



HOVETON PARISH COUNCIL

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Record of Decisions/Actions Taken by Hoveton Parish Council in Accordance with its Coronavirus Contingency & Action Plan (Wednesday 15th April 2020)

Hoveton Parish Council (HPC) last met on Monday 2nd March 2020. Due to the Coronavirus pandemic and restrictions put in place by the UK Government, it was not possible for HPC to meet as scheduled on Monday 6th April 2020. This document serves as a public record of all decisions and actions taken by HPC since 2nd March, in accordance with HPC's Coronavirus Contingency & Action Plan.

1. CORONAVIRUS CONTINGENCY & ACTION PLAN

HPC formally adopted its Coronavirus Contingency & Action Plan on 23rd March 2020. The plan, which sets out the contingency measures HPC will follow as a result of the Coronavirus pandemic, was prepared by the Parish Clerk with reference to the latest advice issued by the Government, the Society of Local Council Clerks and the National Association of Local Councils, and with reference to HPC's Standing Orders and Financial Regulations. The plan was unanimously approved by all parish councillors following an email consultation and has been published on HPC's website and Facebook page. It will be continuously reviewed and updated to take account of the changing status of the pandemic.

As outlined in the Coronavirus Contingency & Action Plan, the Parish Clerk prepared a list of payments known to be due for the next three months (April, May, June), primarily payments arising as the result of a continuing contract, statutory duty, or obligation. This Schedule of Cheque Payments was circulated by email to all members of HPC for approval. All payments detailed on this list were approved to be made (by a majority of five votes to two) and the cheques were written by the Clerk and signed by two members of HPC, all observing social distancing rules.

2. DECLARATIONS OF INTEREST

Parish councillors have been reminded that, as per agreed procedures at meetings of HPC, any councillor with a personal/pecuniary interest in a matter circulated for email consultation should declare such interests (as required by the HPC Code of Conduct adopted 2nd July 2012) and should not take part in the vote.

3. MINUTES OF PREVIOUS MEETING

Due to the extremely heavy workload experienced by the Clerk over the past six weeks, the minutes of HPC's meeting of 2nd March 2020 have not yet been drafted. It is hoped they will be published week beginning 20th April.

4. CORONAVIRUS COMMUNITY ASSISTANCE

Operation Good Neighbour Hoveton and Wroxham is now up and running. The scheme will coordinate volunteers and arrange for the delivery of food and medicine to local residents who have no other means of support such as non-isolating family or friends or other support groups. Operation Good Neighbour is run by the Wroxham and Hoveton Good Neighbours Scheme (part of Community Action Norfolk), supported by the local Church, local Councillors for Wroxham and Hoveton, HPC and Wroxham PC. HPC has successfully submitted a grant application to the Norfolk Community Foundation's Covid-19 Community Response Fund for £1,000.00 of funding for Operation Good Neighbour. Following Cllr Alex Howe's good work during the initial setting up of Operation Good Neighbour, Cllr Martin Richmond is now acting as HPC's representative on the scheme.

In order to provide assistance to local residents, North Norfolk District Council has set up ten Local Community Co-ordination Centres (hubs) across the district. HPC and Operation Good Neighbour are receiving regular updates from the co-ordinator of the nearest hub (based at Hoveton Village Hall). HPC is sharing as much information as possible concerning the local response to the Coronavirus pandemic via its website and Facebook page.

5. CLERK'S REPORT

The Clerk's workload has been extremely heavy over the past six weeks, largely due to extra work arising as a result of the Coronavirus pandemic. There was little guidance available for parish councils at the start of the pandemic, so the Clerk had to work quickly to create HPC's Coronavirus Contingency & Action Plan from scratch and to complete the actions outlined in the document once approved (this plan has since been borrowed and adapted by a number of other Norfolk councils). Over a three-week period at the end of March/beginning of April, an extremely heavy volume of emails was received, but these have now been cleared. The Clerk has had to work extra hours in order to keep on top of the volume of work received but there is now a backlog of around two weeks' worth of routine HPC work to be cleared. The Clerk has provided HPC with weekly updates concerning her workload, working hours, and any outstanding matters.

6. MATTERS ARISING FROM PREVIOUS MEETINGS

Due to the extremely heavy workload experienced by the Clerk over the past six weeks, the actions list arising from the 2nd March 2020 meeting of HPC has not yet been prepared. This list will be circulated to HPC once available so updates on any outstanding matters can be provided.

7. PLANNING

7.1. Planning applications received for comment (all planning applications were decided in accordance with Option 2 of HPC's Planning Protocol, whereby HPC's response was delegated to the Parish Clerk acting on the outcome of email consultations with Parish Councillors):

- 7.1a. PF/20/0401 – Construction of ground and first floor extensions to medical centre and dispensary. Hoveton & Wroxham Medical Centre, Stalham Road, Hoveton.
AGREED no objection.

- 7.1b. BA/2020/0077/FUL – Proposed change of use from A1 Retail to A5 Restaurant/ Cafe and Takeaway. Wroxham Saddlery, Church Road, Hoveton. **AGREED no objection** to change of use. However, HPC has noted the letter of objection to this application submitted by the Managing Director of Dragon Security Systems and HPC shares the concerns raised in this letter with regards to parking places, the proposed location of the extraction unit, fire safety, and the disposal of food waste/litter. HPC believes these concerns should be taken into consideration and the appropriate responses requested from the applicant. HPC supports the request that this application not be decided by delegated authority and asks that this application be referred to the Broads Authority’s Planning Committee.
- 7.1c. SV/20/0167 (NNDC) – Application to modify planning obligations of section 106 agreement (of planning permission PF/11/0762 – Erection of 120 dwellings) by deed of variation in respect to play area contribution. The open space maintenance contribution has been increased to reflect the additional maintenance required due. Land off, Stalham Road, Hoveton. **AGREED no objection.**
- 7.1d. BA/2019/0208/FUL – Replacement of existing catering unit. Bewilderwood, Horning Road, Hoveton. **AGREED no objection.**
- 7.1e. PF/19/1659 – Hybrid application: Full planning application for 150 dwellings (Use Class C3), a new link road between Tunstead Road and Stalham Road, associated infrastructure and public open space. Outline planning application (with all matters reserved, except access) for the provision of 1ha land for provision of up to 75 bedspaces of age-restricted care-dependent dwellings for elderly-persons, such as Extra Care / Assisted Living housing (Use Class C3). Land East of, Tunstead Road, Hoveton. **AGREED objection (strongly object).** *Full planning consultation response submitted to NNDC on 8th April 2020, along with a summary of the open public meeting held on 11th March 2020 to discuss this application. Both documents will be uploaded to NNDC’s planning portal and will be published on HPC’s website and Facebook page as soon as possible.*
- 7.2. Notification of planning decisions:
- 7.2a. BA/2020/0003/FUL (Erection of a 4 x 5m timber decked area & associated additional footpath. Erection of solar panels on existing bird hide. 6 x 6m timber decked area including screening & seating. Hoveton Great Broad, Lower Street, Hoveton) *Approved*
- 7.2b. PF/19/2115 (Change of use from offices to office and cafe/takeaway and associated parking. Lurista House, Stalham Road Industrial Estate, Littlewood Lane, Hoveton) *Approved*
- 7.2c. PF/20/0330 (Single storey side extension. Adastra, Tunstead Road) *Approved*
- 7.2d. PF/20/0357 (Single and two storey rear extension. The Moorings, 7 Stalham Road, Hoveton) *Approved*

8. FINANCE

- 8.1. Items of expenditure. The following payments from the approved Schedule of Cheque Payments have been checked against invoices, authorised and posted:

HMRC	Tax & NIC (March 2020)	£175.83
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Thinking Rural CIC	Payroll Services (February 2020)	£12.00
Winchester Tree Services	Pocket Park Emergency Tree Work	£225.00
Hoveton Village Hall	Room Hire (February 2020)	£16.25
Patrick Hannant	Parks Maintenance 2019-2020 & Japanese Knotweed Removal	£1,280.00
Hoveton Village Hall	Room Hire (March 2020)	£44.75
Norfolk ALC	Subscription 2020-21 + Website Hosting Fee	£404.52
Millennium Pest Control	Staithe Pest Control, February To April 2020	£93.60
NNDC	Garden Waste Collection Service 2019/2020	£55.00
Society of Local Council Clerks	Clerk's Subscription, 1 st May 2020 to 30 th April 2021	£161.00
Norfolk Pension Fund	Workplace Pension Contributions (March 20)	£571.75
Garden Guardian Ltd	Highway Grass Cutting (March 2020)	£496.66

- 8.2. Items of expenditure. The following payments from the approved Schedule of Cheque Payments are pending (payment of pay to be made less any tax, national insurance, and workplace pension contributions):

Staff Costs	Litter Picker's Wages (March 2020)	£306.00
Staff Costs	Clerk's Wages & Expenses (March 2020)	£2,087.76

- 8.3. Items of expenditure. The following direct debit payments have been made and noted:

1&1 IONOS Ltd	HPC Email Addresses Monthly Fee (18 th March to 18 th April 2020)	£2.39
E.on	Electricity Supply (Street Lighting)	£231.51

- 8.4. Transfer of funds. As approved at HPC's meeting of 3rd February 2020, £5,000.00 has now been transferred from HPC's savings account to HPC's current account. Transfer completed via online banking on 11th March 2020.

- 8.5. Income. Grant payment of £1,000.00 from Norfolk Community Foundation (Covid-19 Community Response Fund) received via BACS on 6th April 2020. Restricted funds; must be used for the purpose stated in the Funding Agreement (to support the work of 'Operation Good Neighbour' and 'to contribute towards grocery boxes to deliver food and medicine to isolated residents on a low income'). Funds to be held in HPC's current account on behalf of Operation Good Neighbour Hoveton and Wroxham until needed.

- 8.6. Change of payroll services provider. HPC resolved to use Debit & Credit Accountancy Services Ltd as its new payroll services provider at its 2nd March 2020 meeting. Via an email consultation with parish councillors, HPC approved the proposed payroll contract with Debit & Credit Accountancy Services Ltd and the signing of an engagement letter. The letter was signed electronically by Cllr Richmond and returned to Debit & Credit Accountancy Services Ltd on 9th April 2020. Debit & Credit Accountancy Services Ltd has submitted an authorisation to act with HMRC and the Parish Clerk is waiting for a letter from HMRC containing an authorisation code. The April 2020 payroll data has now been sent to Debit & Credit Accountancy Services Ltd. Delays in setting up the

new contract were caused by the previous payroll services provider failing to complete the handover of payroll information.

- 8.7. Outstanding balance of £25,581.88 due to the Public Works Loan Board (PWLB) as at 31st March 2020, in relation to the loan in respect of Granary Staithe. Audit statement noted by HPC.
- 8.8. NNDC business rates bill for 2020/2021 for Granary Staithe. Nothing to pay. Noted.
- 8.9. PKF Littlejohn LLP (external auditor) update. Instructions for Annual Governance and Accountability Return (AGAR) for 2019/2020 delayed pending clarity over Coronavirus implications.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. SAM2 update. Last data received was for January/February 2020. HPC's volunteers have been unable to access or move the SAM2 due to the Coronavirus pandemic, so SAM2 will remain in place on Stalham Road until it can be safely accessed and moved by volunteers.
- 9.2. Stalham Road speed limit. Reduction of the 40mph zone to 30mph. Response from Norfolk County Council to HPC's follow-up letter. Request to reduce speed limit again refused as location's personal injury accident history doesn't support the perception that Stalham Road is particularly dangerous, and the required traffic regulation order costs which would need to accompany the speed limit changes would not be seen as cost effective.
- 9.3. NCC update. Norwich Western Link Local Access Public Consultation postponed due to Coronavirus pandemic. Revised dates to be confirmed.
- 9.4. Quiet Lanes Network. Update from Tunstead PC. Project postponed until further notice due to Coronavirus pandemic.

10. SERVICES AND AMENITIES

- 10.1. Litter picking. HPC's litter picker has been asked to stop work as of 24th March 2020 due to the Coronavirus pandemic. Decision taken in line with the current Government guidance and in order to protect litter picker's health and safety as an employee of the Council. Litter picker's salary to be paid as normal for the time being based on regular hours. HPC is not eligible to apply to the COVID-19 Job Retention Scheme as HPC receives public funding for staff costs and is expected to use that money to continue to pay staff in the usual fashion and correspondingly not furlough them. HPC to keep this matter under review in accordance with the changing status of the pandemic.
- 10.2. Grass cutting 2020 (highway verges and Hoveton Village Hall playing field). Contractor has confirmed grass cutting will continue as normal, with social distancing rules being applied. Contractor has been provided with padlock combination to allow access to the HVH playing field. HVH has requested that cutting of the old bowling green be added to the schedule and has agreed to pay the extra cost involved (an additional charge of £75.00 + VAT for the season).
- 10.3. Riverside Park and Pocket Park. HPC's parks contractor is continuing to work while observing social distancing rules. Contractor advises that distance has to be kept while mowing and strimming in any case under general health and safety rules. Contractor has provided quotation for ongoing parks maintenance for 1st April 2020 to 31st March

2021 (pending approval by HPC via email consultation). Contractor to discuss grounds maintenance of the area of Pocket Park cleared last year with Cllr Marshall.

- 10.4. Community flowerbeds. Project on hold. HPC's volunteers have been asked to stop work until further notice due to the Coronavirus pandemic. However, most flowerbeds are now in bloom.

11. GENERAL CORRESPONDENCE

- 11.1. Parishioner query. Electric vehicle charging points. Due to current budget restrictions, it is unlikely HPC will be able to pursue this matter in the near future, but HPC to note interest.
- 11.2. Parishioner query. Researching local history. Provided with useful links and resources to assist with research.
- 11.3. Wroxham & Hoveton Community Car Scheme update. Scheme to be wound down due to difficulty finding enough volunteers and current problems caused by the Coronavirus pandemic.
- 11.4. The Bridge magazine update. From May onwards until further notice there will only be an online copy of The Bridge magazine due to the Coronavirus pandemic. This will be published on HPC's website. Deadline for May issue content is 27th April. Clerk to draft report.

12. NOTABLE CORONAVIRUS CORRESPONDENCE (FOR INFORMATION ONLY)

- 12.1. North Norfolk Coronavirus Community Support programme. NNDC letter/information. Details of the arrangements NNDC has put in place to support shielded and vulnerable individuals. Update published on HPC's website and Facebook page.
- 12.2. North Norfolk Coronavirus Community Support programme. Email from co-ordinator of Hoveton's Community Support Hub. Contact details and information. Co-ordinator now in regular contact with Parish Clerk and with Operation Good Neighbour Hoveton and Wroxham.
- 12.3. NNDC update (13th April 2020), including details of designated town and parish council liaison.
- 12.4. NNDC data protection update. Information and advice for community groups helping vulnerable people during the pandemic. Shared with Operation Good Neighbour.
- 12.5. NNDC Community Support Officer. Request for information on local support available for vulnerable residents. Information provided on Operation Good Neighbour.
- 12.6. Duncan Baker MP (Member of Parliament for North Norfolk). Letter to parish and town councils. Compiling database of individuals and organisations across the constituency who are offering help to vulnerable residents. Information provided on Operation Good Neighbour.
- 12.7. Hoveton and Wroxham Medical Centre. Update on delivery of medicines to dispensing patients. Regular 'Health Matters' updates published on HPC's website and Facebook page.
- 12.8. Broads Authority update. Broads Authority's response to the Coronavirus emergency.
- 12.9. NCC update. Latest public transport information. Update published on HPC's website and Facebook page.
- 12.10. Konectbus Ltd. Bus services during the Coronavirus emergency. Update published on HPC's website and Facebook page.

- 12.11. NCC Highways update. Highway maintenance requests/defects should be reported via the online reporting system, telephone calls, or via email. Highway teams will continue to carry out and programme repairs as necessary.
- 12.12. PC Tom Gibbs. Police update. Norfolk Constabulary has a plan to maintain front line emergency policing capability. A significant increase in calls is expected relating to domestic incidents and mental health concerns. There have been burglary offences in North Norfolk and Broadland, mainly targeting unoccupied properties, so anything that looks suspicious should be reported. Is supporting shops in managing safe shopping and conducting reassurance patrols, but may be moved to support response officers. Communities can still contact the police via the 101 non-emergency number or via the force website's 'Contact Us' link (though always ring 999 in an emergency). Norfolk Constabulary is working hard to continue to provide a robust policing commitment to our community.

Lisa Weller (Parish Clerk/RFO)
Wednesday 15th April 2020