



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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Minutes of the Meeting of Hoveton Parish Council Monday 3rd December 2018 at 6.30pm, Hoveton Village Hall

Present: Councillor Martin Richmond (Chair of the Meeting)
Councillor Alex Howe
Councillor Peter Howe
Councillor Christopher Marshall
Councillor Russell Reeve
Councillor Ann Rogers
Councillor Alan Scott (after co-option)

In Attendance: Miss Lisa Weller (Parish Clerk)
Councillor Nigel Dixon (District and County Councillor)
PC Tom Gibbs (Beat Manager, Norfolk Constabulary)
Six members of the public

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Jilly Gourlay.

2. CO-OPTIONS

Alan Scott was unanimously co-opted as a Councillor (co-option proposed by Cllr Richmond, seconded by Cllr Reeve, all in favour) and signed a Declaration of Acceptance of Office.

3. DECLARATIONS OF INTEREST

Cllr Reeve declared an interest in agenda item 8.2a (item to be noted only).

4. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council meeting held on Wednesday 7th November 2018 were AGREED and APPROVED. The minutes were signed by Cllr Martin Richmond.

5. PUBLIC FORUM

5.1. District/County Councillor's report.

5.1a. Grass has been seeded and is growing in the public open space area at Brook Park, but 'surface stones' still need to be removed. Tree/shrub planting should take place soon. Delay on installation of play equipment until February 2019.

5.1b. Meeting held with Anglian Water, North Norfolk District Council (NNDC) and the Broads Authority to discuss new planning consents being granted in areas where there is a known problem with the capacity of the sewerage system. Recognised that planning permissions shouldn't continue to be given while the

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impact of further development on the sewerage system is unknown. Anglian Water admitted a serious disconnect between its pre-development team (who receive applications) and its operations/maintenance team (who run the network and resolve problems). Recognition there's a problem to be solved. Solution might be for Anglian Water to issue a 'position statement' to recognise that development in Hoveton may be restricted until problems are solved. Anglian Water's investigations have shown that river water/ground water is not entering sewers in Meadow Drive. Flow meters may be installed to identify where water is coming from. Discussions ongoing about the Church Field development. This may proceed with the requirement to put in a holding tank.

- 5.1c. Following a vote of no confidence, NNDC is now a Liberal Democrat led Council with a cross-party cabinet. Cllr Dixon remains a (Conservative) cabinet member in the new administration.
- 5.1d. Street light number 14, the last but one light on Horning Road, is on all day and all night. To be reported for repair (**Action Clerk**).
- 5.2. Police report. Speeding on Stalham Road a new SNAP priority. Increase in fly-tipping. Hoveton remains burglary-free. Fraud offences becoming more frequent. Two reported shop thefts at Roys. SAM2 data to be used in the prosecution of speeding motorist on Tunstead Road. Beat Managers have asked for Safer Neighbourhood webpages to be updated to provide information to residents. PC Gibbs runs monthly surgeries (usually in Stalham, as this is a central location for the area he covers) which are advertised in the local press. Also attends surgeries in North Walsham on a rota basis. Best way to contact him is by phone/email (PC Gibbs to put contact details in The Bridge). Hoveton Police Station is now being used as an operational base for Beat Managers, including Wroxham's Beat Manager, so it will not close. There are usually two response officers covering this area, with extra support provided by officers from North Walsham when required.
- 5.3. Questions from members of the public relating to local issues. Closure of play area at Hoveton Village Hall. Hoveton Village Hall has received donations from local residents to help pay for repairs to play equipment, so closure should be temporary.

6. CLERK'S REPORT – The Clerk had nothing additional to report.

7. MATTERS ARISING FROM PREVIOUS MEETINGS

Norfolk County Council (NCC) 2019/20 budget consultation (deadline 23rd December 2018). Councillors encouraged to respond as individuals. HPC actions list to be reviewed at next meeting.

8. PLANNING

8.1. Planning applications received for comment:

- 8.1a. BA/2018/0461/FUL – Two storey extension to bar including first floor bedrooms. Replace cellar entrance with ramped stairs. Replace service entrance with extension. Replace shed and bin store with seating area. Hotel Wroxham, Riverside Centre, Norwich Road, Hoveton. **AGREED no objection** (proposed

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- by Cllr Richmond, all in favour). HPC supports the proposed development and approves of the investment being made to improve the look of this facility.
- 8.1b. PF/18/2107 – Two storey extension to industrial unit. Beardshaw Brothers Ltd, Stalham Road Industrial Estate, Hoveton. **AGREED no objection** (proposed by Cllr Richmond, all in favour).
 - 8.1c. Planning applications received since 27th November 2018. None.
 - 8.2. Notification of planning application consultation responses submitted by the Clerk, as per HPC's Planning Protocol:
 - 8.2a. PF/18/2082 – Change of use of loft storage area of detached garage to a unit of holiday accommodation; dormer extension; additional rooflight to west elevation. Two Saints Barn, Tunstead Road, Hoveton. **NO OBJECTION**
 - 8.2b. BA/2018/0248/FUL – revised application; amended/additional plans – Replace cottage with new dwelling and holiday unit. Wilderness, Meadow Drive, Hoveton. **NO OBJECTION** (including a suggested condition of approval that the additional holiday unit should only be permitted to be built after Anglian Water has solved ongoing sewerage overflow problems occurring in the Meadow Drive area)
 - 8.3. Notification of planning decisions:
 - 8.3a. BA/2018/0208/COND (Variation of approved plans, Condition 2, of permission BA/2017/0155/FUL; Barnes Brinkcraft, Riverside Road) *Approved*
 - 8.3b. PF/18/1806 (Front single-storey extension; 51 Waveney Drive) *Approved*
 - 8.4. Proposed landscaping improvements for The Broads Centre/Granary Staithe. Revised draft plans considered by HPC. Feedback agreed to be given to Building Plans Ltd, as follows: seating capacity of benches/picnic tables must be retained; small corner area to be retained as a separate seating area, with planting around the edge; in favour of introducing planting against the bridge parapet; mixed views about replacement fence (design/maintenance to be considered further); block weave path to end at boundary fence and fence panel to be retained; pleased with overall concept and design. HPC to request artist's view of the plans, to be shared with the local community (**Action Cllr P Howe**).
 - 8.5. Wroxham Neighbourhood Plan. Statutory consultation on submitted plan by Broadland District Council/Broads Authority. Deadline 21st December. HPC provided feedback on draft plan.
 - 8.6. Planning correspondence received since 27th November 2018. Parishioner objection to planning application BA/2018/0248/FUL. Also querying HPC's response to application (item 8.2b). Views noted. Response sent by Clerk. **AGREED** that a further response wouldn't be appropriate.

9. FINANCE

- 9.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.
- 9.2. Items of expenditure. Including a request from The Bridge for a yearly payment to help cover printing costs (HPC **AGREED** to pay an annual subscription of £50.00 to support the magazine). HPC **RESOLVED** to approve the following payments (proposed by Cllr Richmond, all in favour):

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1&1 Internet Ltd	Web Hosting (19/11/2018 to 19/02/2019)	£28.76
HMRC	Tax & NIC (November 2018)	£329.29
Thinking Rural	Payroll Services (November 2018)	£12.00
Millennium Pest Control	Granary Staithe Pest Control (Aug To Oct)	£93.60
Millennium Pest Control	Granary Staithe Pest Control (Nov To Jan)	£93.60
Carl Bird Ltd	8 Cubic Yard Skip Hire x2 (Park Clearance)	£513.60
The Bridge	Subscription 2019 (Non-Business Contributor)	£50.00
The Broads Society	Annual Membership Subscription	£19.00
Staff Costs	Clerk's Wages & Expenses (November 2018)	£1,566.91*
Norfolk Pension Fund	Workplace Pension Contributions (Nov 2018)	£424.81
Staff Costs	Litter Picker's Wages (November 2018)	£297.50
Staff Costs	Litter Picker's Expenses (Work Clothing)	£39.99
Amey LG Limited	Street Light Repair (Waveney Close)	£81.52

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

- 9.3. The draft HPC budget for 2019/20 was AGREED and APPROVED (proposed by Cllr Richmond, all in favour). HPC noted that while the proposed precept increase of 9.5% sounded big, the actual precept increase was less than £4,500 (less than £5 extra per household). HPC has reduced the level of its reserves in the draft budget in order to keep the precept increase as low as possible, but the 9.5% increase was necessitated by expected costs, including: ongoing loan repayments (purchase of Granary Staithe); grant to support Hoveton Village Hall; 2019 parish elections costs; electrical testing of street lights; purchase of new and replacement items for the village. HPC has received an increasing number of requests from local residents in recent years for the provision of local services (grit bins, bus shelters, grass cutting/landscaping, speed monitoring, for example) and a precept increase is the only way HPC will be able to provide some of these services.
- 9.4. Email from NNDC regarding the parish precept/local council tax support scheme grant for 2019/2020:
- 9.4a. HPC AGREED and RESOLVED to accept the local council tax support scheme grant of £2,642 (proposed by Cllr Richmond, all in favour).
- 9.4b. HPC AGREED and RESOLVED to request a precept of £51,570 for 2019/2020 (proposed by Cllr Richmond, all in favour).
- 9.4c. HPC authorised the completion of the precept request form, which was signed by the Chairman and the Clerk. Form to be sent to NNDC (**Action Clerk**).

10. HIGHWAYS AND ROAD SAFETY

- 10.1. Highways and drains maintenance requests. Stalham Road blocked drains have been reported and chased. Damage to pavement caused by lorry accident at Stalham Road roundabout to be reported (**Action Cllr A Howe**).
- 10.2. Highway Rangers visit. Highways and drains maintenance requests list to be updated and submitted by 28th December so outstanding items can be addressed (**Action Cllr A Howe**).

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- 10.3. SAM2 update. Lampposts identified for use on Station Road and Horning Road West. Westcotec advised speed limit sign on Horning Road would be suitable. Location to be agreed with NCC (**Action Cllr A Howe**). HPC APPROVED the purchase of three new sets of brackets at £150 + VAT if the price includes fitting (to check if fitting is included, **Action Cllr A Howe**) and if all the locations are approved by NCC. A volunteer will be needed to oversee the SAM2 next year as Cllr Richmond will be unable to do so.
- 10.4. Community Speed Watch. Training still to be arranged. To provide update to Wroxham Parish Council (**Action Cllr Richmond**).
- 10.5. Village centre sign post project. Parish Partnership Scheme application noted.

11. GRANARY STAITHE

- 11.1. Christmas tree now on Staithe. Purchased from St John's Community Primary School and sponsored by Stobart & Hurrell and Hotel Wroxham.
- 11.2. Granary Staithe Charity Day rearranged for 16th June 2019. Cllr Peter Howe to contact charities in the new year to confirm attendance.

12. RIVERSIDE PARK AND POCKET PARK

- 12.1. Ramp repair not yet completed (Cllr P Howe chasing contractor). Cllr P Howe attended recent Broads Engage meeting and raised subject of Riverside Park. Broads Authority claimed to be in discussions with the Broads Trust about redeveloping this area but no formal approach has yet been made. A review of National Parks (the 'Glover Review') is taking place at the moment. This review is being monitored by the Broads Authority. Open to public consultation. A chance to comment on local boundaries. Responses by 18th December. Part of the footpath over the river has been closed due to a fallen tree, but there doesn't seem to be a tree on the path. Following HPC's 2017 tree inspection report the Broads Authority was advised that three trees in the area needed pollarding, but this work hasn't been done. These matters to be chased with the Broads Authority (**Action Cllr Marshall**).
- 12.2. Community Payback Unit due to return this week to continue clearance work. Skips to arrive on Wednesday morning. Once work is complete, volunteers will be needed for a working party to help clear weed regrowth.

13. SERVICES AND AMENITIES

- 13.1. Bench maintenance/replacement benches. AGREED to purchase four new benches at approx £1,600 + VAT. Local resident has offered to donate £300 towards the cost of a new bench. Lions Club has offered to maintain benches donated by the Club. Delivery arrangements to be made; volunteers needed to move heavy benches (**Action Cllr P Howe**).
- 13.2. Street light faults/repairs – Waveney Close (Amey to repair); Blofeld Loke (reported to Victory Housing; repair scheduled).
- 13.3. Grit bins. HPC has two grit bins (one in precinct, one on other side of Wroxham bridge) and now has permission from NCC to site a third grit bin at the other end of the village. AGREED to purchase grit bin from Glasdon (£352.10 + VAT). HPC to seek 'sponsor'

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- for bin. HPC to seek NCC's advice on most suitable location for new bin in terms of grit lorry access (**Action Cllr A Howe**). NCC to fill bin. Existing bins being filled this month.
- 13.4. Flower beds. Planting/maintenance for 2019/20 season. Work in progress. Deferred to next meeting.

14. CORRESPONDENCE

- 14.1. Parishioner email. Suggestions regarding signage and sales of waterbird food. HPC to ask RSPB for current professional advice on this subject (**Action Cllr P Howe**).
- 14.2. Tommy silhouette. Lions Club has decided to remove silhouette in mid-December.
- 14.3. Hoveton & Wroxham Medical Centre. Update from new Practice Manager. Cllr A Howe due to meet Practice Manager at tomorrow's Patient Participation Group meeting. New Practice Manager to attend future HPC meeting.
- 14.4. Information from NNDC regarding the 2019 parish elections. Noted.
- 14.5. NNDC review of polling districts/places. Noted. No proposed changes for Hoveton.
- 14.6. Norfolk Against Scams Partnership. HPC reviewed its membership 'action plan'. HPC happy to share scams information with local residents, but doesn't have the resources to fulfil the objectives set out in the action plan. AGREED to decline membership.
- 14.7. 'Norwich Western Link Options' consultation (deadline 18th January 2019). Deferred to next meeting.
- 14.8. Correspondence received since 27th November 2018. Broads Engage 'Accessing The Broads' feedback report. Update already received from Cllr P Howe (item 12.1).

15. REPORTS AND UPDATES

- 15.1. Hoveton & Wroxham railway station. Signage project. Funding has now been found for the new signage, but this is still a work in progress.
- 15.2. Hoveton & Wroxham railway station. Proposal for station waiting room. Local residents have asked for permission to refurbish the waiting room. Plans to create a 'history of Hoveton' display. HPC not directly involved, but could support the project. Cllr P Howe to find out more.
- 15.3. North Norfolk Town & Parish Forum (NNTPF) 16th October meeting update. NNTPF is campaigning for a change in the law regarding second homes council tax. It has raised concerns regarding the administration of the Big Society Fund (allocation of its funds) with the Chair of NNDC's Overview and Scrutiny Committee.
- 15.4. Celebration of 1,000 years of St Benet's Abbey. HPC to help promote this event.

16. COMMUNICATIONS

- 16.1. Parish Plan. Feedback received has included requests for facilities for young people (a youth club/park). HPC to explore possible use of former Bowls Club area at Hoveton Village Hall for this purpose. Project would need funds and volunteers to run it. HPC to promote this idea to the local community to gauge level of interest and support.
- 16.2. 1&1 account update – web hosting, domain, council email addresses. 1&1 web hosting is no longer needed but HPC's 1&1 account is an all-in-one so HPC domain and email addresses may be lost if web hosting is cancelled. Cllr Richmond to ask 1&1 if account can be 'downgraded' to domain/email addresses only. If this isn't possible, options are

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to transfer domain name to a new provider (cost involved) or cancel domain name and set up new (free) gmail addresses.

17. ITEMS FOR CONSIDERATION AND DECISION

- 17.1. Christmas tree project. Update already received from Cllr P Howe (item 11.1).
- 17.2. Arrangement of external health and safety inspection assessments of Granary Staithe, Riverside Park and Pocket Park (biennial inspections, last carried out on 1st February 2017). AGREED to request quotes for inspections from Pye Road Consultants (**Action Clerk**).
- 17.3. Draft 2019 HPC monthly meeting dates schedule (revised schedule). AGREED
- 17.4. Clerk's request to attend SLCC training webinar – Managing Local Council Elections, 6th February 2019 (£60 + VAT). AGREED

18. ITEMS FOR NEXT AGENDA – WEDNESDAY 9th JANUARY 2019

Youth club proposal. Update on litter bins (Cllr A Howe).

The meeting closed at 9.05pm.

Signed

Date 9th JANUARY 2019

Name P Howe