



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
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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 meeting of Hoveton Parish Council, in the Jubilee Room at Hoveton Village Hall on **Wednesday 1st May 2019 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Thursday 25th April 2019

As per Hoveton Parish Council's Standing Orders, anyone who attends a meeting of the Parish Council is permitted to report on the meeting whilst the meeting is open to the public. However, anyone wishing to do so should first read and note Hoveton Parish Council's Protocol For The Reporting Of Parish Council Meetings, available on the Parish Council's website or directly from the Parish Clerk.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive, and consider for approval, apologies for absence and reasons given.

2. DECLARATIONS OF INTEREST

Members are reminded to declare personal and/or pecuniary interests in any items on the agenda in accordance with Hoveton Parish Council's Code of Conduct. The Council is asked to consider any requests for dispensation.

3. MINUTES OF PREVIOUS MEETING

To approve and sign the minutes of the meeting held on Monday 1st April 2019.

4. PUBLIC FORUM

- 4.1. To receive a report from the District/County Councillor.
- 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

To receive a report from the Parish Clerk outlining actions taken following the meeting of 1st April 2019 and 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 Hoveton Parish Council (HPC).

7. PLANNING

- 7.1. To consider planning applications received for comment:
 - 7.1a. PF/19/0320 – Demolition of existing bungalow. Erection of new chalet bungalow with detached cart lodge. 23 Stalham Road, Hoveton.
 - 7.1b. PF/19/0595 – Single storey side extension. 31 Waveney Drive, Hoveton.
 - 7.1c. BA/2019/0131/HOUSEH – Proposed dinghy store. The Wilderness, Meadow Drive, Hoveton.
 - 7.1d. Planning applications received since 25th April 2019.
- 7.2. To receive notification of planning decisions. (Planning Decisions List, Circulated)
- 7.3. Planning Application PF/19/0295 – Three children's amusement rides including small roller coaster; Wroxham Barns, Tunstead Road. To note response from North Norfolk District Council (NNDC).
- 7.4. Planning Application PO/19/0290 – Erection of dwelling (Outline Planning – all matters reserved). Torrens, Tunstead Road. Parishioner concerns. Resolved. For information only.
- 7.5. Church Field development. To consider whether street lighting should be provided and adopted by HPC.
- 7.6. Broads Local Plan. Final Report from the Planning Inspector. For information only.
- 7.7. Planning correspondence received or sent since 25th April 2019. For information only.

8. FINANCE

- 8.1. To consider the monthly Budget Monitoring Statement.
- 8.2. To note receipts, including receipt of Precept and Grant Support (first instalment).
- 8.3. To review and approve items of expenditure. (Schedule of Payments, Circulated)
- 8.4. To receive, approve and sign a bank reconciliation prepared by the RFO for the period 1st January 2019 to 31st March 2019.
- 8.5. To note the completed VAT reclaim for 1st October 2018 to 31st March 2019.
- 8.6. To note outstanding balance due to the Public Works Loan Board (PWLb) as at 31st March 2019, in relation to the loan in respect of Granary Staithe.
- 8.7. To note Norfolk Pension Fund's receipt of HPC's Local Government Pension Scheme Year End Return for 2018-2019.
- 8.8. To consider HPC's insurance renewal quotations (renewal date 1st June 2019):
 - 8.8a. Came & Company Local Council Insurance (three quotes).
 - 8.8b. BHIB Councils Insurance.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. To receive updates on highway matters and to consider actions to be taken:
 - 9.1a. Highways and drains maintenance requests. *Cllr A Howe*
 - 9.1b. Parking obstructions/illegal parking on Horning Road. *Cllr A Howe*
 - 9.1c. Parking problems on Meadow Drive and Waveney Drive. *Cllr A Howe*
 - 9.1d. Blofeld Loke car park. *Cllr A Howe*
 - 9.1e. Relocation of dropped kerb outside property on Church Road. *Cllr A Howe*
 - 9.1f. Dropped kerbs for junction of Albion Way and Waveney Drive. *Cllr A Howe*
 - 9.1g. Three Rivers Way embankment (Horning Road). *Cllr P Howe*
 - 9.1h. NCC Parish Partnership Scheme. Village sign posts project. *Cllr P Howe*
- 9.2. SAM2 and Community Speed Watch:
 - 9.2a. To consider adding Stalham Road to the list of approved SAM2 locations.
 - 9.2b. To review, approve and sign the updated SAM2 Memorandum of Understanding between HPC and Norfolk County Council (Highways).
 - 9.2c. To approve any additional costs involved in extending the use of the SAM2.
 - 9.2d. Community Speed Watch update.
- 9.3. Broads National Park signs (Broads Authority). To consider proposed locations.
- 9.4. Street sweeping and cleaning of street signage. To consider parishioner concerns and actions to be taken.

10. GRANARY STAITHE

- 10.1. Granary Staithe update. *Cllr P Howe*
- 10.2. Granary Staithe Charity Day. Sunday 16th June 2019. *Cllr P Howe*
- 10.3. Health and safety inspection report. To review actions to be taken. *Cllr P Howe*
- 10.4. To review pest control contract (Millennium Pest Control) and recent inspection reports and to consider actions to be taken.

11. RIVERSIDE PARK AND POCKET PARK

- 11.1. Riverside Park and Pocket Park update. *Cllr C Marshall & Cllr P Howe*
- 11.2. Hoveton viaduct boardwalk replacement. Update from Broads Authority.
- 11.3. To consider quote for additional parks maintenance and to consider work to be done.
- 11.4. To consider renewing the Tree Condition Survey of Riverside Park/Pocket Park.

12. SERVICES AND AMENITIES

- 12.1. Litter bins and recycling:
 - 12.1a. Update on meeting with NNDC to discuss litter bins/litter collection. *Cllr A Howe*
 - 12.1b. To consider request for a bottle bank/recycling bin near Granary Staithe.
 - 12.1c. NNDC Controlled Waste Transfer Note. For information only. No action required.
- 12.2. To review, approve and sign the final letter of agreement between Victory Housing and HPC concerning the use of land at Grange Close for the siting of a grit bin.
- 12.3. Street lights electrical testing update. *Clerk*
- 12.4. Flowerbeds project update. To consider any further actions to be taken. *Cllr P Howe*

13. CORRESPONDENCE

- 13.1. Parishioner email. Brook Park playground. Concerns about location of playground.

- 13.2. Parish Paths Seminar invitation. Wednesday 29th May 2019.
- 13.3. Pathmakers trustee vacancies. To note/request to promote vacancies.
- 13.4. European Parliamentary Election (Eastern Region) Notice of Election. 23rd May 2019. For information only.
- 13.5. Return of Result of Uncontested Election (Hoveton Parish Council, 2nd May 2019). For information only.
- 13.6. NNDC Statement of Persons Nominated (Election of Two District Councillors, 2nd May 2019). For information only.
- 13.7. Correspondence received or sent since 25th April 2019. For information only.

14. ITEMS FOR CONSIDERATION AND DECISION

- 14.1. Commemorative plaque, junction of Stalham Road/Horning Road. To consider options for relocation.
- 14.2. To consider items for inclusion in The Bridge magazine (June edition).

15. ITEMS FOR NEXT AGENDA – MONDAY 20th MAY 2019