

HOPTON-ON-SEA PARISH COUNCIL

Minute of the Parish Council Meeting held on Monday 11 September 2023 commencing at 7.30pm at Hopton Village Hall, Station Road, Hopton-on-Sea NR31 9BE.

Present: Parish Cllrs: Jan Windsor-Luck (Chairman), Sue Hacon (Vice-Chairman), Keith Bradley, Yvonne Bradley, Kevin Lee, Pam Oakes, John Plaskett, Jenny Spencer, John Tonks. County/Borough Cllr. Carl Annison.

Also present: Julie McNair, Officer of the Council and two members of the public.

The Chairman pointed out housekeeping matters.

1. To receive apologies for absence.

There were none.

2. To receive declarations of interest in respect of items on the agenda and consider any requests for dispensation.

There were none.

3. Public Forum.

No matters were raised.

4. To confirm the Minute of the Parish Council Meeting held 14 August 2023.

It was proposed by Cllr. K. Bradley and seconded by Cllr. Spencer to confirm the Minute.

This was unanimously agreed.

5. To receive County and Borough Councillors' Reports.

County Cllr. Annison referred to Warren Road, item 13 below.

6. To consider the Clerk's reports.

a) Correspondence. As listed and circulated.

b) Planning applications.

06/23/0471/MM Prior approval for a proposed installation of a 22.5m monopole supporting 6no. antenna, reach maximum height of 23.14m and ancillary development at Hopton Holiday Village Warren Road Hopton. No objection by the planning committee.

06/23/0441/HH Retrospective conversion and replacement roof to conservatory incorporating a new balcony terrace to the first floor dormer window above at 98 Links Road Hopton-on-sea NR31 6JX. With the Planning Committee.

6/22/1094/F Demolish existing fire damaged barn and erect a new outbuilding to be used as 3 no. storage units at Tollhouse Farm Land adjacent to Tollhouse Cottage Lowestoft Road Hopton on sea NR31 9AN. With the Planning Committee.

06/23/0556/CU Proposed Change of Use of existing garden room to Beauty Salon and all associated works at Tally Ho Hall Road Hopton-on-Sea Great Yarmouth NR31 9AX. With the Planning Committee.

Permissions Granted by GYBC. None.

Planning Permissions Refused by GYBC. None.

c) Finance. To agree September 2023 invoices for payment and bank reconciliation statement as at 31 August 2023.

Eight payments and two direct debits from the business current account totalling £3,266.75.

It was proposed by Cllr. Plaskett and seconded by Cllr. Tonks to approve the list of payments and bank reconciliation statement. This was unanimously agreed.

d) Notice of Conclusion of Audit year ended 31 March 2023. To receive external auditor's report and certificate.

The Notice has been published and the auditor's report/certificate is clear.

7. To consider recommendations from the Policies and Finance Advisory Committee (working party) regarding finance.

The recommendations have been circulated. It was proposed by Cllr. Tonks and seconded by Cllr. Plaskett to approve the recommendations. This was unanimously agreed.

8. To consider matters relating to the Millennium Garden/Ruin.

a) Report from GY Preservation Trust.

Darren Barker has advised that a structural engineer has been to the Ruin. A report is now being prepared, with costings for repairs. This should be received by the end of September. Matter carried forward to the October Agenda.

b) Christmas Tree.

The tree planted last year has died, despite watering every few days. The contract gardener has advised he will replace the tree free of charge, although it will be a smaller one. A suggestion was made to project a picture of a Christmas Tree onto the Ruin. Matter carried forward to the October Agenda.

c) Sponsorship of the boat.

The existing sponsors do not wish to renew. Sponsorship of the boat is available at £150 per annum. A small sponsor's plaque can be displayed in the boat. If any local business is interested, please contact the Clerk. The Chair has written to Potters to see if they might be interested. Other planters in the village are available for sponsorship at £50pa each. Matter carried forward to the October Agenda.

9. To consider matters relating to the Recreation Ground/Pavilion.

a) Work carried out to Silver Birch tree west side, adjacent to Field View.

An updated report has been received and due to continued bird activity, the work has been postponed further to the end of September.

b) Location and layout of Laurel bushes to the front of the Recreation Ground.

Following discussion, it was proposed by Cllr. Tonks and seconded by Cllr. K. Bradley to plant a single row of Laurels i.e. 44ft length continuing from the existing Laurel planting along the front of the Recreation Ground going north. This was unanimously agreed.

It was suggested that a quotation be obtained from the contract gardener to remove one row of the existing Laurel bushes to leave a single row and re-plant those removed further along, making a total length covered of 66ft. Matter carried forward to the October Agenda.

c) Two trees north side of Recreation Ground. Inspection report and quotation for works. Notice to insurance company.

A quotation has been received from GY Services in the sum of £577.09 plus VAT to remove the two trees and ground them out. This is because the tree roots are causing a problem to the garden of a private property. Notice has been given to Aviva (BHIB) of a potential public liability claim although it is now understood that the homeowners will be dealing with the tree root encroachment in their garden. Two further quotes were requested but no response received. It was proposed by Cllr. Windsor-Luck and seconded by Cllr. K. Bradley to accept the quotation and proceed with the removal of the two trees. This was unanimously agreed.

d) Feedback from the Skateboarding, BMX, Scooter event held Saturday 19 August 2023.

The event was well attended with more families than in previous years. However, King Ramps arrived 2 hours late and did not have competition prizes with them. They also packed

up early. King Ramps have offered a 50% reduction in the cost and have posted prizes to the recipients. Following discussion, it was proposed by Cllr. Hacon and seconded by Cllr. Tonks to accept the 50% reduction in cost. This was unanimously agreed.

e) Removal of seesaw by GY Services east play area. Quotes for replacement.

GYBC advised that the seesaw was dangerous and not repairable. It was removed by them the next day. This matter discussed further under item 10.a) below.

10. To receive updates from previous Minutes.

a) Project Bid status re Expenditure of Developer Contributions towards Open Space.

Cllrs. Windsor-Luck and Hacon, along with the Clerk, have now met four play equipment providers. Quotes are awaited to remove the existing multi play and install a new one, to replace one swing seat with a flat seat and install a new piece of equipment, likely to be a low roundabout at St. Clare Court play area. The bid is for up to £25,000 of S106 developer's contribution which is being held by GYBC. Under GYBC's new policy, the Parish Council must bid for this money and supply quotations. The deadline for bids is 7 November 2023. If a bid is successful, GYBC would take the matter forward and would also be responsible for future maintenance of the play equipment. County/Borough Cllr. Annison has advised he will support the application.

In relation to item 9.e) above, GYBC reported that the seesaw in the east play area on the Recreation Ground was dangerous and not repairable, and it was removed by them the next day. It has been suggested that a replacement seesaw could be included in the project bid. However, having received one quotation to replace the seesaw (including site set-up, surfacing, installation and inspection) at £8,554.11 that would be a large chunk of the £25,000 available for Hopton. With more development in the village, and potentially additional S106 money, a further bid could be submitted to replace the seesaw next year. Matter carried forward to the October Agenda.

11. To consider an application for donation, with supporting documentation, from The Cutting Crew.

All paperwork has been circulated to Cllrs.

A member of The Cutting Crew (CC) attended the meeting and answered questions raised by Cllrs. in relation to the supporting paperwork supplied and associated matters.

In summary:

The Norfolk and Suffolk Probation Service attend the churchyard every two weeks on a Saturday, for a full day, to cut the grass, attend to weeding, clearing up and all other gardening related matters. They attend to the whole churchyard.

They have their own mower and trimmers but also use one or two mowers owned by the CC. The Probation Team do not make a charge for their service, although petrol for the mowers is supplied by the CC.

The CC attend the churchyard on a Tuesday and Friday morning each week between 10am and 12 midday to do some gardening. There are 5 members and unfortunately not all are in support of the funding application, nor do they all attend the churchyard each week, due to other commitments.

Some questions were raised regarding the bank account to be used, which has been re-named to facilitate the CC. However, the member attending advised that they work on a cash only basis, and there is only one signatory to the account/sign off. As the accounts have only just been taken over by this member, he had limited information regarding previous transactions. There are no audited accounts.

The Rev Nigel Lacey has offered the Cutting Crew £500 to purchase a new petrol mower.

The donation application refers to a new Toro petrol mower at £629 via GDC at St. Olaves. Ideally, they wish to purchase two petrol mowers to replace the ones that are wearing out. A discussion took place regarding the type of mowers that have been purchased in the past two years and why these are no longer fit for purpose after such a short time.

The Vicar has advised via e-mail that if the Cutting Crew stopped, the church would arrange for the churchyard to be maintained as it is their land and responsibility to do so.

Additional discussion took place and in view of the above, it was proposed by Cllr. Hacon and seconded by Cllr. K. Bradley not to make a donation at this time. This was agreed by majority vote (6 in favour, 1 abstention, 2 opposed).

12. To receive a meeting report from the Parish Council Trustee Representatives of the VHMT (Village Hall Management Trust).

The report was circulated. Accepted as read.

13. To consider the on-going issue of the Warren Road bridleway, which is the responsibility of Norfolk County Council to maintain.

County Cllr. Anison advised that he is aware of the on-going issues surrounding the maintenance of Warren Road and that it would be in everyone's interest to see a safe route for walkers and cyclists along the Warren Road bridleway, through to Gorleston.

He advised that the majority of residents on Warren Road (unadopted end) are against any works to the bridleway. There are very complex legal issues. Most of the bridleway is in the ownership of Norfolk County Council (NCC), however, there is a small section that NCC say is not theirs, and they do not know who owns it. NCC do not therefore believe they are responsible for the whole of the bridleway.

Cllr. Anison has spoken to Paul Sellick, NCC Highways Engineer on many occasions regarding the issues. He will invite Mr Sellick to a future Parish Council meeting so that a fuller explanation can be given as to the complex issues.

The Parish Council asked whether those sections owned by NCC could be cut back so that the route is passable. Cllr. Anison will find out which parts of the bridleway are in NCC's ownership.

Meanwhile, the Parish Council continues to receive regular complaints about Warren Road. If residents would like to log their complaints directly with NCC they can phone Paul Sellick, Highway Engineer N4 on 0344 800 8020 or e-mail paul.sellick@norfolk.gov.uk or write to Mr Sellick at NCC Highways, County Hall, Martineau Lane, Norwich, Norfolk NR1 2DH.

14. To confirm the date and time of the next meeting of Hopton-on-Sea Parish Council.
Monday 9 October 2023, 7.30pm in the Village Hall.

The meeting closed at 8.45pm.

Signed

Dated

These Minutes are in draft format until approved at the next meeting.

The Clerk to the Parish Council can be contacted in the following ways:-

e-mail hoptonparishclerk@hotmail.com Tel: 01502 730768 (message service in operation).

Address: Office at the Village Hall Station Road Hopton-on-Sea NR31 9BE. Office open

Mon, Tues, Thurs, Friday 9.30am to 1.00pm (flexible). Website: www.hopton-on-seapc.info

