



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 11th January 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 5th January 2021

ACCESS TO MEETING

Zoom Meeting ID: 822 3973 1885

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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>)

[Joining A Meeting](#) (<https://support.zoom.us/hc/en-us/articles/201362193-joining-a-meeting>)

AGENDA – MONDAY 11th JANUARY 2021

1. ELECTIONS

- 1.1. To elect a new Chairman of the Council following the resignation of Cllr Richmond.
- 1.2. Declaration of Acceptance of Office of Chairman of the Council.
- 1.3. To consider electing a new Vice-Chairman of the Council, if appropriate.

2. ATTENDANCE

To note those present and to consider apologies for absence.

3. RESIGNATIONS

- 3.1. To note the resignation of Cllr Martin Richmond. North Norfolk District Council (NNDC) notified. Notice of vacancy published (request for an election deadline of 25th January).
- 3.2. To note the resignation of the Parish Clerk and Responsible Financial Officer.

4. CO-OPTIONS

To consider applications for co-option to Hoveton Parish Council (HPC).

5. 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.

6. MINUTES OF PREVIOUS MEETING

To approve the minutes of the HPC meeting held on Monday 7th December 2020.

7. PUBLIC FORUM

- 7.1. To receive reports from District/County Councillors.
- 7.2. To receive a police report.
- 7.3. 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.)

8. CLERK'S REPORT

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

9. MATTERS ARISING FROM PREVIOUS MEETINGS

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

10. PLANNING

- 10.1. To consider planning applications received for comment:
 - 10.1a.PF/20/2488 – Erection of a temporary building for finishing yachts and boat deck manufacturing and fitting. Tilia Business Park, Tunstead Rd, Hoveton. Deadline 12th January 2021.

10.1b.PM/20/1641 – Approval of reserved matters: appearance, landscaping, layout and scale for outline permission PO/15/0539 for the erection of 28 dwellings.

Tilia Business Park, Tunstead Road, Hoveton. Deadline 14th January 2021.

10.1c.Applications received since 5th January 2021.

10.2. To note one planning application consultation response submitted by the Parish Clerk, as per HPC's Planning Protocol: PF/20/2438 – Formation of vehicle access to Stalham Road. The Vineries, 72 Stalham Road, Hoveton. NO OBJECTION

10.3. To receive notification of planning decisions. (Planning Decisions List, Circulated)

10.4. Planning correspondence received or sent since 5th January 2021.

11. FINANCE

11.1. To consider the monthly Budget Monitoring Statement.

11.2. To review and approve items of expenditure. (Schedule of Payments, Circulated)

11.3. To note the receipt of £14.57 from Barclays via direct credit on 31st December 2020. Gross interest (savings account).

11.4. To receive and approve a bank reconciliation prepared by the RFO for the period 1st October 2020 to 31st December 2020.

12. HIGHWAYS AND ROAD SAFETY

12.1. Highways and drains maintenance requests update. *Cllr A Howe*

12.2. Hoveton foul water and surface water flooding problems. To consider any actions to be taken.

12.3. SAM2 update and speed monitoring suggestions (Stalham Road).

13. SERVICES AND AMENITIES

13.1. Granary Staithe update. *Cllr P Howe*

13.2. Riverside Park/Pocket Park update. *Cllr P Howe & Cllr Marshall*

13.3. Allotments partnership with Horning Parish Council.

13.4. To consider the arrangements for highway grass verge cutting for 2021, specifically:

13.4a.To consider renewing the existing delegated service agreement for grass cutting between HPC and Norfolk County Council.

13.4b.To review the highway grass cutting schedule and to consider any amendments required.

13.4c.To consider extending the existing service agreement for grass cutting between HPC and The Garden Guardian Ltd.

13.4d.To consider quote from The Garden Guardian Ltd for 2021 highway grass verge cutting (14,161 square metres, cut and drop 12 times, strim around obstacles).

13.5. To consider quote from The Garden Guardian Ltd for 2021 grass cutting/maintenance of Hoveton Village Hall's playing field (continuation of an existing service contract).

14. CORRESPONDENCE

14.1. Thorpe St Andrew Town Council. Proposal to create a Broads Local Network for local Councils.

14.2. Correspondence received or sent since 5th January 2021. For information only.

15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. To review councillor roles/responsibilities following the resignation of Cllr Richmond (in particular to consider the management of HPC's Facebook page, and to review HPC's representation on Wroxham & Hoveton Joint Action Group, Wroxham & Hoveton Good Neighbour Scheme, and representation at Wroxham & Hoveton Network Improvement Strategy meetings).
- 15.2. To consider items for inclusion in The Bridge magazine (February edition).
- 15.3. 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 items 15.4 and 15.5 on the grounds that these items involve 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).
- 15.4. To consider the recruitment of a new Parish Clerk and Responsible Financial Officer and to agree any actions to be taken.
- 15.5. Hoveton Village Hall charity. To consider the advice received and to agree actions to be taken. In particular:
 - 15.5a. To agree the £150 cost of a Zoom training session (Friday 15th January, 10am to 12pm).
 - 15.5b. To consider a proposal to employ a temporary administrator to sort out financial structures and legal matters for the charity, to consider the costs involved in this and to agree actions to be taken.

16. ITEMS FOR NEXT MEETING AGENDA – MONDAY 1st FEBRUARY 2021

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