



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 **Friday 1st March 2019 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Monday 25th February 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 Monday 4th February 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 4th February 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 (HPC).

7. PLANNING

7.1. To consider planning applications received for comment:

7.1a. BA/2018/0442/COND – Variation of Condition 1 of permission BA/2018/0154/FUL to allow use of site as car park for minimum of five years. Roys (Wroxham) Ltd Car Park, Station Road, Hoveton.

7.1b. BA/2019/0051/HOUSEH – Erection of a single storey rear garden room. Hawkwood, Meadow Drive, Hoveton.

7.1c. BA/2019/0058/FUL – Change of use of agricultural land to ten-pitch camp site and erection of a new washroom block. Land West Of Bewilderwood Car Park Site, Hoveton.

7.1d. Planning applications received since 25th February 2019.

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

7.3. Church Field development. Street lighting requirements. To note letter and emails from Norfolk County Council and to consider whether street lighting should be provided and adopted by HPC.

7.4. Planning application BA/2018/0512/FUL (The Broads Centre development):

7.4a. To note feedback from developer regarding extent of surfacing works.

7.4b. Broads Authority query. Granary Staithe fence. To note response sent by Clerk.

7.5. Works to trees applications. Notification of decisions by the Broads Authority:

7.5a. BA/2019/0022/TCAA – Paston, Meadow Drive – Wych Elm (shorten branches), Box Elder (crown lift), Sweet Chestnut (remove), Weeping Willow (re-pollard), Alder (remove). *NO OBJECTION*

7.5b. BA/2019/0034/TCAA – Hornbeams, Brimbelow Rd – Beech (fell to ground level). *NO OBJECTION*

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 a donation of £30.00 from the Hoveton & District Women's Institute (upkeep of village benches).

8.4. To consider the appointment of an Internal Auditor for the financial year 2018/19.

9. HIGHWAYS AND ROAD SAFETY

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

- 9.2. Local Member Highways Budget funding request (school signs) and speed limit query. To note response from Highways.
- 9.3. Grass cutting – request for remedial work to areas of grass in need of strimming/siding out. To note response from Highways.
- 9.4. SAM2 and Community Speed Watch update. *Cllr A Scott & Cllr M Richmond*
- 9.5. Parishioner concerns – Horning Road parking obstructions and inconsiderate parking on Waveney Drive and Meadow Drive, both relating to St. John's Community Primary School. To receive an update/to agree any further actions to be taken. *Cllr A Howe*

10. GRANARY STAITHE – UPDATE *Cllr P Howe*

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Riverside Park and Pocket Park update. *Cllr C Marshall & Cllr P Howe*
- 11.2. To review the agreement/schedule of works for the maintenance of Riverside Park.
- 11.3. Parishioner email. Suggestion to convert performance circle into a model boating lake.

12. SERVICES AND AMENITIES

- 12.1. Grit bins. Update on placement of new grit bin/ownership of grit bins. *Cllr A Howe*
- 12.2. Flower beds update. Planting and maintenance for 2019/2020. *Cllr P Howe*

13. CORRESPONDENCE

- 13.1. Broads Authority 30th anniversary reception invitation. Friday 29th March, 6pm.
- 13.2. CarersMatterNorfolk email. Requesting help raising awareness of their service.
- 13.3. Keep Britain Tidy's 'Great British Spring Clean' (22nd March to 23rd April 2019).
- 13.4. Parishioner email. Identities of Hoveton and Wroxham/registered business addresses.
- 13.5. Correspondence received or sent since 25th February 2019. For information only.

14. PARISH ELECTIONS (THURSDAY 2nd MAY 2019)

- 14.1. Guidance for candidates, nomination pack, elections timetable and general information about parish elections. (Circulated)
- 14.2. Guidance on publicity and communications during 'purdah' (the pre-election period of 26th March to 2nd May). (Circulated)
- 14.3. North Norfolk District Council's information evenings. Monday 4th March and Thursday 7th March. (Circulated)

15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. To consider the arrangements for Hoveton's Annual Parish Meeting 2019.
- 15.2. Wroxham Neighbourhood Plan. Local referendum due to be held on 21st March 2019.
- 15.3. To consider the Clerk's request to take annual leave from Monday 15th April to Monday 22nd April inclusive.
- 15.4. Councillor training session in Ashmanhaugh – Wednesday 6th March.
- 15.5. To consider items for inclusion in The Bridge magazine (April edition).

16. ITEMS FOR NEXT AGENDA – MONDAY 1st APRIL 2019