



HOVETON PARISH COUNCIL

Parish Clerk: Miss Lisa Weller
Email: clerk@hoveton-pc.org.uk Tel: 07572 349600

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 3rd August 2020 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 28th July 2020

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.

ACCESS TO MEETING

Zoom Meeting ID: 975 8576 0739

Join Zoom Meeting: <https://zoom.us/j/97585760739>

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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.

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>

If you need assistance with accessing this meeting or if you are having any problems logging in, please contact Cllr Martin Richmond on 07944 283307.

AGENDA – MONDAY 3RD AUGUST 2020

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 the minutes of the HPC meeting held on Monday 6th July 2020.

4. PUBLIC FORUM

4.1. To receive reports from District/County Councillors.

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

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 HPC.

7. PLANNING

7.1. To consider planning applications received for comment:

7.1a. PF/20/1171 – Construction of triple bay garage with store/home office over.
Holmwood, Tunstead Road, Hoveton. Deadline 10th August 2020.

7.1b. Applications received since 28th July 2020.

7.2. To note one planning application consultation response submitted by the Clerk, as per HPC's Planning Protocol: 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. OBJECTION (No objection to extension but HPC concerned about proposed detached double garage to the front of this dwelling in terms of its size and positioning.)

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

7.4. Tree Preservation Order BA/2020/0002/TPO – Former Waterside Rooms Site, Station Road, Hoveton. Order confirmed without modification.

7.5. FUL/2020/0027 – Non-permeable pathways with new surface water drainage system. Hoveton St. Johns School, Horning Rd. To note surface water flooding queries raised by District Councillor.

- 7.6. PF/17/0043 – Car wash/valeting service. Lurista House, Stalham Rd Industrial Estate. Compliance with conditions specified in decision notice. Update, for information only.
- 7.7. Broads Authority email – adoption of updated Statement Of Community Involvement.
- 7.8. Planning correspondence received or sent since 28th July 2020. For information only.

8. FINANCE

- 8.1. To consider the monthly Budget Monitoring Statement.
- 8.2. To review and approve items of expenditure. (Schedule of Payments, Circulated)
- 8.3. To note the receipt of £88.90 via direct credit on 27th July 2020 – reimbursement of refunded money received by HPC volunteer from bulb supplier (community flowerbeds project).
- 8.4. Norfolk Community Foundation (Covid-19 Community Response Fund) £1,000 grant. To consider return or possible donation of unused funds being held by HPC on behalf of Operation Good Neighbour Hoveton and Wroxham.
- 8.5. Banking mandate update. Online banking, electronic payments, and dual authorisation payment approval system. *Clerk & Cllr P Howe*
 - 8.5a. To note payment of June 2020 staff salaries via electronic bill payment (salary payments approved at 6th July 2020 meeting).
 - 8.5b. To consider making all future payments via electronic payment where possible.
- 8.6. To receive, and consider for approval, updated Financial Regulations.
- 8.7. To receive confirmation of the receipt of HPC's Annual Governance and Accountability Return for the financial year ended 31st March 2020 by PKF Littlejohn LLP.

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. *Cllr A Howe*
- 9.2. Wroxham & Hoveton Network Improvement Strategy. To note further correspondence with Norfolk County Council (NCC).
- 9.3. To consider proposed NCC Traffic Regulation Orders for Horning Road – extension to existing 30mph speed limit and additional double yellow lining (waiting restriction).
- 9.4. To consider suggestion to install permanent barriers/railings on both sides of Norwich Road near Wroxham Bridge to prevent illegal parking and improve pedestrian safety.
- 9.5. Hoveton and Wroxham Cycle Hub project update. *Cllr P Howe*
- 9.6. Norwich Western Link local access consultation. Deadline 20th September 2020.
- 9.7. NCC Parish Partnership Scheme 2021-2022. Deadline 4th December 2020.

10. SERVICES AND AMENITIES

- 10.1. Granary Staithe update. *Cllr P Howe*
- 10.2. Riverside Park/Pocket Park update. *Cllr P Howe & Cllr Marshall*
- 10.3. Wroxham Bure Valley Rotary Club email. Working party and use of Granary Staithe.
- 10.4. Community flowerbeds update. *Cllr A Howe*
 - 10.4a. To receive, and consider for approval, the draft letter to flowerbeds volunteers.
 - 10.4b. To receive, and consider for approval, the updated flowerbeds Health & Safety Policy (Best Working Practice For Gardening Volunteers).
 - 10.4c. To receive, and consider for approval, the updated flowerbeds risk assessment.
- 10.5. Horning Parish Council allotments partnership update. *Cllr Richmond*

11. CORRESPONDENCE

- 11.1. Environment Agency. Hoveton Great Broad temporary fish barriers briefing note. Flood risk activity permit granted. For information only.
- 11.2. NNDC update email. Retirement of the Big Society Fund. Launch of the North Norfolk Sustainable Communities Fund.
- 11.3. Email from member of the public. Complaints after visiting Hoveton about trip hazards on path near the river and disability access/customer service at local restaurant.
- 11.4. Correspondence received or sent since 28th July 2020. For information only.

12. ITEMS FOR CONSIDERATION AND DECISION

- 12.1. Coronavirus recovery – providing a safe social-distancing environment in Hoveton. To consider any further actions to be taken/matters to be raised with NNDC.
- 12.2. Operation Good Neighbour Hoveton & Wroxham update. *Cllr Richmond*
- 12.3. Brook Park Phase I progress toward completion. To consider update from Persimmon Homes.
- 12.4. Parish Plan. To consider the next steps for Hoveton's Parish Plan.
- 12.5. British Legion wreath donation 2020. *Cllr Gourlay*
- 12.6. To consider items for inclusion in The Bridge magazine (September edition). Deadline 15th August.
- 12.7. 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 12.8 and 12.9 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).
- 12.8. Broads Centre/Granary Staithe drainage works. To receive and consider updates.
- 12.9. Parishioner email. Concerns about ongoing harassment on HPC land.

13. ITEMS FOR NEXT MEETING AGENDA – MONDAY 7th SEPTEMBER 2020