



Minutes of the Meeting of Hoveton Parish Council Monday 7th December 2020, 6.30pm (Remote Meeting Held Via Zoom)

Present: Cllr Martin Richmond (Chair), Cllr Jilly Gourlay, Cllr Alex Howe, Cllr Peter Howe, Cllr Christopher Marshall, Cllr Russell Reeve, Cllr Ann Rogers

In Attendance: Miss Lisa Weller (Parish Clerk), Councillor Nigel Dixon (District & County Cllr), Councillor Gerard Mancini-Boyle (District Cllr). (There were no members of the public present.)

1. ATTENDANCE

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

2. RESIGNATIONS

Resignation of Cllr Gerard Mancini-Boyle noted. North Norfolk District Council (NNDC) has been notified. Notice of Vacancy published (request for an election deadline: 9th December 2020).

3. DECLARATIONS OF INTEREST

None

4. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on Monday 2nd November 2020 were AGREED and APPROVED (minutes to be signed by Cllr Richmond).

5. PUBLIC FORUM

5.1. District/County Councillor reports:

5.1a. Cllr Dixon. Case officer's report pending for the 'Brook Park Phase 2' planning application; good feedback received on HPC's planning consultation response; application now looks likely to go to January's NNDC Development Committee meeting (it doesn't look likely this application will be withdrawn; it looks likely to be refused). Another meeting was held in November to discuss the Wroxham & Hoveton Network Improvement Strategy; recommends HPC reviews proposals made and decides on its feedback before meeting with Highways Officer in the

new year. Painfully slow progress with Anglian Water, partly due to the need to get everyone around the table. Has recommended that Grange Close problems be pursued separately to avoid a delay in these problems being resolved.

5.1b. Cllr Mancini-Boyle. North Norfolk is to get a share of the first COVID-19 vaccine. A small spike in cases in North Norfolk appears to be isolated, connected to two care homes. NNDC recently introduced two new bin lorries. Will continue to look after village hand sanitisers and is keen to continue to support community fridge.

5.2. Police report. Written report received. Noted.

5.3. Questions/representations from members of the public relating to local issues. None.

6. CLERK'S REPORT

CiLCA progress update. Three webinars completed, but only two assignments completed so far out of thirty learning outcomes, one in the Clerk's own time. Reminder of CiLCA Learning Agreement and HPC's commitment to support Clerk through CiLCA. Lack of progress due to heavy workload, particularly extra work arising from the Hoveton Village Hall charity (Clerk is not usually involved in any Hoveton Village Hall work but has had to give and seek advice on Hoveton Village Hall quite often recently, including some complex, time-consuming matters). Majority of CiLCA work needs to be completed before April (Clerk's workload is heavier from April to July due to extra work arising from end of year accounting and audit) so the Clerk will need to prioritise CiLCA from January to March 2021.

7. MATTERS ARISING FROM PREVIOUS MEETINGS

None

8. PLANNING

8.1. 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. **AGREED no objection** (proposed by Cllr Marshall, seconded by Cllr Richmond, all in favour).

8.1b. BA/2020/0281/HOUSEH – Demolish timber boathouse and re-build. The Haven, Marsh Road, Hoveton. **HPC AGREED no objection** (proposed by Cllr Marshall, seconded by Cllr Richmond, all in favour).

8.1c. Applications received since 1st December. BA/2020/0419/HOUSEH – Demolition of existing garage/store; erection of a timber cart lodge. Grebes Rest, Brimbelow Road, Hoveton. **AGREED no objection** (proposed by Cllr Marshall, seconded by Cllr Richmond, all in favour).

8.2. HPC noted three planning application consultation responses submitted by the 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. Notification of planning decisions:
- 8.3a. BA/2020/0328/HOUSEH – Single storey conservatory/garden room to rear. Suncot, Marsh Road, Hoveton. *Approved*
- 8.3b. PF/20/1058 – Two storey rear extension; single storey side extension to link existing detached garage to the house; detached double garage to front of dwelling. Locheil, Tunstead Road, Hoveton. *Approved*
- 8.3c. PF/20/1636 – Replacement of ground floor front window with bay window and associated alterations. 6 Grange Close, Hoveton. *Approved*
- 8.4. NNDC Local Plan update. Final Draft due to be published and a further round of public consultation held in early summer 2021. Noted.
- 8.5. Planning correspondence received or sent since 1st December 2020. None.

9. FINANCE

- 9.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.
- 9.2. Items of expenditure. HPC RESOLVED to approve the following payments (proposed by Cllr Richmond, all in favour):

1&1 IONOS Ltd	HPC Email Addresses Monthly Fee	£2.39
HMRC	Tax & NIC (November 2020)	£286.15
Garden Guardian Ltd	Highway Grass Cutting (October 2020)	£496.66
NNDC	Emptying of Litter Bins/Dog Bins 2020-2021	£3,225.30
Norfolk Association of Local Councils	Is Your Council The Sole Trustee Of A Charity? Training Course	£150.00
Garden Guardian Ltd	HVH Playing Field Grass Cutting 2020	£1,534.80
Volunteer Expenses	Community Flowerbeds (Purchase of Plants)	£52.82
Norfolk Pension Fund	Workplace Pension Contributions (Nov 2020)	£544.03
Staff Costs	Litter Picker's Wages (November 2020)	£306.00*
Staff Costs	Clerk's Wages & Expenses (November 2020)	£1,913.58*

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

- 9.3. HPC noted 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. Completion of the limited assurance review (external audit) for the financial year ended 31st March 2020. Publication of Notice of Conclusion of Audit/audited accounts. Noted.
- 9.5. HPC noted the email sent to NNDC regarding Section 106 contributions relating to the development of land south of Stalham Road Industrial Estate and land at Church Field. No response from NNDC. To chase NNDC, copying in Cllr Dixon & Cllr Mancini-Boyle (**Action Cllr Richmond**).

- 9.6. Covid-19 Local Restrictions Support Grant. Letter from NNDC/response sent by Clerk. Noted. HPC not eligible to claim this grant.
- 9.7. VAT expenditure incurred by Hoveton Village Hall. HPC considered a summary report of advice received, prepared by the RFO. HPC as Trustee to review invoices to decide what VAT can be reclaimed and to supply RFO with copies of relevant invoices so that suitable VAT expenditure may be reclaimed with HPC's next VAT reclaim. To progress at next 'HPC as Trustee of HVH' meeting.
- 9.8. Request from Hoveton Village Hall for additional financial support (£6,000 of the grant HPC recently received from NNDC, to pay for pothole repairs, CCTV installation, PAT testing, and clearing a payment owed for hedge removal). The RFO advised that HPC had already given £4,000 to the Village Hall in the current financial year (the maximum amount budgeted for) so further donations would be taken from HPC's reserves, which would have a knock-on effect on the budget for next year. HPC had previously agreed to include the £10,000 NNDC grant in its 2021-2022 draft budget (to be agreed later in the meeting) and the draft budget included a limited amount of financial support for the Village Hall. HPC AGREED there were not enough funds available to make any further donations this year. The RFO advised that the Village Hall charity should be working to an annual budget, and that HPC as Trustee should prioritise preparing a budget for the charity's new financial year (to progress at next 'HPC as Trustee of HVH' meeting).
- 9.9. Email from NNDC regarding parish precepts for 2021-2022. Noted. No precept request form this year; annual precept request to be made via email.
- 9.10. HPC considered the 2021-2022 Budget Proposals Report prepared by the RFO. It was AGREED that a 4% precept increase was required, meaning HPC's reserves would be maintained as per 'Example 4' of the options outlined in the report (General Reserve of £15,000, and Repairs & Renewals Fund of £13,500), with a total budgeted expenditure (excluding VAT) of £67,465.
- 9.11. HPC RESOLVED to approve the 2021-2022 draft budget, amended as outlined in item 9.10 (proposed by Cllr Reeve, seconded by Cllr Richmond, all in favour).
- 9.12. HPC RESOLVED to request a precept of £56,314.00 for 2021-2022 (proposed by Cllr Reeve, seconded by Cllr Richmond, all in favour). The precept represents a £2,166 or 4% increase on HPC's precept for 2020-2021, while the estimated Band D council tax charge for 2021-2022 is £67.23 (a £1.53 or 2.33% increase on the Band D council tax charge for 2020-2021). Precept request to be sent to NNDC (**Action Clerk**).

10. HIGHWAYS AND ROAD SAFETY

- 10.1. Highways and drains maintenance requests update. Two potholes on Tunstead Road have been reported and swiftly fixed.
- 10.2. Norfolk County Council (NCC) highway inspection – due to take place week beginning 28th December. Noted. To liaise with NCC (**Action Cllr A Howe**).
- 10.3. Parishioner concerns – Horning Road cycle path surface, mud and tree debris on path, blocked drains. Correspondence noted. NCC dealing with concerns raised/Cllr A Howe keeping resident updated.
- 10.4. Littlewood Lane potholes. Correspondence with Victory Housing Trust noted. Potholes have been fixed.

- 10.5. Parishioner concerns. Grass verge damage following Waveney Drive gas pipe works. Update from NCC noted. NCC will ensure contractors 'make good' on damage.
- 10.6. Wroxham Bridge works. Update from NCC noted. 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 limit. Response from NCC noted. Speed limit will remain unchanged.
- 10.8. ANPR cameras. Update from NCC regarding the use of ANPR cameras. Noted.
- 10.9. Wroxham & Hoveton Network Improvement Strategy update. NCC has invited HPC to discuss options for improvements directly with the Highways Engineer. Modelling work will then be done to consider the impact of any proposals. AGREED to meet informally to discuss options for Hoveton (**Action Cllr Richmond**) before meeting with Wroxham PC to discuss wider proposals.
- 10.10. Replenishment of grit bins for the winter. NCC is responsible for grit bin replenishment. Grange Close grit bin is currently full.

Cllr Ann Rogers and Cllr Nigel Dixon left the meeting.

11. GRANARY STAITHE

- 11.1. Granary Staithe update. Thanks to Broads Centre traders and the Bure Valley Rotary Club for organising this year's community Christmas tree.
- 11.2. HPC RESOLVED to amend the Granary Staithe pest control contract with Millennium Pest Control to increase the frequency of visits from once every 6-8 weeks to once per month (proposed by Cllr P Howe, all in favour). Revised cost of £480 +VAT per annum (£40 +VAT per visit) noted. To advise Millennium Pest Control (**Action Clerk**).
- 11.3. Granary Staithe dyke crossing. Remedial works will likely be needed to replace tarmac and address flooding problems. To investigate costs involved (**Action Cllr P Howe**).
- 11.4. Granary Staithe flowerbed arrangements. Bure Valley Rotary Club plans to take on the planting and maintenance of the flowerbed from the spring.

12. SERVICES AND AMENITIES

- 12.1. Riverside Park/Pocket Park. Broads Authority still hopes funding can be found to allow for improvements to be made. NNDC is still planning new waste/recycling facilities.
- 12.2. Community flowerbeds update. Bure Valley Rotary Club to take on the Granary Staithe flowerbed. Other flowerbeds are being planted/maintained by hardworking volunteers.
- 12.3. Allotments 'partnership' with Horning Parish Council. HPC considered the proposal, as outlined in a report to Council, and it AGREED in principle to establish this partnership, subject to the drawing up of a suitable formal agreement and providing it can establish a need for allotments amongst Hoveton residents. HPC to promote this via its website, Facebook page, parish noticeboards, The Bridge magazine and a leaflet delivery drop. To prepare a draft leaflet (**Action Cllr A Howe**).
- 12.4. Community fridge. HPC AGREED not to pursue its community fridge project further as a similar project is now running at Hoveton Village Hall (proposed by Cllr Richmond, all in favour).

- 12.5. Wroxham & Hoveton Cycling Hub. A recent Cycling UK webinar did not give details of the expected impact of the proposals for Hoveton so Cllr Reeve is chasing Cycling UK for further details. Wroxham PC has raised some concerns about the proposals, which have been shared with Cycling UK. Cycle Club plans on hold due to COVID-19.

13. CORRESPONDENCE

- 13.1. Norfolk County Council annual budget consultation 2021-22. No comment from HPC.
- 13.2. Stalham & Smallburgh Community First Responders email. Request for funding. HPC AGREED it was unable to make a donation as its limited funds for such donations are reserved for local causes.
- 13.3. Anglian (Eastern) Regional Flood & Coastal Committee. Emergency Planning Survey. To review and discuss with Flood Warden if appropriate (**Action Cllr Richmond**).
- 13.4. Carers Matter Norfolk. Introduction and service information. Noted.
- 13.5. Correspondence received since 1st December 2020. NNDC email. Proposed removal of temporary barriers on Norwich Road. Concerns raised with NNDC about this. HPC pursuing permanent barriers via Wroxham & Hoveton Network Improvement Strategy.

14. ITEMS FOR CONSIDERATION AND DECISION

- 14.1. Community tree-planting project. Possibility of HPC obtaining free trees for planting in Hoveton. Expert advice will be needed to determine the best trees to plant (and where they should be planted). Cllr Mancini-Boyle to provide HPC with details of this scheme and who to contact for further details.
- 14.2. HPC AGREED to purchase an updated copy (twelfth edition) of *Arnold-Baker On Local Council Administration* at a cost of £119.00 plus P&P (**Action Clerk**).
- 14.3. HPC APPROVED the draft 2021 monthly meeting dates schedule. All meetings to be listed as remote (Zoom) meetings until further notice.
- 14.4. Clerk's annual leave request. Monday 21st December 2020 to Friday 1st January 2021 inclusive. APPROVED
- 14.5. 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 14.6 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).
- 14.6. Hoveton Village Hall charity. The Clerk summarised the advice received so far. HPC AGREED to investigate the cost of seeking specialist advice, initially via Norfolk ALC.

15. ITEMS FOR NEXT MEETING AGENDA – MONDAY 11th JANUARY 2021 – None

The meeting closed at 9.30pm.

Lisa Weller, Parish Clerk & RFO
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