



Minutes of the Meeting of Hoveton Parish Council Monday 5th October 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), one member of the public

1. ATTENDANCE

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

2. DECLARATIONS OF INTEREST

None

3. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on Monday 7th September 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. Recent foul water (flushing toilets) problem at Brook Park resolved by Persimmon's contractor, but foul water system not adopted by Anglian Water yet because the system is still incomplete (e.g. telemetry system not yet installed). A meeting has been held with Anglian Water and Norfolk County Council (NCC) to discuss Hoveton's foul/surface water flooding problems; pressure put on Anglian Water to resolve these problems. Two meetings have taken place to discuss the Wroxham & Hoveton Network Improvement Strategy with NCC – at early stages of discussion; no specific proposals made (permanent Norwich Road barriers on list of items to be raised). Outcome of 'Brook Park Phase 2' planning application is expected to be known by the end of October.

- 4.1b. Cllr Mancini-Boyle. Use of village hand sanitisers – it appears many people are not using the sanitisers as they are carrying their own. Good to see increase in numbers of people wearing masks in the village. COVID-19 still with us, though Norfolk is lucky to have comparatively low rates of infections at the moment.
- 4.2. Police report. No report received.
- 4.3. Questions/representations from members of the public relating to local issues. Report from resident – has been collecting information on surface water flooding and blocked drains in the area and plans to prepare a report for consideration at next HPC meeting. Next meeting with Anglian Water scheduled for mid-October, so report would be useful by then if possible. The resident was thanked for their ongoing work on this problem.

5. CLERK'S REPORT

None

6. MATTERS ARISING FROM PREVIOUS MEETINGS

None

7. PLANNING

- 7.1. 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. HPC AGREED **no objection** (proposed by Cllr Marshall, seconded by Cllr Richmond, seven votes in favour and one abstention).
- 7.1b. Applications received since 29th September 2020. None.
- 7.2. HPC noted one planning application consultation response submitted by the Clerk as per HPC's Planning Protocol: BA/2020/0287/NONMAT – Removal of window on west elevation, non-material amendment to previous permission BA/2018/0139/FUL. Bure Court House, Marsh Road, Hoveton. NO OBJECTION
- 7.3. Notification of planning decisions:
- 7.3a. BA/2020/0287/NONMAT – Removal of window on west elevation, non-material amendment to permission BA/2018/0139/FUL. Bure Court House, Marsh Road, Hoveton. *Approved*
- 7.4. Planning For The Future. Consultation on proposals for reform of the planning system in England. HPC reviewed draft responses from North Norfolk District Council (NNDC) and CPRE Norfolk. Main concern is over the proposed reduction in local consultation. AGREED to formulate HPC's response based on CPRE Norfolk's response (proposed by Cllr Reeve, seconded by Cllr Richmond, all in favour) (**Action Cllr A Howe**).
- 7.5. Broads Authority consultation. Peat guide and residential moorings guide. Deferred to next meeting.
- 7.6. Consultation on Coastal Adaptation Supplementary Planning Document. No comment from HPC as doesn't directly affect Hoveton.
- 7.7. Planning correspondence received since 29th September 2020. None received.

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, all in favour):

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| 1&1 IONOS Ltd | HPC Email Addresses Monthly Fee | £2.39 |
| HMRC | Tax & NIC (September 2020) | £478.77 |
| Norfolk ALC | Website Accessibility Training (Clerk) | £30.00 |
| Norfolk ALC | CiLCA Training (Clerk) | £300.00 |
| Mr T C Harber | Granary Staithe Maintenance Work | £200.00 |
| Volunteer Expenses | Community Flowerbeds (Purchase of Bulbs) | £86.98 |
| Norfolk Pension Fund | Workplace Pension Contributions (Sept 2020) | £402.84 |
| Staff Costs | Litter Picker's Wages (September 2020) | £396.00* |
| Staff Costs | Clerk's Wages & Expenses (September 2020) | £1,398.74* |

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

- 8.3. Receipt of precept payment of £27,074.00 from North Norfolk District Council (NNDC). Second instalment for 2020-2021. Noted.
- 8.4. HPC RESOLVED to approve a bank reconciliation prepared by the RFO for the period 1st July 2020 to 30th September 2020 (proposed by Cllr Richmond, all in favour).
- 8.5. NNDC Business Support Grants Fund de minimis State Aid declaration. Based on the advice received from NNDC and relevant Government guidance it was AGREED HPC had nothing to declare.
- 8.6. Banking mandate update – dual authorisation payment approval system. Barclays has now confirmed that only two individuals can authorise online payments. This will be the RFO (in raising a payment) and one member of the Council (in authorising a payment). Online payments are working well based on this system. Barclays has not actioned the recent mandate change request, so HPC's cheques still require only two signatures.
- 8.7. Updated financial regulations. Not yet available – Clerk to review and update as part of CiLCA coursework.
- 8.8. HPC considered the preparation of its draft budget for the financial year 2021-2022. It was AGREED that a first draft of the budget should be prepared by the RFO based on the current year's budget, maintaining current levels of reserves but with an estimated 4% precept rise and with any additional funds available being put in a 'special projects' budget (ideas put forward for special projects included defibrillators, community fridge, funding for a new boat waste compound at Riverside Park, traffic/air quality monitoring equipment, Cycle Hub funding) (**Action Clerk**). It was noted that the budget may need to include some flexibility on spending to allow HPC to provide local COVID-19 support where appropriate.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways/drains maintenance requests. Potholes by Littlewood Lane garages to be reported, but need to find out who is responsible for this land (**Action Cllr A Howe**).

- 9.2. Parishioner email. Concerns about flooding on Horning Road pedestrian crossing. To be reported to NCC for remedial action (**Action Cllr A Howe**).
- 9.3. Parishioner email. Highways concerns/Parish Partnership Scheme suggestions. Initial response sent by Clerk. Request for a 30mph speed limit for Stalham Road (the Brook Park roundabout to St Peters Lane) already refused by NCC. 20mph flashing signs are already in place outside primary school; HPC agreed the signs wouldn't be an effective measure outside the high school on Tunstead Road as the problem of parked cars and traffic congestion helps to prevent speeding during school hours. Any change of speed restrictions would require a TRO which is very expensive. To respond to email (**Action Cllr A Howe**).
- 9.4. HPC RESOLVED to approve the updated SAM2 Memorandum of Understanding with NCC (Highways).
- 9.5. NCC Parish Partnership Scheme 2021-2022. No suitable projects identified other than the purchase of a second SAM2, and this would depend on enough volunteers coming forward to look after a second device. To contact Wroxham Parish Council regarding a joint Community Speed Watch team (**Action Cllr Richmond**). Volunteers available for looking after the SAM2 on Horning Road (this will require another update to the MoU). To investigate new generation of SAM2 devices (**Action Cllr A Howe**). HPC AGREED not to make an application to this scheme for 2021-2022.
- 9.6. Wroxham & Hoveton Network Improvement Strategy. Stakeholder feedback discussed with NCC. NCC seems to have accepted that flaws in the consultation process need to be corrected. They have agreed to share data with stakeholders, to consider the ideas put forward by stakeholders, and to inform NNDC that the strategy is under review and may be subject to change.

10. SERVICES AND AMENITIES

- 10.1. Granary Staithe. The area behind the fence has now been cleared of weeds and litter. Flooding due to high river levels has restricted access to the precinct across the dyke walkway. Heavy machinery was positioned in this area during the recent works by the Broads Centre, which has apparently caused the land to sink and made the flooding problems worse. The quay heading was damaged as a result of a boat pulling away while still tied to it (repaired promptly by Norfolk Broads Direct). To clarify maintenance responsibilities with the new owners of Norfolk Broads Direct (**Action Cllr P Howe**).
- 10.2. Granary Staithe pest control contract. It appears the bait boxes on the Staithe haven't been attended to according to the agreed schedule. Millennium Pest Control is due to visit soon to ensure the boxes contain the correct dosage, as the boxes were recently found to be empty. Initial quotes from alternative pest control contractors vary widely. To research other contractors and obtain more detailed quotes (**Action Cllr P Howe**).
- 10.3. Riverside Park/Pocket Park update. Ground needs to be dug over before planting can begin.
- 10.4. Rotary Club/Lions Club volunteer work. HPC's parks contractor strimmed the area the volunteers were asked to clear of weeds, so a planned working party for this area was cancelled, but the weed roots still need to be dug up before planting can begin. To ask the Rotary Club if they would be prepared to dig up the roots (**Action Cllr Richmond**).

- 10.5. Community flowerbeds. NNDC has agreed to look after the Station Road flowerbeds. A new volunteer will look after the herb bed on the corner of Tunstead Road/Horning Road West. It is hoped the Rotary Club will take over the planting/maintenance of the Granary Staithe garden.

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. HPC AGREED to support NNDC's proposal and has asked that the pavement decals be replaced.
- 11.2. The Local Government Boundary Commission for England. NCC division boundaries consultation. No response from HPC as proposals don't directly affect Hoveton.
- 11.3. BT payphone removal consultation (payphone at the junction of Station Road/Stalham Road). NNDC's draft consultation response (objection to payphone's removal) noted – this is now NNDC's final consultation response.
- 11.4. Correspondence received or sent since 29th September 2020. None.

12. ITEMS FOR CONSIDERATION AND DECISION

- 12.1. HPC considered a proposal to set up a community fridge for Hoveton, as outlined in a report to Council. AGREED to set up a community fridge in the 2021-22 financial year, providing certain conditions are met (proposed by Cllr Mancini-Boyle, seconded by Cllr Richmond, all in favour). HPC to ensure volunteers can be found to oversee the fridge, that regular food donations will be made by local businesses, and that there is a 'need' for the fridge within the local community before spending funds on this project (**Action Cllr Mancini-Boyle**). Hoveton Village Hall is setting up a 'community larder' for tinned and packaged foods and this project may give an indication of how successful a fridge will be.
- 12.2. Norfolk Car Free Day. Held Sunday 20th September. No news from this year, but HPC may be able to get involved next year.
- 12.3. Public Sector Website Accessibility regulations. HPC Website Accessibility Statement published on website, including action plan for dealing with outstanding matters. A few technical matters need to be raised with the website developers and there is still some work to be done to achieve full compliance. This will be an ongoing process to be fitted into the Clerk's day-to-day workload.
- 12.4. Items for inclusion in The Bridge magazine (November edition): SAM2 locations and a call for volunteers; Community Fridge; new Cycle Club at Hoveton Village Hall.
- 12.5. Clerk's request to take annual leave. Monday 19th October to Friday 23rd October 2020 inclusive. APPROVED
- 12.6. 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 12.7 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).
- 12.7. Broads Centre/Granary Staithe drainage works. HPC considered a confidential report to Council containing updates and further information on this matter. HPC RESOLVED

to provide the documentation requested by Roche Chartered Surveyors (agent for the Broads Centre) but to decline to instruct Roche's solicitors in this matter (proposed by Cllr Richmond, seconded by Cllr P Howe, all in favour) (**Action Cllr Richmond**).

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

None

The meeting closed at 9pm.

Lisa Weller, Parish Clerk & RFO

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