

HOPTON-ON-SEA PARISH COUNCIL

Minute of the Annual Parish Council Meeting held on Monday 13 May 2024 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), Steve Ames, Yvonne Bradley, Keith Bradley, John Tonks. Also present: County/Borough Cllr. Carl Annison. Julie McNair, Officer of the Council and 7 members of the public.
The meeting commenced at 7.35pm. The Chairman pointed out housekeeping matters.

1. To elect a Chairman.

It was proposed by Cllr. Hacon and seconded by Cllr. Y. Bradley that Cllr. Windsor-Luck be elected Chairman. This was unanimously agreed.

2. To receive the Chairman's Declaration of Acceptance of Office.

The Declaration was signed.

3. To elect a Vice-Chairman.

It was proposed by Cllr. Windsor-Luck and seconded by Cllr. K. Bradley that Cllr. Hacon be elected Vice-Chairman. This was unanimously agreed.

4. To receive the Vice-Chairman's Declaration of Acceptance of Office.

The Declaration was signed.

5. To receive apologies for absence.

Received from Cllrs. Kevin Lee, Pam Oakes, John Plaskett.

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

There were none.

7. To receive the Chairman's Annual Report.

Circulated and accepted as read. The report has been published in Village News magazine and is on the Parish Council's website at www.hopton-on-seapc.info

8. Public Forum.

The following matter was raised. In summary:

a) There needs to be support from Police and the Dog Wardens from GYBC Environmental Health in relation to out of control dogs. B. Cllr. Annison will take the matter forward.

9. To confirm the Minute of the Parish Council Meeting held 8 April 2024.

It was proposed by Cllr. Ames and seconded by Cllr. Tonks to approve the Minute. This was unanimously agreed.

10. To receive County and Borough Councillors' Reports.

County/Borough Cllr. Annison advised:-

a) The new speed signs outside the primary school have been delayed, but should be installed in the next 6 weeks.

b) Progress has been made in relation to the development north Lowestoft Road. Following a productive meeting with NCC and GYBC to discuss verged, NCC agreed to do the first cut

on the right hand side heading north, and thereafter, NCC will pay GYBC to maintain that side and include in their regular cutting regime.

c) Next summer that section of road will be surface dressed. With regard to a gate across the end of the road, originally GYBC were in favour, however, NCC have said they will explore putting a gate across just north of the sub station to stop fly tipping. If everyone can agree on that action, payment will be met by County Cllr. Annison from his highways budget. The matter is still in discussion.

d) Cllr. Annison met with residents of Cliff Cottages, Warren Road, regarding complaints about overgrown hedging. It has been agreed that NCC will cut back hedges on both sides.

e) Yellow lines have been repainted on Warren Road. GYBC Parking Enforcement Officers have been asked to patrol the area.

11. To consider the Clerk's reports.

a) Correspondence. As previously circulated.

b) Planning applications.

06/24/0134/TRE Proposed works to tree protected by Tree Preservation Order (ref. TPO No.9 2021) - T2 - English oak - Quercus robur - Height - 19m - Crown spread 16m - Bifurcates at 3m with decay pocket at old branch union with approximately 30% of heartwood decayed. Bulging in vicinity of decay, indicative of fungal pathogens within. Major deadwood throughout crown, previously crown raised. Old tear-out wounds and snag ends throughout crown. Reduce tree by 1- 2m and cobra brace eastern stem to western stem. Remove major deadwood. Location: Recreation Ground East Side Lowestoft Road Hopton-on-Sea. No objection by the Parish Council.

06/24/0144/HH Proposed two-storey side and rear extension at 16 Geneva Gardens Hopton. No objection by the Parish Council.

06/24/0177/HH Side extension to provide utility area, shower room, bedroom and study area at mezzanine level at 42 Old Church Road Hopton. No objection by the Planning Committee.

c) Finance. To agree May 2024 invoices for payment and bank reconciliation statement as at 30 April 2024.

Seven on-line payments and two direct debits from the business current account totalling £3,554.84. It was proposed by Cllr. Tonks and seconded by Cllr. K. Bradley to agree the bank reconciliation statement and list of payments for May. This was unanimously agreed.

12. To consider and approve the year end 31.3.2024 Report and Accounts as follows:-

a) Section 1 Annual Governance Statement.

It was proposed by Cllr. Y. Bradley and seconded by Cllr. Windsor-Luck to approve section 1. This was unanimously agreed.

b) Section 2 Accounting Statements.

It was proposed by Cllr. Hacon and seconded by Cllr. Tonks to approve section 2. This was unanimously agreed.

c) Year End Bank Reconciliation.

It was proposed by Cllr. Hacon and seconded by Cllr. Tonks to approve the Year End Bank Reconciliation. This was unanimously agreed.

d) Notice of Public Rights to Inspect.

It was proposed by Cllr. Y. Bradley and seconded by Cllr. Hacon to approve the dates for the Notice of Public Rights to Inspect. This was unanimously agreed.

e) To appoint Ashley Nichol as Internal Auditor for 2024/25.

It was proposed by Cllr. Tonks and seconded by Cllr. Hacon to appoint Ashley Nichol as Internal Auditor for 2024/25. This was unanimously agreed.

13. To agree Parish Council meeting dates for 2024/25.

It was proposed by Cllr. Tonks and seconded by Cllr. K. Bradley to agree the meeting dates as listed and circulated. This was unanimously agreed. The dates are shown on the Parish Council's website at www.hopton-on-seapc.info

14. To receive information and consider Councillor training over the coming months.

Following a brief discussion, it was proposed by Cllr. Hacon and seconded by Cllr. K. Bradley to approve Initial Cllr. Training course for Cllr. Ames, organised by Norfolk Parish Training & Support at a cost of £52.00, to be held on 22 May 2024. This was unanimously agreed. In relation to full Council training discussed at the last meeting, there were insufficient Cllrs. interested to make the training financially viable.

15. To receive and consider NCC's consultation to change the catchment area for Hopton CE Primary Academy from 1 September 2024.

Consultation papers have previously been circulated. The proposal is to move the school catchment area so that any future properties north of Valley Farm would come under Gorleston for schools and not Hopton. Some discussion took place. The new development at Links Road (south side) would likely house families, with a significant number of children. There could be insufficient capacity at Hopton CE Primary Academy to take that number of additional children. There would also be an increase in vehicles along Station/Coast Road. The southern boundary for Hopton is in the middle of fields (south of Longfulans) and this could be built on in future with the catchment area being the local school. The general feeling was in support of the proposed catchment area change.

16. To consider matters relating to the Millennium Garden.

a) Anti-social behaviour. More stones have been removed from the north wall of the ruin and glass has been thrown around. This will be taken to the next SNAP (Norfolk Constabulary) meeting and PC Mark Saggars advised. Repairs to the north wall will be carried out shortly.

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

a) Trading account, inspection of premises, fire safety.

Papers have previously been circulated to all Cllrs. The Chairman of Hopton Harriers FC has advised that fire safety equipment is being purchased and other matters are in hand in order to comply with fire safety regulations. Some discussion took place and it was proposed by Cllr. Ames and seconded by Cllr. Tonks to set up a small working party to meet with the Chairman of the football club in order to progress matters. This was unanimously agreed.

b) Quotation to strim front of the Recreation Ground.

A quotation has been received from the contract gardener at £150.00. It was proposed by Cllr. Ames and seconded by Cllr. Hacon to agree the rate of £150.00 to strim and remove cuttings. This was unanimously agreed.

18. To receive updates from previous Minutes.

a) First Draft Local Plan Consultation – comments sent to GYBC relating to Hopton.

Comments supplied by Cllrs. have been submitted to GYBC and acknowledged.

b) Progress of plans for 80th anniversary of D. Day 6 June 2024.

There will be a morning assembly at the school. Cllrs. are invited. 12 children will attend Ritson Lodge and help serve 1940s style afternoon tea to residents. Cllr. Lee will provide a talk at the school and Ritson Lodge. The knitted tops are in hand. A lantern has been purchased for D. Day and other events.

c) Feedback from Village Litter Pick held 27 April 2024.

Despite only a handful of participants, 12 bags of litter were collected from around the village. Thank you to the residents that helped.

19. To confirm the date and time of the next meeting of Hopton-on-Sea Parish Council. Monday 10 June 2024, 7.30pm in the Village Hall.

Confirmed.

The meeting closed at approximately 8.15pm.

The Annual Parish Meeting followed – separate minute.

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