



HOVETON PARISH COUNCIL

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 **Wednesday 31st July 2019 at 6.30pm.**

The business to be transacted at the meeting is set out below.

A handwritten signature in black ink, appearing to be 'LW', followed by a long horizontal stroke.

Lisa Weller, Clerk to Hoveton Parish Council – Thursday 25th July 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 1st July 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 1st July 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. PF/19/0688 – Siting of metal container for storage use. Two Saints Farmhouse, Tunstead Road, Hoveton. Amended application. Deadline 1st August 2019.
 - 7.1b. PF/19/1101 – Single storey rear extension. 8 Summer Drive, Hoveton. Deadline 1st August 2019.
 - 7.1c. BA/2019/0212/COND – Remove occupation restriction, condition 2 (permission BA/1987/3541/HISTAP). Summerville, Brimbelow Road, Hoveton. Deadline 13th August 2019.
 - 7.1d. Planning applications received since 25th July 2019.
- 7.2. To note one planning application consultation response submitted by the Parish Clerk, as per HPC's Planning Protocol: PF/19/1030 – Single storey side and rear extension; demolition of existing shed/garage. 4 Brimbelow Road, Hoveton. NO OBJECTION
- 7.3. Application CL/19/1064 – Certificate of Lawfulness for existing use of annexe as single dwelling house. 140 Stalham Road, Hoveton. For information only.
- 7.4. Application PF/18/1848 – Single storey extension to side/rear and replacement roof to allow for accommodation with the roof space. Flamingo Cottage, 15 Church Road, Hoveton. Planning appeal decision. Dismissed. For information only.
- 7.5. To receive notification of planning decisions. (Planning Decisions List, Circulated)
- 7.6. To consider request from Chaplin Farrant to relocate lamppost on Station Road as part of work relating to planning applications BA/2018/0154/FUL and BA/2018/0442/COND (38-space public car park).
- 7.7. Planning correspondence received or sent since 25th July 2019. For information only.

8. FINANCE

- 8.1. To consider the monthly Budget Monitoring Statement.
- 8.2. To review and approve items of expenditure. (Schedule of Payments, Circulated)
- 8.3. Banking mandate update. To consider any further actions to be taken.
- 8.4. To consider the following grant applications:
 - 8.4a. North Norfolk Big Society Fund (£15,000 maximum). Deadline 12th August 2019.
 - 8.4b. National Lottery Awards For All (£10,000 maximum).

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests update. *Cllr A Howe*
- 9.2. To discuss the following road safety matters:
 - 9.2a. SAM2 placement. To consider parishioner emails and advice received.
 - 9.2b. To review, approve and sign the updated SAM2 Memorandum of Understanding between HPC and Norfolk County Council (Highways).
 - 9.2c. Community Speed Watch update. Joint project with Wroxham Parish Council on hold. To consider the way forward.
- 9.3. Broadland High Ormiston Academy parking concerns – response from headteacher.
- 9.4. Update on relocation of dropped kerb outside property on Church Road. *Cllr A Howe*
- 9.5. Update on replacement bus stops for Horning Road/Palmers Lane junction. *Clerk*
- 9.6. Changes to konectbus 5B service. To consider response from Konectbus, if available.
- 9.7. Parishioner email. Concerns about road surface deterioration/parking on Albion Way.
- 9.8. NCC Parish Partnership Scheme 2020-21. Deadline 6th December. To consider ideas.

10. GRANARY STAITHE

- 10.1. Granary Staithe update. *Cllr P Howe*
- 10.2. Abandoned rowing dinghy in dyke. Update on action taken. *Cllr P Howe*
- 10.3. To consider request to use the Staithe for Deanery Pilgrimage gathering (29th August).

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Riverside Park and Pocket Park update. *Cllr C Marshall & Cllr P Howe*
- 11.2. Maintenance of trees in Riverside Park. Update/report from the Broads Authority.
- 11.3. To consider quote from Target Trees for Pocket Park tree work (£416.67 + VAT).

12. BROOK PARK

- 12.1. Update from meeting with Persimmon held 12th July 2019. *Cllr C Marshall*
- 12.2. To review agreed list of actions to be taken by Persimmon.

13. SERVICES AND AMENITIES

- 13.1. Grass cutting delegated service agreement (Norfolk County Council):
 - 13.1a. To note agreement letter from NCC/confirmation of payment rate for 2019.
 - 13.1b. To note corrected purchase order received from NCC.
 - 13.1c. To note invoice issued for payment by RFO.
 - 13.1d. To note statement of expenditure prepared by RFO and submitted to NCC.
- 13.2. Community flowerbeds project:
 - 13.2a. Vandalism of flowerbeds. To consider additional costs arising from damage.
 - 13.2b. To note cancellation of brown bin payment (bin not supplied, cheque lost).
 - 13.2c. Victory Housing flowerbed update – flowerbed to be removed and grassed over.
- 13.3. Litter bins/recycling bins update:
 - 13.3a. Dog refuse bins. To note repairs carried out by North Norfolk District Council.
 - 13.3b. To consider NNDC quote for replacement dog refuse bin and post for Littlewood Lane (£190 + VAT).
 - 13.3c. To consider requesting stickers/posters from NNDC (dog waste in litter bins).
 - 13.3d. Concerns about increase in litter/misuse of bins near Station Road amenity bins.

14. CORRESPONDENCE

- 14.1. Broadland District Council. Update on maintenance of Bure Valley Path.
- 14.2. Parishioner email. Damaged tree supports on Horning Road/Waveney Drive footpath.
- 14.3. Neatishead Community Gym. Request for support and funding.
- 14.4. Norwich Western Link preferred route agreement. For information only.
- 14.5. NNDC Environment Forum invitation (15th August).
- 14.6. Correspondence received or sent since 25th July 2019. For information only.

15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. Lions Club Summer Fete. Sunday 4th August. To confirm final arrangements.
- 15.2. Introduction of parking charges at Hoveton & Wroxham railway station.
- 15.3. Parish councillor email addresses and website domain renewal.
- 15.4. Commemorative plaque, junction of Stalham Road and Horning Road.
- 15.5. To receive, and consider for approval, the updated Co-options Policy/Co-option Form.
- 15.6. To review Council resources/workload and to consider ideas for the recruitment of new councillors.
- 15.7. To consider items for inclusion in The Bridge magazine (September edition).

16. ITEMS FOR NEXT AGENDA – MONDAY 2nd SEPTEMBER 2019