



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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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 **Monday 1st April 2019 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 26th March 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 Friday 1st March 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 1st March 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. PO/19/0290 – Erection of dwelling (Outline Planning – all matters reserved).
Torrens, Tunstead Road, Hoveton.

7.1b. Planning applications received since 26th March 2019.

7.2. Planning Application PF/19/0295 – Three children's amusement rides including small roller coaster; Wroxham Barns, Tunstead Road, Hoveton:

7.2a. To note PF/19/0295 planning application consultation response submitted by the Parish Clerk, as per HPC's Planning Protocol. NO OBJECTION

7.2b. To consider parishioner correspondence submitted by District/County Councillor.

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

7.4. Church Field development. To consider whether street lighting should be provided and adopted by HPC.

7.5. North Norfolk Local Plan 2016-2036 (North Norfolk District Council):

7.5a. Notice of Draft Local Plan Consultation. Consultation period for First Draft Local Plan – Tuesday 7th May to Wednesday 19th June.

7.5b. Notice of Local Plan consultation drop-in event for Hoveton. Thursday 23rd May, 2.30pm to 7.30pm, Broadland Youth and Community Centre.

7.5c. Parishioner email. Views on North Norfolk Local Plan. To note response sent by Clerk.

7.5d. To consider HPC's role in promoting/facilitating Draft Local Plan Consultation.

8. FINANCE

8.1. To review the final monthly Budget Monitoring Statement for 2018/2019.

8.2. To receive, approve and sign a bank reconciliation prepared by the RFO for the period 1st January 2019 to 31st March 2019.

8.3. To review the draft HPC budget for 2019/2020 and to consider amendments based on the 2018/2019 year-end position.

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

8.5. To note the business rates bill for 2019/2020 for Granary Staithe (nothing to pay).

8.6. To confirm the appointment of an Internal Auditor for the financial year 2018/2019.

8.7. To note secure disposal of old HPC laptop via Wroxham Computer Services.

8.8. Came & Company Local Council Insurance. Pre-renewal email and documentation. To review.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests update. *Cllr A Howe*
- 9.2. Highway Rangers visit. To identify maintenance work for attention. Deadline 18th April.
- 9.3. Blofeld Loke car park. To receive an update and to consider next steps. *Cllr A Howe*
- 9.4. Parking obstructions and reports of inconsiderate parking on Horning Road, Waveney Drive and Meadow Drive:
 - 9.4a. To note response from Norfolk County Council (NCC) Children's Services.
 - 9.4b. To note response from St. John's Community Primary School.
 - 9.4c. To note feedback and comments received from local residents.
 - 9.4d. To discuss the policies of Highways (NCC) and St. John's regarding parking and to consider further actions to be taken.
- 9.5. Request for dropped kerbs at junction of Albion Way and Waveney Drive. To consider information provided by NCC. *Cllr A Howe*
- 9.6. Request for relocation of dropped kerb outside property on Church Road. To consider information provided by NCC. *Cllr A Howe*
- 9.7. Replacement bus stops for Horning Road/Palmers Lane junction. Update from NCC.
- 9.8. Local Member Highways Budget funding request (school signs and speed limit).
- 9.9. Parishioner concerns. Disruption to travel caused by roadworks/traffic lights on A1151.
- 9.10. SAM2 and Community Speed Watch update. *Cllr A Scott & Cllr M Richmond*
- 9.11. NCC Parish Partnership Scheme. Confirmation of successful bid for village sign posts project. To review terms and conditions, to approve HPC's contribution (£565), and to approve and sign acceptance form.

10. GRANARY STAITHE

- 10.1. Granary Staithe update. *Cllr P Howe*
- 10.2. Granary Staithe Charity Day. Sunday 16th June 2019. *Cllr P Howe*
- 10.3. To review health and safety inspection report and to consider actions to be taken.

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Riverside Park and Pocket Park update. *Cllr C Marshall & Cllr P Howe*
- 11.2. To review health and safety inspection reports and to consider actions to be taken.
- 11.3. To consider a quote for ongoing parks maintenance (1st April 2019 to 31st March 2020) and to review and agree the schedule of works.
- 11.4. Parishioner email. Concerns about dogs running 'off leads' in the parks.

12. SERVICES AND AMENITIES

- 12.1. Litter bins. To review updated list of litter/dog refuse bins and list of queries for NNDC. *Cllr A Howe & Clerk*
- 12.2. Grit bins (*Cllr A Howe & Clerk*):
 - 12.2a. To receive, approve and sign the final Memorandum of Understanding between Victory Housing and HPC concerning use of land at Grange Close for the siting of a grit bin.
 - 12.2b. To consider grit bins ownership and proposed updates to asset register.
- 12.3. Street lights electrical testing (35 units, April 2019). Quote of £613.90 + VAT accepted at HPC meeting of 3rd April 2017. *Clerk*

- 12.4. Flowerbeds project update (*Cllr P Howe*):
- 12.4a. To review Roys' Highway Nursery order for flowerbed plants.
 - 12.4b. To review draft risk assessment/health and safety statement.
 - 12.4c. To confirm arrangements for new brown bin/garden waste collection.
 - 12.4d. To consider resources required (volunteers and safety equipment).
- 12.5. Litter picking. Volunteer litter picking activities. Great British Spring Clean. *Cllr A Howe*

13. CORRESPONDENCE

- 13.1. Parishioner email. Christmas lights for Hoveton and Wroxham. To consider next steps.
- 13.2. Parishioner message. Commemorative plaque, junction of Stalham Road and Horning Road. To consider actions to be taken.
- 13.3. Utility Aid (energy broker) introductory email. To consider services available.
- 13.4. Norwich Western Link consultation analysis update. For information only.
- 13.5. NNDC Notices of Election. Election of Parish Councillors (Hoveton Electoral Area) and Election of District Councillors (Hoveton & Tunstead Ward). Published 26th March. For information only.
- 13.6. Correspondence received or sent since 26th March 2019. For information only.

14. ITEMS FOR CONSIDERATION AND DECISION

- 14.1. To confirm change of meeting dates. Annual Parish Meeting to take place Monday 20th May at 6.30pm, followed by the Annual Parish Council Meeting on Monday 20th May at 7.30pm (both rescheduled from Wednesday 15th May).
- 14.2. To consider items for inclusion in The Bridge magazine (May edition).

15. STAFF MATTERS

- 15.1. 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 agenda items 15.2, 15.3 and 15.4 on the grounds that these items involve 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).
- 15.2. To consider the outcome of employee appraisal meetings (Clerk and Litter Picker).
- 15.3. To note new nationally-agreed NJC pay scales as from 1st April 2019 and to confirm the Clerk's new salary scale and rate of pay.
- 15.4. To consider employer and employee pension contribution rates as from 1st April 2019 (Norfolk Pension Fund, LGPS).

16. ITEMS FOR NEXT AGENDA – WEDNESDAY 1st MAY 2019