



HOVETON PARISH COUNCIL

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, in the Jubilee Room at Hoveton Village Hall, on **Wednesday 9th January 2019 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Thursday 3rd January 2019

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 Monday 3rd December 2018.

4. PUBLIC FORUM

- 4.1. Hoveton and Wroxham Medical Centre. To meet, and receive an update from, the new Practice Manager.
- 4.2. To receive a report from the District/County Councillor.
- 4.3. To receive a police report.
- 4.4. 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 3rd December 2018 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 (HPC).

7. PLANNING

7.1. To consider planning applications received for comment:

7.1a. PF/18/2239 – Erection of detached one-and-a-half-storey dwelling; detached garage to serve existing dwelling. Holmwood, Tunstead Road, Hoveton.

7.1b. BA/2018/0495/HOUSEH – Extension to dwelling. Keepers Cottage, 8 Long Lane, Hoveton.

7.1c. Y/1/2018/1007 – Erection of a two base class extension including toilets, stores, cloaks, circulation areas and associated ancillary site works. Hoveton St John's Community Primary School, Horning Road, Hoveton.

7.1d. Planning applications received since 3rd January 2019.

7.2. To note one planning application consultation response submitted by the Parish Clerk, as per HPC's Planning Protocol: PF/18/2202 – Erection of rear single storey extension, creation of front first floor extension, demolish existing garage and erection of garage with annexe accommodation above. Windborne, 21 Stalham Road, Hoveton. NO OBJECTION

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

7.4. Proposed landscaping improvements for The Broads Centre and Granary Staithe:

7.4a. To consider Broads Centre Landscape Masterplan (revised version).

7.4b. To note Notice 1 following Certificate B Planning Application.

7.5. Planning correspondence received since 3rd 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. To note the following receipts:

8.3a. £17.11 from 1&1 Internet Ltd via direct credit on 31st December 2018 – package change credit.

8.3b. £45.87 from Barclays Bank UK via direct credit on 31st December 2018 – gross interest (savings account).

8.4. To receive, approve and sign a bank reconciliation prepared by the RFO for the period 1st October 2018 to 31st December 2018.

8.5. To review banking arrangements and to consider appointing an additional authorised signatory.

8.6. To note changes made to contract with 1&1 Internet Ltd (1&1 IONOS) for web hosting, email and domain provision.

8.7. To note a letter from E.ON Energy Solutions. Changes to Deemed Contract rates.

8.8. To note new NJC salary scales to be implemented as from 1st April 2019.

- 8.9. To note Penalty Charge Notice incurred by Cllr Marshall (use of Station Road car park during Riverside Park clearance work). Appealed.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. *Cllr A Howe*
9.2. SAM2 additional sites update/management of SAM2. *Cllr A Howe*
9.3. Horning Road West (B1354) surfacing works. 21st and 22nd February 2019. To note.

10. GRANARY STAITHE

- 10.1. Granary Staithe update. *Cllr P Howe*
10.2. To note correspondence with Came & Company Local Council Insurance regarding safety of Christmas tree lights.

11. RIVERSIDE PARK AND POCKET PARK – UPDATE *Cllr C Marshall & Cllr P Howe*

12. SERVICES AND AMENITIES

- 12.1. To consider the arrangements for highway grass verge cutting for 2019, specifically:
12.1a. To consider renewing the existing delegated service agreement for grass cutting between HPC and Norfolk County Council.
12.1b. To review the existing grass cutting schedule and to consider any amendments required.
12.1c. To consider extending the existing service agreement for grass cutting between HPC and The Garden Guardian Ltd.
12.1d. To consider a quote of £3,214.20 + VAT from The Garden Guardian Ltd for 2019 highway grass verge cutting. Quote based on 14,161 square metres, to cut and drop 12 times, to strim around obstacles.
- 12.2. To consider a quote of £1,242.00 + VAT from The Garden Guardian for the 2019 grass cutting/maintenance of Hoveton Village Hall's playing field (continuation of an existing service contract).
- 12.3. Flower beds update. Planting/maintenance for 2019/2020 season. *Cllr P Howe*
12.4. Public litter bins update (ownership and maintenance responsibilities). *Cllr A Howe*
12.5. External health and safety inspection assessments of Granary Staithe, Riverside Park and Pocket Park. To consider a quote of £525.00 + VAT from Pye Road Consultants.

13. CORRESPONDENCE

- 13.1. Parishioner email. Concerns about speeding traffic in the centre of Hoveton.
13.2. Parishioner email. Suggestions regarding Christmas lights for Hoveton and Wroxham.
13.3. Email from Leader of North Norfolk District Council. Requesting ideas/priorities for the future.
13.4. Hoveton Village Hall. To note new bookings policy/prices for 2019.
13.5. Norwich Western Link Options public consultation. Comments by 18th January 2019.
13.6. North Norfolk Open Space, Sport & Recreation Study. Notice of upcoming survey.
13.7. Ward Gethin Archer Solicitors. Legal services for parish councils.
13.8. The Broads Society. Membership confirmation and copy of Harnser magazine.
13.9. Correspondence received or sent since 3rd January 2019. For information only.

14. ADMINISTRATION AND GOVERNANCE

- 14.1. To receive, and consider for approval, the 'Dignity at Work and Vexatious Complaints' Policy.
- 14.2. To review procedures for the filming, photographing, audio recording and social media reporting of Parish Council meetings.

15. REPORTS AND UPDATES

- 15.1. Hoveton & Wroxham railway station. Signage project. *Cllr P Howe*
- 15.2. Hoveton & Wroxham railway station. Proposal for station waiting room. *Cllr P Howe*
- 15.3. North Norfolk District Council's heater loan scheme. *Cllr P Howe*

16. ITEMS FOR CONSIDERATION AND DECISION

- 16.1. To consider a proposal to set up a youth club at Hoveton Village Hall.
- 16.2. To consider next steps to be taken in the preparation of a new Parish Plan.
- 16.3. To consider Cllr Scott's request to attend Norfolk ALC's 'Being An Effective Councillor' training course – 20th March 2019, Hellesdon (£60 + VAT).
- 16.4. To consider the Clerk's request to take annual leave – Monday 21st January to Friday 25th January inclusive and Monday 18th February to Friday 22nd February inclusive.
- 16.5. To consider items for inclusion in The Bridge magazine (February edition).

17. ITEMS FOR NEXT AGENDA – MONDAY 4th FEBRUARY 2019