



# 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 2<sup>nd</sup> December 2019 at 6.30pm, Hoveton Village Hall

Present: Councillor Martin Richmond (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)  
Twelve members of the public (plus two representatives of Persimmon Homes)

### 1. APOLOGIES FOR ABSENCE – Cllr Peter Howe, Cllr Jilly Gourlay

### 2. DECLARATIONS OF INTEREST

Cllr Alex Howe declared a possible conflict of interest in agenda items 11.1 and 11.2 due to her membership of Love the Broads (The Broads Trust), as this charity is currently working toward making Riverside Park a 'hub' area.

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held Monday 4<sup>th</sup> November 2019 were AGREED and APPROVED. The minutes were signed by Cllr Martin Richmond.

### 4. PUBLIC FORUM

#### 4.1. Update from Persimmon Homes (matters outstanding in the completion of Brook Park Phase 1):

- 4.1a. Apologies for the length of time it has taken to reach this point, with issues still to resolve. Aware of increasing urgency to resolve issues and residents' frustration.
- 4.1b. Meetings held this year to discuss public open space areas, including an on-site meeting in July with Cllr Dixon and a HPC representative, which identified action points to be taken forward by Persimmon. Hand-pulling of weeds undertaken in open spaces, and meadow grass areas have been cut back to improve the look of these areas.
- 4.1c. Play equipment has been installed, plus permanent fencing and access gate for the play area as agreed with NNDC. No plans to change the location of the play equipment. This location was agreed with the planning authority and is shown in the sales brochure. Tree and shrub planting to the east will provide an amount of screening as it matures.

Initials RLH

Date 13.1.20

1719



- 4.1d. Grass strip adjacent to Malthouse Drive due to be planted with low-level shrubs to hinder weed growth (planting to take place before Christmas). Public open space between Malthouse Drive and Ranworth Drive has now been seeded with a wildflower mix to improve appearance of area. Grass cutting regime to include mown paths across this area, linking the bordering footpaths. Planting/seeding to be carried out before Christmas to replace failed stock and damaged saplings elsewhere in the development.
- 4.1e. Legal title boundary adjacent to Summer Drive has been delineated. Further site meetings needed to establish if overhanging vegetation lies within site boundary or not and to confirm responsibility for future maintenance. If appropriate, NNDC to contact residents to ask them to maintain vegetation that is encroaching onto the public footpath. Persimmon continues to maintain the hedge.
- 4.1f. Highways happy with construction of foot/cycleways but remedial works planned for January to address surface water flooding problems/refresh white linings.
- 4.1g. Overhanging trees/vegetation have been cut back, including along foot/cycleway from Ranworth Drive to Tunstead Road. Tree next to Malthouse Drive has been removed (stump still to be removed).
- 4.1h. Persimmon happy to purchase litter bins for the site and to pay for these bins to be emptied until the site is adopted (when responsibility for the bins will revert to NNDC). Awaiting bin specifications (HPC confirmed these had been sent).
- 4.1i. Acknowledge that some localised areas within the public open space hold water and that corrective action is needed prior to adoption. Work to be done before Christmas to improve the permeability of targeted areas which appear to be a problem.
- 4.1j. Cllr Dixon comments. Inspected central public open space yesterday. The grass is very poor and patchy, soggy, and water-logged, with poor drainage underfoot. Unacceptable. Suspects hand-pulling of weeds won't be effective and weeds will return in the spring. Important that Persimmon establishes future maintenance responsibilities for trees and vegetation (a meeting with adjacent landowners is needed). Progress still needs to be made regarding the transfer of the Summer Drive footway land, as not sure if site adoption can be completed until this issue is resolved (Persimmon: NNDC has advised this shouldn't cause any problems). Problems with surface water flooding in Malthouse Drive. Persimmon has stated surface regrading of adjacent public open space will be undertaken in January to assist with curtailing surface runoff so gullies and sewers within Malthouse Drive will be better able to cope. However, Anglian Water has advised that the sewers are for foul water only and surface water should be drained on site, not through sewers. No surface water should enter the foul water sewers and the drains and gullies on Malthouse Drive are not designed to take run-off from the public open space (Persimmon: no surface water is entering foul water sewers; the surface water drains to soakaways).
- 4.1k. Questions and representations from members of the public. Deadlines missed in the past, so little confidence the remaining work will be done when promised. Previous solutions to problems (particularly drainage problems) haven't worked,



so little confidence the new solutions proposed will work. Residents have been putting up with problems for six years, causing serious frustrations and quality of life issues. Concerns that Brook Park's bad reputation and media coverage may affect house sales.

- 4.1l. Site adoption. Persimmon needs to deliver a suitable site before Brook Park can be adopted by NNDC. NNDC will need to see proof that solutions and remedial efforts work before adoption takes place. If remedial efforts don't work, further work will be needed to address serious issues. If remedial efforts work, there will be a period of review, but Persimmon hopes to hand over the site for adoption by June 2020.
- 4.2. District/County Councillors. Following item 4.1, there were no further matters to report.
- 4.3. Police report. No report received.
- 4.4. Questions and representations from members of the public relating to local issues:
  - 4.4a. Hoveton Village Hall (HVVH) car boot sales planning application. Concerns raised with HVVH Management Committee but no response received. Objections sent to North Norfolk District Council (NNDC).
  - 4.4b. Lions Club summer fete 2020. Requesting compromise between Lions Club and HVVH. Lions Club Chair, present at the meeting, confirmed Lions Club has been offered the use of the HVVH field next year on the date requested. He welcomed the compromise that had been reached and hoped this arrangement could be confirmed for subsequent years. Granting of long-term contract to be discussed at next HVVH Management Committee meeting, due to take place in January. Residents were reminded that all members of the HVVH Management Committee are volunteers. Without the Committee's hard work and the trusteeship of HPC, HVVH would have to close.
  - 4.4c. Details provided of planning application for Marsh Road (pre-application number IS1/19/1783). Change of use from dwelling to place of worship (gospel hall). The proposal includes provision for ample parking and the hall will be used for local meetings (larger meetings held elsewhere). Application by the Althorpe Gospel Hall Trust.

## 5. CLERK'S REPORT – None

## 6. MATTERS ARISING FROM PREVIOUS MEETINGS – None

## 7. PLANNING

- 7.1. 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. **AGREED no objection** (proposed by Cllr Marshall, all in favour).
  - 7.1b. Applications received since 26<sup>th</sup> November 2019. None received.
- 7.2. HPC noted the planning application consultation response submitted by the 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.

Initials RCW

Date 13.1.20

1721



Mooringside House, The Rhond, Hoveton. **Objection** (amendments proposed do not address concerns HPC raised in its original objection to application BA/2018/0374/FUL and HPC continues to have concerns about the overdevelopment of this site and the inadequacy of the sewage system in this location in terms of ability to cope with further development).

7.3. Notification of planning decisions:

7.3a. BA/2019/0373/NONMAT (Change approved plans to alter east elevation of first floor, non-material amendment to permission BA/2018/0374/FUL. Mooringside House, The Rhond, Hoveton) *Approved*

7.3b. BA/2019/0303/FUL (Reconstruction of outboard end of gantry terminus including the installation of two new piles and folded 450mm galvanised steel sheeting with D section rubber fending (retrospective). Barnes Brinkcraft, Riverside Road, Hoveton) *Approved*

7.3c. BA/2019/0315/COND (Change of fenestration to the riverside gable end and rooflights, variation of condition 2 of permission BA/2018/0248/FUL. Wilderness, Meadow Drive, Hoveton) *Approved*

7.3d. BA/2019/0261/COND (Change of access and egress requirements, variation of condition 7 of planning permission BA/2012/0038/FUL. Bewilderwood, Horning Road) *Withdrawn*

7.4. Planning correspondence received since 26<sup>th</sup> November 2019:

7.4a. NNDC Development Committee meeting. 5<sup>th</sup> December. Application PF/19/1335 (Erection of detached chalet bungalow; 1 Three Acre Close) to be discussed. HPC objected to this application due to concerns about the overdevelopment of this site (bearing in mind the size of plot). Application revised to remove garage, but concerns have been raised about site's proximity to new Tilia Business Park access road, which is expected to take heavy traffic (Tilia has already received a number of complaints about traffic). HPC AGREED to continue to object to this application.

7.4b. BA/2019/0002/TPO (Tree Preservation Order; The Firs, Brimbelow Rd). Noted.

## 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 Richmond, all in favour):

|                          |                                       |           |
|--------------------------|---------------------------------------|-----------|
| 1&1 IONOS Ltd            | HPC Email Addresses Monthly Fee       | £2.39     |
| HMRC                     | Tax & NIC (November 2019)             | £261.33   |
| Thinking Rural CIC       | Payroll Services (Oct & Nov 2019)     | £24.00    |
| Garden Guardian Ltd      | Highway Grass Cutting (October 2019)  | £482.14   |
| Amey LG Limited          | Street Light Repair (Church Road)     | £81.52    |
| Winchester Tree Services | Pocket Park Tree Work                 | £350.00   |
| Glasdon UK Limited       | New Park Benches x2                   | £1,050.05 |
| A R Payne                | Installation of New Park Benches      | £250.00   |
| Millennium Pest Control  | Pest Control (August To October 2019) | £69.60    |

Initials 

Date 13.1.20



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| Millennium Pest Control | Pest Control (Nov 2019 To Jan 2020)                                       | £93.60     |
| NNDC                    | Emptying of Litter Bins/Dog Waste Bins<br>(Amended Invoice for 2019-2020) | £3,174.96  |
| NNDC                    | Dog Bins Removal & Litter Bins Installation                               | £191.68    |
| Staff Costs             | Clerk's Wages & Expenses (Nov 2019)                                       | £1,592.26* |
| Norfolk Pension Fund    | Workplace Pension Contributions (Nov 19)                                  | £444.70    |
| Staff Costs             | Litter Picker's Wages (November 2019)                                     | £306.00*   |
| Amey LG Limited         | Street Light Repair (Grange Close)  | £81.52     |
| Garden Guardian Ltd     | HVH Playing Field Grass Cutting 2019                                      | £1,490.40  |

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

- 8.3. HPC reviewed the breakdown of May 2019 uncontested parish election costs provided by NNDC. Total charge £326.49 (£56.14 officers' fees; £270.35 printing and postage). Printing and postage costs high for uncontested election. A 'blanket charge' appears to have been split between uncontested parishes. NNDC estimated costs at £50 to £250. Invoice has arrived very late so only £250 set aside for this in a very tight budget. HPC AGREED to write to NNDC with proposal to pay a maximum of £250 for election costs (**Action Clerk**).
- 8.4. Receipt of £400.00 noted. Parishioner donation toward cost of new park bench. Thank you letter sent by Clerk.
- 8.5. Letter from Barclays (changes to business accounts). Clerk called Barclays to discuss. Barclays has confirmed no changes will be made to HPC's account.
- 8.6. Workplace pensions re-enrolment. HPC has no-one to put back into a pension scheme but it must complete re-declaration of compliance for The Pensions Regulator (**Action Clerk**).
- 8.7. Norfolk Pension Fund draft valuation results, the draft Funding Strategy Statement and proposed changes to employer contribution rates from 1<sup>st</sup> April 2020. Noted. Revised contribution rates included in draft budget for 2020/2021.
- 8.8. Email from NNDC regarding parish precepts and the council tax support scheme grant for 2020/2021. Noted. No grant offer for 2020/21. No notice given by NNDC that grant was to be discontinued. Draft budget for 2020/21 has been revised to account for loss of grant.
- 8.9. HPC considered the draft budget, as prepared by the Clerk/RFO. A further increase in the estimated Band D council tax charge was proposed (a 5% increase on 2019/20's charge, as opposed to the 4.2% increase detailed in the draft budget) but HPC wasn't in favour of this, and the RFO advised HPC against amending the draft budget at this late stage as this would affect the precept request, which had to be agreed as the next item. The 2020/2021 draft budget was then AGREED and APPROVED (proposed by Cllr Richmond, all in favour). See addendum. The RFO was thanked for producing the budget.
- 8.10. HPC RESOLVED to request a precept of £54,148.00 for 2020/2021 (proposed by Cllr Richmond, all in favour). The precept represents a £2,578 or 5% increase on HPC's precept for 2019/2020, and the estimated Band D council tax charge for 2020/2021 is

Initials .....

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Date .....

*13.1.20*

1723



£65.71 (a £2.65 or 4.2% increase on the estimated Band D council tax charge for 2019 /2020).

- 8.11. HPC authorised the completion of the precept request form, which was signed by the Chairman and the Clerk. Form to be sent to NNDC (**Action Clerk**).

## 9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. Damage to railings at double roundabout (Stalham Road/Horning Road junction) reported to Norfolk County Council (NCC). It is illegal to display banners on these railings and this will be monitored by HPC. Absence of double white lines in the centre of Wroxham Bridge reported to NCC. This issue has been prioritised for repair.
- 9.2. Stalham Road speed limit. Reduction of 40mph zone to 30mph. HPC APPROVED the letter to NCC, as prepared by the Clerk. AGREED to send letter and supporting papers to NCC (**Action Clerk**).
- 9.3. Three Rivers Way embankment. Work unlikely to be done before the close of winter.
- 9.4. Parking signage near Hoveton & Wroxham railway station. Parishioner email. Noted.
- 9.5. Overhanging foliage. Concerns raised about trees/shrubbery encroaching onto public footpaths. To draft a letter to householders to ask that overhanging foliage be cut back (**Action Cllr A Howe**).

## 10. GRANARY STAITHE

- 10.1. Granary Staithe update. Nothing to report.
- 10.2. Christmas tree/lights update. Businesses unable to provide additional Christmas lights for Hoveton this year due to various logistical problems, but meeting arranged for April to discuss lights for 2020. Rotary Club to erect Christmas tree on Granary Staithe (tree donated by Roys). Battery-powered tree lights to be used this year.

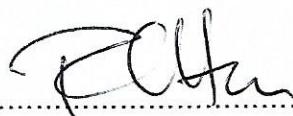
## 11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Riverside Park/Pocket Park update. Broads Authority has appointed a new officer who will oversee the parks. Officer to attend HPC's January meeting to discuss future plans for Riverside Park. Ongoing problems with flooding at Riverside Park look to be getting worse.
- 11.2. NNDC email. Pocket Parks funding. Matched funding scheme with short deadline (31<sup>st</sup> December 2019). HPC unable to apply for 2019 scheme due to lack of time and funds, but will consider planning a proposal for the 2020 scheme. To discuss with the Broads Authority.

## 12. SERVICES AND AMENITIES

- 12.1. New waste/recycling facilities. NNDC and the Broads Authority are working together to improve facilities at Riverside Park. Proposals are to remove the current bin compound close to the TIC and create a new, more attractive area for waste and recycling.
- 12.2. Community flowerbeds. NNDC has advised flowerbeds were previously watered with a large bowser. AGREED to ask NNDC if it would be willing to water the flowerbeds next year (**Action Cllr A Howe**).

Initials .....



Date .....13.1.20.....

1724



- 12.3. Victory Housing flowerbed (Stalham Road bus stop). Victory Housing is happy for HPC to take over maintenance of this flowerbed, but HPC will need to find a new volunteer to do this as HPC's existing volunteers are to maintain the Granary Staithe garden and the other flowerbeds. AGREED to send letter/leaflet to Stalham Road residents to ask for volunteers (**Action Cllr A Howe**).

### 13. CORRESPONDENCE

- 13.1. Parishioner concerns. Lack of safe green spaces for dog walking. HVH Management Committee advises dogs aren't allowed onto HVH playing field due to rules set by the National Playing Fields Association. HPC has no authority regarding other land use. Concerns noted, but situation not unique to Hoveton. Many nearby parishes also lack enclosed spaces for dogs to run free. To advise resident accordingly (**Action Clerk**).
- 13.2. Parishioner email. Fishing event enquiry. Response sent by Clerk. Noted.
- 13.3. The Local Government Boundary Commission. Consultation on division boundaries for NCC. Deadline extended to 11<sup>th</sup> February 2020. Noted. No comment from HPC.
- 13.4. NCC email. Forthcoming bus service changes. Noted. Minor changes to Konect X11 and 5b routes. Services added to Konect X11 to replace those previously on 5b.
- 13.5. Parliamentary Election Notice of Election. 12<sup>th</sup> December 2019. Noted.
- 13.6. ICO data protection concern. Response from ICO noted. No further action required.
- 13.7. Correspondence received since 26<sup>th</sup> November. NNDC Tree Planting Scheme. Noted.

### 14. ITEMS FOR CONSIDERATION AND DECISION

- 14.1. Anglian Water. HPC discussed local foul water flooding events and the Anglian Water position statement issued May 2019. There have been foul water flooding problems in the lower part of the village for many years. On 6<sup>th</sup> October, the heavy rainfall brought to light a problem with foul water flooding in Grange Close, which has apparently been going on for eight years. However, Anglian Water did not acknowledge the problems in Grange Close during ongoing discussions about the lower part of the village. Position statement should be amended to include Grange Close and an investigation is needed into the cause of these problems. It is Anglian Water's responsibility to lead on this and to take this work forward. HPC advised to object to any further development that could make foul water flooding problems worse until solutions are in place and are proven to be effective.
- 14.2. The 2020 HPC monthly meeting dates schedule was AGREED. To book Jubilee Room (**Action Clerk**).
- 14.3. Clerk's annual leave request. Monday 23<sup>rd</sup> December 2019 to Friday 3<sup>rd</sup> January 2020 inclusive. AGREED

### 15. ITEMS FOR NEXT AGENDA – MONDAY 13<sup>th</sup> JANUARY 2020

None put forward.

The meeting closed at 8.55pm.

Signed P. Howe

Date 13.1.20

Name P. Howe

# Addendum (Monday 2<sup>nd</sup> December 2019)

## Hoveton Parish Council Draft Budget 2020-2021

| Item of Expenditure #                                  | Budgeted Expenditure |                  | Notes   |
|--|----------------------|------------------|---|
| Clerk's Salary   | £                    | 15,219.00        | Based on 25 hours per week at £14.03 per hour (after deductions). |
| LGPS (Employer and Employee Contributions)             | £                    | 5,253.00         | Based on 25 hours per week at £14.03 per hour. Parish Clerk only. |
| Clerk's Mileage and Other Expenses                     | £                    | -                |   |
| Postage/Telephone/Stationery                           | £                    | 400.00           | Based on 2019-2020 projected expenditure.                         |
| Litter Picker's Salary                                 | £                    | 4,212.00         | Based on 468 hours per year, at £9.00 per hour.                   |
| Tax and NIC (Employer and Employee Contributions)      | £                    | 3,142.00         | Based on 25 hours per week at £14.03 per hour. Parish Clerk only. |
| Insurance  | £                    | 948.74           | Three-Year Long Term Agreement (Year 2).                          |
| Audit/Legal Fees/Fees and Charges                      | £                    | 600.00           | Internal & External Audit, Payroll, Data Protection Fee           |
| Subscriptions (NALC/SLCC/CAN, etc)                     | £                    | 675.00           | NALC, SLCC, CAN, The Bridge Magazine, The Broads Society          |
| Hire of Premises (Jubilee Room/HVH)                    | £                    | 230.00           | Based on 2019-2020 projected expenditure.                         |
| Chairman's Expenses                                    | £                    | 100.00           |   |
| Councillor/Clerk Training                              | £                    | 400.00           |   |
| Office Equipment                                       | £                    | 100.00           |   |
| Work Clothing/Safety Equipment                         | £                    | 100.00           |   |
| Election Costs   | £                    | -                |   |
| Events   | £                    | 30.00            |   |
| Website  | £                    | 70.00            | NALC Website Hosting & HPC Email Addresses                        |
| Granary Staithe (Loan Repayments)                      | £                    | 8,808.54         |   |
| Granary Staithe Capital Expenditure                    | £                    | -                |   |
| Granary Staithe Maintenance (excl Capital Works)       | £                    | 500.00           | Pest Control, Brown Bin Collection, Garden Expenses               |
| Street Lights (including Energy Charges)               | £                    | 1,300.00         | Electricity Charges & Street Light Repairs                        |
| Street Furniture (Benches, Signage, Bus Shelters, etc) | £                    | 2,000.00         | New Parish Noticeboards & Village Seats Maintenance               |
| Litter Bins/Dog Waste Bins                             | £                    | 2,800.00         | Based on 2019-2020 expenditure (plus estimated inflation).        |
| Landscaping/Flower Beds                                | £                    | 750.00           |   |
| Riverside and Pocket Parks                             | £                    | 2,000.00         | Yearly Maintenance (Horticultural), Skip Hire x2 (Park Clearance) |
| Delegated Services (Urban Grass Cutting)               | £                    | 3,334.52         | Based on existing cutting schedule/funds paid by NCC in 2019-20.  |
| Special Projects                                       | £                    | -                |   |
| Hoveton Village Hall LG(MP)A 1976 s19                  | £                    | 4,000.00         |   |
| Village Playing Field Grass Cutting LG(MP)A 1976 s19   | £                    | 1,279.00         | Based on quote received for 2020.                                 |
| Hoveton St. John P.C.C. Churchyard LGA 1972 s137       | £                    | 350.00           |   |
| Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137      | £                    | 350.00           |   |
| British Legion Wreath Donation LGA 1972 s137           | £                    | 60.00            |   |
| Miscellaneous Grants and Donations LGA 1972 s137       | £                    | 500.00           |   |
| Contingency  | £                    | 3,000.00         |   |
| <b>Totals</b>  | £                    | <b>62,511.80</b> |   |

# All figures are exclusive of VAT on the assumption that HPC can reclaim all VAT expenditure.

### Cumulative Figures

#### Detail

|   |   |                  |  |
|---|---|------------------|--|
| Amount Carried Forward From Previous Year | £ | 28,000.00        | Estimated 2019-2020 Year End Balance   |
| Precept To Be Received April 2020         | £ | 27,074.00        | Total Precept = £54,148 (£2,578 or 5% increase on 2019-2020)                         |
| Precept To Be Received September 2020     | £ | 27,074.00        | Estimated 'Band D' Council Tax Charge = £65.71 (£2.65 or 4.2% increase on 2019-2020) |
| Grants Due                                | £ | -                | Local council tax support scheme grants discontinued.                                |
| Delegated Service Payments (May 2020)     | £ | 3,334.52         | Based on existing cutting schedule/funds paid by NCC in 2019-2020.                   |
| Interest / Other Income                   | £ | 70.00            | WI Benches Donation (£30), Savings Account Interest                                  |
| <b>Total Income and Reserves</b>          | £ | <b>85,552.52</b> |  |
| <b>Less</b>                               |   |                  |  |
| Budgeted Expenditure                      | £ | 62,511.80        |  |
| General Reserve                           | £ | 10,500.00        |  |
| Repairs and Renewals Fund                 | £ | 12,500.00        |  |
| <b>Sub Total</b>                          | £ | <b>85,511.80</b> |  |
| <b>Unallocated Funds</b>                  | £ | <b>40.72</b>     |  |