

HOPTON-ON-SEA PARISH COUNCIL

Minute of the Parish Council Meeting held on Monday 13 June 2022 commencing at 7.30pm at Hopton Village Hall, Station Road, Hopton-on-Sea NR31 9BE.

Present: Parish Cllrs: Chris Ward (Chairman), Jan Windsor-Luck (Vice Chairman), Sue Hacon, Pamela Oakes, Jenny Spencer, Ruth Straughan, John Tonks. Also present: Julie McNair, Clerk to the Council, County/Borough Cllr. Carl Annison and two members of the public attended. The Chairman pointed out housekeeping matters.

1.To consider apologies for absence.

Received from Cllrs. K. Bradley and Y. Bradley.

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

Cllr. Oakes declared a personal and financial interest in item 8.b. application 06/22/0365/HH. When this application is discussed Cllr. Oakes will leave the room and not take part in any discussion or voting.

Cllr. Windsor-Luck declared a personal interest in item 8.b. application 06/22/0400/HH as her property is in close proximity.

3.Public Forum.

In summary:

- a. Well done on the Queen's Platinum Jubilee. Everyone came together and it was a huge success.

4.To confirm the Minute of the Annual Parish Council meeting held 9 May 2022.

It was proposed by Cllr. Oakes and seconded by Cllr. Windsor-Luck to approve the Minute as read. This was unanimously agreed.

5.To confirm the Minute of the Annual Parish meeting held 9 May 2022.

It was proposed by Cllr. Tonks and seconded by Cllr. Windsor-Luck to approve the Minute as read. This was unanimously agreed.

6.To receive County and Borough Councillors' Reports.

County/Borough Cllr. Annison advised:-

County issues - Residents in St. Andrews Close complained about pot holes. The re-surfacing has been completed on sections of that road.

All traffic management (signs and barriers) were off the Lowestoft Road in time for the Queen's Platinum Jubilee Event, which made parking easier.

Signage and barriers currently on the Lowestoft Road (north) near the development should not be there, as the developer does not have a permit for the highway. An e-mail has been sent asking they be removed. The barriers are also dangerous in that location.

A meeting has taken place with Paul Sellick, Highways regarding the white lines on Coast Road and Station Road and why some were re-painted and other sections were not. The lines left out will be refreshed in the next few months.

The Queen's Platinum Jubilee event was an amazing day for the community.

Borough issues – Residents in Potters Drive have complained regarding trees on the Haven site that are in need of cutting back. An e-mail has been sent to Haven with a view to tidying up some of the trees.

Borough Cllr. Hacon advised there was nothing major to report at this time.

7.To consider and approve the year end 31.3.22 Report and accounts as follows:-

a. Section 1 Annual Governance Statements.

It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Oakes to approve Section 1. This was unanimously agreed.

b. Section 2 Accounting Statements.

It was proposed by Cllr. Oakes and seconded by Cllr. Spencer to approve Section 2. This was unanimously agreed.

c. Bank Reconciliation.

It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Tonks to approve the Bank Reconciliation. This was unanimously agreed.

d. Notice of Public Rights to Inspect.

It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Oakes to approve the dates of the Notice of Public Rights to Inspect as 1st July to 11th August 2022. This was unanimously agreed.

8.To receive and consider the Clerk's reports:-

a. Correspondence. As listed and circulated.

b. Planning applications received.

06/22/0213/HH Proposed erection of four bay garage block at Hopton House Hall Road. No objection by the Parish Council.

06/22/0365/HH

Cllr. Pamela Oakes declared a financial interest, left the room, and did not take part in any discussion or voting.

Proposed retrospective re-roofing and infilling entrances to open fronted garages with new glazed doors and reconstruction of boundary wall adjacent A47 at Hopton Manor Hall Road. No objection by the Planning Committee.

06/22/0388/F Proposed installation of CWS 60 cubic metre water tank with insulated tank panels; erection of surrounding close boarded timber fence and double gate at Hopton Holiday Village Warren Road. No objection by the Planning Committee.

06/22/0437/TRE T1 - Monterrey Cypress - crown lift by removal of lower branches to 3-4m; T2 – Oak - reduce heavily to reduce further impact on property; T3 - Holly - reduce property side and crown lift to 3m to minimise further impact on property at green space at junction of Coast Road and Manor Gardens. No objection by the Planning Committee.

Cllr. Windsor-Luck declared a personal interest in the following application as this property is in close proximity to her own.

06/22/0400/HH Ground floor rear side infill extension; First floor side and rear (wraparound) extension: Garage and new infill extension; Detached rear summerhouse - amendment to

approved application 06/21/0422/F at 65 Anglian Way. With the Planning Committee for consideration.

06/22/0451/HH Proposed attached garage and infill to front porch at 1 Jex Way Hopton. With the Planning Committee for consideration.

Permissions Granted by GYBC:-

06/21/1037/F 54 Warren Road Hopton. Subdivision of garden to form plot for detached house and garage.

06/22/0218/CD referring to 06/10/0697/D discharge of conditions 3, 4, 5, 8 10 and 11 Land east of Lowestoft Road (Lovell development).

Planning Permissions Refused by GYBC: None.

Cllr. Oakes returned to the room.

c. Finance. Twenty payments and two direct debits from the business current account totalling £5,302.64. It was proposed by Cllr. Ward and seconded by Cllr. Tonks to accept the Bank reconciliation statement and approve the payments as listed. This was unanimously agreed.

9.To receive updates and consider matters relating to the Recreation Ground and Pavilion Building:-

a. Repairs to toilet seat in the ladies.

One toilet needs a new seat. It was proposed by Cllr. Ward and seconded by Cllr. Oakes to obtain a quotation.

b. Water pressure sinks in the ladies facility.

The water pressure to the sinks needs turning down. Cllr. Ward will investigate further.

c. Repairs to man-hole cover.

The man-hole cover needs replacing. A quotation is awaited from DynoRod.

d. Repairs to urinal.

DynoRod have carried out repairs to the urinal as this was an urgent matter. Their hourly rate has been circulated to all Cllrs. and an invoice is awaited. Cllr. Ward has asked the football team to rinse the urinals with water/solution after every match to ensure they remain clear.

10.To receive feedback/updates from previous Minutes:

a. Queen's Platinum Jubilee Community Event, held Saturday 4 June 2022.

The event was a huge success with many compliments received by the Parish Council, and Ian and Carole Wall. The Parish Council's raffle took an extraordinary amount of money and the final figures for the overall event are being calculated by the Clerk.

The Mayor and Mayoress enjoyed their visit. The Parish Council expressed thanks to all organisers and volunteers who did a fantastic job on the day.

b. Gifting of commemorative mugs to pupils and staff at Hopton CE Primary Academy.

Mugs were gifted to the school on 21 May and they were well received by all pupils and staff.

c. Washing of the two white entrance gates to the village.

Both gates were cleaned on Saturday 14 May by some Parish Cllrs.

11.To receive a report regarding the Parish Council's new website/launch at www.hopton-on-seapc.info

The website has been launched with details in the June edition of Village News, and on the noticeboards. If you have any comments regarding the website please let the Clerk know via e-mail to hoptonparishclerk@hotmail.com website: www.hopton-on-seapc.info

12.To consider a draft Donation Request Form in support of the existing Donations Policy.

The draft Donation Request Form has previously been circulated. It was proposed by Cllr. Ward and seconded by Cllr. Hacon to adopt the Donation Request Form. This was unanimously agreed. The Form will be uploaded to the website under the Donations Policy Document.

13.To receive a meeting report from the Village Hall Management Trust.

Cllr. Windsor-Luck's report has previously been circulated. It was proposed by Cllr. Oakes and seconded by Cllr. Spencer to adopt the report as read. This was unanimously agreed.

14.To consider the appointment of the second nominated representative for the Village Hall Management Trust year 2022/23.

It was proposed by Cllr. Ward and seconded by Cllr. Spencer that Cllr. Tonks is re-appointed as the second nominated representative. This was unanimously agreed.

15.To consider replacing the photocopier on expiry of the existing contract.

The photocopier has had many on-going problems and the existing contract expires this month. An ex demonstration Sharp model via Netbox Digital is the same price at £137.48 quarterly rental charge, fixed for five years. This price includes all maintenance, servicing and cartridges. There would be 3,000 mono copies included (as existing contract) but colour would be paid for. Very few colour copies are used. The VAT element can be reclaimed as usual. It was proposed by Cllr. Oakes and seconded by Cllr. Hacon to approve the new five year contract. This was unanimously agreed.

16.To consider an e-mail from NHS Property Services Ltd regarding the car park at the Village Hall.

NHS Property Service have approached the Parish Council with regard to maintenance of the car parking area used by the doctors surgery and village hall. Some background history was provided to new Cllrs. The Lease between the Parish Council (as Custodian Trustee) and the GY & Waveney Primary Care Trust (PCT) predates completion of the car parking area and village hall. Having spoken to a number of ex Parish Cllrs. who recall the timeline, it was always intended that once the car park was built, an agreement for joint use and maintenance of the car park would be drawn up with maintenance costs split between the PCT and Village Hall Management Trust. It was proposed by Cllr. Ward and seconded by Cllr. Tonks to bring this back to the agenda when further information is available. This was unanimously agreed.

17.To consider a request from the Chairman to attend The Essential Update Seminar organised by Norfolk Parish Training & Support on 22 September 2022 at a cost of £52.

It was proposed by Cllr. Tonks and seconded by Cllr. Spencer to approve the request and expenditure from the training budget. This was unanimously agreed.

18.To consider New Local Plan Update and Call for Sites from GYBC.

An e-mail outlining the above has previously been circulated to all Parish Cllrs. B. Cllr. Annison provided a brief overview.

19.To consider holding meetings every other month.

This suggestion was discussed. In view of the usual amount of business to be transacted, it was proposed by Cllr. Tonks and seconded by Cllr. Oakes to reject the suggestion and continue to hold meetings monthly. This was agreed by majority vote.

20.To confirm the date and time of the next meeting of Hopton-on-Sea Parish Council. Monday 4 July 2022, 7.30pm at Hopton Village Hall.

This is the first Monday in the month. Confirmed.

The Chairman closed the meeting at 8.20pm.

Signed: Chairman

Dated:

These Minutes are in draft format and unconfirmed until approved at the next Parish Council meeting.

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

e-mail hoptonparishclerk@hotmail.com

Tel: 01502 730768 or in person at the village hall office, Monday, Tuesday, Thursday and Friday 9.30am to 1.00pm.

Website: www.hopton-on-seapc.info