



Minutes of the Meeting of Hoveton Parish Council Monday 2nd November 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, Cllr Ann Rogers

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

1. ATTENDANCE

All councillors were present. There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Cllr Reeve declared an interest in agenda item 10.2 in terms of his employment with Norfolk ALC.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on Monday 5th October 2020 were AGREED and APPROVED (minutes to be signed by Cllr Richmond).

4. PUBLIC FORUM

4.1. District/County Councillor reports:

4.1a. Cllr Dixon. 'Brook Park Phase 2' planning application is expected to be decided by the end of November; it is not yet known if this application will go to the next Development Committee meeting or be decided by delegated powers (it should only be decided by delegation if application is to be refused). A second meeting has been held with Anglian Water and Norfolk County Council (NCC) to discuss foul/surface water flooding problems; Persimmon's input regarding the impact of surface water run-off from Brook Park is needed (next meeting due November); pushing for investigation/resolutions for areas affected. Meeting held in October to discuss the Wroxham and Hoveton Network Improvement Strategy; NCC will meet with each parish council to discuss this further (date still to be confirmed).

4.1b. Cllr Mancini-Boyle. North Norfolk District Council's (NNDC) Coronavirus helpline has relaunched (01263 516 000) and NNDC officers are providing local support. No concerns were raised about the Hoveton area in recent review of ambulance response times.

4.2. Police report. No report received.

4.3. Questions/representations from members of the public relating to local issues. Written report from resident – surface water flooding/blocked drains. Resident was thanked for their ongoing work on this problem.

5. CLERK'S REPORT

Data Protection Fee renewal finally processed by ICO and certificate received. External audit completed for 2019-20 and no concerns raised in the auditor's report; disappointed with note concerning the public rights period given this period complied with legislation and the auditor had already been advised of a delay due to COVID-19 and staff availability to oversee public rights in August. According to the updated Government guidance, HPC's Litter Picker should be able to work as normal during the new lockdown providing the COVID-secure guidance in his risk assessment is followed (HPC AGREED with this assessment). SAM2's battery is not charging properly and a replacement may be required (cost of £80.00 + £7.50 delivery). New training course being offered by Norfolk ALC for parish councils which act as charity trustees (Tuesday 10th November, £25 + VAT per delegate); councillors to advise Clerk if they wish to attend.

6. MATTERS ARISING FROM PREVIOUS MEETINGS

Westcotec contacted for advice regarding new generation of SAM2 devices. ANPR cameras record number plates but NCC has not authorised the use of ANPRs on its road network yet, so the unit can't be sold for use in Norfolk at the present time.

7. PLANNING

7.1. Planning applications received for comment:

7.1a. PF/20/1811 – Three bay car port with room within roofspace to front of dwelling. Holmwood, Tunstead Rd, Hoveton. HPC AGREED to **object** to this application (proposed by Cllr Richmond, seconded by Cllr Marshall; seven votes in favour, one abstention) on the same grounds as its objection to PF/20/1171 (concerns about overdevelopment of site; structure too large/unsuitable for the site/out of character with local residential development in this location).

7.1b. BA/2020/0328/HOUSEH – Single storey conservatory/garden room to rear. Suncot, Marsh Road, Hoveton. HPC AGREED **no objection** (proposed by Cllr Marshall, seconded by Cllr Richmond, all in favour).

7.1c. Applications received since 27th October 2020. PF/20/1761 – Single storey side and rear extensions following demolition of existing side extension and garages. Rainbow End, 9 Summer Drive. HPC AGREED **no objection** (proposed by Cllr Richmond, seconded by Cllr Marshall; seven votes in favour, one abstention) – AGREED to raise concern that the proximity of the proposed development to the

neighbouring property boundary may result in the gable end overshadowing the neighbouring property.

- 7.2. HPC noted a planning application consultation response submitted by the Clerk as per HPC's Planning Protocol – PF/20/1753 – Single storey side/rear extension. Lauriston, Horning Road West, Hoveton. NO OBJECTION
- 7.3. Notification of planning decisions:
- 7.3a. PF/20/0619 – Demolition of garage and erection of front and side extensions, alterations and replacement roof including increase in height to allow for rooms in roofspace and dormer windows (part retrospective). 23 Stalham Rd, Hoveton. *Approved*
 - 7.3b. 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 4 additional rooflights in rear roof slope. 53 Waveney Drive, Hoveton. *Approved*
 - 7.3c. PF/20/1023 – Infilling of open sides of attached car port and insertion of windows to form home working office ancillary to dwelling. Burnt Fen Lodge, Long Lane, Hoveton. *Approved*
 - 7.3d. PF/20/1171 – Construction of triple bay cart shed garage with store/home office over in place of approved car port under PF/15/1887. Holmwood, Tunstead Rd, Hoveton. *Refused*
 - 7.3e. 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. *Approved*
 - 7.3f. PF/19/1670 – Use of playing field for car boot sales 8.00am – 1.00pm on Mondays to Fridays and 8.00am – 1.00pm on Sundays and Bank Holidays. Hoveton Village Hall, Stalham Road, Hoveton. *Approved*
 - 7.3g. PF/20/0316 – Change of use of Bowls Club kitchen (D2:Assembly and Leisure) to a Community Cafe (A3:Restaurants and Cafes) including installation of community fridge and erection of 2no. detached sheds for community use purposes. Hoveton Village Hall, Stalham Road, Hoveton. *Approved*
- 7.4. Broads Authority consultation. Peat Guide & Residential Moorings Guide. No concerns or objections, so no comment from HPC.
- 7.5. Planning correspondence received since 27th October 2020. NNDC update. Change to planning systems software. Noted.

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 Gourlay, all in favour):

1&1 IONOS Ltd	HPC Email Addresses Monthly Fee	£2.39
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E.on	Electricity Supply (Street Lighting)	£234.06
HMRC	Tax & NIC (October 2020)	£213.48
Garden Guardian Ltd	Highway Grass Cutting (September 2020)	£496.66
Millennium Pest Control Ltd	Granary Staithe Pest Control (November 2020 to January 2021)	£93.60
Amey LG Limited	Street Light Repair (Tunstead Road)	£81.52
SLCC	CiLCA Registration Fee (Clerk)	£350.00
Volunteer Expenses	Community Flowerbed (Purchase of Manure)	£34.93
Norfolk Pension Fund	Workplace Pension Contributions (Oct 2020)	£460.98
Staff Costs	Litter Picker's Wages (October 2020)	£306.00*
Staff Costs	Clerk's Wages & Expenses (October 2020)	£1,600.62*
Royal British Legion	Poppy Appeal Donation (LGA 1972 s137)	£60.00
Hoveton St. John PCC	Churchyard Grant (LGA 1972 s137)	£350.00
Hoveton St. Peter PCC	Churchyard Grant (LGA 1972 s137)	£350.00
PKF Littlejohn LLP	External Audit (Year Ended 31 st March 2020)	£360.00

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

- 8.3. HPC noted the completed VAT reclaim for the period 1st April 2020 to 30th September 2020 (VAT to be reclaimed = £585.51).
- 8.4. HPC considered a first draft of its budget for the financial year 2021-2022. The budget included a 4% precept rise (requested by HPC) and after essential spending had been accounted for, the budget included £12,245 of unallocated funds (the additional funds being mainly due to the £10,000 business support grant recently received from NNDC and the proposed £2,166 precept increase). The RFO advised that, if not for the grant, the only flexible funds in this budget would be the amount obtained from the precept's increase. This likely means that for the next few years (while the Granary Staithe loan continues to be paid), the burden of funding any additional costs will fall completely on precept increases or HPC's reserves. The RFO therefore advised HPC to put some of the £10,000 grant into its reserves to help avoid heavy precept increases over the next few years. The RFO advised HPC that the precept is supposed to fill the gap between planned expenditure and estimated income, and pointed out that the basic 2021-2022 budget balanced without a need for a precept increase (and with funds left over due to the NNDC grant), therefore HPC may wish to consider freezing the precept next year. The RFO advised that any precept increases should be justified by the budget figures, and that if HPC wished to increase the precept, it should try to identify a specific 'need' for the extra funds. HPC AGREED that a final draft of the 2021-2022 budget should be prepared by the RFO on the following basis: £4,000 of the £10,000 grant to be put into HPC's reserves; a 4% precept increase; funds arising from grant (£6,000) and precept increase (£2,166) to be earmarked for projects 'alleviating hardship' for local residents due to COVID-19, possible support for Hoveton Village Hall due to COVID-19, funding for development of Riverside Park/Pocket Park, possible allotments provision for local residents, and support for improved cycling infrastructure (proposed by Cllr Richmond, seconded by Cllr Mancini-Boyle, all in favour) (**Action Clerk**).

9. REPORTS AND UPDATES

- 9.1. Highways/drains maintenance requests. Mainly blocked drains and fallen shrubbery; all reported and waiting for NCC's response. Outstanding matters are being chased.
- 9.2. Wroxham & Hoveton Network Improvement Strategy. Meeting held in October; due to meet with NCC again in November (Cllr Richmond and Cllr Dixon).
- 9.3. Granary Staithe. Cllr P Howe to oversee next inspection by Millennium Pest Control; will keep contract with Millennium Pest Control for now. The dyke crossing has sunk badly and was flooded after recent heavy rainfall; might need some work done here.
- 9.4. Riverside Park/Pocket Park. NCC Social Infrastructure Fund application by the Broads Trust was unsuccessful, but hopefully improvements can still be made, and the Broads Authority is very supportive of this. Still need to check with Rotary Club as to what they will be able to do in the parks.
- 9.5. Community flowerbeds. Rotary Club has said they'd be happy to oversee one or more of the flowerbeds, but need to clarify which (**Action Cllr Richmond**). A new volunteer is looking after the Horning Road West flowerbed. Bulbs planted in double roundabout beds, and daffodil bulbs planted in 'Three Rivers Way' embankment on Horning Road.
- 9.6. Wroxham & Hoveton Cycling Hub. Further information from Cycling UK. Noted. A joint venture between NCC, Cycling UK and Broads Authority. Aim is to make villages more cycle friendly/boost visitor numbers. Businesses to be invited to apply to be designated 'Cycle Friendly Places'. Other projects in the pipeline include a leisure cycling club and a cycle repair shed, to be based at Hoveton Village Hall. To prepare a summary report on cycling projects (**Action Cllr Reeve**).

10. CORRESPONDENCE

- 10.1. Norfolk County Council annual budget consultation 2021-22. Deadline 14th December. Deferred to next meeting.
- 10.2. Norfolk Association of Local Councils email. Norfolk ALC has become a co-operative. AGREED that Cllr P Howe would act as HPC's representative and attend Norfolk ALC meetings.
- 10.3. Correspondence received since 27th October 2020:
 - 10.3a. Campaign For Mental Health Services In North Norfolk. Questionnaire (impact of COVID-19 on mental health in the area). Circulated and noted.
 - 10.3b. Parishioner email/report. Hoveton flooding and sewage issues. Circulated and noted (see item 4.3).

11. ITEMS FOR CONSIDERATION AND DECISION

- 11.1. HPC reviewed the section 106 agreement relating to the development of land south of Stalham Road Industrial Estate and land at Church Field. Cllr Gourlay was advised by the developer that the section 106 contributions should be available around May 2021. HPC AGREED to contact NNDC to query when and how HPC might be able to access this funding/to query how allotments funding will be awarded (**Action Cllr Richmond**). Cllr Dixon advised that HPC would likely need to have a project in development which fitted the funding specification in order to make a bid for the funds, so HPC might want to consider progressing a suitable project before May 2021.

11.2. Items for inclusion in The Bridge magazine (December & January edition): Christmas greetings; COVID-19 support for residents (NCC & NNDC helplines, Good Neighbour Scheme); heater loan scheme; face masks reminder (please do not litter); community fridge and larder; Christmas tree.

12. ITEMS FOR NEXT MEETING AGENDA – MONDAY 7th DECEMBER 2020

Draft budget. Cycling projects report. Community fridge update.

The meeting closed at 8.45pm.

Lisa Weller, Parish Clerk & RFO
Tel: 075 723 49600
Email: clerk@hoveton-pc.org.uk

DRAFT

Signed

Date

Name