



## 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 1<sup>st</sup> February 2021 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 26<sup>th</sup> January 2021

### ACCESS TO MEETING

Zoom Meeting ID: 844 1929 1544  
Passcode: 548777

[Join Zoom Meeting](#)

(<https://us02web.zoom.us/j/84419291544?pwd=YTM5Uk0rMmJHNlFpbVFCRXVSZ0hodz09>)

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If joining via telephone, dial the teleconferencing number on your phone, then enter the meeting ID number when prompted using your dialpad.

If you need assistance with accessing this meeting or if you are having any problems logging in, please contact Cllr Russell Reeve on 07966 402387.

### 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 1<sup>st</sup> FEBRUARY 2021**

## **1. ATTENDANCE**

To note those present and to consider apologies for absence.

## **2. 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.

## **3. MINUTES OF PREVIOUS MEETING**

To approve the minutes of the HPC meeting held on Monday 11<sup>th</sup> January 2021.

## **4. PUBLIC FORUM**

- 4.1. To receive reports from District/County Councillors.
- 4.2. To receive a police report.
- 4.3. 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.)

## **5. CLERK'S REPORT**

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

## **6. MATTERS ARISING FROM PREVIOUS MEETINGS**

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

## **7. PLANNING**

- 7.1. To consider planning applications received for comment:
  - 7.1a. BA/2020/0448/FUL – Replacement quayheading at the Hoveton Great Broad Nature Trail Moorings and renovate woodchip pathway. Hoveton Great Broad, Lower Street, Hoveton. Deadline 3<sup>rd</sup> February 2021.
  - 7.1b. BA/2021/0018/HOUSEH – Replacement boathouse and link extension. Bay Tree Lodge, Meadow Drive, Hoveton. Deadline 12<sup>th</sup> February 2021.
  - 7.1c. PF/21/0165 – Detached domestic outbuilding in rear garden. 40 St Johns Way, Hoveton. Deadline 15<sup>th</sup> February 2021.
  - 7.1d. Applications received since 26<sup>th</sup> January 2021.
- 7.2. To receive notification of planning decisions. (Planning Decisions List, Circulated)
- 7.3. Planning correspondence received or sent since 26<sup>th</sup> January 2021.

## **8. FINANCE**

- 8.1. To consider the monthly Budget Monitoring Statement.
- 8.2. To review and approve items of expenditure. (Schedule of Payments, Circulated)

- 8.3. CiLCA registration fees. To note request submitted to the SLCC for refund/credit.
- 8.4. To review current banking arrangements and to consider any actions to be taken.

## **9. HIGHWAYS AND ROAD SAFETY**

- 9.1. Highways and drains maintenance requests update. *Cllr A Howe*
- 9.2. SAM2. To agree the purchase of new brackets to allow the SAM2 to be positioned on lamppost near Summer Drive (revised cost of £50.00).

## **10. SERVICES AND AMENITIES**

- 10.1. Granary Staithe update. *Cllr P Howe*
- 10.2. Riverside Park/Pocket Park update. *Cllr P Howe & Cllr Marshall*
- 10.3. Allotments partnership with Horning Parish Council. *Cllr A Howe*
- 10.4. Community tree planting scheme update. *Cllr Mancini-Boyle*

## **11. CORRESPONDENCE**

- 11.1. Norfolk ALC Wellbeing update. Armed Forces Covenant Pledge. To consider signing the pledge.
- 11.2. Correspondence received or sent since 26<sup>th</sup> January 2021. For information only.

## **12. ITEMS FOR CONSIDERATION AND DECISION**

- 12.1. Wroxham & Hoveton Joint Action Group update. *Cllr P Howe*
- 12.2. Loan heater. To consider arranging PAT testing (£15.00) for portable electric heater.
- 12.3. HPC's Facebook page. To discuss the future management of HPC's Facebook page and to note parishioner email raising data protection concerns.
- 12.4. Data protection. To note the receipt of a Subject Access Request and to review HPC's arrangements for dealing with FOIs, SARs, and other data protection matters following the resignation of Cllr Richmond.
- 12.5. To review the Parish Clerk's handover notes and to consider any actions to be taken.
- 12.6. To consider items for inclusion in The Bridge magazine (March edition).

## **13. ITEMS FOR NEXT MEETING AGENDA – MONDAY 1<sup>st</sup> MARCH 2021**

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