



Minutes of the Meeting of Hoveton Parish Council Monday 7th September 2020, 6.30pm (Remote Meeting Held Via Zoom)

Present: Cllr Martin Richmond (Chair), Cllr Jilly Gourlay, Cllr Alex Howe, Cllr Peter Howe, Cllr Gerard Mancini-Boyle (also a District Councillor), Cllr Christopher Marshall, Cllr Russell Reeve

In Attendance: Miss Lisa Weller (Parish Clerk), Councillor Nigel Dixon (District & County Cllr), two members of the public

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ann Rogers.

2. DECLARATIONS OF INTEREST

None

3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on Monday 3rd August 2020 were AGREED and APPROVED (minutes to be signed by Cllr Richmond). HPC noted the receipt of parishioner feedback relating to item 12.9 of the minutes.

4. PUBLIC FORUM

4.1. District/County Councillor reports:

4.1a. Cllr Dixon. Updates on the Government's 'Planning For The Future' consultation (proposes substantial changes to the planning system; closes 29th October; Cllr Dixon and Cllr Mancini-Boyle to provide HPC with breakdowns of the proposals); Anglian Water (no significant matters to report from meeting held in August; next meeting due to take place mid-September; ongoing problems with Grange Close gullies and soakaways will be discussed); Community Care (Medical Transport) Scheme (now back in action with new trustees/co-ordinator using existing phone number); Operation Good Neighbour (has now folded into Wroxham & Hoveton Good Neighbours Scheme).

4.1b. Cllr Mancini-Boyle. Updates on Hoveton Village Hall community fridge proposals (meeting held with Roys; Roys has been asked to contribute to purchase cost of

fridge and to make food donations; plans to contact local churches and farmers' market; volunteers will be needed to monitor the fridge; may request a donation from HPC towards cost of fridge); village hand sanitisers (are being under-used; to be filled every other day moving forward); Lurista House car wash (has asked NNDC Environmental Health to monitor the overspill when it rains and to check there is a barricade to stop surface water running onto neighbouring land).

- 4.2. Police report. Written report received and noted.
- 4.3. Questions/representations from members of the public relating to local issues. Grange Close flooding concerns (Cllr Dixon to keep resident informed of outcome of meetings with Anglian Water). Report that construction of two industrial units on Littlewood Lane has begun.

5. CLERK'S REPORT

None

6. MATTERS ARISING FROM PREVIOUS MEETINGS

Updates from general actions list arising from previous meetings. Three actions reported as completed by Cllr A Howe.

7. PLANNING

- 7.1. Planning applications received for comment. None received.
- 7.2. Notification of planning decisions:
 - 7.2a. BA/2019/0343/COND – Amendment to monitoring plan and wording regarding weather conditions, variation of conditions 7 and 14 of permission BA/2016/0228/COND. Haughs End Road, Lower Street, Hoveton. *Approved*
 - 7.2b. BA/2020/0174/HOUSEH – Replacement Summerhouse. 4 Bure Court, Hickling House, Marsh Road, Hoveton. *Approved*
 - 7.2c. BA/2020/0195/HOUSEH – Replacement of the mooring cut timber quay heading with steel pile and timber capping. Mayfield, Meadow Drive, Hoveton. *Approved*
- 7.3. Broads Authority planning permissions entitled to an extension of time. Noted.
- 7.4. Planning correspondence received since 1st September 2020. Consultation on Coastal Adaptation Supplementary Planning Document. Deadline 16th October 2020. Deferred to next meeting.

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, seconded by Cllr Reeve, all in favour):

1&1 IONOS Ltd	HPC Email Addresses Monthly Fee	£2.39
HM Treasury (PWLB)	Repayment of Loan & Interest (Granary Staithe)	£4,404.27
HMRC	Tax & NIC (August 2020)	£372.78
Garden Guardian Ltd	Highway Grass Cutting (July 2020)	£496.66

Millennium Pest Control	Granary Staithe Pest Control (Aug To Oct 2020)	£93.60
Norfolk Community Foundation	Return of Covid-19 Community Response Fund Grant	£1,000.00
Staff Costs	Clerk's Expenses (HPC Printing Costs)	£115.42
Norfolk Pension Fund	Workplace Pension Contributions (August 2020)	£579.99
Staff Costs	Litter Picker's Wages (August 2020)	£396.00*
Staff Costs	Clerk's Wages & Expenses (August 2020)	£2,018.41*
Garden Guardian Ltd	Highway Grass Cutting (August 2020)	£496.66

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

- 8.3. Norfolk Community Foundation (Covid-19 Community Response Fund) £1,000 grant. Return/donation of unused funds being held on behalf of Operation Good Neighbour. Response from Norfolk Community Foundation noted. Refused permission to transfer funds to Wroxham & Hoveton Good Neighbours Scheme, so grant must be returned to Norfolk Community Foundation.
- 8.4. North Norfolk District Council (NNDC) Business Support Grants Fund. Letter received from NNDC – HPC eligible to claim £10,000 grant as it receives Small Business Rate Relief for Granary Staithe. Application submitted by Clerk/RFO on 26th August 2020 following email consultation with HPC (deadline 28th August). Application successful. HPC noted the receipt of £10,000 via direct credit on 2nd September 2020.
- 8.5. Outcome of the 'Local Government pay deal' and the updated NJC salary scales to be applied as from 1st April 2020. Clerk's new rate of pay is £14.42 an hour (SCP 23) and Clerk is to receive an additional day of annual leave (pro rata). Noted.
- 8.6. Banking mandate update. Electronic payments are working well but only one councillor is required to authorise payments raised by the RFO. HPC has requested that this be updated to allow two councillors to authorise each electronic payment, but this has not yet been actioned by Barclays.
- 8.7. HPC Financial Regulations. Not yet updated, as awaiting outcome of Barclays request (see item 8.6). Deferred to next meeting.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways/drains maintenance requests. Pothole/damaged drain on Stalham Road has been reported to Norfolk County Council (NCC). Littlewood Lane fly-tipping cleared.
- 9.2. Norfolk County Council notice of proposed 30mph Speed Limit & Prohibition of Waiting Orders (Horning Road, Hoveton). Public consultation deadline of 8th September 2020. Noted.
- 9.3. Proposal to install permanent barriers on both sides of Norwich Road, near Wroxham Bridge. Notes from multi-agency site meeting circulated. Barriers must allow access to Granary Staithe and access for deliveries to businesses. NCC has agreed to prioritise repainting of faded double yellow lines. HPC AGREED that barriers should be included

in the Wroxham & Hoveton Network Improvement Strategy proposals (to be discussed at next stakeholder meeting).

- 9.4. Parishioner concerns. Parking on Brimbelow Road. Request for double yellow lines to be extended further down the road to prevent vehicles parking close to driveways and obstructing residents' access. This would require a TRO (very expensive). The parking appears to be inconsiderate rather than illegal (providing dropped kerbs are not being blocked, the police would be unable to take action). Similar problems reported in other areas of the village, but it is not possible to put yellow lines in all locations. AGREED to raise concerns with NCC and to ask why Brimbelow Road yellow lines end where they do (**Action Cllr A Howe**).
- 9.5. Parishioner concerns. Speeding on Church Road. SAM2 has collected a lot of data on Stalham Road and Tunstead Road, so HPC AGREED to ask NCC if the SAM2 may be used on Church Road and Horning Road (**Action Cllr A Howe**). Volunteers would be needed to look after the SAM2 in the new locations (Cllr Mancini-Boyle and Cllr Dixon volunteered to cover Horning Road, but volunteers needed for Church Road). To reply to parishioner and to ask if they would be able to look after the SAM2 on Church Road (**Action Clerk**).
- 9.6. NCC Parish Partnership Scheme 2021-22. Deadline 4th December 2020. Ideas raised so far include speed humps/traffic calming measures; another SAM2 device; automatic number plate recognition cameras. HPC to discuss further at October meeting.
- 9.7. Norwich Western Link local access consultation. To be discussed at next Wroxham & Hoveton Network Improvement Strategy stakeholder meeting. No comment from HPC.
- 9.8. Wroxham & Hoveton Network Improvement Strategy update. Following pressure from stakeholders, NCC has agreed to re-open consultation on this Strategy. Cllr Dixon and Cllr Richmond to attend meeting in mid-September. Wroxham PC and Ashmanhaugh PC also expected to attend.

10. SERVICES AND AMENITIES

- 10.1. Granary Staithe update. Staithe was well-used over the summer, but social distancing was maintained. The garden needs attention (Cllr A Howe and volunteer to attend later this week).
- 10.2. Granary Staithe maintenance work (clearance of weeds and rubbish from area behind the fence). HPC AGREED to accept a quote of £200.00 for this work from Tom Harber (proposed by Cllr P Howe, seconded by Cllr Richmond, all in favour). Work due to take place on 11th September.
- 10.3. Riverside Park/Pocket Park update. Application submitted to NCC Social Infrastructure Fund by the Broads Trust for improvements to Riverside Park. If successful, it is hoped work will begin this winter. Cllr A Howe is to meet with NNDC and the Broads Authority this week to discuss the refresh of the amenity bin compound area.
- 10.4. Community flowerbeds update. Ownership and maintenance of the flowerbed near the pharmacy on Station Road has been queried with NNDC. Another volunteer has come forward who might be able to oversee this flowerbed if needed. Bulbs to be delivered this week for planting on Stalham Road. Considering drought-resistant plants/planting of seeds for the future.

11. CORRESPONDENCE

- 11.1. Wroxham, Hoveton and Belaugh Community Care Scheme update. Noted. All drivers have been DBS checked.
- 11.2. Duncan Baker MP. Silver Sunday (National Day for Older People) information. Sunday 4th October 2020. Noted. Not possible for HPC to arrange an event for this date due to lack of time and resources (and COVID restrictions).
- 11.3. Correspondence received since 1st September. Parishioner letter. Complaint regarding outdoor music events at Hoveton Village Hall. To be discussed at next meeting of HPC as Trustee of Hoveton Village Hall. Village Hall Management Committee to respond to parishioner (**Action Cllr Gourlay**).

12. ITEMS FOR CONSIDERATION AND DECISION

- 12.1. Public Sector Website Accessibility requirements. Clerk attended training webinar with Norfolk ALC. Trainer advised that HPC website is in very good shape. Deadline of 23rd September for complying with new regulations. Councils should have a plan of action and an accessibility statement in place by this date. First task is to evaluate/run basic check of the website to identify actions that need to be taken (this will inform the action plan/accessibility statement) (**Action Clerk**). Moving towards full compliance will be an ongoing process.
- 12.2. Items for inclusion in The Bridge magazine (October edition): SAM2 location (proposal to move SAM2 to Church Road/Horning Road); hand sanitisers (reminder to use hand sanitisers in village); Wroxham and Hoveton Network Improvement Strategy update; Parish Partnership Scheme and HPC budget consultations; Broads Trust application for improvements to Riverside Park (if a decision is received in time).
- 12.3. 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 item 12.4 on the grounds that this item 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).
- 12.4. Clerk's CiLCA training. Total cost of training expected to be approximately £660 (costs are SLCC registration of £410, plus Norfolk ALC six-part training course of £250 plus VAT). HPC RESOLVED to pay these costs (proposed by Cllr Richmond, seconded by Cllr Gourlay, all in favour). CiLCA is expected to take approx. 200 hours to complete (140 hours of paid work; 40 hours of written work; 20 hours of training). HPC AGREED that all 'paid work' and training would be remunerated time (Clerk to complete written work in own time). It is hoped 'paid work' and training can be done within the Clerk's normal working hours of 20-25 hours per week, but Clerk will advise HPC if additional hours are required. Cllr A Howe to write Bridge reports while Clerk undertakes CiLCA and Cllr Richmond to oversee HPC's Facebook page. Clerk's workload to be carefully managed throughout the year to allow time for CiLCA. HPC APPROVED the Clerk's CiLCA Learning Agreement (proposed by Cllr Richmond, seconded by Cllr A Howe, all in favour).

13. ITEMS FOR NEXT MEETING AGENDA – MONDAY 5th OCTOBER 2020

Community fridge project

The meeting closed at 9pm.

Lisa Weller, Parish Clerk & RFO

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