



HOVETON PARISH COUNCIL

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

Minutes of the Meeting of Hoveton Parish Council Monday 1st July 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)
PC Tom Gibbs (Beat Manager for Hoveton)
Five 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 3rd June 2019 were AGREED and APPROVED. The minutes were signed by Cllr Peter Howe.

4. PUBLIC FORUM

- 4.1. District/County Councillor report. Cllr Dixon is due to meet with Persimmon on 12th July to discuss outstanding matters relating to Brook Park, including the completion of the new children's play area. Cllr Marshall to attend this meeting on behalf of HPC.
- 4.2. Police report. There has been a small run of crimes in the village lately – some thefts, criminal damage in the Station Road public toilets, burglaries at two business premises (most took place on the same night, so it is believed the crimes are connected). Police are investigating and trying to identify those responsible. It is believed a small group of local youths may be responsible, based on CCTV footage. There has been a push for response officers to spend more time in the Hoveton area as a result of this and other reported crimes. Speeding in Hoveton is no longer a policing priority, but PC Gibbs is still carrying out enforcement work on local roads where possible. Following concerns raised by a resident about the number of vehicles parked on Tunstead Road during school open evenings, PC Gibbs agreed to contact the headteacher of Broadland High Ormiston Academy to discuss the provision of parking on school grounds for all future events.

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4.3. Questions and representations from members of the public relating to local issues:

4.3a. Representation from Director of Wroxham Barns, responding to concerns raised during the consultation for planning application PF/19/0295. A noise assessment has been completed – the results show noise levels at NSRs would not result in significant adverse effects on external or internal residential amenity. Concerns also raised about a potential increase in traffic, noise, and litter as a result of a perceived step-change in activities on the Wroxham Barns site. Visitor numbers to Wroxham Barns haven't changed significantly over the past fifteen years, and it's not expected that visitor numbers will increase significantly in the near future. The focus is on increasing the amount of time visitors spend on site and thus the visitor spend. The business has only broken even over the past fifteen years, so the revenue generated by the rides is important. Additional revenue generated in holiday periods supports the business during the quieter winter months. In terms of the size of the new rides, Dizzy Caterpillar is similar to a ride named GoGator, which Wroxham Barns previously operated, and the proposed Roller Coaster is 25% smaller in terms of footprint/ride length and is lower and far quieter than the roller coaster that was trialled last summer. Wroxham Barns needs to offer rides that young children can ride with accompanying adults (only one of their existing rides can accommodate an adult). Traffic to Wroxham Barns has not increased in the last fifteen years and Wroxham Barns has funded/maintained a footpath to Fiveways crossroads since 1989, so no pedestrian ever need walk on Tunstead Road.

4.3b. HPC volunteer's update. Gate at the end of Granary Staithe's dyke isn't latching properly and needs attention (**Action Cllr P Howe**). Stalham Road bus shelter flowerbed hasn't been planted by Victory Housing (volunteer to chase). A small area of land near the bridge/former pet shop needs weeding; volunteer would be happy to do this but not sure who the land belongs to (soil not good enough for planting here). Pleased to report that after a few sparse years, Granary Staithe's garden is now attracting lots of bees.

5. **CLERK'S REPORT** – The Clerk had nothing additional to report.

6. **MATTERS ARISING FROM PREVIOUS MEETINGS**

Councillors were reminded to report all completed actions to the Clerk so the actions list may be updated.

7. **PLANNING**

7.1. Planning applications received for comment:

7.1a. ADV/19/0847 – Replacement and new signage located within Roys of Wroxham car park sites including internally illuminated fascia signs and non-illuminated freestanding signs. Forge House, Stalham Road. HPC AGREED **no objection** (proposed by Cllr P Howe, all in favour).

7.1b. PF/19/0320 – Demolition of existing bungalow/erection of new chalet bungalow with detached cart lodge. 23 Stalham Road. Amended application. HPC noted the altered alignment of the cart lodge, but noted plans for the bungalow had not

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been changed. HPC objected to original application – as before, HPC AGREED to **object** to this application due to concerns about overdevelopment of this site (proposed by Cllr P Howe, all in favour).

7.1c. BA/2019/0189/NONMAT – Change of design/engineering of viewing platform, non-material amendment to permission BA/2018/0325/FUL. Hoveton Great Broad, Lower Street. HPC AGREED **no objection** (proposed by Cllr P Howe, all in favour).

7.1d. Planning applications received since 25th June 2019. None.

7.2. Notification of planning decisions – BA/2019/0058/FUL (Change of use of agricultural land to ten-pitch camp site and the erection of a new washroom block to serve the site. (Scheme amended to revise washroom provision.) Land West of Bewilderwood Car Park Site, Horning Road) *Approved*

7.3. North Norfolk First Draft Local Plan consultation. Submission of HPC's response noted and confirmed.

7.4. Planning correspondence received since 25th June 2019. None.

8. FINANCE

8.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.

8.2. HPC noted the receipt of £200 from Bure Valley Railway via direct credit on 5th June (donation toward cost of new village signage). It was confirmed the sign post is now in place.

8.3. HPC RESOLVED to approve a bank reconciliation prepared by the RFO for the period 1st April 2019 to 30th June 2019 (proposed by Cllr Peter Howe, all in favour). The bank reconciliation was signed by Cllr Peter Howe.

8.4. 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 (June 2019)	£569.42
Thinking Rural CIC	Payroll Services (May 2019)	£12.00
Garden Guardian Ltd	Highway Grass Cutting (May 2019)	£482.14
Target Trees	Tree Inspection Report 2019	£250.00
Westcotec Limited	Additional SAM2 Bracket Sets x3	£180.00
Flowers By The Riverside	Funeral Flowers (Mrs Cannon, 19 th June)	£25.00
Norfolk SLCC	Norfolk Local Councils Summer Conference	£49.50
CPRE Norfolk	CPRE Rural Housing Conference	£35.00
Staff Costs	Clerk's Wages & Expenses (June 2019)	£1,845.70*
Norfolk Pension Fund	LGPS Workplace Pension Contributions (June 2019)	£516.17
Staff Costs	Litter Picker's Wages (June 2019)	£396.00*
Roys (Wroxham) Ltd	Community Flowerbeds (Flowers/Plants)	£755.73

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

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- 8.5. Confirmation of the receipt of HPC's Annual Governance and Accountability Return for the financial year ended 31st March 2019 by PKF Littlejohn LLP. Noted.
- 8.6. Banking arrangements update. Clerk added as an authorised person/correspondence contact details updated. Cllr Reeve still to be added as a signatory due to problem with forms (awaiting update from Cllr Richmond).
- 8.7. Delegated service payment for urban grass cutting (Norfolk County Council). Payment chased as overdue. Purchase order provided by NCC with incorrect amount. Clerk has asked NCC to provide a corrected purchase order for HPC to invoice against.
- 8.8. Quotes for outside gym equipment/disabled playground equipment (to form the basis of grant applications). Two quotes obtained and reviewed for outside gym equipment – NGF Play Ltd (£15,000 + £3,000 VAT) and Caloo (£14,999.90 + £2,999.98 VAT). HPC AGREED to make a grant application to NNDC's Big Society Fund for £15,000 in order to fund the purchase of this equipment. It was noted that the grant money would cover the net cost of the equipment only (but HPC will be able to reclaim any VAT paid). One quote obtained for disabled play equipment – Caloo (£11,915.09 + £2,383.02 VAT). It was noted the net cost of the equipment was £1,915.09 more than the maximum grant available from National Lottery Awards for All England (£10,000). Additional quotes to be obtained.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. Unsure if Littlewood Lane/Stalham Road drain has been cleared or not (to be checked the next time it rains).
- 9.2. Highway Rangers visit – any maintenance jobs to be reported to Cllr Alex Howe before 12th July.
- 9.3. Parking obstructions/illegal parking on Horning Road. Response from Borough Council of King's Lynn & West Norfolk's Parking Operations team. Situation is being monitored by the Parking Operations team.
- 9.4. SAM2 and Community Speed Watch:
 - 9.4a. Cllr Alex Howe has contacted Wroxham Parish Council about Community Speed Watch (awaiting response). SAM2 due to move to Stalham Road next weekend. Volunteer has suggested the use of a swan neck bracket in one location. Cost to be investigated (**Action Cllr A Howe**).
 - 9.4b. HPC considered a quote for converting SAM2 for Bluetooth downloading (£250 +VAT). AGREED not to pursue this at the moment.
- 9.5. Wroxham & Hoveton Network Improvement Strategy update. Traffic survey carried out week beginning 13th May 2019 (awaiting results from Norfolk County Council).
- 9.6. Replacement bus stops for Horning Road/Palmers Lane junction. Works request made on 9th May, but bus stops still not in place. To chase with NCC (**Action Clerk**).
- 9.7. NCC Parish Partnership Scheme 2020-2021. Invitation to bid. Deadline 6th December. Councillors asked to submit ideas to feed into next year's budget (as HPC would have to pay half). Bus shelters requested by several residents – cost and possible locations to be investigated (**Action Cllr P Howe**).

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10. GRANARY STAITHE

- 10.1. Granary Staithe's Charity Day was a useful networking event and it received a positive response from the organisations involved, though its footfall was low, due in part to the weather.
- 10.2. Millennium Pest Control has agreed to refund HPC £10 per box for the two unused rat bait boxes.

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Riverside Park and Pocket Park update. No updates given.
- 11.2. Broads Authority is due to appoint a new officer to oversee the maintenance and future development of Riverside Park. Riverside Park is leased to Broads Authority until 2099 and under that lease the Broads Authority has certain responsibilities, but maintaining timber/planted areas in the current configuration is unsustainable for Broads Authority budgets. Broads Authority considering what can be done to retain the enjoyment of the area but reduce the ongoing maintenance liability. Broads Authority has agreed to hold discussions with HPC once draft plans are available with a view to developing the area into a more sustainable park. Possible that Broads Authority could apply for funding to redevelop the park (with HPC's backing).
- 11.3. HPC reviewed the updated Tree Condition Report for Riverside Park and Pocket Park. Two Pocket Park trees have been identified as needing attention. Quote for work to be obtained from Target Trees (**Action Clerk**). One tree is located on brewery land (HPC AGREED not to pursue this matter further as it has previously reminded the landowner of its responsibilities with regard to this tree). All other trees listed in the report appear to be the responsibility of the Broads Authority. Concerns raised that work to the trees wasn't carried out correctly by the Broads Authority following the previous report. HPC AGREED to send the Tree Condition Report to the Broads Authority and to ask them to take action (**Action Cllr P Howe**).

12. CORRESPONDENCE

- 12.1. Bure Valley Railway. Update on Bure Valley Path (Hoveton to Wroxham). The path is a permissive path and cycleway, which is owned and maintained by Broadland District Council. Concerns about the condition of the path should be sent to Broadland District Council, not to Bure Valley Railway. The District Council has appointed an officer to be responsible for the path. HPC to contact Broadland District Council about maintenance of the path (**Action Cllr P Howe**).
- 12.2. Persimmon. Maintenance of cycle/footway, installation of new play area, weeds (Brook Park). No response from Persimmon to queries raised by HPC – items to be discussed at meeting with Persimmon on 12th July. HPC to await Cllr Dixon's update.
- 12.3. Correspondence received since 25th June. Parishioner email; concerns about changes to konectbus 5B service (buses less frequent than before). Konectbus advised that not enough people were using this bus. HPC to raise concerns with bus company (**Action Cllr A Howe**) but it was agreed that individual complaints to the bus company from all residents affected would have the greatest impact. Resident to be advised accordingly (**Action Cllr A Howe**).

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13. ITEMS FOR CONSIDERATION AND DECISION

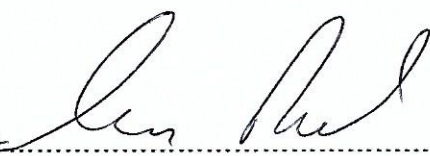
- 13.1. Lions Club Summer Fete. Sunday 4th August. HPC to attend (£10 per table). To submit booking form (**Action Cllr A Howe**).
- 13.2. Updated co-options policy/co-option form. Not yet available. Deferred.
- 13.3. Items for inclusion in The Bridge magazine (August edition): changes to konectbus 5B service; Lions Club Summer Fete; Christmas lights volunteers; cinema club at Hoveton Village Hall (begins 23rd August, then third Friday of the month).

14. ITEMS FOR NEXT AGENDA – WEDNESDAY 31st JULY 2019

None put forward.

The meeting closed at 8.35pm.

Signed



Date

31/7/19

Name

M. A. H. Howe