



# HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller  
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## Minutes of the Meeting of Hoveton Parish Council Monday 2<sup>nd</sup> March 2020 at 6.30pm, Hoveton Village Hall

Present: Councillor Martin Richmond (Chair of the Meeting)  
Councillor Jilly Gourlay  
Councillor Christopher Marshall  
Councillor Russell Reeve  
Councillor Ann Rogers

In Attendance: Miss Lisa Weller (Parish Clerk)  
Councillor Gerard Mancini-Boyle (District Councillor)  
Practice Manager (Hoveton and Wroxham Medical Centre)  
Twelve members of the public

### 1. APOLOGIES FOR ABSENCE – Cllr Alex Howe, Cllr Peter Howe

### 2. DECLARATIONS OF INTEREST

Cllr Reeve declared an interest in item 8.2 in terms of his current employment with Norfolk ALC (payment to Norfolk ALC included in the schedule of payments). It was AGREED Cllr Reeve would not vote on this payment.

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held Monday 3<sup>rd</sup> February 2020 were AGREED and APPROVED. The minutes were signed by Cllr Martin Richmond.

### 4. PUBLIC FORUM

- 4.1. Hoveton and Wroxham Medical Centre – update from Practice Manager. Has been in post for a year now. One of the biggest challenges has been communications. Patients now receive the Medical Centre's news via The Bridge magazine, Facebook, and HPC meetings (Cllr Alex Howe is HPC's representative on the Patient Participation Group). Capacity, continuity and contingency are currently being discussed. Capacity: does the practice have the capacity to deal with an increased number of patients and additional workload? Plans being put in place for an extension to the current building (to increase capacity in terms of space) and for the building of a new medical centre at Rackheath within the next 2-3 years. Also need capacity in terms of clinicians (not just GPs and nurses), including a new clinical pharmacist and a first contact physiotherapist. There are now appointments available at evenings/weekends as part of 'improved access'. A number of patients have raised concerns about continuity of treatment. A new GP has now joined the team to offer improved continuity and a number of doctors are currently

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training to be GPs at the practice. Patients can now get in touch and express concerns via forms on the Medical Centre's new website. In terms of contingency planning, the focus is currently on business contingency planning, infection control procedures, and providing reassurance regarding Coronavirus. In terms of appointments, the practice is trying to find the right balance of pre-bookable appointments and on-the-day slots for urgent matters. The number of on-the-day slots may decrease in order to provide more pre-bookable appointments.

4.2. District/County Councillors. Apologies received from Cllr Nigel Dixon. Report from Cllr Gerard Mancini-Boyle as follows:

4.2a. The East of England Ambulance Service is hoping to obtain funding to allow it to recruit, train and equip more community first responders in order to help improve ambulance response times.

4.2b. Following recent high winds, NCC (Norfolk County Council) Highways has dealt with all urgent fallen trees, including a tree that had fallen on telephone lines.

4.2c. North Norfolk District Council's new refuse, recycling and cleansing contract has now been agreed.

4.2d. VE Day 75<sup>th</sup> anniversary celebrations are due to take place from 8<sup>th</sup> to 10<sup>th</sup> May. North Norfolk District Council (NNDC) is asking for stories and memories of life in North Norfolk in WW2 to be sent to its Supporting Communities team.

4.2e. North Norfolk District Council has opened a new-look Visitor Centre in Cromer.

4.2f. Complaints have again been received regarding speeding on Horning Road, in particular motorbikes speeding down the road at weekends. This will be reported to PC Gibbs.

4.3. Police report. No report received. Apologies from PC Gibbs.

4.4. Questions and representations from members of the public relating to local issues:

4.4a. Concerns about mud on Horning Road which needs to be cleared. Cllr Mancini-Boyle reported that the mud came from the adjacent farmer's field and had been reported to Highways two weeks ago. Cllr Mancini-Boyle to chase Highways.

4.4b. Tunstead Parish Council's Quiet Lanes Network proposal. Complaints received from residents regarding HGVs using country lanes. The idea of quiet lanes is to make drivers more aware that the lane is also used by pedestrians/cyclists, with measures such as narrowing the edging at the start of the road, removing signs, rumble strips etc. Aim is to make the countryside more of a utilised area, not just a rat run. Looking to form a working group with other parish councils to promote this idea and build a network of quiet lanes along the Stalham to North Walsham route. May be able to obtain funding from the CPRE (Campaign to Protect Rural England) or via a National Lottery grant. Will set up a meeting to discuss further with other councils (Cllr Peter Howe has agreed to act as HPC's representative).

4.4c. Query regarding provision of allotments. Interest expressed by two residents but HPC hasn't received any formal requests for allotments. HPC has no plans to provide allotments at present, but would look into this further if enough requests were received to justify doing so. Residents advised to contact Horning PC, who may have spare allotments. There is a possibility allotments may be provided as part of the new Men's Shed project at Hoveton Village Hall.



## 5. CLERK'S REPORT – None

## 6. MATTERS ARISING FROM PREVIOUS MEETINGS – None

## 7. PLANNING

### 7.1. Planning applications received for comment:

7.1a. PF/20/0334 – Construction of a single storey rear extension with flat roof. 16 Waveney Close, Hoveton. **AGREED no objection** (proposed by Cllr Richmond, all in favour).

7.1b. BA/2020/0042/CUPA – Notification for Prior Approval for a proposed change of use of a building from Office Use (Class B1(a)) to a single dwellinghouse (Class C3). First Floor, 3 Church Road, Hoveton. **AGREED no objection** (proposed by Cllr Richmond, all in favour).

### 7.1c. Applications received since 25<sup>th</sup> February 2020:

- PF/20/0330 – Single storey side extension. Adastra, Tunstead Road, Hoveton. **AGREED no objection** (proposed by Cllr Richmond, all in favour).
- PF/20/0357 – Single and two storey rear extension. The Moorings, 7 Stalham Road. **AGREED no objection** (proposed by Cllr Richmond, all in favour).

7.2. HPC noted a planning application consultation response submitted by the Parish Clerk as per HPC's Planning Protocol: BA/2020/0003/FUL – 1) Erection of a 4 x 5m timber decked area & associated additional footpath. 2) Erection of solar panels on existing bird hide. 3) 6 x 6m timber decked area including screening & seating. Hoveton Great Broad, Lower Street, Hoveton. **No objection.**

### 7.3. Notification of planning decisions:

7.3a. ADV/19/0847 (Replacement and new signage located within Roys of Wroxham car park sites including internally illuminated fascia signs and non-illuminated freestanding signs. Forge House, Stalham Road) *Approved*

7.3b. PF/19/2202 (Change of use from dwelling (Class C3) to place of worship (gospel hall) (Class D1). The Bungalow, Marsh Road) *Approved*

7.3c. PF/20/0140 (Single-storey porch extension. 54 Waveney Drive) *Approved*

7.3d. BA/2019/0445/ADV (Replacement signage. Minors and Brady, Church Road) *Approved*

### 7.4. Application PF/19/1659. Land East of, Tunstead Road, Hoveton (Brook Park Phase II):

7.4a. Feedback received from local residents/neighbouring parish councils. Noted.

7.4b. Consultation deadline 25<sup>th</sup> March 2020. Confirmation from NNDC that HPC has been given an extension until 8<sup>th</sup> April to respond to the application.

7.4c. Community engagement events to be held 4<sup>th</sup> March (developer exhibition) and 11<sup>th</sup> March (public meeting hosted by HPC). All invitations have now been sent. Hoping for a good turnout. HPC to provide guidance for residents on material planning considerations to assist residents with preparing their responses to the application.

7.5. PF/17/0043. Car wash/valeting service. Lurista House, Stalham Rd Industrial Estate. Compliance with conditions specified in the decision notice. Update from Cllr Mancini-Boyle. Certificates issued, but concerns remain regarding spillage from car wash going



onto adjacent land rather than into the drains. Has requested permit be withheld until this problem is resolved and will keep HPC updated.

- 7.6. Flood Risk Supplementary Planning Document for the Broads consultation (the Broads Authority). The SPD doesn't mention the problems experienced in Hoveton regarding surface/foul water flooding and Hoveton hasn't been identified as an at-risk settlement. The SPD needs to be updated to include details of Hoveton's flood risk. HPC to advise the Broads Authority (**Action Cllr Reeve**).
- 7.7. Planning correspondence received since 25<sup>th</sup> February 2020. Email from NCC. Church Field development proposed signage. Request to place signage on HPC-owned lamp columns. Amey has advised lamp columns are suitable to be used for this purpose. HPC AGREED the signage may be placed on HPC-owned lamp columns. To confirm with NCC (**Action Clerk**).

## 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 (February 2020)	£145.72
Thinking Rural CIC	Payroll Services (January 2020)	£12.00
Amey LG Limited	Street Light Repair (Osprey Close)	£81.52
Norfolk County Council	Unspent Delegated Service Funding 2019	£120.28
NNDC	Parish Election Costs 2 <sup>nd</sup> May 2019	£326.49
Horning Parish Council	Norfolk ALC Councillor Training Session	£70.00
Staff Costs	Clerk's Wages & Expenses (February 2020)	£1,339.25*
Norfolk Pension Fund	Workplace Pension Contributions (Feb 2020)	£377.20
Staff Costs	Litter Picker's Wages (February 2020)	£306.00*
HM Treasury (Public Works Loan Board)	Repayment of Loan and Interest (Granary Staithe) (Repayment Due 26 <sup>th</sup> March 2020)	£4,404.27

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

- 8.3. Appointment of Internal Auditor for financial year 2019/20. HPC RESOLVED to appoint last year's internal auditor, subject to the receipt of an acceptable quote for this work. To contact auditor (**Action Clerk**).
- 8.4. Community Action Norfolk. Notification of payroll services ending as of 5<sup>th</sup> April 2020. Noted. HPC considered the Clerk's research into alternative payroll arrangements and quotes received and RESOLVED to appoint Debit & Credit Accountancy Services Ltd as its new payroll services provider (quote of £75 per annum with no pension scheme submissions or £100 per annum including pension scheme submissions). To set up new payroll contract (**Action Clerk**).
- 8.5. Public Works Loan Board. Change of governance update. Noted.

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## 9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. All concerns have been reported to NCC and work is pending. Highways still hasn't cleaned the 40mph flashing speed limit sign on Stalham Road (**Action Cllr A Howe**).
- 9.2. Stalham Road pavement/proposed new footway scheme. NCC is preparing a design brief/proposal for a new footway scheme for the Stalham Road pavement from number 61 up to the St. Peter's Lane crossroads (on the left-hand side of the road) in order to resolve all trip hazards. The next submission of capital footway briefs will take place in April 2020, for construction in 2021/2022.
- 9.3. Parishioner concerns. Mud on Horning Road (Three Rivers Way cycleway & footpath). Has been reported by HPC/Cllr Mancini-Boyle. Cllr Mancini-Boyle has offered to chase NCC for action (see item 4.4a).
- 9.4. Three Rivers Way embankment. Cllr Peter Howe is continuing to chase this with NCC. A new Highway Engineer is now in post and will take over the project.
- 9.5. Stalham Road speed limit. Reduction of 40mph zone to 30mph. NCC refused original request to reduce speed limit, but Cllr Alex Howe has drafted a follow-up letter to NCC to pursue this matter. To circulate draft letter to HPC for approval (**Action Clerk**).
- 9.6. Wroxham & Hoveton Network Improvement Strategy. Response sent to NCC. Noted.
- 9.7. Wroxham Bridge proposed works. Update from NCC. Remedial works planned for the early part of 2021. Further information to follow. Noted.
- 9.8. Overhanging foliage. Draft letter template. Not yet available. Deferred.
- 9.9. Tunstead Parish Council's Quiet Lanes Network proposal. Already discussed earlier in the meeting (see item 4.4b). HPC AGREED it would like to participate in this scheme. Cllr Peter Howe will act as HPC's representative.

## 10. SERVICES AND AMENITIES

- 10.1. Grass cutting. Response from The Garden Guardian to HPC's query about varying the frequency of cuts (less cuts in the summer when the grass is dry and more cuts at the start of the season when grass is wet/grows quickly): already change the frequency of cuts where possible, reducing the number slightly in August. HPC has more cuts than the number stated in the contract (usually 15 cuts with a cutting cycle of roughly every two weeks, instead of a three-weekly cycle). Noted. Contract to continue as previously agreed.
- 10.2. Community flowerbeds watering arrangements. Advice received from NNDC needs to be followed up (**Action Cllr A Howe**). Horning Ferry Marina has expressed interest in sponsoring flowerbeds (**Action Cllr A Howe**).
- 10.3. Victory Housing flowerbed (Stalham Road). A resident of Stalham Road has offered to look after this flowerbed. HPC AGREED to send a letter to its flowerbeds volunteers to thank them and to give advice on health and safety, insurance, and reimbursement of costs (**Action Clerk/Cllr A Howe**).

## 11. GRANARY STAITHE – UPDATE

Written update from Cllr Peter Howe. No further updates available on redevelopment of the Broads Centre. Ongoing issue with flooding behind the fence – discussed with flood warden

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and ground clearance is needed to unblock the drain and a quantity of shingle is needed to tidy the area. Provisional booking made with Wherry Yacht Charter Charitable Trust to bring a wherry to the dyke on Sunday 19<sup>th</sup> July. Could expand this to other groups as a community event.

## 12. RIVERSIDE PARK AND POCKET PARK

- 12.1. Riverside Park and Pocket Park update. Water level extremely high at the moment. No updates on the work planned by the Broads Authority. Cllr Richmond and Cllr Marshall had a meeting with someone who is interested in using Pocket Park over the summer for mobile bungee trampoline sessions. No formal proposal has yet been received, but they would like to have a trial run over the school Easter holidays and will pay HPC for the use of the area. The Clerk advised HPC that any such proposal would have to be in keeping with the conditions outlined in the legal deeds and agreements for Pocket Park (it seems unlikely HPC would be permitted to allow/charge for commercial activity on this land) and would have to be discussed with other parties such as NNDC and the Broads Authority.
- 12.2. Pocket Park ground clearance/weeding. Request for further work from the Community Payback team. Community Payback team not available to undertake further work until June 2020. Work needs to be done in next 2-3 weeks to remove grass and weeds and start planting. Cllr Marshall has some plants to put in and will try to organise a working party to assist with this.
- 12.3. Pocket Park tree damage. Tree damaged and shrubs uprooted in recent storms. Tree inspection has advised tree is dangerous and needs to be removed. Quote of £225.00 received from Winchester Tree Services for work required. HPC RESOLVED to accept this quote and to ask Winchester Tree Services to proceed asap (**Action Clerk**).

## 13. BROOK PARK

Progress made on list of actions to be taken by Persimmon. An update was received shortly after HPC's February meeting, but little progress had been made and much of the work had been delayed. HPC will pursue the outstanding Phase I items further at the 11<sup>th</sup> March public meeting to discuss Phase II. To contact Persimmon for further updates before the 11<sup>th</sup> March meeting (**Action Cllr Richmond**).

## 14. CORRESPONDENCE

- 14.1. The Local Government Boundary Commission. Consultation on division boundaries for Norfolk County Council. Deadline extended to 24<sup>th</sup> March 2020. Wroxham PC believes Hoveton and Wroxham should be part of the same County Council ward, with a shared county councillor. HPC RESOLVED to respond to the consultation to support this view (**Action Cllr Richmond**).
- 14.2. Correspondence received/sent since 25<sup>th</sup> February 2020. None.

## 15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. Lions Club Summer Fete. Sunday 2<sup>nd</sup> August 2020. HPC to attend (£10 per table). To submit booking form (**Action Cllr A Howe**).

15.2. Parish Plan. HPC AGREED to conduct a fresh consultation on the Parish Plan via The Bridge/HPC's website and Facebook page in order to obtain feedback from residents. The Parish Plan will then be updated. It is hoped the Parish Plan could then feed into a Neighbourhood Plan for Hoveton, but this would require a number of volunteers from within the local community being willing to form a group to produce the Neighbourhood Plan, as HPC does not currently have the human resources to take this project forward alone.

15.3. Items for inclusion in The Bridge magazine (April edition): Parish Plan feedback; Brook Park Phase II meetings/application update; recruitment of new parish councillors.

#### **16. ITEMS FOR NEXT AGENDA – MONDAY 6<sup>th</sup> APRIL 2020**

Neighbourhood Plan (considering how updated Parish Plan could feed into a Neighbourhood Plan for Hoveton).

**The meeting closed at 8.35pm.**

Signed 

Date 25/6/20

Name MARTIN RICHMOND