matters arising since the agenda was issued. For information only.

## **6. MATTERS ARISING FROM PREVIOUS MEETINGS**

For information only. Updates from the general actions list arising from previous meetings of Hoveton Parish Council.

## **7. PLANNING**

7.1. To consider planning applications received for comment:

7.1a. BA/2018/0512/FUL – Hard & soft landscaping; seating, planters, vertical planter supports with up-lighters and new fencing. The Broads Centre, Norwich Road, Hoveton.

7.1b. Planning applications received since 29<sup>th</sup> January 2019.

7.2. To consider works to trees applications received for comment:

7.2a. BA/2019/0022/TCAA – Paston, Meadow Drive – Wych Elm (shorten branches), Box Elder (crown lift), Sweet Chestnut (remove), Weeping Willow (re-pollard), Alder (remove).

7.2b. BA/2019/0034/TCAA – Hornbeams, Brimbelow Rd – Beech (fell to ground level).

7.2c. Works to trees applications received since 29<sup>th</sup> January 2019.

7.3. To receive notification of planning decisions. (Planning Decisions List, Circulated)

7.4. Local Plan for the Broads examination. Consultation on proposed changes to the Plan. Deadline 15<sup>th</sup> March 2019.

7.5. Planning correspondence received since 29<sup>th</sup> January 2019. For information only.

## **8. FINANCE**

8.1. To consider the monthly Budget Monitoring Statement.

8.2. To review and approve items of expenditure. (Schedule of Payments, Circulated)

8.3. Banking arrangements. To receive an update and to consider any further actions to be taken.

8.4. Financial correspondence received since 29<sup>th</sup> January 2019. For information only.

## **9. HIGHWAYS AND ROAD SAFETY**

9.1. Highways and drains maintenance requests update. *Cllr A Howe*

9.2. Local Member Highways Budget 2018-19. To consider submitting a proposal.

9.3. SAM2 additional sites update/management of SAM2. *Cllr A Howe*

## **10. GRANARY STAITHE**

10.1. Granary Staithe update. *Cllr P Howe*

10.2. Broads Centre improvements/electricity supply to Staithe. *Cllr P Howe*

10.3. Waterbird food. To consider new signage based on RSPB's advice.

## **11. RIVERSIDE PARK AND POCKET PARK**

- 11.1. Riverside Park and Pocket Park update. *Cllr C Marshall & Cllr P Howe*
- 11.2. To note email received from the Broads Authority (refurbishment of Riverside Park and Viaduct Moorings work).

## **12. SERVICES AND AMENITIES**

- 12.1. Highway grass verge cutting 2019. To note the following correspondence:
  - 12.1a. Update received from Norfolk County Council – delegated service agreement.
  - 12.1b. Confirmation of extension of service agreement sent to The Garden Guardian.
- 12.2. Grit bins update (ownership). To consider updating HPC's asset register.
- 12.3. Public litter bins update (ownership/maintenance responsibilities). *Cllr A Howe*
- 12.4. Flower beds. Planting and maintenance for 2019/2020. To note estimated costs and to consider how to proceed regarding suppliers and plant purchases.
- 12.5. External health and safety inspections of Granary Staithe, Riverside Park, and Pocket Park. Booked for Friday 8<sup>th</sup> March.

## **13. CORRESPONDENCE**

- 13.1. Parishioner letter. Concerns about welfare of waterbirds/feeding of birds.
- 13.2. Update from Anglian Water. Hoveton sewerage network.
- 13.3. Email from Leader of North Norfolk District Council. To consider draft HPC response.
- 13.4. Update from North Norfolk District Council. Parish Elections 2019 nomination papers.
- 13.5. North Norfolk Open Space, Sport & Recreation Survey. Deadline 8<sup>th</sup> March 2019.
- 13.6. Update from Norfolk County Council. Proposed Early Childhood and Family Service.
- 13.7. British Red Cross. Request for volunteers, support, and funding.
- 13.8. Norfolk Accident Rescue Service. Request for volunteers, support, and funding.
- 13.9. Correspondence received or sent since 29<sup>th</sup> January 2019. For information only.

## **14. ADMINISTRATION AND GOVERNANCE**

- 14.1. To receive, and consider for approval, the 'Dignity at Work (Bullying and Harassment)' Policy.

## **15. ITEMS FOR CONSIDERATION AND DECISION**

- 15.1. To consider the Clerk's request to carry forward five days' annual leave (37 hours) into her new leave year.
- 15.2. To consider items for inclusion in The Bridge magazine (March edition).
- 15.3. To consider passing a resolution 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 15.4 on the grounds that this item involves 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).
- 15.4. To consider actions to be taken in accordance with HPC's Access To Council Services and Vexatious Correspondence Policy and Dignity at Work (Bullying and Harassment) Policy.

## **16. ITEMS FOR NEXT AGENDA – MONDAY 4<sup>th</sup> MARCH 2019**