



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 (HPC), in the Jubilee Room at Hoveton Village Hall on **Monday 13th January 2020 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 7th January 2020

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 2nd December 2019.

4. PUBLIC FORUM

- 4.1. To receive an update from the Broads Authority (Riverside Park).
- 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 2nd December 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. PF/19/2115 – Change of use from offices to office and cafe/take away and associated parking. Lurista House, Stalham Road Industrial Estate, Littlewood Lane, Hoveton. Deadline 10th January 2020.
 - 7.1b. PF/19/2202 – Change of use from dwelling (Class C3) to place of worship (gospel hall) (Class D1). The Bungalow, Marsh Road, Hoveton. Deadline 27th January 2020.
 - 7.1c. BA/2019/0445/ADV – Replacement signage. Minors & Brady, Church Road, Hoveton. Deadline 28th January 2020.
 - 7.1d. Applications received since 7th January 2020.
- 7.2. To note one planning application consultation response submitted by the Parish Clerk, as per HPC's Planning Protocol: BA/2019/0385/COND – Rebuild the existing parapets to the gable ends with the increased height of the chimneys to 1.8m min. above the thatched roof, depth of extension increased, and amended design to dormers as per the submitted plans, variation of condition 2 of permission BA/2018/0495/HOUSEH. Keepers Cottage, 8 Long Lane, Hoveton. NO OBJECTION
- 7.3. To receive notification of planning decisions. (Planning Decisions List, Circulated)
- 7.4. Parishioner concerns. PF/17/0043. Car wash/valeting service. Lurista House, Stalham Road Industrial Estate. Compliance with conditions specified in the decision notice.
- 7.5. Planning correspondence received/sent since 7th January 2020. 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 note the receipt of £45.71 from Barclays via direct credit on 31st December 2019 – gross interest (savings account).
- 8.4. To receive, approve and sign a bank reconciliation prepared by the RFO for the period 1st October 2019 to 31st December 2019.
- 8.5. Grant applications update. North Norfolk Big Society Fund. To note decision letter from North Norfolk District Council (NNDC).
- 8.6. May 2019 uncontested parish election costs. To note email sent to NNDC.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests update. *Cllr A Howe*
- 9.2. Stalham Road speed limit. Reduction of 40mph zone to 30mph. To consider response from Norfolk County Council (NCC).

10. REPORTS AND UPDATES

- 10.1. Granary Staithe. *Cllr P Howe*
- 10.2. Riverside Park and Pocket Park. *Cllr Marshall & Cllr P Howe*
- 10.3. Brook Park. To review progress made on list of actions to be taken by Persimmon and to discuss community engagement events for 'Brook Park Phase 2'.
- 10.4. Grange Close foul water and surface water flooding. To review resident's report and to consider any actions to be taken.

11. SERVICES AND AMENITIES

- 11.1. To consider the arrangements for highway grass verge cutting for 2020, specifically:
 - 11.1a. To consider renewing the existing delegated service agreement for grass cutting between HPC and Norfolk County Council.
 - 11.1b. To review the grass cutting schedule and to consider any amendments required.
 - 11.1c. To consider extending the existing service agreement for grass cutting between HPC and The Garden Guardian Ltd.
 - 11.1d. To consider quote from The Garden Guardian Ltd for 2020 highway grass verge cutting (14,161 square metres, cut and drop 12 times, strim around obstacles).
- 11.2. To consider quote from The Garden Guardian Ltd for 2020 grass cutting/maintenance of Hoveton Village Hall's playing field (continuation of an existing service contract).
- 11.3. Community flowerbeds project. Planting/maintenance for 2020/2021 season.

12. CORRESPONDENCE

- 12.1. BT payphone removal consultation (payphone adjacent to Stalham Road bus shelter). To note response from NNDC.
- 12.2. BT payphone removal consultation (Station Road payphone). Deadline 14th January.
- 12.3. Norfolk Police & Crime Commissioner budget consultation. Deadline 17th January.
- 12.4. Broads Local Access Forum constitution consultation. Deadline 5th February.
- 12.5. Norfolk Accident Rescue Service. Request for donation/funding support.
- 12.6. North Norfolk Town & Parish Forum. Invite to meeting with NNDC to discuss improving communications. Wednesday 22nd January, 7pm, Cromer.
- 12.7. Campaign to Save Mental Health Services in North Norfolk. Invite to public meeting on mental health. Friday 7th February, 6.30pm, Cromer.
- 12.8. Invite to meeting with Police Inspector. Monday 24th February, 10am, North Walsham.
- 12.9. Correspondence received/sent since 7th January 2020. For information only.

13. ITEMS FOR CONSIDERATION AND DECISION

- 13.1. The Broads Society. To consider renewal of HPC's membership (£19).
- 13.2. To review/approve the draft Bridge magazine report (February edition).

14. ITEMS FOR NEXT AGENDA – MONDAY 3rd FEBRUARY 2020