



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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Minutes of the Meeting of Hoveton Parish Council Monday 3rd June 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)
Seven members of the public

1. APOLOGIES FOR ABSENCE – Cllr Martin Richmond

2. DECLARATIONS OF INTEREST – None

3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held Monday 20th May 2019 were AGREED and APPROVED. The minutes were signed by Cllr Peter Howe.

4. PUBLIC FORUM

- 4.1. District/County Councillor reports. None received. Apologies received from Cllr Dixon.
- 4.2. Police report. None received.
- 4.3. Questions from members of the public relating to local issues. Progress on Christmas lights for Hoveton and Wroxham – more volunteers needed to make this project viable; will need to investigate costs/power supply; fundraising will need to take place; HPC to discuss with Roys/to seek advice from organisers of North Walsham's Christmas lights (**Action Cllr A Howe**); HPC to raise matter with Wroxham Parish Council (**Action Cllr Marshall**). Draft Local Plan feedback. Parishioner concerns about proposals for 'Brook Park phase two', in particular the proposals for a new access road via Tunstead Road (would prefer to see this road come out opposite Two Saints Close, with a roundabout to allow safe exit from Two Saints Close/Brook Park onto Tunstead Road). Parishioner advised to submit comments to North Norfolk District Council (NNDC).

5. CLERK'S REPORT

Elections paperwork returned to NNDC. Renewal of insurance/data protection fee confirmed. Bank account mandate change forms taken to Barclays (awaiting confirmation of changes).

6. MATTERS ARISING FROM PREVIOUS MEETINGS – None

7. PLANNING

7.1. 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. HPC AGREED to **object** to this application due to concerns about the overdevelopment of this site (proposed by Cllr P Howe, all in favour). Specific concerns surround inadequacy of the sewage system in this location (in terms of its ability to cope with further development on this site) – HPC would need to see evidence that Anglian Water has solved ongoing sewerage overflow problems occurring in/around this area before it could consider supporting this application; surface water flooding in this location, which restricts access to properties; and a potential increase in traffic along a private road due to the proposed location of the three residential units.

7.1b. Planning applications received since 28th May 2019. PF/19/0688. Siting of metal container for storage use. Two Saints Farmhouse, Tunstead Rd, Hoveton. HPC AGREED to **object** to this application due to its visual impact on the surrounding area and its likely adverse impact on neighbouring properties (proposed by Cllr P Howe, all in favour).

7.2. Notification of planning decisions:

7.2a. PF/19/0595 (Single storey side extension. 31 Waveney Drive) *Approved*

7.2b. BA/2019/0162/TCAA (Works to trees. The Beehive, Riverside Rd) *No Objection*

7.3. New street name consultation. HPC AGREED it has **no objection** to proposed street names (St Johns Way/Churchfield Avenue) for Church Field development. To respond to NNDC (**Action Clerk**).

7.4. Adoption of Local Plan for the Broads by the Broads Authority. Noted.

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

7.5a. Representations from parishioners via Facebook and consultation drop-in event (no written representations received). Comments suggest preference for several smaller developments rather than one big development, but concerns about lack of affordable housing in small developments compared to large developments.

7.5b. Representation from CPRE Norfolk. Noted.

7.5c. HPC AGREED its response to the First Draft Local Plan consultation. Response to include the following points: a preference for smaller sites (holistic, integrated approach to development) rather than one big development; confirmation to be sought that approved developments at Church Field and Tilia Business Park will be included in Hoveton's housing allocation; increase in traffic as a result of the proposed development/impact of extra traffic on already stretched road system; still unresolved problems with local sewerage network/network's ability to cope with further development; concerns about local infrastructure and its ability to cope (medical centre, schools, etc); objection to proposals regarding access roads for the proposed development (proposed access road via Tunstead Road

will impact on residents of Tunstead Road/Two Saints Close and it will likely be used as a 'rat run' through the new development, impacting on those residents too); concerns that problems encountered with 'Brook Park phase one' (in terms of the work done by Persimmon) may be repeated with 'Brook Park phase two'.
Response to be drafted/circulated to HPC for approval (**Action Clerk**).

- 7.6. Planning correspondence received since 28th May 2019. Cllr Nigel Dixon's consultation response to revised application PF/19/0295 (Wroxham Barns). Concerns raised about scope/timing of noise assessment. Noted.

8. FINANCE

- 8.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.
- 8.2. HPC noted the receipt of £1,224.70 from HM Revenue & Customs via direct credit on 20th May 2019. VAT reclaim/repayment (1st October 2018 to 31st March 2019).
- 8.3. Items of expenditure. HPC RESOLVED to approve the following payments (proposed by Cllr P Howe, all in favour):

1&1 IONOS Ltd	Monthly Fee (HPC Emails and Domain)	£2.39
HMRC	Tax & NIC (May 2019)	£475.74
Thinking Rural CIC	Payroll Services (April 2019)	£12.00
Garden Guardian Ltd	Highway Grass Cutting (April 2019)	£482.14
Amey LG Limited	Street Lights Electrical Testing (April 2019)	£736.68
Hoveton Village Hall	Room Hire (April 2019)	£19.50
Millennium Pest Control	Quarterly Pest Control (May To July 2019)	£93.60
Roger Canwell	HPC Internal Audit 2018-2019	£60.00
Volunteer Expenses	Community Flowerbeds (Plants & Compost)	£240.92
Community Action Norfolk	CAN Silver Membership 2019-2020	£50.00
CIM Ltd	New Village Signage (Finger Post Sign)	£778.80
Hoveton Village Hall	Room Hire (May 2019)	£32.50
Staff Costs	Clerk's Wages & Expenses (May 2019)	£2,570.60*
Norfolk Pension Fund	LGPS Workplace Pension Contributions (May 2019)	£714.69
Staff Costs	Litter Picker's Wages (May 2019)	£396.00*
Volunteer Expenses	Community Flowerbeds (Flowers/Plants)	£40.98

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

- 8.4. Grant applications for additional facilities and equipment for the village. HPC AGREED in principle to make grant applications to NNDC's Big Society Fund (maximum grant of £15,000) and National Lottery Awards for All England (maximum grant of £10,000) in order to fund the purchase of outside gym equipment/disabled playground equipment for the parish of Hoveton. Three quotations should be obtained for each item proposed to be purchased (**Action Cllr Gourlay**). Quotes must include additional costs involved (installation, surfacing etc) and a VAT breakdown of costs. Applications should include a 'statement of need' or supporting statements from potential users of the equipment.

Application forms to be completed in draft and passed to Clerk/RFO for review (**Action Cllr Gourlay**). All applications to be approved and signed at a meeting of HPC.

9. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018-2019

- 9.1. HPC considered the Annual Internal Audit Report for the financial year 2018-2019 and the Internal Auditor's Report to Council. The reports gave HPC a 'clean bill of health', with no concerns raised. The auditor stated that HPC's financial records are extremely well organised and maintained and are "a model for an organisation of this kind". HPC AGREED its internal controls were working well.
- 9.2. HPC considered each of the assertions in the Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return). HPC AGREED and RESOLVED to answer 'yes' to each of these assertions, and the Annual Governance Statement was completed, approved and authorised to be signed by Cllr P Howe and the Clerk.
- 9.3. HPC's Accounting Statements for 2018-2019 (Section 2 of the Annual Governance & Accountability Return) were considered, APPROVED, and authorised to be signed by Cllr P Howe.
- 9.4. The Explanation of Significant Variances in the Accounting Statements for the financial year 2018-2019 was considered by HPC and AGREED as being correct.
- 9.5. HPC reviewed and APPROVED a bank reconciliation for the financial year ending 31st March 2019, prepared in the format required by the external auditor and signed by the Clerk/RFO.
- 9.6. The Annual Accounts for the financial year 2018-2019 were considered, APPROVED, and authorised to be signed by Cllr P Howe and the Clerk/RFO.
- 9.7. The dates for the period for the exercise of public rights were AGREED and confirmed as Wednesday 12th June 2019 to Tuesday 23rd July 2019 inclusive. Formal notices to be published on HPC's website and noticeboards (**Action Clerk & Cllr A Howe**).
- 9.8. The submission of HPC's Annual Governance & Accountability Return for 2018-2019, plus all supporting documents, to PKF Littlejohn LLP (external auditors) was AGREED and authorised (**Action Clerk**).

10. HIGHWAYS AND ROAD SAFETY

- 10.1. Highways and drains maintenance requests update. Difficult to keep list up-to-date as updates not always sent when work's been completed. Blocked gully close to the old Blakes offices has been cleared. Still three blocked gullies on Newey's Way and drain on Littlewood Lane (Jewson's junction) is flooding again (**Action Cllr A Howe**). Report of white markings on pavements outside Stalham Road 'forties row' to be queried with Norfolk County Council (NCC) (**Action Cllr A Howe**).
- 10.2. Parking obstructions/inconsiderate parking. Advice received from NCC Highways as to possible solution (white H bar outside properties to align parked vehicles and maintain access; cost to residents of £20 per linear metre, min charge £120). To be shared with parishioner who raised concerns (**Action Cllr A Howe**).
- 10.3. Application for dropped kerbs for junction of Albion Way/Waveney Drive. HPC believes this should be funded by NCC. To pursue with NCC/Cllr Dixon (**Action Cllr A Howe**).

- 10.4. Three Rivers Way (Horning Road) embankment. Both Cllr P Howe and Cllr Dixon have written to NCC to ask that NCC resolves the problems with this embankment. Awaiting NCC's response.
- 10.5. NCC Parish Partnership Scheme (village sign post project). Sign may be installed next week. Cllr P Howe negotiating with NCC over costs involved. Agreed donation of £200 to be requested from Bure Valley Railway (**Action Cllr P Howe**).
- 10.6. Speeding in Hoveton St. John – use of SAM2 and speed limit query. Potential site for SAM2 has been agreed with Highways for Hoveton St. John end of Horning Road, but HPC doesn't have the human resources necessary to rotate the sign to this location at the moment. AGREED there is little HPC can do to assist with the problem of speeding in Hoveton St. John unless volunteers come forward to assist with the management of the SAM2. To reply to email and confirm HPC's position (**Action Clerk**).
- 10.7. SAM2 and Community Speed Watch:
 - 10.7a.Brackets have been ordered for new SAM2 location (Stalham Road). Volunteer to manage the device. Joint Hoveton & Wroxham Community Speed Watch has stalled due to lack of time to organise training for volunteers. Wroxham PC has apparently put the project on hold until a strategy can be agreed with Wroxham's new beat manager. AGREED to contact WPC to confirm WPC's position on this and to agree a way forward (**Action Cllr A Howe**).
 - 10.7b.HPC APPROVED the updated SAM2 Memorandum of Understanding (updated to allow use of the SAM2 on Stalham Road) between HPC and NCC Highways. It was AGREED the updated Memorandum of Understanding should be signed by Cllr Richmond or Cllr P Howe (**Action Cllr A Howe**).

11. GRANARY STAITHE

- 11.1. Granary Staithe update. Awaiting Millennium Pest Control's advice regarding two extra rat bait boxes. HPC might be able to obtain a refund on these boxes if not needed.
- 11.2. Granary Staithe Charity Day. Sunday 16th June 2019. Six organisations booked in plus wherry in dyke. Hoping for better weather this year. To arrange rota for HPC/HVH stall (**Action Cllr P Howe**).

12. RIVERSIDE PARK AND POCKET PARK

- 12.1. Riverside Park/Pocket Park update. The Broads Authority has done nothing to improve the performance circle area and the officer responsible for this project has now left the Authority (awaiting new contact).
- 12.2. HPC noted the restrictions surrounding the treatment/disposal of Japanese knotweed. Parks contractor has confirmed he has the relevant permissions to deal with Japanese knotweed. Weeds have been strimmed in the overgrown area.
- 12.3. Tree Condition Survey to be carried out soon. Price confirmed as £250.

13. SERVICES AND AMENITIES

- 13.1. Litter bins/recycling bins update. NNDC hopes to place recycling bins on Station Road, near the amenity bins, subject to some outstanding matters regarding reconstruction of the bin compound.

- 13.2. Parishioner email. Placement of litter bin outside public toilets on Station Road. NNDC has moved this bin to make it more visible.
- 13.3. Community flowerbeds project:
 - 13.3a. Most of the flowerbeds have now been planted, though it will take a while before the results will be seen. Thank you to the small group of volunteers for their hard work on behalf of the village.
 - 13.3b. Community flowerbeds health and safety policy. Reviewed and APPROVED.
 - 13.3c. Community flowerbeds project risk assessment. Reviewed and APPROVED.

14. CORRESPONDENCE

- 14.1. Parishioner email. Overgrown grass verges along the footpath from Tunstead Road to Summer Drive. Persimmon is responsible for maintenance of the path until it's adopted by NNDC. Advice received from Cllr Dixon as to agreed maintenance standards, which are being met. Agreement includes a provision that during the summer, any vegetation overgrowth that affects the use of the path should be cut back. HPC AGREED that the verges alongside this path need attention. To contact Persimmon to ask that verges be trimmed (**Action Clerk**) and to advise parishioner accordingly (**Action Clerk**).
- 14.2. Parishioner email. Lack of Neighbourhood Plan for Hoveton. Draft response written by the Clerk APPROVED to be sent by HPC. Reasons why a Neighbourhood Plan hasn't yet been pursued: costs associated with producing a Plan; human resources required; Community Infrastructure Levy not available in North Norfolk. Over the next few years, HPC to reconsider whether pursuing a Neighbourhood Plan for Hoveton will be viable, but this project would require significant community/volunteer involvement. To advise parishioner accordingly (**Action Clerk**).
- 14.3. Parishioner email. Concerns about location of Brook Park playground. Reply received from Persimmon – confirmation play area is in correct position and won't be moved to another location. Trees to be planted along perimeter of the play area to provide some screening once established. HPC to query delays in installing the play equipment with Persimmon (**Action Clerk**).
- 14.4. VE Day 75th anniversary celebrations – 8th May 2020. Invitation to take part. AGREED to promote to see if any community groups/volunteers would be willing to get involved in organising events.
- 14.5. NCC Norwich Western Link update. Report to be published/preferred route considered in July. Noted.
- 14.6. LGPS consultation. Public Sector Exit Payment Cap. Noted. No response from HPC.
- 14.7. LGPS consultation. Changes to the local valuation cycle and management of employer risk. Noted. No response from HPC.
- 14.8. Environment Agency. Draft national flood & coastal erosion risk management strategy consultation. Noted. No response from HPC. To pass consultation details to Hoveton's flood warden (**Action Cllr A Howe**).
- 14.9. Norfolk Local Councils Conference. Friday 12th July 2019. AGREED Cllr Alex Howe to attend (£49.50 per delegate).
- 14.10. Correspondence received since 28th May 2019:

- 14.10a. CPRE Rural Housing Conference. Friday 6th September 2019. AGREED Cllr Alex Howe to attend (£35 per delegate).
- 14.10b. Broadland Futures Initiative. Flood Management on the Broads online survey. Noted. No response from HPC. To promote survey.

15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. Broads Authority undergrounding wires programme. HPC AGREED to offer its support and to ask to be kept informed of progress (**Action Cllr P Howe**).
- 15.2. Request from Hoveton & District WI to display embroidered village map in village hall. To be considered/decided by Hoveton Village Hall Management Committee.
- 15.3. Parish Paths Seminar report (Wednesday 29th May). Seminar attended by Cllr P Howe and Cllr Marshall. Vast majority of footpaths in Norfolk (around 70%) aren't permanent rights of way. Hoveton has four short public rights of way, and opportunities to create further public access permissive paths in and around Hoveton are being investigated by various parties, including proposals to create a footpath on the Belaugh side of the railway line, to create a footpath from Hoveton's 24-hour moorings into Belaugh, and to build a new footpath 'river crossing' between Wroxham and Hoveton.
- 15.4. Clerk's request to take annual leave – Monday 17th June to Friday 21st June inclusive and Monday 12th August to Friday 23rd August 2019 inclusive. AGREED
- 15.5. HPC reviewed its meeting dates in terms of councillor/staff holiday dates. AGREED to move the meeting scheduled for 5th August to Wednesday 31st July.
- 15.6. Items for inclusion in The Bridge magazine (July edition): request for more volunteers (SAM2, Community Speed Watch, Christmas lights committee); community flowerbeds update; VE Day 75th anniversary celebrations; accounts/external audit dates.

16. ITEMS FOR NEXT AGENDA – MONDAY 1st JULY 2019

None put forward.

The meeting closed at 8.50pm.

Signed

Date

Name