



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 the **Annual Parish Council Meeting** of Hoveton Parish Council, in the Jubilee Room at Hoveton Village Hall on **Monday 20th May 2019 at 7.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 14th 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. WELCOME TO COUNCILLORS

- 1.1. Return of Result of Uncontested Election (Election of Councillors for Hoveton on 2nd May 2019). Seven persons validly nominated and duly elected without a contest. Five vacancies remaining on Hoveton Parish Council (HPC).
- 1.2. To sign declaration of acceptance of office forms (all councillors).

2. ELECTION OF CHAIRMAN

- 2.1. To elect the Chairman of the Council.
- 2.2. Declaration of Acceptance of Office of Chairman of the Council.

3. ELECTION OF VICE-CHAIRMAN

4. APOLOGIES FOR ABSENCE

To receive, and consider for approval, apologies for absence and reasons given.

5. DECLARATIONS OF INTEREST

- 5.1. Submission of declaration of interest forms (registers of parish members' interests).
- 5.2. Members are reminded to declare personal and/or pecuniary interests in any items on this meeting agenda in accordance with HPC's Code of Conduct. The Council is asked to consider any requests for dispensation.

6. MINUTES OF PREVIOUS MEETING

To approve and sign the minutes of the meeting held on Wednesday 1st May 2019.

7. PUBLIC FORUM

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.)

8. MATTERS ARISING

To note matters arising since the agenda was issued. For information only.

9. PLANNING

- 9.1. To consider planning applications received for comment:
 - 9.1a. PF/19/0295 – Change of use of amenity space to provide for three new rides (1x Dizzy Caterpillar ride, 1x Jumping Frogs, 1x mine train roller coaster including 5 carts) and associated works (part retrospective). Wroxham Barns, Tunstead Rd, Hoveton. Amended application. Deadline 3rd June 2019.
 - 9.1b. BA/2019/0162/TCAA – Works to Trees in a Conservation Area (T1: Willow – crown raise overhanging branches to 3.35m; T2: Willow – reduce branches for up to 3m clearance from roof, 12% crown thin). The Beehive, Riverside Road, Hoveton. Deadline 29th May 2019.
- 9.2. The Broads Centre (planning application BA/2018/0512/FUL). To note the approval of planning permission by the Broads Authority.
- 9.3. North Norfolk Local Plan 2016-2036 (North Norfolk District Council):
 - 9.3a. To note receipt of First Draft Local Plan and Alternatives Considered (hard copy documents) plus formal notices of consultation. Consultation period of 7th May to 19th June.
 - 9.3b. To consider HPC's attendance at Local Plan consultation drop-in. Thursday 23rd May, 2.30pm to 7.30pm, Broadland Youth and Community Centre.

10. FINANCE

- 10.1. Renewal of registration with the Information Commissioner's Office and payment of the data protection fee (£40.00). To approve payment. Deadline 19th June 2019.
- 10.2. To consider insurance renewal quotations from BHIB Councils Insurance and Came & Company Local Council Insurance (four quotes total). Renewal date 1st June 2019. To accept a quote and to approve payment.
- 10.3. Submission of parish elections candidate spending returns and declarations (including nil returns). Deadline 6th June 2019.

- 10.4. To review expenditure incurred under section 137 of the Local Government Act 1972.
- 10.5. To review banking arrangements and to consider any further actions to be taken.

11. ADMINISTRATIVE MATTERS

- 11.1. To review Standing Orders.
- 11.2. To review Financial Regulations.
- 11.3. To review asset registers.
- 11.4. To review subscriptions to other bodies.
- 11.5. To review HPC's policies and procedures in respect of its obligations under freedom of information and data protection legislation.
- 11.6. To review HPC's employment policies and procedures.
- 11.7. To review the complaints procedure.
- 11.8. To review HPC's Press and Media Policy.
- 11.9. To review and agree calendar of meetings for 2019-2020.

12. RESPONSIBILITIES AND DELEGATION ARRANGEMENTS

- 12.1. To review councillor roles and responsibilities.
- 12.2. To review delegation arrangements to committees, sub-committees, staff or other local authorities (no committees, sub-committees, or delegation arrangements to other local authorities).
- 12.3. To consider the appointment of new committees, sub-committees or working groups.
- 12.4. To review representation on/work with external bodies, and arrangements for reporting back.
- 12.5. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

13. ITEMS FOR CONSIDERATION AND DECISION

- 13.1. Nominations for new Norfolk ALC Executive. Deadline 14th June 2019.
- 13.2. Necessary arrangements for HPC to become eligible to exercise the general power of competence in the future.

14. ITEMS FOR NEXT AGENDA – MONDAY 3rd JUNE 2019