



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 (HPC) to be held via Zoom, on **Monday 5th October 2020 at 6.30pm**. The business to be transacted at the meeting is set out in the agenda below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 29th September 2020

ACCESS TO MEETING

Zoom Meeting ID: 926 2541 0934

[Join Zoom Meeting](https://zoom.us/j/92625410934) (https://zoom.us/j/92625410934)

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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.

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.

ZOOM GUIDANCE

[Getting Started](https://support.zoom.us/hc/en-us/categories/200101697-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) (https://support.zoom.us/hc/en-us/articles/201362193-joining-a-meeting)

AGENDA – MONDAY 5th OCTOBER 2020

1. ATTENDANCE

To note those present and to consider apologies for absence.

2. DECLARATIONS OF INTEREST

Members are reminded to declare personal and/or pecuniary interests in any items on the agenda in accordance with HPC's Code of Conduct. The Council is asked to consider any requests for dispensation.

3. MINUTES OF PREVIOUS MEETING

To approve the minutes of the HPC meeting held on Monday 7th September 2020.

4. PUBLIC FORUM

4.1. To receive reports from District/County Councillors.

4.2. To receive a police report.

4.3. 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.)

5. CLERK'S REPORT

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

6. MATTERS ARISING FROM PREVIOUS MEETINGS

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

7. PLANNING

7.1. To consider planning applications received for comment:

7.1a. PF/20/1636 – Replacement of ground floor front window with bay window and associated alterations. 6 Grange Close, Hoveton. Deadline 13th October 2020.

7.1b. Applications received since 29th September 2020.

7.2. To note one planning application consultation response submitted by the Clerk, as per HPC's Planning Protocol – BA/2020/0287/NONMAT – Removal of west elevation, non-material amendment to previous permission BA/2018/0139/FUL. Bure Court House, Marsh Road, Hoveton. NO OBJECTION

7.3. To receive notification of planning decisions. (Planning Decisions List, Circulated)

7.4. Planning For The Future. Consultation on proposals for reform of the planning system in England. Deadline 29th October 2020.

7.5. Broads Authority consultation. Peat guide and residential moorings guide. Deadline 20th November 2020.

7.6. Consultation on Coastal Adaptation Supplementary Planning Document. Deadline 16th October 2020 (deferred from 7th September meeting).

7.7. Planning correspondence received since 29th September 2020.

8. FINANCE

- 8.1. To consider the monthly Budget Monitoring Statement.
- 8.2. To review and approve items of expenditure. (Schedule of Payments, Circulated)
- 8.3. To note the receipt of precept payment of £27,074.00 from North Norfolk District Council (NNDC). Second instalment for 2020-2021.
- 8.4. To receive and approve a bank reconciliation prepared by the RFO for the period 1st July 2020 to 30th September 2020.
- 8.5. NNDC Business Support Grants Fund de minimis State Aid declaration. To consider advice received from NNDC and actions to be taken.
- 8.6. Banking mandate update. Dual authorisation payment approval system. *Cllr P Howe*
- 8.7. To receive, and consider for approval, updated Financial Regulations (if available).
- 8.8. To consider the preparation of HPC's draft budget for the financial year 2021-2022.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests update. *Cllr A Howe*
- 9.2. Parishioner email. Concerns about flooding on Horning Road pedestrian crossing.
- 9.3. Parishioner email. Highways concerns and Parish Partnership Scheme suggestions.
- 9.4. To review and approve the updated SAM2 Memorandum of Understanding between HPC and Norfolk County Council (Highways).
- 9.5. NCC Parish Partnership Scheme 2021-2022. Deadline 4th December 2020.
- 9.6. Wroxham & Hoveton Network Improvement Strategy update. *Cllr Richmond*

10. SERVICES AND AMENITIES

- 10.1. Granary Staithe update. *Cllr P Howe*
- 10.2. To review Granary Staithe pest control contract and to consider actions to be taken.
- 10.3. Riverside Park/Pocket Park update. *Cllr P Howe & Cllr Marshall*
- 10.4. Rotary Club/Lions Club volunteer work. To consider future projects alongside existing schedule of works for Riverside Park/Pocket Park.
- 10.5. Community flowerbeds update. *Cllr A Howe*

11. CORRESPONDENCE

- 11.1. NNDC letter. Proposal to retain social distancing measures in Hoveton and to review again in mid-November. Response sent by Clerk.
- 11.2. The Local Government Boundary Commission for England. Norfolk County Council division boundaries consultation. Deadline 23rd November 2020.
- 11.3. BT payphone removal consultation (payphone at the junction of Station Road/Stalham Road). To note NNDC draft consultation response (objection to removal of payphone).
- 11.4. Correspondence received or sent since 29th September 2020. For information only.

12. ITEMS FOR CONSIDERATION AND DECISION

- 12.1. To consider the proposal to set up a community fridge for Hoveton.
- 12.2. Norfolk Car Free Day. *Cllr A Howe*
- 12.3. Public Sector Website Accessibility regulations update. *Clerk*

- 12.4. To consider items for inclusion in The Bridge magazine (November edition).
- 12.5. To consider the Clerk's request to take annual leave – Monday 19th October to Friday 23rd October inclusive.
- 12.6. 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 12.7 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).
- 12.7. Broads Centre/Granary Staithe drainage works. To receive and consider updates and to consider actions to be taken.

13. ITEMS FOR NEXT MEETING AGENDA – MONDAY 2nd NOVEMBER 2020

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