



# HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller  
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## **Minutes of the Meeting of Hoveton Parish Council Monday 1<sup>st</sup> April 2019 at 6.30pm, Hoveton Village Hall**

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

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

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Martin Richmond and Cllr Alan Scott.

### **2. DECLARATIONS OF INTEREST**

Cllr Marshall declared a possible interest in item 7.1a (friend owns a neighbouring property) but HPC AGREED this would not preclude Cllr Marshall from participating in the discussion of this item or from taking part in any vote held on this item.

### **3. MINUTES OF PREVIOUS MEETING**

The minutes of the Hoveton Parish Council (HPC) meeting held Friday 1<sup>st</sup> March 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 met with Anglian Water again in March. Anglian Water has drafted a 'position statement' regarding the capacity of the local sewerage network, but it has recognised this statement doesn't really reflect the core issues involved in the problems. The statement is being redrafted and will be circulated to relevant parties. Anglian Water has recognised that dealing with the sewerage network's problems will require a significant effort and will be a long-term task. A solution currently being considered in terms of coping with development in the village is the installation of a new pipeline from the 'higher' parts of Hoveton (where most new development is expected to take place) direct to a sewage pumping station in Belaugh. This would require a substantial investment from Anglian Water or a developer. The capacity of the 'low' part of Hoveton's sewerage network will be

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at the core of any position statement and is a work in progress. Some work has been planned for the summer, which may lead to road closures. Further details to follow.

- 4.1b. The installation of play equipment at Brook Park has been delayed due to poor ground conditions (ground too wet), but an anticipated start date of 8<sup>th</sup> April has now been given.
- 4.1c. Cllr Dixon has met with the landowner of a site that is currently being promoted as the 'preferred site' for the next phase of development in the village. A helpful discussion was held. A number of issues will be progressed in the due course of time, but much is dependent on when (or if) Anglian Water can find a solution to Hoveton's sewerage network problems, or whether a developer would be willing to help fund any solution found.
- 4.1d. Following a request from HPC, Cllr Dixon will ask whether a detailed plan of the Brook Park play area is available. Cllr Dixon advised HPC that work is expected to begin on the Church Field development in early May. HPC queried why the new commercial building on Littlewood Lane is empty. Cllr Dixon advised this is because the discharge of conditions must be completed before the building can be occupied.
- 4.2. Police report. None received.
- 4.3. Questions from members of the public relating to local issues. Background information on agenda item 7.1a provided by applicant, including location of property, plot size and reasons for application. Query as to why Hoveton doesn't have a neighbourhood plan (resources needed to produce a plan currently beyond HPC's reach, and Community Infrastructure Levy funding not available in North Norfolk so plan wouldn't have impact desired). Request for 'no parking' signs to be added to Three Rivers Way posts near St. John's Community Primary School to help prevent dangerous and illegal parking in this area.

## 5. CLERK'S REPORT

Reminder of deadline for submission of nomination forms for Parish Council elections.

## 6. MATTERS ARISING FROM PREVIOUS MEETINGS

Removal of fallen tree in Pocket Park in hand (waiting for contractor to action). Confirmation that Hoveton's expression of interest in Broads National Park signs has been registered.

## 7. PLANNING

7.1. Planning applications received for comment:

7.1a. PO/19/0290 – Erection of dwelling (Outline Planning – all matters reserved). Torrens, Tunstead Road, Hoveton. HPC noted the plot size allows ample room for the proposed development. **AGREED no objection** (proposed by Cllr P Howe, all in favour).

7.1b. Planning applications received since 26<sup>th</sup> March 2019. BA/2018/0374/FUL (New dwelling; The Rhond, Hoveton). Amended application. HPC objected to original application. Amendments made do not address the concerns HPC raised in its

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original objection. Reduced overall height but the proposed building still appears to occupy the same 'footprint' in terms of area. HPC's concerns regarding the overdevelopment of this site (in terms of the proposed development being too large for the site) remain. **AGREED objection** (proposed by Cllr P Howe, all in favour).

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

7.2a. Planning application consultation response submitted by the Parish Clerk, as per HPC's Planning Protocol. No objection. Noted.

7.2b. Parishioner correspondence submitted by District/County Councillor. Application appears to be a retrospective one. Two of the rides included in the application are already in place on the site and concerns have been raised by several local residents regarding these two rides, with respect to noise levels from the rides. This information wasn't shared with HPC as part of the application's consultation process. Residents concerned about increased noise from the addition of extra rides (particularly height of these rides making noise travel to nearby properties) and that the new rides could lead to an increase in traffic to Wroxham Barns and an increase in vehicles parking on local roads surrounding the site (though HPC understands Wroxham Barns has recently created a new parking area on site). Reassurance needed that the number of vehicles expected to be visiting the site once these new rides are in place will not exceed the parking facilities available on the site. HPC AGREED to contact North Norfolk District Council (NNDC) with additional comments in light of the new information received and to ask if regular monitoring of noise levels will be carried out to ensure the noise of the new rides remains at suitable levels and doesn't become a nuisance (**Action Clerk**).

7.3. Notification of planning decisions:

7.3a. BA/2018/0461/FUL (Two storey extension to bar including first floor bedrooms. Replace cellar entrance with ramped stairs. Replace service entrance with extension. Replace shed and bin store with seating area. Hotel Wroxham, Riverside Centre, Norwich Road) *Approved*

7.3b. BA/2018/0474/FUL (Replacement reception. Richardson's Day Boat Hire, The Rhond) *Approved*

7.3c. BA/2018/0495/HOUSEH (Extension to dwelling. Keepers Cottage, 8 Long Lane) *Approved*

7.3d. PF/18/1283 (Erection of single storey front and rear extensions. 53 Waveney Drive) *Approved*

7.3e. BA/2019/0051/HOUSEH (Erection of a single storey garden room. Hawkwood, Meadow Drive) *Approved*

7.3f. PF/18/2202 (Erection of rear single storey extension, creation of front first floor extension, demolish existing garage and erection of garage with annexe accommodation above. Windborne, 21 Stalham Road) *Refused*

7.3g. 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 5 years. Roys (Wroxham) Ltd Car Park, Station Road) *Approved*

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- 7.4. Church Field development. Consideration of whether street lighting should be provided and adopted by HPC. Awaiting news from developer regarding possible contribution to maintenance/energy costs. Deferred to next meeting.
- 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 7<sup>th</sup> May to Wednesday 19<sup>th</sup> June. Noted.
  - 7.5b. Notice of Local Plan consultation drop-in event for Hoveton. Thursday 23<sup>rd</sup> May, 2.30pm to 7.30pm, Broadland Youth and Community Centre. Noted.
  - 7.5c. Parishioner email. Views on North Norfolk Local Plan. Response sent by Clerk. Noted.
  - 7.5d. HPC's role in promoting/facilitating the Draft Local Plan Consultation. Included in April Bridge report; will be included in May's report. To promote on HPC website and Facebook page. Councillors to attend drop-in event on 23<sup>rd</sup> May to engage with local residents. Residents' views should be sent directly to NNDC as part of the consultation process, but residents are also encouraged to share their views with HPC. HPC to agree its response to the Draft Local Plan Consultation at 3<sup>rd</sup> June meeting (to request that local residents share their views with HPC before that date).

## 8. FINANCE

- 8.1. HPC reviewed the final monthly Budget Monitoring Statement for 2018/19. End of year figures as expected.
- 8.2. Bank reconciliation for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2019. Not yet available due to proximity of meeting date to end of financial year. Deferred to next meeting.
- 8.3. HPC reviewed its draft budget for 2019/20 and considered a suggested revised budget based on the 2018/19 year-end position. Amount Carried Forward From Previous Year figure confirmed as £36,306.66 (£489.34 less than estimated figure in draft budget). Audit/Legal Fees/Fees & Charges budget heading increased from £700 to £1,525 due to outstanding invoices still due to be paid from 2018/19. Adjustments made to Clerk's Salary, LGPS, and Tax/NIC budget headings due to confirmation of Clerk's new hourly rate of pay. Minor changes made to some budget headings due to accurate costs now being available. Miscellaneous Grants and Donations budget heading decreased from £1,000 to £700 and Contingency budget heading decreased from £3,000 to £1,500 to counteract resulting overspend of £1,789.76. Revised 2019/20 budgeted expenditure of £68,494.59. All changes to draft budget AGREED by HPC and HPC RESOLVED to approve the revised version of the budget (proposed by Cllr P Howe, all in favour). The RFO was thanked for her hard work in preparing the budget in time for the meeting.
- 8.4. 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 (March 2019)	£317.70
Thinking Rural CIC	Payroll Services (February 2019)	£12.00
Hoveton Village Hall	Room Hire (February 2019)	£16.25

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CIM Ltd	A3 Dibond Sign Panel (Bird Feeding Sign)	£23.40
Patrick Hannant	Maintenance of Riverside Park 2018-2019	£1,222.00
SLCC	Clerk's SLCC Subscription 2019-2020	£156.00
SLCC Enterprises Ltd	Managing Local Council Elections Webinar	£36.00
Norfolk ALC	Being An Effective Councillor Training Course	£72.00
NNDC	Flowerbeds Brown Bin Collection 2019-2020	£52.00
Hoveton Village Hall	HVH Donation LG(MP)A 1976 s19	£5,000.00
Staff Costs	Clerk's Wages & Expenses (March 2019)	£1,587.33*
Norfolk Pension Fund	Workplace Pension Contributions (March 2019)	£434.00
Staff Costs	Litter Picker's Wages (March 2019)	£297.50
Public Works Loans Board	Repayment of Loan & Interest (Granary Staithe) (2018-2019 Payment via Direct Debit)	£4,404.27
Hoveton Village Hall	Room Hire (March 2019)	£13.00


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

A proposed payment of £565.00 to Norfolk County Council (for a new village sign post via the Parish Partnership Scheme, as per item 9.11) was not agreed. Payment to be discussed further with NCC. Likely that HPC will order and pay for the new sign and NCC will need to reimburse HPC for any extra costs incurred (**Action Cllr P Howe**).

- 8.5. Business rates bill for 2019/2020 for Granary Staithe (nothing to pay). Noted.
- 8.6. Confirmation of the appointment of Mr Roger Canwell as HPC's Internal Auditor for the financial year 2018/2019. Estimated cost of £60. Audit already covers all areas of work requested for review by HPC.
- 8.7. Secure disposal of old HPC laptop via Wroxham Computer Services. Noted.
- 8.8. Came & Company Local Council Insurance. HPC reviewed the pre-renewal email and documentation (renewal date 1<sup>st</sup> June). Renewal Risk Presentation correct as shown. HPC to provide Came & Company with its up-to-date asset register for review of sums insured and further details of Granary Staithe Charity Day (**Action Clerk**). AGREED to request an additional insurance quote from BHIB Councils Insurance (**Action Clerk**).

## 9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. Loose manhole cover on Horning Road has been fixed. Other items still pending/awaiting work. List updated accordingly.
- 9.2. Highway Rangers visit. Cllr A Howe to be advised of any maintenance issues needing attention (deadline 18<sup>th</sup> April).
- 9.3. Blofeld Loke car park. No response from Victory Housing as yet to concerns raised by HPC or request for a site meeting. HPC AGREED to continue to pursue this matter on behalf of residents. To chase Victory Housing (**Action Cllr A Howe**).
- 9.4. Parking obstructions and reports of inconsiderate parking on Horning Road, Waveney Drive and Meadow Drive:
  - 9.4a. Response from Norfolk County Council (NCC) Children's Services. Will consider the need for additional staff and visitor parking if future expansion of the school is required. No additional parking needs identified at present, and do not believe

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problems reported would be prevented by increased staff or visitor parking at the school.

- 9.4b. Response from St. John's Community Primary School. Agreed to support HPC in encouraging parents/carers to park responsibly and will include in next school newsletter. To request update from school on action taken so far (**Action Cllr A Howe**).
- 9.4c. Feedback and comments received from local residents. Noted. HPC considered resident's request for 'no parking' signs to be added to Three Rivers Way posts near the school. AGREED that enforcement should be used to its fullest extent before HPC spends any money on the problem (as unlikely such signs would be funded by NCC). County Council Enforcement Officers chased, but still awaiting their response regarding illegal parking on Horning Road. Cllr Dixon to support HPC in pursuing this matter with Enforcement Officers (**Action Cllr A Howe**). In terms of inconsiderate parking on residential roads, feedback received suggests problems are not as widespread as believed and that there needs to be give and take on both sides. HPC is not aware of any practical steps it can take to resolve these problems.
- 9.4d. Policies of Highways (NCC) and St. John's regarding parking. HPC understands the policy position of Highways is not to facilitate car travel to schools and that of St. John's is not to accept liability for drop-off or pick-up vehicular movements on site. Concerns raised that these policies may contribute to road safety concerns on adjoining public roads. AGREED to refer to Wroxham & Hoveton Joint Action Group for further discussion (**Action Cllr Marshall**).
- 9.5. Request for dropped kerbs at the junction of Albion Way and Waveney Drive (following concerns raised by residents about reduced accessibility in this location). NCC advice is that dropped kerbs would have to be funded by HPC or via Local Member Highways Budget as they would be considered an improvement to the highway. HPC considers this an 'access for all' issue and feels NCC should fund the work. AGREED to pursue further with NCC (**Action Cllr A Howe**).
- 9.6. Request for the relocation of a dropped kerb outside a property on Church Road. HPC pursuing with NCC on behalf of Church Road resident. Advice from NCC is that works requested may be possible under an Abortive Costs Agreement, but at estimated cost to the resident of £6,000. AGREED that Cllr A Howe should discuss NCC's advice with the resident to see if the Abortive Costs Agreement might be a possible solution to the resident's problem (**Action Cllr A Howe**).
- 9.7. Replacement bus stops for Horning Road/Palmers Lane junction. Poles and flags have been ordered. NCC to advise HPC of delivery/installation date. NCC to fund works.
- 9.8. Local Member Highways Budget funding request. School wig-wag sign to be installed on Church Road. Existing sign on inbound approach to be upgraded so all three roads heading toward the school have a matching sign. Agreement to use remaining funding from 2018-2019 Local Member Highways Budget.
- 9.9. Parishioner concerns. Disruption to travel caused by roadworks/traffic lights on A1151. Noted. Concerns raised with NCC, but roadworks often arranged by utility companies

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and sites are left unattended for good reasons (problems encountered, parts required, etc). Not too much disruption from Wroxham Bridge works.

- 9.10. SAM2/Community Speed Watch update. SAM2 data shows vehicles are still speeding on Tunstead Road, even though SAM2 is clearly in view. HPC was previously advised that funding for further speed restriction measures for Tunstead Road isn't available. It is hoped the new Community Speed Watch team will make a difference once active.
- 9.11. NCC Parish Partnership Scheme. Confirmation of successful bid for village sign posts project. Terms and conditions to be discussed further with NCC (**Action Cllr P Howe**). Bittern Line Community Rail Partnership's new signs now in place outside Hoveton & Wroxham railway station.

## **10. GRANARY STAITHE**

- 10.1. Granary Staithe update. New sign with advice on feeding waterbirds is ready to be put up (**Action Cllr P Howe**).
- 10.2. Granary Staithe Charity Day. Sunday 16<sup>th</sup> June 2019. Good response so far; a number of organisations have already confirmed their attendance.
- 10.3. Health and safety inspection report. Noted. To review actions to be taken (**Action Cllr P Howe**). Volunteers needed for working party to clean picnic tables. Staithe inspected once a week and records kept.

## **11. RIVERSIDE PARK AND POCKET PARK**

- 11.1. Riverside Park and Pocket Park update. Cllr Marshall to meet with parks contractor on Wednesday to discuss additional maintenance work required/to obtain quote (**Action Cllr Marshall**).
- 11.2. Health and safety inspection reports. Broads Authority responsible for areas of park in which most of the work needs to be done. HPC AGREED to send report to the Broads Authority, and to ask them to action items marked for attention (**Action Cllr Marshall**). HPC to begin keeping weekly inspection records for the parks (**Action Cllr Marshall & Cllr P Howe**).
- 11.3. Quote from Patrick Hannant for parks maintenance (1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020), based on existing schedule of works. £1,235.00. AGREED
- 11.4. Parishioner email. Concerns about dogs running 'off leads' in the parks. Not sure what action HPC can take. To request advice from NNDC and Norfolk Police (**Action Cllr A Howe**).

## **12. SERVICES AND AMENITIES**

- 12.1. Litter bins. Updated list of litter/dog refuse bins and list of queries for NNDC. To chase NNDC to confirm ownership of queried litter bins (**Action Cllr A Howe**).
- 12.2. Grit bins. Victory Housing have asked HPC to sign a letter of agreement rather than a Memorandum of Understanding for use of land at Grange Close for the siting of a grit bin. Draft letter to be reviewed by HPC. NCC has confirmed HPC owns two grit bins – the new bin on Grange Close and the bin on the other side of Wroxham Bridge (which has been claimed by Wroxham Parish Council). To find minute that references grit bin being moved to the other side of the bridge (**Action Cllr A Howe**).

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- 12.3. Street lights electrical testing (35 units, April 2019). Quote of £613.90 + VAT accepted at HPC meeting of 3<sup>rd</sup> April 2017. Request submitted to Amey. Waiting for testing date.
- 12.4. Flowerbeds project update:
  - 12.4a. Roys' Highway Nursery order for flowerbed plants. APPROVED
  - 12.4b. Draft risk assessment/health and safety statement. Noted. To be reviewed and finalised with volunteer (**Action Cllr P Howe**).
  - 12.4c. New brown bin. AGREED bin to be kept at Hoveton Village Hall in the old Bowls Club area.
  - 12.4d. Resources required. Suitable number of volunteers available. Request for high-visibility vests for volunteers (**Action Cllr P Howe**), traffic cones, and access to first aid box (traffic cones/first aid box available from Hoveton Village Hall).
- 12.5. Litter picking. No time to organise an event for Keep Britain Tidy's Great British Spring Clean, but will remain on mailing list for future events.

### 13. CORRESPONDENCE

- 13.1. Parishioner email. Request for more extensive display of Christmas lights next year for Hoveton and Wroxham. Volunteers needed for 'Christmas lights committee', separate from HPC. Interest shown by owner of Ken's Fish & Chips. HPC to contact volunteers and co-ordinate (**Action Cllr A Howe**).
- 13.2. Parishioner message. Commemorative plaque, junction of Stalham Road and Horning Road. Commemorative tree removed, but plaque remains. HPC to consider options for relocation of plaque and will try to find out more about it. Deferred to next meeting.
- 13.3. Utility Aid (energy broker) introductory email. AGREED not to pursue further as HPC happy with its current energy supplier and didn't feel savings it would be likely to make (as HPC only incurs energy costs for small number of street lights) would be significant enough to warrant the work involved in changing suppliers.
- 13.4. Norwich Western Link consultation analysis update. Noted.
- 13.5. NNDC Notices of Election. Election of Parish Councillors (Hoveton Electoral Area) and Election of District Councillors (Hoveton & Tunstead Ward). Noted.
- 13.6. Correspondence received since 26<sup>th</sup> March 2019:
  - 13.6a. Parishioner email. Concerns about condition of Three Rivers Way embankment on Horning Road and future planting ideas. The Three Rivers Way Association is about to dissolve and has agreed to donate £500 to HPC to help pay for more extensive improvements to this embankment than those planned by NCC. The cost of replanting the whole length of the embankment will be around £1,000 (the Three Rivers Way Association has indicated it will be willing to provide this funding). Quotes to be obtained from landscape gardening firms (**Action Cllr P Howe**). Parishioner's planting suggestions to be taken into account. To update resident (**Action Clerk**).
  - 13.6b. Broadland District Council email – adoption of Wroxham Neighbourhood Plan. Noted. Hoveton & Wroxham Medical Centre doesn't appear to be mentioned in the plan. To query with Wroxham Parish Council (**Action Cllr Marshall**).
  - 13.6c. Parishioner email. Request for extra street/path sweeping and cleaning of street signage. NNDC is responsible for street cleaning and street name plates. Roys

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also does street sweeping near its premises. To ask resident for further details of particular roads or street signs in need of attention so HPC can report these to NNDC (**Action Clerk**).

#### 14. ITEMS FOR CONSIDERATION AND DECISION

- 14.1. Confirmation of change of meeting dates. AGREED that Annual Parish Meeting to take place on Monday 20<sup>th</sup> May at 6.30pm, followed by the Annual Parish Council Meeting on Monday 20<sup>th</sup> May at 7.30pm (both rescheduled from Wednesday 15<sup>th</sup> May).
- 14.2. Items for inclusion in The Bridge magazine (May edition): profile of Litter Picker; Draft Local Plan Consultation reminder; new village signage and new school signs; call for working party volunteers for Granary Staithe and parks work; notice of Annual Parish Meeting.

#### 15. STAFF MATTERS

- 15.1. 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 from the meeting for listed agenda items 15.2, 15.3 and 15.4 on the grounds that these items 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).
- 15.2. Employee appraisal meetings. Clerk's appraisal held on 28<sup>th</sup> March. Pleased with what Clerk has achieved in the past year. Future training opportunities discussed. Concerns remain over continuing heavy workload. Litter Picker's appraisal held on 29<sup>th</sup> March. Health and safety matters reviewed. Reports of scrap metal being left under Wroxham Bridge. HPC would like to see volunteer litter pickers co-ordinating their efforts with the Litter Picker's route. AGREED to raise awareness of this matter with NNDC and in The Bridge report (**Action Cllr A Howe**). Following a successful appraisal, HPC AGREED to increase the Litter Picker's rate of pay from £8.75 an hour to £9.00 an hour as from 1<sup>st</sup> April 2019.
- 15.3. HPC noted new nationally-agreed NJC pay scales as from 1<sup>st</sup> April 2019. Following a successful appraisal, the Clerk's new rate of pay was confirmed as £14.03 per hour as from 1<sup>st</sup> April 2019.
- 15.4. HPC noted changes to its employer and employee pension contribution rates (Norfolk Pension Fund, LGPS) as of 1<sup>st</sup> April 2019. HPC's employer contribution rate is 22.5% as of 1<sup>st</sup> April 2019 (this is a fixed figure, and was noted at HPC's meeting of 13<sup>th</sup> March 2017). The Clerk's employee contribution rate remains at 5.80% as of 1<sup>st</sup> April 2019.

#### 16. ITEMS FOR NEXT AGENDA – WEDNESDAY 1<sup>st</sup> MAY 2019

None put forward.

The meeting closed at 9.30pm.

Signed P Howe  
Name P Howe

Date 1/05/19