



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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Minutes of the Meeting of Hoveton Parish Council Monday 2nd September 2019 at 6.30pm, Hoveton Village Hall

Present: Councillor Peter Howe (Chair of the Meeting)
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)
Five members of the public

1. **APOLOGIES FOR ABSENCE** – Cllr Martin Richmond, Cllr Jilly Gourlay

2. **DECLARATIONS OF INTEREST** – None

3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held Wednesday 31st July 2019 were AGREED and APPROVED. The minutes were signed by Cllr Peter Howe.

4. PUBLIC FORUM

4.1. District/County Councillor reports. Apologies received from Cllr Mancini-Boyle. Report from Cllr Dixon as follows:

4.1a. Parking on Horning Road West. Police and Norfolk County Council (NCC) aware of the problems and are keeping a watchful eye. If parking problems worsen and there is a significant problem to be resolved, a TRO will likely be needed to allow an extension of the double yellow lines, but this will be an expensive and lengthy process.

4.1b. Brook Park. Progress made since last meeting. Grass cut and collected near the footpath. Play area was in use over the summer holidays with temporary fencing (discussions ongoing as to the most suitable solution for permanent fencing, and which areas need to be fenced off for children's safety – RoSPA has been asked to advise on this). Other outstanding items are scheduled to be done but no date confirmed as yet. Persimmon has agreed to provide new public litter bins, but it is unclear who will pay for the emptying of these bins until the site is adopted by North Norfolk District Council (NNDC). Persimmon wants HPC to pay for this but HPC has not agreed to do so. HPC to provide Persimmon with bin specifications and to query emptying arrangements until site is adopted (**Action Cllr A Howe**).

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- 4.2. Police report. Apologies received from PC Gibbs. New policing priorities include traffic issues around schools (speeding, drink/drug driving, seatbelts and mobile phones) and patrols of holiday sites, staithes, and boat yards. HPC expressed thanks for PC Gibbs' detailed written report.
- 4.3. Questions and representations from members of the public relating to local issues:
- 4.3a. Embankment on left hand side of Tunstead Road encroaching onto the footpath, making the path narrow. Pedestrians having to walk close to traffic. There is also a dead tree overhanging the footpath that looks dangerous. To ask Highways to fix the embankment/establish ownership of tree (**Action Cllr A Howe**).
- 4.3b. Request for sign at Summer Drive end of Tunstead Road footpath to ask cyclists to dismount, as cyclists are using the path. Dismount signs on Three Rivers Way are ignored, so HPC felt this wouldn't solve the problem (the 'rule' is that cyclists may use the path, but should dismount/leave the path if a pedestrian is coming).

5. CLERK'S REPORT

Bus stops for Horning Road/Palmers Lane junction. Chased up with NCC with help from Cllr Dixon. Two steel poles have now been installed in this location, awaiting bus stop flags. Bus company will need a reminder to stop there.

6. MATTERS ARISING FROM PREVIOUS MEETINGS – None

7. PLANNING

- 7.1. Planning applications received for comment:
- 7.1a. BA/2019/0248/COND – Change of approved plans and materials, variation of conditions 2 & 3 of permission BA/2018/0325/FUL. Hoveton Great Broad, Lower Street, Hoveton. HPC AGREED **no objection** (proposed by Cllr Marshall, all in favour).
- 7.1b. BA/2019/0261/COND – Change of access and egress requirements, variation of condition 7 of planning permission BA/2012/0038/FUL. Bewilderwood, Horning Road, Hoveton. HPC AGREED to **object** to this application as it felt the revised proposals made for access via Long Lane were unacceptable (proposed by Cllr Marshall, all in favour). Restrictions were originally imposed with highway safety in mind, but Long Lane hasn't changed since these original restrictions were put in place – it is still a narrow lane that isn't suitable for large delivery vehicles, it is a recognised route for cyclists and dog-walkers, and it is supposed to be a quiet lane but it already takes quite a bit of traffic. In order for the revised proposals to be acceptable, HPC feels that improvements would be needed to Long Lane, as follows: refuge areas for pedestrians and cyclists; a 20mph speed limit; passing places; a footpath behind the hedge; official designation as a 'Quiet Lane'.
- 7.1c. Planning applications received since 27th August 2019. PF/19/1335 – Erection of detached chalet bungalow with detached garage. 1 Three Acre Close, Hoveton. AGREED to **object** to this application due to concerns about overdevelopment of this site, bearing in mind the size of the plot (proposed by Cllr Marshall, all in favour).

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- 7.2. Planning application consultation response submitted by Parish Clerk, as per HPC's Planning Protocol. BA/2019/0250/HOUSEH – Two storey side, single storey front and rear extensions. 5 Palmers Lane, Hoveton. No objection. Noted
- 7.3. PF/18/2202 – Erection of rear single storey extension, creation of front first floor extension, demolish existing garage, erection of garage with annexe accommodation above. Windborne, 21 Stalham Road, Hoveton. Planning appeal decision. Dismissed. Noted.
- 7.4. Notification of planning decisions:
- 7.4a. BA/2019/0189/NONMAT (Change of design/engineering of viewing platform, non-material amendment to planning permission BA/2018/0325/FUL. Hoveton Great Broad, Lower Street, Hoveton) *Refused*
- 7.4b. PF/19/0688 (Siting of metal container for storage use. Two Saints Farmhouse, Tunstead Road, Hoveton) *Approved*
- 7.4c. PF/19/1101 (Single storey rear extension. 8 Summer Drive, Hoveton) *Approved*
- 7.5. Request for HPC to apply for planning permission for car boot sales to be held on the field at Hoveton Village Hall. Confirmation received from NNDC that if HPC applies for planning permission, the fee payable will be halved to £231 (fee to be paid by Hoveton Village Hall). NNDC happy for the application to proceed in this way. Organiser of boot sales has given £100 donation to Hoveton Village Hall towards the cost of the planning application fee. HPC AGREED to apply for this planning permission (proposed by Cllr P Howe, all in favour). To complete application form and submit to NNDC (**Action Cllr Gourlay**).
- 7.6. Planning correspondence received since 27th August 2019. None.

8. FINANCE

- 8.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.
- 8.2. Items of expenditure. HPC RESOLVED to approve the following payments (proposed by Cllr P Howe, all in favour):

1&1 IONOS Ltd	HPC Email Addresses & Domain Renewal	£26.36
HMRC	Tax & NIC (August 2019)	£460.70
Thinking Rural CIC	Payroll Services (July 2019)	£12.00
Garden Guardian Ltd	Highway Grass Cutting (July 2019)	£482.14
Hoveton Village Hall	Room Hire (31 st July 2019)	£17.88
Norfolk Herbs	Herb Plants For Community Flowerbeds	£150.71
PKF Littlejohn LLP	External Audit (Year Ended 31 st March 19)	£360.00
Cllr Peter Howe	Mooring Ring Purchase (Reimbursement)	£7.92
Staff Costs	Clerk's Wages & Expenses (August 2019)	£1,894.67*
Norfolk Pension Fund	Workplace Pension Contributions (Aug 19)	£528.08
Staff Costs	Litter Picker's Wages (August 2019)	£396.00*
Public Works Loan Board	Loan/Interest Repayment (Granary Staithe)	£4,404.27

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

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- 8.3. Grant applications update. North Norfolk Big Society Fund application has now been accepted by NNDC and will be put before the grant panel (awaiting verdict). Hoveton Village Hall now intends to apply for National Lottery Awards For All grant directly.
- 8.4. Completion of the limited assurance review (external audit) for the financial year ended 31st March 2019. Another successful audit with a clean bill of health for HPC. Notice of Conclusion of Audit and audited accounts published 2nd September. The Parish Clerk/ RFO was thanked for her hard work in ensuring a successful audit, which represents a financial saving for HPC as no further audit costs were incurred. A good result – not all councils achieve this.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. Damage to speed hump on Newey's Way and blocked drains reported to NCC. Maintenance/cleaning of NCC speed monitoring sign on Stalham Road requested via Amey, who are responsible for this. AGREED to retire highways and drains maintenance requests list and use NCC online account set up by Cllr A Howe to report and monitor highway issues. To share password with HPC (**Action Cllr A Howe**).
- 9.2. SAM2 and Community Speed Watch update. Awaiting response from Wroxham Parish Council as to Community Speed Watch. SAM2 data shows majority of drivers obeying the speed limit, but there are still a number of vehicles speeding. HPC expressed its thanks to the volunteers who are managing the SAM2. Volunteers and local residents would like to see the 40mph speed limit on part of Stalham Road be reduced to 30mph and are willing to organise a petition to request this change. HPC AGREED it is happy to support this proposal, though believes individual letters from residents would carry more weight than a petition. Requests for speed limit changes must be put in writing to NCC and a co-ordinated approach is needed. To discuss with volunteers (**Action Cllr A Howe**).
- 9.3. Wroxham and Hoveton Network Improvement Strategy. Update from NCC. Noted. Not much progress made. Cllr Dixon continues to chase further news.
- 9.4. Three Rivers Way embankment (Horning Road). NCC has agreed something must be done to improve the look of the embankment and would like to discuss the options with a HPC representative with the necessary horticultural knowledge. HPC to try to recruit a volunteer with the necessary knowledge to assist with this (**Action Cllr P Howe**). All work to be done must be approved by HPC to ensure future maintenance costs will be manageable.
- 9.5. Road surface deterioration on Albion Way. Affected area to be resurfaced by NCC.
- 9.6. Parishioner concerns – parking congestion (Horning Road West). Concerns noted and understood. Resident has been advised the likely solution (a TRO to allow extension of the double yellow lines) will be an expensive and lengthy process. HPC will write to Greater Anglia/Bittern Line Community Rail Partnership to object to parking charges at the railway station and will raise the matter at the next Bittern Line meeting.

10. GRANARY STAITHE

- 10.1. HPC thanked the new volunteer who is carrying out visual inspections of the Staithe.

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- 10.2. Broads Centre/Granary Staithe improvements. Proposed start date of 16th September delayed due to problems with supply of materials. No new date given yet for the work to begin.
- 10.3. Christmas tree and lights. Roys has agreed to sponsor Granary Staithe's tree this year and the donation of battery-powered lights is currently being discussed with Stobart & Hurrell. Meeting arranged with Capron & Helliwell to discuss the provision of additional Christmas lights for the village, but project will be restricted as Roys has no budget for extra lights, Wroxham Parish Council has decided not to pursue a joint lights project, and no other volunteers have offered to assist with this.

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Riverside Park/Pocket Park update. Help will be needed again this year to clear weeds and overgrowth. AGREED to ask Community Payback team for their help (**Action Cllr Marshall**).
- 11.2. Hoveton boardwalk project. Update from Broads Authority. Work to begin 28th October.
- 11.3. Quotes for Pocket Park tree work. Not yet available. Deferred to next meeting.

12. BROOK PARK – Progress reviewed earlier in meeting (see item 4.1b).

13. SERVICES AND AMENITIES

- 13.1. Replacement of Littlewood Lane and Tunstead Road footpath dog bins with litter bins:
 - 13.1a. Order placed with Wybone for two new litter bins. Noted and AGREED. £660.58 (£550.48 + £110.10 VAT).
 - 13.1b. HPC considered quotes for the removal of dog bin concrete posts. AGREED to accept quote from NNDC for work to be carried out by Kier (£80 +VAT per post) in order to reduce the number of contractors involved. Kier can remove old bins at the same time and should also be able to assist with the placing of new bins. Cllr Alex Howe has ordered bin stickers from NNDC. To arrange removal of bins and posts (**Action Cllr A Howe**).
- 13.2. Fly tipping at Station Road boat bins. Resolved by NNDC. Kier used bins to dispose of an overflow of rubbish from their trucks, but have been instructed not to do this again.
- 13.3. Replacement of benches in need of attention. Two Riverside Park benches need to be replaced as they are beyond repair. Both benches have plaques attached to them. The first bench is name-plated JRE Draper OBE (Mr Draper's family have kindly offered to dispose of this bench and pay for a new bench for this plaque). The second bench has a plaque commemorating the opening of Riverside Park which will probably need to be retained on any new bench purchased. Cost of new bench (recycled plastic) is around £379.99. AGREED the purchase of two new benches should be pursued (**Action Cllr P Howe**).
- 13.4. Replacement of parish noticeboards. The two glass-fronted boards in the precinct and at the Village Hall badly need replacing, and the small corkboard in the medical centre is often obscured by other signs. Larger noticeboards are needed, in more prominent positions, like those owned by Wroxham Parish Council. It is hoped a new noticeboard for the precinct will be provided as part of the upcoming Broads Centre improvements.

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HPC minutes and news used to be available in Roys. AGREED to ask Roys if this will be possible again in the future (**Action Cllr A Howe**). To investigate costs/suppliers of new noticeboards (**Action Cllr A Howe**).

- 13.5. Request to add 'Boat Trips' finger to new village signpost. Request received from local business, but business not willing to cover the cost of the new 'finger' (£179.50 + VAT plus fitting). AGREED not to pursue this request unless business is willing to contribute to costs.
- 13.6. HPC APPROVED the amended Memorandum of Understanding letter between Victory Housing and HPC concerning use of land at Grange Close for the siting of HPC's grit bin. The letter was signed by Cllr P Howe. To be submitted to Victory Housing (**Action Clerk**).

14. CORRESPONDENCE

- 14.1. Bittern Line Community Rail Partnership. Notice of next meeting (20th September). Cllr P Howe & Cllr A Howe to attend. HPC AGREED to appoint Cllr P Howe & Cllr A Howe as named representatives for HPC for the Bittern Line Community Rail Partnership.
- 14.2. Norfolk Citizens Advice. Request for support/funding. HPC AGREED to donate £200 from Miscellaneous Grants & Donations budget heading (proposed by Cllr P Howe, all in favour).
- 14.3. Royal Air Force Benevolent Fund. Raising awareness of 'reaching out' campaign. HPC to promote in The Bridge and on website/social media.
- 14.4. Correspondence received since 27th August 2019:
- 14.4a. Parishioner email. Concerns about illegal parking and speeding traffic on Church Road. HPC AGREED to raise illegal parking with parking enforcement team and to ask that Church Road be monitored by traffic wardens (**Action Cllr A Howe**). AGREED to consider possible solutions to speeding problems (speed humps or other traffic calming measures) via Parish Partnership Scheme discussions. Cllr Dixon advised persistent speeders are often not deterred by traditional methods of speed reduction but a trial is currently being carried out with ANPR (Automatic Number Plate Recognition) cameras to create remote 'speed traps', which may be an option in the future if the trial is successful. To update resident and to ask if there are particular days/times when speeding occurs, as this information can be passed to Norfolk Police to aid in the monitoring of the road (**Action Clerk**).
- 14.4b. Letter from Amey. Introduction of a VAT domestic reverse charge. AGREED that HPC is an 'end user' for the purposes described in the letter. To complete/return confirmation of end user status form (**Action Clerk**).

15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. Items for inclusion in The Bridge magazine (October edition): RAF Benevolent Fund; speeding on Church Road; Stalham Road speed limit; delay to Broads Centre work; Riverside Park boardwalk replacement; conclusion of audit; budget consultation.
- 15.2. RESOLVED that, in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for item 15.3 on the grounds that this item involves the likely disclosure of exempt information

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as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

- 15.3. Parishioner email. Concerns about continuing incidents at Granary Staithe. Response AGREED by HPC as follows: Granary Staithe is an asset of HPC, and HPC seeks to manage this asset for the benefit of all local residents and visitors to the village. This requires volunteers and members of the Council to attend the site on a regular basis to carry out the work required. Management of Granary Staithe is an ongoing process, so volunteers and members will continue to attend the site as and when required, and it is hoped no further incidents will arise in the future. The Council's existing policies and procedures are available on the Council's website. Additional policies and procedures may be adopted by HPC as required, and as and when Council resources allow for the preparation of additional policies. To respond to parishioner as outlined above (**Action Clerk**).

16. ITEMS FOR NEXT AGENDA – MONDAY 7th OCTOBER 2019

None put forward.

The meeting closed at 8.55pm.

Signed

Date

Name