



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 4th November 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)
PC Tom Gibbs (Beat Manager for Hoveton)
Eight members of the public

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

2. DECLARATIONS OF INTEREST

Cllr Alex Howe declared a possible conflict of interest for item 8.4 (specifically regarding the consideration of a donation to Hoveton Village Hall) due to her membership of the Broadland Youth & Community Centre's committee.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on Monday 7th October 2019 were AGREED and APPROVED. The minutes were signed by Cllr Peter Howe.

4. PUBLIC FORUM

- 4.1. District/County Councillors. Apologies received from Cllr Gerard Mancini-Boyle. Report from Cllr Dixon as follows:
 - 4.1a. Consultation taking place on Norfolk Fire and Rescue Service's draft Integrated Risk Management Plan.
 - 4.1b. Grange Close foul water flooding. Response received today from Anglian Water doesn't acknowledge the extent or the frequency of the problem. To be pursued further with Anglian Water.
 - 4.1c. Persimmon Homes preparing planning application for Phase II of the Brook Park development. Focus on raising local awareness of this application.
 - 4.1d. Overgrown trees/hedges encroaching onto public footpaths. Agreed approach is for problems to be reported to HPC; HPC to write to the property owner, giving a deadline for the problem to be resolved; HPC to report problem to Highways if it

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is not resolved by the deadline; Highways to contact resident to arrange for work to be done.

- 4.2. Police report. Since 1st October, 49 calls for service received, but no significant issues to report. Working on resolving issues within the community. Current priorities (set by SNAP panel) aren't specifically within Hoveton, but include reassurance patrols around retail premises in the run-up to Christmas and patrols around schools, particularly road safety issues. Has spoken to residents of Stalham Road/Brook Park regarding parking on pavements but there is nothing that can be done to resolve this (Cllr Dixon advised there are restrictive covenants on some Brook Park properties regarding parking).
- 4.3. Questions and representations from members of the public relating to local issues:
 - 4.3a. Wording of planning application PF/19/1670 (item 7.1c) relating to car boot sales at Hoveton Village Hall. As written, proposal is for use of the playing field for car boot sales on Mondays to Fridays and on Sundays and Bank Holidays. Wording decided by the planning authority, North Norfolk District Council (NNDC).
 - 4.3b. Hoveton Village Hall car boot sales. Concerns about damage to the field and slip hazards due to mud left on footpath. To be raised at next Hoveton Village Hall Management Committee meeting. Residents advised to contact members of the Management Committee with any further concerns about Hoveton Village Hall.
 - 4.3c. Cllr Alex Howe was thanked for reporting recent problems with overgrown trees and hedges.
 - 4.3d. Parking congestion on Horning Road West. Increasing difficulty accessing Three Acre Close due to parked vehicles, including large vehicles (tractors and trailers) parked for long periods of time. Also causing problems for residents with mobility scooters. Problem believed to be linked to the introduction of parking charges at Hoveton & Wroxham station. Introducing new parking restrictions would require a TRO (a lengthy and expensive process) and Highways would not proceed with this unless convinced of a significant road safety problem. Residents advised to keep records of any accidents, near-misses, or hazards. Police can only act on this if there is an unlawful obstruction of the highway, but PC Gibbs is happy to receive reports by phone and to review the situation, particularly with persistent offenders. HPC has written to Greater Anglia to complain (awaiting a response). Residents advised to write directly to Greater Anglia to raise their concerns.
 - 4.3e. Church Road street light reported as a 'day burner'. Clerk confirmed a repair has already been requested.

5. CLERK'S REPORT – None

6. MATTERS ARISING FROM PREVIOUS MEETINGS – None

7. PLANNING

- 7.1. Planning applications received for comment:
 - 7.1a. PF/19/1810 – Single storey rear extension and demolition of side extension between house and garage. The Old Headmasters House, Tunstead Road, Hoveton. AGREED **no objection** (proposed by Cllr Marshall, all in favour).

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- 7.1b. BA/2019/0343/COND – Amendment to monitoring plan and wording regarding weather conditions, variation of conditions 7 and 14 of planning permission BA/2016/0228/COND. Haughs End Road, Lower Street, Hoveton. AGREED **no objection** (proposed by Cllr Marshall, all in favour).
- 7.1c. PF/19/1670 – Use of playing field for car boot sales 8am–1pm on Mondays to Fridays and 8am–1pm on Sundays and Bank Holidays. Hoveton Village Hall, Stalham Road. Application noted. No comment (application submitted by HPC). HPC noted that despite the wording of this application, the intention is for car boot sales to be held only on Friday and Sunday mornings. Hoveton Village Hall Management Committee to write to HPC to formally confirm these intentions.
- 7.1d. Applications received since 29th October 2019:
- a) PF/19/1807 – To provide a vehicle track to the South West of the site for UKPN to gain access to the substation. This includes felling of certain trees. The access track will be constructed using a 'no dig' solution, please see submitted documents for more information. Land south of St Johns Church (near El Sub Station), Church Field, Hoveton. AGREED **no objection** (proposed by Cllr Marshall, all in favour).
 - b) PF/19/1844 – Proposed single storey side extension. 28 Stalham Road, Hoveton. HPC AGREED **no objection** (proposed by Cllr Marshall, all in favour) but will query the reference to 'the inclusion of basement parking' in the 'drainage information' supporting document, as 'basement parking' doesn't appear to be included elsewhere in this application.
- 7.2. Notification of planning decisions:
- 7.2a. BA/2019/0248/COND (Change of approved plans and materials, variation of conditions 2 and 3 of planning permission BA/2018/0325/FUL. Hoveton Great Broad, Lower Street) *Approved*
 - 7.2b. PF/19/0320 (Demolition of existing bungalow; erection of new chalet bungalow with detached cart lodge. 23 Stalham Road, Hoveton) *Approved*
 - 7.2c. BA/2019/0302/TCAA (Works to Trees in a Conservation Area. Broads Reach, Brimbelow Road, Hoveton) *No Objection*
- 7.3. Planning correspondence received since 29th October 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 Monthly Fee	£2.39
HMRC	Tax & NIC (October 2019)	£285.03
NNDC	Emptying of Litter Bins/Dog Waste Bins	£3,264.72
Wybone Ltd	New Litter Bins x2	£660.58
SLCC Enterprises Ltd	The Clerks' Manual 2019	£52.30
Volunteer Expenses	Community Flowerbeds (Tulip Bulbs/Shrub)	£82.43
Staff Costs	Clerk's Wages & Expenses (October 2019)	£1,551.43*

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Norfolk Pension Fund	Workplace Pension Contributions (Oct 19)	£432.79
Staff Costs	Litter Picker's Wages (October 2019)	£306.00*
Hoveton Village Hall	Room Hire (October 2019)	£22.75

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

- 8.3. Receipt of £1,588.09 from HM Revenue & Customs via direct credit on 23rd October 2019 – VAT reclaim/repayment (1st April 2019 to 30th September 2019). Noted.
- 8.4. Preparation of the HPC budget for the year 2020/2021. HPC reviewed the draft budget prepared by the RFO. Basic draft budget balances, with no precept increase, but no funds included for special or additional projects (requested donation to Hoveton Village Hall also not included). All budget items essential, so little flexibility to change figures. Some flexibility to adjust the contingency/reserves. Estimated amount carried forward to be adjusted as only one new bench to be paid for by HPC (family of person named on bench plaque have kindly offered to pay for the second bench). AGREED to make a £5,000 donation to Hoveton Village Hall (proposed by Cllr P Howe; four in favour, one abstention due to possible conflict of interest) to help fund kitchen refurbishments. Extra £200 to be included in parks budget heading. Additional spending to be funded via a precept increase and a £2,500 reduction in the repairs/renewals fund. AGREED to increase the parish precept by 5% (proposed by Cllr P Howe; four in favour, one against). Still awaiting figures from NNDC regarding tax base and grant due, so draft budget and proposed precept increase both subject to change. Final draft budget and precept figure to be approved at December meeting. Budget to be adjusted/circulated to HPC (**Action Clerk**).

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways/drains maintenance requests. All issues reported via Norfolk County Council (NCC) account, but no further updates. Standard replies with no flexibility for chasing up. NCC speed monitoring sign on Stalham Road still needs cleaning. To chase NCC (**Action Cllr A Howe**). A pile of litter has been left halfway down Littlewood Lane. To ask HPC's litter picker to remove (**Action Cllr A Howe**). A fridge has been dumped on Palmers Lane, just off Long Lane. To report to NCC (**Action Cllr A Howe**).
- 9.2. Stalham Road speed limit. Reduction of 40mph zone to 30mph. Residents of Stalham Road have requested this change, but only two letters received so far in support. To draft letter to NCC (**Action Clerk**). Cllr Dixon to provide Clerk with copy of NCC Speed Management Strategy, which outlines the criteria to be met for speed limit reductions.
- 9.3. Parking charges at Hoveton & Wroxham railway station:
 - 9.3a. Email sent to Greater Anglia highlighting HPC's concerns. No response as yet. To chase (**Action Cllr P Howe**).
 - 9.3b. Parishioner concerns. Parking congestion on Horning Road West. Parishioner to be advised as discussed earlier in meeting (item 4.3d) (**Action Clerk**).

10. GRANARY STAITHE

- 10.1. Granary Staithe update. Nothing to report.

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- 10.2. Christmas tree and lights update. Roys has kindly donated a 15ft tree, which they'll be asked to store until early December (tree arrives tomorrow). Negotiating with traders in the precinct and the Rotary Club for extra help with this project. AGREED to purchase a tester set of battery-powered lights (£24.99) (**Action Cllr P Howe**). Looks likely that work on the Broads Centre improvements won't begin until the new year due to issues brought to light by heavy rainfall/flooding, though trip hazards caused by flooding have been fixed.
- 10.3. Use of dyke. AGREED to defer for discussion later in the meeting (item 15.6).
- 10.4. Use of Granary Staithe during Wroxham Bridge works. Request received to site crane on the Staithe if the bridge's steel umbrella structure needs replacing. Work estimated to take five weeks, but could be less if a larger crane can be sited on the Staithe. HPC AGREED to the use of the Staithe, providing this will be possible once the Staithe has been redeveloped (bearing in mind the weight of the crane on the new surface and the new planters/seating due to be installed). Awaiting advice of Broads Centre developer.

11. RIVERSIDE PARK AND POCKET PARK

Broads Authority has appointed a new officer who will oversee the parks. Discussion needed regarding future plans for Riverside Park. To chase actions raised in health and safety report (**Action Cllr Marshall**).

12. SERVICES AND AMENITIES

- 12.1. Replacement of dog bins with litter bins. Concerns raised by resident that putting dog mess in litter bins will lead to maggots and a bad smell. Bins emptied once a week and Kier will empty bins sooner if the bin is full, so this shouldn't be a problem. Most parish councils are switching to dual-purpose litter bins as emptying costs are cheaper. Some bins still need stickers to show they are dual-purpose (**Action Cllr A Howe**). Metal post not yet removed from dog bin's location on Tunstead Road footpath. There might be an extra cost to remove this post as it needs a sledgehammer, but post has sharp edges so needs to be removed. To pursue with Kier (**Action Cllr A Howe**).
- 12.2. Community flowerbeds project. Still investigating best solution for watering the beds.
- 12.3. Replacement of parish noticeboards. To be included in next year's budget, so won't be purchased until the new financial year. Hopeful a new board for the Broads Centre will be provided as part of the development of this area. Would like to place a noticeboard on the green opposite Hoveton Village Hall. Roys considering where minutes could be displayed.

13. REPORTS AND UPDATES

- 13.1. Brook Park. Work now being done to bring Brook Park up to adoption standards. Most of this work concerns drainage issues.
- 13.2. Grange Close foul water flooding. Reported to Anglian Water. Already discussed (item 4.1b).
- 13.3. Meadow Drive flooding. Response from FW Properties noted. Resident has been told a flood risk management survey will be undertaken in Hoveton in November on behalf of the Environment Agency.

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- 13.4. Anglian Water position statement issued May 2019. No response to queries raised by Cllr Dixon. Cllr Dixon chasing and will keep HPC informed.
- 13.5. Brimbelow Road surface water flooding. Reported to NCC for further action. Problems with school playing field drainage affecting properties on Brimbelow Road and Church Road.

14. CORRESPONDENCE

- 14.1. BT payphone removal consultation (payphone adjacent to Stalham Road bus shelter). HPC AGREED it would like to keep this payphone, providing the phone is maintained. To respond by 25th November (**Action Cllr P Howe**).
- 14.2. Wroxham Bure Valley Rotary Club. Request to plant purple crocuses near village sign. AGREED. To query exact location to ensure flowers aren't accidentally cut when grass cutting begins in the spring (**Action Clerk**).
- 14.3. Affordable housing and the Community Housing Fund. Information from North Norfolk District Council. To invite representative to a HPC meeting (**Action Clerk**).
- 14.4. Home Group. Information on the 4women Outreach Service. Noted. To promote.
- 14.5. Power for People. Requesting support for the Local Electricity Bill. HPC AGREED it is happy to support the Local Electricity Bill.
- 14.6. ICO data protection concern. To note response sent by Clerk. It was noted that dealing with this matter took 2.5 hours of the Clerk's time, at a cost to HPC of £35.08.
- 14.7. Correspondence received since 29th October 2019:
 - 14.7a. Norfolk Fire & Rescue Service consultation – draft Integrated Risk Management Plan. To draft HPC's response (**Action Cllr Reeve**).
 - 14.7b. Norfolk ALC. Raising concerns/awareness about Offshore Wind Farms project's impact. Noted. No comment.

15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. HPC discussed the private car park on Station Road (next to Pocket Park). Concerns raised about operation of the car park/parking fines being issued. Planning permission was given for the ticket machines to be installed. All HPC can do is advise people not to park there.
- 15.2. Overgrown trees/hedges. HPC AGREED to follow NCC's protocol (as outlined by Cllr Dixon, item 4.1d) when dealing with concerns raised by residents about trees/hedges. Highways Act 1980, Section 154 outlines the relevant legal responsibilities of property owners/occupiers.
- 15.3. Draft 2020 HPC monthly meeting dates schedule. Not yet available. Deferred.
- 15.4. Items for inclusion in The Bridge magazine (December/January edition): trees/hedges guidance; Christmas tree and lights; Stalham Road speed limit; Brook Park Phase II updates; dual-purpose litter bins.
- 15.5. HPC AGREED and RESOLVED that, in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public should be excluded from the meeting for item number 15.6 on the grounds that this item involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

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15.6. Continuing incidents at Granary Staithe. Concerns raised about ongoing intimidation and harassment. In accordance with its Dignity At Work (Bullying & Harassment) Policy, and in order to uphold its duty of care towards its volunteers, HPC RESOLVED to take the following actions:

- To contact Roche Chartered Surveyors (agent of the Broads Centre) to ask for clarification of arrangements/agreements in place regarding the Broads Centre's mooring (**Action Cllr P Howe**).
- To contact the Broads Authority to ask for clarification of any action they are, or will be, taking (**Action Cllr P Howe**).

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

None put forward.

The meeting closed at 9.15pm.

Signed 

Date 2/12/19

Name M. Richmond