

HOPTON-ON-SEA PARISH COUNCIL

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

Present: Parish Cllrs: Jan Windsor-Luck (Chairman), Yvonne Bradley, Keith Bradley, Sue Hacon (Vice-Chairman), Pam Oakes, John Plaskett.

Also present: County/Borough Cllr. Carl Annison. Julie McNair, Officer of the Council and one member of the public.

The Chairman pointed out housekeeping matters.

1. To receive apologies for absence.

Apologies received from Parish Cllrs. Kevin Lee and John Tonks.

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

Cllr. Oakes declared a pecuniary interest in respect of planning item 06/23/0772/HH below.

3. Public Forum.

Nothing was raised.

4. To confirm the Minute of the Parish Council Meeting held 13 November 2023.

It was proposed by Cllr. Y. Bradley and seconded by Cllr. Oakes to confirm the Minute. This was unanimously agreed.

5. To receive County and Borough Councillors' Reports.

Cllr. Annison advised he is supporting the Parish Council's bid for S106 money to replace play equipment at St. Clair Court.

All rubbish has now been cleared at the development north Lowestoft Road. Some discussion has taken place between GYBC and NCC regarding a gate across the road to stop fly tipping. GYBC is in favour, NCC is opposed. A bollard also needs to be placed in the cycle/footpath. The faulty street light at Tower View has been reported.

Cllr. Annison continues to lobby Highways England for a crash barrier on the A47 from Links Road roundabout to Hopton to make the area safer for cyclists and pedestrians.

GYBC Tree Surgeon visited the Repton development, Lowestoft Road (Lovells site) and advised that no trees were cut down that had tree preservation orders on them. Cllr. Annison will speak to the resident who raised the concerns.

The £1M NCC road safety fund may be available again next year. This is not the same as the Parish Partnership Scheme. Item 11 below refers.

6. To consider the Clerk's reports.

a) Correspondence. As listed and circulated.

b) Planning applications.

06/21/0471/CU Change of use of existing paddock land to equine use and livery (retrospective) (Revised Location Plan) at land off Hall Road Hopton.

06/21/0472/F Change of use of land from equestrian to keeping of animals and poultry and permanent retention of outbuildings (contrary to condition 1 of original planning permission

for stables 06/14/0573/F and requirement to remove them by October 2023) (Revised Description and Location Plan) at land off Hall Road Hopton.

Cllr. Oakes declared a financial interest in the following application and left the room.

06/23/0772/HH Proposed removal of 6m of the existing palisade fencing and construction of replacement 2.9m high brick wall to match the existing to the south at Hopton Manor Hall Road Hopton.

All the above are with the Planning Committee for consideration.

Cllr. Oakes returned to the room.

Permissions Granted by GYBC:- None

Planning Permissions Refused by GYBC: None

Other: None

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

Eight payments and two direct debits from the business current account totalling £4,069.40.

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

7. To receive information and consider matters relating to the budget/precept 2024/25.

a) Confirm the Minute of the Policies & Finance Advisory Committee meeting held 30 November 2023.

It was proposed by Cllr. Plaskett and seconded by Cllr. K. Bradley to approve the Minute. This was unanimously agreed.

b) Recommendation from the Policies & Finance Advisory Committee.

In view of the budget figures and reduced income (reduction in the Concurrent Functions Grant from GYBC), it is recommended to increase the precept by £3.77 per annum for a band D property (all other bands proportionate). This is subject to the tax base figure being in the region of 1160 for the Parish. Any slight variation in the tax base will affect the amount. However, if there is a significant variation to the tax base, the matter can be reviewed again prior to the 12 January 2024 deadline. GYBC is encouraging Parish Council's to increase the precept.

Following discussion, it was proposed by Cllr. Y. Bradley and seconded by Cllr. Oakes to increase the precept, as set out above. This was unanimously agreed.

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

a) Work carried out by Abate Pest Management Services Ltd to remove the pigeon poo from the base of the tower and generally clean as per GYPT report.

The work started last week. All pigeon poo has been removed and the walls of the tower cleaned. Some scaffolding remains and will be taken away in the New Year, at which time the new netting will be installed.

b) Re-pointing parts of the walls.

Work will be carried out, as previously agreed, when there are a couple of good weather days.

c) Delivery and lighting of Christmas Trees.

The Christmas Tree (free) has been delivered and decorated with lights, which are on a timer. The smaller one metre pot grown tree will be delivered and planted in the spring.

d) Possibility of LED lighting around the Millennium Garden. Public consultation.

The potential lighting of the Ruin was discussed in 2021. At that time the Diocese (Hopton CE Primary Academy) advised that it would not be possible to have a separate metered electricity spur off the school. There is an outside socket on the school building that the Parish Council has use of to light the Christmas Tree, for which a donation is made to the school to cover the cost.

A feasibility study for lighting the Ruin was discussed in 2021 and the cost of a design, as quoted by The Norwich Architectural Lighting Company, was £200 plus VAT. Planning permission would need to be sought from GYBC, and written consent from the Church of England Commissioners to the proposal and final design.

Full costings would need to be obtained and a village wide consultation to see whether the proposals are supported by residents and to ensure money is well spent.

A copy of the restrictive covenants relating to the use of the Millennium Garden have previously been circulated to all Cllrs.

It may be possible to have low level solar lighting to avoid the problem of a permanent electricity supply. The matter is to be carried forward to a future meeting.

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

a) Meeting with Graeme Watson, Arboricultural Officer, GYBC to assess all trees to establish condition and ownership.

A meeting took place and Mr Watson has provided a plan showing the position of all trees. However, he was not able to provide advice to the Parish Council.

Most trees and shrubs on the boundary fences do not belong to the Recreation Ground and are not therefore maintained by the Parish Council. Any growth that appears to be in the gap between the wire fence and private fencing is not maintained by the Council. Private fences have been moved over the years.

In relation to the two oak trees on the east side of the field, it is suggested that an independent tree surgeon is appointed to assess both these trees. One has the protection of a Tree Preservation Order. A report by an independent tree surgeon would be lodged with the Parish Council's insurers for their information.

Following discussion, it was proposed by Cllr. Windsor-Luck and seconded by Cllr. K. Bradley to appoint an independent tree surgeon to assess the two oak trees. A budget of up to £400 to be set. This was unanimously agreed.

b) One line of existing Laurels removed and replanted.

Work will be carried out either December or January by the contract gardener. c)

Re-installation of car park post.

The work has been carried out, as previously agreed. There is a water pipe immediately under the post which has been checked and is not leaking.

d) Emergency repairs to stop leak south changing, back room.

The leak has now been isolated. Work is due to be carried out shortly. e)

Meeting with Hopton Harriers FC re fire risk checklist.

Matter carried forward to a future meeting.

10. Call for more volunteer community dog wardens.

As dog mess is once again on the increase on pavements and fields, a call for additional volunteer community dog wardens has been published in Village News and on Facebook pages. Full training will be provided by Environmental Health, GYBC. This is not a

confrontational role. It is about providing advice, giving out dog poo bags if needed and conversing with dog owners. If anyone is interested, please contact the Clerk.

11. To receive information and consider new updated 20mph advisory flashing speed signs on Coast Road to replace the existing that are no longer effective. Coast Road is a 30mph limit.

Following discussions with NCC Highways to see what can be done to enhance safety outside the school, it has been suggested that new updated 20mph advisory flashing speed signs would be of some benefit. A quote has been obtained from Westcotec for 2 mains powered signs and two 76mm post extensions at £3,828.00 plus VAT. A further sum of £1,000 plus VAT (for both signs) is payable to NCC for ten years maintenance/electricity costs and replacement should any of the equipment be vandalised in anyway.

The Parish Partnership Scheme administered by NCC has now closed for this year, but may become available next year. This is a 50/50 scheme and the upgrading of the flashing signs would fall within the required category for funding.

Alternatively, Cllr. Annison advised the £1M NCC road safety fund may be available again next year. He will investigate this further.

Following discussion, it was proposed by Cllr. Windsor-Luck and seconded by Cllr. Oakes to postpone this item until Spring 2024 when more information will be known regarding the Parish Partnership Scheme and/or £1M NCC road safety fund. This was unanimously agreed.

12. To receive and consider updates from previous Minutes.

a) Plans for the 80th anniversary of D Day 6 June 2024.

Ritson Lodge has been approached and they would be willing to facilitate a WW2 style afternoon tea for residents. A meeting will be taking place at the school in January 2024 to ascertain whether a few school children could attend, along with any other groups.

Organisation is at an early stage and more information will be available over the coming months.

b) Draft Biodiversity Policy.

A draft policy has been circulated. Comments to be submitted as soon as possible. Matter carried forward to a future meeting.

c) Meeting with Warren Road Residents Association. Maintenance of the footpath.

A meeting took place on 27 November 2023 attended by Cllr. Plaskett and the Clerk. Notes have been circulated. The long-standing problem of maintenance of the Warren Road footpath is a difficult one with legal implications. The footpath is well used by walkers and cyclists, however, there is no maintenance programme in place because ownership of the land is in question. The footpath is not a designated one, and is not on the definitive map. At this time, there is no possibility of getting the footpath recognised on the definitive map nor adopted by NCC Highways to maintain.

If the Parish Council want to have the footpath cut back 2 or 3 times a year, this could be achieved, and two options were put forward.

The first is a quotation from the Contract Gardener to trim hedges, brambles and the sides, cutting back overhead branches and removing most of the green waste to the existing bonfire pile at the Millennium Garden. The work would take 2 days per visit, at a cost of £273.00.

The second option is with the Norfolk & Suffolk Probation Service, Unpaid Work Unit.

Following conversations with the Placement Co-Ordinator, the Work Unit could carry out

maintenance 2 or 3 times a year, using hand tools only i.e. no strimmers. They would need an area to park both ends of the footpath. Toilet facilities must be provided and the disabled toilet at the Recreation Ground would be suitable. Any green waste would be bagged up and taken to the existing bonfire pile at the Millennium Garden. It might mean that a bonfire is needed twice a year rather than only once at present. The Probation Service work is free of charge.

Much discussion took place. It was proposed by Cllr. Oakes and seconded by Cllr. Plaskett to accept the quotation of £273 from the contract gardener to carry out the work as soon as possible. This was unanimously agreed.

The Probation Service may be asked to carry out work in the Spring.

Residents of Cliff Cottages, the Golf Club and the Residents Association will be advised of the decision.

13. To consider showing a sign of appreciation to the Parish Clerk for her work over the past year.

The Clerk was thanked for her work during the year and presented with a card and gift (not from public funds).

14. Result of uncontested election.

Steve Ames has been elected unopposed (ie no election required as only one candidate), with effect 20 December 2023.

17. To confirm the date and time of the next meeting of Hopton-on-Sea Parish Council.

Confirmed Monday 8 January 2024, 7.30pm in the Village Hall.

The meeting closed at approx. 8.10pm.

----- 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