



HOVETON PARISH COUNCIL

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

Minutes of the Meeting of Hoveton Parish Council Monday 4th February 2019 at 6.30pm, Hoveton Village Hall

Present: Councillor Peter Howe (Chair of the Meeting)
Councillor Alex Howe
Councillor Christopher Marshall
Councillor Ann Rogers
Councillor Alan Scott

In Attendance: Miss Lisa Weller (Parish Clerk)
Councillor Nigel Dixon (District and County Councillor)
Five members of the public

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Martin Richmond, Cllr Jilly Gourlay, and Cllr Russell Reeve.

2. DECLARATIONS OF INTEREST – There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on Wednesday 9th January 2019 were AGREED and APPROVED. The minutes were signed by Cllr Peter Howe.

4. PUBLIC FORUM

4.1. District/County Councillor's report:

- 4.1a. Cllr Dixon offered his support to HPC in terms of dealing with the unacceptable behaviour of a small group of individuals, as outlined in the Chairman's recent open letter to local residents (see item 15.4). He knows how hard HPC works, both collectively and individually.
- 4.1b. Cllr Dixon met with Anglian Water on 17th January. Anglian Water, the planning authority, and the developer of the Church Field site have agreed what appears to be a workable engineering solution to deal with foul water discharge on the Church Field site. Investigations continue with regard to the cause of sewerage network problems in Meadow Drive and the surrounding areas. It appears that a significant investment will be needed by Anglian Water to remedy the capacity problems. Next meeting planned for March.
- 4.1c. Local Plan update. 'Brook Park phase two' has been identified as the preferred development site for Hoveton, with a proposed allocation of up to 150 homes

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and a care home. This site is likely to be included in the public consultation, but the proposal has two caveats attached to it – it is based on a declaration that Broadland High Ormiston Academy will not need further land for expansion (Cllr Dixon has asked for evidence that the Academy has sufficient spare land for the long-term future) and it will require an assurance from Anglian Water over the capacity of the local sewer network and the network's ability to cope with further development (any 'position statement' issued by Anglian Water may restrict any further development until problems with the sewer network have been solved).

- 4.1d. North Norfolk District Council (NNDC) will likely increase its share of the council tax by around £4.95 in the coming year. A 2.99% increase from Norfolk County Council (NCC) looks likely. The Police and Crime Commissioner (PCC) is yet to issue a statement regarding council tax. Cllr Dixon now sits on the NCC Police and Crime Panel – a scrutiny panel for the PCC – which will consider the PCC's precept this week.
- 4.2. Police report. No written report. Apologies received.
- 4.3. Questions from members of the public relating to local issues. Lack of school signs on Church Road and Horning Road, and concerns that speed limit near the school should be lowered to 20mph. Horning Road school sign is due to be replaced (awaiting action by NCC contractors). HPC to chase with NCC and to query change of speed limit near the school (**Action Cllr A Howe**). Concerns raised about trip hazards (pavement and lack of dropped kerbs) at junction of Albion Way and Waveney Drive. HPC to ask NCC if anything can be done (**Action Cllr A Howe**).

5. CLERK'S REPORT – The Clerk had nothing additional to report.

6. MATTERS ARISING FROM PREVIOUS MEETINGS – No updates were received.

7. PLANNING

7.1. 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. **AGREED no objection** (proposed by Cllr Marshall, all in favour). HPC supports the proposed development and approves of the investment being made to improve the look of this area. HPC believes the patterned block paving shown on the plans should cease at the edge of the properties included in the application and shouldn't encroach onto the public highway (pavement). HPC has concerns that extending the block paving in this way will encourage the use of advertising boards on this land and will lead to obstructions on the public highway.

7.1b. Planning applications received since 29th January 2019. None.

7.2. 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). **AGREED no objection**.

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- 7.2b. BA/2019/0034/TCAA – Hornbeams, Brimbelow Rd – Beech (fell to ground level).
AGREED no objection.
- 7.2c. Works to trees applications received since 29th January 2019. None.
- 7.3. Notification of planning decisions:
- 7.3a. PF/18/2082 (Change of use of loft storage area of detached garage to a unit of holiday accommodation and additional rooflights/balcony to west elevation; Two Saints Barn, Tunstead Road) *Approved*
- 7.3b. PF/18/2107 (Two storey extension to industrial unit; Broadland Products, Stalham Road Industrial Estate, Littlewood Lane) *Approved*
- 7.4. Local Plan for the Broads examination. Consultation on proposed changes to the Plan. Deadline 15th March 2019. No further comments from HPC.
- 7.5. Planning correspondence received since 29th January 2019. None.

8. FINANCE

- 8.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.
- 8.2. Items of expenditure. HPC RESOLVED to approve the following payments (proposed by Cllr P Howe, all in favour):

1&1 Internet Ltd	Monthly Fee (HPC Emails and Domain)	£2.39
HMRC	Tax & NIC (January 2019)	£420.29
Hoveton Village Hall	Room Hire (December 2018)	£13.75
Glasdon UK Limited	New Grit Bin	£422.52
Norfolk County Council	Unspent Delegated Service Funding 2018	£110.65
Staff Costs	Clerk's Wages & Expenses (January 2019)	£1,614.27*
Norfolk Pension Fund	Workplace Pension Contributions (Jan 2019)	£441.35
Staff Costs	Litter Picker's Wages (January 2019)	£297.50

*Payment of pay to be made less any tax, national insurance, and workplace pension contributions.

- 8.3. Banking arrangements. Cllr Reeve has completed the necessary forms to be made an authorised signatory and will take these to the bank. HPC to investigate what needs to be done to update correspondence address (**Action Cllr P Howe**).
- 8.4. Financial correspondence received since 29th January 2019. None.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. The list has been updated; all reported to NCC. Three blocked drains near the mini-roundabouts and one on Horning Road West (near junction with Stalham Road) need clearing urgently. The soakaway outside the railway station is blocked with leaves. HPC to take photos/report to NCC (**Action Cllr A Howe**).
- 9.2. Local Member Highways Budget 2018-2019. HPC AGREED to submit a request that funds be allocated for a new school sign for Church Road. If this isn't possible, HPC to enquire about funding for hedge cutting (to trim overhanging hedges with the owner's permission) or remedial work to areas of grass bordering tarmac pavements (such as

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on Stalham Rd) where grass needs strimming along the edges and is growing through the tarmac (**Action Clerk**).

- 9.3. Cllr Scott has agreed to take over management of the SAM2 from Cllr Richmond. Use of the SAM2 in additional locations on hold (HPC awaiting further news on Community Speed Watch).

10. GRANARY STAITHE

- 10.1. No updates were received on Granary Staithe.
- 10.2. The developer of the Broads Centre improvements has agreed it should be possible to include an electrical outlet for the Staithe (for the Christmas tree and other events held on the Staithe).
- 10.3. Advice received from the RSPB says birds should be fed a varied diet to stay healthy. HPC AGREED to request quotes for signs featuring the RSPB's advice in full (**Action Cllr P Howe**).

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Most of the Broads Authority's tree work has now been completed, but still waiting for UK Power Networks to attend to trim trees growing up into the power cables. Warning signs and barriers have been torn down. HPC to request that proper safety barriers be erected until the work has been done (**Action Cllr Marshall**). A small tree has fallen in the cleared area of the park, but it is not a safety hazard. HPC to arrange its removal (**Action Cllr Marshall**). A working party will be needed in the spring to help dig out the nettles again.
- 11.2. Email received from the Broads Authority (refurbishment of Riverside Park and Viaduct Moorings work). Broads Authority to keep HPC informed of all future works.

12. SERVICES AND AMENITIES

- 12.1. Highway grass verge cutting 2019:
- 12.1a. NCC delegated service agreement update. Noted. Payment rate for 2019 still to be confirmed. Should any extra funds be available this year (above and beyond the amount quoted by HPC's grass cutting contractor), HPC will consider using this money to pay for the strimming of grass where it borders tarmac pavements.
- 12.1b. Confirmation of extension of service agreement (The Garden Guardian). Noted.
- 12.2. Two grit bins are listed on HPC's asset register – one in the precinct (it is believed this bin belongs to the precinct) and one next to Wroxham Bridge. There is no paperwork to prove either of these bins belong to HPC, and Wroxham Parish Council also has the bridge bin listed on its asset register. Cllr Alex Howe is seeking confirmation from NCC regarding ownership of the bridge grit bin. Asset register to be updated accordingly. A new grit bin will soon be put on Grange Close, once the bin's location has been agreed with NCC.
- 12.3. The litter bins list has been checked and updated. To be sent to the Clerk (**Action Cllr A Howe**).
- 12.4. Flower beds planting and maintenance 2019/2020. HPC approved the estimated costs for each flower bed. Roys' Highway Nursery may be able to supply some of the plants

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at reduced rates. HPC AGREED that its volunteer would be reimbursed for any direct purchases made.

- 12.5. External health and safety inspections of Granary Staithe, Riverside Park, and Pocket Park. Booked for Friday 8th March.

13. CORRESPONDENCE

- 13.1. Parishioner letter. Concerns about welfare of waterbirds/feeding of birds. HPC not in a position to fund the feeding of birds, but local traders may be willing to make donations and birds on the Staithe tend to be well-fed. Parishioner to be thanked for helping the birds (**Action Clerk**).
- 13.2. Update from Anglian Water. Hoveton sewerage network. Noted. Report received from Cllr Dixon (item 4.1b).
- 13.3. Email from Leader of NNDC. HPC response APPROVED to be sent (**Action Clerk**).
- 13.4. Update from NNDC. Parish elections nomination papers. Noted. Additional information to be circulated to HPC following managing elections webinar (**Action Clerk**).
- 13.5. North Norfolk Open Space, Sport & Recreation Survey. Deadline 8th March 2019. HPC to respond (**Action Cllr Scott & Cllr Rogers**).
- 13.6. NCC update. Proposed Early Childhood & Family Service. Noted. Awaiting updates on the future of Hoveton's Children's Centre.
- 13.7. British Red Cross. Request for volunteers, support and funding. HPC not able to make a donation, but will promote in The Bridge.
- 13.8. Norfolk Accident Rescue Service. Request for volunteers, support and funding. HPC not able to make a donation, but will promote in The Bridge.
- 13.9. Correspondence received since 29th January 2019:
- 13.9a. Broads Parish Forum invite – Wednesday 20th March. Cllr P Howe would like to attend.
- 13.9b. Scope textile recycling banks. HPC AGREED that no extra textile recycling bins were viable for Hoveton, as the village already has bins in several locations.
- 13.9c. Parishioner email. Parking obstructions on the Three Rivers Way (Horning Rd), opposite the school. Drivers are ignoring double yellow lines and parking on the pavement and on grass verges between posts and trees along the Three Rivers Way. HPC to report this problem to NCC and the police (**Action Cllr A Howe**).

14. ADMINISTRATION AND GOVERNANCE

- 14.1. Dignity At Work (Bullying & Harassment) Policy. APPROVED and ADOPTED

15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. Clerk's request to carry forward five days' annual leave (37 hours) into her new leave year. AGREED
- 15.2. Items for inclusion in The Bridge magazine (March edition). Parish elections; advice on bird food; new grit bin; British Red Cross; Norfolk Accident Rescue Service; speeding and parking obstruction problems; flower bed work volunteers.
- 15.3. HPC AGREED and RESOLVED that, in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public should be excluded

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from the meeting for item number 15.4 on the grounds that this item involved 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. HPC recently published an open letter to the residents of Hoveton on its website and Facebook page (this letter was later picked up and published by the EDP) concerning the ongoing unacceptable behaviour of a small group of individuals towards members, employees and volunteers of HPC. This letter gave examples of the types of vexatious and disruptive behaviour HPC has been subject to over the past two years, the impact of this behaviour on members, employees, and volunteers of HPC, and the amount of time and public resources HPC and others have been forced to waste dealing with the correspondence and actions of this group of individuals. In accordance with its Access To Council Services & Vexatious Correspondence Policy and its new Dignity At Work (Bullying & Harassment) Policy, HPC RESOLVED to take the following actions against the individuals responsible for this unacceptable behaviour:

15.4a. Only significant and serious issues raised by these individuals will be addressed by HPC. All correspondence received from these individuals (with the exception of Freedom of Information requests) will not receive a response at the time of receipt but will instead be included on the agenda of the next scheduled HPC meeting, listed as the Parish Clerk deems appropriate. At this meeting, HPC will consider whether or not the correspondence in question is significant or serious enough to require a response and, if so, what that response should be and who will send it. If HPC does not consider the correspondence significant or serious enough to require a response, then no response will be given.

15.4b. All Freedom of Information requests raised by or believed to be raised by these individuals will be acknowledged by the Clerk and passed to the Chairman to be dealt with appropriately. HPC will record and publish details of the cost of these requests to the parish of Hoveton (in terms of member and employee time, staff costs, and the use of other Council resources).

15.4c. Any further incidents of harassment against individual members, employees, or volunteers of HPC will be reported immediately and directly to Norfolk Police.

15.4d. Should the unacceptable behaviour of this small group of individuals continue, HPC will take further action (such as, but not limited to, seeking legal advice or naming those individuals responsible) in order to uphold its duty of care towards its members, employees, and volunteers.

16. ITEMS FOR NEXT AGENDA

None put forward. HPC AGREED to change the date of its next full Council meeting from Monday 4th March 2019 to Friday 1st March 2019.

The meeting closed at 8.50pm.

Signed 

Date 1/3/19

Name MARTIN RICHMOND