



# HOVETON PARISH COUNCIL

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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 **Monday 3<sup>rd</sup> June 2019 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 28<sup>th</sup> May 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 20<sup>th</sup> May 2019.

### **4. PUBLIC FORUM**

4.1. To receive reports from District/County Councillors.

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 20<sup>th</sup> May 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/2019/0166/FUL – Demolition of existing workshop/storage building. Erection of 3 residential units with private moorings. Wroxham Boat Hire, Riverside Road, Hoveton. Deadline 7<sup>th</sup> June 2019.

7.1b. Planning applications received since 28<sup>th</sup> May 2019.

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

7.3. New street name consultation. To consider proposed street names (St Johns Way and Churchfield Avenue) for Church Field development.

7.4. Adoption of Local Plan for the Broads by the Broads Authority. For information only.

7.5. North Norfolk Local Plan 2016-2036 (North Norfolk District Council) – First Draft Local Plan Public Consultation:

7.5a. Representations from parishioners and feedback from consultation drop-in.

7.5b. Representation from CPRE Norfolk.

7.5c. To consider and agree HPC's response to the consultation. Deadline 19<sup>th</sup> June.

7.6. Planning correspondence received or sent since 28<sup>th</sup> May 2019. For information only.

## **8. FINANCE**

8.1. To consider the monthly Budget Monitoring Statement.

8.2. To note the receipt of £1,224.70 from HM Revenue & Customs via direct credit on 20<sup>th</sup> May 2019 – VAT reclaim/repayment (1<sup>st</sup> October 2018 to 31<sup>st</sup> March 2019).

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

8.4. To consider making grant applications for additional facilities/equipment for the village.

## **9. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018-2019**

9.1. To consider the Annual Internal Audit Report for the financial year 2018-2019 and the Internal Auditor's Report to Council. To review HPC's internal controls, and the internal audit conclusions.

9.2. To consider each of the assertions in the Annual Governance Statement (Section 1 of Annual Governance & Accountability Return) and to complete and approve the Annual Governance Statement – to be signed by the Chairman of the meeting and the Clerk.

9.3. To consider and approve Section 2 of the Annual Governance & Accountability Return (Accounting Statements for 2018-2019) and to authorise the Chairman of the meeting to sign Section 2 (already completed and signed by the Clerk/RFO).

- 9.4. To consider the Explanation of Significant Variances in the Accounting Statements for the financial year 2018-2019 (prepared and signed by the Clerk/RFO).
- 9.5. To review and approve the bank reconciliation for the financial year ending 31<sup>st</sup> March 2019, prepared in the format required by the external auditors and signed by the Clerk/RFO.
- 9.6. To consider and approve the Annual Accounts for the financial year 2018-2019, and to authorise the Chairman of the meeting and the Clerk/RFO to sign these accounts.
- 9.7. To confirm the dates for the period for the exercise of public rights (proposed dates are Wednesday 12<sup>th</sup> June 2019 to Tuesday 23<sup>rd</sup> July 2019 inclusive).
- 9.8. To authorise the submission of HPC's Annual Governance & Accountability Return for 2018-2019, the Explanation of Significant Variances in the Accounting Statements, the bank reconciliation for the financial year ending 31<sup>st</sup> March 2019, and the confirmation of the period for the exercise of public rights to PKF Littlejohn LLP, external auditors.

## **10. HIGHWAYS AND ROAD SAFETY**

- 10.1. Highways and drains maintenance requests update. *Cllr A Howe*
- 10.2. Parking obstructions/inconsiderate parking. Advice received from NCC Highways.
- 10.3. Application for dropped kerbs for junction of Albion Way/Waveney Drive. *Cllr A Howe*
- 10.4. Three Rivers Way (Horning Road) embankment update. *Cllr P Howe*
- 10.5. NCC Parish Partnership Scheme. Village sign posts project update. *Cllr P Howe*
- 10.6. Speeding in Hoveton St. John (use of SAM2 and speed limit query).
- 10.7. SAM2 and Community Speed Watch:
  - 10.7a. To receive updates and to consider any further actions to be taken.
  - 10.7b. To review, approve and sign the updated SAM2 Memorandum of Understanding between HPC and Norfolk County Council (Highways).

## **11. GRANARY STAITHE**

- 11.1. Granary Staithe update, including update on pest control. *Cllr P Howe*
- 11.2. Granary Staithe Charity Day. Sunday 16<sup>th</sup> June 2019. To finalise arrangements.

## **12. RIVERSIDE PARK AND POCKET PARK**

- 12.1. Riverside Park and Pocket Park update. *Cllr C Marshall & Cllr P Howe*
- 12.2. To confirm the arrangements for additional parks maintenance, including the treatment and disposal of Japanese knotweed. *Cllr C Marshall*
- 12.3. To review the Tree Condition Survey of Riverside Park/Pocket Park (if available).

## **13. SERVICES AND AMENITIES**

- 13.1. Litter bins/recycling bins update. *Cllr A Howe*
- 13.2. Parishioner email. Placement of litter bins outside the public toilets on Station Road.
- 13.3. Community flowerbeds project:
  - 13.3a. To receive updates and to consider any further actions to be taken.
  - 13.3b. To review and approve the community flowerbeds health and safety policy.
  - 13.3c. To review and approve the community flowerbeds project risk assessment.

#### **14. CORRESPONDENCE**

- 14.1. Parishioner email. Concerns about footpath from Tunstead Road to Summer Drive.
- 14.2. Parishioner email. Query regarding lack of Neighbourhood Plan for Hoveton.
- 14.3. Parishioner email. Brook Park playground – concerns about location of playground.
- 14.4. VE Day 75<sup>th</sup> anniversary celebrations – 8<sup>th</sup> May 2020 – invitation to take part.
- 14.5. NCC Norwich Western Link update. Report to be published/preferred route considered in July.
- 14.6. LGPS consultation. Public Sector Exit Payment Cap. Deadline 3<sup>rd</sup> July 2019.
- 14.7. LGPS consultation. Changes to the local valuation cycle and management of employer risk. Deadline 31<sup>st</sup> July 2019.
- 14.8. Environment Agency. Draft national flood & coastal erosion risk management strategy consultation. Deadline 4<sup>th</sup> July 2019.
- 14.9. Norfolk Local Councils Conference. Friday 12<sup>th</sup> July 2019. £49.50 per delegate.
- 14.10. Correspondence received or sent since 28<sup>th</sup> May 2019. For information only.

#### **15. ITEMS FOR CONSIDERATION AND DECISION**

- 15.1. Broads Authority undergrounding wires programme. To consider actions to be taken.
- 15.2. Request from Hoveton & District WI to display embroidered village map.
- 15.3. Parish Paths Seminar report (Wednesday 29<sup>th</sup> May). *Cllr C Marshall & Cllr P Howe*
- 15.4. To consider the Clerk's request to take annual leave – Monday 17<sup>th</sup> June to Friday 21<sup>st</sup> June inclusive and Monday 12<sup>th</sup> August to Friday 23<sup>rd</sup> August 2019 inclusive.
- 15.5. To review upcoming meeting dates in terms of councillors/staff holiday dates.
- 15.6. To consider items for inclusion in The Bridge magazine (July edition).

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