



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 8th June 2020 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 2nd 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: 989 8190 9203

Join Zoom Meeting: <https://zoom.us/j/98981909203>

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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 8TH JUNE 2020

1. STANDING ORDERS

To receive, and consider for approval, updated Standing Orders.

2. APOLOGIES FOR ABSENCE

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

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 meeting held on Monday 2nd March 2020.

5. RECORDS OF DECISIONS AND ACTIONS

To review and approve all decisions and actions taken since 2nd March 2020 in accordance with the Hoveton Parish Council (HPC) Coronavirus Contingency & Action Plan, as detailed in the following documents:

- 5.1. Coronavirus Contingency & Action Plan (adopted by HPC on 23rd March 2020 and last updated on 18th May 2020).
- 5.2. Schedule of Cheque Payments (Items of Expenditure) April 2020 to June 2020.
- 5.3. Record of Decisions/Actions Taken by Hoveton Parish Council in Accordance with its Coronavirus Contingency & Action Plan (Wednesday 15th April 2020).
- 5.4. Record of Decisions/Actions Taken by Hoveton Parish Council in Accordance with its Coronavirus Contingency & Action Plan (Monday 18th May 2020).

6. PUBLIC FORUM

- 6.1. To receive reports from District/County Councillors.
- 6.2. To receive a police report.
- 6.3. 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.)

7. CLERK'S REPORT

To receive a report from the Parish Clerk outlining any matters arising since the agenda was issued. For information only.

8. MATTERS ARISING FROM PREVIOUS MEETINGS

For information only. Updates from the general actions list arising from previous meetings of Hoveton Parish Council.

9. PLANNING

- 9.1. To consider planning applications received for comment:
 - 9.1a. PF/20/0101 – Construction of 150,000m³ clay-lined reservoir for the purposes of collecting rainwater from existing polytunnels, with associated drainage network and up to 9 water collection pits, and associated infrastructure. Land at Church Farm, Church Road, Tunstead, NR12 8RQ. Deadline 19th June 2020.
 - 9.1b. Applications received since 2nd June 2020.
- 9.2. To note one planning application consultation response submitted by the Parish Clerk, as per HPC's Planning Protocol: PF/20/0686 – Retrospective application for raising land levels in rear gardens of 34, 36, 38 and 40 St Johns Way (Plots 06-09 within planning permission PF/17/1802 north of Meadow Drive) with associated boundary treatment, landscaping, and links to agreed drainage scheme. 34, 36, 38 and 40 St Johns Way, Hoveton. NO OBJECTION
- 9.3. To receive notification of planning decisions. (Planning Decisions List, Circulated)
- 9.4. Flood Risk Supplementary Planning Document for the Broads consultation update (the Broads Authority). New Flood Risk SPD adopted on 22nd May 2020.
- 9.5. Planning correspondence received/sent since 2nd June 2020. For information only.

10. CORONAVIRUS RECOVERY PHASE – SOCIAL DISTANCING

To note letter from North Norfolk District Council. To consider proposals for providing a safe social-distancing environment in Hoveton.

11. FINANCE

- 11.1. To consider the monthly Budget Monitoring Statement.
- 11.2. Confirmation of the renewal of HPC's insurance with BHIB Councils Insurance (Local Councils Policy with Aviva Insurance). Year two of three-year Long Term Agreement. Renewal date 1st June 2020. To approve payment of the renewal premium (£963.94) as made on 20th May 2020.
- 11.3. To review and approve items of expenditure. (Schedule of Payments, Circulated)
- 11.4. To receive and approve a bank reconciliation prepared by the RFO for the period 1st January 2020 to 31st March 2020 (year-end reconciliation).
- 11.5. To note the completed VAT reclaim for 1st October 2019 to 31st March 2020. Claim for refund of £1,431.99.
- 11.6. To receive and approve the amended HPC budget for 2020-2021. Amendments based on the 2019-2020 year-end position and updated costs information available for 2020-2021.
- 11.7. To review expenditure incurred under section 137 of the Local Government Act 1972.
- 11.8. To receive an update from the RFO regarding arrangements for internal/external audit for the financial year 2019-2020.
- 11.9. To review banking arrangements and to consider any further actions to be taken.

12. HIGHWAYS AND ROAD SAFETY

- 12.1. Highways and drains maintenance requests update. *Cllr A Howe*
- 12.2. NNDC Taxi Policy and Handbook consultation. Deadline 25th August 2020.
- 12.3. Norwich Western Link update. Government backing secured. For information only.

13. SERVICES AND AMENITIES

- 13.1. Granary Staithe update. *Cllr P Howe*
- 13.2. To consider the Broads Authority's proposals for improvements to Riverside Park.
- 13.3. Community flowerbeds update. *Cllr A Howe*

14. CORRESPONDENCE

- 14.1. Parishioner concerns. Nuisance bonfires/bonfire smoke. Response sent by Clerk.
- 14.2. Correspondence received/sent since 2nd June 2020. For information only.

15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. Public Sector Website Accessibility regulations. To consider actions to be taken.
- 15.2. To consider items for inclusion in The Bridge magazine (July edition).
- 15.3. 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 item 15.4 on the grounds that this item involves 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).
- 15.4. Broads Centre/Granary Staithe drainage works. To receive and consider updates.

16. ITEMS FOR NEXT MEETING AGENDA