

HOPTON-ON-SEA PARISH COUNCIL

Minute of the Parish Council Meeting held on Monday 10 July 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, Pam Oakes, John Plaskett, Jenny Spencer, John Tonks. Kevin Lee officially joined the meeting once appointed at item 4.

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

The Chairman pointed out housekeeping matters and advised the meeting is being recorded for training purposes.

1. To receive apologies for absence.

Apologies received from County/Borough Cllr. Carl Annison and Borough Cllrs. Katy Stenhouse and Antony Capewell.

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

Cllr. Plaskett declared a personal interest in item 16.b) as the new location of the SAM2 speed camera is in the vicinity of his home address.

3. To consider a recommendation for co-option to the Parish Council.

Following the written recommendation, it was proposed by Cllr. Hacon and seconded by Cllr. Oakes to appoint Kevin Lee as a co-opted Parish Councillor with immediate effect. This was unanimously agreed.

4. To sign Declaration of Acceptance.

Kevin Lee signed the Declaration of Acceptance.

5. Public Forum.

In summary:

A member of the public introduced himself as the voluntary representative of East Norfolk Transport Users Association. He has an article published in the July edition of Village News at page 9, with contact details, should any residents like more information or have a query regarding local transport links.

6. To confirm the Minute of the Parish Council Meeting held 12 June 2023.

It was proposed by Cllr. Tonks and seconded by Cllr. K. Bradley to confirm the Minute. This was agreed by majority vote.

7. To receive County and Borough Councillors' Reports.

County/Borough Cllr. Annison submitted a written report as follows:-

National Highways have cut long grass along the cycle/footpath along the A47. The concerns of residents regarding the trees on the Lovells development have been reported and a response is awaited. [Response received that trees to the east side (Old Church Road) were assessed by GYBC when the planning application was submitted by the developers and these trees do not have any Tree Protection Orders (TPO's) on them. Some trees on the

north side, abutting Seafields Drive estate, do have TPOs]. The bird scaring device which is loud and going off during the night has also been reported. Cllr. Annison looks forward to attending Party in the Park on 15 July and thanks all contributors for their hard work to make the event possible.

8. To consider the Clerk's reports.

a) Correspondence. As listed and circulated.

b) Planning applications.

Tree Preservation Order (TPO).

Application for a group TPO covering 6 Beech and 6 Birch trees to the rear of 16 Geneva Gardens, boundary with Hopton CE Primary Academy. The Borough Council's arboricultural officer has advised these trees are worthy of protection and a temporary group TPO has been made. The Parish Council can make comment by 20 July after which the Order will be confirmed.

06/23/0074/HH Proposed erection of new extended garage; proposed two storey front/side extension with balcony; removal of hedge and replacement with 2m high fence. Location: White Mays Cliff Lane Hopton-on-Sea.

Following a site visit by the Planning Committee, there is no objection to the application. A comment has been submitted that the original plan for the location of the garage was more suitable than the present location on the updated plan.

06/23/0426/HH Proposed single storey rear extension and detached timber frame garden room Location: Hanovire House Links Road Hopton-on-Sea. With the Planning Committee.

Permissions Granted by GYBC. None.

Planning Permissions Refused by GYBC. None.

c) Finance. To agree July 2023 invoices for payment and bank reconciliation statement as at 30 June 2023.

Seven payments and two direct debits from the business current account totalling £2,602.60. It was proposed by Cllr. Spencer and seconded by Cllr. Hacon to approve the list of payments and bank reconciliation statement. This was unanimously agreed.

9. To consider adopting a revised/updated Code of Conduct.

The existing Code was adopted in 2012, with yearly reviews thereafter. A more comprehensive Code, incorporating the 7 principles has been circulated. It was proposed by Cllr. Hacon and seconded by Cllr. K. Bradley to adopt the more comprehensive Code of Conduct with immediate effect. This was unanimously agreed. The Code will be uploaded to the website www.hopton-on-seapc.info

10. To consider an e-mail from the Churchwarden regarding maintenance of the churchyard.

Paperwork has previously been circulated to all Cllrs. It is the responsibility of the Parochial Church Council to maintain the churchyard. However, the Cutting Crew (voluntary group), in association with the Norfolk & Suffolk Probation Service, have been maintaining it for many years. Much discussion took place regarding various options that may assist.

It was proposed by Cllr. Spencer and seconded by Cllr. K. Bradley to respond to the Churchwarden with the following information:-

a) The Parish Council is prohibited by law (Local Government Act 1896, section not repealed by LGA 1972) to provide financial assistance directly to a church.

- b) The Cutting Crew, being a voluntary group, could apply to the Parish Council for a donation to assist with the cost of maintenance of the churchyard. The donations policy and application form can be found on the website www.hopton-on-seapc.info
- c) If the Cutting Crew decide to finish in September, as they have outlined to the Church, and if no funds are forthcoming from the Church to assist them, the Church could negotiate a Service Level Agreement directly with the Norfolk & Suffolk Probation Service to continue maintenance of the churchyard, as they do now.
- d) There are various other means of funding locally via businesses and grants, that may be available to the Cutting Crew.

This was agreed by majority vote (one abstention).

The Parish Council has been advised that there are only sufficient burial plots for the next 4/5 years at the churchyard. The Parish Council can consider the provision of additional land for future burials, but only if there is suitable land in the village. Unfortunately, the Parish Council does not own any land in Hopton, other than the old Ruin, which would not be suitable. The Church could approach various private land owners to see whether they are willing to gift some land to extend the burial ground.

Ultimately, if/when the churchyard officially closes, the Parochial Church Council can give three months written notice to the Parish Council that it wishes the churchyard to be maintained at public expense. If the Parish Council, for whatever reason, prefers that the responsibility for maintenance should fall upon the Borough Council, the Parish Council can within three months resolve and serve a further notice to this effect in writing on the Borough Council and the Parochial Church Council. The Borough Council is then legally obliged to take over maintenance of the closed churchyard, instead of the Parish Council (Local Government Act 1972, s.215.)

11. To consider the condition of the bus shelter on Lowestoft Road.

This is one of two shelters owned and maintained by the Parish Council. The two shelters are cleaned every four months at a cost of £50 for two.

The next clean is due September 2023. Following discussion, it was proposed by Cllr. Windsor-Luck and seconded by Cllr. Hacon to ask the contract gardener to trim around the bus shelter. This was unanimously agreed.

12. To review and update Objectives of the Council.

The updated list has been circulated. An additional objective has been added in relation to repairs to all three noticeboards. It was proposed by Cllr. Hacon and seconded by Cllr. Oakes to agree the listing. This was agreed by majority vote (one opposed).

13. To consider details regarding Norfolk County Council's Parish Partnership Scheme.

Paperwork has been received relating to the 2024/25 funding scheme. The Parish Council has been successful in the past for this 50/50 match funding, to purchase the SAM2 camera and white entrance gates. All bids must be submitted to NCC Highways by 8 December 2023 for consideration. There is an upper limit of £25,000 per bid to deliver projects where the priorities are for the local community.

Following some discussion, it was proposed by Cllr. Windsor-Luck and seconded by Cllr. Tonks to carry this item forward to the August meeting to allow Cllrs. more time to consider appropriate suggestions. This was unanimously agreed.

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

a) Response from GY Preservation Trust.

Darren Barker, GY Preservation Trust (GYPT) will be visiting the site. A report with recommendations will follow by the end of July 2023. It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Oakes to carry this item forward to the August meeting. This was unanimously agreed.

b) Installation of CCTV/Signage.

CCTV signage has been installed. The outcome of GYPT's report above is awaited.

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

a) Confirmation of revised charge to use the football pitch/pavilion.

Following a meeting with one of the Managers, the monthly charge has been increased to £125 with effect from June 2023. This will cover some of the water and electricity costs, although the Parish Council will still be heavily subsidising the pavilion usage.

b) Tree west side, adjacent to Field View Lowestoft Road.

Two quotes have been obtained to trim/reduce the Silver Birch tree. GY Services at £279.80 plus VAT and Talking Elm Trees at £525 plus VAT. Following a brief discussion, it was proposed by Cllr. Windsor-Luck and seconded by Cllr. Plaskett to approve the quotation from GY Services at £279.80n plus VAT. This was unanimously agreed.

c) Skateboarding, BMX. Scooter event Saturday 19 August 2023.

The event is free and has been well attended in the past. Posters promoting the day have been displayed in various locations/businesses and leaflets will be sent to the school and youth club. There is also an advert in the Party in the Park brochure.

d) Purchase of legionella test kit at £43.75 plus VAT.

It was proposed by Cllr. Tonks and seconded by Cllr. Hacon to purchase a test kit at £43.75 plus VAT. This was unanimously agreed.

e) Quotation to trim the front of the Recreation Ground from the fence to pavement.

Two quotes have been received. GY Services at £305 plus VAT and Greengrass Landscape Gardening at £150. Following discussion, it was proposed by Cllr. Windsor-Luck and seconded by Cllr. Hacon to approve the quotation from Greengrass at £150. This was unanimously agreed.

16. To receive updates from previous Minutes.

a) Project Bid status re Expenditure of Developer Contributions towards Open Space, upgrade of play area St. Clair Court.

Nothing further heard from GYBC.

b) Response from NCC Highways re proposed new location for SAM2 camera.

The camera can be installed at any location with a maximum speed limit of 30mph. The lamppost bracket has been received and will be installed by the end of July on the post outside "Chandon" on Links Road, ready to take the SAM2 camera, facing both ways for a number of weeks. Data from the camera is collected for future use.

It was proposed by Cllr. Plaskett and seconded by Cllr. Spencer to add Links Road to the schedule, with the camera facing east and west. This was unanimously agreed.

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

Confirmed.

The meeting closed at 8.33pm.

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