



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 remote meeting of Hoveton Parish Council, to be held via Zoom, on **Monday 6th July 2020 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 30th June 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.

ACCESS TO MEETING

Zoom Meeting ID: 999 3576 5135

Join Zoom Meeting: <https://zoom.us/j/99935765135>

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If joining via telephone, dial the teleconferencing number on your phone, then enter the meeting ID number when prompted using your dialpad.

Zoom Guidance

Getting Started <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Joining A Meeting <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

If you need assistance with accessing this meeting or if you are having any problems logging in, please contact Cllr Martin Richmond on 07944 283307.

AGENDA – MONDAY 6TH JULY 2020

1. APOLOGIES FOR ABSENCE

To receive, and consider for approval, apologies for absence and reasons given.

2. CO-OPTIONS

- 2.1. To consider applications for co-option to Hoveton Parish Council (HPC).
- 2.2. To consider changes to the co-options process due to remote meetings.

3. 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.

4. MINUTES OF PREVIOUS MEETING

To approve the minutes of the HPC meeting held on Monday 8th June 2020.

5. PUBLIC FORUM

- 5.1. To receive reports from District/County Councillors.
- 5.2. To receive a police report.
- 5.3. 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.)

6. CLERK'S REPORT

Matters arising since the agenda was issued. For information only.

7. MATTERS ARISING FROM PREVIOUS MEETINGS

For information only. Updates from the general actions list arising from previous meetings of HPC.

8. PLANNING

- 8.1. To consider planning applications received for comment:
 - 8.1a. FUL/2020/0027 – Application to construct non-permeable pathways with new surface water drainage system to service the existing school and recently constructed 2 class base extension approved under application reference Y/1/2018/1007. Hoveton St. Johns Cp School, Horning Road, Hoveton. Deadline 8th July 2020.
 - 8.1b. BA/2020/0174/HOUSEH – Replacement summerhouse. 4 Bure Court, Hickling House, Marsh Road, Hoveton. Deadline 17th July 2020.
 - 8.1c. PF/20/1023 – Infilling of open sides of attached car port and insertion of windows to form office ancillary to dwelling, for home working. Burnt Fen Lodge, Long Lane, Hoveton. Deadline 20th July 2020.
 - 8.1d. Applications received since 30th June 2020.

- 8.2. To receive notification of planning decisions. (Planning Decisions List, Circulated)
- 8.3. Tree Preservation Orders:
 - 8.3a. TPO/20/0965 – Land at 32 Stalham Road. Order confirmed without modification.
 - 8.3b. BA/2019/0002/TPO – The Firs, Brimbelow Road. Order not confirmed.
- 8.4. Planning correspondence received/sent since 30th June 2020. For information only.

9. FINANCE

- 9.1. To consider the monthly Budget Monitoring Statement.
- 9.2. To review and approve items of expenditure. (Schedule of Payments, Circulated)
- 9.3. To note the receipt of £1,431.89 from HM Revenue & Customs via direct credit on 19th June 2020 – VAT reclaim/repayment (1st October 2019 to 31st March 2020). Claim was for £1,431.99, so payment was £0.10 short.
- 9.4. To receive and approve a bank reconciliation prepared by the RFO for the period 1st April 2020 to 30th June 2020.
- 9.5. Banking arrangements update. To consider any further actions to be taken.

10. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2019-2020

- 10.1. To consider the Annual Internal Audit Report for the financial year 2019-2020 and the Internal Auditor's Report to Council. To review HPC's internal controls, and the internal audit conclusions.
- 10.2. To consider each of the assertions in the Annual Governance Statement (Section 1 of Annual Governance & Accountability Return) and to complete and approve the Annual Governance Statement – to be signed by the Chairman of the meeting and the Clerk.
- 10.3. To consider and approve Section 2 of the Annual Governance & Accountability Return (Accounting Statements for 2019-2020) and to authorise the Chairman of the meeting to sign Section 2 (already completed and signed by the Clerk/RFO).
- 10.4. To consider the Explanation of Significant Variances in the Accounting Statements for the financial year 2019-2020 (prepared and signed by the Clerk/RFO).
- 10.5. To review and approve the bank reconciliation for the financial year ending 31st March 2020, prepared in the format required by the external auditors and signed by the Clerk/RFO.
- 10.6. To consider and approve the Annual Accounts for the financial year 2019-2020, and to authorise the Chairman of the meeting and the Clerk/RFO to sign these accounts.
- 10.7. To confirm the dates for the period for the exercise of public rights (proposed dates are Tuesday 1st September 2020 to Monday 12th October 2020 inclusive).
- 10.8. To authorise the submission of HPC's Annual Governance & Accountability Return for 2019-2020, the Explanation of Significant Variances in the Accounting Statements, the bank reconciliation for the financial year ending 31st March 2020, and the confirmation of the period for the exercise of public rights to PKF Littlejohn LLP, external auditors.

11. HIGHWAYS AND ROAD SAFETY

- 11.1. Highways and drains maintenance requests update. *Cllr A Howe*
- 11.2. Wroxham and Hoveton Network Improvement Strategy. To note correspondence with Norfolk County Council (NCC) and the North Norfolk District Council (NNDC) Planning Policy & Built Heritage Working Party, and to consider any further actions to be taken.

- 11.3. NNDC Taxi Policy and Handbook consultation. Deadline 25th August 2020.
- 11.4. NCC Parish Partnership Scheme 2021-2022. Invitation to bid. Deadline 4th December 2020.

12. SERVICES AND AMENITIES

- 12.1. Granary Staithe update. *Cllr P Howe*
- 12.2. Riverside Park/Pocket Park update. *Cllr P Howe & Cllr Marshall*
- 12.3. Riverside Park/Pocket Park. Clearance of areas for planting. To consider actions to be taken.
- 12.4. To consider possible partnerships with Wroxham Bure Valley Rotary Club.
- 12.5. Community flowerbeds update. *Cllr A Howe*
- 12.6. To consider possible allotments partnership with Horning Parish Council.

13. CORRESPONDENCE

- 13.1. Parishioner concerns. Litter and Tunstead Road parking. Response sent by Clerk.
- 13.2. Parishioner email/report. Concerns about water quality and sewage leakage.
- 13.3. St John's Community Primary School & Nursery. Consultation for the federation of the governing boards of St John's and Tunstead Primary School. Deadline 10th July.
- 13.4. Norfolk ALC wellbeing initiative updates. Launch of Joining the Dots initiative. Webinar dates. To consider appointing councillors to champion Joining the Dots/Norfolk Parish Councils' Climate Safeguard Project work.
- 13.5. Correspondence received or sent since 30th June 2020. For information only.

14. ITEMS FOR CONSIDERATION AND DECISION

- 14.1. Coronavirus recovery – providing a safe social-distancing environment in Hoveton. To consider any further actions to be taken/matters to be raised with NNDC.
- 14.2. Operation Good Neighbour Hoveton & Wroxham update. *Cllr Richmond*
- 14.3. Parish Plan. To consider actions to be taken to update Hoveton's Parish Plan.
- 14.4. Public Sector Website Accessibility regulations update. *Clerk*
- 14.5. Clerk's CiLCA training. To consider costs and time commitment required.
- 14.6. To consider the Clerk's request to take annual leave – Monday 13th July to Friday 17th July inclusive and Monday 10th August to Friday 21st August inclusive.
- 14.7. To consider items for inclusion in The Bridge magazine (August edition). Deadline 15th July.
- 14.8. To consider passing a resolution 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 items 14.9 and 14.10 on the grounds that these items involve 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).
- 14.9. Broads Centre/Granary Staithe drainage works. To receive and consider updates.
- 14.10. Information Commissioner's Office (ICO) information request consultation. To consider the potential disclosure of requested information by the ICO and to agree response to the ICO.

15. ITEMS FOR NEXT MEETING AGENDA – MONDAY 3rd AUGUST 2020