



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 7th December 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 1st December 2020

ACCESS TO MEETING

Zoom Meeting ID: 933 8122 8984

[Join Zoom Meeting](https://zoom.us/j/93381228984) (https://zoom.us/j/93381228984)

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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 7th DECEMBER 2020

1. ATTENDANCE

To note those present and to consider apologies for absence.

2. RESIGNATIONS

To note the resignation of Cllr Gerard Mancini-Boyle. North Norfolk District Council (NNDC) notified. Notice of Vacancy published (request for an election deadline: 9th December 2020).

3. 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.

4. MINUTES OF PREVIOUS MEETING

To approve the minutes of the HPC meeting held on Monday 2nd November 2020.

5. PUBLIC FORUM

5.1. To receive reports from District/County Councillors.

5.2. To receive a police report.

5.3. 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.)

6. CLERK'S REPORT

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

7. MATTERS ARISING FROM PREVIOUS MEETINGS

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

8. PLANNING

8.1. To consider planning applications received for comment:

8.1a. BA/2020/0397/HOUSEH – Replacement outbuilding and application of external cladding to frontage of detached bungalow. Willowside, Brimbelow Rd, Hoveton. Deadline 11th December 2020.

8.1b. BA/2020/0281/HOUSEH – Demolish timber boathouse and re-build. The Haven, Marsh Road, Hoveton. Deadline 11th December 2020.

8.1c. Applications received since 1st December 2020.

8.2. To note planning application consultation responses submitted by the Parish Clerk, as per HPC's Planning Protocol:

8.2a. BA/2020/0258/FUL – Canoe mooring pontoon for Hoveton Great Broad Nature Trail. Hoveton Great Broad Nature Trail, Lower Street. NO OBJECTION

- 8.2b. BA/2020/0381/HOUSEH – Installation of two rooflights and a soil vent pipe to serve first floor loft conversion. 4 Bure Court, Hickling House, Marsh Road. NO OBJECTION
- 8.2c. PF/20/2039 – Alterations and extension to dwelling and erection of single storey, attached two-bedroom annexe. The Barn House, Tunstead Road, Hoveton. NO OBJECTION (The Council would like to request that a condition be added to any permission to build to ensure the proposed annexe remains an annexe – in that it will only be used as part of the main dwelling, not as an independent property.)
- 8.3. To receive notification of planning decisions. (Planning Decisions List, Circulated)
- 8.4. NNDC Local Plan update. For information only. Final Draft due to be published and a further round of public consultation held in early summer 2021.
- 8.5. Planning correspondence received or sent since 1st December 2020.

9. FINANCE

- 9.1. To consider the monthly Budget Monitoring Statement.
- 9.2. To review and approve items of expenditure. (Schedule of Payments, Circulated)
- 9.3. To note the receipt of £585.51 from HM Revenue & Customs via direct credit on 9th November 2020 – VAT reclaim/repayment (1st April 2020 to 30th September 2020).
- 9.4. To note the completion of the limited assurance review (external audit) for the financial year ended 31st March 2020, and the publication of the 'Notice of Conclusion of Audit' and the audited accounts.
- 9.5. Section 106 contributions relating to the development of land south of Stalham Road Industrial Estate and land at Church Field. To note email sent to NNDC.
- 9.6. Covid-19 Local Restrictions Support Grant. Letter from NNDC/response sent by Clerk. For information only. HPC not eligible to claim this grant.
- 9.7. VAT expenditure incurred by Hoveton Village Hall. To consider advice received and to agree actions to be taken.
- 9.8. To consider a request from Hoveton Village Hall for additional financial support, and to note the advice circulated by the RFO.
- 9.9. To note an email from NNDC regarding parish precepts for 2021-2022.
- 9.10. To consider the 2021-2022 Budget Proposals Report prepared/circulated by the RFO.
- 9.11. To approve the draft HPC budget for the year 2021-2022.
- 9.12. To agree and resolve upon the amount of precept to be requested for 2021-2022.

10. HIGHWAYS AND ROAD SAFETY

- 10.1. Highways and drains maintenance requests update. *Cllr A Howe*
- 10.2. Norfolk County Council (NCC) highway inspection – week beginning 28th December. To consider any highway maintenance issues to be raised.
- 10.3. Parishioner concerns. Horning Road cycle path surface, mud and tree debris on path, and blocked drains. To note correspondence with parishioner and NCC.
- 10.4. Littlewood Lane potholes. To note correspondence with Victory Housing Trust.
- 10.5. Parishioner concerns. Grass verge damage following Waveney Drive gas pipe works. To note update from NCC.
- 10.6. Wroxham Bridge works. To note update from NCC. Repairs to existing steel deck due to take place in early 2021 (exact dates still to be confirmed).

- 10.7. Salhouse Road (Brook Park) speed limits. To note response from NCC.
- 10.8. ANPR cameras. To note update from NCC regarding the use of ANPR cameras.
- 10.9. Wroxham & Hoveton Network Improvement Strategy update. *Cllr Richmond*
- 10.10. Grit bins. To consider the replenishment of grit bins for the winter (if required).

11. GRANARY STAITHE

- 11.1. Granary Staithe update. *Cllr P Howe*
- 11.2. To consider amending the Granary Staithe pest control contract with Millennium Pest Control to increase frequency of visits from once every 6-8 weeks to once per month. Cost of £480 +VAT per annum (£40 +VAT per visit). Currently £312 +VAT per annum.
- 11.3. Granary Staithe dyke crossing. Remedial works/maintenance costs. *Cllr P Howe*
- 11.4. Granary Staithe Christmas tree and flowerbed arrangements update. *Cllr A Howe*

12. SERVICES AND AMENITIES

- 12.1. Riverside Park/Pocket Park update. *Cllr P Howe & Cllr Marshall*
- 12.2. Community flowerbeds update. *Cllr A Howe*
- 12.3. To consider possible allotments partnership with Horning Parish Council.
- 12.4. Community fridge. To consider next steps (in light of Cllr Mancini-Boyle's resignation and projects underway at Hoveton Village Hall).
- 12.5. Wroxham & Hoveton Cycling Hub. To consider a summary report on the Cycling Hub and other cycling projects (if available).

13. CORRESPONDENCE

- 13.1. Norfolk County Council annual budget consultation 2021-22. Deadline 14th December.
- 13.2. Stalham & Smallburgh Community First Responders email. Request for funding.
- 13.3. Anglian (Eastern) Regional Flood & Coastal Committee. Emergency Planning Survey. Deadline 22nd December 2020.
- 13.4. Carers Matter Norfolk. Introduction and service information. For information only.
- 13.5. Correspondence received or sent since 1st December 2020. For information only.

14. ITEMS FOR CONSIDERATION AND DECISION

- 14.1. Community tree-planting project. To consider costs/actions to be taken.
- 14.2. To consider purchasing an updated copy (twelfth edition) of *Arnold-Baker On Local Council Administration*. Cost of £119.00 plus P&P.
- 14.3. To consider a draft 2021 HPC monthly meeting dates schedule.
- 14.4. To consider the Clerk's request to take annual leave. Monday 21st December 2020 to Friday 1st January 2021 inclusive.
- 14.5. 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 14.6 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).
- 14.6. Hoveton Village Hall charity. To consider advice received and any actions to be taken.

15. ITEMS FOR NEXT MEETING AGENDA – DATE TO BE CONFIRMED

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