



Minutes of the Meeting of Hoveton Parish Council Monday 11th January 2021, 6.30pm (Remote Meeting Held Via Zoom)

Present: Cllr Peter Howe (Chair, after election), Cllr Jilly Gourlay, Cllr Alex Howe, Cllr Gerard Mancini-Boyle (after co-option, also District Cllr), Cllr Christopher Marshall, Cllr Russell Reeve, Cllr Ann Rogers

In Attendance: Miss Lisa Weller (Parish Clerk), Councillor Nigel Dixon (District & County Cllr), three members of the public.

1. ELECTIONS

- 1.1. Cllr Peter Howe was elected as the new Chairman of Hoveton Parish Council (HPC) (proposed by Cllr Reeve, seconded by Cllr Marshall, all in favour).
- 1.2. Cllr Howe signed the Declaration of Acceptance of Office of Chairman of the Council.

Cllr Jilly Gourlay joined the meeting.

- 1.3. Cllr Russell Reeve was elected as the new Vice-Chairman of HPC (proposed by Cllr Peter Howe, seconded by Cllr Marshall, all in favour).

2. ATTENDANCE

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

3. RESIGNATIONS

- 3.1. Resignation of Cllr Martin Richmond noted. North Norfolk District Council (NNDC) has been notified. Notice of vacancy published (election request deadline of 25th January). HPC offered thanks to Cllr Richmond for his hard work over the past ten years, notably guiding HPC through the negotiations connected with the purchase of Granary Staithe, dealing with external criticisms and conflict, and dealing with the challenges involved in HPC taking responsibility for the Village Hall.
- 3.2. Resignation of the Parish Clerk and Responsible Financial Officer noted. HPC thanked the Parish Clerk for her professional approach to her role over the past five years. She made significant progress in updating HPC's operating procedures and she helped get HPC's finance/budgeting onto a firm basis, all during some difficult times, leaving HPC with a firm foundation for the future. The Clerk read out a short statement to clarify the

reasons for her resignation, notably her consistently high workload over the past five years, the impact of this workload on her ability to undertake CiLCA, and the fact she did not wish to add the administration of HPC's trusteeship of Hoveton Village Hall to her existing workload.

4. CO-OPTIONS

Applications for co-option. Mr Gerard Mancini-Boyle was co-opted as a Councillor (proposed by Cllr P Howe, seconded by Cllr Reeve, all in favour).

5. DECLARATIONS OF INTEREST – None

6. MINUTES OF PREVIOUS MEETING

The minutes of the HPC meeting held on Monday 7th December 2020 were AGREED and APPROVED (minutes to be signed by Cllr P Howe).

7. PUBLIC FORUM

7.1. District/County Councillor reports:

7.1a. Cllr Dixon. No progress regarding the Brook Park Phase 2 planning application; looks likely to go to next NNDC Development Committee meeting. Is hopeful of resolving outstanding problems regarding Brook Park Phase 1 with Persimmon. Anglian Water has visited some of Hoveton's most severely affected properties and meetings are ongoing to discuss local surface/foul water flooding problems.

7.1b. Cllr Mancini-Boyle. Highest spike in COVID-19 since last March. Vaccine being rolled out in North Norfolk, with further vaccination centres still to open. Need to work together to reinforce lockdown messages.

7.2. Police report. Written report received and noted.

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

8. CLERK'S REPORT

Matters arising since the agenda was issued. None.

9. MATTERS ARISING FROM PREVIOUS MEETINGS – None

10. PLANNING

10.1. 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 Road, Hoveton. AGREED **no objection** (proposed by Cllr Marshall, seconded by Cllr P Howe; six votes in favour and one abstention).

10.1b. PM/20/1641 – Approval of reserved matters: appearance, landscaping, layout and scale for outline permission PO/15/0539 for erection of 28 dwellings. Tilia Business Park, Tunstead Road. AGREED **no objection** (proposed by Cllr Marshall, seconded by Cllr P Howe; six votes in favour and one abstention).

10.1c. Applications received since 5th January 2021. None.

- 10.2. HPC noted one planning application consultation response submitted by the Clerk, as per HPC’s Planning Protocol. PF/20/2438. Formation of vehicle access to Stalham Rd. The Vineries, 72 Stalham Road, Hoveton. NO OBJECTION
- 10.3. Notification of planning decisions:
 - 10.3a. BA/2020/0258/FUL – Canoe mooring pontoon for Hoveton Great Broad Nature Trail. Hoveton Great Broad Nature Trail, Lower Street, Hoveton. *Approved*
 - 10.3b. 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, Hoveton. *Approved*
 - 10.3c. BA/2020/0397/HOUSEH – Replacement outbuilding and application of external cladding to frontage of detached bungalow. Willowside, Brimbelow Rd, Hoveton. *Approved*
- 10.4. Planning correspondence received or sent since 5th January 2021. None.

11. FINANCE

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

1&1 IONOS Ltd	HPC Email Addresses Monthly Fee	£2.39
E.on	Electricity Supply (Street Lighting)	£234.06
HMRC	Tax & NIC (December 2020)	£410.44
CIM Ltd	Christmas Tree Sponsors Sign	£23.40
The Bridge	The Bridge Subscription 2021	£35.00
The Broads Society	Annual Membership Subscription 2021	£19.00
Norfolk Pension Fund	Workplace Pension Contributions (Dec 2020)	£631.25
Staff Costs	Litter Picker’s Wages (December 2020)	£306.00*
Staff Costs	Clerk’s Wages & Expenses (December 2020)	£2,191.84*

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

- 11.3. HPC noted the receipt of £14.57 from Barclays via direct credit on 31st December 2020. Gross interest (savings account).
- 11.4. HPC RESOLVED to approve a bank reconciliation prepared by the RFO for the period 1st October 2020 to 31st December 2020 (proposed by Cllr P Howe, all in favour).

12. HIGHWAYS AND ROAD SAFETY

- 12.1. Highways/drains maintenance requests. Potholes opposite St John’s Church reported, plus standing water on the Three Rivers Way and Grange Close flooding. Update from Norfolk County Council (NCC) expected in time for next meeting.
- 12.2. Foul/surface water flooding problems. Update received from Cllr Dixon (see item 7.1a).
- 12.3. SAM2 update and speed monitoring suggestions for Stalham Road. HPC AGREED to purchase new brackets for SAM2 (expenditure up to £20 approved) to allow the SAM2 to be positioned on lamppost near Summer Drive (**Action Cllr A Howe**).

13. SERVICES AND AMENITIES

- 13.1. Granary Staithe update. Thanks to Rotary Club for erecting and felling Christmas tree. Further flooding problems on the dyke walkway. It is hoped work on the Broads Centre improvements will begin within the next month.
- 13.2. Riverside Park & Pocket Park. Flooding continues to be a problem. It is hoped work to replace the quay heading and raise land in/around the performance circle will be done next winter. Suggestion to fell trees in Pocket Park quay heading bed and replace with hedging/planting to bring down the overall height of foliage in this area. HPC reminded to check on TPOs.
- 13.3. Allotments partnership with Horning Parish Council. A resident has expressed interest and been put on a waiting list by Horning PC. Leaflet drop not possible due to COVID, but HPC to progress community consultation via The Bridge, its noticeboards, website and Facebook.
- 13.4. Arrangements for highway grass verge cutting for 2021:
 - 13.4a. HPC RESOLVED to renew the existing 'delegated service agreement' for grass cutting between HPC and Norfolk County Council (proposed by Cllr P Howe, all in favour) (**Action Clerk**).
 - 13.4b. HPC reviewed the existing grass cutting schedule. No amendments required so schedule APPROVED.
 - 13.4c. HPC RESOLVED to extend its existing service agreement for grass cutting with The Garden Guardian Ltd (proposed by Cllr P Howe, all in favour).
 - 13.4d. HPC RESOLVED to accept a quotation of £3,377.00 (+ VAT) from The Garden Guardian for 2021 highway grass verge cutting. Quote based on 14,161 square metres, to cut and drop 12 times, to strim around obstacles. Proposed by Cllr P Howe, all in favour (**Action Clerk**).
- 13.5. HPC RESOLVED to accept a quote of £1,305.00 (+ VAT) from The Garden Guardian Ltd for the 2021 grass cutting and maintenance of Hoveton Village Hall's playing field (continuation of existing service contract). Proposed by Cllr P Howe, all in favour.

14. CORRESPONDENCE

- 14.1. Thorpe St Andrew Town Council. Proposal to create a Broads Local Network for local councils. HPC AGREED to support this proposal. Cllr Mancini-Boyle will act as HPC's representative.
- 14.2. Correspondence received since 5th January 2021. Parishioner email. Community tree planting and open spaces. Comments noted. Councillors asked to send ideas for tree planting locations to Cllr Mancini-Boyle so these can be followed up with NNDC.

15. ITEMS FOR CONSIDERATION AND DECISION

- 15.1. HPC reviewed councillor responsibilities following the resignation of Cllr Richmond:
 - 15.1a. HPC's Facebook page. It was suggested HPC's Facebook page could continue to be managed by Mr. Richmond, but the Clerk advised that all communications from HPC (including those on the Facebook page) should be moderated by and published by the Clerk, Chairman, or an appointed member of the Council. HPC AGREED to discuss this matter further with the new Clerk.

- 15.1b.HPC’s representation on Wroxham & Hoveton Joint Action Group. Meeting to be arranged with the Chair and Vice-Chair of Wroxham PC (**Action Cllr A Howe**).
- 15.1c.Wroxham & Hoveton Good Neighbour Scheme. HPC AGREED that Cllr Gourlay will act as HPC’s new representative.
- 15.1d.Wroxham & Hoveton Network Improvement Strategy. AGREED Cllr P Howe will attend future meetings.
- 15.2. Items for inclusion in The Bridge magazine (February edition): tree planting, allotments survey, COVID-19 update, resignations/request for new councillors.
- 15.3. HPC RESOLVED, in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, that the press and public should be excluded from the meeting for items 15.4 and 15.5 on the grounds that these items 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). All members of the public left the meeting.
- 15.4. Recruitment of new Parish Clerk and Responsible Financial Officer. HPC AGREED to appoint Laura (Lolly) Dawson as HPC’s new Parish Clerk and Responsible Financial Officer, with a start date of 1st February 2021 (proposed by Cllr P Howe, all in favour). It was AGREED the current Clerk/RFO would finish work on 29th January 2021. HPC AGREED the new Clerk’s contract would be for 80 hours per month (roughly 20 hours per week). The current Clerk had advised that these hours wouldn’t be sufficient for a Clerk to do the job properly and that these hours fell short of those worked by clerks at comparative councils, particularly if the administration of HPC’s trusteeship of Hoveton Village Hall was to be included in the new Clerk’s duties. Hours to be reviewed in time, to see if additional hours are required.
- 15.5. Hoveton Village Hall charity:
 - 15.5a.HPC APPROVED the cost of a Zoom training session with a charity governance consultant (£150). Session scheduled for Friday 15th January.
 - 15.5b.It had been proposed that a temporary administrator should be employed to sort out financial structures and legal matters for the charity. This matter had already been progressed, and it was confirmed that Laura (Lolly) Dawson had agreed to do this work and had been in touch with HPC’s charity governance consultant to discuss the matter. HPC expected this to be a short-term project, so AGREED a further review was needed regarding how the long-term administration of HPC’s trusteeship of Hoveton Village Hall would fit into the new Clerk’s workload.

16. ITEMS FOR NEXT MEETING AGENDA – MONDAY 1st FEBRUARY 2021 – None

The meeting closed at 8.05pm.

Lisa Weller, Parish Clerk & RFO
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Signed Date

Name