



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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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 (HPC), in the Jubilee Room at Hoveton Village Hall on **Monday 2nd December 2019 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 26th November 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 4th November 2019.

4. PUBLIC FORUM

- 4.1. To receive an update from Persimmon Homes (matters outstanding in the completion of Brook Park Phase 1).
- 4.2. To receive reports from District/County Councillors.
- 4.3. To receive a police report.

- 4.4. 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 4th November 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 HPC.

7. PLANNING

- 7.1. To consider planning applications received for comment:
 - 7.1a. BA/2019/0398/HOUSEH – Proposed new balcony and removal of dormer, roof light and associated works. Mirabilis, 2 Bure Cottages, Riverside Rd, Hoveton. Deadline 11th December 2019.
 - 7.1b. Applications received since 26th November 2019.
- 7.2. To note one planning application consultation response submitted by the Parish Clerk, as per HPC's Planning Protocol: BA/2019/0373/NONMAT – Change approved plans to alter front of first floor, non-material amendment to permission BA/2018/0374/FUL. Mooringside House, The Rhond, Hoveton. OBJECTION
- 7.3. To receive notification of planning decisions. (Planning Decisions List, Circulated)
- 7.4. Planning correspondence received since 26th November 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. To review a breakdown of May 2019 uncontested parish election costs (£326.49 total).
- 8.4. To note the receipt of £400. Parishioner donation toward cost of new park bench.
- 8.5. To note letter from Barclays concerning changes to business accounts and to consider any actions to be taken.
- 8.6. Workplace pensions re-enrolment. To consider any actions to be taken. Deadline 31st January 2020.
- 8.7. To note Norfolk Pension Fund draft valuation results, draft Funding Strategy Statement and proposed changes to employer contribution rates.
- 8.8. To note an email from North Norfolk District Council (NNDC) regarding parish precepts and the council tax support scheme grant for 2020/21 (no grant offer for 2020/21).
- 8.9. To review and approve the draft HPC budget for the year 2020/2021.
- 8.10. To agree and resolve upon the amount of precept to be requested for 2020/21. As per draft budget, precept suggested is £54,148 (£2,578 or 5% increase on 2019/2020, with an estimated 'Band D' council tax charge of £65.71).
- 8.11. To authorise completion of the precept request form (including the signing of the form by the Chairman and the Clerk).

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. *Cllr A Howe*
- 9.2. Stalham Road speed limit. Reduction of 40mph zone to 30mph. To approve draft letter to Norfolk County Council (NCC).
- 9.3. Three Rivers Way embankment (Horning Road) update. *Cllr P Howe*
- 9.4. Parking signage near Hoveton & Wroxham railway station. Parishioner email.
- 9.5. Overhanging foliage. To note concerns raised and to agree action to be taken.

10. GRANARY STAITHE

- 10.1. Granary Staithe update. *Cllr P Howe*
- 10.2. Christmas tree and lights update. *Cllr P Howe & Cllr A Howe*

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Riverside Park and Pocket Park update. *Cllr Marshall & Cllr P Howe*
- 11.2. NNDC email. Pocket Parks funding scheme. Deadline 31st December 2019.

12. SERVICES AND AMENITIES

- 12.1. New waste and recycling facilities for Hoveton. Update from NNDC.
- 12.2. Community flowerbeds project. To consider arrangements for 2020.
- 12.3. Victory Housing flowerbed maintenance (Stalham Road bus stop). To agree actions to be taken.

13. CORRESPONDENCE

- 13.1. Parishioner concerns. Lack of safe green spaces for dog walking.
- 13.2. Parishioner email. Fishing event enquiry. Response sent by Clerk.
- 13.3. The Local Government Boundary Commission. Consultation on division boundaries for Norfolk County Council – deadline extended to 11th February 2020.
- 13.4. Norfolk County Council email update. Forthcoming bus service changes.
- 13.5. Parliamentary Election Notice of Election. 12th December 2019. For information only.
- 13.6. ICO data protection concern. To note response from ICO.
- 13.7. Correspondence received/sent since 26th November 2019. For information only.

14. ITEMS FOR CONSIDERATION AND DECISION

- 14.1. Anglian Water. To consider any actions to be taken regarding local foul water flooding events and Anglian Water position statement issued May 2019.
- 14.2. To consider a draft 2020 HPC monthly meeting dates schedule.
- 14.3. To consider the Clerk's request to take annual leave – Monday 23rd December 2019 to Friday 3rd January 2020 inclusive.

15. ITEMS FOR NEXT AGENDA – MONDAY 13th JANUARY 2020