



# HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller  
Email: clerk@hoveton-pc.org.uk Tel: 07572 349600

## **Minutes of the Annual Parish Council Meeting of Hoveton Parish Council Monday 20<sup>th</sup> May 2019 at 7.30pm, 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
- In Attendance:** Miss Lisa Weller (Parish Clerk)  
Councillor Nigel Dixon (District and County Councillor)  
Councillor Gerard Mancini-Boyle (District Councillor)  
Three members of the public

### **1. WELCOME TO COUNCILLORS**

- 1.1. Return of Result of Uncontested Election (Election of Councillors for Hoveton on 2<sup>nd</sup> May 2019). Seven persons validly nominated and duly elected without a contest. Five vacancies remaining on Hoveton Parish Council (HPC). Noted.
- 1.2. Declarations of acceptance of office were signed by all members of the Parish Council, witnessed by the Parish Clerk.

### **2. ELECTION OF CHAIRMAN**

- 2.1. Cllr Martin Richmond was elected as the Chairman of the Council (proposed by Cllr P Howe, seconded by Cllr Reeve, all in favour).
- 2.2. The Declaration of Acceptance of Office of Chairman of the Council was signed by Cllr Richmond, witnessed by the Parish Clerk.

### **3. ELECTION OF VICE-CHAIRMAN**

Cllr Peter Howe was elected as Vice-Chairman of the Council (proposed by Cllr Richmond, all in favour).

### **4. APOLOGIES FOR ABSENCE – None**

### **5. DECLARATIONS OF INTEREST**

- 5.1. Declaration of interest forms (registers of parish members' interests) were submitted to the Clerk by all members of the Parish Council.

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5.2. Personal and/or pecuniary interests in any items on the agenda. Cllr Reeve declared an interest in agenda item 13.1 (nominations for new Norfolk ALC Executive) in terms of his employment with Norfolk ALC. It was AGREED Cllr Reeve would not vote on this item.

## 6. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council meeting held on Wednesday 1<sup>st</sup> May 2019 were AGREED and APPROVED. The minutes were signed by Cllr Richmond.

## 7. PUBLIC FORUM

Hoveton's newly-elected District Councillors, Cllr Nigel Dixon and Cllr Gerard Mancini-Boyle, were both in attendance at the meeting. Hoveton and Tunstead ward to be split between the two District Councillors (Cllr Mancini-Boyle looking after Barton Turf, Dilham and Neatishead; Cllr Dixon looking after Ashmanhaugh, Sloley, Tunstead and Smallburgh, with Hoveton to be shared). Cllr Mancini-Boyle will sit on the Development Committee at North Norfolk District Council (NNDC), which he hopes will give him further insight into local planning matters.

The installation of play equipment at Brook Park is still to be completed but is taking shape. Cllr Dixon believes the adoption of Brook Park by the District Council won't take place in this financial year as there is still work to be done. He won't support the adoption until everything has been put right.

Anglian Water has issued a draft position statement regarding the local sewerage network. This statement recognises there are problems to be investigated and resolved in the 'lower' part of the network. Cllr Dixon has been querying some of the terminology used in the draft statement. Progress is being made, but there is more work to be done to identify why sewers are flooding.

Public consultation on the North Norfolk Draft Local Plan is underway. An event will be held in Hoveton on Thursday 23<sup>rd</sup> May at which local residents can find out more.

Cllr Dixon is optimistic that the granting of planning permission for the new Roys car park will result in some redevelopment of Station Road, such as removal of the hoardings. Waterside Rooms planning application is still with the Broads Authority, at the initial concept stage. Cllr Dixon understands that the developer has gone back to the drawing board due to feedback received.

Concerns raised about local traffic congestion haven't been forgotten and further feedback is expected to be received soon based on studies being carried out this year.

A positive matter from the past year is the successful turnaround of Oyster Yachts' fortunes. Both Tilia (Oyster Yachts' landlord) and Oyster Yachts are putting lots of investment into the business. Tilia will provide a new access road from the Station Road junction, though there's

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no news on when the housing development north of the business park will be delivered due to the original developer pulling out.

## 8. MATTERS ARISING

Request from Wroxham WI to set up a small table on Granary Staithe on Saturday 27<sup>th</sup> July to give away decorated wooden spoons celebrating Norfolk Day. Request approved.

## 9. PLANNING

9.1. 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. Noise assessment completed. No problems with noise levels reported. **AGREED no objection** (proposed by Cllr Richmond, all in favour).

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

9.2. The Broads Centre (planning application BA/2018/0512/FUL). HPC noted the approval of planning permission by the Broads Authority. Plans have been amended to remove the brick weave that encroached onto the public highway. Tree to be removed due to ash dieback disease will be replaced (existing tree has safety barriers around it due to concerns raised over the uneven path surrounding the tree). HPC's picnic tables still not shown on the plans. Items to be queried with the developer – provision of benches and picnic tables, provision of power supply and water irrigation system for the Staithe (**Action Cllr P Howe**).

9.3. North Norfolk Local Plan 2016-2036 (North Norfolk District Council):

9.3a. Receipt of First Draft Local Plan and Alternatives Considered plus formal notices of consultation. Consultation period of 7<sup>th</sup> May to 19<sup>th</sup> June. Noted.

9.3b. Members of HPC to attend Local Plan consultation drop-in on rota system (23<sup>rd</sup> 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). HPC **RESOLVED** to approve this payment.

10.2. HPC considered the insurance renewal quotations from BHIB Councils Insurance and Came & Company Local Council Insurance (four quotes total). Renewal date 1<sup>st</sup> June 2019. HPC **RESOLVED** to accept quotation of £948.74 from BHIB Councils Insurance for a Local Councils Policy with Aviva Insurance Ltd and HPC **RESOLVED** to accept a three-year Long Term Agreement with BHIB/Aviva (proposed by Cllr Richmond, all in favour).

10.3. Parish elections candidate spending returns/declarations were submitted to the Clerk by all members of the Parish Council.

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- 10.4. Review of expenditure incurred under section 137 of the Local Government Act 1972. Expenditure within limits set. Limit for 2018/19 = £13,731.42; expenditure was £1,500. Limit for 2019/20 is £14,226.24; budgeted expenditure is £1,460.
- 10.5. Review of banking arrangements. Barclays Mandate Change form completed. Clerk to be added as an authorised person (not a signatory) and contact details to be updated. AGREED. Form signed by Cllr Richmond and Cllr P Howe. Cllr Reeve still to be added as a signatory.

## **11. ADMINISTRATIVE MATTERS**

- 11.1. Review of Standing Orders. Updated and adopted August 2018. No changes required.
- 11.2. Review of Financial Regulations. Updated and adopted September 2018. No changes required.
- 11.3. Review of asset registers. Registers regularly updated. No changes required.
- 11.4. Review of subscriptions to other bodies. Society of Local Council Clerks (subscription updated); Norfolk Association of Local Councils (recently updated); Community Action Norfolk (due for renewal soon); The Bridge magazine and The Broads Society (both due December 2019).
- 11.5. Review of HPC's policies and procedures in respect of its obligations under freedom of information and data protection legislation. Data protection policies and procedures in place. Procedures for obtaining consent to share information to be reviewed to ensure procedures are practical. Data audit schedule to be finalised. Further procedures to be put in place regarding freedom of information requests.
- 11.6. Review of employment policies/procedures. Dignity At Work (Bullying & Harassment) Policy adopted February 2019. Disciplinary and grievance procedures to be updated this year.
- 11.7. Review of complaints procedure. To be updated this year.
- 11.8. Review of Press and Media Policy. To be updated in line with new Standing Orders.
- 11.9. HPC APPROVED the calendar of meetings for 2019-2020, based on a 'first Monday of the month' schedule.

## **12. RESPONSIBILITIES AND DELEGATION ARRANGEMENTS**

- 12.1. Review of councillor roles and responsibilities. Governance & Finance transferred from Cllr Richmond to Cllr Reeve. All other roles and responsibilities remain the same.
- 12.2. Review of delegation arrangements to committees, sub-committees, staff or other local authorities. No committees, sub-committees, or delegation arrangements to other local authorities. Delegation to Clerk as part of HPC's Planning Protocol is working well.
- 12.3. Appointment of new committees, sub-committees or working groups – none made.
- 12.4. Review of representation on/work with external bodies, and arrangements for reporting back. North Norfolk Town and Parish Forum (Cllr A Howe); Patient Participation Group (Cllr A Howe); Wroxham & Hoveton Joint Action Group (Cllr Richmond/Cllr Marshall); Safer Neighbourhood Action Panel (Cllr Rogers). Reports are given at next available meeting.
- 12.5. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses. Service delegation agreement in place with Norfolk

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County Council for grass cutting. HPC contracts in place for grass cutting, pest control, parks maintenance, litter bin emptying, street lights maintenance, and payroll services. No contract changes required at present.

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

- 13.1. Nominations for new Norfolk ALC Executive. Deadline 14<sup>th</sup> June 2019. No nominations made.
- 13.2. Necessary arrangements for HPC to become eligible to exercise the general power of competence in the future. HPC requires at least eight elected councillors (two-thirds of the total number of seats) in order to be eligible to use this power. Parish Clerk must also obtain the Certificate in Local Council Administration (CiLCA). Clerk would like to undertake CiLCA, but can only do so if workload and hours decrease. To be reviewed again later this year.

### **14. ITEMS FOR NEXT AGENDA – MONDAY 3<sup>rd</sup> JUNE 2019**

Grant applications for playground/gym equipment. Update on litter bins. Update on dropped kerbs application.

**The meeting closed at 8.50pm.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_