



# 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 Friday 1<sup>st</sup> March 2019 at 6.30pm, Hoveton Village Hall

Present: Councillor Martin Richmond (Chair of the Meeting)  
Councillor Jilly Gourlay  
Councillor Alex Howe  
Councillor Peter Howe  
Councillor Christopher Marshall  
Councillor Russell Reeve  
Councillor Ann Rogers  
Councillor Alan Scott

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

### 1. APOLOGIES FOR ABSENCE – None

### 2. DECLARATIONS OF INTEREST

Cllr Peter Howe and Cllr Alex Howe both declared an interest in item 7.1c. It was AGREED the councillors concerned would not take part in any vote held on this item.

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held Monday 4<sup>th</sup> February 2019 were AGREED and APPROVED. The minutes were signed by Cllr Richmond.

### 4. PUBLIC FORUM

4.1. District/County Councillor's report (due to late arrival, report given before item 13):

4.1a. Anglian Water has drafted a formal 'position statement' identifying the problems being experienced by the local sewerage network, the length of time it will take to resolve these problems, and the impact of future development on the local network. The statement, which Anglian Water is minded to issue, will lend more weight to the argument that work must be done to fix the problems identified.

4.1b. There has been no response from Persimmon regarding its non-delivery of the play equipment at Brook Park (Cllr Dixon continues to chase), though quite a bit of planting work has been done on the site.

4.1c. Cllr Dixon was pleased to see Oyster Yachts receive the 'Chairman's Award' at the North Norfolk Business Awards, recognising the local firm's inspiring journey over the past year.

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- 4.2. Police report. None received.
- 4.3. Questions from members of the public relating to local issues. Parking congestion on Meadow Drive (a narrow road; problems for residents reversing out of driveways when vehicles are parked directly opposite; congestion due to school parking and shop staff parking). To be discussed later in the meeting (item 9.5).

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

6. **MATTERS ARISING FROM PREVIOUS MEETINGS**

Bittern Line Community Rail Partnership now has the funds to proceed with new signage for the railway station. Trip hazards (pavement and lack of dropped kerbs) at junction of Albion Way and Waveney Drive reported to Highways. Cllr Peter Howe to pursue date for Hoveton Great Broad site visit.

7. **PLANNING**

7.1. 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. **AGREED no objection** (proposed by Cllr Richmond, all in favour).

7.1b. BA/2019/0051/HOUSEH – Erection of a single storey rear garden room. Hawkwood, Meadow Drive, Hoveton. **AGREED no objection** (proposed by Cllr Richmond, all in favour).

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. HPC noted this is not farmed agricultural land, but scrubland. **AGREED no objection**. Proposed by Cllr Richmond, all in favour (excepting Cllr Peter Howe and Cllr Alex Howe, who did not vote).

7.1d. Planning applications received since 25<sup>th</sup> February 2019. BA/2019/0068/COND – Fully enclose the approved covered outside area, variation of condition 2 of permission BA/2018/0001/FUL. Number 14, Norwich Road, Hoveton. HPC had no objection to the original application. Concerns raised that revised application may affect visibility of The Old Mill, but no material planning considerations for HPC to object to. **AGREED no objection** (proposed by Cllr Richmond, all in favour).

7.2. Notification of planning decisions:

7.2a. PF/18/2239 (Erection of detached one-and-a-half-storey dwelling and detached garage to serve existing dwelling; Holmwood, Tunstead Road) *Refused*

7.2b. BA/2018/0248/FUL (Replace cottage with new dwelling and holiday unit; Wilderness, Meadow Drive) *Approved*

7.2c. PF/17/1802 (Erection of 25 dwellings with associated roads, landscaping and drainage, off-site highways works, extension to church graveyard, construction of 12-space church car park; Church Field, Hoveton) *Approved*

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- 7.3. Notification that Norfolk County Council (NCC) will not accept responsibility for street lighting for the Church Field development. If street lights are required, the developer is obliged to pay installation costs, but HPC would be responsible for paying for ongoing maintenance/energy costs. Possibility of procuring commuted sum from the developer to assist with this. HPC AGREED to contact the developer to request a contribution to maintenance/energy costs before making a final decision (**Action Cllr Richmond**).
- 7.4. Planning application BA/2018/0512/FUL (The Broads Centre development):
- 7.4a. Feedback from developer regarding extent of surfacing works. Noted. Developer has since confirmed that plans are being amended to end the block paving at the edge of the properties included in the application, so as not to encroach onto the public highway.
- 7.4b. Broads Authority query. Granary Staithe fence. Response sent by Clerk. Noted. HPC confirmed there has been no change to its agreed position regarding the Granary Staithe fence.
- 7.5. Works to trees applications. Notification of decisions taken 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. HPC noted the monthly Budget Monitoring Statement. No actions were required. Final figures for the current financial year not yet available as payments still pending.
- 8.2. Items of expenditure. HPC RESOLVED to approve the following payments (proposed by Cllr Richmond, all in favour):

1&1 Internet Ltd	Monthly Fee (HPC Emails and Domain)	£2.39
Thinking Rural CIC	Payroll Services (January 2019)	£12.00
Hoveton Village Hall	Room Hire (January 2019)	£13.00
Volunteer Expenses	Granary Staithe Garden Expenses 2018-2019	£17.27
Staff Costs	Clerk's Wages & Expenses (February 2019)	£1,637.23*
Norfolk Pension Fund	Workplace Pension Contributions (Feb 2019)	£448.71
Staff Costs	Litter Picker's Wages (February 2019)	£297.50
HMRC	Tax & NIC (February 2019)	£306.51

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

- 8.3. Donation of £30.00 from the Hoveton and District Women's Institute (upkeep of village benches). Received with thanks.
- 8.4. Appointment of Internal Auditor for financial year 2018/19. HPC AGREED to appoint last year's internal auditor, subject to the receipt of an acceptable quote for this work. To request quote and to query extending the scope of this year's internal audit (**Action Clerk**).

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## 9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. Blocked drains at mini-roundabouts have been cleared. Loose manhole cover on Horning Road reported to NCC. NCC has plan to re-seed and plant bulbs on the Three Rivers Way embankment. Three Rivers Way Association about to dissolve and would like to donate residue of funds (£500) to HPC to pay for more extensive improvements to the embankment. HPC AGREED this was a good idea. To be progressed with the Three Rivers Way Association and with HPC's flower beds volunteer (**Action Cllr P Howe**).
- 9.2. Local Member Highways Budget funding request (school signs) and speed limit query. Response from Highways noted. Horning Road school sign has been replaced. NCC investigating whether funds are available to add further signage on approaching roads (Cllr Dixon confirmed that if money is available in the Local Member Highways Budget, he would be happy in principle for this to be spent on additional school signage).
- 9.3. Grass cutting – request for remedial work to areas of grass in need of strimming/siding out. Response from Highways noted. Low priority work but Highways willing to arrange this.
- 9.4. SAM2 and Community Speed Watch update. Cllr Richmond hopes to arrange training for Community Speed Watch for the end of March. Volunteers from both sides of the bridge. Wroxham Parish Council has the necessary equipment, so team can start once training is completed. SAM2 due to be moved this week. New locations for the SAM2 currently on hold.
- 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. Advice sought from Highways and Norfolk Police. Offences of parking against a restriction (double yellow lines) are the responsibility of County Council Enforcement Officers. Horning Road parking reported to Enforcement Officers (awaiting response). Problems reported to Headteacher of St. John's Community Primary School (agreed to support HPC in encouraging parents to park responsibly, and will include this in next school newsletter). HPC AGREED to send a letter to parents/carers, via the school, to request more considerate parking (**Action Cllr Richmond**). HPC AGREED to contact NCC Highways for advice regarding ongoing problems with inconsiderate parking on residential roads, such as Meadow Drive. To query possible parking restrictions, bays, signs, or lowering of speed limit (**Action Cllr A Howe**).

## 10. GRANARY STAITHE

New sign giving advice on feeding waterbirds – HPC approved text for the sign based on advice received from RSPB and Swan Rescue; design and quotes pending.

## 11. RIVERSIDE PARK AND POCKET PARK

- 11.1. The area cleared by the Community Payback Unit will need to be regularly maintained to keep the scrub down. HPC could invite the Community Payback Unit to attend again or include this area in the park's maintenance contract. HPC AGREED to approach the Broads Authority about the maintenance and improvement of the parks (**Action Cllr P Howe**).

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- 11.2. HPC reviewed the schedule of works for the maintenance of Riverside Park. AGREED to ask contractor for a quote for including the area cleared by the Community Payback Unit in 2019-20's schedule of works. Information about this area to be sent to the Clerk (**Action Cllr Marshall**) so that a quote may be obtained (**Action Clerk**).
- 11.3. Parishioner email. Suggestion to convert performance circle into a model boating lake. HPC hopes to engage with the Broads Authority over how this area of the park can be improved, and will raise this suggestion alongside other ideas put forward.

## **12. SERVICES AND AMENITIES**

- 12.1. New grit bin has been delivered. It will soon be collected/filled by Highways and moved to its new location on Grange Close.
- 12.2. Flower beds update. Planting/maintenance for 2019/20. No further updates. Volunteer to progress work further in the spring.

## **13. CORRESPONDENCE**

- 13.1. Broads Authority 30<sup>th</sup> anniversary reception invitation – Friday 29<sup>th</sup> March. Cllr P Howe and Cllr Reeve hope to attend.
- 13.2. CarersMatterNorfolk. Requesting help raising awareness of their service. AGREED to help promote via social media, The Bridge, and noticeboards.
- 13.3. Keep Britain Tidy's 'Great British Spring Clean' (22<sup>nd</sup> March to 23<sup>rd</sup> April 2019). HPC to register for this event (**Action Cllr A Howe**). AGREED to try to arrange a multi-council litter pick with Wroxham Parish Council to cover a wider area (**Action Cllr Richmond**).
- 13.4. Parishioner email. Identities of Hoveton and Wroxham/registered business addresses. Concerns that businesses in Hoveton are using 'Wroxham' in their postal addresses. HPC AGREED that, providing the correct postcodes are used by Hoveton businesses, the use of an incorrect village name shouldn't impact on business activities. To advise resident (**Action Cllr Richmond**).
- 13.5. Correspondence received since 25<sup>th</sup> February. Notification of Wroxham Bridge repairs. Traffic lights planned from 17<sup>th</sup> March (one lane over the bridge to be closed). NCC to inform local businesses and to carry out a letter drop for homes near the bridge.

## **14. PARISH ELECTIONS (THURSDAY 2<sup>nd</sup> MAY 2019)**

- 14.1. Guidance for candidates, nomination pack, elections timetable and general information about parish elections. Circulated and noted. Elector numbers of proposers/seconders needed for forms. HPC to query how these numbers can be obtained before poll cards are issued (**Action Clerk**).
- 14.2. Guidance on publicity and communications during 'purdah' (the pre-election period of 26<sup>th</sup> March to 2<sup>nd</sup> May). Circulated and noted. Confirmed that rules apply to parish and town councils.
- 14.3. North Norfolk District Council's information evenings. Monday 4<sup>th</sup> March and Thursday 7<sup>th</sup> March. Circulated and noted.

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## 15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. Arrangements for Hoveton's Annual Parish Meeting 2019. Currently scheduled to take place Wednesday 15<sup>th</sup> May at 6pm, followed by Annual Parish Council Meeting. Might need to change date of these meetings due to election rules and councillor availability. To consider alternative dates (**Action Clerk**). Agenda to include standard reports, but no guest speakers.
- 15.2. Wroxham Neighbourhood Plan. Local referendum on 21<sup>st</sup> March. Noted. HPC provided feedback on draft plan.
- 15.3. Clerk's request to take annual leave. Monday 15<sup>th</sup> April to Monday 22<sup>nd</sup> April inclusive. AGREED
- 15.4. Councillor training session. Ashmanhaugh, Wednesday 6<sup>th</sup> March. No attendees from HPC. Cllr Scott already booked in to attend training with Norfolk ALC on 20<sup>th</sup> March.
- 15.5. Items for inclusion in The Bridge magazine (April edition) – parish elections reminder; school parking problems; CarersMatterNorfolk; Christmas lights 2019.

## 16. ITEMS FOR NEXT AGENDA – MONDAY 1<sup>st</sup> APRIL 2019

None put forward.

The meeting closed at 8.35pm.

Signed .....

Date 1st APRIL 2019 .....

Name .....