



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 7th September 2020 at 6.30pm**. The business to be transacted at the meeting is set out below.

Lisa Weller, Clerk to Hoveton Parish Council – Tuesday 1st September 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: 964 2799 2171

Join Zoom Meeting: <https://zoom.us/j/96427992171>

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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 7th SEPTEMBER 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 3rd August 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 – applications received since 1st September 2020 (no new applications received before the agenda was issued).

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

7.3. Broads Authority planning permissions entitled to an extension of time. For information only.

7.4. Planning correspondence received or sent since 1st September. 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. Norfolk Community Foundation (Covid-19 Community Response Fund) £1,000 grant. Return/donation of unused funds being held on behalf of Operation Good Neighbour. To note response from Norfolk Community Foundation.

8.4. North Norfolk District Council (NNDC) Business Support Grants Fund. To note letter/email from NNDC – HPC eligible to claim £10,000 grant. Deadline 28th August 2020. Application submitted by Clerk/RFO on 26th August 2020.

- 8.5. To note the outcome of the 'Local Government pay deal' and the updated NJC salary scales to be applied as from 1st April 2020. Clerk's new rate of pay is £14.42 an hour (SCP 23) and Clerk is to receive an additional day of annual leave (pro rata).
- 8.6. Banking mandate update. Dual authorisation payment approval system. *Cllr P Howe*
- 8.7. To receive, and consider for approval, updated Financial Regulations (if available).

9. HIGHWAYS AND ROAD SAFETY

- 9.1. Highways and drains maintenance requests. *Cllr A Howe*
- 9.2. Norfolk County Council notice of proposed 30mph Speed Limit & Prohibition of Waiting Orders (Horning Road, Hoveton). Public consultation deadline of 8th September 2020. For information only.
- 9.3. Proposal to install permanent barriers on both sides of Norwich Road, near Wroxham Bridge. Update from multi-agency meeting. *Cllr A Howe*
- 9.4. Parishioner concerns. Parking on Brimbelow Road. To consider possible solutions.
- 9.5. Parishioner concerns. Speeding on Church Road. To consider possible solutions.
- 9.6. NCC Parish Partnership Scheme 2021-2022. Deadline 4th December 2020.
- 9.7. Norwich Western Link local access consultation. Deadline 20th September 2020.
- 9.8. Wroxham & Hoveton Network Improvement Strategy update. *Cllr Richmond*

10. SERVICES AND AMENITIES

- 10.1. Granary Staithe update. *Cllr P Howe*
- 10.2. Granary Staithe maintenance work (clearance of weeds and rubbish from area behind the fence). To consider costs involved.
- 10.3. Riverside Park/Pocket Park update. *Cllr P Howe & Cllr Marshall*
- 10.4. Community flowerbeds update. *Cllr A Howe*

11. CORRESPONDENCE

- 11.1. Wroxham, Hoveton & Belaugh Community Care Scheme update. For information only.
- 11.2. Duncan Baker MP. Silver Sunday (National Day for Older People) information. Sunday 4th October 2020.
- 11.3. Correspondence received or sent since 1st September 2020. For information only.

12. ITEMS FOR CONSIDERATION AND DECISION

- 12.1. Public Sector Website Accessibility regulations update. *Clerk*
- 12.2. To consider items for inclusion in The Bridge magazine (October edition).
- 12.3. 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 item 12.4 on the grounds that this item involves 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).
- 12.4. Clerk's CiLCA training. To review and approve Clerk's CiLCA Learning Agreement. To consider and agree costs/management of Clerk's workload.

13. ITEMS FOR NEXT MEETING AGENDA – MONDAY 5th OCTOBER 2020