



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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Minutes of the Meeting of Hoveton Parish Council Monday 6th July 2020 at 6.30pm (Remote Meeting Held Via Zoom)

Present: Councillor Martin Richmond (Chair of the Meeting)
Councillor Jilly Gourlay
Councillor Alex Howe
Councillor Peter Howe
Councillor Gerard Mancini-Boyle (after co-option) (also District Councillor)
Councillor Christopher Marshall
Councillor Russell Reeve
Councillor Ann Rogers

In Attendance: Miss Lisa Weller (Parish Clerk)
Councillor Nigel Dixon (District and County Councillor)
Four members of the public

1. APOLOGIES FOR ABSENCE – None

2. CO-OPTIONS

- 2.1. Applications for co-option to Hoveton Parish Council (HPC). Mr Gerard Mancini-Boyle was co-opted as a Councillor (proposed by Cllr Richmond, seconded by Cllr Marshall, all in favour).
- 2.2. Changes to co-options process due to remote meetings. No change to requirement for those seeking co-option to attend meetings of HPC as an observer prior to co-option, though being "present" at a meeting now includes access through remote means. HPC AGREED that anyone seeking co-option should physically meet one or more members of HPC prior to co-option to discuss the role of a parish councillor and the work of the Council.

3. DECLARATIONS OF INTEREST

Cllr Reeve declared an interest in agenda item 14.4 in terms of his employment with Norfolk ALC (Public Sector Website Accessibility regulations training webinars provided by Norfolk ALC).

4. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council meeting held on Monday 8th June 2020 were AGREED and APPROVED (minutes to be signed by Cllr Martin Richmond).

Initials *ML*

Date 10/9/20

5. PUBLIC FORUM

5.1. District/County Councillor reports:

5.1a. Cllr Dixon. Wroxham and Hoveton Network Improvement Strategy was adopted by Norfolk County Council (NCC) despite the proposals in the document being roundly criticised by all who responded to the brief consultation held by NCC in February. NCC appears to be trying to bulldoze through this document without proper consultation with stakeholders. Very disappointed with NCC's responses to emails sent about this matter so far and will be drafting a robust reply to their most recent email. Brook Park Phase I still has outstanding maintenance issues. There have been some delays due to COVID-19, but all work should have been completed by now. Will be raising this matter with Persimmon this week. North Norfolk District Council (NNDC) has been administering a number of COVID-19 support schemes for residents and businesses, but sadly it is inevitable that not all local businesses will survive.

5.1b. Cllr Mancini-Boyle. NNDC is due to receive compensation from the Government for loss of income resulting from the closure of car parks, leisure centres, etc, as a result of COVID-19. Will contact NNDC enforcement officer regarding the car wash at Lurista House (PF/17/0043) and will continue to monitor the situation as to compliance with conditions specified in decision notice. NNDC has provided a 'telephone companion' scheme to give advice and support to vulnerable people during the COVID-19 pandemic. It looks likely that many such support schemes will be scaled back/disbanded soon, but Cllr Mancini-Boyle feels these schemes should continue.

5.2. Police report. Apologies from PC Gibbs. Written report received. PC Gibbs is still being deployed locally. Has been dealing with many calls relating to breaches of COVID-19 legislation and guidance, plus a significant number of domestic incidents and concerns for safety.

5.3. Questions/representations from members of the public relating to local issues. Grange Close foul water/surface water flooding. Meeting with Anglian Water was scheduled for April, but was cancelled due to COVID-19. Resident asked if this meeting was due to be rescheduled and if the Environment Agency could be involved. Cllr Dixon confirmed he is pursuing this matter at the moment and is trying to improve communications with Anglian Water. AGREED to invite the Environment Agency to contribute to the meeting (**Action Cllr Richmond**).

6. CLERK'S REPORT

Matters arising since the agenda was issued. Cycle Hub. Wroxham and Hoveton have been selected as a Cycle Hub by Cycling UK, NCC, and the Broads Authority. Looks like a good opportunity for Hoveton. More information to follow at August meeting (**Action Cllr P Howe**).

7. MATTERS ARISING FROM PREVIOUS MEETINGS

Updates from general actions list arising from previous meetings of HPC. Cllr A Howe asked for details of information to be provided to community flowerbeds volunteers so a letter to the volunteers can be prepared (**Action Clerk**).

8. PLANNING

8.1. Planning applications received for comment (Cllr Mancini-Boyle advised HPC that he would need to abstain from voting on all NNDC planning applications as he sits on the NNDC Development Committee):

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. HPC AGREED **no objection** (proposed by Cllr Marshall, seconded by Cllr Richmond, all in favour).

8.1b. BA/2020/0174/HOUSEH – Replacement summerhouse. 4 Bure Court, Hickling House, Marsh Road, Hoveton. HPC AGREED **no objection** (proposed by Cllr Marshall, seconded by Cllr Richmond, all in favour).

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. HPC AGREED **no objection** (proposed by Cllr Marshall, seconded by Cllr Richmond, seven votes in favour and one abstention).

8.1d. Applications received since 30th June 2020:

- BA/2020/0195/HOUSEH – Replacement of the moorings cut timber quay heading with steel pile and timber capping. Mayfield, Meadow Drive, Hoveton. HPC AGREED **no objection** (proposed by Cllr Marshall, seconded by Cllr Richmond, all in favour).
- PF/20/0854 – Variation of conditions 2 (approved plans) 3 (facing bricks) & 4 (external materials other than those agreed in condition 3) of planning permission PF/18/1283 to allow for revised design including pitched roof instead of flat roof over bed 1, increase in depth of front extension by 0.3m, removal of a window in the front elevation, render to rear extension instead of brick and four additional rooflights in rear roof slope. 53 Waveney Drive, Hoveton. HPC AGREED **no objection** (proposed by Cllr Marshall, seconded by Cllr Richmond, seven votes in favour and one abstention).

8.2. Notification of planning decisions. None.

8.3. Tree Preservation Orders. HPC noted the following decisions:

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. None.

9. FINANCE

9.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.

9.2. Items of expenditure. HPC RESOLVED to approve the following payments (proposed by Cllr Richmond, seconded by Cllr Reeve, all in favour):

1&1 IONOS Ltd	HPC Email Addresses Monthly Fee	£2.39
Debit & Credit	Payroll Services 2020-2021	£75.00
Accountancy Services		

HMRC	Tax & NIC (June 2020)	£192.29
Roger Canwell	HPC Internal Audit 2019-2020	£64.00
Millennium Pest Control	Quarterly Pest Control (May To July 2020)	£93.60
Cllr Alex Howe	Community Flowerbeds Expenses	£54.50
Volunteer Expenses	Varnish & Brushes (Picnic Tables Painting)	£60.04
NNDC	Garden Waste Collection Service 2019/2020 (£55.00 paid on 8 th April 2020 for 2020/2021)	£52.00
Norfolk Pension Fund	Workplace Pension Contributions (June 2020)	£347.49
Staff Costs	Litter Picker's Wages (June 2020)	£396.00*
Staff Costs	Clerk's Wages & Expenses (June 2020)	£1,226.58*
Garden Guardian Ltd	Highway Grass Cutting (June 2020)	£496.66

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

- 9.3. HPC noted 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. HPC RESOLVED to approve a bank reconciliation prepared by the Clerk/RFO for the period 1st April 2020 to 30th June 2020 (proposed by Cllr Richmond, all in favour).
- 9.5. Banking arrangements update. Barclays has confirmed that it will be possible to allow electronic payments to be made via online banking using a dual authorisation payment approval system. Individuals first need to be registered for online banking before dual authorisation can be set up. The RFO, Cllr Richmond, Cllr P Howe, and Cllr Reeve will all need online banking access and this matter is being progressed at the moment.

10. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2019-2020

- 10.1. HPC considered the Annual Internal Audit Report for the financial year 2019-2020 and the Internal Auditor's Report to Council. The reports gave HPC a 'clean bill of health', with no concerns raised. The RFO was thanked for her hard work, and HPC AGREED its internal controls were working well.
- 10.2. HPC considered each of the assertions in the Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return). HPC AGREED and RESOLVED to answer 'yes' to each of these assertions (proposed by Cllr Richmond, all in favour) and the Annual Governance Statement was completed, approved and authorised to be signed by Cllr Richmond and the Clerk.
- 10.3. HPC's Accounting Statements for 2019-2020 (Section 2 of the Annual Governance & Accountability Return) were considered, APPROVED, and authorised to be signed by Cllr Richmond.
- 10.4. The Explanation of Significant Variances in the Accounting Statements for the financial year 2019-2020 was considered by HPC and AGREED as being correct.
- 10.5. HPC reviewed and APPROVED a bank reconciliation for the financial year ending 31st March 2020, prepared in the format required by the external auditor and signed by the Clerk/RFO.

- 10.6. The Annual Accounts for the financial year 2019-2020 were considered, APPROVED, and authorised to be signed by Cllr Richmond and the Clerk/RFO.
- 10.7. The dates for the period for the exercise of public rights were AGREED and confirmed as Tuesday 1st September 2020 to Monday 12th October 2020 inclusive.
- 10.8. The submission of HPC's Annual Governance & Accountability Return for 2019-2020, plus all supporting documents, to PKF Littlejohn LLP (external auditors) was AGREED and authorised (**Action Clerk**).

11. HIGHWAYS AND ROAD SAFETY

- 11.1. Highways/drains maintenance requests. Nothing new to report. Not walking around the village much due to current circumstances, but Cllr A Howe happy to follow up on any issues reported by residents.
- 11.2. Wroxham & Hoveton Network Improvement Strategy. No response from NCC to joint consultation response from HPC and Wroxham PC which raised significant concerns about the draft Strategy and its findings. Document has been adopted by NCC despite objections raised by stakeholders and it appears to have become an agreed document in the new NNDC Local Plan. Cllr Richmond and Cllr Dixon have written to NCC about this (HPC noted copies of this correspondence) and HPC has raised concerns with the NNDC Planning Policy & Built Heritage Working Party about the document's inclusion in the new Local Plan. NCC's latest email response attempts to deflect the unanimous stakeholder feedback onto the issue of a bypass, though it has been made clear a bypass is beyond the scope of this Strategy. HPC AGREED to write to NCC again to express concerns about the lack of stakeholder consultation in the preparation of the Wroxham & Hoveton Network Improvement Strategy (**Action Cllr Richmond**).
- 11.3. NNDC Taxi Policy/Handbook consultation. There appear to be no significant changes from the previous version of the policy. No comments from HPC.
- 11.4. NCC Parish Partnership Scheme 2021-2022. Invitation to bid. Deadline 4th December 2020. AGREED to ask residents for ideas as part of Parish Plan consultations. This is a 50/50 scheme so HPC would have to provide match funding. Bus shelters suggested last year.

12. SERVICES AND AMENITIES

- 12.1. Granary Staithe update. Wroxham Bure Valley Rotary Club has cleaned/treated all the picnic tables. Fortnightly health and safety inspections have resumed. No problems.
- 12.2. Riverside Park/Pocket Park update. Area has dried out. Slipway has been cleared but is mainly being used for fishing at the moment.
- 12.3. Riverside Park/Pocket Park. Clearance/weeding of areas for planting. AGREED to ask Wroxham Bure Valley Rotary Club to assist with this task (as per item 12.4) and to ask for volunteers in The Bridge magazine.
- 12.4. Wroxham Bure Valley Rotary Club is keen to assist with local projects. Meeting held in the park with members of HPC to discuss possible partnership. It was suggested the Club could assist with maintenance and upkeep of the Staithe and the parks. HPC will need to ensure any projects tie in with the Broads Authority's proposed improvements

for Riverside Park. Cllr Richmond due to attend next Rotary Club meeting to follow up on these proposals (**Action Cllr Richmond**).

- 12.5. Community flowerbeds update. Daffodil bulbs that didn't flower have been dug up and new plants have been purchased/planted by HPC's small team of volunteers. Cllr Alex Howe has contacted Anglian Water concerning the use of a nearby standpipe to water the flowerbeds, but Anglian Water has advised this would cost £31 a week, which isn't feasible. Purchasing a bowser would also be expensive. Volunteers looking into other possible solutions.
- 12.6. Allotments partnership with Horning Parish Council. Horning PC might be able to offer allotment plots to Hoveton residents. Are looking for a small contribution from HPC for upkeep of the allotment land (approximately £150 to £250 per year). Hoveton has no allotments but HPC has only received a few expressions of interest from residents who would like an allotment. The proposal seems to be that Horning PC would receive the income from the allotment plots and HPC's contribution would decrease if uptake from Hoveton residents was good. HPC AGREED that a more formal outline of the proposal was needed from Horning PC before the idea could be progressed further (**Action Cllr Richmond**).

13. CORRESPONDENCE

- 13.1. Parishioner concerns. Litter/Tunstead Road parking. HPC noted the Clerk's response. Residents are welcome to contact Cllr A Howe to report litter hotspots. HPC AGREED to contact NCC Highways to query if resident parking permits may be possible (**Action Cllr A Howe**).
- 13.2. Parishioner email/report. Concerns about water quality and sewage leakage. Noted. Parishioner's ongoing concerns relating to foul water/surface water flooding discussed earlier in meeting (item 5.3).
- 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. HPC AGREED it was generally supportive of the proposals being made, but concerns were raised that the proposals had been driven by cost-cutting. To draft consultation response (**Action Cllr A Howe**).
- 13.4. Norfolk ALC wellbeing initiative updates. Launch of Joining the Dots initiative. Webinar dates. HPC AGREED to appoint Cllr Richmond and Cllr Gourlay to champion Joining the Dots work and Cllr A Howe and Cllr P Howe to champion Norfolk Parish Councils' Climate Safeguard Project work. To confirm appointments with Norfolk ALC wellbeing (**Action Clerk**).
- 13.5. Correspondence received or sent since 30th June 2020. None.

14. ITEMS FOR CONSIDERATION AND DECISION

- 14.1. Coronavirus recovery. Providing a safe social-distancing environment. On-site meeting due to be held tomorrow to discuss measures put in place by NNDC. Concerns raised by some businesses about placement of temporary barriers on Norwich Road. Hand sanitiser stations are not yet in place – to chase with NNDC (**Action Cllr Richmond**). Most local businesses appear to have excellent social-distancing measures in place.

- 14.2. Operation Good Neighbour Hoveton and Wroxham. Scheme hasn't been heavily used but has been massively valuable to those who have needed it. Many of the volunteers have indicated they are interested in a continuing volunteering role.
- 14.3. Parish Plan. HPC considered actions to be taken to update Hoveton's Parish Plan. An initial consultation has been carried out via HPC's website and Facebook page. Almost all of the ideas submitted by local residents related to Hoveton Village Hall, but this is not a business plan for the Village Hall, as the Village Hall charity runs separately from the Parish Council and has its own budget. A strong expression of need from the local community is required before the precept can be significantly increased to pay for new projects. However, current restrictions due to COVID-19 mean it is not a good time to be holding public consultations, and HPC currently has financial limitations. It might be the case that a short-term refresh of the plan would be more appropriate at the current time.
- 14.4. Public Sector Website Accessibility regulations. The Clerk requested HPC's approval to attend two Norfolk ALC training webinars – Website Accessibility Training (at a cost of £25 +VAT) and Making Word & PDF Documents Accessible (£20 +VAT) – in order to learn more about the new regulations. AGREED
- 14.5. Clerk's CiLCA training. The Clerk requested HPC's approval to attend CiLCA training. Total cost approximately £600. Costs and time commitment to be confirmed. Clerk to attend free webinar with Norfolk ALC to find out more. Concerns raised about costs, but the training would ultimately benefit both the Clerk and Council. HPC RESOLVED to approve the Clerk undertaking CiLCA training this year (proposed by Cllr Richmond, seconded by Cllr Mancini-Boyle, seven votes in favour and one abstention).
- 14.6. Clerk's request to take annual leave – Monday 13th July to Friday 17th July inclusive and Monday 10th August to Friday 21st August inclusive. AGREED
- 14.7. Items for inclusion in The Bridge magazine (August edition): Parish Plan consultation, cycle hub, parish partnership scheme, allotments, social distancing measures.
- 14.8. HPC RESOLVED, in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the meeting for items 14.9 and 14.10 on the grounds that these items involved 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. Cllr Richmond has contacted all of the contractors involved in works carried out in 2014 and will continue to try to help Roche resolve this problem.
- 14.10. Information Commissioner's Office (ICO) query. HPC AGREED that it objects to any disclosure of information relating to the case in question (proposed by Cllr Richmond, all in favour). To draft response to ICO (**Action Clerk**).

15. ITEMS FOR NEXT MEETING AGENDA – MONDAY 3rd AUGUST 2020 – None

The meeting closed at 9.20pm.

Signed 

Date 10/9/20

Name Marion Richmond